

**SUMMARY  
CLAY RURAL WATER SYSTEM, INC.  
BOARD OF DIRECTORS – REGULAR  
SEPTEMBER 28, 2017**

**The regular meeting** of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:28 p.m. by President Bob Wood at the Water System Office. Directors present were: Dave Reiff, Jim Schurdevin, Duane Holoch, Pat Manning, Randy Ronning, Randy Huot, Bob Wood, Russ Lilly, 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 24, 2017 regular Board meeting were distributed previously. Minutes were approved. The minutes of the August 24, 2017 special Board meeting were presented for approval. A motion was made, seconded and carried to approve. The Board Summaries for August 24, 2017 regular & special meetings were distributed previously. Board summaries were approved.

**VISITORS TO BE HEARD:** None.

**FINANCIAL STATEMENTS:** The August Financial Summary was reviewed. 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:** Donna Henriksen reviewed the September Check Register and Oct. Bills requiring pre-approval. A motion was made, seconded and carried to approve.

**MANAGER'S REPORT:** Greg Merrigan presented the September Manager's Report; he presented information on the SDARWS new benefits being offered for various insurances. He noted meetings attended; discussed the various projects that will be happening this fall, and reviewed the August Water Sales Report.

**LEGAL REPORT:** An update on an on-going legal matter was discussed.

**SDARWS UPDATE:** Glen Gilbertson reviewed the SDARWS Board & Policy Meetings he attended in Oacoma. He talked about the NTCA Plan costs, stated the Budget is done, talked about a Credit Bureau that could possibly be run through the NRWA Office, and attended a CAFO meeting and discussed the impact it might have on CRWS

**OLD BUSINESS:** None.

**POLICY REVISIONS:** The Board acted on the following policies: No. 118, 200 Series, No. 204, No. 205, No. 207, 300 Series, No. 312. Motions were made, seconded and carried to approve all changes: The Employment Handbook has been changed to incorporate a "Sick Leave Bank". A motion was made, seconded and carried to approve the revisions.

**MANAGER EVALUATION PROCESS:** The same instrument will be used as in past years for Manager Evaluation. President, Bob Wood, appointed a committee of: Dave Reiff, Pat Manning, Russ Lilly, and Randy Ronning to review the Evaluations and make a recommendation to the full Board.

**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, 14 New Members, and No Bad Debts.

**OTHER ITEMS FOR DISCUSSION:** CoBank News Releases

**CALENDAR OF EVENTS:** Sept. 29 – Safety Training; Oct. 17 & 18 – Office Training in Pierre; Oct. 20 – Safety Training; Oct. 24 (Tuesday) – next regular Board meeting, 7:30 p.m., System Office; Oct. 25 & 26 – Manager’s Meeting in Deadwood; Nov. 13 – 9 AM, Rate Committee Meeting.

**SUPPLEMENTAL INFORMATION:** None.

**ADJOURNMENT:** A motion was made, seconded and carried to adjourn at 8:56 p.m.