

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

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 November 9, 2020 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 November 9, 2020 at 8:00 a.m.** Chairman, Richard Kriege called roll: Chairman, Richard Kriege, here; Vice-Chairman Bruce Hoover, absent, here; Secretary/Treasurer Robert Scott, here. Directors: Bill Jacobs, here; Max Terrell, here; Gary Burd, here; Steve Cole, 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 November 4, 2020 at 4:00 PM. Also present is Jerry Gammill, District Manager; Chad Pennington, Field Supervisor; Dona Lewis, Office Manager and Recording Secretary; David Dollar, Water PAQ Engineering; Larry Steidley, Steidley Law Firm, here; Kyle Sewell, Bartlett & West; 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 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 October 12, 2020. Bill Jacobs made the motion to approve the minutes as written. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.
- 4. Report of Secretary/Treasurer.** Robert Scott, in November we had 42 new taps and 108 transfers. We sold 44 new taps in September. Our General Fund is getting up there.
- 5. Report of District Manager.** Jerry Gammill, the report went out in the board packet. The distribution system the 8" waterline on E 126th St N and Garnett the waterline has been exposed. Tulsa County has started working on the repair. They are changing the box culverts underneath the 8" waterlines. Washington County has started working on Wolf Creek bridge project which is on 176th St N & Garnett. Regarding the 24" waterline extension we have completed and finalized the Johnson easement. It is signed and in the process of getting filed. We have received email plans for review for a development at E 106th St N & N 129th E Ave. We have taken the November TOC's and everything was fine. The DBP samples have been taken for this quarter on November 4, 2020. The last UCMR samples this month also and no results back yet. The Tulsa County project on the Horsepen Creek we had that advertised for the bridge project. We will be opening bids on December 2, 2020. We did receive the

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easement agreement on Chinowth & Cohen and it has been filed. Cherry Creek Phase II is under construction. Morrow Place Phase II we emailed back submittals to the contractor for corrections on October 30, 2020. The development at 106th and Memorial we received a full set plans and in process of reviewing them. The Dun-Rite development we received an email of the land owner's address to the west of the proposed development. The Warren Medical Center, we emailed the plans and comments back to Lydia Leslie with Kimberly Horn on November 2, 2020. The waterline extension project to the Theissen North Property. We mailed those plans and comments to Khoury Engineering on October 30, 2020. We have a meeting at 11:00 this morning. Regarding the Owasso Urgent Care October 28, 2020 we received the proposed waterline extension plans for review. There will be no Christmas party this year.

- a. Field Manager.** Chad Pennington, the new backhoe will be delivered today. We had 7 field audits, 35 change out meters, 2 replaced can, 4 dirt work, 2 flush line, 3 forfeited meters, 18 leaks, 1 replaced lid, 14 MXU installed to be radio reads, 1 replace can, 2 replaced setter, 2 shut off, 40 new taps, 27 miscellaneous, work orders completed 159 and 42 locks.
 - b. Office Manager.** 134 work orders written in October. I called Tulsa Tech to see if they are scheduling any events. They said with the covid the maximum amount of people is 200 is the banquet room we always reserve and they are serving meals. They penciled us in for the date of April 26, 2021 and no money has been paid. I will get back with them in a month.
- 6. Report of Attorney.** Nothing except what's on the agenda.
- 7. Report of Engineer.** David Dollar, worked on the waterline extension for Thiessen North/Warren Building, the Warren Building plans, Cherry Creek II, Cherry Creek IV, Owasso Urgent Care, Morrow Place II, The Grease Monkey, Dun-Rite, North Star Estates, and the Shops at Cooper Ranch. The Owasso waterline relocation projects we did get the feedback on the property at to 116th St and 129th E Ave with respect to the water meters they are to provide. The project at E 106th St N and N 145th E Ave we have reviewed the the material submittals and we did participate in a pre-con meeting on October 22, 2020. The Tulsa County waterline relocation project on 86th St N from Hwy 75 to Memorial by the whole series of record drawings for Tulsa County engineers to use to incorporate our waterlines properly. Jerry briefed me on the 136th and Garnett project. We did have the opportunity to at least talk to the new assistant Tulsa County engineer Mr. Esman. Record drawings this last month on Tulsa County Maintenance facility are completed. Reed Bros. storage, the Rejoice Field House, Estates at Morrow Place and Prestige Pond are all taken care of too. The developments I currently have in the queue are 106th and Memorial and we have the Owasso waterline relocation plans at 106th and 129 E Ave. With respect to our sludge pit project here, we made contact with Tim Ward but haven't really accomplished anything since the last board meeting. The Sheridan Booster Pump Station project, I forwarded the Final Phase I Environmental Assessment to Larry. Larry has provided that to the property owner. We made contact with Oklahoma Corporation Commission. There is a leaking gas well on sight and our concern was when will they fix that. So we spoke to multiple people. Ben O'Dell provided us with feedback. Leaking gas well is a priority level 2. Repairs could take a few weeks to a few months. We should be safe as long as we stay at least a 100 feet away. The Horse pen Creek project. We have completed the Bid Documents and the advertising for the project got underway on October 30, 2020. We will open the bids on December 2, 2020. We currently have three plan holders. Completed the easement across Johnson, it was signed and mailed in for recording.
- 8. Approval of accounts payable.** Bill Jacobs made the motion to approve. Steve Cole seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.
- 9. Approval of new tap applications and transfers.** Robert Scott made the motion to approve. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.

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

11. Developments/line extensions waiting final approval.

- a. Discussion and decision regarding Prestige Pond, a residential development, 30 lots, located on the northwest corner of E. 106 St. N. and N. 161 E. Ave. Owasso, OK. Jerry. Everything as been submitted and is waiting for final approval. Steve Cole made the motion to approve. Bill Jacobs seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.
- b. Discussion and decision regarding a water service request by Tulsa County for a maintenance facility on Yale Avenue south of 116th St N. Jerry. Everything has been completed and submitted ready for final approval. Bill Jacobs made the motion to approve. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.

12. Public Comments. Bill Jacobs voiced concerns about employees salaries.

II. OLD BUSINESS

1. Discussion, decision and update regarding waterline relocation associated with ODOT's Hwy 20 project east of Hwy 75. Kyle Sewell with Bartlett & West, the construction is complete. The seeding has been complete but it's late in the year. They may need to come back in the spring. David. Has ODOT started working on side yet, the road crossing? Kyle. Yes. The road crossing you can see them out there clearing and grading.

- a. Discussion and decision for the approval of invoice from Bartlett & West for the amount of \$6,776.16 as effort for September 26th thru October 23,2020. Their invoice is actually more than that but they are only billing for the maximum. So the total paid to date approved being the maximum of amount \$445,000.00. Bill Jacobs made the motion to approve. Robert Scott seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.
- b. Discussion and decision regarding pay application from Creek Construction for monthly pay estimate. They have their final amount payoff application. The total left is \$91,381.32. District portion is \$27,067.15. Robert Scott made the motion to approve. Bill Jacobs seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.
- c. Discussion and decision regarding the approval of Assignment of Claims to ODOT for 70.38%. That amount is \$64,314.17. Bill Jacobs made the motion to approve. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.
- d. Discussion and decision regarding the approval of payments from District to Bartlett & West and Creek Construction for District's 29.62% share of the total project cost. Robert Scott made the motion to approve \$6,776.16 to Bartlett & West and the District's portion is \$2,007.10. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.
- e. Discussion and decision regarding proposed change order. Robert Scott made the motion to approve the change order in the amount of \$6,500.00. Gary Burd seconded.; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.

2. Discussion and update regarding the proposed engineering agreement with Bartlett & West for 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 invoice from Bartlett & West for engineering design for \$5,791.50. Gary Burd made the motion to approve invoice and claim. Steve Cole seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.

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3. **Discussion and decision regarding the proposed 24-inch water line alignment and easements.** David Dollar. There is no action that is required. We had a conference call with Meshek about the project on October 12, 2020. Later that day we received the additional survey information we needed to move forward. We made contact with VVEC about some down guys along the project corridor. There are five locations where we may be impacted. VVEC will work with us on relocating where necessary. Meshek provided the Plat Map for the Johnson easement on October 28, 2020. The Johnson easement was completed, signed and filed. We are waiting on recorded easement to come back. So with the Johnson easement and the Hardacre easement out of the way we have 25-30 % of the easement out of the way.
4. **Discussion and decision regarding employee Christmas Bonuses.** Last year it was \$1,000.00. Robert Scott made the motion to raise the amount to \$1,200.00. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.
5. **Discussion and decision regarding employee health insurance.** After comparison of renewal options the board accepted Jerry's recommendation for Community Care. Gary Burd made the motion to approve. Robert Scott seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.

III. NEW BUSINESS

1.

IV. ADJOURNMENT

1. Robert Scott made the motion to adjourn at 9:05 a.m. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried.

Robert Scott – Secretary/Treasurer
Notes by Dona Lewis