

**SUMMARY  
CLAY RURAL WATER SYSTEM, INC.  
BOARD OF DIRECTORS – REGULAR  
September 24, 2024**

**The regular meeting** of the Clay Rural Water System, Inc. Board of Directors was called to order at 7:05 p.m. by President Randy Huot at the System Office. Directors present: Jerry Buum, Pat Manning, Josh Wendling, Randy Ronning (7:26 p.m.), Randy Huot, Ken Kessler, and Cody Merrigan. Also present: Manager Steve Muilenburg and Office Manager, Donna Henriksen. Excused Absence: Tim Irwin and Mark Bottolfson.

**Adopt Agenda:** A motion was made, second, and carried to adopt the revised agenda, adding 13A2 and 14B.

**Director Conflict with Agenda Items:** None.

**Minutes:** Minutes of the August 27, 2024, regular Board meeting were presented for approval. A motion was made, seconded, and carried to approve. The Board Summary for August 27, 2024, was presented for approval. A motion was made, seconded, and carried to approve. Minutes of the Policy Committee Meeting on August 27, 2024 were presented for approval. A motion was made, seconded, and carried to approve.

**Visitors to Be Heard:** None.

**Financial Statements:** The August Financial Summary and allocations were reviewed by Manager Muilenburg. A motion was made, second and carried, to approve the five regular financial transfers. The Board reviewed the Board Checklist. A motion was made and seconded to renew the Long-Term CD at Premier Bank for 7 months. Motion carried.

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

**Manager's Report:** Manager Muilenburg gave his report. The operators are working on installing Metron meters in the South Lodi service area. Wynstone Lake work will begin in mid-October; they will drain the pond down and we will remove sediment and add some rock around the well discharge pipes. Staff have just about wrapped up the PFAS/Lead & Copper Inventory List. Two employees are celebrating their anniversaries in September – Lane Severson, 3 years and Donna Henriksen, 38 years. Operators are still getting lots of locate tickets for both areas. Two operators will be attending Wef-Tech in New Orleans in early October. Irene Tank cleaning should still take place this fall and the new VFD's and pumps at Beresford have been installed. Both water plants are running smoothly. The August water sales reports were reviewed. Water loss was up a little this month, but below 15%.

**Legal Report:** Steve Muilenburg reported that the loan paperwork is finally moving along with CoBank.

**SDARWS Update:** Mark Bottolfson and Manager Muilenburg attended the Water Pro Conference September 8-11 in Savannah, GA. The leadership conference is in November in Pierre.

**Dakota Main Stem Project:** Manager Muilenburg commented that they had 29 South Dakota members, but have now grown to 52 members, including 17 out of state.

**Projects Phase I & II Update:** Phase I: The Meter Building at Westreville is done. There are still meters to be taken out of the houses where new meter pits were installed. We are working on cleaning up the punch list. The Tanks will go out to bids later this week, and bids will be opened on October 17<sup>th</sup>.

The Board meeting is October 22<sup>nd</sup>, so bids can be accepted at that time. The Board will be notified of the Bid Opening.

Phase II: Manager Muilenburg recommends that Bartlett & West take the lead on the Water Treatment Plant and the Board concurs. A motion was made, seconded and carried, to remove the Winter Brothers Pay Request from the table. The Manager recommends paying the Request. A motion was made and seconded to approve Drawdown #15 in the amount of \$450,170.58. Motion carried.

**Approve Policy Committee Recommendations:** A motion was made and seconded to approve the Policy changes, and the Employment Handbook as presented. Motion carried.

**Appoint Rate Committee:** Randy Huot asked Josh Wendling, Jerry Buom, and Randy Ronning to be on the Rate Committee. A motion was made, seconded, and carried to approve said Committee.

**Executive Session:** Not needed.

**Routine Office Business:** All Routine Office Business was approved by unanimous consent including: Three Drop Services, 13 New members, and one Bad debt.

**Other Items for Discussion:** None

**Calendar of Events:** The following was reviewed:

- October 14 – Office closed for Columbus/Indigenous People Day
- October 22 – next regular Board meeting, 7 p.m., System Office
- Nov. 13-14 – SDARWS Leadership Conference, Pierre
- Jan 14-16, 2025 – ATC in Pierre

**Supplemental Information:** Board read thank you notes from Field to Table participants

**Adjournment:** A motion was made, second, and carried to adjourn at 8:23 p.m.