

Minutes of the Regular Meeting of the
Board of Directors,
Cleveland County Rural Water District No. 1

Thursday, January 16, 2020

The agenda for the meeting was posted at the meeting location on January 15, 2020 @ 8:46 am.

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:11 pm. Board members present were Jeannie Salmon, Tammy Koehn, Robert Grisham, Gary Koehn, David Standridge and Richard Murnan. All Board members were present.

This Regular Meeting was scheduled on the third Thursday of the month to accommodate two Board members who could not attend on the normal second Thursday of the month. This meeting date (January 16, 2020) was included in the annual regular meeting schedule emailed to the County Clerk office on November 22, 2019.

2. Accept minutes of past meeting(s)

- a. A motion to accept the minutes of the August 8, 2019 Regular Meeting was made by Gary Koehn and seconded by Robert Grisham with no changes required. Voice vote unanimous in favor and the motion carried.
- b. A motion to accept the minutes of the October 10, 2019 Regular Meeting was made by Gary Koehn and seconded by David Standridge with no changes required. Voice vote was unanimous in favor and the motion carried.
- c. A motion to accept the minutes of the December 12, 2019 Regular Meeting was made by Jeannie Salmon and seconded by Gary Koehn with no changes required. Voice vote was unanimous in favor and the motion carried.
- d. No other items were introduced.

3. Consider actions in support of construction

- a. On December 22, 2019, Richard Murnan had several conversations with an Oklahoma Department of Environmental Quality (ODEQ) representative and thereafter, an email was generated laying out the process required to obtain a construction permit from ODEQ.
- b. The necessary ODEQ application forms were filled out with the exceptions of the Engineer's email, phone #, and fax #. A signature from the District (Richard Murnan) was needed on the last page of Form 583-1 and required a public notary stamp of which Tammy Koehn served as the notary. A copy of the applications forms was provided to Gary Koehn to pass on to Jason Pruitt. The second copy will be scanned and then submitted "for the record" to the District Secretary during the February Regular meeting.
- c. A discussion on the Office/Shop building was brought forward with specific details needed on how the Office was to be laid out. Another item was if the building needed to be metal framed or could wood framed pole building construction be considered. The USDA/ Rural Development will need to be consulted on the construction type.

d. No other items were introduced.

4. Consider actions in support of operations

a. Monthly Operator's Report included:

- The status of Well #3 being unavailable since the meter was not working. The well, is fully operational and the project vendor (UTS) who supplied the meter has been notified a repair is necessary. Repair is covered under the maintenance warranty. An email was sent to Brice Beaver (UTS) and Nichol Traxler (M&T Septic and Backhoe) to inform them in writing that these items will need to be repaired.
- A line break on a 4" water main occurred on Wednesday, January 8, 2020 by work involving replacement of a culvert under 144th Street about ¼ mile north of 144th and Box Road intersection. The break was a quarter size puncture in the water main. 811 locates stated the work would not begin prior to 7am on Thursday, January 9, 2020. Once the District receives the repair bill from H&H Plumbing, Richard Murnan will contact the County to discuss options on how the cost will be handled. Besides the repair, the District had to flush at three locations downstream from the line break and using 30,000 gallons of finished water.
- A google spreadsheet is available to report the chlorine reading throughout the system.

b. Gary Koehn was appointed to check on possible District building designs and any plans must be engineer approved and must pass USDA engineering approval.

c. Annual audit work is nearing completion with CPA Michael Mettry in Oklahoma City. Richard Murnan is planning to spend Saturday, January 18, 2020 with the CPA.

d. Richard Crews meter has been installed on property southeast of 168th Street and State Highway 39.

e. No other items were introduced.

5. Consider request for expenditures (ratification of routine monthly invoices, contractors, and miscellaneous expenditures)

a. Motion was made by Tammy Koehn and seconded by David Standridge to ratify paid Routine Monthly Invoices listed in Attachment #1. A roll call vote was unanimous in favor and the motion carried.

b. Motion was made by Richard Murnan and seconded by Jeannie Salmon to ratify the expenditure for Royce Hinkle for December work completed as an independent contractor. A roll call vote was unanimous in favor and the motion carried.

c. Motion was made by Tammy Koehn and seconded by Jeannie Salmon to reimburse Richard Murnan for \$648.25 which includes 100 post card stamps for \$70.00 (US Post Office), \$7.25 for epoxy glue (ACE Hardware), and reimbursement for monthly payments paid for Quickbooks Online from July 2018 to December 2019 (itemized expenditure submitted). Total amount is \$648.25. A roll call vote was unanimous in favor and the motion carried.

d. Motion was made by Richard Murnan and seconded by Robert Grisham to approve ORWA payment for annual membership for \$192.10 which is based on 126 users at \$0.85/user/year plus a \$85.00 flat fee. A roll call vote was unanimous in favor and the motion carried.

e. Motion was made by Richard Murnan and seconded by Robert Grisham to approve

payment of the \$75.00 annual fee for a safe deposit box at FirstUnited Bank in Purcell, OK. A roll call vote was unanimous in favor and the motion carried.

f. No other items were introduced.

6. Review external interations since last regular Board meeting

- a. January 8, 2020 – County Maintenance crew were replacing a culvert just north of Corbett Baptist Church. The District's 4 inch water main was hit and a hole about the size of a quarter occurred. H&H Plumbing was called, and a patch was installed. Water line was flushed for several hours.
- b. No items were introduced.

7. Chairman's report

- a. The USDA/RD requires a Depreciation Reserve be established to replace short-lived assets. The monthly amount deposited should be \$1,354.17 as per our Letter of Conditions. This reserve account does not require permission of the USDA/RD to tap into these assets since it is intended to cover unexpected system impact expenditures. An example of the type of expenditures would be the water line blowout near the water standpipe when a no-freeze faucet was installed to take chlorine samples as the water leaves the standpipe. This fund is in addition to the \$1010.20 monthly amount we are currently contributing to.
- b. ORWA Annual Conference is in Norman this year. The dates are April 14-16, 2020. This conference is normally the one we attend to receive our 6 hours of Board Member training. The requirement is 6 hours of training every 3 years and new Board Members must have the 6 hours of training within the first six months.

8. Vice Chairman's report

- a. No items were introduced.

9. Secretary's report

The Secretary reported several documents were submitted to the Record:

- Service Agreement, Payment Policy, Membership form, and filed utility easement for Crews property located on the Southeast corner of 168th and State Highway 39.
- Service Agreement, Payment Policy, and filed Utility Easement for Keeler property located on the Northeast corner of 108th and Flat Armadillo Road.
- Service Agreement, Payment Policy, and Membership form for Shuler property along Moffatt Road near 108th, previous membership was with Ben Wright.
- December 18, 2019 – Sherman property – filed Application for Ad Valorem Tax Exemption for Charitable and Non Profit Entities. Application needed to remove property tax from the 2 acres located along SH39 between 108th and 120th Street.
- October 14, 2019 – Hydraulic Study conducted for Robert and Trinia Westcott for a property eventually purchased by Richard Crews.
- August 13, 2019 – Pay Applications for August 2019, Damage payment on ODWC land and Sherman land purchase.
- August 14, 2019 – Relinquishment of membership by Dennis and Jennie Idlett at 7801 Lewis Road.
- September 5, 2019 – Amendment to Mortgage and Final Title Opinion for Sherman property.

10. Treasurer's report

Previous checking - \$71,806.86	Current checking - \$80,020.15
Previous savings - \$13,255.60	Current savings - \$13,264.05
Previous Debit Service Reserve - \$50,186.94	Current Debit Service Reserve - \$51,236.17
Previous construction account - \$0.00	Current construction account - \$0.00

Note: items that were pre-approved in earlier meetings and have been purchased should be listed here and record the amounts expended.

A motion was made by Richard Murnan and seconded by Robert Grisham to approve the Treasurer report. A roll call vote was unanimous in favor and the motion carried.

11. Consider date and place for next regular meeting

- a. The next regular meeting will be 7 pm on February 13, 2020 at the Corbett Baptist Church.

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

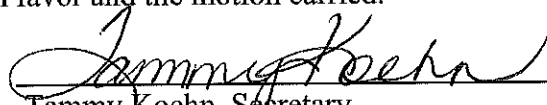
- a. Reminder: meter reading is scheduled for January 24, 2020.
- b. Next billing cycle will be on Thursday, January 30, 2020 with mailing on Saturday, February 1, 2019.

13. Public comments:

Don Wood and Misty Hunter were present. Don had a water filter showing the collection of silt from the water line. Ms. Hunter is a relative of Don Wood and is interested in serving on the Board.

14. Adjourn

The meeting was adjourned at 9:26 pm with a motion by Gary Koehn and seconded by David Standridge. Vote was unanimous in favor and the motion carried.



Tammy Koehn, Secretary
Cleveland County Rural Water District #1

ATTACHMENT #1 - MONTHLY TREASURER'S REPORT FOR: January 2020 Meeting

BALANCES	Previous	Current			Comments
McClain Regular Checking	\$71,806.86	\$80,020.15			PSN 1453.46, Reg 11271.71, New Member 2500.00, Total 15225.17
McClain Super T	\$13,255.60	\$13,264.05			8.45 Interest
McClain Super T Reserve	\$50,186.94	\$51,236.17			39.03 Interest + auto transfer 1010.20
First Fidelity	\$0.00	\$0.00			

BILLS PAID (Monthly)	TOTAL	Check	Date	Comments
Direct Withdraw or Debit Card	\$159.53			
Hughesnet	\$102.53	DW	12/23/20	
Cricket Phone	\$57.00	DBT	12/9/20	
PSN	\$89.00	AW	12/4/19	INV 1392003934 (AW automatic yearly fee is \$89)

OEC	\$938.00	DBT	12/31/19	
Well 1	\$430.00			
Well 2	\$364.00			
Well 3	\$61.00			
Bldg	\$83.00			

Wildlife Lands & Minerals	\$301.31	1267	12/12/19	Monthly Payment
American Waterworks	\$244.08	1263	12/4/19	inv 67039 67073
B&H Core Drilling				
H&H Plumbing	\$795.00	1266	12/4/19	(not cleared) install on Keeler Inv 35321
H&H Plumbing				
H&T Store	\$400.58	1262	12/4/19	Nov gas
Pearsons	\$5.49	1264	12/4/19	WD 40
Pioneer Supply	\$165.00	1268	12/12/19	inv 79552
UTS	\$44.00	1261	12/4/19	Inv from July
Haynes Equipment				
Core & Main				
ERT Lab	\$350.00	1265	12/4/19	inv 53095 53066
Moore Printing				

