Rural Water District No. 3 Washington County, Oklahoma

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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 May 13, 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 May 13, 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; Mike Calhoun, Plant 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. Election of the Officers. Pat Liggett made a motion to nominated Bruce Hoover for the Chairman position. Steve Cole seconded. Robert Scott, yes; Bruce Hoover, yes; Gary Burd, yes; Caleb Potter. Motion carried unanimous. Bruce Hoover made a motion to nominate Pat Liggett as the Vice-Chairman. Robert Scott seconded. Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous. Bruce Hoover made a motion to keep Robert Scott as Secretary / Treasurer. Steve Cole seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
- 4. Correction, deletions, or addition to the minutes of:
 - **a.** The Regular meeting of April 8, 2024. Steve Cole made the motion to approve the minutes as written. Gary Burd seconded. Robert Scott, yes; Bruce Hoover, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
- **5. Report of Secretary/Treasurer.** Robert Scott. In May we had 68 new taps and 22 transfers. We sold 20 new taps in April.

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- **6. Report of District Manager.** Jerry Gammill. The report went out in the board packets. The TOC's were delivered to the Lab and the THM and HAA were delivered on the 8th of this month. The Hwy 11, we have a bid opening on the 28th of this month. The sludge management I had signed on the 30th of this last month for the Terron soil sampling. Cooper Crossing Commercial out on Hwy 20 has gone to DEO and ODOT saw an issue with the road crossing. The Cherokee Housing Development, we have received plans by email and David responded back to them. Hollow Creek Extended Phase II, we receive an email and Platt for review. The Reserve @ Owasso, David sent them the hydraulic analysis. The Cherokee Phase II, we have received letters from the owners for temporary use of the double detector check meter until their fire meter is installed. Save Day Auto, we received an email on that, and David responded to them. Dollar Tree, N 129th E Ave and E 116th St N east of the coffee shop. We received a set of plans for review. On the sanitary survey from DEQ, we made comments back to the violations we had. We need to add discharge meters to our pumpstations. Regarding the media replacements, we had trouble with the contractor we had chosen to start with on the project. They had broken some of our diffusers on our air system, it took them longer than they had planned on. They were not going to be able to do for the price and they came back with change orders to add \$36,000.00 to over \$77,000.00. We are not going to pursue them on the project. I found out that the rock they ordered in super sacks should have been in the sacks and the contractor has no way to move the rock. It will have to be moved by hand. They did back out one whole filter.
 - a. Field Manager. Chad Pennington reports 4 field audits, 16 change out meters, 1 replaced cans, 0 dirt work, 3 drop-in, 1 flush lines, 0 forfeit, 25 leaks, 8 replaced lid, 0 lower cans, 2 MXU installed to be radio read, 1 checked pressure, 1 raise can, 3 get current readings, 0 radio read, 0 replaced setter, 0 shut off, 30 new taps, 15 miscellaneous, 0 zero usage. 111 work orders completed. 53 locked meters and 49 unlocks. We've changed out a bunch of meters to radio read meters. We are selling some trucks, 2009 ½ ton, 2008 450 and a 2004 C5500 truck. There is 2 new ½ ton short wide waiting on us to get. One for a meter reading truck and give one to the night plant. A new service truck ordered, it is a ¾ ton and is sent off to get the bed put on the truck. Mike Calhoun. The storm on April 26th hit the Pavy Tower, it knocked down everything from the radio on top of tower down to the PLC. May 7th there was a storm and filters 5-7 going down and had to replace the PLC and two cards and during the same storm we lost level controller and 4 cameras. Last Wednesday I went to the Miller Tower and noticed there is a hole about 10foot from the top. Trey Keith is coming to look at that to repair. The pump well at the river is blocked and we can't use it now. When the river goes down, we can get into there and clear things out.
 - **b. Office Manager.** Dona Lewis. We issued 135 work orders in April. The count was down at the Annual Meeting. We had 213 RSVP and 38 no shows. We fed 215 meals that evening.
- 7. Report of Attorney. Nothing.
- **8. Report of Engineer.** David Dollar. The developments I worked on are Same Day Auto, Cherokee Nation /Scalone Acres, The Shoppes @ Cooper Ranch, Express Wellness on the Shoppes @ Cooper Ranch, Access Storage fire hydrant, 7520 Crossing, The Meadows II, Foster Creek, The Reserves of Owasso, Cherokee Nation Housing Authority and Hollow Creek Extended II. I assisted on the correspondence to DEQ on the Sanitary Survey. I responded to a request from a series of developers for property on 86th and Sheridan that is going to be a Data Center.
- **9. Approval of accounts payable.** Bruce Hoover made the motion to approve. Steve Cole seconded. Gary Burd, yes, Robert Scott, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.

- **10. Approval of new tap applications and transfers.** Robert Scott made the motion to approve. Pat Liggett seconded. Bruce Hoover, yes; Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous.
- 11. Approval and/or acceptance of new developments or line extensions.
 - a. Discussion and decision regarding Foster Creek, 70 lots, 66.9 ac. residential subdivision located on the east side of Garnett (113th) approximately ³/₄ mile north of 176th St. North. Steve Cole made a motion for contingent approval. Robert Scott seconded. Bruce Hoover, yes; Gary Burd, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
- 12. Developments/line extensions waiting final approval.

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13. 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. Kyle Sewell. No invoice.
 - **b.** Discussion and decision regarding the easement acquisition and counteroffers from landowners. Kyle Sewell. The project is out for bid.
- 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. We are trying to figure out where Collinsville force main is located.
- 3. Discussion and decision and update on the Contract #1 24-inch Water Line Extension Project; North WTP to 166th St N. David Dollar. The waterline passed the pressure test on April 22, and then Bac-T testing was on April 30. A final walk-through inspection next week. A change order #3 which is formally due to weather and add 15 days to completion. Bruce Hoover made a motion to approve the change order #1. Robert Scott seconded. Gary Burd, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
 - Creek Construction has a pay application #3 and they are invoicing us for approximately 95%. The actual amount requested is \$70,347.50 less retainage which is 5%. If we approve it, they will have earned \$338,200.00 and still \$17,800.00 we would owe them.

 Steve Cole made a motion to pay \$70,347.50. Bruce Hoover seconded. Robert
 - Scott, yes; Gary Burd, yes; Pat Liggett, yes; Caleb Potter, 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. Kyle Sewell. I brought some plans for David and Jerry to look over that are about 95% complete. We still have some pending easements.
 - **b.** Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. No invoice.

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- 5. Discussion, decision and update regarding the proposed Utility Relocation Project 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. David Dollar. There are two sections to this project, and we are the second part.
- **6. Discussion and decision and update to bid painting of the Pavey Tower.** Jerry Gammill. I think it should be rolled on as to the spray. The logo will be on the southwest side and the northeast side of the tower.
- 7. 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 Sewel. We are waiting on DEQ to reply if they want a variance to be able to apply in the 200-foot radius of the pond. We will take some sampling by the Oxbow.
- 8. Discussion and decision regarding proposed employee policy manual. Table it.
- **9. Discussion and decision regarding the utility software Tyler Technologies.** Bruce Hoover made a motion to table it. Steve Cole seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.

III. NEW BUSINESS

1. Discussion and resolution on By Laws rewrite. Pat Liggett. We need two podiums for people to walk to and make their comments. Steve Cole. I looked at the twenty-seven changes that all dealt with the identification gender. A By Law change needs to be a ¾ majority vote and cannot be done by hand, voice vote. It must be a ballot vote and grouped by a category. I didn't realize that was the format for which we handed it to the membership for voting. I think we should take the they out of it and use he / she only. Table it.

IV. ADJOURNMENT

1. Steve Cole made the motion to adjourn at 9:49 a.m. Bruce Hoover seconded. Gary Burd, yes; Robert Scott, yes; Pat Liggett, yes, Caleb Potter. Motion carried unanimous.

Robert Scott – Secretary/Treasurer Notes by Dona Lewis