

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

Thursday February 8, 2024
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on February 6, 2024 @ 7:00 pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 7:07 pm. Board members in attendance were Jo Ann Miller, Jeannie Salmon, Gary Koehn, and Richard Murnan. Robert Grisham arrived during agenda item #2a.

2. Accept minutes of past meeting(s).

- a. A motion was made by Jo Ann Miller and seconded by Jeannie Salmon to accept the January 11, 2024, Regular meeting minutes with a correction in agenda item 4c where "pages" was changed to "page". Voice vote was unanimous in favor and the motion carried.

3. Consider actions in support of construction.

- a. Regional water project:
 - i. EPA Contact for discussing the EPA waiver was provided by ODEQ's Emily Hoskin. Richard Murnan will contact Mr. Adrian Chavarria with the EPA to review what options we have to waiver the 20% matching required to receive the EPA grant.
 - ii. Contact information for Mr. Chavarria:
Mr. Adrian Chavarria,
Environmental Engineer,
State Revolving Fund Project Officer,
Drinking Water Infrastructure Section (6WD-AD)
US EPA-Region 6,
1201 Elm St., Suite 500,
Dallas, TX 75270-2102,
office 214-665-3103,
cell 817-368-8619,
email Chavarria.Adrian@epa.gov
- b. 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 starting with Geotech work (i.e., sampling of the subsoil strata) scheduled for February 9, 2024. We hope to have an update of the progress at our March Board Meeting.
- c. No other items were introduced.

4. Consider actions in support of operations.

- a. Monthly Operator's Report was provided by Royce Hinkle.
 - i. There have been three water leaks that have been repaired after the cold weather in mid-January.
 1. A leak was detected on our 10 inch line located about 1/8 mile

east of the 156th and SH 39 intersection. After uncovering the leak, the connector between the PVC and boring tubing was tightened and the leak stopped. This leak started after the cold weather in January.

2. A similar problem with the connector between the PVC and boring tubing was discovered just to the south side of Buckhead Creek along the east side of 144th Street. This was an 8" boring tube connected to a 6" PVC main. Repair was made by tightening the connector. This leak also started after the cold weather in January. Of special note, this water main was only buried about 14" to the top of the water main.
 3. Finally, a small leak at the intersection of 132nd and Lewis Road had been occurring since a county tractor/mower ran over the valve that serviced area south along 132nd. After uncovering the valve, the connector was tightened, and the leak stopped.
- ii. Efforts in locating a surge suppress for Well #1 have proved to be more difficult than expected. The search has located a vendor in Muskogee, OK. The company asked for customers to fill out a credit application before placing an order. The company is Dealer's Electric with main offices that processes applications being in OKC.
 - b. The annual insurance renewal package is due to the Oklahoma Rural Water Association (ORWA) by March 1, 2024, and insurance premium is due by April 15, 2024 to receive a 2.5% discount with the new policy starting June 1, 2024.
 - c. No additional monthly expenditures were added to the routine monthly invoices.
 - d. No other items were introduced.

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

- a. A motion was made by Richard Murnan and seconded by Robert Grisham to pay the \$1,600 invoice from Xtreme Construction for repairing the three water leaks listed under agenda item #4(i). Roll call vote was unanimous in favor and the motion carried.
- b. A motion was made by Jeannie Salmon and seconded by Gary Koehn to pay the invoice from Russell & Williams CPA for completing our audit for FY23 (July 1, 2022, thru June 30, 2023). The invoice was for \$5,100. Roll call vote was unanimous in favor and the motion carried. Eric Russell is the CPA that conducted the audit and would like to review the audit at a future Board meeting.
- c. A motion was made by Richard Murnan and seconded by Gary Koehn to pay the UTS invoice of \$1,579.79 for spare meters. The spare equipment is items listed in the County ARPA agreement as approved items covered by the ARPA funds.
- d. 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's report for our February Board meeting was provided for review. No questions were brought to the attention of the Treasurer. A motion was made by Richard Murnan and seconded by Robert Grisham to approve the February Treasurer report. Roll call vote was unanimous in favor and the motion carried.
- b. No other information was introduced.

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

- a. The next regular board meeting is scheduled for March 14, 2024, at the District Office/Shop.

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

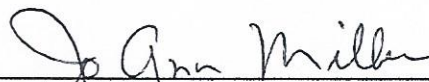
- a. Three items were mentioned:
- i. Generator purchase – would like to move on this item soon.
 - ii. Well #3 issue with the meter.
 - iii. Consider tractor purchase with County ARPA interest earned.

13. **Public comments.**

No members of the public were in attendance.

14. **Adjourn.**

The meeting was adjourned at 8:16 pm with a motion by Gary Koehn and seconded by Jo Ann Miller. Voice vote was unanimous in favor and the motion carried.



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