

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 November 13, 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 November 13, 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 November 8, 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 October 9, 2023. Bruce Hoover made the motion to approve the minutes as written. Bill Jacobs seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In November we had 33 new taps and 49 transfers. We sold 29 new taps in October.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the board packets. The 96th St and north 129th waterline relocation, we have received some information and sent a response back. The monthly sampling, we did take our TOC's samples this week. The PFAS Sampling, we did have a slight hit out of multiple testing sites. The UMCR sampling doesn't start until next year for the class action lawsuit. The developments are Cooper Crossing or Shoppes at Cooper Ranch, Trinity Church, The Reunion of Owasso Phase III, Magnolia Ridge Phase III, we have received information that the total lots have changed from 140 to 128 Lots. The Reserve in Owasso, we have had different reviews and corrections. Lot 1 block 1 on the east side of the access road. They are breaking out the 1 lot and not even addressing with the original development. We are making them go back and figure out where the road

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crossings are going to be. Foster Creek, we did receive the Fire Flow test. It was performed at the Northern Territory for Foster Creek. The Same Day Auto, we received site plans from them. They were trying to get on the agenda before they addressed things with overall development. We have HR training with the People's Perspective on the 28th of this month with Chad, Dona, Mike, Michelle and me. We have an open record request that we received regarding communications between our tower and on sight. Larry and I have to discuss on that but I have done some research on the company.

- a. **Field Manager.** Chad Pennington reports 2 field audits, 28 change out meters, 2 replaced cans, 1 dirt work, 1 drop-in, 0 flush lines, 1 forfeit, 38 leaks, 1 replaced lid, 0 lower cans, 18 MXU installed to be radio read, 1 checked pressure, 0 raise can, 30 get current readings, 0 radio read, 0 replaced setter, 1 shut off, 34 new taps, 19 miscellaneous, 0 zero usage. 169 work orders completed. 54 locked meters. We hired a company Green Country Utility out of Ramona, they are starting to set water taps for us. They work for about three other water districts. We provide all of the materials and they charge us by the hour. We got 468 MXU's in finally.

- b. **Office Manager.** Dona Lewis. We issued 194 work orders in October.

6. Report of Attorney. Nothing.

7. Report of Engineer. David Dollar. The developments I worked on are Foster Creek, Modern Day Dental, Twill Johnson Ranch, The Reserve @ Owasso, Same Day Auto. We have had some discussion with them about their water service because we will not let them cut a brand-new line that is put in. We must coordinate between The Reserve of Owasso and Same Day Auto. The Sonic drive in and Triple T Storage. The Owasso waterline relocation project on 96th St N, I have had multiple calls and emails. Working out the details and we haven't received the relocation agreement. The relocation of our 6" waterline on their project is going to go under their light standards. Some of the traffic lights. We have asked them to put into the relocation agreement a paragraph that protects us from when we must dig it up. If they need a pole truck to hold up their light, then they need to provide that. Record drawings I took care of on Morrow Place III, Cooper Crossing Extended IV, The Reed Brothers Storage, a water service availability report for the Shoppes at Cooper Ranch I & II, The Reunion @ Owasso Phase III.

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

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

- a. Discussion and decision for Modern Day Dental, Lot 3, Block 1 of The Owasso Medical Park, .72 ac., located on 101st St Place west of 129th E. Ave. Wes Spencer with Cripple Creek Construction. The medical plaza is pretty much developed. We are taking the space on the north side furthest west. Proposing a 1 ½ inch and 1 inch irrigation. It does not require fire suppression and we have met with City of Owasso. The meter box will be in a valve box right underneath the drive. Jerry Gammill it will be their responsibility to put the drive back if Rural Water needs to repair anything in the area. We only have 2" or 1" inch meters. David Dollar. The district has a 12" waterline that goes down the north boundary and an 8" waterline that comes down west property. I give contingent approval. Steve Cole made a motion for contingent approval. Robert Scott seconded. Bill Jacobs, yes; Bruce Hoover, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

- b. Discussion and decision regarding Triple “T” Self-Storage, an expansion of existing commercial business. Located on 126th St North and ¼ miles east of Mingo (west of Collinsville Industrial Park). Jerry Gammill. The Collinsville Industrial Park runs north and south. It goes to the bus plant and concrete plant. Our 12” waterline runs along that west fence line of the Collinsville Industrial Park. There are existing storage units already there and they are trying to expand. With the new fire protection code, they are in place today. Tie into the 12” and bring the 12” past their entrance. Get the easement across these people and bring it up right here and a little short of west property line. Take it back across and tie it to the 6” on the south side of 126th St N. to make sure it is looped. David Dollar. Looks like they are proposing a fire line? So, there will be a meter and what will the fire flow requirements? 2000 gallons per minute. I recommend contingent approval and we may want them to extending the 12” line across the front of their property and then bring it across the road. Bruce Hoover made a motion for contingent approval. Bill Jacobs seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.
- c. Discussion and decision regarding Hollow Creek II, 63 lots, 60.8 ac., located on the North side of 136th St N and approximately ½ mile east of Yale. David Dollar. This development got approved a year ago in December. No changes. I recommend contingent approval. Steve Cole made a motion for contingent approval. Robert Scott seconded. Bruce Hoover, yes; Bill Jacobs, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

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. Kyle Sewell. No invoice.
- b. Discussion and decision regarding the easement acquisition and counteroffers from landowners. We have applied for the permits.

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 new.
- b. Discussion and decision on the bidding of Contract #1 – 24-inch Water Line Extension Project; North WTP to 166th Street North. David Dollar. We had a preconstruction meeting on the 25th of October. Jeff with Creek Construction asked if we could delay until after the New Year. We are still waiting on parts for the hydrants and there is still some work in the southeast corner of the intersection of 166th St N & N 129th E Ave. Some coordination with VVEC on some guy wires and shouldn’t take much. He thinks he will still have it done short of the ninety days, so if we delay notice to proceed until after Christmas they should be done by the first of April.

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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. Kyle Sewell. We are making changes to the plans and making good process.
 - b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. No invoice.
4. **Discussion and decision to create a committee to consider changes, corrections and updates to the By Laws, Rules and Regulations and other documents.** Steve Cole. We have all the By-Laws covered and they are in Larry Steidley's hands to look through.
5. **Discussion and decision regarding the proposal Utility Relocation Agreement with the City of Owasso for the relocation of District water lines associated with Roadway and Bridge Improvements along E. 96th St. N. in the area west of Highway 169. This project will not include any betterments by the District and all relocation costs will be by the City of Owasso.** No action.
6. **Discussion and decision on Engineering Services Proposal from Bartlett and West for the development of bid documents (i.e., design and bidding services) required for residuals management and on-site land application for one (1) or more lagoons.** David Dollar. The emphasis is to get started and get some of the sludge out of the lagoon. We have to have our residual management plan updated per DEQ. Our focus is to get the bid documents ready and prepared, bid it out. Get the first two lagoons cleaned out and start this land application process. Lagoons three and four if we can work that in depending on cost that we can work in in. I want to come up with a method where our guys can manage it. Kyle Sewell. The focus is to get something we can bid on. The limitations on what they apply are going to determine on looking at sludge management plan. We will have some testing on the soils at the site because we will deliver to the existing metals concentration because DEQ has some limitations. They will tell us how much we can apply. The goal is to clean out at least two cells. Bid documents for the first round of getting rid of the two cells. The proposed fee is \$39,000.00. David Dollar. It is my recommendation to approve this and make this happen. Bruce Hoover made a motion to approve. Pat Liggett seconded. Robert Scott, yes; Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
7. **Discussion and decision to paint the Pavey Tower.** Nothing.
8. **Discussion and decision to hire an Assistant Manager.** Nothing.
9. **Discussion and decision to find and hire an Engineer.** Nothing.
10. **Discussion and decision regarding employee Christmas Bonuses.** Bruce Hoover made a motion for the amount of \$1,500.00 per employee and prorate for employees that have been here less than a year. Steve Cole seconded. Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.
11. **Discussion, consideration and possible vote to allow District's condemnation lawyer, K. Ellis Ritchie, to hire whatever experts he deems necessary for condemnation actions currently filed by the District, experts to include, without limitation, David Dollar (Water PAQ Engineering) and Bob Grace (Grace Sons Appraisal Service). Approval of contracts for experts as necessary.** Robert Scott

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made a motion to hire them. Bruce Hoover seconded. Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.

- 12. Discussion, consideration and vote to hold an Executive Session pursuant to Title 25 O.S. Section 307 (B)(1) to discuss the employment, hiring, appointment, promotion, demotion, discipling and/or resignation of Doug Stickles. Agenda item promoted by Stickles violation of District Bylaws and/or Rules and Regulations pertaining to multiple hookups. No decisions will be made in Executive Session.** Bruce Hoover made a motion to go into Executive Session at 9:13. Pat Liggett seconded. Bill Jacobs, yes Robert Scott, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

Bruce Hoover made a motion to come out of Executive Session at 10.48. Bill Jacobs seconded. Robert Scott, yes; Gary Burd, yes Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.

- 13. Discussion, consideration and possible vote on matters discussed in Executive Session in agenda item above and pertaining to Doug Stickles, and in particular the issue of his employment, hiring, appointment, promotion, demotion, discipling or resignation.** Bruce Hoover made a motion that the position that Doug Stickles has right now is being phased out as of December 31,2023. With that Doug will receive full sick pay, full vacation pays and whatever money he is due that will come up. With that agreement as of today, he is paid to not show up here. December 31, 2023 will be his last day. He will continue with health insurance until then. Steve Cole seconded. Robert Scott, yes; Gary Burd, yes, Pat Liggett, yes. Bill Jacobs is abstain. Motion carried.

III. NEW BUSINESS

IV. ADJOURNMENT

1. Gary Burd made the motion to adjourn at 10:51 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