

**SUMMARY
CLAY RURAL WATER SYSTEM, INC.
BOARD OF DIRECTORS – REGULAR
October 22, 2020**

The regular meeting of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:02 p.m. by President Randy Huot at the System Office. Directors present in office: Glen Gilbertson, Randy Huot, Pat Manning; and via teleconference: Dave Reiff, Nick McKee, Tim Irwin, Randy Ronning, Mark Bottolfson, and Ken Kessler. Manager Steve Muilenburg & Office Manager, Donna Henriksen were present at the Office.

ADOPT AGENDA: A motion was made, seconded and carried to adopt the revised Agenda. Item 13D was deleted and Item 15A was added.

DIRECTOR CONFLICT WITH AGENDA ITEMS: None.

MINUTES: A motion was made, seconded and carried to approve the corrected minutes of the September 24, 2020 regular meeting (added Glen G. to Long Range/Rate Committee). A motion was made, seconded and carried to approve the corrected Board Summary of the Sept. 24, 2020 regular meeting (adding Glen G. to Long Range/Rate Committee).

VISITORS TO BE HEARD: None.

FINANCIAL STATEMENTS: The September Financial Summary, cash balances, and allocations were reviewed by Manager Muilenburg. A motion was made, seconded and carried to approve the five financial transfers. The items on the October Financial Checklist were completed.

CHECK REGISTER: Donna Henriksen reviewed the October Check Register and November Bills requiring pre-approval. A motion was made, seconded and carried to approve payment of bills.

MANAGER'S REPORT: Steve Muilenburg presented the October Manager's Report. Items touched on were: Sensus upgrade on Wynstone Tower, Irrigation ponds, construction work on Highway projects, GIS mapping, distribution leaks, plant maintenance, and miscellaneous distribution work. He also discussed employee vacation time and how it's accumulating; with COVID it has been harder for employees to use their vacation. He also reviewed the September Water Sales Report.

LEGAL REPORT: Mike McGill's reimbursement check for work on AT&T has been received.

SDARWS UPDATE: Glen Gilbertson reported on the recent Policy Committee Meeting held via Zoom. The Committee made the decision to cancel the 2021 ATC.

2020 PROJECT UPDATE: Steve reported that D.W. Proehl has submitted their first pay request. A motion was made, seconded and carried to approve Pay Request #1, in the amount of \$50,391.00 to D.W. Proehl.

COVID-19 UPDATE: Employees are diligent and the office is still in lockdown.

COBANK – USDA DEBT REFINANCE OPTION: Steve reported that the CoBank loan will close on October 23, 2020, at a savings of \$995,200 and 7 years off maturity date.

AT&T: Manager Muilenburg stated the AT&T reimbursement check from Mike McGill has been received.

LONG RANGE PLANNING/RATE COMMITTEE MEETING: The Long-Range Planning/Rate Committee will meet on Saturday, November 7, at 9 a.m. at the System Office.

2021 SCHOLARSHIP PROGRAM: Discussion was held on the 2021 Scholarship Program and some possible changes. Randy Huot appointed a Scholarship Committee of Pat Manning, Chair; Nick McKee & Ken Kessler. A motion was made, seconded, and carried to approve said Committee. A motion was made, seconded and carried to award (3) three \$500 scholarships for the 2021-22 year.

SET DISTRICT ELECTION & ANNUAL MEETING DATES: District Elections will be held Friday, March 5, 2021. A motion was made, seconded and carried to approve this date. The annual meeting/open house was set for Thursday, April 22, 2021. A motion was made, seconded and carried to approve this date.

ROUTINE OFFICE BUSINESS: President Randy Huot reviewed the Routine Office Business for the month. Business approved by unanimous consent: no Drop Services, 12 New Members, and no Bad Debts.

OTHER ITEMS FOR DISCUSSION: Bob Wood Memorial discussion was held.

CALENDAR OF EVENTS: Oct. 28 & 29 – Manager’s Meeting in Deadwood; Nov. 18 & 19 – Leadership Seminar in Pierre; Nov. 19 – next regular Board meeting, 7 p.m., System Office.

SUPPLEMENTAL INFORMATION: Clay County 4-H thank you’s.

ADJOURNMENT: A motion was made, seconded and carried to adjourn at 9:18 p.m.