

# **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 13, 2023 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 13, 2023, at 8:00 a.m.** Chairman, Richard Kriege called roll: Chairman, Richard Kriege, here; Vice-Chairman Bruce Hoover, here; Secretary/Treasurer Robert Scott. Directors: Bill Jacobs, here; Gary Burd, here; Steve Cole, 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 8, 2023, at 4:00 PM. Also present is Jerry Gammill, District Manager; Chad Pennington, Field Supervisor; Dona Lewis Recording Secretary, David Dollar, Water PAQ Engineering, 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 the February 13, 2023. Bruce Hoover made the motion to approve the minutes as written. Steve Cole seconded. Robert Scott, yes; Gary Burd, yes; Bill Jacobs, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In March we had 9 new taps and 35 transfers. We sold 6 new taps in February.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the board packets. We purchased the materials on February 22, 2023, for the 3,300 feet from here down to the corner of 166<sup>th</sup> St N. \$612,319.91 was the cost. Sheridan Booster Station did pass the pressure test this last week and taking Bac-T's samples today. Took TOC samples this week back on the 8<sup>th</sup>. The disinfection by products samples were ok. Cherry Creek III & IV are on the agenda for final approval. Parker Village has been in the process to get everything to us. Reunion of Owasso Phase II, we did receive paperwork for the site plans and David is working on the hydraulics. Phase III we have not received anything. Mark Allen, we did finally receive and the easements. I put the DEQ packet together and they have picked it up. Red Hawk Hill is on the agenda for today with the cost share for \$60,000.00. Reed Bros., we had a meeting and received some paperwork from them. The Learning Experience, we received a site plan for that and David has talked to the engineer. He emailed comments back to them. We did a

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Water Service Availability report down here off Garnett where the trailer park use to set. Chad and I met him onsite and talked to him about developing process. David told him he needed to address Tulsa County requirements. He thought he was going to be able to do a 1 or 2 lot industrial type development and not have to go through the Tulsa County platting and development process.

- a. Field Manager.** Chad Pennington reports 0 field audit, 13 change out meter, 4 replaced can, 0 dirt work, 1 drop-in, 1 flush lines, 0 forfeit, 16 leaks, 1 replaced lids, 0 lower can, 7 MXU installed to be radio reads, 0 checked pressure, 1 raise can, 2 get current reading, 22 radio read, 0 replaced setter, 0 shut off, 5 new taps, 12 miscellaneous, 0 zero usage. 85 work orders completed. locked meters. Red Hawk Hill was tied in. Creek Construction did seven leaks for us in two weeks. We had a line hit over on 186 St N and west Peoria. They did a creek rebore for us on that leak. Line test for North Tulsa Commerce was done and the last tie in.
  - b. Office Manager.** Dona, we issued 86 work orders in February. The Annual Meeting is April 24, 2023.
- 6. Report of Attorney.** Not here.
- 7. Report of Engineer.** David Dollar. I worked on Hollow Creek Extended II, The Reunion of Owasso II & III, Mark Allen, Reed Bros. Storage and The Learning Experience. The Water Service Availability Report for Michael Martin, he wants a fenced in parking lot. Tulsa County requires permits for building a parking lot.
- 8. Approval of accounts payable.** Bruce Hoover made the motion to approve. Bill Jacobs seconded. Robert Scott, yes; Gary Burd, yes, Steve Cole, yes. Motion carried unanimous.
- 9. Approval of new tap applications and transfers.** Robert Scott made the motion to approve. Steve Cole seconded. Bruce Hoover, yes; Bill Jacobs, yes; Gary Burd, yes. Motion carried unanimous.
- 10. Approval and/or acceptance of new developments or line extensions.**
  - a.** Discussion and decision regarding a Commercial Development 75-20 Crossing located south and east of the Quik Trip at Yale and Hwy 20. Jerry Gammill. Tabled from last month because Kyle was going to double check on the waterline placed in ODOT right of way. We have issues with that and there are costs. Steve Cole made a motion to table until next month. Robert Scott seconded. Bruce Hoover, yes; Bill Jacobs, yes; Gary Burd, yes. Motion carried unanimous.
  - b.** Discussion and decision on Marl Allen Buick-GMC cost share on 6 to 12-inch. Betterment is located North of North property line. (Approximately 400 feet) David Dollar. We don't have anything yet to share with the Board. When they first came in we talked about a cost share from the north boundary to the tying point. Take the waterline from 6 to a 12-inch line. We are in the middle of material submittals. Bruce Hoover made a motion to table until next month. Bill Jacobs seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
- 11. Developments/line extensions waiting final approval.**
  - a.** Discussion and decision regarding Cherry Creek Phase III, 59 lots, located west of Memorial on the south side of Hwy 20. Bruce Hoover made a motion to approve. Robert Scott seconded. Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
  - b.** Discussion and decision regarding Cherry Creek IV, 10.2 ac., 43 lots residential subdivision located approximately ½ mile East of Memorial on the South side of Hwy 20. Bill Jacobs made a motion to approve. Steve Cole seconded. Robert Scott, yes; Bruce Hoover, yes; Gary Burd, yes. Motion carried unanimous.

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- c. Discussion and decision regarding Red Hawk Hill, 4 lots, 55.04 ac., approximately ¼ mile and possible cost share. Bill Jacobs made a motion to approve. Gary Burd seconded. Bruce Hoover, yes; Robert Scott, yes; Steve Cole, yes. Motion carried unanimous.

## **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. David Dollar. Bartlett & West has one invoice for a totaling \$9,867.48 for effort through February 24, 2023. If approved today total paid today is \$234,396.52 of a total contract of \$300,000.00 which is 78% of total contract. Bruce Hoover made a motion to approve. Bill Jacobs seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
  - b. Discussion and decision regarding the easement acquisition and counteroffers from landowners. Kyle Sewell. We had one landowner that had not replied, and I got in touch with him. He was going to bring in his paperwork. One true condemnation Kim Ritchie was still pushing though. The design plans we had David and Jerry look at them and we discussed things we need to represent differently.
- 2. Discussion and decision the proposed 24-inch water line alignment and easements.**
  - a. Discussion and decision regarding easement acquisition counteroffers from landowners. David Dollar. Nothing new on the Ghormley property. We approved the last counteroffer and are waiting on last signature.
  - b. Discussion and decision regarding material prices and estimated project costs. David Dollar. We made the order for the pipe and fittings. The cost was \$612,313.91 and we should get the material in sixty days.
- 3. Discussion, decision and update regarding the Sheridan Booster Station engineering and design.**
  - a. Discussion and decision regarding the approval of invoice from Bartlett & West for engineer and design. No invoice.
  - b. Discussion and decision to approve the pay estimate for with Orr Construction for the Sheridan Booster Pump Station Project. David Dollar. We do have an invoice. The total amount they are requesting less retainage is \$325,850.00. That would leave a balance of \$201,052.50. The total contract amount is \$785,525.00. Gary Burd made a motion to approve the pay estimate. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Steve Cole, yes. Motion carried unanimous.

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4. **Discussion and decision 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 are full in design right now. Working through some plans with my designer and get a set of alignment plans.
5. **Discussion and decision and update regarding Tulsa County – 12” waterline Relocation at 14300 North Memorial Bridge Project.** David Dollar. There is nothing new to report. We are waiting on Tulsa to finish clearing stuff and relocating the fence.
6. **Discussion and decision regarding Red Hawk Hill cost share of \$60,000 payment.** Jerry Gammill. Everything has been submitted and is ready for final approval for the development. Bruce Hoover made a motion to approve the cost share. Robert Scott seconded. Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
7. **Discussion and decision regarding the Annual Meeting.** Two seats are up for election. Richard Kriege and the vacant post from where Max Terrell resigned. The date of the meeting is April 24, 2023.
8. **Discussion and decision regarding an appropriate expense plan pertaining to trips and conferences for Board Members and employees.** Jerry Gammill. I made contact with the HR Department and had a zoom meeting. They want come in and do an audit. We can have them work on this expense plan.
9. **Discussion and decision regarding employee raises.** Jerry Gammill. My formula is wrong and I will correct for next month.
10. **Discussion and decision regarding the 2023 budget.** Steve Cole made a motion to approve the budget. Bruce Hoover seconded. Robert Scott, yes; Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
11. **Discussion and decision to replace Max Terrell Board Post #4, after his resignation.** Richard Kriege. Max is up for reelection for the three full year term. If we appoint someone now, then they will have to run for reelection in April. Listen to the people and consider them running for the board at the Annual Meeting. Terri Cooper and Pat Liggett’s names will be added to the ballot for Post #4 at the Annual Meeting. Pass out the bio information for the two at the Annual Meeting.
12. **Discussion and decision regarding customer Ronnie Knight concerns and issue pertaining to the Parker Village offsite work by the Developer’s contractor.** No action. Ronnie Knight wasn’t here for the meeting. The developer still has things to be taken care of before the job is done.

### III. NEW BUSINESS

### IV. ADJOURNMENT

1. Bruce Hoover made the motion to adjourn at 9:20 a.m. Gary Burd seconded. Robert Scott, yes; Bill Jacobs, yes; Steve Cole, yes. Motion carried unanimous.

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

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