

**SUMMARY  
CLAY RURAL WATER SYSTEM, INC.  
BOARD OF DIRECTORS – REGULAR  
APRIL 21, 2023**

**CALL TO ORDER:** 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: Tim Irwin, Jerry Buum, Pat Manning, Randy Ronning, Randy Huot, Mark Bottolfson, Ken Kessler, and Cody Merrigan. Also present: Manager Steve Muilenburg, Pam Lunning, Controller. Absent: Director Dave Reiff and Office Manager Donna Henriksen

**ADOPT AGENDA:** A motion was made, second and carried to adopt the agenda.

**DIRECTOR CONFLICT WITH AGENDA ITEMS:** None.

**MINUTES:** Minutes and Board Summary of the March 28, 2023 board meeting were presented for approval. A motion was made, second and carried to approve both.

**VISITORS TO BE HEARD:** None.

A motion was made and second to suspend the rules and move to Item 13A - Recognize Scholarship Recipients. Motion carried.

**RECOGNIZE SCHOLARSHIP RECIPIENTS:** The 2023 recipients of the Jack & Arlene DeVany Scholarship were present and recognized by the board. The recipients were Macy Quartier of Beresford, Irelyn Fickbohm of Beresford and Sophia Giorgio of Elk Point-Jefferson.

**FINANCIAL STATEMENTS:** The March Financial Summary and allocations were reviewed by Manager Muilenburg and Controller Pam Lunning. A motion was made, second and carried to approve the five financial transfers. The Board completed Items on the Board Checklist.

**CHECK REGISTER:** Pam Lunning reviewed the April Check Register and May Bills requiring pre-approval. A motion was made, second and carried to approve payment of bills.

**MANAGER'S REPORT:** Manager Muilenburg highlighted the April Manager's Report. The Wynstone irrigation lines have been chlorinated and flushed. A part time/seasonal person has been hired to assist with digging, etc. March Water Sales Report was reviewed. The increase in the percent of leaks was reported and the operators will be working on locating the leaks. Both plants are running smooth with no major concerns; flows are increasing. It was noted that with the increase of water usage there is an increase in the chemicals used to treat the water. Construction continues on Highway 46 and they plan to have the main line in by the beginning of May.

**LEGAL REPORT:** Manager Muilenburg commented that he has been in discussion with the City of Sheldon on the future purchase of water when the existing contract expires on 12-31-25.

**SDARWS UPDATE:** Mark Bottolfson reported on the Board meeting held April 6 by zoom call. He also commented that the Rural Water Expo is in Rapid City next week, April 26 & 27.

**UNFINISHED BUSINESS:**

**Projects Phase I & II.** Manger Muilenburg gave an update on the projects. Phase I is going as planned. They are ahead of schedule and do anticipate having the work completed by the end of Fall 2023. Phase II -the PUR has been revised and returned to Rural Development. No action was required at this time by the board.

**New Billing Program.** Pam Lunning gave an update on the search for a new billing program. She commented that they continue to have issues with the current UBMax software. UBMax has been sold to another software company and the monthly fee will increase to approximately \$900 per month. Muni-Link is the program that is being considered to replace UBMax and Pam provided an overview of Muni-Link. After discussion, a motion was made, second and carried to authorize the purchase of the Muni-Link software. The change will take place in October 2023.

**NEW BUSINESS:**

**Recognize Scholarship:** rules were suspended and this was addressed at the beginning of the meeting.

**VFW Post Donation Request.** A request was received from VFW Post 3061-Vermillion, SD to sponsor youth activities. A motion was made to approve a donation to the VFW Post 3061, Vermillion, SD. The motion died for lack of a second.

**ROUTINE OFFICE BUSINESS:** The Board approved all routine office business by unanimous consent including: No Drop Service; 15 New Services; One Bad Debt.

**OTHER ITEMS FOR DISCUSSION – None**

**CALENDAR OF EVENTS:** The following information was reviewed:

- April 25 & 26: Manager’s Meeting, Rapid City
- April 26 & 27: Rural Water EXPO, Rapid City Ramkota
- May 23 – Next Board Meeting, 7:00 p.m., System Office

**SUPPLEMENTAL INFORMATION:** The Board reviewed customer thank you’s and comments.

**ADJOURNMENT:** Motion was made, second and carried to adjourn at 8:24 p.m.