

Rural Water District No. 3

Washington County, Oklahoma

17227 N. 129th 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 April 8, 2024 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 April 8, 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; Caleb Potter, yes. 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 April 3, 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 March 11, 2024. Bruce Hoover made the motion to approve the minutes as written. Gary Burd seconded. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In April we had 28 new taps and 46 transfers. We sold 33 new taps in March.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the board packets. The 116th widening project with Owasso is completed and we did deliver the last payment of \$109,671.78. We delivered TOC's and they were fine. The water treatment plant, the media was approved last month and should be coming in the middle of next month. The sludge management, we took some pan nutrient samples that DEQ requires. The Cooper Ranch Phase I and II, we did receive documents for review. The Meadows Phase II, we receive a packet for review. The Reserves of Owasso, we received an email and plans for review. This

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is commercial lots wrapping all the way around from the south side of TTCU and north side of 106th Street all the way to 145th E Ave. Foster Creek, we did receive plans and paperwork for review. The Scalone Acres, we did receive email on their submittals and should be getting close. Same Day Auto, that is one of the lots on the east side of the access road on the Reserve. We did receive an email and sent back comments. We did receive the DEQ Sanitary survey report and they found a few things we will have to respond to. We received the CCR 2023 from DEQ and with no violations. We did hire a new young man that can run equipment.

a. Field Manager. Chad Pennington reports 4 field audits, 51 change out meters, 7 replaced cans, 1 dirt work, 0 drop-in, 5 flush lines, 1 forfeit, 27 leaks, 1 replaced lid, 0 lower cans, 36 MXU installed to be radio read, 3 checked pressure, 2 raise can, 4 get current readings, 0 radio read, 0 replaced setter, 2 shut off, 23 new taps, 50 miscellaneous, 0 zero usage. 221 work orders completed. 40 locked meters.

a. Office Manager. Dona Lewis. We issued 225 work orders in March. I'm looking into some new billing software. We have had the old one 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 96th 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 116th St N between 129th 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 86th 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 a request for a fire hydrant at Access Storage by Theron Martin, owner, located on the east side of 137th E Ave. approximately 2700 ft. North of 146th St. North. David Dollar. I recommend approval. Steve Cole made a Motion to approve. Pat Liggett seconded. Bruce Hoover, yes; Robert Scott, yes; Gary Burd, yes; Cale Potter. Motion carried unanimous.

11. Developments/line extensions waiting final approval.

a. Discussion and decision regarding The Learning Experience a Childcare facility Lot 1 Block 1, 1 ac. located north of the northeast corner of 116th St N. and 129th E. Avenue.

b. Discussion and decision regarding Casa Del Mar Phase I, an apartment complex, 240 living units, 6.64 ac. located at the southeast corner of 86th St. N. and Memorial.

12. Public Comments.

II. OLD BUSINESS

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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.

3. **Discussion and decision and update on the Contract #1 – 24-inch Water Line Extension Project; North WTP to 166th 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 86th St N.**

- a. Discussion, decision and updating regarding the Water Line Relocation Project along 86th Street North from US Hwy 75 to Memorial.

- 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. 96th 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.** 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 employee raises.** 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.

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9. Discussion and decision regarding the budget. 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.

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. I will make a few changes the sick leave and go over it more next month. Table it.

12. Discussion and decision regarding a request by Zachery Buntin for a water service by Easement Agreement located at 9020 N Lewis. Robert Scott made a motion to approve the Easement Agreement pending easements. Bruce Hoover seconded the motion. Gary Burd, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, 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.

Robert Scott – Secretary/Treasurer
Notes by Dona Lewis