

Rural Water District No. 3

Washington County, Oklahoma

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

Ph. (918) 371-2055 • Fax (918) 371-3864 • TRS 711

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 9, 2023 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 9, 2023, at 8:00 a.m.** Chairman Richard Kriege called roll: Vice-Chairman Bruce Hoover call, here, Secretary/Treasurer Robert Scott, here. Directors: Bill Jacobs, here; Gary Burd, here; Pat Liggett, 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 October 4, 2023, at 4:00 PM. Also present is Jerry Gammill, District Manager; Chad Pennington, Field 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 11, 2023. Bruce Hoover made the motion to approve the minutes as written. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In October we had 41 new taps and 70 transfers. We sold 35 new taps in September.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the board packets. We did receive the construction contract from Creek Construction. The TOC's will be taken at the end of this week. Sodium is taken annually now. Pfas, there is a class action lawsuit. You can't join the class action lawsuit until you do your testing. We aren't scheduled to do our testing until next year after the lawsuit has closed. I picked up some sample bottles to go ahead and get some samples. The Tulsa County Road widening project. David, Kyle, and I went over comments on those plans. The water treatment plant, we received the new pump at Oologah and it was installed approximately the 27th of this last month. Trey Keith and his crew were a big help installing the pump. The developments we are working on are Cooper Crossing Commercial development called The Shoppes at Cooper Ranch. We did receive an

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

email with a new proposed layout for review. Morrow Place Phase III, we have received the record plans and thumb drive. We still need the Bill of Sale, Proof of payment Indebtedness, and a copy of the filed plat. The Meadows II, we received the Maintenance Bond, Engineering Bac-T's and inspection fees. Reed Brothers is on the agenda for final approval. The Reserve of Owasso, David emailed the comments and plans back to their engineer. We did receive some full-size plans. The Twill Johnson Ranch, David had committed on the plans and they should be picking them up at the office. We did go locate that 12" line that runs across the south side of the property. Foster Creek is in the process of being reviewed. The sludge removal, we had a meeting on the 8th and Bartlet & West are putting a proposal together for the project. I still have meetings with the HR Group on section 3. Working on Employee personal policy handbook.

- a. **Field Manager.** Chad Pennington reports 1 field audit, 1 change out meter, 0 replaced can, 0 dirt work, 0 drop-in, 0 flush lines, 0 forfeit, 8 leaks, 1 replaced lid, 0 lower cans, 68 MXU installed to be radio read, 0 checked pressure, 0 raise can, 1 get current readings, 0 radio read, 0 replaced setter, 1 shut off, 34 new taps, 29 miscellaneous, 0 zero usage. 145 work orders completed. 43 locked meters.
- b. **Office Manager.** Dona Lewis. We issued 125 work orders in September.

6. Report of Attorney. Nothing.

7. Report of Engineer. David Dollar. The developments I worked on are The Meadows II, Hollow Creek Extended II, Twill Johnson Ranch, Cherokee Nation Development, The Reserve at Owasso, Magnolia Ridge III, The Sonic Drive-in, Smalygo Storage Facility, and The Shoppes at Cooper Ranch. Owasso's next utility relocation project is on 96th St N. at the Owasso Market. From the main entrance of Wal-Mart going west over to the bank. They owe us the utility relocation agreement and we ask that they include some language in there about our waterlines going underneath some of their traffic control stuff. They were receptive to that. No betterments on that property. Foster Creek is on my desk and I'm working on it. We received the contracts, bonds, and insurance last week on the 24" waterline.

8. Approval of accounts payable. Bruce Hoover made the motion to approve. Robert Scott seconded. Bill Jacobs, yes; Gary Burd, yes, Pat Liggett, yes. Motion carried unanimous.

9. Approval of new tap applications and transfers. Robert Scott made the motion to approve. Bill Jacobs seconded. Bruce Hoover, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

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

- a. Discussion and decision regarding Foster Creek, 70 lots, 66.9 ac. residential subdivision located on the east side of Garnett (113th) approximately $\frac{3}{4}$ mile north of 176th St North. Joe Pace. The plan for the development is to put a 8" line all the way through and loop it with the appropriate air relief valves. We have worked with the Fire Marshall and these houses will be sprinkled. David Dollar. What are the fire flow requirements for each house? We will need it documented. I recommend you give them contingent approval. They will be installing a 12" across the face of the property. Bruce Hoover made a motion to approve. Pat Liggett seconded. Robert Scott, yes; Bill Jacobs, yes; Gary Burd, yes. Motion carried unanimous.

11. Developments/line extensions waiting final approval.

- a. Discussion and decision regarding Reed Bros. Mini-Storage Phase I. A commercial development located north of the northeast corner of 86th St North and Yale. Bill Jacobs made a motion to approve. Gary Burd seconded. Robert Scott, yes; Bruce Hoover, yes; Pat Liggett, yes. Motion carried unanimous.

- 12. Public Comments.** Bill Jacobs. The Pavey Tower needs to be painted and it is the primary tower. Should we build another tank there by the Pavy. Another tower we should look at is the 2 Million tower and it needs to be replaced. It sets at such a low elevation and creates a hydraulic problem for the system. We really need a tower that matches the elevation. Don't paint the 2 Million if we are going to replace it. Bruce Hoover. Do we need to get Jerry a Assistant? Hire a young engineer right out of school and train from David Dollar.

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. Kyle Sewell. No invoice.
- b. Discussion and decision regarding the easement acquisition and counteroffers from landowners. I have the DEQ construction permit for Jerry to review and sign. As soon as the plans are done, we are going to turn that in.

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

- a. Discussion and decision regarding easement acquisition counteroffers from landowners. Nothing.
- b. Discussion and decision on the bidding of Contract #1 – 24-inch Water Line Extension Project; North WTP to 166th Street North. David Dollar. You have the contract, bonds, and insurance. It is my recommendation you approve signing the the contract. Bruce Hoover made a motion to approve. Gary Burd seconded. Robert Scott, yes, Bill Jacobs, yes; Pat Liggett, yes. Motion carried unanimous.

3. Discussion and decision 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. David Dollar. Kyle Sewell. We are plowing through the design.
- b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. David Dollar. There is one invoice for \$20,000.00 for effort through August 26, 2023, through September 29th. The is total paid to date is \$93,100.00 of total contract amount of \$140,0000.00 which represents 66 1/2% of total contract amount. It's my recommendation you approve the invoices for payment. Gary Burd made a motion to pay the invoice. Bill Jacobs seconded. Robert Scott, yes; Bruce Hoover, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.

4. **Discussion and decision to create a committee to consider changes, corrections and updates to the By Laws, Rules and Regulations and other documents.** Bruce Hoover. We have all the By-Laws covered and they are in Larry Steidley's hands. We are working on the Rules & Regulations which ties us into #5.
5. **Discussion and decision to authorize the setting up a Budget / retainer to have our Human Resources person to do an unrestricted investigation to assure no wrongdoing as outlined in our By-Laws and Rules and Regulations.** Bruce Hoover. Since we have a HR person, does there need to be a budget approved for that and did there need to be an investigation. Jerry Gammill. It's a contract or agreement based on a monthly amount. If we ask them to do additional work and then it will be an additional fee. For example, I'm in the process to have Chad, Dona & Mike to take a class on supervisor communications. We are working on a HR handbook, personnel policy.

III. NEW BUSINESS

IV. ADJOURNMENT

1. Gary Burd made the motion to adjourn at 10:11 a.m. Bruce Hoover seconded. Robert Scott, yes; Bill Jacobs, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.

Robert Scott – Secretary/Treasurer
Notes by Dona Lewis