

**SUMMARY
CLAY RURAL WATER SYSTEM, INC.
BOARD OF DIRECTORS – REGULAR
MARCH 24, 2020**

The regular meeting of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:00 p.m. by Vice President, Randy Huot at the Water System Office. He welcomed new Board members: Mark Bottolfson and Ken Kessler. Directors present were: David Reiff, Tim Irwin, Nick McKee (via telephone), Pat Manning, Randy Ronning, Randy Huot, Mark Bottolfson, Ken Kessler, and Glen Gilbertson. Also present were Manager Steve Muilenburg and Office Manager, Donna Henriksen.

ADOPT AGENDA: A motion was made and seconded to adopt the Agenda. Motion carried.

DIRECTOR CONFLICT WITH AGENDA ITEMS: None.

A motion was made, seconded and carried to suspend the rules and move to Item 14A.

AUDIT PRESENTATION: Dwight Berglin of Quam, Berglin & Post, P.C. presented the 2019 Audit via telephone. A motion was made, seconded and carried to accept the 2019 Audit. A motion was made, seconded and carried to have the President sign the e-file 990 Form.

MINUTES: The minutes of the February 27, 2020 regular Board meeting were distributed previously. A motion was made, seconded & carried to approve. The Board Summary for February 27, 2020 regular meeting was distributed previously. A motion was made, seconded and carried to approve.

ANNUAL RE-ORGANIZATIONAL MEETING: Election of Officers: Randy Huot elected President; Randy Ronning elected Vice President; Pat Manning elected as Secretary/Treasurer.

Designations for 2020 include: Attorney: Mike McGill; Auditor: Quam, Berglin & Post P.C.; Financial Institutions: Main Depository: First Premier Bank, Wakonda. Secondary Depositories: Bank of the West, Vermillion, First Dakota, Vermillion & Beresford, CorTrust, Vermillion, and First National, Yankton. Users of Credit Cards: A motion was made, seconded and carried to designate all Board members and full-time employees as users of credit cards. DGR Engineering, engineering services.

Meeting adjourned at 7:30 p.m. and regular meeting resumed.

VISITORS TO BE HEARD: None.

FINANCIAL STATEMENTS: The February Financial Summary, cash balances, and allocations were reviewed by Steve Muilenburg. A motion was made, seconded and carried to approve the six transfers. The Financial Checklist will be carried out by designated Board members. Randy Ronning will review the Vendor list. The Board reviewed the 2019 CoBank Patronage Distribution.

CHECK REGISTER: Donna Henriksen reviewed the March Check Register and April Bills requiring pre-approval. A motion was made and seconded to approve. Motion carried.

MANAGER'S REPORT: Steve Muilenburg presented the March Manager's Report. He discussed FEMA paperwork, Sensus Upgrade, Irrigation line flushing and Inventory Order. The February Water Sales Report was also reviewed.

LEGAL REPORT: Manager Muilenburg reported that Mike McGill has been doing legal work on an easement for the Alsen Booster Station.

SDARWS UPDATE: Glen reported all upcoming meetings have been canceled for now due to Covid-19.

REPORT OF DISTRICT ELECTIONS: District Elections were held March 6, 2020. Directors elected are: Randy Ronning in District I; Mark Bottolfson in District II; and Ken Kessler in District III.

2020 PROJECT UPDATE: Manager Muilenburg encouraged the Directors to review the Engineers Report.

AT&T PROPOSAL: Manager Muilenburg presented new information on the AT&T proposal, so discussion was re-opened.

SELECT SCHOLARSHIP WINNERS: Dave Reiff, chair of the Scholarship reported this year's scholarship winners are: Kennedy Pratt of Vermillion; Libby Gregg of Vermillion; and Brody Weavill of Elk Point-Jefferson. A motion was made, seconded and carried to accept the selection.

POLICY NO. 106: Manager Muilenburg reviewed Policy No. 106 - Conflict of Interest. A motion was made, seconded and carried to have Directors sign.

ANNUAL MEETING/OPEN HOUSE: A motion was made, seconded and carried to postpone the Annual Meeting/Open House to a later date.

COVID-19 SYSTEM POLICIES & PROCEDURES: Discussion was held on what practices and cautions the System employees are implementing due to Covid-19.

ROUTINE OFFICE BUSINESS: Randy Huot reviewed the Routine Office Business for the month. All business including no Drop Services, ten New Services, and no Bad Debts was approved by unanimous consent.

OTHER ITEMS FOR DISCUSSION: None.

CALENDAR OF EVENTS: Next regular Board Meeting, Monday, April 20 at 7 p.m. All other events canceled.

SUPPLEMENTAL INFORMATION: Thank you from Russ Lilly.

ADJOURNMENT: Meeting adjourned at 9:20 p.m. by unanimous consent.