

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 March 10, 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 March 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 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 5, 2025, 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 February 10, 2025. Gary Burd made the motion to approve the minutes as written. Richard Kriege seconded. Robert Scott, yes; Pat Liggett, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.
- 4. Report of Secretary/Treasurer.** Robert Scott. In March we had 8 new taps and 48 transfers. We sold 14 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 packet. We delivered monthly samples, TOC's, SOC's and UCMR5 samples. A bridge project on Memorial on the northside of Vera. A Washington County bridge project that we will be working on with ODOT. We met with an engineer, Ryan Smith, with Kimley-Horn and he will work on that project. The sludge management, we received a packet from Kyle. David and I went over it and gave some feedback. We had a meeting on the 28th in February that we had to postpone. Dun-Rite roofing did sign a letter to send DEQ asking for it to be updated. Stone Lake Phase V, we did receive some of the paperwork. The Cherokee Nation Housing development, we did receive plans. The Reserves @ Owasso, the contractors did get the waterline far enough down to the south. We took Bac-T's and pressure test that portion so Same Day Auto can get water. The Reserve's Owasso will have to finish the pieces of segment A. Goodwill, we received a set of plans and David responded back. We did receive the fire flow information. A potential development on 136th St N and east of Hwy 169. We received some information for a water service availability report. They are looking at 850 lots. Another water service availability report for the area of 76th St N and Memorial was requested by an engineer with Tanner and Consulting. The insurance claim I was telling you about, Doug Ishmael. The claim as of right now is \$5,218.77.

- a. Field Manager.** Chad Pennington reports 1 field audits, 30 change out meters, 1 replaced can, 0 dirt work, 1 drop-in, 3 flush lines, 2 forfeit, 8 leaks, 4 replaced lid, 0 lower cans, 3 MXU installed to be radio read, 3 checked pressure, 1 raise can, 0 get current readings, 0 radio read, 0 replaced setter, 4 shut off, 16 new taps, 17 miscellaneous, 0 zero usage. 94 work orders completed. We locked 76 meters and 71 unlocks.
- b. Office Manager.** Dona Lewis. We issued 97 work orders in February. We are all doing many hours of training. The prize money was \$1,400.00 last year for the Annual Meeting and that is still a good amount.
- c. Plant Manager.** Mike Calhoun. February 2, the #1 filter influent valve, the actuator burned up on it and we had a spare motor to put in and it burned up. I got pricing on what new ones, they are 120 electric. On February 28, the BFD was installed and it had a part on it that wasn't working. The Ztron, which is communication between the plant to Oologah went out and we are replacing with a cell phone. Jerry gave me the okay to get a 3600 BTU mini split for over in the high service pump building to supplement what is already in the building. That way we have two units in case something happens. I do have one pricing for the air conditioner in the chemical building and I'm going to get some more.

6. Report of Attorney. Nothing.

7. Report of Engineer. David Dollar. The developments I worked on are The Cherokee Nation Housing Authority did bring plans back today. They have some offside easements that they still need to acquire. Dun-Rite roofing, produced a letter to extend their DEQ permit. The Express Wellness, Goodwill, Casey's The Reserves @ Owasso. The other project in Washington County has a utility

relocation project. It's on Memorial just north of E 3900 Rd. We have some 4,3 and 2" waterlines. The waterline that will be impacted the most is the 3" line and it will be relocated. The plan is to have Kimley-Horn up here to meet them and see a proposal from them by next month. We will probably want to make betterments on, it will be no smaller than a 6" line. This last month on record drawings I completed Stone Lake V and Cooper Ranch I and II include the mapping. Water Service Availability report for 76th St N and Memorial for a proposed development with 160 lots, located north of 76th St N about ¼ mile on Memorial. Project Clydesdale, we had a call with the engineer and they are trying to push this project through the TAC process, planning commission procedures. We will provide water, but we will be buying from Tulsa. The Turner property went from roughly 350 lots to 850 lots. This development goes from 136 St N to 126 St N and there are no lines big enough to support. The 12" will have to be brought across Hwy 169 on 126 St N and 136 St N then likely looped through this development. We have the water, it's the distribution.

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 Casey's General Store located at the northeast corner of 106th St N and Garnett to relocate a portion of the 12" waterline for new entrance. David Dollar recommended contingent approval. Steve Cole made a motion for contingent approval. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

11. Developments/line extensions waiting final approval.

- a. Discussion and decision regarding Cooper Ranch Phase I, 10 commercial lots, located on the south side of Hwy 20 approximately a ½ mile west of Sheridan. Steve Cole made a motion to approve. Richard Kriege seconded. Robert Scott, yes; Pat Liggett, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

10. Discussion and decision regarding Lyn-Dee-Lee Estates, a residential.

subdivision, 8 lots, located at Road 3900 and approximately 400 ft. west of Hwy 75. Steve Cole made a motion to

12. Public Comments.

II. OLD BUSINESS

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).

- 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. David Dollar, no invoice.
 - b. Discussion and decision regarding the approval of Bolding Construction monthly pay estimate. Kyle Sewell. No pay estimate.
- 2. Discussion and decision regarding the proposed 24-inch water line project and easements.** David Dollar. No progress.
- 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. No new developments per Kyle Sewell. They have changed engineering firms.
 - b. Discussion and decision regarding the approval of an invoice from Bartlett & West for engineering design. David Dollar. No invoice.
- 4. 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. No invoice.
 - b. Discussion and decision regarding the approval of Kimery Painting monthly pay estimate. Kyle Sewell. Pay Application #1 was through all the interior, they billed \$ 120,600.00 out of the \$260,000.00 total. We deducted a retainage, and they request a payment of \$114,570.00. Robert Scott made a motion to pay \$114,570.00. Pat Liggett seconded. Richard Kriege, yes; Steve Cole, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
Pay Application #2 This is for the exterior, we took out a retainage. The payment that would be due \$80,750.00 bringing the total to date to \$205,600.00 out of \$260,000.00 leaving a balance of \$64,680.00 to complete the final coat. Pat Liggett made a motion to pay \$80,750.00. Richard Kriege seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.
- 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.
 - b. Discussion and decision to approve the Bid documents for the residual management. David Dollar. They have submitted the bid documents and Jerry and I have reviewed. We need to set down with Kyle and Mark to go through the comments. This project will be three phases.

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).

6. Discussion, consideration and vote to:

- a. Approved changes to the Rules and Regulations, changes to be discussed by the board, and additional changes may be proposed at the meeting. Steve Cole made a motion to adopt the changes. Pat Liggett seconded. Richard Kriege, yes; Robert Scott, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
- b. Proposed Bylaws changes to the membership at the Annual Meeting. Richard Kriege made a motion to have one piece of paper with yes or no to all and a list of the individual Ballot Measures. Steve Cole seconded. Pat Liggett, yes; Robert Scott, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

7. Discussion and decision regarding the Annual Meeting.

- 8. Discussion and decision regarding the 2025 budget.** Richard Kriege made a motion to approve the budget. Steve Cole seconded. Robert Scott, yes; Pat Liggett, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

- 9. Discussion and decision regarding employee's raises.** Richard Kriege made a motion to approve the raises. Pat Liggett seconded. Robert Scott, yes; Steve Cole, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

- 10. Discussion and possible decision on plant treatment operators being paid 2.5 times for plant operation on holidays. This puts plant operators on parity with field operators.** Pat Liggett made a motion to approve. Richard Kriege seconded. Robert Scott, yes; Steve Cole, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

- 11. Discussion and possible decision on 2 hours minimum on call out pay for operators of the treatment plant. This puts plant operators on parity with field operators.** Steve Cole made a motion to approve. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

III. NEW BUSINESS

IV. ADJOURNMENT

1. Gary Burd made the motion to adjourn at 9:37 a.m. Richard Kriege seconded. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimously.

Robert Scott – Secretary/Treasurer
Notes by Dona Lewis