

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 December 9, 2024 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 9, 2024, at 8:00 a.m.** Chairman Bruce Hoover called roll: Vice-Chairman Pat Liggett, here, Secretary/Treasurer Robert Scott, here. Directors: Gary Burd, here; Steve Cole, here; Richard Kriege, here; Caleb Potter, 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 4, 2024, at 4:00 PM. Also, present Chad Pennington, Field Supervisor; Mike Calhoun, Plant 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 November 12, 2024. Steve Cole made the motion to approve the minutes as written. Pat Liggett seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes; Richard Kriege, yes; Caleb Potter, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In December we had 24 new taps and 49 transfers. We sold 11 new taps in November.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the packet. We did have contact from an architect regarding one of the lots at the Garrett Creek Commercial Phase II for Goodwill. Goodwill had burnt a couple weeks ago. The next item we had contact from 3D conservation and they are looking at 51 acres with 11 lots out on the northwest corner of 106th St N and memorial. Cherokee Housing Development, we did receive plans and in the process of reviewing them. The Reserve at Owasso, the one on 106th St N and east side of Hwy 169. There are some challenges on that project because Same Day Auto is trying to get water on

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their site and the overall developer has been moving slower. They are trying to get water to them. West Estates, on 86th St N and Yale. The housing development that is just south of the Dollar General. We recently received plans and in the process of reviewing. Dollar Tree, we approved submittals from the contractor, and they have done the casing. The Lead and Copper inventory, we sent in last month. We had to correct some of the cells. There is a letter we will be sending out this week.

- a. Field Manager.** Chad Pennington reports 10 field audits, 54 change out meters, 1 replaced cans, 1 dirt work, 0 drop-in, 2 flush lines, 1 forfeit, 36 leaks, 1 replaced lid, 0 lower cans, 2 MXU installed to be radio read, 3 checked pressure, 1 raise can, 3 get current readings, 0 radio read, 1 replaced setter, 2 shut off, 21 new taps, 53 miscellaneous, 0 zero usage. 184 work orders completed. 87 locked meters and 78 unlocks. We do have a creek crossing leaking over at 161st E Ave between 116th St N and 126th St N that goes to the Hogue Tower. I'm meeting Jeff Thompson this week about scheduling a time to fix it. We had another 12" blow out Friday night and we fixed it over on the Pavey.
 - b. Office Manager.** Dona Lewis. We issued 292 work orders in October. We tried connecting to Starlink and it worked but it had issues with our online payments coming across. Ed Phillips, our IT guy, is working the details out with them. We are doing online classes learning the Tyler Technologies software.
 - c. Plant Manager.** Mike Calhoun. We got the chemical pump back and it worked one day then quit. I called and I want a new one. On the 24th Kelly started working on the PAC. The 25th Chad's guys helped me replace the sample line from high service pump over to the Lab. We sent #1 research pump and #2 Oxbow pump in for repair. November 7th #2 research pump started going ground and on the 8th they returned the #1 research pump and ready to put it back in. The media #2 filter was changed out and back in service installed the dust collector motor. I need to order more stuff for the #4 filter.
- 6. Report of Attorney.** Larry Steidley. We finally got the easement from Darling International.
- 7. Report of Engineer.** David Dollar. The developments I worked on are Red Bud Village Phase I over by the TTCC, West Estates, the Casey's store, committing on waterlines. It's not in our service area but they will be impacting our waterlines. They need to accommodate us. Stone Lake Phase V, Dollar Tree, Same Day Auto, Cherokee Nation Housing Authority. The Owasso waterline relocation projects at 106th and 129th E Ave, we returned our comments to them. 96th St N at Owasso Market, we have a 6" waterline in front of Murphy USA. I had to explain why we need casing. I did a atlas map for the area beginning at Hwy 75 and Hwy 20 going north to 179th St N. (Jarret Farms) ODOT is looking to do something on that side of the Hwy. We got a call on Project Clydesdale; they are requesting us to have a last-minute meeting with developer representatives and their engineer about water service. I told them they need to work out issues with Tulsa.
- 8. Approval of accounts payable.** Robert Scott made the motion to approve. Richard Kriege seconded. Steve Cole, 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.
Steve Cole seconded. Richard Kriege, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.
- 10. Approval and/or acceptance of new developments or line extensions.**
 - a.
- 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. No invoice.
 - b. Discussion and decision regarding the approval of Bolding Construction monthly pay estimate #2. David Dollar. There is a change order to add \$1,500.00 for additional survey for the realignment along the Blakeman's property. I recommend you approve that change order and increase the total contract amount to \$848,470.00. The pay application #2 which less retainage is \$166,927.50. Now most of that is paid by ODOT. ODOT will pay \$158,647.90 and the district will pay 8,279.60. If approved the total amount paid to date is 44% of the total contract amount. Steve Cole made a motion to approve the change order. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes. Motion Carried unanimous.
Gary Burd made a motion to approve pay estimate #2. Richard Kriege seconded. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.
- 2. Discussion and decision on the proposed 24-inch water line project and easements.**
 - a. Discussion and decision regarding easement acquisition and counteroffers From landowners. I have made modifications to the Ghormley offer and shipped that off to Meshek.

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- 3. Discussion, decision and update 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. They are having issues getting survey work done.
 - b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. David Dollar. No invoice.

- 4. Discussion and decision and update to bid painting of the Pavey Tower.**
 - a. Discussion and decision regarding the approval of invoice from Bartlett & West. David Dollar. There are three invoices totally \$6,933.00 for effort from May 25 through August 24. If you approve payment, we will have paid Bartlett & West \$22,396.00 and a total contract amount of \$28,000.00 and it represents approximately 80% of the total contract amount. Steve Cole made a motion to approve the invoices. Gary Burd seconded. Robert Scott, yes; Richard Kriege, yes; Pat Liggett, yes. Motion carried unanimous.

- 5. Discussion and decision regarding the residual management plan.**
 - a. Discussion and decision regarding the approval of invoice from Bartlett and West for engineering and design. No invoice. David Dollar. There are three phases to this project. The first phase would be to clean out two lagoons and land applied. After a year the next two will be cleaned out and land applied and then the lake. I recommend you approve the report but don't send it in until we have the agreement with the landowner finalized. The next step is to come up with bid documents and bid out. That report does not provide bid documents. It provides plans that we will submit to DEQ. Steve Cole made a motion to approve the report. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes. Motion carried unanimous.

- 6. Discussion and resolution on By Laws rewrite.** Steve Cole made a motion to table it. Richard Kriege seconded the motion. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

- 7. Discussion and possible decision on hiring a company to install meters with MXU units to alleviate the backlog of radio read meters.** Chad Pennington. I'm waiting on the cost and parts on brass meters. I've been talking with a couple of people.

- 8. Discussion and decision regarding employee health insurance.**

- 9. Discussion and decision regarding auditor for 2024 audit.**

- 10. Discussion of reimbursement for Mike Calhoun's phone that was lost in the Caney River while on the job.**

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11. Discussion and vote to enter Executive Session pursuant to Title 25 O.S. § 307 (B)(1), for the purpose of discussing the employment of the District Manager, discussion to include salary, bonus(es), comp. time, benefits and other remuneration and compensation items.

- a. Roll call and vote.**
- b. Time Executive Session is entered to be noted in the minutes**
- c. Roll call and vote to return to Executive Session.**
- d. Board may vote to reconvene Executive Session and return to regular session as needed under this Agenda item.**

12. Discussion, consideration and possible action on Agenda Item No. 11, Agenda item to include possible vote on District Manager's employment, salary, bonus(es), comp. time, benefits and other remuneration and compensation items as determined by the Board under authority of the District's Bylaws, and Rules and Regulations.

III. NEW BUSINESS

IV. ADJOURNMENT

1. Richard Kriege made the motion to adjourn at 10:55 a.m. Steve Cole seconded. Robert Scott, yes; Gary Burd, yes, Pat Liggett, yes. Motion carried unanimous.

Robert Scott – Secretary/Treasurer
Notes by Dona Lewis