

**SUMMARY
CLAY RURAL WATER SYSTEM, INC.
BOARD OF DIRECTORS – REGULAR
October 21, 2021**

The regular meeting of the Clay Rural Water System, Inc. Board of Directors was called to order at 8:07 p.m. by President Randy Huot at the System Office, following the Policy Committee meeting. Directors present were: Dave Reiff, Nick McKee, Pat Manning, Tim Irwin, Randy Ronning, Randy Huot, Mark Bottolfson, Cody Merrigan, and Ken Kessler. Also present were: Manager Steve Muilenburg, and Office Manager Donna Henriksen.

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

DIRECTOR CONFLICT WITH AGENDA ITEMS: None.

MINUTES: A motion was made, seconded and carried to approve the minutes of the 9-23-21 regular Board meeting. A motion was made, seconded and carried to approve the Board Summary for 9-23-21. A motion was made, seconded and carried to approve the minutes of the Long-Range meeting 9-23-21.

VISITORS TO BE HEARD: None.

FINANCIAL STATEMENTS: The September Financial Summary, cash balances, and allocations were reviewed by Manager Muilenburg. October Transfers: A motion was made, seconded and carried to approve the five financial transfers. Items on the Financial checklist are being worked on.

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: Manager Muilenburg presented the October Manager's Report. TGB's & towers have been installed at Coyote Plant and Beresford Tower; timelines have changed on Hwy 46 work East of Beresford, but still hope to get our work completed this fall; servicemen are finishing up new services and service moves, and miscellaneous distribution work. Steve reviewed the September Water Sales Report.

LEGAL REPORT: Law 1926B is being tested now with Southern Black Hills vs. Town of Hermosa.

SDARWS UPDATE: Mark Bottolfson talked about the upcoming Leadership Seminar – need to know by November 1st if you plan to attend.

2020 PROJECT UPDATE: Manager Muilenburg reported that the antennas are installed, but need to commission yet. Dakota Pump is ready to start installation of controls; they will be calling in October 26 to discuss dates.

ANTENNA LEASE: A motion was made and seconded to remove this item from the Table; motion carried. The antenna on the Greenfield Tower to run the Vermillion Bus System has been sold to a different party, so a new Contract needs to be signed. Manager Muilenburg has been trying to contact them about the change.

EMPLOYEE HANDBOOK: A motion was made and second to remove this item from the Table; motion carried. After review of the handbook and some possible changes, it was the Board's consensus to revisit in November.

LAND PURCHASE: Manager Muilenburg reported that the land purchase is not finalized yet as there was a discrepancy in the location of the border points. It is being remarked and re-platted.

2022 SCHOLARSHIP PROGRAM: Office Manager, Donna Henriksen, presented information on the 2022 Scholarship Program. A motion was made, seconded and carried to proceed the same as last year.

SET DISTRICT ELECTION & ANNUAL MEETING DATES: A motion was made, seconded and carried to select the dates of March 4, 2022 for District Elections and April 21, 2022 for Annual Meeting/Open House.

DELEGATES & ALTERNATES TO ATC: A motion was made, seconded and carried to approve Delegates to the ATC and Alternates.

VEHICLES: Manager Muilenburg stated we can purchase a 2012 Dodge for \$12,000.00. A motion was made, seconded and carried to purchase said truck.

POLICIES: Policies will be reviewed and voted upon at November meeting.

ROUTINE OFFICE BUSINESS: Routine Office was approved by unanimous consent and included: no Drop Services, 14 New Services, and no Bad Debts.

OTHER ITEMS FOR DISCUSSION – None.

CALENDAR OF EVENTS: The following information was reviewed:

- November 11 – Office closed for Veteran’s Day
- November 17 & 18 – Leadership Conference in Pierre
- November 22 (Monday) – next Board meeting at 7 p.m.
- November 25 & 26 – Office closed for Thanksgiving Holiday

SUPPLEMENTAL INFORMATION:

- Field to Table Thank you’s
- Clay County Fair Thank you

ADJOURNMENT: A motion was made, seconded and carried to adjourn at 9:42 p.m.