

# **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 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 March 9, 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 March 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 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 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 February 9, 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 March we had 15 new taps and 40 transfers. We sold 21 new taps in February.

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**5. Report of District Manager.**

- a. Field Manager.** Chad Pennington. Field Audit 1, replace can 2, change outs 22, dirt work 0, forfeited meter 1, drop in meter 0, flush line 0, leaks 17, miscellaneous 1, check pressure 1, get readings 12, change out meters 25, service action 25, new taps 13 and completed work orders 101. We had 54 locks and 53 locks. I need to buy some trucks and get rid of a backhoe.
- b. Office Manager.** Dona Lewis. The CPA has come and worked on the December bank reconciliation and almost done the financials. He is going to come back and show our new bookkeeper some things he figured out. The new bookkeeper started today, and her name is Ashley Wilson. I have Pat, Bruce and Richard down for the conference.
- c. Plant Manager.** Mike Calhoun. The 2 million I have a coupling between motor and the pump out and Joe is working on it. Joe is working on our PAC A and waiting on a part. The sludge valve #1 clarifier is broken and I have someone coming to look at that. Tulsa Divers are coming out and dive in two towers that are leaking. The Miller and the Hogue towers.

**6. Report of Attorney.** Larry, I have tried calling the trooper and I can't get through to him. I will try and send him a letter.

**7. Report of Engineer.** David Dollar. The developments that are still hot and heavy are the Owasso Market Annex, Center 75, Glover Owasso are adding another building, Dollar General at 126<sup>th</sup> St N and 129<sup>th</sup> E Ave. All commercial projects I worked on this last month. Project Clydesdale, the contractor amendment #3 was approved by Tulsa last month. I believe the Plat approval letter was sent out to Kimley- Horn. The Owasso waterline relocation project at 106<sup>th</sup> St N And N 129<sup>th</sup> E Ave, the materials Submittals are mostly done and had comments that were sent back on the 16<sup>th</sup> of February. The district did attend a pre-con meeting that Chad and Jerry attended. The district is signed up on Diamond maps and the cost to do that was \$2,340.00 for one year. It is a cloud-based mapping system. I put in all the waterlines and all the information that I had in it. We don't have all the water meters yet. I did a Water service availability review for Sperry Land Development. It is a proposed 40 lot development along Yale just south of 106<sup>th</sup> St N about 660 feet. The biggest line there is a 6" waterline and hydraulically we can provide for the domestic needs and fire flow without doing offsite is limited to 500 gallons a minute. They told us their fire flow requirements are 1,000 gallons per minute. We did a water service review and sent the information to the engineer. They did not understand why they had to put in 2.3 miles of waterline to get 1,000 gallons per minute. I will help you guys transition.

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

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

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

- a. Discussion a regarding Center 75 Business Park, 12 lots, a commercial subdivision located on the west side of Yale approximately 660 ft. north of 96<sup>th</sup> St N. David Dollar recommended contingent approval. Gary Burd made a motion for contingent approval regarding meeting the district's requirements. Pat Liggett seconded. Richard Kriege, yes; Robert Scott, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.
- b. Discussion and decision regarding Owasso Marketplace Annex, 4 lots, 3.90 acres a portion of lot 1 block 2 of Owasso Market II. David Dollar recommended contingent approval. Steve Cole made a motion for contingent approval regarding meeting the district's requirements. 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 Hollow Creek II, 63 lots, 60.8 ac., located on the north side of 136<sup>th</sup> St N and approximately ½ mile east of Yale. Pat Liggett made a motion to approve. Richard Kriege seconded. Steve Cole, yes; Robert Scott, yes; Gary Burd, yes; Caleb Potter. 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. Nothing new.

**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. Kyle Sewell, I received plans for phase I and I have reviewed them. There is going to be impacts to the waterline design because they have changed the location of stormwater piping and inlets. I have requested files that we can incorporate into our drawing to show if any conflicts. Phase I is from Memorial to Sheridan and Phase II is Sheridan to Hwy 75.
- 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. Kyle Sewell. We do have an invoice for \$1,000.00 which brings us to \$39,000.00 and that would put us at 100%. Richard Kriege made a motion to approve the invoice. Steve Cole seconded. Robert Scott, yes; Pat Liggett, yes; Gary Burd, yes; Cale Potter, yes. Motion carried unanimously.
  - b. Discussion and consideration of bids received and contractor experience. Decision whether to award project to engineer's recommended bidder. Kyle Sewell. Hodges Farms & Dredging LLC came in as the low bidder \$1,664,660.00 which is below that amount we were expecting. They are a specialty contractor and I called their references, including the City of Stillwater which had a project like ours. I would recommend you award them the project. Pat Liggett made a motion to award the Hodges Farms & Dredging LLC. Steve Cole seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Cale Potter, yes. Motion carried unanimously.
- 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 \$6,133.91. The district's share is \$894.94 which is still under budget. 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.** Ryan Smith, I have got a little information from David Dollar regarding his calculations. We met with Microclor, the engineer and rep to discuss the design aspects of the idea.
- 6. Discussion and decision to release an easement located on the north side of 136<sup>th</sup> St N and ¼ mile east Garnett.** Steve Cole made a motion to table it. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
- 7. Discussion and decision regarding the 2026 budget.** Steve Cole made a motion to table it. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Cale Potter, yes. Motion carried unanimously.

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Elizabeth, according to the handbook. If the employee is retiring, we pay for their full sick / vacation time and resignation is vacation time only. Gary Burd made a motion to pay for the sick / vacation time. Robert Scott seconded. Richard Kriege, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimously.

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

**9. Discussion and decision regarding the Annual Meeting.** Richard Kriege made a motion for the door prize money to be \$1,500.00. Pat Liggett seconded. Robert Scott, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

**10. Discussion and decision regarding water service by easement agreement for Nancy Mercer on the Birtick property at 11007 N 125<sup>th</sup> E Ave for 1 water tap east of N 129<sup>th</sup> E Ave .25 and .10 south of E 111<sup>th</sup> St N.** Robert Scott made a motion to approve the easement agreement. Pat Liggett seconded. Steve Cole, yes; Gary Burd, yes; Richard Kriege, yes; Caleb Potter, yes. Motion carried unanimously.

**11. Discussion, consideration and possible vote to place the following agenda item on the Annual Meeting Agenda for consideration of The District's Members:**

**a. Discussion, consideration and possible vote of the membership to increase the meeting reimbursements to Board Chairman Secretary/ Treasurer and other Board of Director members: (Explanation: The Proposed amendment is intended to help in deferring personal expenses incurred by the Board of Directors in attending meetings.)** Gary Burd made a motion to raise the amount to \$600.00 for the Chairman and the Treasurer/ Secretary and \$500.00 for the Board of Director members. Pat Liggett seconded. Steve Cole, yes; Robert Scott, yes; Richard Kriege, yes; Caleb Potter, yes. Motion carried unanimously.

**12. Discussion and possible consideration of entering into a contract for day to day engineering with Kimley-Horn.** Robert Scott made a motion to approve the contract. Steve Cole seconded. Pat Liggett, yes; Gary Burd, yes; Richard Kriege, yes; Caleb Potter, yes. Motion carried unanimously.

**13. Discussion and decision on an amount that the Field Manager can spend a day on equipment and vehicles.** Steve Cole made a motion to up the amount of daily spending to \$80,000.00 and give Chad the authority to buy our equipment. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

**14. Discussion and decision on getting to put the flooring down in the upstairs office.** Gary Burd made a motion to approve getting the floors done. Pat Liggett seconded. Richard Kriege, yes; Robert Scott, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.

**15. Discussion and decision regarding a voting delegate for ORWA and ORWAAG Annual Meeting.** Richard Kriege made a motion for Bruce Hoover to be the delegate. Pat Liggett seconded. Robert Scott, yes; Steve Cole, yes; Gary Burd, yes; Calb Potter, yes. Motion carried unanimously.

### **III. NEW BUSINESS**

**1. 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.** Pat Liggett made a motion to approve the agreement. Richard Kriege seconded. Steve Cole, yes; Robert Scott, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

### **IV. ADJOURNMENT**

1. Gary Burd made the motion to adjourn at 11.04 a.m. Richard Kriege seconded. Steve Cole, yes; Pat Liggett, yes; Robert Scott, yes; Caleb Potter, yes. Motion carried unanimously.

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