

**SUMMARY  
CLAY RURAL WATER SYSTEM, INC.  
BOARD OF DIRECTORS – REGULAR  
JULY 19, 2018**

**The regular meeting** of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:16 p.m. by President Bob Wood at the Wynstone Water Treatment Plant. Directors present were: Dave Reiff, Duane Holoch, Pat Manning, Randy Ronning, Randy Huot, Bob Wood, Russ Lilly, and Glen Gilbertson. Absent excused was Jim Schurdevin. Also present were: Manager Greg Merrigan, and Bookkeeping/Accounting Clerk, Leanne Brown.

**ADOPT AGENDA:** A motion was made, seconded and carried to adopt the revised Agenda.

**DIRECTOR CONFLICT WITH AGENDA ITEMS:** None.

**MINUTES:** The minutes of the June 28, 2018 regular Board meeting were distributed previously. Minutes were approved. The Board Summary for June 28, 2018 regular meeting was distributed previously. Board summary was approved.

**VISITORS TO BE HEARD:** None.

**FINANCIAL STATEMENTS:** The June Financial Summary was reviewed by Greg Merrigan and Leanne Brown. A motion was made, seconded and carried to approve the five financial transfers. Checkbook balance, cash balance and major budgeted items were reviewed. Greg Merrigan reviewed the Allocation of Costs.

**CHECK REGISTER:** Leanne reviewed the July Check Register and August Bills requiring pre-approval. A motion was made, seconded and carried to approve.

**MANAGER'S REPORT:** Greg Merrigan presented the July Manager's Report: he noted the QOT board meeting he attended; new user hookups; and operating activities. June Water Sales Report was also reviewed.

**LEGAL REPORT:** Greg Merrigan gave a brief report.

**SDARWS UPDATE:** Glen Gilbertson reported on the Golf Tournament; he will be going to Madison next week to work on the Budget; and noted the upcoming Board Leadership Training to be held Nov. 14 & 15 in Pierre and encourages anyone who has not attended before, to do so.

**FINANCIAL CHECKLIST:** A motion was made, seconded and carried to approve the checklist tasks, provided by the Auditor, with one addition.

**REVISED MANAGER'S POSITION DESCRIPTION:** A motion was made and seconded to have the Manager Search Committee draft a position description using examples provided and present to full Board. Motion carried.

**POLICY REVIEW SESSION:** A motion was made, seconded, and carried to hold a Policy Review Session, prior to the August 23 Board meeting, at 6:30 p.m.

**MEMBERSHIP SURVEY:** A motion was made and seconded to approve the survey questions. Motion carried.

**ROUTINE OFFICE BUSINESS:** The Board reviewed the Routine Office Business for the month. A motion was made, seconded and carried to approve all office business including two Drop Services, 14 New Members, and no Bad Debts.

**OTHER ITEMS FOR DISCUSSION:** None.

**CALENDAR OF EVENTS:** August 23 – next regular Board Meeting at 7:30 p.m. at System Office, preceded by Committee Meeting at 6:30 p.m.; Sept. 3 – Office closed for Labor Day.

**SUPPLEMENTAL INFORMATION:** None.

**ADJOURNMENT:** A motion was made, seconded and carried to adjourn the meeting at 8:31 p.m.