

**SUMMARY
CLAY RURAL WATER SYSTEM, INC.
BOARD OF DIRECTORS – REGULAR
SEPTEMBER 22, 2016**

The regular meeting of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:27 p.m. by President Bob Wood at the Water System Office. Directors present were: David Reiff, Jim Schurdevin, Duane Holoch, Pat Manning, Randy Ronning, Randy Huot, Bob Wood, Vic Hendriks, and Glen Gilbertson. Also present were: Manager Greg Merrigan, and Office Manager, Donna Henriksen.

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

DIRECTOR CONFLICT WITH AGENDA ITEMS: None.

MINUTES: The minutes of the August 25, 2016 Board meeting were distributed previously. Minutes were approved. The Board Summary for August 25, 2016 meeting was distributed previously. Board summary was approved.

VISITORS TO BE HEARD: None.

FINANCIAL STATEMENTS: The August Financial Summary was received. 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: The September Check Register and October Bills requiring pre-approval were presented for approval. A motion was made, seconded and carried to approve.

MANAGER'S REPORT: Greg Merrigan presented the September Manager's Report; Items noted: latest issue of QOT: Jennifer Bame, our QOT editor was honored at National level; Union Co. Electric rate increase; staff anniversaries; and new hookups. He noted meetings attended, and miscellaneous distribution work. August Water Sales Report was also reviewed.

LEGAL REPORT: Mike McGill has continued work on our Bylaws revision and Policy No. 306.

SDARWS UPDATE: Glen Gilbertson attended the SDARWS Board meeting Sept. 1st in Oacoma and the NRWA Conference in Orlando, FL Sept. 12-14. He also noted the Leadership Conference that will be held Nov. 16 & 17 in Pierre.

BYLAW REVIEW: Greg Merrigan reviewed the proposed changes to the Bylaws. A motion was made, seconded and carried to approve the changes on pages 1-25 of the Bylaws.

A motion was made and seconded to hold a Special Membership Meeting to approve these Bylaw changes on February 23, 2017 at 7:00 p.m. Motion carried.

REVIEW POLICY NO. 306: The Board reviewed changes to Policy No. 306 adding wording to address our automatic meter reading responsibilities. A motion was made, seconded and carried to approve the changes as presented.

MANAGER'S EVALUATION: President Bob Wood passed out the Manager Evaluation forms to Board members and asked that they be returned to the System Office by Friday, Sept. 30th.

HEALTH INSURANCE RENEWAL: Greg Merrigan presented information on the health insurance renewal received from Wellmark; there will be a 6.9% increase. A motion was made, seconded and carried to approve renewal of the current Health Insurance.

ROUTINE OFFICE BUSINESS: The Board reviewed the Routine Office Business for the month. All routine business was agreed to by unanimous consent: One Drop Service; Ten New Services; and no Bad Debts.

OTHER ITEMS FOR DISCUSSION: Office Manager, Donna Henriksen, was recognized for 30 years of service to Clay Rural Water and was presented a Plaque from President, Bob Wood, on behalf of the Board and Staff.

CALENDAR OF EVENTS: Oct. 18 & 19 - Office Training in Tea; Oct. 25 (Tuesday) - next regular Board meeting, 7:30 p.m., System office; Oct. 26 & 27 - Manager's Meeting in Deadwood; Nov. 11 - Office closed for Veteran's Day Holiday.

SUPPLEMENTAL INFORMATION: None.

ADJOURNMENT: Motion was made, seconded and carried to adjourn at 8:46 p.m.