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 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 July 13, 2026, 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 July 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, not 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 July 8, 2026, at 4:00 PM. Also, present Chad Pennington, District Manager, Justin Witt Field Supervisor, 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 June 08, 2026. Pat Liggett made the motion to approve the minutes after an update and name changes to the minutes. Robert Scott seconded. Motion carried unanimously.

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4. **Report of Secretary/Treasurer.** Robert Scott**.** In July we had 10 new taps and 78 Transfers and sold 14 new taps in June.

5. **Report of District Manager.** Chad Pennington, Larry and I met with the Baker Group for some bonds and loan information. I gave them one of the past audits. I'm still waiting for our audit this year, they have been up here and said it was almost done. Then they have more items we need to send them. Waterworth, Larry Cariie and I sit in on meeting. They are a company that helps you with programs and software. They help you figure out your finances and where you are. You could use it a year or two and benefit from learning how it works with your budgets. Raising your water rates will guarantee money and not your water prices. Justin and I had a precon meeting with Casey's and Braums. Ryan and I worked on the safety management report. Elizabeth and I are going to start working on job descriptions. I have been talking to John Ruttman, with Bartlett and West. John should be at the next meeting to explain some things.
    a. **Field Manager.** Justin Witt. Field Audit 7, replace can 3, change outs 86, dirt work 0, forfeited meter 9, drop in meter 1, flush line 1, leaks 15, miscellaneous 6, check pressure 0, get readings 15, dirt work service action 0, shut off repair 2, new taps 8 and completed work orders 155. We locked 73 meters and 71 unlocks.
    b. **Office Manager.** Carrie Friend**,** we received a phone call this morning thanking the guys. Justin and the guys went out and fixed the ruts in a customer's yard. The bills this month went out late again. I did the bills on Friday the 12th and thought they would go out that day. I reached out to TPSI, and they said I had to get the information to them by 9:00 am. Then when they got it on Monday their printers went down so they had to take them to somewhere else to print. No one ever notified us regarding the problems. I called them again and they agreed to take $1,000.00 off our next statement. Still working on the software and I have narrowed it down to two. I want everyone in the office to watch a demo and then I will give you feedback. Bank reconciliation is still a work in progress.
    c. **Plant Manager.** Mike Calhoun., They did get all the cattails out of the cells out there and we found out that one of the valves is frozen open. The panhandle part of it they are going to pump it over there to dry. The mixer motor on clarifier #4 was replaced. We are buying an air compressor. Adam is doing a great job, right now he is in D operator class and at the end of the month he will be taking the C class.
6. **Report of Attorney.** Larry Steidley. I have items on the agenda later.

7. **Report of Engineer.** Reference to the report from Ryan Smith.

8. **Approval of accounts payable.** Gary Burd made the motion to approve. Richard Kriege seconded. Motion carried unanimously.

9. **Approval of new tap applications and transfers.** Gary Burd made the motion approve. Pat Liggett seconded. Motion carried unanimously.

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10. **Approval and/or acceptance of new developments or line extensions.**
    a. Discussion and decision on Kimley-Horn starting work on the 3rd phase of the 24" plans and easements. Gary Burd made a motion to approve. Richard Kriege seconded. Motion carried unanimously.
    b. Discussion and decision on contingent approval on Stone Lake III with Kellogg Engineering. Pat Liggett made a motion to approve. Steve Cole seconded. Motion carried unanimously.
    c. Discussion and decision on contingent approval on Sperry Land. Gary Burd made a motion to approve. Richard Kriege seconded. Motion carried unanimously.
    d. Discussion and decision on contingent approval on Bradbury Farm. Steve Cole made a motion to approve. Pat Liggett seconded. Motion carried unanimously.
    e. Discussion and decision on contingent approval on Dukes Collinsville. Richard Kriege made a motion to approve. Robert Scott seconded. Motion carried unanimously.
    f. Discussion and decision on contingent approval on Morrow Commercial. Robert Kriege made a motion to approve. Steve Cole seconded. Motion carried unanimously.
    g. Discussion and decision on contingent approval on Brighton Park. Gary Burd made a motion to approve. Robert Scott seconded. Motion carried unanimously.
    h. Discussion and decision on contingent approval on OSU Collinsville. Richard Kriege made a motion to approve. Pat Liggett seconded. Motion carried unanimously.

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. Ryan Smith. There is a mediation in August.

2. **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. Pat Liggett made a motion to table it. Robert Scott seconded. Motion carried unanimously.

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b. Discussion and decision regarding the approval of an invoice from Bartlett & West for engineering design. Pat Liggett made a motion to table it. Robert Scott seconded. Motion carried unanimously.

3. **Discussion and decision regarding the residual management plan.**
   a. Discussion and decision regarding the approval of invoice in the amount of $38,000.00 from Bartlett and West for engineering and design. Steve Cole made a motion to table it. Pat Liggett seconded. 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 to award this project to Creek Construction LLC, in the amount of $241,319.00. This item needs to taken off. Took care of the previous month.

5. **Discussion and decision regarding pending quote for USG Water Solutions to maintain our towers.** John Hoffman with USG Water gave a report regarding the price. Steve Cole made a motion to table it. Pat Liggett seconded. Motion carried unanimously.

6. **Discussion and decision regarding $1.00 raise per hour for new license to be approved by the District Manager or Plant Manager.** Steve Cole made a motion to approve. Pat Liggett seconded. Motion carried unanimously.

7. **Discussion and decision regarding the purchase of 2 air conditioners for the office**. Pat Liggett made a motion to approve. Steve Cole seconded. Motion carried unanimously.

8. **Discussion and decision regarding paying the property tax for Sheridan Booster Pump Station for Mohit Singh.** Steve Cole made a motion to approve but not to exceed $1,000.00. Pat Liggett seconded**.** Motion carried unanimously**.**

9. **Discussion and decision regarding a request for a flushing hydrant on a 6" transite line at 4801 E. 86th ST N on Yale.** Richard Kriege made a motion to approve. Steve Cole seconded. Motion carried unanimously.

10. **Discussion and decision regarding a price increase on fees:** Transfer fee, return check fee, delinquency fee, cut lock fee, record fee, postage on statement fee, field audit fee.
    Transfer fees from $25.00 to $35.00
    Return check fee from $25.00 to $35.00
    Delinquency fees from $50.00 to $100.00
    Cut lock fee from $50.00 to $100.00
    Research fee – Hourly and check with Larry Steidley.
    Postage fee for paper statements is from 0 to the actual cost of stamps.
    Field audit from 0 to $50.00 in office or $100.00 in field.

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Steve Cole made a motion to raise the prices. Gary Burd seconded. Motion carried unanimously.

Steve Cole made an amendment motion to start August 14, 2026. Pat Liggett seconded. Motion carried unanimously.

11. **Discussion, consideration and possible action on giving the District's Attorney authority to hire former employees, engineers, experts and other legal counsel for upcoming trial in Washington County Case No. CJ-2010-467, SAIC (Benham Engineering) vs Rural Water District No. 3, Washington Co. OK.** Steve Cole made a motion for Larry to have authority to hire who he needs for upcoming trial. Richard Kriege seconded. Motion carried unanimously.

12. **Discussion and decision regarding finding a new auditor.** Steve Cole made a motion to table it. Pat Liggett seconded. Motion carried unanimously.

13. **Discussion and decision regarding the opening bids for the 1997 International 4900 for sale.** Steve Cole made a motion to accept the highest bid of $2,500.00 from Rick Croslin. Robert Scott seconded. Motion carried unanimously.

14. **Discussion and decision regarding the opening bids for the Interstate 24' Pintle hitch up for sale.** Robert Scott made a motion to accept the highest big of $2,000 from Rick Croslin. Steve Cole seconded. Motion carried unanimously.

15. **Discussion and decision regarding the opening bids for 2008 Bleshe trailer for sale.** Gary Burd made a motion to accept the highest bid of $1,251.00 from Chad Pennington. Robert Scott seconded. Motion carried unanimously.

16. **Discussion and decision regarding opening bids for the Mitsubishi FH 15 forklift.** Robert Scott made a motion to accept the highest bid of $150.00 From Rick Croslin. Gary Burd seconded. Motion carried unanimously.

III. NEW BUSINESS

IV. ADJOURNMENT

1. Gary Burd made the motion to adjourn at 10:35 a.m. Richard Kriege seconded. Motion carried unanimously.

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Robert Scott – Secretary/Treasurer
Notes by Dona Lewis

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