

MINUTES
CLAY RURAL WATER SYSTEM, INC.
BOARD OF DIRECTORS – REGULAR
January 26, 2026

1. **Call to Order:** The regular meeting of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:01 p.m. by President Cody Merrigan at the System Office.

2. **Roll Call:** Directors present: Pat Manning, Cody Merrigan, Kim Brandon, Jerry Boom, Ken Kessler, Mark Bottolfson, Josh Wendling, and Randy Ronning. Absent: Kari Surprenant.

Also present: Manager, Steve Muilenburg, Office Administrator, Peggy James,

3. **Adopt Agenda:** Jerry Boom moved to approve the agenda, second by Ken Kessler. Motion carried unanimously.

4. **Director Conflict with Agenda Items:** None.

5. **Minutes:** Josh Wendling moved to approve the minutes of the December 18, 2025, regular Board meeting, Budget meeting and the December 18, 2025 Board Meeting Summary, second by Kim Brandon. Motion carried unanimously.

6. **Visitors to Be Heard:** None.

7. **Financial Statements:** Mark Bottolfson moved to approve the November Financial Summary, and the five routine January Transfers as presented, second by Jerry Boom. Motion carried unanimously. Ken Kessler moved to approve the one Chapter transfer as presented, second by Josh Wendling. Motion carried unanimously.

8. **Check Register:** Mark Bottolfson moved to approve the December Check Register and January Bills requiring pre-approval, second by Kim Brandon. Motion carried unanimously.

Kari Surprenant entered the meeting at 7:14 p.m.

9. **Manager's Report:** Steve Muilenburg presented the January Manager's Report and the December water sales report.

10. **Legal Report:** Nothing to report

11. **SDARWS Update:** Mark Bottolfson gave the board his report on the happenings with SDARWS.

12. **Dakota Main Stem Project:** Steve Muilenburg gave the board on update on the Dakota Main Stem Project.

13. **Unfinished Business**

A. **Project Phase I:** Kari Surprenant moved to approve Cody Merrigan to sign the updated Grant Agreement and updated Amendment with DANR, second by Jerry Boom. Motion carried unanimously. Mark Bottolfson moved to approve Pay Request #8 and Draw #23 subject to the final approval by DANR, second by Josh Wendling. Motion carried unanimously.

B. **Project Phase II:** Pat Manning moved to approve Steve Muilenburg to sign the Agreement with Journey Construction for CMAR, second by Josh Wendling. Motion carried unanimously.

14. New Business:

- A. Randy Ronning moved to approve the 2026 List of Vendors, second by Ken Kessler. Motion carried unanimously.
- B. Mark Bottlofson moved to approve the updates to the 400 policies, second by Josh Wendling. Motion carried unanimously.
- C. Cody Merrigan appointed Pat Manning to the Election Board as a Representative.
- D. Executive Session: none.

15. Routine Office Business: Routine Office Business was approved by Unanimous Consent that included:

- A. Drop Services: none
- B. New Members: nine
- C. Bad Debt: none

16. Other Items for Discussion: none.

17. Calendar of Events: Steve Muilenburg reviewed the calendar of events.

18. Supplemental Information: Thank you's mailed to the office were on the table to view.

19. Adjournment: The meeting adjourned at 8:06 p.m.

RECORDED BY: Peggy James

ATTEST: Patricia Manning, Secretary