

# **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 April 13, 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 April 13, 2026, at 8:00 a.m.** Chairman Bruce Hoover called roll: Vice-Chairman Pat Liggett, 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, Ryan Smith, Kimley-Horn, Larry Steidley, Steidley Law Office here and other interesting 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 9, 2025. Steve Cole made the motion to approve the minutes after the correction was made that Pat Liggett was at the March 9, 2026, meeting. Richard Kriege seconded. Robert Scott, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
- 4. Report of Secretary/Treasurer.** Robert Scott. In April we had 19 new taps and 54 transfers. We sold 24 new taps in March.

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- 5. Report of District Manager.** Chad Pennington. You see the new lights, we are taking bids on flooring upstairs, We should have Larry up and running soon. There is a new system we are working on, the payroll system for clocking in. It is called Paycom. They do the payroll and W2 at the end of the year. We have a new TV and computer that runs that and everything. I learned a few things regarding the budget. Going forward now, we will do a preliminary buglet in November and a final budget in December. I signed a new contract on a new phone plan. It will be an internet service. On bad days with snow, we can have ladies can work from home. We had a meeting with Trigent, we have a contract now with them. We have a second back – up with them now and more security.
- a. Field Manager.** Chad Pennington. Field Audit 2, replace can 0, change outs 45, dirt work 2, forfeited meter 1, drop in meter 0, flush line 0, leaks 28, miscellaneous 1, check pressure 1, get readings 12, change out meters 45, dirt work service action 2, new taps 13 and completed work orders 101.
- b. Office Manager.** Dona Lewis. David Dollar helped us out with the budget and income statements. I’m going to step down and let Carrie take over the Office Manager position.
- c. Plant Manager.** Mike Calhoun. Tulsa Divers inspection the Miller tower and did not find any leaks but we still had water coming out. The Pavey Tower, that got painted around 11 months ago and the diver said there were around 100 rust spots. The warranty is almost up. We have fiber between the Oxbow and the river. The river intake keeps stopping up also.
- 6. Report of Attorney.** Nothing
- 7. Report of Engineer.** Ryan Smith. There are going to be a lot of changes. I divide this by the private developments into zones. Three zones, the primary is the middle which is zone #1 and the zone #2 is a higher elevation on the north side of the district. The #3 is the south side of the district. So those are boosted pressures zone #1 is primary from the plant and zones #2 & 3 are boosted by booster stations. Dollar General is one I have given comments on and they have not replied. Owasso Trails, Chad & I reviewed that and it has 140 lots. Victory Energy, we revied on March 31. The Center 75, Business Park and we revied it last Wednesday. Sperry land, we have looked at recently. The Owasso Market is moving on to DEQ. Braums is all ready, they just haven’t broken ground yet. The last one is Prairie Ridge, we had done a request and capacity analysis. It has 108 lots on 116<sup>th</sup> between Sheridan and Memorial. My fee is a lump sum, it’s based on the numbers of lots and David’s was hourly. Most of the developers already know how I do things.
- 8. Approval of accounts payable.** Gary Burd made the motion to approve. Robert Scott seconded. Steve Cole, yes; Pat Liggett, 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. Steve Cole seconded. Richard Kriege, yes; Gary Burd, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimously.
- 10. Approval and/or acceptance of new developments or line extensions.**
- a.**

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**11. Developments/line extensions waiting final approval.**

**a.**

**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. 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. We need a Path on condemnation on the Ghormley property

**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. No invoice.

**b.** Discussion and consideration of bids received and contractor experience. Decision whether to award project to engineer's recommended bidder. Disregard handled last month. Nothing.

**c.** Discussion and possible consideration of approving Amendment#1 of the Engineering Contract with Bartlett & West for increased scope of work. Pat Liggett made a motion to table it until they see more supporting documents. Caleb Potter seconded. Steve Cole, yes; Gary Burd, yes; Richard Kriege, yes; Robert Scott, yes. Motion carried unanimously.

**d.** Discussion and possible consideration of approving Amendment #2 of the Engineering Contract with Bartlett & West to add Full-time Inspection. Caleb Potter made a motion to table it until they see more supporting documents. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Steve Cole, 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-



- 12. Discussion and decision regarding Carrie Friend becoming the Office Manager and appropriate pay scale.** Gary Burd made a motion to approve and the pay is \$38.00. Robert Scott seconded. Richard Kriege, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimously.
- 13. Discussion and decision regarding Justin Witt becoming the Field Supervisor and appropriate pay scale.** Steve Cole made a motion to approve and pay \$38.00 and \$40.00 after he gets a B license. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
- 14. Discussion and decision regarding looking at tap prices and the possibly of raising the New Membership fee.** Robert Scott made a motion to approve the tap fee to \$2,250.00. Caleb Potter seconded. Richard Kriege, yes; Pat Liggett, yes; Steve Cole, yes; Gary Burd, yes. Motion carried unanimously.
- 15. Discussion and decision regarding an agreement with Kimley-Horn to finalize the 24” waterline and take it through permitting, bidding and construction..** Richard Kriege made a motion to approve the agreement. Robert Scott seconded. Pat Liggett, yes; Steve Cole, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
- 16. Discussion and decision on the 2020 Case 580 Super N Backhoe to put up for sealed bids starting bid at \$60,000.00.** Robert Scott made a motion to sell the backhoe. Richard Kriege seconded. Steve Cole, yes; Gary Burd, yes; Pat Liggett, yes Caleb 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.** Richard Kriege made a motion to approve. Robert Scott, yes; Steve Cole, yes; Gary Burd, yes; Pat Liggett, yes; Caleb Poter, yes. Motion carried unanimously.

### IV. ADJOURNMENT

1. Gary Burd made the motion to adjourn at 11.08 a.m. Robert Scott seconded. Steve Cole, yes; Pat Liggett, yes; Richard Kriege, yes; Caleb Potter, yes. Motion carried unanimously.

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

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