

**SUMMARY
CLAY RURAL WATER SYSTEM, INC.
BOARD OF DIRECTORS – REGULAR
March 22, 2022**

The regular meeting of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:00 p.m. by President Randy Huot at the System Office. Directors present were: Dave Reiff, Tim Irwin, Nick McKee, Pat Manning, Randy Ronning, Randy Huot, Mark Bottolfson, Ken Kessler, and Cody Merrigan. Also present were: Manager Steve Muilenburg, Pam Lunning, Accounting, and Office Manager Donna Henriksen.

ADOPT AGENDA: A motion was made, seconded and carried to adopt the Agenda with one change; Item 14A, Audit presentation, is postponed.

DIRECTOR CONFLICT WITH AGENDA ITEMS: None.

MINUTES: Minutes of the February 24, 2022 board meeting were presented for approval. A motion was made, second and carried to approve the minutes. The Board Summary for February 24, 2022 was presented for approval. A motion was made, second and carried to approve Summary.

REORGANIZATION BOARD MEETING: The regular Board moved into the reorganization meeting and Manager Steve Muilenburg declared nominations open for the Office of President. Randy Huot was elected by acclamation. Manager Steve Muilenburg turned the meeting back over to Randy Huot.

Randy Huot opened the floor for nominations for Vice President. Randy Ronning was elected by acclamation.

Randy Huot opened the floor for nominations for Secretary/Treasurer. Pat Manning was elected by acclamation.

Designations for 2022: Designations for Attorney, Auditor, Financial Institutions, Users of Credit Cards, and Engineer were made and approved for 2022.

Reorganization meeting adjourned at 7:17 p.m. and resumed regular board meeting.

VISITORS TO BE HEARD: None.

FINANCIAL STATEMENTS: The February Financial Summary and allocations were reviewed by Manager Muilenburg. A motion was made, second and carried to approve the three financial transfers. The Board completed Items on the Board Checklist. CoBank Patronage for 2021 has been received, in the amount of \$29,600.68. It was the consensus of the Board to leave in Savings for now.

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

A motion was made, second and carried to suspend the rules and moved to Item 14B. Union County Electric – Hookup Costs.

UNION COUNTY ELECTRIC – HOOKUP COSTS: Matt Klein, Union Co. Electric Manager and Bill Daily, Director, were present to discuss the hookup charges for their new office building.

MANAGER'S REPORT: Manager Muilenburg highlighted the March Manager's Report. He noted the Wynstone Irrigation chlorination will be done on March 30th; the water use agreement with the Wynstone HOA needs to be updated; working with the SD Dept. of Labor for a paid internship/summer helper to work on GIS/map updates; the SCADA upgrades are nearing completion; the USIC proposal for locating services is not feasible at this time. The Board would like to see vehicle mileage added back to report. February Water Sales Report was reviewed.

LEGAL REPORT: None.

SDARWS UPDATE: Mark Bottolfson reported nothing has been decided on funding yet, but water projects are favorable in Legislature. His next Board meeting is April 7 in Pierre.

2020 PROJECT UPDATE: Manager Muilenburg reported that Tom & Rob are working with Dakota Pump to finish SCADA; hopefully finished by end of April. Pam reviewed the SECOG funding Draws & payments made.

BROSZ ENGINEERING UPDATES: Manager Muilenburg reported that the employees have met with Bartlett & West and Brosz Engineers about the design of the new water plant. Will be meeting with Brosz again in a couple of weeks.

DISTRICT ELECTION UPDATE: Discussion was held on the work and money involved in holding the District III Election vs. the outcome. Discussion will be held at the Policy Committee Meeting to discuss having a signed petition to run for the Board.

EMPLOYEE HANDBOOK: The Board will review the Position Descriptions at a future meeting. Discussion was held on paying for Dental & Vision Insurance instead of contributing towards AFLAC insurance. A motion was made, seconded, and carried to approve this change.

AUDIT PRESENTATION: Postponed until April 12 at 7 p.m.

MONTHLY SET-ASIDE FOR INSURANCE & LOAN REPAYMENTS: A motion was made, second and carried to increase the monthly set-aside for Insurance yearly payment and to start a monthly set-aside for 2020 Project loan repayment that will begin later this year.

SCHOLARSHIP COMMITTEE RECOMMENDATION: Scholarship Committee Chair, Pat Manning presented the winners of this year's scholarship: Bodhi Brady of Vermillion HS, Isaiah Richards of Beresford HS, and Lacey Mockler of Beresford HS.

POLICY NO. 106: The Board reviewed Policy No .106 "Conflict of Interest" and each signed the form.

ANNUAL MEETING/OPEN HOUSE: The staff is on board with preparations for the Annual Meeting/Open House to be held April 21 from 4-6 p.m. at the Wakonda Plant.

EXECUTIVE SESSION: Not needed.

ROUTINE OFFICE BUSINESS: The Board approved all Routine Office Business by unanimous consent including: one Drop Service, nine New Services, and no Bad Debts.

OTHER ITEMS FOR DISCUSSION – Manager Muilenburg noted that our water lines at 317 & 475th will need to be moved for the gas line that is coming through; Gas Company will pay for the expense as it was their mistake in original mapping.

CALENDAR OF EVENTS: The following information was reviewed:

- April 21 – Drive-thru Annual Meeting, 4-6 p.m.
- April 21 – next regular board meeting, 6:30 p.m.

SUPPLEMENTAL INFORMATION: The Board would like to recognize Tom Hollingsworth at the April Board meeting for his upcoming retirement.

ADJOURNMENT: Motion was made, second and carried to adjourn at 10:26 p.m.