

**Board of Directors,  
Cleveland County Rural Water District #1**

Thursday, March 9, 2023  
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on March 6, 2023 @ 9:00am.

**1. Call to order and roll call.**

The meeting was called to order by Chairman Richard Murnan at 7:02pm. Board members in attendance were Robert Grisham, JoAnn Miller-Dudgeon, Gary Koehn, and Richard Murnan. Board Member Jeannie Salmon and David Standridge were absent.

**2. Accept minutes of past meeting(s).**

- a. A motion to accept the minutes of the February 9, 2022, Regular Meeting was made by Jo Ann Miller-Dudgeon and seconded by Gary Koehn to accept the minutes with changes:
  - i. to complete a partial sentence concerning road boring under agenda item 6(a),
  - ii. to remove agenda item 11(a) concerning a special meeting on January 26, 2023, and
  - iii. to update agenda item 11(b) to reflect the next scheduled meeting on March 9, 2023 and renumber this item to 11(a).

Voice vote was unanimous in favor and the motion carried.

- b. A motion to approve the inclusion of items 3b(i), (ii), (iii) covering the signing of the OWRB, ODEQ, and Cleveland County ARPA resolutions in the October 13, 2022, Regular Meeting minutes was made by Robert Grisham and seconded by Jo Ann Miller-Dudgeon. Voice vote was unanimous in favor and the motion carried.

**3. Consider actions needed for approval of District Policies and Procedures.**

- a. Non-Discrimination Policy – no action was taken on this policy since the signature page included misspelled names. This policy will be corrected and presented in the April 2023 Board Meeting.
- b. Policy for Equipment Purchased with Federal Funds – A motion was made by Richard Murnan and seconded by Gary Koehn to approve this policy. A roll call vote was unanimous in favor and the motion carried. Policy was signed by those Board Members present for this meeting.
- c. No other policies or procedures were introduced.

**4. Consider actions in support of construction.**

- a. Regional water project.
  - i. The subrecipient agreement with the County for \$3.5M American Recovery Plan Act (ARPA) funds was approved at the February 27, 2023, Cleveland County Commissioners Meeting.
  - ii. A resolution was introduced to authorize WDB Engineering to advertise for bids the water line relocation work at the intersection of 144<sup>th</sup> and Lewis Road. A motion was made by Jo Ann Miller-Dudgeon and seconded by Gary Koehn to accept the resolution. A roll call vote was unanimous in

favor and the motion carried. Signatures from the Board Members that were present was collected on the resolution. The resolution will be forwarded on to WDB Engineering to authorize the bid advertisement.

**5. Consider actions in support of operations.**

- a. Monthly Operator's Report.
  - i. No issues have occurred since the last Board meeting in February.
- b. Consideration to adjust the membership fees for ¾" and 1" meters was discussed. A motion was made by Richard Murnan and seconded by Gary Koehn to increase the membership fees for the ¾" and 1" meter size by \$250. A roll call vote was unanimous in favor and the motion carried. The membership fees for a ¾" meter is now \$3,150 and a 1" meter is now \$5,750. A similar action was approved during the February 2023 Regular Board meeting (agenda item 4(b)) to increase the more commonly used 5/8" meter membership by \$250 (i.e., a 5/8" meter membership is now \$2,750).
- c. The Board discussed the new annual water contract (i.e., from April 2023 to March 2024) with the Oklahoma Department of Wildlife Conservation (ODWC). Last year (i.e., 2022) had an 8.8% inflation increase based on the Dallas/Ft Worth 2022 Annual Consumer Price Index (CPI). No action was taken to adjust water rates based on this increase. This 8.8% 2022 Annual CPI increase follows a 5.2% increase from the 2021 Annual CPI.
- d. The insurance premium with the ORWA Assurance Group is due by April 15, 2023 and the needed paperwork is past due as of March 1, 2023.
- e. Consider additional monthly expenditures to be added to the routine monthly invoices.
  - i. No additional vendors were either added or removed.
- f. Other items as introduced.
  - i. Information on the cost of conducting an audit was provided to the Board via a quote from Arledge CPA in OKC. Based on this quote, the Board will continue to check if other options exist.

**6. Consider requests for non-routine expenditure.**

- a. Jo Ann Miller-Dudgeon successfully obtained needed five self-inking rubber stamps for our District to handle incoming checks, purchase orders, and packages. The cost for the self-inking rubber stamps \$87.60. Based on a February 9, 2023 motion to reimburse her for the expenditure, the Treasurer will provide the reimbursement for the full amount.
- b. No other expenditures were introduced.

**7. Review external interactions since last regular Board meeting.**

- a. February 20, 2023, Richard Murnan met with Rusty Grissom to introduce our District to him, provide background how we currently operate, provide history of our District, and go over items to be presented at the Board of Commissioner's Meeting held on February 21, 2023
- b. February 21, 2023, Jo Ann Miller-Dudgeon and Richard Murnan attended the County Commissioners meeting. Richard Murnan presented a briefing to the Board of Commissioners on our history and our plans to use ARPA funds. After the meeting, Richard Murnan signed the subrecipient agreement for the District

and Jo Ann Miller-Dudgeon provided the Districts stamp and attested to signing of the agreement.

- c. February 27, 2023, Richard Murnan attended the County Commissioners meeting where the District was approved to receive the ARPA funds through the use of a subrecipient agreement. Richard Murnan also got time to speak with Sheriff Chris Amason about setting up a temporary structure or using our Office as additional presence in Southern Cleveland County.
- d. March 6, 2023, Gary Koehn, Robert Grisham, Royce Hinkle, and Richard Murnan met with Cleveland County Sheriff Chris Amason at the District's Office/Shop to consider options in setting up a satellite office for Deputies to complete reports while patrolling the areas in Southern Cleveland County. Gary Koehn will interact with the Sheriff's Office to evaluate future joint actions.

8. **Chairman's report.**

- a. No other information was introduced that had not previously been discussed.

9. **Vice Chairman's report.**

- a. No other information was introduced that had not previously been discussed.

10. **Secretary's report.**

- a. No other information was introduced that had not previously been discussed.

11. **Treasurer's report.**

- a. The Treasurer was absent.

12. **Consider date and place of next regular meeting.**

- a. The next regular board meeting has been scheduled for April 13, 2023 @ 7pm at the District's Office/Shop.

13. **Identify prior actions and agenda items for next regular meeting.**

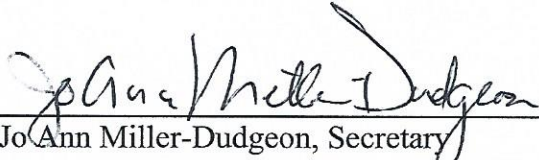
- a. Regional Project.
- b. Status of selecting an auditor.
- c. 144<sup>th</sup> and Lewis Road water line relocation.
- d. Updates work with the Sheriff's Office.

14. **Public comments.**

No visitors were present.

15. **Adjourn.**

The meeting was adjourned at 8:25 pm with a motion by Gary Koehn and seconded by Robert Grisham. Voice vote was unanimous in favor and the motion carried.

  
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Jo Ann Miller-Dudgeon, Secretary  
Cleveland County Rural Water District #1