

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 June 10, 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 June 10, 2024, at 8:00 a.m.** Chairman Bruce Hoover called roll: Vice-Chairman Pat Liggett call, here, Secretary/Treasurer Robert Scott, here. Directors: Richard Kriege, Gary Burd, here; Steve Cole, yes; 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. Correction, deletions, or addition to the minutes of:**
 - a.** The Regular meeting of May 13, 2024. Gary Burd made the motion to approve the minutes as written. Richard Kriege seconded. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In June we had 36 new taps and 68 transfers. We sold 12 new taps in May.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the board packets. The TOC's were delivered to the Lab on June 5, 2024. Regarding The Tulsa County Road widening project between Memorial and Hwy 75, we did receive plans from Bartlett & West. The Cooper Crossing commercial that is out on south side of Hwy 20 west of Sheridan. We did receive submittals and David responded to them. Redbud Village, along the access road north of TTCU. We have not received formal plans and it showed up on the Owasso Tac meeting process. The Meadow Phase II, we have been dealing with the plans for review, Hollow Creek Extended II, we received the DEQ packet, and I signed the permit for them to

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pick up and send to DEQ. The Cherokee Phase II (Scalone Acres), they elected to change engineers and architects so we will have to take a step back with them. We purchased two ½ ton pickups for \$43,491.00 each and looking to get a service truck for \$65,104.00 with the utility bed.

a. Field Manager. Chad Pennington reports 6 field audits, 136 change out meters, 1 replaced cans, 0 dirt work, 0 drop-in, 1 flush lines, 2 forfeit, 15 leaks, 1 replaced lid, 0 lower cans, 5 MXU installed to be radio read, 0 checked pressure, 0 raise can, 0 get current readings, 0 radio read, 0 replaced setter, 0 shut off, 27 new taps, 7 miscellaneous, 0 zero usage. 201 work orders completed. 61 locked meters and 56 unlocks.

b. Office Manager. Dona Lewis. We issued 251 work orders in May.

c. Plant Manager. Mike Calhoun. Down at the Caney River the dam is still stopped up and we think we have the people to help clean it out and the river has to cooperate. There is still a hole in the Miller tower and it should be fixed tomorrow. We compressed air to run the PAC system and we replaced the pipe all the time. They will come tomorrow and replace all the piping with stainless steel. We are trying out a new pump, it's a free trial. The #2 BFD, we will have to replace it because to repair it would be \$50,968.00 and replace is \$51,259.00. The media is here but the filter is not done yet. The tiles are ok, and I ran a backwash with nothing in it and it was ok.

6. Report of Attorney. Nothing.

7. Report of Engineer. David Dollar. The developments I worked on are Shoppes @ Cooper Ranch, Magnolia Ridge III, Dollar Tree, The Meadows II, The Reserves @ Owasso, The Cherokee Nation Housing Authority, Hollow Creek Extended II. I participated in a conference call with a developer on a sizable development on the southwest portion of our system and will be an interaction with Tulsa. They have made a request for water service review, so I will be working on that in next few weeks. I responded to an AT&T representative with information for our water line for Apple Barrel property. The record drawings for Magnolia Ridge III and Parker Village. There was a final walk-through last week on the 24" waterline. Everyone was satisfied except one guy. He wants topsoil. I do expect the final pay application next month, that final will include change order for additional work. The water tanks, we did get a quote from Viking Industrial to repaint the Scott Tower for \$99,259.00 and of course that won't happen this year.

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

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

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

a. Discussion and decision regarding Morrow Commercial Lot 1, Block 4, Dollar Tree requested for water service located East of 129th E Ave on the North side of 116th St N. Steve Cole made a contingent approval upon us providing acceptable plans. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimous.

11. Developments/line extensions waiting final approval.

a.

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 awarding the Hwy 11 relocation project. Kyle Sewell. I sent a letter recommending for the low bidder after checking references and looking for negative feedback. I see no reason to take their bid, they assure me they are confident and the manpower and tools to do it. They have a new boring machine that they have used and done some larger size in length. It is my recommendation we use Bolding Construction. Robert Scott made a motion to accept the bid for Bolding Construction. Steve Cole seconded. Pat Liggett, yes; Gary Burd, yes; Richard Kriege, yes; Caleb Potter, yes. Motion carried unanimous.
2. **Discussion and decision on the proposed 24-inch water line project and easements.**
 - a. Discussion and decision regarding easement acquisition and counteroffers from landowners. David Dollar. No report.
3. **Discussion and decision and update on the Contract #1 – 24-inch Water Line Extension Project; North WTP to 166th St N.** David Dollar. A final walk-through was done last week. one of the customers was complaining about the topsoil. Jeff is still working with us. We will owe them about \$20,000.00 and that will come next month.
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. Kyle Sewell. We reviewed the plans, and the Yale intersection has questions because we don't have all the easements and the county is still working on those.
 - b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. Kyle Sewell. No invoice.
5. **Discussion and decision and update to bid painting of the Pavey Tower.** Kyle Sewell. We should advertise a bid. This project will run about \$300,000 and the tank will be out of service. Robert Scott made a motion for contingent approval upon contract agreement and legal review. Pat Liggett seconded. Gay Burd, yes; Steve Cole, yes; Richard Kriege, yes; Caleb Potter, yes. Motion carried unanimous.
6. **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.
7. **Discussion and decision regarding proposed employee policy manual.** Jerry Gammill. That was handed out today and the changes are on pages 31-45. Read over and have any questions give me a call. Table it. Steve Cole made a motion to table it until next month. Robert Scott seconded. Pat Liggett, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimous.
8. **Discussion and decision regarding the utility software Tyler Technologies.** Ed Phillips. I am a big supporter of Tyler. The big concern for here is the internet upload speed. Starlink could be an option for internet. I would prefer fiber but it's not an option. Steve Cole made a motion to approve subject to legal review, sight visits and warranted by the staff and their approval of at least contact with current users of this

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system that is proposed for them to proceed with contract on their acceptance. Caleb Potter seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes; Richard Kriege, yes. Motion carried unanimous.

- 9. Discussion and resolution on By Laws rewrite.** Steve Cole. I kind of went through some of it and need to get it to Larry Steidley. Leaving it as he/she only. 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 unanimous.
- 10. Discussion and decision regarding a possible water rate adjustment based on a Rate Analysis.** David Dollar. The last rate increase was in 2019. We must meet a debt cover ratio of 1.25 or higher. We may not meet our debt requirements or be able to borrow money. Every year we have projects come up at that cost. Pat Liggett made a motion to raise the rate \$2.00, from \$4.00 to \$6.00 per 1,000 gallons. Steve Cole seconded. Robert Scott, yes; Gary Burd, yes; Richard Kriege, yes; Caleb Potter, yes. Motion carried unanimous.
- 11. Discussion and decision on a proposed water rate hike to fund and increase in Headcount at Rural Water District #3.** Pat Liggett made a motion to withdraw #11. Gary Burd seconded. Robert Scott, yes; Richard Kriege, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous.
- 12. Discussion and possible decision on getting a security system for Rural Water District #3.** Steve Cole made a motion to start closing the gate. We will review next month and see if we need to bring in a company to do an analysis on or is that the solution to our problems. Gary Burd seconded. Robert Scott, yes; Richard Kriege, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried.
- 13. Discussion and decision on the selling of three Rural Water District #3 trucks.**
 - a. 2003 GMC – C5500 4 door flat bed.**
 - b. 2008 Chevrolet short wide ½ ton 4 x 4.**
 - c. 2007 Ford 450 with utility bed extended cab 4 x 4.**Steve Cole made a motion to add a message to the bill and our website for information on sealed bids for the trucks to be opened July 8th, 2024, at the Board meeting. Richard Kriege seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

III. NEW BUSINESS

IV. ADJOURNMENT

1. Richard Kriege made the motion to adjourn at 10:49 a.m. Pat Liggett seconded. Gary Burd, yes; Robert Scott, yes; Steve Cole, yes; Caleb Potter. Motion carried unanimous.

Robert Scott – Secretary/Treasurer
Notes by Dona Lewis