

# **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 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 February 10, 2025 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 February 10, 2025, 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 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 February 5, 2025, at 4:00 PM. Also, present Chad Pennington, Field Supervisor; Mike Calhoun, Plant 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 January 13, 2025. Steve Cole made the motion to approve the minutes as written. Gary Burd seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes; Richard Kriege, yes; Caleb Potter, yes. Motion carried unanimously.
- 4. Report of Secretary/Treasurer.** Robert Scott. In February we had 13 new taps and 37 transfers. We sold 20 new taps in January.

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- 5. Report of District Manager.** Jerry Gammill. The report went out in the packet. The third of this month David and I attended a monthly meeting with City of Owasso regarding 106<sup>th</sup> St N and 129<sup>th</sup> E Ave widening. Lynn-De Lee, the new owner met with Chad and the road crossings were in place and they got the final paperwork to finalize that item. The Casey's General Store on 106<sup>th</sup> St N and Garnett. We had a meeting with their engineer about the relocation of the entrance of the waterline. Our customer but in the City of Owasso service area, so they should be taking it over. Goodwill, we reviewed some easements, and the site plans responded back with comments. The attorney for Sutton came and reviewed documents they wanted to review. I have not heard back from our insurance regarding the Doug Ishmel claim. I spoke with an engineer from Kimley Horn, Brian Smith. Looking to move on to the next phase of 24inch. It takes a long time to make sure the easements are there and all the research.
- a. Field Manager.** Chad Pennington reports 7 field audits, 8 change out meters, 0 replaced cans, 0 dirt work, 0 drop-in, 6 flush lines, 1 forfeit, 22 leaks, 2 replaced lid, 0 lower cans, 4 MXU installed to be radio read, 1 checked pressure, 0 raise can, 1 get current readings, 0 radio read, 1 replaced setter, 8 shut off, 3 new taps, 52 miscellaneous, 0 zero usage. 112 work orders completed. We did not lock meters because the temperatures were below freezing. I did receive a call from Mr. Worley, we had a leak on 136<sup>th</sup> St N and Sheridan. It had been leaking for awhile and we were dealing with freezing temperatures. I also had three guys off work sick and we were short staffed. He said that it will be brought up at the Annual meeting and hung up. I did take some pictures of the leak. I did get some of my new meters in and some on back ordered.
- b. Office Manager.** Michelle Pack. We issued 144 work orders in January We are all doing many hours of training. The first phase is the GL and accounts payable, and we are going live the end of this month. At the end of April, I will schedule to go live for payroll. Carrie is doing her first utility billing data pull where they pull in all the data for our next billing. Try and do a test run on there system. It is all progressing and I'm sure it seems slow to you guys.
- b. Plant Manager.** Mike Calhoun. I received the breaker back from Broken Arrow electric, for switch gear on the generator. I ordered BFD for #2 pump at Oologah. The #3 Caney pump went out and fixed and put back in. The other two pumps are about ready. The one at south booster should be in this week. The flow control valve, the motor was smoking on it Friday. We had people out working on it all day. The water did get a little low in the tower, it controls the water coming into the old plant. It's fixed and back in service. Wednesday we are catching our BBP's and TOC's.
- 6. Report of Attorney.** Nothing.
- 7. Report of Engineer.** David Dollar. The developments I worked on are The Cherokee Nation Housing Authority, The West Estates, Primrose School, Goodwill, Casey's and a development called Standard supply. It's in the Owasso service area but it will affect our waterlines. We met with Owasso about 129th E Ave and 106<sup>th</sup> St N and were told relocations were going fast. We still haven't approved the final plans. We had a request for the same property as Project Clydesdale but a whole new engineering company.

The developer of the Turner property that is south of 136<sup>th</sup> St N and east of Hwy 169. They requested a water service availability review. There will have to be a lot of waterline work, a 380 plus lot development for residential and commercial. It's going to be a challenge to get adequate service and be able to cover fire flow requirements. It will also require a highway crossing.

- 8. Approval of accounts payable.** Gary Burd made the motion to approve. Richard Kriege seconded. Steve Cole, yes; Robert Scott, yes; Pat Liggett yes; Caleb Potter, yes. Motion carried unanimously.
- 9. Approval of new tap applications and transfers.** Robert Scott made the motion to approve. Caleb Potter seconded. Richard Kriege, yes; Gary Burd, yes; Pat Liggett, yes; Steve Cole, yes. Motion carried unanimously.
- 10. Approval and/or acceptance of new developments or line extensions.**
  - a.** Discussion and decision regarding Dun-rite Roofing commercial development, 9.58 acre, located on the north side of Hwy 20 approximately ¼ mile east of 161<sup>st</sup> E. Ave. David Dollar recommended contingent approval upon renewal of Permit with DEQ. Pat Liggett made a motion for contingent approval. Gary Burd seconded. Robert Scott, yes; Richard Kriege, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.

**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(06)UT Washington County, SH-11.**
  - a.** Discussion and decision regarding the approval of an invoice from Bartlett & West for engineering design. David Dollar, we have three invoices for effort dating back to September 28- December 27, 2024, invoices totaling \$54,645.13. Of that amount the district's share will be \$2,710.40 and ODOT's share is \$51,934.73. If you approve payment to Bartlett and West will have been paid \$354,974.80 of a total contract amount of 355,000.00. We are at 99.9% of the project. Robert Scott made a motion to send the bill to ODOT. Gary Burd seconded. Richard Kriege, yes; Pat Liggett, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.  
Steve Cole made a motion to pay Bartlett and West \$2,710.40. Robert Scott seconded. Richard Kriege, yes; Pat Liggett, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

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- b. Discussion and decision regarding the approval of Bolding Construction monthly pay estimate. Kyle Sewell. I have a pay application of \$161,406.00 and the total contract amount \$848,470.00 bringing the total of \$739,143.00. Leaving a balance of \$110,627.00. Most are retainage and they have about \$28,000.00 of work left to do. If you approve that payment your share of that amount is \$8,005.74. Steve Cole made a motion to pay \$8,005.74. Richard Kriege seconded. Robert Scott, yes; Pat Liggett, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

**2. Discussion, decision and update 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. No new Developments per Kyle Sewell.
- b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. David Dollar. No invoice.

**3. Discussion and decision and update to the painting of the Pavey Tower.**

- a. Discussion and decision regarding the approval of invoice from Bartlett & West. David Dollar. David Dollar. There are two invoices totaling \$4,500.00 for effort from November 23,2024 - January 24,2025. The total paid to date is \$26,896.00 of the total contract amount of \$28,000.00 which represents 96% of the total contract amount. Steve Cole made a motion to pay \$4,500.00. Robert Scott seconded. Pat Liggett, yes; Richard Kriege, Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
- b. Discussion and decision regarding the approval of Kimery Painting monthly pay estimate. No pay estimate.

**4. 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.
- b. Discussion and decision to approve the Bid documents for the residual management. David Dollar. Let's get these bid documents ready and get Board approval next month.

**5. Discussion and resolution on By Laws rewrite. Tabled.**

**6. Discussion and decision regarding a voting delegate for ORWA and ORWAAG Annual Meeting.** Richard Kriege made a motion to nominate Jerry Gammill as the delegate. Robert Scott seconded. Pat Liggett, yes; Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.

### **III. NEW BUSINESS**

### **IV. ADJOURNMENT**

1. Richard Kriege made the motion to adjourn at 10:12 a.m. Gary Burd seconded. Robert Scott, yes; Steve Cole, yes, Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimously.

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

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