

**SUMMARY**  
**CLAY RURAL WATER SYSTEM, INC.**  
**BOARD OF DIRECTORS – REGULAR**  
**January 25, 2022**

**The regular meeting** of the Clay Rural Water System, Inc. Board of Directors was called to order at 6:59 p.m. by President Randy Huot at the System Office. Directors present were: Nick McKee (via phone), Pat Manning, Tim Irwin, Randy Ronning, Randy Huot, Mark Bottolfson, Cody Merrigan, and Ken Kessler. Absent: Dave Reiff. Also present were: Manager Steve Muilenburg, Office Manager Donna Henriksen, and Pam Lunning, accounting.

**ADOPT AGENDA:** A motion was made, seconded and carried to adopt the revised Agenda, changing Item 13D to Info/Action.

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

**MINUTES:** The minutes of the Budget & regular Board meetings of December 20, 2021 were presented for review. A correction was made to the Budget minutes. Motion was made, seconded, and carried to approve all. The Board Summary for December 20, 2021 was reviewed. A motion was made, seconded and carried to accept said Summary.

**VISITORS TO BE HEARD:** None.

**FINANCIAL STATEMENTS:** The December Financial Summary, cash balances, and allocations were reviewed by Manager Muilenburg. Three routine transfers were approved by unanimous consent. Itemson the Financial checklist for 2021 have been completed. Randy Ronning reviewed the Vendors for 2022.

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

**MANAGER'S REPORT:** Manager Muilenburg presented the January Manager's Report. Dakota Pump should be here soon to finish up their work; the Manager is looking at bringing in USIC locating service to help with locates; Steve will be meeting with Stan of K&W Coatings to discuss painting the Wynstone Water Tower soon; he also reviewed year end generator costs and savings. Steve reviewed the December Water Sales Report.

**LEGAL REPORT:** Mike McGill is working on a Project Resolution with Stephanie of Rural Development.

**SDARWS UPDATE:** Mark Bottolfson reported on the ATC. The Board is working on Resolutions for the ARPA dollars. The money is on hold for now due to the expectations of some Systems.

**EXECUTIVE SESSION:** A motion was made, seconded, and carried to Suspend the Rules and moved to Item 13E Executive Session at 8:25 p.m. Declared out of Executive Session at 8:48 p.m.

**2020 PROJECT UPDATE:** Steve Muilenburg reported that Dakota Pump will be back next week.

**ANTENNA LEASE:** Nothing new to report at this time.

**LAND PURCHASE:** Manager Muilenburg reported the land closing is to take place on February 2<sup>nd</sup>.

**BROSZ ENGINEERING UPDATES:** Manager Muilenburg reported they had a Conference Call with Rural Development about funding. Have also had discussions about a proposed housing development in Gayville.

**SIOUX EMPIRE WATER FESTIVAL DONATION:** The Board reviewed a request for donations from the Sioux Empire Water Festival. Clay RW has been a sponsor for many years. A motion was made and seconded to increase our donation to \$150 this year. Motion carried.

**ANNUAL MEETING FORMAT:** A motion was made and seconded to have the Annual Meeting/Open House the same format as last year – drive through meal, \$10 water credit, and door prizes. Motion carried.

**POLICY NO. 307:** Two changes are being recommended from staff for Policy No. 307 concerning when disconnect notices are mailed and disconnect date. A motion was made, seconded and carried to approve said changes.

**BANKING INFORMATION:** Pam Lunning, Accounting, presented information to the Board on the difference in bank charges for each bank we do business with. A motion was made and seconded to open a checking account at Premier Bank of Alcester. Motion carried.

**ROUTINE OFFICE BUSINESS:** All Routine Office Business was approved by unanimous consent, including: no Drop Services, 8 New Services, and no Bad Debts.

**OTHER ITEMS FOR DISCUSSION:** Manager Muilenburg has been talking with Justin Overmann of Marsh & McLennan about our Insurance rates. The City of Volin has called for assistance with their pumping station. Steve attended the Vermillion Basin Water Development District annual meeting.

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

- January 26 & 27 – Manager’s Meeting in Pierre
- February 12 – “Notice of Intent” due for District Elections
- February 21 – System Office closed for President’s Day Holiday
- February 22 – Next regular Board meeting, 7 p.m., System Office

**SUPPLEMENTAL INFORMATION:** Thank you’s were received from area Food Banks and the Clay Rural Water System Employees.

**ADJOURNMENT:** Motion was made, seconded and carried to adjourn at 9:59 p.m.