

**SUMMARY
CLAY RURAL WATER SYSTEM, INC.
BOARD OF DIRECTORS – REGULAR
November 22, 2021**

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: Nick McKee, Pat Manning, Tim Irwin, Randy Ronning, Randy Huot, Mark Bottolfson, Cody Merrigan, and Ken Kessler. Absent excused was Dave Reiff. Also present were: Manager Steve Muilenburg, Office Manager Donna Henriksen, Chancey Shrake & Nick Gillen of Brosz Engineering.

ADOPT AGENDA: A motion was made, seconded and carried to adopt the revised Agenda as presented. Item 13 D, Executive Session was added.

DIRECTOR CONFLICT WITH AGENDA ITEMS: None.

MINUTES: The minutes of the special & regular Board meetings, October 21, 2021, along with the Board Summary for October 21, 2021 were approved by unanimous consent.

VISITORS TO BE HEARD: None.

A motion was made, seconded and carried to suspend the Rules and move to Item 12G.

BROSZ ENGINEERING: Chancey & Nick, of Brosz Engineering, were present to update the Board on the timeline of the Project for new WTP, pipeline, booster stations, etc. They also discussed the timeline on the funding of the ARPA money; hope to have funding application approval by mid-March 2022.

FINANCIAL STATEMENTS: The October Financial Summary, cash balances, and allocations were reviewed by Manager Muilenburg. A motion was made, seconded and carried to approve the three routine financial transfers. Items on the Financial checklist are being worked on. The Board reviewed the year-end account balances and discussed moving monies around if necessary.

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

MANAGER'S REPORT: Manager Muilenburg presented the November Manager's Report. TGB's & towers have been installed at Coyote Plant and Beresford Tower & are working great; mapping continues with new construction & repairs, lagoons have been cleaned out; construction of new services is wrapping up for year; and miscellaneous distribution work is on-going. Steve reviewed the October Water Sales Report.

LEGAL REPORT: No updates on 1926B. Mike will need to review the Engineering Agreement with Brosz.

SDARWS UPDATE: Mark Bottolfson stated the SDARWS still doesn't know how the ARPA funds will be distributed. Discussion was held on whether or not we need to engage a lobbyist; Steve will get names of potential lobbyists.

2020 PROJECT UPDATE: D.W. Proehl final Pay Request #8, in the amount of \$13,941.00 has been submitted, but paperwork is not yet complete. A motion was made and seconded to approve final Pay Request, contingent on receiving proper paperwork. Motion carried.

ANTENNA LEASE: Steve has been in contact with Harlowe Bus Service regarding their antenna on our Greenfield Tower.

EMPLOYEE HANDBOOK: The Board reviewed several changes to the Employee Handbook. They would like the Longevity Bonus practice, put in writing and will finalize all in December.

POLICY #204: A motion was made and seconded to approve Policy No. 204 "Reserve Accounts" in its final form. Motion carried.

BILLABLE CHARGES FOR 2022: A motion was made and seconded to approve Billable Charges in final form, which made charges actual cost + 15%. Motion carried.

LAND PURCHASE: Manager Muilenburg reported that land purchase is in the final stages and we are awaiting filing of plat at the courthouse.

WORKER'S COMPENSATION: Office Manager, Donna Henriksen, reported that Clay Rural Water System has received a good Experience Rating and thus a dividend of \$269.90 was returned to the System.

SARGENT DRILLING RESULTS: Manager Muilenburg reviewed recent well & pump results from Sargent Drilling regarding all four wells.

HEALTH INSURANCE RENEWAL: Clay Rural Water has received health insurance renewal quote for 2022 from Wellmark; rates will go up 1.46%. The employees wish to stay on same plan. A motion was made, seconded and carried to renew said plan.

EXECUTIVE SESSION: A motion was made, seconded and carried to go into Executive Session at 10:20 p.m. to discuss personnel matters. Declared out of Executive Session at 11:14 p.m.

ROUTINE OFFICE BUSINESS: A motion was made, seconded and carried to approve all Routine Office Business including: One Drop Service, 20 New Members, and three Bad Debts.

OTHER ITEMS FOR DISCUSSION: Donations to Food Pantries: A motion was made, seconded and carried to give \$100 to each Food Pantry in our service area. Employee Christmas Bonus: A motion was made, seconded and carried to give all employees a Christmas bonus.

CALENDAR OF EVENTS: The following information was reviewed:

- November 25 & 26 – Office closed for Thanksgiving Holiday
- December 2 – SDARWS Board Meeting in Sioux Falls
- December 20 – 9 AM Budget Meeting at System Office
- December 20 – 1 PM Regular Board Meeting at System Office

SUPPLEMENTAL INFORMATION: None.

ADJOURNMENT: Meeting declared adjourned at 11:22 p.m.