

**SUMMARY OF BOARD MINUTES  
CLAY RURAL WATER SYSTEM, INC.  
BOARD OF DIRECTORS – REGULAR  
AUGUST 23, 2018**

**Call to Order:** The regular meeting of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:47 p.m. (following the Committee Meeting) by President Bob Wood at the Water System Office. Directors present: Dave Reiff, Duane Holoch, Pat Manning, Jim Schurdevin, Randy Huot, Bob Wood, Russ Lilly, and Glen Gilbertson. Absent excused was Randy Ronning. Also present were Manager Greg Merrigan, and Office Manager, Donna Henriksen.

**ADOPT AGENDA:** A motion was made, seconded and carried to adopt the revised Agenda. Item 11C. NRWA Credit Union Proposal was added.

**DIRECTOR CONFLICT WITH AGENDA ITEMS:** Pat Manning and Bob Wood with the Credit Union Item.

**MINUTES:** The minutes of the July 19, 2018 regular Board meeting were distributed previously. Minutes were approved. The Board Summary for July 19, 2018 regular meeting was distributed previously. Board summary was approved.

**VISITORS TO BE HEARD:** None.

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

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

**MANAGER'S REPORT:** Greg Merrigan presented the August Manager's Report: he noted the QOT issue will have a member survey and promote paperless billing; talked about the hydraulic model our engineer is working on, the lead & copper sampling results, and operating activities. July Water Sales Report was also reviewed.

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

**SDARWS UPDATE:** Glen Gilbertson reported the SDARWS Board is working 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.

Greg Merrigan reported on the NRWA Credit Union proposal.

**FINANCIAL CHECKLIST:** The Board reviewed the Financial Checklist and set a timeline frequency for action. A motion was made, seconded and carried to approve the proposed timeline.

**MANAGER REPLACEMENT COMMITTEE:** Pat Manning, Chair of the Manager Replacement Committee met with Jeramiah Corbin and Kurt Pfeifle of SDARWS and informed the Board of the action that needs to be started in the coming months and approximate costs.

**CLAY COUNTY FUNDING REQUEST:** Greg Merrigan reviewed a letter from the Clay County Director of Equalization requesting funding help for the aerial photography for Pictometry. A motion was made, seconded, and carried to enter into a 3-year contract.

**2018 COBANK ELECTION:** Information was provided on the vote for stockholder for the CoBank Election. A motion was made, seconded, and carried to have Bob Wood vote for the incumbent.

**COBANK MATCHING GRANT PROGRAM:** Greg Merrigan presented information on the CoBank Matching Grant Program. A motion was made and seconded for Clay Rural Water to apply for a \$1,000 match. Motion carried.

**APPOINT RATE REVIEW COMMITTEE/SET MEETING DATE:** A motion was made, seconded and carried to approve the Rate Committee. A motion was made and seconded to adopt Resolution 2018-01 declaring Dave Reiff, Randy Ronning, and Glen Gilbertson members of the Rate Review Committee. Motion carried.

**EMPLOYEE ASSISTANCE PROGRAM:** Greg Merrigan presented information on a Connections Employee Assistance Program, employer paid. A motion was made, seconded and carried to approve the Program for the employees.

**ROUTINE OFFICE BUSINESS:** The Board reviewed the Routine Office Business for the month. A motion was made, seconded and carried to approve no Drop Services; 23 New Services, and no Bad Debts.

**OTHER ITEMS FOR DISCUSSION:** Greg Merrigan presented information from CoBank on an additional patronage dividend that will be distributed this fall.

**CALENDAR OF EVENTS:** Sept. 3 – Office closed for Labor Day; Sept. 5 – SDWARN Meeting in Oacoma; Sept. 6 – SDARWS Bd Meeting in Oacoma; Sept. 5-7 – Field to Table at Valley Ag, Gayville; Sept. 12-14 – SDWWA Conference in Deadwood; Sept. 27 – next regular Board meeting, 7:30 p.m., System Office.

**SUPPLEMENTAL INFORMATION:** Thank you from Clay Co. Fair/4-H

**ADJOURNMENT:** Bob Wood declared meeting adjourned at 9:23 p.m.