

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 SPECIAL 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 9, 2025, 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 February 9, 2026, at 8:00 a.m.** Chairman Bruce Hoover called roll: Vice-Chairman Pat Liggett, not 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 February 4, 2025, at 4:00 PM. Also, present Chad Pennington, Field Supervisor not here, Mike Calhoun, Plant Supervisor, Dona Lewis Recording Secretary, David Dollar, Water PAQ Engineering, Larry Steidley, Steidley Law Office here 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 12, 2025. Richard Kriege made the motion to approve the minutes as printed. Steve Cole seconded. Robert Scott, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
- 4. Report of Secretary/Treasurer.** Robert Scott. In February we had 18 new taps and 54 transfers. We sold 16 new taps in February.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

5. Report of District Manager. Jerry Gammill. The report went out in the packets. Delivered TOC's on the 4th of this month. Received a few more things for Foster Creek, slowly a piece at a time. Goodwill, they finally got everything done and is on the agenda for final approval. Owasso Trails, a housing addition down at 76th St N and Memorial. We had a meeting with the engineers, and they are going to fix some things on their plans and resubmit them. We received the City of Tulsa Amendment to increase the water amount approved. We have had communication with a type of gas station store over at Hwy 75 and Hwy20 on the northwest corner. There used to be a gas station there right there a few years ago. 75 Center which is north of 96th St N along Yale on the west side of the road. A potential commercial development which is very early. Another one that is called Sperry Land a residential development which is located on the east side of Yale approximately 660 ft south of 106th St N. Have not had any success getting hold of the Highway Patrol Captain. The ORWAAG loss experience credit that comes up, we did receive that for \$18,573.47. That's what we would lose if there is a claim against us. There was a bond arbitrage calculation required and after five years. It has to do with interest that was put into the construction account. When we could've received interest off of that rates were very low. Then for the next three years the interest made money. There is an amount of \$31,023.99 that we will end up having to pay. It's interest that was made off our construction and has to go to the federal government because we made too much.

a. Field Manager. Chad Pennington. Field Audit 1, replace can 2, change outs 7, dirt work 1, drop in meter 0, flush line 0, leaks 27, miscellaneous 3, check pressure 0, change out meters 71, service action 35, new taps 4 and completed work orders 166. We had 65 locks and 63 locks. We are a little behind on the taps because of the weather. Fiber guys are moving in and keep hitting our lines. They hit us Friday night and then Saturday. They have another crew of fiber starting up north and we are trying to keep up with locating all the lines. One gentleman quit to become an Owasso fireman, and I have another guy coming in to interview.

b. Office Manager. Dona Lewis. The conference is coming up April 22-24 in Norman if anyone is interested. I started an agenda for Annual meeting, Pat and Richard are the board members that are up for vote. Larry is working on the language for a raise for the board members. I need it by the 9th of March to get to the printers

c. Plant Manager. Mike Calhoun. The THM, HAA and TOC's were caught last Wednesday. The room is waiting on lights, and it will be done. I will be looking for a TOC machine. We had filter issues and everything is working good now.

6. Report of Attorney. Nothing

7. Report of Engineer. David Dollar. I worked on Project Clydesdale, Mercy Regional, Owasso Trails, Yale Estates and Dollar General. On our Owasso water line Project at 106th St N and 129th E Ave. We did receive material submittals and they are waiting for my comments. We will be having a preconstruction when they set it up. This last month I worked on putting our infrastructure into a new mapping system called Diamond maps. It's all in the cloud and regularly back up. You can

make changes and the cost is about \$800.00 a year. It will be set up where all of our guys can use it. You can use it on your phone or iPad. I have waterline plans for the vera waterline relocation.

8. Approval of accounts payable. Robert Scott made the motion to approve. Richard Kriege seconded. Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.

9. Approval of new tap applications and transfers. Robert Scott made the motion to approve. Steve Cole seconded. Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

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

a. Discussion a regarding Vintage Oaks, 22 additional lots, located along the north side of 86th St N. approximately 1320 ft. David Dollar, there are no issues and I recommended contingent approval. Steve Cole made a motion for contingent approval. Robert Scott seconded. Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

11. Developments/line extensions waiting final approval.

a. Discussion and decision regarding Goodwill Donation and shopping center, commercial lot on Lot 2 Block 1 of Garrett Creek Center Phase II, requesting water services located south of Wendy's at the NW corner of 112th St N and N 113th E Ave. Gary Burd made a motion to approve. Robert Scott seconded. Richard Kriege, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.

12. Public Comments.

II. OLD BUSINESS

1. Discussion and decision regarding the proposed 24-inch water line project and easements.

a. Discussion and decision regarding easement acquisition and counter offers from landowners. David Dollar. I have made more progress with the plans and I found out that another project that Collinsville is about to build. A 12" waterline that will run close to our 24" waterline down on the south end of the project. The good news is that it's Creek Construction, they are the ones that build the 24" down to 166th St N for us. The bad news is the 12" that they are going to put in is very close to our 24". They have shared with us the plans with us and we met with Jeff with Creek construction. Jeff went and told the city of our concerns. The condemnations, we have not heard back from our attorney on the Freeman easement. Nothing new on Ghormley. Sutton condemnation, they have decided they want to go into mediation.

We need to respond with Mr. Ritchie for mediation. Jerry can't make those decisions so we need a quorum from the Board Members to meet a day or two. Some dates Mr. Ritchie mentioned are April 15, 17, May 4,6,11.

2. 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. No new information from the County.
- b. Discussion and decision regarding the approval of an invoice from Bartlett & West for engineering design. No invoice.

3. 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.

4. Discussion and decision regarding the water line relocations in Vera for Ste Job Piece No. 311777(04) County Bridge 146 at Saunders Creek in Washington County, Oklahoma.

- a. Discussion and decision regarding the approval of the invoice by Kimley-Horn for engineering and design. Ryan Smith, we do have an invoice for \$10,581.49. The district's share is \$1,547.01 and the counties share is \$9,034.48. That invoice is dated December 31, 2025. David Dollar Recommended we approve the invoice. Steve Cole made a motion to approve the invoice. Robert Scott seconds. Richard Kriege, yes; Gary Burd, yes; Caleb Poter, yes. Motion carried unanimously.
- b. Discussion and decision regarding the Washington County Utility Relocation Agreement pay estimate. Ryan Smith, nothing new.

5. Discussion and decision regarding engineering service proposal(s) for the North Water Treatment Plant Sodium Hypochlorite Expansion Project.

David Dollar, the best path forward is to add a bulk tank. The tank will be inside. The next expansion would be approximately 2037-2040 at the rate we are growing. It makes sense to put in a bulk tank and not spend a bunch of money that won't work with future expansion. Steve Cole made a motion to approve. Robert Scott seconded. Richard Kriege, yes; Gary Burd, yes; Cale Potter, yes. Motion carried unanimously.

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

7. Discussion and decision regarding a request by Devin and Morgan Dodwell for water service by Easement Agreement located north of 126th St N and Harvard approximately 4000 ft. Chad Pennington. He is behind Lantana Ranch,

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

West of Hwy 75. It is my recommendation you approve the easement agreement. Caleb Potter made a motion to approve. Gary Burd seconded. Robert Scott yes; Richard Kriege, yes; Steve Cole, yes. Motion carried unanimously.

8. Discussion and decision regarding the Retirement Plan by increasing the 4% of the employees' regular wages to 6%. No action.

9. Discussion and decision regarding auditor for 2025 audit.

10. Discussion and decision regarding an increase in wages for David Hayes pertaining to DEQ water operator licensing. Mike Calhoun, I recommend a \$1.00 an hour if you approve it for a C license. Robert Scott made a motion to approve \$1.00 raise. Richard Kriege seconded. Steve Cole, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

III. NEW BUSINESS

1. Discussion, consideration and possible vote to go into Executive Session for the following reasons:

- A. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of all individual salaried employees of Rural Water District No. 3, Washington County, OK, pursuant to Title 25 O.S. § 307 (B)(1); and,
- B. Pursuant to Title 25 O.S. § 307 (B)(4), to allow confidential communications between the Water District's Board of Directors and its attorney concerning a pending investigation, claim, and or action; namely, Rural Water District No. 3, Washington County, OK, vs. Johathan Sutton, Regent Bank, et al., Tulsa County Case No. CJ-2022-3057, if the District's Board of Directors, with the advice of its attorney, determines that disclosure will seriously impair the ability of the Board to process the claim or conduct a pending investigation, the aforementioned litigation, or related proceedings in the public interest. Case is set for mediation.

Votes recorded and time entered in minutes when Board enters Executive Session. No votes shall be cast in Executive Session. Robert Scott made a motion to go into executive session at 9:50. Steve Cole seconded. Gary Burd, yes; Richard Kriege, yes Caleb Potter, yes. Motion carried unanimously.

2. Vote to return from Executive Session: Roll Call. Time to be entered in the minutes when the Board returns from Executive Session. Robert Scott made a motion to go into executive session at 11.19. Steve Cole seconded. Richard Kriege, yes; Caleb Potter, yes. Motion carried unanimously.

3. Discussion, consideration and possible vote on the following matters discussed in Executive Session:

- A. The employment, hiring, appointment, promotion, demotion, disciplining or resignation of all individual salaried employees of Rural Water District No. 3, Washington County, OK, pursuant to Title 25 O.S. § 307 (B)(1); and,
- B. Giving the District Manager, Chairman and/or Attorney settlement parameters for the upcoming mediation in Rural Water District No. 3, Washington County, OK, vs. Johathan Sutton, Regent Bank, *et al.*, Tulsa County Case No. CJ-2022-3057, parameters to include amounts for settlement and other terms of settlement to be discussed at the meeting in open session and which must be determined in open meeting by the Board. Bruce Hoover, by this Friday the Board would like you to have someone on the property, whether a contract account firm to get our books caught up and a job description for our account needs for bookkeeping on ZipRecruiter or Indeed. We authorize you to spend the money to do what you need to do. We would also like in a week or so the job description for Assistant Manager job and email over to us. We would like your input on the list or requirements and get on a platform or two. We want to get you some help. Bruce Hoover made a motion to request an accounting firm here by Friday, it could be contracting firm or whoever fits the bill to take care of our books for the audit. To put the bookkeeper position on platforms, social media platforms. Richard Kriege seconded. Robert Scott, yes; Gary Burd, Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.

4. Discussion, consideration and possible vote to approve new rate structure and/or monthly retainer agreement with The Steidley Law Firm, P.C., for day-to-day representation of the District. Steve Cole made a motion to table it. Caleb Potter seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes. Motion carried unanimously

I. ADJOURNMENT

IV. ADJOURNMENT

- 1. Steve Cole made the motion to adjourn at 11.37 a.m. Richard Kriege seconded. Gary Burd, yes; Robert Scott, yes; Caleb Potter, yes. Motion carried unanimously.

Robert Scott – Secretary/Treasurer
Notes by Dona Lewis

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).