

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 December 11, 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 December 11, 2023, at 8:00 a.m.** Chairman Richard Kriege called roll: Vice-Chairman Bruce Hoover call, here, Secretary/Treasurer Robert Scott, here. Directors: 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 December 6, 2023, at 4:00 PM. Also, present is Jerry Gammill, District Manager; Chad Pennington, Field Supervisor; Michell Pack 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 November 13, 2023. Bruce Hoover made the motion to approve the minutes as written. Gary Burd seconded. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In December we had 30 new taps and 56 transfers. We sold 15 new taps in November.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the board packets. Reunion @ Owasso Phase III have seen some paperwork and David emailed the hydraulic analysis with comments. The Reserve @ Owasso, received another email and plans. Lots of tie-ins and lots of 12" waterlines. On the 15th of last month, I did respond back to that open record request regarding the communication. One of our smaller loans paid off this last month. It was one from 2000 plant upgrade. It was a Rural Development loan and that reserve account that was part of that was \$21,326.00 that we will be putting into the general account. The bond which is the big one and we have two others. The Rural Development big loan for the Caney River was a little over 5 million. The smaller loan is still in place now and will be paid off soon. The Murphy Oil and gas station down by Walmart. They will be demo that

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Station and rebuilding it in place. We don't expect it to interfere with Owasso waterline relocation.

- a. **Field Manager.** Chad Pennington reports 2 field audits, 9 change out meters, 0 replaced cans, 0 dirt work, 0 drop-in, 3 flush lines, 3 forfeit, 21 leaks, 1 replaced lid, 0 lower cans, 139 MXU installed to be radio read, 5 checked pressure, 1 raise can, 13 get current readings, 0 radio read, 0 replaced setter, 0 shut off, 11 new taps, 6 miscellaneous, 0 zero usage. 214 work orders completed. 36 locked meters.
- b. **Office Manager.** Michelle Pack. We issued 322 work orders in November.

6. Report of Attorney. Nothing.

7. Report of Engineer. David Dollar. The developments I worked on are Foster Creek, Magnolia Ridge Phase III, Cherokee Nation Audio Video center, The Reserve @ Owasso, The Reunion @ Owasso Phase III, Same Day Auto, Triple T Self storage. The Cherokee Nation development I will start looking at this week. The Owasso waterline project is moving, and we have worked out final details. We have responded to a request from a consultant that will be in the Collinsville Industrial Park. I believe it is something for City of Collinsville, a utility public works building.

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

9. Approval of new tap applications and transfers. Steve Cole made the motion to approve. Robert Scott 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 The Reserve at Owasso Lot 1, Block 1, Same Day Auto, 2.5 ac., located on the northwest corner of 137th E Ave. and 106th St. North. Carl Pritchett. We are proposing to make water connection with three bores underneath 137th E Ave and tapping into the 12" waterline. David Dollard gives contingent approval. Steve Cole made a motion for contingent approval. Bruce Hoover seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.
- b. Discussion and decision regarding a Cherokee Nation Housing Development Addition, 16 lots, located north of 136th St North and East of Sheridan. Mike Brown. There is an existing 12" waterline along Sheridan on the west side of the road. We would go back and extend with a 12" line. There are road access ties into the subdivision. We are working on the easement along Sheridan. The preliminary plat has been approved by City of Collinsville for the work. Steve Cole made the motion for preliminary approval. Robert Scott seconded. Bruce Hoover, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

11. Developments/line extensions waiting final approval.

- a. Discussion and decision regarding Morrow Place Phase III, 98 lots, 21.76 ac., located east of 129th on south side of 126th St. North. Steve Cole made a motion to approve. Robert Scott seconded. Bruce Hoover, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

12. Public Comments.

II. OLD BUSINESS

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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. Nothing new.
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. I got the permit plans on Friday and haven't had time to look at them.
 - b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. David Dollar. There are two invoices totaling \$21,600.00 and that is for effort from September 30 through November 24, 2023. The total paid to date is \$114,700.00 and the total contract amount of \$140,000.00. So that is 82% of the total contract amount. It is my recommendation to approve. Gary Burd made the motion to approve the invoices. Pat Liggett seconded. Bruce Hoover, yes; Robert Scott, yes; Steve Cole, 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.** Steve Cole. We met up with Larry and went through everything. I have made changes and sent it to Jerry.
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.** David Dollar. Plans were done first and the utility relocation agreement was the last thing we worked on. We added a few paragraphs because they are putting the waterline in spots where we will be close to their traffic lights. It is my recommendation you approve. Bruce Hoover made a motion to approve the agreement. Steve Cole seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.
6. **Discussion and decision to paint the Pavey Tower.** Jerry Gammill. We will need to put out bid packets and advertise. No motion.
7. **Discussion and decision to hire an Assistant Manager.** No motion.
8. **Discussion and decision to find and hire an Engineer.** No motion.
9. **Discussion and decision regarding employee health insurance.** Bruce Hoover made a motion. Steve Cole seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

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- 10. Discussion and decision regarding paying mileage or airline pricing for expense reimbursements.** Steve Cole. We need to come up with wording to add to the Rules and Regulations. Bruce Hoover. I would say until we adjust the Rules & Regulations to reflect the airline cost, anyone that drove should be reimbursed for their mileage. Bruce Hoover made a motion to those that drove to get their mileage reimbursed until we add to the Rules and Regulations. Gary Burd seconded. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.
- 11. Discussion and resolution of the pay schedule for Washington County RWD#3 employees that are in an “on call” status.** Gary Burd made a motion to pay “on call” person 3 hours overtime for everyday of on call. Pat Liggett seconded. Robert Scott, yes; Bruce Hoover, yes; Steve Cole, yes. Motion carried unanimous.
- 12. Discussion and resolution of allowing employees to deer hunt on Washington County RWD#3 property.** Pat Liggett made a motion to dismiss the item. Bruce Hoover seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

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