

# **Rural Water District No. 3**

## **Washington County, Oklahoma**

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17227 N. 129<sup>th</sup> 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**

**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 14, 2022 at 8:00 o'clock A.M., at 17227 N. 129<sup>th</sup> 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 12, 2022, at 8:00 a.m.** Chairman, Richard Kriege called roll: Chairman, Richard Kriege, here; Vice-Chairman Bruce Hoover, here. Directors: Bill Jacobs, here; Gary Burd, yes; Steve Cole, yes. 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 129<sup>th</sup> 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 7, 2022, at 4:00 PM. Also present is Jerry Gammill, District Manager; Chad Pennington, Field Supervisor; Dona Lewis Recording Secretary, David Dollar, Water PAQ Engineering 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 the November 14, 2022. Bruce Hoover made the motion to approve the minutes as written. Bill Jacobs seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer** Robert Scott. In December we had 23 new taps and 49 transfers. We sold 14 new taps in November.
- 5. Report of District Manager.** Jerry Gammill, the report went out in the board packets. The Sheridan Booster Pump Station, the contractor continues to work. They started back on December 5, 2022. We have taken some additional samples, we have taken some TOC's and we have taken some VOC's on November 30, 2022. Those samples are taken every three years. We did receive an email from a ODOT Engineering Consultant on the 2<sup>nd</sup> of this month. These ODOT properties are at three locations on highway 75, one at 96<sup>th</sup> St N, one at 106<sup>th</sup> St N and one at 126<sup>th</sup> St N. What I would perceive is that they will be looking to do overpasses. Regarding the bridge project on Memorial south of Highway 20. We did finally get the Utility Relocation Agreement from Tulsa County. We worked on waterlines plans for Dun-rite Development out on Highway 20 and made comments on the plans for them to pick up to review. Reed Brothers on 86<sup>th</sup> and Yale. I talked with Robert Reed, and they have sent an email wanting us to look at some things. They had contractor called Chad and said we

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need a meter. I don't know if they are looking past any kind of 12" waterline requirement. We have commented on the storage units. They have told us they have a fire protection alarm system as to fire protection water. Which that doesn't make a difference. The plan I saw this morning and there is no 12" waterline or upgrade. They are trying to perceive without dealing with the 12" waterline. I had an email from a customer Pat Ligett that wanted to be on the next board meeting to discuss a fire hydrant that is located inside his property. This has to do with the project down by Parker Village. I met with a gentleman named John Parks. A few months ago, a developer was looking to develop a property down at 66<sup>th</sup> and Pittsburg. Owasso TAC agenda there was an Owasso Senior Living. Down on the Owasso Medical campus. Straight west of the hospital. They have not contacted us. Chad and I met with a gentleman out in the Collinsville Industrial Park area. There is a dog grooming and training facility. That just contacted us recently. They said there was confusion concerning who was going to serve the water. The building is just about down and all they think is they need a meter. I'm still checking into the expense plan.

- a. **Field Manager.** Chad Pennington reports 4 field audit, 7 change out meter, 4 replaced can, 0 dirt work, 2 drop-in, 2 flush lines, 3 forfeit, 14 leaks, 5 replaced lids, 1 lower can, 1 MXU installed to be radio reads, 1 checked pressure, 0 raise can, 1 get current reading, 3 radio read, 1 replaced setter, 1 shut off, 12 new taps, 13 miscellaneous, 0 zero usage. 72 work orders completed. 73 locked meters. We have a gentleman that has been stealing water. We are going to have to get the Sheriff involved.
- b. **Office Manager.** Dona, we issued 73 work orders in November. Mac's BBQ for the Christmas party on Friday December 16, 2022, at noon.

**6. Report of Attorney.**

**7. Report of Engineer.** David Dollar. Development I worked on is Dun-rite Roofing. I did make some progress on the 24" waterline. The plans are ready for Chad and Jerry to look at for review before we order Parts. The bridge project over on Memorial, we did send plans to the County. The County has given us a nod and provided us the Utility Relocation agreement. That's on the agenda for dic

**8. Approval of accounts payable.** Gary Burd made the motion to approve. Robert Scott seconded. Bruce Hoover, yes; Max Terrell, yes; Gary Burd, yes. Motion carried unanimous.

**9. Approval of new tap applications and transfers.** Bill Jacobs made the motion to approve. Steve Cole seconded. Bruce Hoover, yes; Max Terrell, yes; Gary Burd, yes. Motion carried unanimous.

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

- a. Discussion and decision regarding Hollow Creek II, 63 lots, 60.8 ac., located on the North side of 136<sup>th</sup> St N and approximately ½ mile east of Yale. This is from Cooper Crossing IV, a piece of this is the for the offsite to get the waterline down and across over to Cooper Crossing Extended IV cul-de-sac. Robert Scott made a motion for preliminary approval. Bruce Hoover seconded. Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

**11. Developments/line extensions waiting final approval.**

- a. Discussion and decision regarding a request by Billy Cox with Cyntergy, the Engineering group, representing the developer for Ctiterion Office Building, 1 lot, 2.42 ac. located in Lot Block 1 of Garrett Creek Phase II Replat (south of Reasor's). Jerry. Everything has been submitted and the only thing is we allowed the developer to put in temporarily double detector, check to use until the meter is in. Gary Burd made a motion for final approval. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Steve Cole, yes. Motion carried unanimous.

## 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 invoice from Bartlett & West for engineering design. David Dollar. There is one invoice from Bartlett & West for \$4,410.28 for efforts from October 29 through November 25, 2022. If approved that puts us at \$216,743.36 total contract amount of \$300,000.00. Roughly 72%. I recommend you approve. Bruce Hoover made a motion to approve the invoice. Robert Scott seconded. Bill Jacobs, yes; Steve Cole, yes; Gary Burd, yes. Motion carried unanimous.
  - b. Discussion and decision regarding the easement acquisition and counteroffers from landowners. Kyle Sewell. All but the three for condemnation. No update.
2. **Discussion and decision the proposed 24-inch water line alignment and easements.**
  - a. Discussion and decision regarding easement acquisition counteroffers from landowners. David Dollar. Nothing new to report on the easement acquisition.
  - b. Discussion and decision regarding material prices and estimated project costs. David Dollar. I'm not going to recommendation on materials until we are done looking it over the design. No decisions to be made.
3. **Discussion, decision and update regarding the Sheridan Booster Station engineering and design.**
  - a. Discussion and decision regarding the approval of invoice from Bartlett & West for engineer and design. No invoice.
  - b. Discussion and decision to approve the pay estimate for with Orr Construction for the Sheridan Booster Pump Station Project. The pay estimate is \$117,325.00. Bruce Hoover made a motion to approve. Robert Scott seconded. Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes. Motion Carried unanimous.
  - c. Discussion and decision regarding change order #1 for labor, materials and installation to lower the proposed Sheridan Road crossing. They had to lower that crossing under Sheridan because of the gas line and ditch for \$9,800.00. Bruce Hoover made a motion to approve. Steve Cole seconded. Robert Scott, yes; Bill Jacobs, yes; Gary Burd, yes. Motion carried unanimous.
4. **Discussion and decision regarding the Tulsa County Road Widening project on 86<sup>th</sup> St N.**
  - a. Discussion, decision and updating regarding the Water Line Relocation Project along 86<sup>th</sup> Street North from US Hwy 75 to Memorial. Kyle Sewell. No updates just getting started.
5. **Discussion and decision regarding overtime provisions for field employees.** Table it for Jerry to check with labor laws. After working normal shift work hours if the employee continues to work past midnight the employee will be paid time and ½ for the hours worked up to 6:30 am the beginning of the next workday.

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- 6. Discussion and decision regarding employee health insurance.** Jerry. The health insurance with Community Care is a 11.2%, Met Life (dental) is a 5% increase, and the vision is 3% increase. The total increase for the company is \$14,685.75 a month to \$16,331.11. Insurance is based on age, and everyone is a year older. Robert Scott made a motion to approve the insurance. Bruce Hoover seconded. Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
- 7. Discussion and decision regarding auditor for 2022 audit.** Jerry. In 2021, we paid \$10,950 and there is a increase for 2022 in the amount of \$11,670. Bruce Hoover made a motion to approve. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Steve Cole, yes. Motion carried unanimous.
- 8. Discussion and decision regarding Tulsa County – 12” waterline relocation at 14300 North Memorial Bridge Project – Utility Relocation Agreement (\$56,733).** David. This is about 240 ‘of 12” waterline that must be moved over to accommodate the counties replacing a structure. The plan we prepared we sent to the County, and they agreed with the plan. We will stay inside their right of way, and they agreed to move the fence. They also have agreed to clear trees and root balls where waterline will go through. I gave them an estimate of \$56,738.00 and paid 100% by the County. We need your approval of the Utility Relocation Agreement. Steve Cole made a motion. Bruce Hoover seconded. Robert Scott, yes; Bill Jacobs, yes; Gary Burd, yes. Motion carried unanimous.
- 9. Discussion and decision to hire Creek Construction to complete the water line relocation work for the lump sum cost of \$49,300.00.** David recommends approval. Gary Burd made a motion to approve. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Steve Cole, yes. Motion carried unanimous.

### **III. NEW BUSINESS**

### **IV. ADJOURNMENT**

1. Bruce Hoover made the motion to adjourn at 8:51 a.m. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Steve Cole, yes. Motion carried unanimous.

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**Robert Scott – Secretary/Treasurer**  
**Notes by Dona Lewis**