

# **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 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 August 12, 2024 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 August 12, 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 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 August 7, 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 July 8, 2024. Steve Cole made the motion to approve the minutes as written. Richard Kriege seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In August we had 6 new taps and 71 transfers. We sold 22 new taps in July.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the board packets. We took TOC's samples this month on the 8<sup>th</sup> of this month. We do not have the results back on that yet. The developments, Magnolia Ridge Phase III is on the agenda for final approval. The Reserves of Owasso, we did receive submittals and there are multiple things wrong. The 7520, we received emails with plans and paperwork for review. Arby's, we did receive plans and will be looking at them. The camera system for the office, they said it may be a more money. We need to come up with different language in the Rules and Regulations and the

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packet. It specifically calls out for an approved septic system form DEQ 576. One of our customers that lives in South Town has a septic system that is not working. DEQ has been going through their process trying to communicate with them. We did lock their meter the other day for non-payment. The customer paid the bill and called about turning the water back on and we told them to contact Jeremy with DEQ. The next step if they don't respond is to bring it to the board about pulling their meter.

**a. Field Manager.** Chad Pennington reports 4 field audits, 13 change out meters, 4 replaced cans, 2 dirt work, 0 drop-in, 0 flush lines, 1 forfeit, 26 leaks, 1 replaced lid, 0 lower cans, 0 MXU installed to be radio read, 3 checked pressure, 0 raise can, 3 get current readings, 0 radio read, 0 replaced setter, 1 shut off, 30 new taps, 32 miscellaneous, 1 zero usage. 121 work orders completed. 63 locked meters and 60 unlocks.

**b. Office Manager.** Dona Lewis. We issued 162 work orders in July. The Starlink has come in for the internet but they need to get a bracket to hang it.

**c. Plant Manager.** Mike Calhoun. On the 18<sup>th</sup> we got the Morrow pump back in and running. I had a chemical pump go down and I had to order a new one for \$20,000.00.

**6. Report of Attorney.** No report.

**7. Report of Engineer.** David Dollar. The developments I worked on are the Shoppes @ Cooper Crossing, 8-inch waterline at 7520 Crossing, Arby's, Express Wellness, Hollow Creek Extended II, Dollar Tree, The Meadows II, The Reserve @ Owasso and Cherokee Nation Housing Authority. A service request for a lot split, at the southwest corner of 76<sup>th</sup> and Memorial. It is in Tulsa service area; we just happen to service some customers in that area. They just need to work with Tulsa. We have 3 different sets of record drawings for Cherokee Nation, The Learning Experience, Casa Del Mar are all mapped. Water service availability for Project Clydesdale, we still don't have anything from Tulsa. The planning engineer has told us it's not the water that is going to limit what can happen on that side it's the sewer. The sewer is limited to about 2 million gallons a day and this development wants about 7 ½ million gallons a day. It has caused some challenges for Tulsa. (Data center) The 24-inch waterline. Jerry, Chad and I went down and met with the property owner that was complaining about grass. His pasture to the north looks fine and where his house sits it's obvious that the topsoil did not get put back on top. Mr. Harris does not want his yard torn up and it's not the best time to replant. We agreed to make Creek Construction cover the cost of this and we will pay for this guy to sod his yard. The numbers we put together are \$3,700.00. I prepared a final change order to include reducing payment to Creek Construction by that amount. The district will pay Mr. Harris.

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

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

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

**a.** Discussion and decision regarding Arby's, a commercial lot in the 7520 Crossing subdivision, located on the south side of Highway 20 and east of Yale.

Richard Kriege made a motion for contingent approval regarding fire flow requirements. Gary Burd seconded. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.

**b.** Discussion and decision regarding Express Wellness, .74 ac., Lot 6 Block 1 of Cooper Ranch Phase I request for commercial water services located on the Southside of Hwy 20 approximately ½ mile west of Sheridan. Steve Cole made a motion for contingent approval. Richard Kriege seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.

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

- a. Discussion and decision regarding Scalone Acres Lot 1, Block 1 for additional water services needed for a new building by the Cherokee Nation. Steve Cole made a motion to approve. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimous.
- b. Discussion and decision regarding Magnolia Ridge Phase III, 146 lots, 40.12 ac., Located ½ mile west of Memorial and ¼ mile north of 86<sup>th</sup> St. North. Gary Burd made a motion to approve. Robert Scott seconded. Steve Cole, yes; Richard Kriege, yes; Pat Liggett, yes; Caleb Potter, 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. Kyle Sewell. ODOT made some changes on 186<sup>th</sup> St N has a big ditch on north side of the road and they have moved to the south side of the road. So, we may need to get new easements, and we have to move the waterline to the south. We must change the road bores too. No invoice.

### **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. August 5, 2024, Jerry, Larry and I went down and met with Darling International on easements. We provided exhibits, provided easement forms and had a good meeting. The property we want easement on is not something they intend to use.

### **3. Discussion and decision and update on the Contract #1 – 24-inch Water Line Extension Project; North WTP to 166<sup>th</sup> St N.**

David Dollar. I have change order #4 and pay application #4 and both are final. Change order #4 addresses the concerns that Mr. Harris has to deduct from the Creek Construction contract of \$3,700.00. The district will pay the \$3,700.00 to Mr. Harris. The change order also includes an additional \$4,500.00 for additional work that was done by Creek Construction at the tie in location. It's my recommendation to approve change order #4. Richard Kriege made a motion to approve. Gary Burd seconded. Pat Liggett, yes; Robert Scott, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous. Pay out application #4, which represents 100% of the contract. The amount requested is \$28,600.00 if approved the total earned is \$366,800.00. The original was \$366,000.00. It's my recommendation you approve. Steve Cole made a motion to approve. Richard Kriege 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 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. Kyle Sewell. Status hasn't changed, we are still waiting on pending easements from Tulsa county and some rework that will happen around Yale.
- b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. David Dollar. No invoice.

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5. **Discussion and decision and update to bid painting of the Pavey Tower.** Kyle Sewell. We are ready to start the bidding process. The cost assessment budget around \$240,000.00.
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. David Dollar. No invoice.
7. **Discussion and resolution on By Laws rewrite.** Gary Burd made a motion to table discussion on the By Laws. Pat Liggett seconded. Robert Scott, yes; Steve Cole, yes; Richard Kriege, yes; Cale Potter, yes. Motion carried unanimous.
8. **Discussion and decision regarding a voting delegate for ORWA Special Meeting.** Richard Kriege made a motion for Jerry Gammill to be delegate. Robert Scott seconded. Gary Burd, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
9. **Discussion and decision to hire Beytco to install filter media in filter #1 at the North Water Treatment plant.** Jerry Gammill. The price of \$27,200.00 to re-install the media in filter #1. Steve Cole made a motion to hire Beytco. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimous.
10. **Discussion and possible decision on night shift differential pay for employees full time on desirable shifts.** There are currently two people this would affect working ten-hour shifts. Richard Kriege made a motion for a 5% raise for the nightshift employees. Gary Burd seconded the motion. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
11. **Discussion and possible decision on hiring a company to install meters with MXU units to alleviate the backlog of radio read meters.** Chad Pennington. I have talked to people that charge \$25.00 to \$45.00 per meter to change them out. Jerry Gammill. I think find a contractor but this is not included in the budget. Richard Kriege made a motion to approve the concept and get a couple of bids from contractors per meter. Gary Burd seconded. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
12. **Discussion and possible decision on our current comp-day accrued and payout.** Robert Scott made a motion to table it until new software and labor laws. Steve Cole seconded. Gary Burd, yes; Richard Kriege, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
13. **Discussion concerning employee IRA plan.** Dell Hughes will come to the next board meeting to explain our retirement plan.

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- 14. Discussion and decision regarding a request by Shawn Pagel for water service by Easement agreement. The property is located north of 126<sup>th</sup> St. N. and Harvard approximately 4000 ft.** Chad Pennington. It is in the back side of Lantana Ranch and we have a waterline that goes to our tower. It was supposed to be developed a long time ago and they broke it off. He is asking for a easement agreement, which is no problem because he already has a private easement. He just needs to fill out the Easement Agreement. I recommend we give him approval. Pay Liggett made a motion to approve. Caleb Potter seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes, Steve Cole, yes. Motion carried unanimous.
- 15. Discussion and decision regarding Lyle Landers getting an additional water tap at the location of 12601 E. 166<sup>th</sup> St. N.** Gary Burd made a motion for the customer to sign an affidavit that the customer will not supply sewage on the ground for a pasture tap and it will be recorded with the easement. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimous.

### **III. NEW BUSINESS**

### **IV. ADJOURNMENT**

1. Richard Kriege made the motion to adjourn at 9:55 a.m. Steve Cole seconded. Pat Liggett, yes; Robert Scott, yes; Gary Burd, yes; Caleb Potter. Motion carried unanimous.

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