

# **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 14, 2023 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 14, 2023, at 8:00 a.m.** Vice-Chairman Bruce Hoover called roll: Secretary/Treasurer Robert Scott, here. Directors: Bill Jacobs, here; Gary Burd, here; Steve Cole, yes; Pat Liggett, 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 August 9, 2023, at 4:00 PM. Also present is Jerry Gammill, District Manager; Chad Pennington, Field Supervisor; Dona Lewis Recording Secretary, David Dollar, Water PAQ Engineering 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 10, 2023. Gary Burd made the motion to approve the minutes as written. Bill Jacobs seconded. Robert Scott, yes; Bruce Hoover, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In August we had 22 new taps and 65 transfers. We sold 48 new taps in July.
- 5. Report of District Manager.** Jerry Gammill. The report went out in the board packets. The TOC's sampling last month was okay. We delivered the samples for this month after the 2<sup>nd</sup>. The third quarter of the DBP samples was delivered on August 7, 2023. Highway 11, David and I have talked with Kyle Sewell and gone through the plans. Tulsa County, the gentleman by the name of Chad Tanner. He was the Tulsa County consultant for fire protection with Tulsa County. He is no longer the consultant to them. The gentleman by the name Bradberry from Claremore is going to be the Tulsa County consultant. Mr. Tanner has dealt with some of the entities around here that have struggled with some of the fire protection. We are having two different grow facilities wanting to know if there is a 6" waterline that is close enough and hydrants within certain distances. Water service inquiries we have been in contact with Stacy from Tulsa Economic Group on a few occasions at the North Tulsa Commerce.

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Now there is somebody else looking into it with emails. We have been dealing with a group down by the Collinsville Industrial Park. The engineer had come up and talked to us about some feedback. Chad went down and help them get some line pressures. They are trying to expand the storage units that are down there and they need fire protection. The North Tulsa Commerce is basically, two empty buildings, which will serve a bunch of servers, a data center. They will need a lot of water. They put in their own meters downstream from ours for metering for sewer. Trinity Church, we finally got some of the paperwork from them. Cooper Crossing Extended V, we did receive a copy of filed Platt. Mark Allen, they finally got their manhole in which was the last thing they needed. Reed Bros., we did receive their final item on submittals. Magnolia Ridge Phase III, we did receive plans and paperwork for review. Hollow Creek Extended Phase II, we received the fire flow test report. The plans and comments were sent back for review. The Reserve at Owasso, it is down at 106<sup>th</sup> ST N and 140<sup>th</sup> E Ave. From the access road just south of TTC down to 106<sup>th</sup> St N and wraps around to 145<sup>th</sup> E Ave. There is multiple commercial lots that front the road and purposed apartments that are back behind. We haven't seen any waterline plans yet. The Twill Johnson Ranch, they just got contingent approval on the 10<sup>th</sup> of July. They are going through Owasso TAC meeting stuff, and they want feedback. Foster Creek, that's gone through some stuff with Tulsa County. We did receive plans and paperwork for review. We have a meeting set up with the developer's engineer on the 23<sup>rd</sup>. This is one of those fire protection. It's on 113<sup>th</sup> E Ave & north of 176<sup>th</sup> St N about a ½ mile. They are trying to do a fire protection system, part from us and part private. They have their own tank and their own hydrants. The Cherokee Phase II, the movie studio that used to be the soccer complex. We received some information and plans. They went and enclosed our existing meters and line inside of their fence. We bought a new field service truck.

- a. **Field Manager.** Chad Pennington reports 2 field audit, 3 change out meter, 1 replaced can, 1 dirt work, 1 drop-in, 1 flush lines, forfeit, 11 leaks, 4 replaced lid, 0 lower can, 1 MXU installed to be radio reads, 1 checked pressure, 1 raise can, 3 get current reading, 14 radio read, 1 replaced setter, 0 shut off, 21 new taps, 8 miscellaneous, 0 zero usage. 75 work orders completed. 45 locked meters.
- b. **Office Manager.** Dona Lewis. We issued 137 work orders in July.
- c. **Office Manager.** Dona, we issued 137 work orders in July.

**6. Report of Attorney.** Nothing.

**7. Report of Engineer.** David Dollar. The developments I worked on Hollow Creek Ext II, Reed Bros. Storage, The Learning Experience, The Reserves at Owasso, Magnolia Ridge III, The 7520 Crossing, Stone Lake Phase V, The Cherokee Studio, and the project Margarita. I do have Magnolia Ridge III at my office and Fossil Creek. The 24- waterline is now in bidding phase. The project on Memorial, we have submitted reimbursement request and should be receiving money soon.

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

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

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

- a. Discussion and decision regarding Stone Lake Phase V, 32 lots, 23.3-acre, a residential subdivision located approximately ¼ mile west of Sheridan on the south side of 136<sup>th</sup> St North. Braden Kellogg. This shouldn't have any fire flow issues. I have met with Chad and the fire flow test will give those to Mr. Dollar. David Dollar. You guys approved this phase about three years ago and we have the water to serve it.

We have done the fire flow test and the prior phases did not require it. I recommend contingent approval. Bill Jacobs gave a motion for contingent approval. Gary Burd seconded. Robert Scott, yes; Steve Cole, yes; Pat Liggett, yes. Motion carried unanimous.

- b. Discussion and decision regarding a request by Developer, Mr. Smalygo pertaining to Storage Place fire hydrant. Kyle Smalygo. Jerry has been briefed on the international fire code. The requirement was that a fire hydrant had to be within 1000 feet of the structure and in this setting, it states 400 feet. The fire hydrant across the street that is City of Collinsville is 480 feet. So, at 80 feet there was no leniency on behalf of the Tulsa County's third-party Fire Marshall that is contracted through Tulsa County. They do not reach out to the fire department for comments. We filed for an appeal and we have the support of the Fire Chief. He made the note that a fire hydrant in this location was not the ideal design because there was on fire hydrant across the street. Fire hydrants don't fight the fire, fire trucks and men fight the fire. This 400-foot rule is not intended to prevent development in rural areas, where hydrants are not available. The code to meet the code for 400-feet says the fire hydrant must be 400-foot it doesn't have to require a fire flow. I request that we can bring a private fire line off of the new 12" line that runs parallel to Hwy 20 up through some adjacent property that I own to meet this international fire code. The second request is that the suppression is metered. The two-part request is that you will grant the hydrant and then if consideration be given that maybe a irrevocable letter of credit or escrow. Jerry Gammill. The meter cannot set out on ODOT right-of-way. Kyle Smalygo. We could come to an agreement created in the short term we could meet the county. The long term maybe 18 months come back and do a design DEQ and loop it. Gary Burd made a motion to give contingent approval to give Kyle 18 months to bring the hydrant fire flow up to code, use a double detector check (temporary) at his expense and installation and a new membership. A letter for Tulsa County that Rural Water District is willing to make this arrangement and a letter from Smalygo that says what the terms of the 18 month

arrangement will be. Pat Liggett seconded. Robert Scott, yes; Bill Jacobs, yes; Steve Cole, yes. Motion carried unanimous.

- c. Discussion and decision regarding a Sonic in the 7520 Commercial Subdivision Lot 2 Block 2, located south of Hwy 20 and east of Yale. Justin Morgan with Tanner Consulting. This is for a proposed Sonic; they are looking for a domestic meter. David Dollar. Will there be a fire flow requirement? Kyle Smalygo. I don't have anything to do with Sonic, I'm just the land seller. Justin Morgan. When we talked to Collinsville he thought he had a flow test on one of those hydrants across the Quik Trip parking lot and thought everything was fine. David Dollar. It needs to be documented. We have a 12" waterline that loops through there as well. Justin. They just need to water off the hose bit, so they won't need an irrigation meter. David Dollar recommends contingent approval. Steve Cole made a motion for contingent approval. Robert Scott seconded. Bill Jacobs, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

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

### **a.**

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## 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. We have two invoices from Barlet & West totaling \$9,525.16 that is for effort dating back to April 29 through July 28<sup>th</sup>. That includes the ODOT share would be \$9,052.71 and our share would be \$472.45. If approved to date Bartlett & West would have been paid \$255,369.49 and that represents 85% of the total contract amount. It is my recommendation you Approve this to pay. Gary Burd made the motion to approve. Steve Cole seconded. Robert Scott, yes; Bill Jacobs, yes; Pat Liggett, yes. Motion carried unanimous.
  - b. Discussion and decision regarding the easement acquisition and counteroffers from landowners. Kyle Sewell. One additional easement has come up and I have given them their documents and hope to get resolved soon.
2. **Discussion and decision on the proposed 24-inch water line alignment and easements.**
  - a. Discussion and decision regarding easement acquisition counteroffers from landowners. David Dollar. No counter offers.
  - b. Discussion and decision regarding material prices and estimated project costs. David Dollar. The vast majority of the materials are here. We made the decision to go ahead and put the project in bidding phase. We began advertising August 9<sup>th</sup> and again on August 16<sup>th</sup>. We will open bids on the 6<sup>th</sup> of September at 11:00. As of Friday we have four plan holders.
  - c. Discussion and decision on the bidding of Contract #1 – 24-inch Water Line Extension Project; North WTP to 166<sup>th</sup> Street North. Nothing.
3. **Discussion, decision and update regarding the Sheridan Booster Station Engineering and design.**
  - a. Discussion and decision regarding the approval of invoice from Bartlett & West for engineer and design. That was took care of last month.
4. **Discussion and decision 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. I have plans to get to you in next day or so.
  - b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. David Dollar. We have three invoices from Bartlett & West dating back to April 29 through July 28<sup>th</sup>. The total of the invoices is \$25,100.00 total paid to date is \$58,100.00 of total contract amount of a \$140,000.00 which represents 41 ½% of total contract amount. It's my recommendation you approve the invoices for payment. Robert Scott made a motion to pay invoices. Steve Cole seconded. Bill Jacobs, yes; Gary Burd, yes; Pat Liggett, yes. Motion carried unanimous.

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5. **Discussion and decision to create a committee to consider changes, corrections and updates To the By Laws, Rules and Regulations and other documents.** Steve Cole. As you saw in your packets, you have copies of things we have highlighted. If you have any suggested or comment reply back to us. We have spent most of the time on the By-Laws and have started on Rules and Regulations.
6. **Discussion and decision regarding a policy for cutting and baling hay on Washington Co. RWD#3 property.** No policy and no hay lease. We just need to brush hog the pasture.

### III. NEW BUSINESS

### IV. ADJOURNMENT

1. Steve Cole made the motion to adjourn at 9:40 a.m. Gary Burd seconded. Robert Scott, yes; yes; Bill Jacobs, yes; , yes; Pat Liggett, yes. Motion carried unanimous.

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

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