

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

Thursday March 14, 2024  
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on March 12, 2024 @ 7:30 am.

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

The meeting was called to order by Chairman Richard Murnan at 7:11 pm. Board members in attendance were Jo Ann Miller, Jeannie Salmon, Robert Grisham, and Richard Murnan. Gary Koehn was absent. Our System Manager Royce Hinkle was present.

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

- a. A motion was made by Jo Ann Miller and seconded by Jeannie Salmon to accept the February 8, 2024, Regular meeting minutes with no corrections necessary. Voice vote was unanimous in favor and the motion carried.
- b. A motion was made by Robert Grisham and seconded by Jeannie Salmon to accept the February 15, 2024, Special meeting minutes with one correction on agenda item #2(b), where the tractor model number was changed from “YT359” to “YM359”. Voice vote was unanimous in favor and the motion carried.

**3. Review of fiscal year 2023 audit (July 1, 2022, to June 30, 2023) by Eric Russell from Russell & Williams CPA’s PC**

- a. Mr. Russell contacted Richard Murnan on March 12, 2024, stating that he would need to reschedule the audit review for our next Board Meeting on April 11, 2024.

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

- a. Regional water project:
  - i. Contact was made with Mr. Adrian Chavarria from the Region 6 EPA office in Dallas. Mr. Chavarria provided guidance on several approved ways to obtain the necessary waiver. All the methods require information about income levels on the area.
- b. During our meeting, phone contact was made with Ms. Kim Hornbuckle with WDB Engineering. The Board asked questions on the status of work dealing with the County ARPA funds and on a received invoice for an Engineering Report. From this conversation, it appears that the water tower will be the first construction to start followed by the start of installing three new wells in the Lexington Wildlife Management Area. Currently, the well engineering work is held up while attempting to find an Electrical Engineer to design the power requirements for the new wells. Well construction is only available between January 16 to September 30 since hunting season is October 1 to January 15. For the expansion of the water mains to remove dead-end water lines, the work is waiting for CAD work to be completed.
- c. No other items were introduced.

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

- i. Monthly Operator's Report was provided by Royce Hinkle with no issues brought before the Board.
  - ii. Four individuals have contacted the District concerning possible new water meter installations. All necessary paperwork was sent to these individuals.
- b. A credit application for Dealer's Electric is needed for setting up an account so a surge suppressor for Well #1 can be ordered. The part can be ordered from Dealer's Electric's branch office in Muskogee, OK. who handle the Square D brand of electrical components. The application will be mailed into the Oklahoma City office following instructions from the Muskogee branch office.
- c. 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. The tractor will be added to the insurance.
- d. No additional monthly expenditures were added to the routine monthly invoices.
- e. The annual invoice for our website host, Go Daddy, will be coming due on June 9. Currently, Robert Grisham pays for the annual fee and the District reimburses him with a District check. The Board will contact the internet provider and update the account to charge the District credit card.
- f. No other items were introduced.

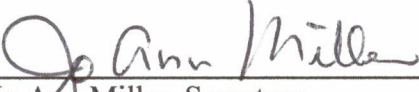
**6. Consider requests for non-routine expenditure.**

- a. A motion was made by Jeannie Salmon and seconded by Robert Grisham to pay the WDB Engineering invoice for the Engineering Report (\$12,000). The payment will come from our County ARPA funds. Roll call vote was unanimous in favor and the motion carried.
- b. Royce Hinkle had collected information and prices for a purchase of a portable generator/welder. After reviewing the four models provided, the Board agreed on a Miller Bobcat 230 generator/welder at \$6,245.00. A motion was made by Richard Murnan and seconded by Jo Ann Miller to purchase the generator/welder for the stated price. The necessary funds will come from the Interest Only account. Roll call vote was unanimous in favor and the motion carried.
- c. Jo Ann Miller stated there was a problem with temporary bank checks when using the "positive pay" with First Fidelity Bank checking accounts. Due to the temporary bank checks not having a check number printed where the Magnetic Ink Character Recognition (MICR) line is displayed along the bottom of the check. This MICR line commonly includes the bank routing number, customers account number, and check number. To halt the use of temporary bank checks, Jeannie Salmon suggested the District purchase standard numbered bank checks from Sam's Club package which includes a business 7 ring check binder, 300 duplicate checks, and 30 deposit slips. The District needs two separate packages, one for the Interest Only account and one for the OWRB ARPA account. The Board discussed using Account letters instead of a specific name (e.g., Account B) so unused checks can continue to be used when the Regionalization project begins. A motion was made by Richard Murnan and seconded by Robert Grisham to purchase the needed checks with each package being \$85.00 or less. Roll call vote was unanimous in favor and the motion carried.
- d. No other items were introduced.

7. **Review external interactions since last regular Board meeting.**
  - a. No interactions were mentioned.
  
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's report for our March Board meeting was provided for review. The Treasurer stated the cell phone charge is finally back to the normal charge of \$58/month. The Board had no questions for 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.
  
12. **Consider date and place of next regular meeting.**
  - a. The next regular board meeting is scheduled for April 11, 2024, at the District Office/Shop.
  
13. **Identify prior actions and agenda items for next regular meeting.**
  - a. Seven items were mentioned:
    - i. The possible purchase of additional gravel about the office/shop.
    - ii. Audit briefing by Eric Russell rescheduled for April Board meeting.
    - iii. Well #3 issue with the meter.
    - iv. Credit application submitted to Dealer's Electric and status of ordering surge suppressor.
    - v. Internet Provider (i.e., Go Daddy) account billing updated to District credit card.
    - vi. Status of insuring the tractor/backhoe and attachments.
    - vii. Status of new bank checks.
  
14. **Public comments.**

No members of the public were in attendance.
  
15. **Adjourn.**

The meeting was adjourned at 9:32 pm with a motion by Robert Grisham and seconded by Jeannie Salmon. Voice vote was unanimous in favor and the motion carried.

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