

**SUMMARY  
CLAY RURAL WATER SYSTEM, INC.  
BOARD OF DIRECTORS – REGULAR  
September 23, 2021**

**The regular meeting** of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:04 p.m. by President Randy Huot at the System Office. Directors present were: Dave Reiff, Nick McKee, Pat Manning, Randy Ronning, Randy Huot, Mark Bottolfson, Cody Merrigan, and Ken Kessler. Tim Irwin participated via phone. Also present were: Manager Steve Muilenburg, Office Manager Donna Henriksen, and Attorney, Mike McGill.

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

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

**MINUTES:** The minutes and Board Summary of the August 26, 2021 board meeting were approved by unanimous consent.

**VISITORS TO BE HEARD:** None.

A motion was made and seconded to suspend the rules and move to Item 10. Motion carried.

**LEGAL REPORT:** Mike McGill was present and talked to the Board about their responsibilities as Directors.

**FINANCIAL STATEMENTS:** The August Financial Summary, cash balances, and allocations were reviewed by Manager Muilenburg. A motion was made, seconded and carried to approve the three financial transfers. All items on the Board Checklist were completed.

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

**MANAGER'S REPORT:** Manager Muilenburg briefly presented the September Manager's Report. Work on the TGB's and tower antennas is complete, except for the commissioning; irrigation station is working well; operators have been busy with leaks and continued add-on's. Steve reviewed the August Water Sales Report and noted that numbers for Wynstone are estimated as the tower was down all month with the lightning strike.

**SDARWS UPDATE:** Mark Bottolfson reported on the meeting he recently attended. The SDARWS has approved their Budget and set salary & benefits for the staff; there are grants available through Rural Development; they are proposing a Regional Water District heading west to Rapid City. Next meeting will be in December in Sioux Falls.

**2020 PROJECT UPDATE:** Manager Muilenburg reported that Dakota Pump has finished the cabinets and will start install in the next few weeks.

**LONG RANGE COMMITTEE:** Chair of the LR Committee, Dave Reiff, indicated the Committee's recommendations for moving forward. A motion was made and seconded to move forward with the Long-Range Project, to place the Project on the State Water Plan and to have Brosz Engineering prepare the State Water Plan application and present design proposal. Motion carried.

Dave then gave the Rate Committee Report: The Committee is proposing to increase rates all across the Board in either minimum or water charges. A motion was made, seconded and carried to approve said change.

Manager Muilenburg stated the survey has been done and paperwork is ready to sign for the land purchase. A motion was made and seconded to approve purchase of the land, adjacent to existing facility for future expansion, and to authorize President Randy Huot to sign the necessary papers, once price is established. Motion carried.

**APPROVE POLICY CHANGES:** Office Manager, Donna Henriksen, presented the changes proposed at last meeting to Policies #202, 308, & 310. A motion was made, seconded, and carried to approve the changes as presented.

**ANTENNA LEASE ON WATER TOWERS:** A motion was made, seconded and carried to table this item until the October meeting due to lack of information.

**EMPLOYEE HANDBOOK:** Manager Muilenburg presented some possible changes to clothing allowance and Family Insurance. A motion was made, seconded and carried to table this item until October meeting when the entire Employee Handbook will be reviewed.

**NEW EMPLOYEE:** Manager Muilenburg stated he has hired a new employee, Lane Severson, to start September 29<sup>th</sup> as an Operator.

**VEHICLES:** Manager Muilenburg discussed vehicle purchases. A motion was made and seconded to order a new 2022 truck, ¾ or 1 ton; wait time is 4-5 months. Existing truck could then be used by the new employee. Motion carried.

**ROUTINE OFFICE BUSINESS:** The Board approved all Routine Office Business by unanimous consent including: no Drop Service, 15 new services, and no Bad Debts.

**OTHER ITEMS FOR DISCUSSION –**

- Consensus to wait on a Board Tour until winter time

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

- October 11 – QOT Planning Meeting
- October 19 & 20 – Office Manager Meeting in Watertown
- October 21 – next regular Board meeting at 7 pm; Policy Committee meeting at 6 pm.

**SUPPLEMENTAL INFORMATION:** None.

**ADJOURNMENT:** A motion was made, seconded and carried to adjourn at 9:35 p.m.