

Rural Water District No. 3

Washington County, Oklahoma

17227 N. 129th E. Ave., P.O. Box 70, Collinsville, OK 74021-0070

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NOTICE REGULAR MONTHLY MEETING AND AGENDA FOR: RURAL WATER DISTRICT #3 WASHINGTON COUNTY BOARD OF DIRECTORS MINUTES

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Rural Water District #3 Washington County of Oklahoma will hold a Regular meeting on October 14, 2024 at 8:00 o'clock A.M., at 17227 N. 129th E. Avenue, Collinsville, Oklahoma, 74021.

I. CALL TO ORDER

- 1. The meeting was opened with the pledge of allegiance to the flag.**
- 2. The meeting was called to order October 14, 2024, at 8:00 a.m.** Chairman Bruce Hoover called roll: Vice-Chairman Pat Liggett, here, Secretary/Treasurer Robert Scott, here. Directors: Gary Burd, here; Steve Cole, here; Richard Kriege, here; Caleb Potter, here. There is a quorum present, and the meeting may proceed. Let the records show that the regular scheduled meeting of Rural Water District #3 Washington County, OK was called to order at 8:00 AM at 17227 N 129th E Ave in Collinsville, Oklahoma. Notice of the meeting was posted on the front door and drive-up window of the district office on September 9, 2024, at 4:00 PM. Also, present Chad Pennington, Field Supervisor; Mike Calhoun, Plant Supervisor, Dona Lewis Recording Secretary, David Dollar, Water PAQ Engineering, Larry Steidley, Steidley Law Office and other interested parties. This meeting will be conducted by the requirements of the Oklahoma Open Meeting Act. Only items on the agenda will be addressed. Anyone wishing to address the board must call the district's office by Wednesday prior to the meeting date and have your name and the nature of your business placed on the agenda.
- 3. Correction, deletions, or addition to the minutes of:**
 - a.** The Regular meeting of September 9, 2024. Richard Kriege made the motion to approve the minutes as written. Pat Liggett seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In October we had 23 new taps and 54 transfers. We sold 21 new taps in September.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the packet. We did pull TOC's samples on the 9th of the month. We should be starting the UCMR sampling in December. We did have an email for a potential school / daycare at 106th St N and 145th E Avenue which is part of The Reserve of Owasso. Stone Lake V, we did receive the submittals And completed a plat release letter for Tulsa County. The Cherokee Nation Housing Development, David responded back with feedback on an alignment on Sheridan. They are struggling with the easements along Sheridan. Foster Creek, we have been working on the

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submittals and we did receive a letter from DEQ. There was a deficiency on from DEQ on the plans. A flushing hydrant that needed to be addressed. Same Day Auto, we had a meeting with the owner. They are continuing to work on the first lot. The Reserves developers have not started yet and Same Day Auto is very upset. The developer must run the 12" waterline from TTC going south and around the corner before they can get the road crossings in for Sam Day Auto. We received an email about a gentleman want to put in a RV park at 136th St N on the east side of Hwy 169. They are trying to figure out if they want to do a water service availability report. The employee policy manual was approved with some changes back in July and Elizabeth will be here today if any questions. From the last board meeting, Dell Hughes is going to meet with all employees on December 11, 2024.

a. Field Manager. Chad Pennington reports 0 field audits, 50 change out meters, 0 replaced cans, 1 dirt work, 0 drop-in, 2 flush lines, 2 forfeit, 36 leaks, 5 replaced lid, 0 lower cans, 0 MXU installed to be radio read, 2 checked pressure, 0 raise can, 2 get current readings, 0 radio read, 1 replaced setter, 0 shut off, 19 new taps, 26 miscellaneous, 0 zero usage. 148 work orders completed. locked meters and unlocks.

b. Office Manager. Dona Lewis. We issued 169 work orders in September. We have new computer and monitors installed. The security cameras are installed but we are waiting on the monitor to hook it up. The board meeting next month will be Tuesday, November 12, 2024 because of Veteran's Day.

c. Plant Manager. Mike Calhoun. A couple of months ago we had a chemical pump that went out and we ordered a new one. We got it installed and it lasted two days and went out. We sent it back and it should be in soon. The 1-4 filters we got another quote to get them down.

6. Report of Attorney. No report.

7. Report of Engineer. David Dollar. The developments I worked on are Red Bud Village Phase I over by the TTCC, Foster Creek Phase I, the 8" waterline at 7520 Crossing, the Arby's at 7520 Crossing, Dollar Tree, Same Day Auto, the Cherokee Nation Authority project. We are also working on comments on the Owasso waterline relocation at 106th St N and N 129th E Ave. I reported to you last month that the right of way acquisition was wrapping up and the franchise utilities were expected to relocate in the next six months. We are not a franchise utility, and we are going to relocate with a road project. The UCRM, we will start sampling in December. UCRM will be looking for Pfas, looking at 20+ different chemicals. There are thousands of pfas chemicals. We prepared some atlas maps for various purposed developments. One west of Hwy 75 where 136th St N would go through. One for 116th St N and Garnett and also one east of Hwy 169 and south of 136th St N. I did one water service review for Morrow and no issues for a lot spilt.

8. Approval of accounts payable. Steve Cole made the motion to approve. Pat Liggett seconded. Robert Scott, yes; Gary Burd, yes; Richard Kriege yes; Caleb Potter, yes. Motion carried unanimous.

9. Approval of new tap applications and transfers. Robert Scott made the motion to approve. Pat Liggett seconded. Richard Kriege, yes; Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous.

10. Approval and/or acceptance of new developments or line extensions.

a.

11. Developments/line extensions waiting final approval.

a.

12. Public Comments.

II. OLD BUSINESS

1. Discussion and decision regarding the ODOT Hwy 11 project, J/P 24351(04) Construction, SSP-174B(058)SS J/P 24351(06)Utilities, STPY-174B(060)UT Washington County, SH-11.

- a. Discussion and decision regarding the approval of an invoice from Bartlett & West for engineering design. David Dollar. We have several invoices dating back to March of this year. The total amount of invoices is \$37,757.55. ODOT's share is \$35,884.78 and our share is \$1,872.77. That will put Bartlett & West at \$300,329.67 and total contract amount of \$355,000.00. I recommend you approve. Richard Kriege made a motion to approve the invoices. Pat Liggett seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous.
- b. Discussion and decision regarding the approval of Bolding Construction monthly pay estimate #1. Kyle Sewell. Just an update, we have ongoing inspections and watching what they are doing. They have trenched a waterline in and haven't done any hookups yet. I have \$170,110.00 for them. Richard Kriege made the motion to pay the \$170,110.00. Robert Scott seconded. Gary Burd, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.

2. Discussion and decision on the proposed 24-inch water line project and easements.

- a. Discussion and decision regarding easement acquisition and counteroffers from landowners. Larry Steidley. I'm still waiting on Darling to trade a W9 and easement for a check. David Dollar. Ghormley, the information we got from Collinsville suggest we can stay on the alignment we were on. I have modified the easement slightly along the section line to give us more room to get across Blackjack creek. I worked with Meshek and Associates to make the changes to the exhibit. Told them to off on the offer letter information. We are increasing the amount of property we want easement on from just over an acre to 1.2 acres. We would have to increase the offer from \$4,280.00 to \$4,800.40. This will be the last property we will need and concerned we will have to condemn because there are six property owners. A wise move to consider up the offer a bit. I suggest we go no less than \$6,000.00, that is \$1,000.00 per property owner. We offered them \$4,280.00 and with the change the easement size our offer will go up to \$4,840.00. So going up to \$6,000.00 is really not that much more. I suggest we up the offer to \$6,000.00. Gary Burd made a motion to up the offer to \$6,000.00. Caleb Potter seconded. Richard Kriege, yes; Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.

3. Discussion, decision and update regarding the Tulsa County Road Widening project on 86th St N.

- a. Discussion, decision and updating regarding the Water Line Relocation Project along 86th Street North from US Hwy 75 to Memorial. Kyle Sewell. We are waiting on the county to some updated right of way acquisitions. They haven't acquired your easements. They are working to get some survey at Yale.
- b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. David Dollar. No invoice.

4. Discussion and decision and update to bid painting of the Pavey Tower.

- a. Discussion and decision regarding the approval of invoice from Bartlett & West. We have an invoice for \$2,463.00 and I think we have an invoice

between this invoice and the last one. The invoice for the period of August 24 through September 27 in the amount of \$2,463.00. That would put them at the total earned of \$22,396.00. Their total fee is \$280,000.00. I recommend you approve. Pat Liggett made a motion to approve the invoice. Gary Burd seconded. Richard Kriege, yes; Robert Scott, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous.

b. Consider engineer's recommendation to approve the low bidder Kimrey Painting and issue Notice of Award. Steve Cole made a motion to approve the contract and gain bonding. Pat Liggett seconded. Richard Kriege, yes; Robert Scott, yes; Gary Burd, yes; Caleb Potter, yes. Motion Carried unanimous.

5. Discussion and decision regarding the residual management plan.

a. Discussion and decision regarding the approval of invoice from Bartlett and West for engineering and design. Kyle Sewell. Finishing report for DEQ.

6. Discussion and resolution on By Laws rewrite. Larry Steidley. I'm still working on it.

7. Discussion and possible decision on hiring a company to install meters with MXU units to alleviate the backlog of radio read meters. Chad Pennington. I have talked to a few people and working on prices. The best price I have got is \$50.00 per meter. If we give the 100 to do at first to see how it goes. If you did 100 of the $\frac{3}{4}$ meters, the meter, MXU, and them doing it would cost \$46,500.00 and for a 100 1" it would be \$54,000.00. I am still working on prices with a couple of contractors. We are going back to a brass meter. It is easier to put in and the cost isn't much different. The cost of $\frac{3}{4}$ plastic meter is \$175.00 and brass is \$210.00. A MXU is \$205.00. So, \$210.00 meter, \$205.00 MXU, \$50.00 labor to install is \$465.00 per meter. We should be able to get brass meters by November 1, 2024.

8. Discussion and vote to enter Executive Session pursuant to Title 25 O.S. § 307 (B)(1), for the purpose of discussing the employment of the District Manager, discussion to include salary, bonus(es), comp. time, benefits and other remuneration and compensation items. Pat Liggett made a motion to go into executive session at 8:44. Richard Kriege seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous.

a. Roll call and vote.

b. Time Executive Session is entered to be noted in the minutes.

c. Roll call and vote to return to Executive Session.

d. Board may vote to reconvene Executive Session and return to regular session as needed under this Agenda item.

Roll call to come back from executive session. Bruce Hoover, here; Pat Liggett, here; Robert Scott, here; Richard Kriege, here; Gary Burd, here; Steve Cole, yes; Caleb Potter, here; Jerry Gammill, here; Chad Pennington, here; Mike Calhoun, here; Dona Lewis, here; David Dollar, here; Larry Steidley, here at 10:18.

9. **Discussion, consideration and possible action on Agenda Item No. 8, Agenda item to include possible vote on District Manager’s employment, salary, bonus(es), comp. time, benefits and other remuneration and compensate items as determined by the Board under authority of the District’s Bylaws and Rules and Regulations.** Robert Scott made a motion to table it. Steve Cole seconded. Richard Kriege, yes; Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous.
10. **Discussion, consideration and possible vote to approve a RESOLUTION adopting a policy to provide non-commercial water service to customers not using sewer systems and/or which may require future additional governmental approval for water use or sewer discharge.** Richard Kriege made a motion to approve. Robert Scott seconded. Gary Burd, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.

III. NEW BUSINESS

IV. ADJOURNMENT

1. Gary Burd made the motion to adjourn at 10:27 a.m. Richard Kriege seconded. Robert Scott, yes; Pat Liggett, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous.

Robert Scott – Secretary/Treasurer
Notes by Dona Lewis