

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 April 10, 2023 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 10, 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 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 5, 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, 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 the March 13, 2023 and Special. Bruce Hoover made the motion to approve the minutes as written. Bill Jacobs seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In April we had 5 new taps and 49 transfers. We sold 36 new taps in March.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the board packets. We took TOC's samples this month. We had a sight visit with the Commissioner's, the Attorney Kim Ritchie and myself on the Trammel property. Parker Village, we received the plans and a copy of the final plat and filed easement from Mr. Tuttle. Morrow Place Phase II we did receive the DEQ permit as of the 28th of last month. The Learning Experience has had preliminary approval and there is talk about an existing waterline. Hollow Creek Extended Phase II, we received the plans. The Sheridan Pump Station has been tested and will attentionally start it up soon. The price on security systems \$23,898.69 and we are still looking into that. The main electric breaker needs to be replaced, from Clifford for \$28,929.05. To purchase and replace.

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).

- a. **Field Manager.** Chad Pennington reports 10 field audit, 15 change out meter, 1 replaced can, 1 dirt work, 1 drop-in, 2 flush lines, 0 forfeit, 17 leaks, 1 replaced lids, 0 lower can, 0 MXU installed to be radio reads, 2 checked pressure, 1 raise can, 2 get current reading, 1 radio read, 0 replaced setter, 0 shut off, 5 new taps, 12 miscellaneous, 0 zero usage. 24 work orders completed. 77 locked meters. They did the tie end on Mark Allen underneath the highway. we cut in two 2” valves before they did that. Taps are picking up more now.
 - b. **Office Manager.** Dona, we issued 115 work orders in March. The Annual Meeting is April 24, 2023.
- 6. Report of Attorney.** No comment
- 7. Report of Engineer.** David Dollar. Most of my work has been on the 24” waterline. The development stuff I worked on was Hollow Creek Extended II, The Reunion of Owasso II, Mark Allen, The Meadows II and The Learning Experience.
- 8. Approval of accounts payable.** Bill Jacobs made the motion to approve. Bruce Hoover 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. Bruce Hoover seconded. Steve Cole, 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. Kyle Smaylgo. Initially just trying to open up dialogue in regard to consideration to potentially put a waterline in the state right of way. Easements along highway 20 range from 50’ to as much as 80’ and down to 30’. There is ample room for the waterline to be in that easement in only a small portion of the 80’ area that we expect to have any paving. I think it would be easier if we could look at being just slightly outside of the right of way. Jerry Gammill. On the Collinsville TAC I did not see a general utility easement we could use. There are a bunch of easements. Kyle. There will be a general public easement on the final plat. Bruce Hoover made a motion to attentively approval based on the final design. Steve Cole seconded. Robert Scott, yes; Bill Jacobs, yes; Gary Burd, yes. Motion carried unanimous.
 - b. Discussion and decision on Mark Allen Buick-GMC cost share on 6 to 12-inch. Betterment is located North of North property line. (Approximately 400 feet) Jerry Gammill. There is no one here from Mark Allen. We have had the precon meeting and they are under way. They are planning on putting their 12” waterline across but have not sent anything for the board to make a decision. Steve Cole made a motion to table it. Bruce Hoover seconded. Robert Scott, yes; Bill Jacobs, yes; Gary Burd, yes. Motion carried unanimous.
- 11. Developments/line extensions waiting final approval.**
- a. Discussion and decision regarding a request by Billy Cox with Cyntergy the Engineering group, representing the Developer for Criterion Office Building, 1 lot, 2.42 ac. located in Lot Block 1 of Garrett Creek Phase II Replat (south of Reasor’s) Steve Cole made a motion for final approval. Bill Jacobs, seconded. Bruce Hoover, yes; Robert Scott, yes; Gary Burd, yes. Motion Carried unanimous.

- b. Discussion and decision regarding a commercial development for 1 Block, 2 lots 44ac., request for service located at the N. E. corner of 76th St N. and Yale (Whirlpool Drive). Gary Burd made a motion for final approval. Robert Scott Seconded. Bruce Hoover, yes; Bill Jacobs, yes; Steve Cole, yes. Motion carried unanimous.
- c. Discussion and decision regarding Reunion at Owasso Phase II, 24 units located on Lot 1 Block 2 of the Owasso Medical Campus. Gary Burd made a motion for final approval. Robert Scott seconded. Bruce Hoover, yes; Bill Jacobs, 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. No invoice.
 - b. Discussion and decision regarding the easement acquisition and counteroffers from landowners. Kyle Sewell. I brought plans for Jerry and me to look over before we bid. Our original manpower estimate in. Original total engineering was \$300,000.00 and the additional amendment one would be \$55,000.00 bringing total to \$355,000.00. The board will be responsible for 5% of that \$55,000.00. A site visit with Kim Ritchie on the Trammel property with the Commissioners.
- 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. Still waiting for one signature.
 - b. Discussion and decision regarding material prices and estimated project costs. David Dollar. The materials have been ordered and things should be showing up. I have completed the bid documents and we must decide when we will advertise.
 - c. Discussion, consideration and possible action on Water District paying in Commissioner's Award and paying Commissioner's fees in Rural Water District No. 3, Washington County, OK vs. Sutton, et al., Tulsa County Case No. CJ-2022-3057. Jerry Gammil. The special meeting you accepted the recommendations but didn't specify to pay. The payment of commissioner's fees \$1,575.00 for three of them and \$72,114.00 award from the commissioners. The amount the commissioners came up with for the value of the easement. Gary Burd made a motion to pay. Bruce Hoover seconded. Robert Scott, yes; Bill Jacobs, yes; Steve Cole, yes. Motion carried unanimous.
 - d. Discussion, consideration and possible action on Water District paying in Commissioner's Award and paying Commissioner's fees in Rural Water District No. 3, Washington County, OK vs. Freeman, et al., Tulsa County Case No. CJ-2022-3058. Bruce Hoover made a motion to pay. Steve Cole seconded. Robert Scott, yes; Bill Jacobs, yes; Gary Burd, yes. Motion Carried unanimous.

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).

- 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 engineering and design. David Dollar. We have an invoice for effort through February 24th totaling \$1,500.00 total paid today if approved is \$55,052.45 total contract amount being \$58,000.00 represents 95% of total contract amount. I recommend you pay the invoice. Bruce Hoover made a motion to pay the invoice. Bill Jacobs seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
 - b.** Discussion and decision to approve the pay estimate for with Orr Construction for the Sheridan Booster Pump Station Project. Kyle Sewell. Yes, we have one. The total contract amount \$795,325.00 and today they requested \$594,272.50. Prior to today request they requested \$134,211.25 leaving a balance of \$66,841.25. I recommend you pay \$134,211.25. Steve Cole made a motion to pay invoice. Bruce Hoover seconded. Robert Scott, yes; Bill Jacobs, yes; Gary Burd, yes. Motion carried unanimous.

- 4. Discussion and decision 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. Kyle Sewell. We have some preliminary alignment plans for Jerry to look at and talk about some of the issues and challenges. No action to take.

- 5. Discussion and decision and update regarding Tulsa County – 12” waterline Relocation at 14300 North Memorial Bridge Project.** David Dollar. We do have our first invoice for \$5,000 for effort through February 24, 2023, total paid to date will be \$5,000 and total contract amount is \$140,000 which represents about 3 ½ % work. I recommend you pay \$5,000.00. Gary Burd made a motion to pay invoice. Robert Scott seconded. Bruce Hoover, yes; Bill Jacobs, yes; Steve Cole, yes. Motion carried unanimous.

- 6. Discussion and decision regarding an appropriate expense plan pertaining to trips and conferences for Board Members and employees.** Table it until we meet with HR.

- 7. Discussion and decision regarding employee raises.** Bruce Hoover made a motion to the employes raises and 11% raise for Jerry Gammill. Gary Burd seconded. Bill Jacobs, yes; Robert Scott, yes; Steve Cole, yes. Motion carried unanimous.

- 8. Discussion and decision regarding the Annual Meeting.** Bruce Hoover made a motion for \$1,400.00 to be the prize money. Robert Scott seconded. Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

III. NEW 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 release of easement Document number 2018068763 on Harden property along the East side of Highway 169 North of 146th St North.** Whenever he came in to get a meter, we got an easement for the meter. When Mark Allen came in, we got new easement where the 12” waterline is going to step away from the highway right of way where the existing line is and turn to go north. The easement for the meter will never be used by us. ONG says they won’t set anything in the easement. They are supposed to be sending me the actual easement release documents. Gary Burd made a motion to release the easement. Robert Scott seconded. Bill Jacobs, yes; Bruce Hoover, yes; Steve Cole, yes. Motion carried unanimous.

2. **Discussion and decision regarding a Human Resources contact with The People Prospective, LLC.** Jerry Gammill. Talking with them for May or June. For two Months they got 20 hours each month for \$3,000.00 per month. Totaling \$6,000.00. Then from July-December five hours a month at \$750.00. A total of \$10,500.00. An employee packet, the language for overtime, expenses for conferences and trips and do an audit of employees. Bruce Hoover made a motion to hire them. Robert Scott seconded. Bill Jacobs, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

IV. ADJOURNMENT

1. Bruce Hoover made the motion to adjourn at 8.48 a.m. Robert Scott seconded. Bill Jacobs, yes; Steve Cole, yes; Gary Burd, yes. Motion carried unanimous.

Robert Scott – Secretary/Treasurer
Notes by Dona Lewis