

# **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 March 11, 2024 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 March 11, 2024, at 8:00 a.m.** Chairman Richard Kriege called roll: Vice-Chairman Bruce Hoover call, here, Secretary/Treasurer Robert Scott, here. Directors: Gary Burd, here; Steve Cole, yes; Pat Liggett, 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 March 6, 2024, at 4:00 PM. Also, present is Jerry Gammill, District Manager; Chad Pennington, Field 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 12, 2024. Gary Burd made the motion to approve the minutes as written. Bruce Hoover seconded. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In March we had 16 new taps and 40 transfers. We sold 25 new taps in February.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the board packets. The 7520 we received plans and paperwork for review. The Cherokee Phase II, we have received the DEQ permit to construct and the plans in the mail. Tulsa Divers came out and did the clear well and tower inspections. We had DEQ come out and do their Sanitary Survey. That is where DEQ comes up and goes through everything.

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**a. Field Manager.** Chad Pennington reports 3 field audits, 11 change out meters, 2 replaced cans, 0 dirt work, 1 drop-in, 1 flush lines, 2 forfeit, 34 leaks, 3 replaced lid, 0 lower cans, 29 MXU installed to be radio read, 1 checked pressure, 1 raise can, 1 get current readings, 0 radio read, 0 replaced setter, 2 shut off, 26 new taps, 35 miscellaneous, 0 zero usage. 154 work orders completed. 55 locked meters.

**a. Office Manager.** Dona Lewis. We issued 133 work orders in February. I'm looking into some new billing software. We have had it for over twenty years, and we are out growing it.

**6. Report of Attorney.** Nothing.

**7. Report of Engineer.** David Dollar. The developments I worked on are Foster Creek, Cherokee Nation Housing Authority, The Shoppes @ Cooper Ranch, 7520 Crossing and The Meadows Phase II. The 96<sup>th</sup> waterline relocation by the City of Owasso. That project is going to be done in two phases. The waterline will be in the phase II and the gas tanks will be moved back far enough that we don't have to case our waterline along the cross of the front of the property. The work on 116<sup>th</sup> St N between 129<sup>th</sup> and Garnett the water relocation is done. I expect to be receiving an invoice. I did a water service availability report for a proposed development called West Estates. West Estates is south of Dollard General and west of Yale. It's a 20-25 lot development and can't get fire flow there without having the 12" along 86<sup>th</sup> St N. continuous from Sheridan all the way to Yale. The 24" waterline, our contractor is making progress.

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

**9. Approval of new tap applications and transfers.** Robert Scott made the motion to approve. Gary Burd seconded. Bruce Hoover, yes; Pat Liggett, yes; Steve Cole, yes. Motion carried unanimous.

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

**a.** Discussion and decision regarding Cooper Ranch Phase I, 10 Commercial lots, located on the southside of Hwy 20 approximately ½ mile west of Sheridan. David Dollar. I recommend contingent approval. Steve Cole made a motion for contingent approval. Gary Burd seconded. Robert Scott, yes; Bruce Hoover, yes; Pat Liggett, yes. Motion carried unanimous.

**b.** Discussion and decision regarding Cooper Ranch Phase II, 2 commercial lots, located commercial lots, located on the southside of Hwy 20 approximately west of Sheridan. Robert Scott made a motion for contingent approval. Gary Burd seconded. Bruce Hoover, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.

**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. Kyle Sewell. No invoice.

**b.** Discussion and decision regarding the easement acquisition and counteroffers from landowners. Kyle Sewell. Nothing to report.

2. **Discussion and decision on the proposed 24-inch water line project and easements.**
  - a. Discussion and decision regarding easement acquisition counteroffers from landowners. David Dollar. The piece we need to revise is the easement on the Ghormley property.
3. **Discussion and decision and update on the Contract #1 – 24-inch Water Line Extension Project; North WTP to 166<sup>th</sup> St N.** David Dollar. Creek is already down to the corner. They have run into rock which we didn't expect. A change order # 1 only addresses the additional time that they lost due to the weather. It is documented as 19 days additional time. Completion is April 20 unless they run into something significant at the intersection. I recommend you approve Change order #1. Bruce Hoover made a motion to approve the change order #1. Pat Liggett seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

Creek Construction has a pay application #1 and they are invoicing us for approximately 32% of the work for effort through the end of February. The actual amount requested is \$118,900.00 less retainage which is 5%. If we approve it will be \$112,955.00 and the total contract is \$366,000.00. Steve Cole made a motion to pay \$112,955.00. Bruce Hoover seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

4. **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. Kyle Sewell. We got plans updated and ready for review from Jerry and David.
  - b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. No invoice.
5. **Discussion and decision regarding the proposal Utility Relocation Agreement with the City of Owasso for the relocation of District water lines associated with Roadway and Bridge Improvements along E. 96<sup>th</sup> St. N. in the area west of Highway 169. This project will not include any betterments by the District and all relocation costs will be by the City of Owasso.** Jerry Gammill. No action.
6. **Discussion and decision and update to bid painting of the Pavey Tower.** Kyle Sewell. No report
7. **Discussion and decision regarding the Annual Meeting.**
  - a. Discussion and decision regarding notifying and presenting the proposed By-Laws changes to the district's members. Jerry Gammill. Add a copy with the highlights on the website and a message on the bills to refer to the website.
8. **Discussion and decision regarding the 2024 budget.** Gary Burd made a motion for an increase in the budget of \$7,338.00 for salaries. Steve Cole seconded. Robert Scott, yes; Bruce Hoover, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.
9. **Discussion and decision regarding employee raises.** Steve Cole made a motion to increase 11% overall which is \$7,338.00 to be determined by Jerry Gammill. Robert Scott seconded. Bruce Hoover, yes; Gary Burd, yes. Pat Liggett, no. Motion is carried.

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**10. 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. David Dollar. We have one invoice totaling \$8,500.00 for effort through January 26, 2024. To date if you approve we will have paid them \$8,500.00 and the total contract amount \$39,000.00 which is 22% of the total contract amount. Bruce Hoover made a motion to approve the invoice. Robert Scott seconded. Steve Cole, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

**11. Discussion and decision regarding proposed employee policy manual.** Elizabeth Callahan with The People's Perspective. You do not fall under the FMLA requirements. The only suggestion I have is that you review some form for leave of absence for employees. It could look discriminatory if we don't have some guidelines. Employees will look at that as a benefit when looking for employment. Table it.

**12. Discussion and decision to purchase filter media to replace the media in filters 1 through 4.** Robert Scott made a motion to buy the filter media for \$100,790.86. Pat Liggett seconded. Richard Kriege, yes; Steve Cole, yes. Motion carried unanimous.

**13. Discussion and decision to have a company remove the existing filter media in filters 1 through 4 and replace new media supplied by the district.** Jerry Gammill A price from two different contractors. One company called Megalodon Consulting, their price to evacuate and back out all the new material was \$98,200.00. Found Environmental Works Inc. has given us a price to do all of that for \$41,000.00. Steve Cole made a motion to take the bid from Environmental Works Inc. for \$41,000.00. Pat Liggett seconded. Robert Scott, yes; Steve Cole. Motion carried unanimous.

**14. Discussion and decision regarding a water service request from Caleb and Olivia Morrison by Easement Agreement located on Road 4000 (196<sup>th</sup> St North) and approximately 1 ½ miles west of Hwy 75.** Chad Pennington. We just need to work on the survey for a private easement. Bruce Hoover made a motion to approve. Pat Liggett seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

**III. NEW BUSINESS**

**IV. ADJOURNMENT**

1. Bruce Hoover made the motion to adjourn at 9:54 a.m. Robert Scott seconded. Gary Burd, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.

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

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