

# **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

Ph. (918) 371-2055 • Fax (918) 371-3864 • TRS 711

### **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 September 9, 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 September 9, 2024, at 8:00 a.m.** Vice Chairman Pat Liggett called roll, Secretary/Treasurer Robert Scott, here. Directors: Richard Kriege, here; Caleb Potter, 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 September 4, 2024, at 4:00 PM. Also, present Chad Pennington, Field 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 August 12, 2024. Richard Kriege made the motion to approve the minutes as written. Robert Scott seconded. Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott. In September we had 30 new taps and 54 transfers. We sold 26 new taps in August.
- 5. Report of District Manager.** David Dollar. The intersection of 106 and 129, Owasso has informed us that the easement acquisitions are wrapping up this month. They sent an email out for everyone that needs utility relocates to send in schedules. Our plans are actually going to fall in their roadway plans and so we will be committing on the plans. The TOC's were submitted on the 4<sup>th</sup> and we won't know the results for a week or so. The Stone Lake Phase V, they got a permit over a year ago to do this phase and have done nothing. They have requested getting a permit renewal from DEQ. The Meadows II at 106<sup>th</sup> and Memorial. We did receive the permit to construct from DEQ. The Cherokee Nation Housing development at

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106<sup>th</sup> and Sheridan, we received email plans, and I have reviewed the plans and sent them back. Foster Creek, we received their plans and emailed back our comments. They have decided to break the development into two phases. The Fire flow requirement is unique, they have documented 250 gallons per minute. They have worked with the Tulsa County Fire Chief and they are not in city limits. DEQ will have the final say. The 7520 commercial development plans were wrapped up and Jerry signed the DEQ permit to construct. Kyle Smalygo picked all that up to send. We have learned that where we were supposed to put the waterline in there is a gas line now. So, there may be changes now. The Same Day Auto, they are on hold because the waterline for The Reserves will be put in and help to serve them. We just had the precon meeting with The Reserves a week ago and they are getting after it. The Same Day Auto started construction already.

**a. Field Manager.** Chad Pennington reports 6 field audits, 22 change out meters, 1 replaced cans, 0 dirt work, 0 drop-in, 3 flush lines, 2 forfeit, 39 leaks, 1 replaced lid, 0 lower cans, 3 MXU installed to be radio read, 4 checked pressure, 1 raise can, 4 get current readings, 0 radio read, 0 replaced setter, 2 shut off, 23 new taps, 35 miscellaneous, 0 zero usage. 150 work orders completed. 61 locked meters and 59 unlocks.

**b. Office Manager.** Dona Lewis. We issued 199 work orders in August. We are waiting on bracket to install Starlink internet.

**c. Plant Manager.** Mike Calhoun. Not here.

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

**7. Report of Engineer.** David Dollar. The developments I worked on are Foster Creek, 8-inch waterline at 7520 Crossing, Arby's, Express Wellness, Dollar Tree, The Meadows II, The Reserve @ Owasso, Same Day Auto and Cherokee Nation Housing Authority. I did an atlas request for 106<sup>th</sup> and Memorial. Project Clydesdale, I finished the water service review for them. The water for phase I is available, but it is limited because of sanitary sewer system. The sanitary system can only handle a portion of the flow. This is a five-phase development and if they did all five phases, they would be taking 7.6 million a day. The capacity of our plant is 12 million and a peak day is 5-6 million. Their need plus our current max day exceeds our current capacity. If they bought all their water from us, the project required to get the water there would be about \$80 million project. The site they picked is adjacent to our boundary with Tulsa. Tulsa would provide the process water and we would provide domestic water. They would still be required to do some 12" waterline. We can meet Phase I but it's limited to 1.3 MGD.

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

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

a.

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

a.

**12. Public Comments.**

## II. OLD BUSINESS

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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. Consider and approve any Change order. Richard Kriege made a motion to approve the change order for \$47,200.00. Robert Scott seconded the motion .Pat Liggett, 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. The Darling Easement, they agree to the easement for \$2,100.00. I was able to attain the plans for the force main that goes through the Ghormley property and we are still waiting on the easement from them.
3. **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. We have asked for additional survey because the county allowed a storage building built without a plat. We need to see if the easement and waterline will fit in the area.
  - b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. David Dollar. No invoice.
4. **Discussion and decision and update to bid painting of the Pavey Tower.** Kyle Sewell. It is out for bid for October 2, 2024 and we have at least two so far.
5. **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. We did receive the lab results from the residual materials. There was a difference in the report from Tim Ward segment. His report showed cadmium was the limiting factor and that was controlling our land usage requirements for application. The last batch didn't have much cadmium and the nutrients were higher.
6. **Discussion and resolution on By Laws rewrite.** Larry Steidley. I'm still working on it.
7. **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 am still working on it and the prices will be \$45.00 - \$60.00 per meter to change them out.
8. **Discussion and possible decision on our current comp-day accrued and payout.** Richard Kriege. I think we should review Jerry Gammill's salary and look at what we are paying him, compensate him properly. Forget about the overtime and comp time. Larry Steidley will write up a contract and set up the payment plan for comp time. Richard Kriege made a motion to table it. Robert Scott seconded. Caleb Potter, yes. Motion carried unanimous.
9. **Discussion and decision for Dell Hughes to discuss and answer questions pertaining to the 457-(b) employee retirement plan.** Dell Hughes will come back

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after the election and meet with the employees one on one to go over their retirement. The water district has a 457 plan which is put in place for government entities. It is a plan set up through Nationwide with a company called Pension solutions out of Oklahoma City. They have to be here a year, then enroll in the plan and the district contributes 4% whether they do anything or not. In February 2022, the Board voted to increase the matching percentage from 2% to 4%. If the employee will put in 4% the water district will contribute 8% to their retirement plan. A third-party money manager, a company called Bricker Capital, can move the money around for the employee. There are no loan provisions with the 457 plans. The employee can withdraw after the age of 65.

**10. Discussion and decision regarding a request by Sam Slavins to discuss the water rate increase.** Mr. Slavins was not at the meeting.

**11. Discussion and decision regarding a request by Kevin and Michelle Engle for water service by Easement Agreement located at 12705 E. 120<sup>th</sup> St. N.** Chad Pennington. On 129<sup>th</sup> E Ave and E 120<sup>th</sup> St N. We have a little area where the house on the corner is fed from the 12” going across E 129<sup>th</sup> E Ave. Then we have another line going down E 126 St N. There is no line across their property. The house next to them is willing to give them an Easement Agreement. It’s my recommendation to give them approval. Richard Kriege made a motion to approve. Pat Liggett, yes; Caleb Potter seconded. Robert Scott, yes. Motion carried unanimous.

### **III. NEW BUSINESS**

### **IV. ADJOURNMENT**

1. Richard Kriege made the motion to adjourn at 9:08 a.m. Caleb Potter seconded. Robert Scott, yes. Motion carried unanimous.

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