

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

Thursday January 11, 2024  
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on January 9, 2024 @ 8:30 am.

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

The meeting was called to order by Chairman Richard Murnan at 7:05 pm. Board members in attendance were Robert Grisham, JoAnn Miller, Jeannie Salmon, and Richard Murnan. Board Member Gary Koehn was absent.

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

- a. A motion was made by Jeannie Salmon and seconded by Robert Grisham to accept the December 14, 2023, Regular meeting minutes with spelling issues in #4a(ii) and #5a. Voice vote was unanimous in favor and the motion carried.

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

- a. Regional water project:
  - i. Contact was made with Justin Hodge, Oklahoma Department of Environmental Quality (ODEQ) project manager, to seek assistance with a waiver request for the 20% matching funds as part of the EPA Community Grant. Mr. Hodge discussed our needs with ODEQ Engineering Manager, Candy Thompson. ODEQ moved to remove our District from needing a loan (i.e., any options of loan forgiveness are also removed) for the expansion project.
  - ii. Contact was made with Emily Hoskin, ODEQ code enforcement, to seek assistance locating the correct EPA personnel to start the waiver process. An EPA contact was provided.
- b. The letter to inform residents of rural water availability along potential new water mains has been delayed. The target now is to send letters out in February 2024 and require residents to respond in March 2024.
- c. Planning for expanding the District's water well field and building a new water tower near the District Office/Shop are underway with the target of starting the well field in early spring and the water tower as early as February-March. First work on the water tower will be geotechnical work to check the soil structure.
- d. No other items were introduced.

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

- a. Monthly Operator's Report was provided by Royce Hinkle.
  - i. A surge suppressor replacement will need to be ordered for Well #1. Royce Hinkle has located the needed replacement, but paperwork is needed to establish an account with the local electrical supply company.
  - ii. The east District's Shop garage door needs a bottom door rubber seal replacement. The door allows water to run into the shop area when it rains. Replacement of the seal should move forward.
  - iii. Royce Hinkle requested the Board consider a portable generator for the

District's truck. It would be desired that the generator also serves as a welder or have ample power to support a separate welder. Royce Hinkle will collect information and prices to present to the Board for consideration.

- b. Consider additional monthly expenditures to be added to the routine monthly invoices.
  - i. No changes were needed.
- c. For information, the County Clerk Office stated they will start charging our District for filing utility easements (\$18 for the first page and \$2 for each additional page).
- d. No other items were introduced.

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

- a. A motion was made by JoAnn Miller and seconded by Jeannie Salmon to pay an invoice from Davidson Concrete totaling \$27,211.00. A roll call vote was unanimous in favor and the motion carried. The invoice covered concrete work performed in late December 2023 to construct parking and building entrance access compliant with the Americans with Disability Act (ADA) van accessible parking requirements plus add an extra parking area (30'x46') that extended south beyond the ADA required parking. The \$27,211.00 payment will be split between the District's County ARPA account for the ADA compliant parking concrete work (\$15,481.00) and the District's Interest Only account to cover the additional concrete parking area (\$11,730.00). In accordance with ARPA project requirements, three project bids were collected for the work involving the ADA compliant parking.
- b. A motion was made by Richard Murnan and seconded by Robert Grisham to grant the \$750 pre-approval for the surge suppressor. The pre-approval applies to the District's Credit Card used by Royce Hinkle. A roll call vote was unanimous in favor and the motion carried.
- c. No other items were introduced.

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

- a. No interactions were mentioned.

**7. Chairman's report.**

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

**8. Vice Chairman's report.**

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

**9. Secretary's report.**

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

**10. Treasurer's report.**

- a. The Treasurer report covering November 2023 was provided to the Board. A motion was made by Richard Murnan and seconded by Jo Ann Miller to accept the report without changes to the data. Roll call vote was unanimous in favor and the motion carried.
- b. The Treasurer report covering December 2023 was provided to the Board. A motion was made by Richard Murnan and seconded by Robert Grisham to accept

the report without changes to the data. Roll call vote was unanimous in favor and the motion carried.

c. No other information was introduced.

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

a. The next regular board meeting is scheduled for February 8, 2024, at the District Office/Shop.

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

a. Three items were mentioned:


- i. Generator purchases for office/shop and chlorination building using County ARPA funds. Investigate options to purchase a portable generator for servicing water wells.
- ii. Well #3 issue with the meter.
- iii. Consider tractor purchase with County ARPA interest earned.

**13. Public comments.**

No visitors were present.

**14. Adjourn.**

The meeting was adjourned at 9:09 pm with a motion by Jeannie Salmon and seconded by Jo Ann Miller. Voice vote was unanimous in favor and the motion carried.



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