

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

Thursday, March 12, 2020

The agenda for the meeting was posted at the meeting location on March 11, 2020 @ 9:15 am.

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:10 pm. Board members present were Jeannie Salmon, Robert Grisham, Gary Koehn, and Richard Murnan. Tammy Koehn and David Standridge were absent.

2. Consider actions in support of construction

- a. Gary Koehn presented several options for construction of the District's Office/Shop building.
- b. A decision was made to move forward with the construction of the required fencing to separate District lands from the Sherman property. Gary Koehn will be meeting with member Don Wood and Lopez Fencing to start the fencing construction. No members present disagreed with this action.
- c. Gary Koehn suggested the District consider hiring a construction manager to oversee the building construction and inside work. Jason Pruitt will be contacted to request estimates for this project with land preparation as a separate cost item. Jason Pruitt constructs homes and other buildings.
- d. In the February meeting, the Board discussed pricing of different size meters and the pros and cons involved with larger meters. The topic was readdressed with the action to adopt a set of membership rates associated with the three smaller sizes of 5/8", 3/4", and 1" meters.
- e. A motion was made by Jeannie Salmon and seconded by Gary Koehn to adopt the following membership fees for the following specific size meters:
 - 5/8" meter remains at the current rate of \$2,500, demand flow 1/8 to 20 gpm, continuous flow of 10 gpm.
 - 3/4" meter rate set at \$2,900, demand flow 1/4 to 30 gpm, continuous flow of 15 gpm.
 - 1" meter rate set at \$5,500, demand flow 3/8 to 50 gpm, continuous flow of 25 gpm.

A roll call vote was unanimous in favor and the motion carried.

- f. No other items were introduced.

3. Take Oath of Office – New Director Don Wood

- a. The District issued the Director's Oath of Office to member Don Wood located at 21260 144th Street. The new Director will be required to take six hours of Board Director training of which can be accomplished at the ORWA 2020 Annual Conference in April.

4. Accept minutes of past meeting(s)

- a. No minutes were available for the February 2020 meeting.

5. Consider actions in support of operations

- a. Monthly Operator's Report included:

- A lock was placed on flush valve near 180th and Moffatt Road during February. Recent inspections of the locked flush valve confirm no attempts have been made to steal water at this location.
- Major construction is planned to replace the concrete culvert planned for 144th and Lewis Road. Schedule of when this work will occur has not been determined.
- A recent meeting with the Oklahoma Department of Environmental Quality (ODEQ) occurred with discussion topics that included collecting water samples from users looking for copper and iron readings, adding sampling stations, and reporting pesticide and herbicide use in the Lexington Wildlife Management Area.
- The Oklahoma Water Resources Board (OWRB) Annual Water Usage report was mailed on March 10, 2020.
- A status of the UTS meter replacement on Well #3 was provided with expectations the work would be completed by the end of March.
- Containment shelter interior at Well #3 has been cleared of vegetation and weed block fabric was installed and river rock used to cover the fabric. Same effort will occur at Well #1 containment shelter.
- A google spreadsheet is available to report the chlorine reading throughout the system.

- b. Annual audit efforts continue with McClain Bank Checking account ratified. Other three accounts remain but they have a smaller number of entries.

- c. No other items were introduced.

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

- a. Motion was made by Don Wood and seconded by Gary Koehn 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 Robert Grisham and seconded by Jeannie Salmon to ratify the expenditure for Royce Hinkle for February work completed as an independent contractor. A roll call vote was unanimous in favor and the motion carried.

- c. Motion was made by Richard Murnan and seconded by Robert Grisham to reimburse Royce Hinkle for \$284.06 which includes 37 bags of river rock for \$146.89 (Walmart, Purcell, OK.), \$71.24 for 5 gallons of weed control chemicals (Farmers Coop, Wayne, OK), \$.65.92 for oil and filter for routine maintenance of District truck (O'Reilly Auto Parts, Purcell, OK.). A 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. March 11, 2020 – Discussion with the US Department of Agriculture/Rural

Development (USDA/RD) agent, Ms. Shelley Bookout, about high level specification for the office/shop building and options building the structure.

- b. March 5, 2020 – Contact with ORWA Assurance Group to renew the truck insurance, bonding of Board Members who have the capability to sign checks. Insurance starts 6/1/2020 and is due by April 1.
- c. March 11, 2020 – Contact with Adam Hudson about questions on availability of rural water.
- d. No items were introduced.

8. Chairman’s report

- a. The 1099-MISC forms were finally received by T.J. Chester, Richard Tarp, and Royce Hinkle in mid-February. Paperwork was submitted in mid-January and electronically submitted by our CPA, Michael Mettry. Royce Hinkle received his form on February 10, 2020.
- b. ORWA 2020 Annual Conference is in Norman. The dates are April 14-16, 2020 and the Chairman asked how many would be attending so the correct forms for Board Training could be submitted.
- c. ODEQ has requested we contact landowners within a ¼ mile radius of our water wells and inquire what pesticides and herbicides have been used. The Oklahoma Department of Wildlife Conservation (ODWC) is the only landowner. Contact will be made with ODWC to obtain the information. Without this list of chemicals used, we would need an extensive test costing in excess of \$1,500. With knowledge of what chemicals to test for the cost is greatly reduced.

9. Vice Chairman’s report

- a. The Oklahoma Electric Cooperative (OEC) will offer internet service to our control room next to the water standpipe. The service can offer an static IP address which is necessary to accommodate our Micro-Comm System Control and Data Acquisition (SCADA) equipment. Service will be \$85 per month which is approximately \$15 less than the HughesNet currently in use. Actions to make the transfer to OEC Fiber are to move forward with the vendor change.

10. Secretary’s report

The Secretary was not present.

11. Treasurer’s report

Previous checking - \$83,013.32	Current checking - \$92,071.09
Previous savings - \$14,626.69	Current savings - \$15,989.63
Previous Debit Service Reserve - \$52,286.26	Current Debit Service Reserve - \$53,334.47
Previous construction account - \$0.00	Current construction account - \$0.00

A motion was made by Gary Koehn and seconded by Robert Grisham to approve the Treasurer report with a correction in the “Comments” for the McClain Super T account of the Total should reflect \$14,678.57 instead of \$14,676.57 and an \$309.11 expenditure (check #1285) should be added for the H&T Store. A roll call vote was unanimous in favor and the motion carried.

12. Consider date and place for next regular meeting

- a. The next regular meeting will be 7 pm on April 9, 2020 at the Corbett Baptist Church.

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


- a. County reimbursement for line break.
- b. Updates on construction at 144th and Lewis Road – current work was by surveyors in preparation of sending out bids for the work.

14. Public comments:

No visitors were present.

15. Adjourn

The meeting was adjourned at 9:09 pm with a motion by Gary Koehn and seconded by Don Wood. Vote was unanimous in favor and the motion carried.

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Tammy Koehn, Secretary
Cleveland County Rural Water District #1

ATTACHMENT #1 - MONTHLY TREASURER'S REPORT FOR : March 2020 Meeting w/ Corrections

BALANCES	Previous	Current	Comments		
McClain Regular Checking	\$83,013.32	\$92,071.09			PSN 1118.22, Reg 11060.35, New Member 2500.00, Total 14,678.57
McClain Super T	\$14,626.69	\$15,989.63			Interest 8.77 + auto transfer 1354.17
McClain Super T Reserve	\$52,286.26	\$53,334.47			Interest 38.01 + auto transfer 1010.20
First Fidelity	\$0.00	\$0.00			

BILLS PAID (Monthly)	TOTAL	Check	Date	Comments
Direct Withdraw or Debit Card	\$159.54			
Hughesnet	\$102.54	DW	2/24/20	Direct Withdraw (DW)
Cricket Phone	\$57.00	DBT	2/10/20	Debit Card (DBT)

OEC	TOTAL	Check	Date	Comments
	\$374.00	1289	2/18/20	
Well 1	\$107.00			
Well 2	\$109.00			
Well 3	\$67.00			
Bldg	\$91.00			

Wildlife Lands & Minerals	\$301.31	1288	2/11/20	Monthly Payment
American Waterworks				
B&H Core Drilling				
H&H Plumbing				
H&H Plumbing	\$1,190.00	1292	2/18/20	INV 35441, repair for county damage
H&T Store	\$309.11	1285	2/11/20	gas
Pearsons				
Pioneer Supply	\$405.50	1287	2/11/20	INV 80962 & 80615
UTS				
Haynes Equipment				
Core & Main				
ERT Lab	\$25.00	1286	2/11/20	
VOC				
VOC				
Bac T	\$25.00			
Bluebook	\$291.97	DBT	2/12/20	
Moore Printing				

OTHER Payments Approved				
Richard Murnan				
Royce Hinkle - Parts	\$32.39	1290	2/18/20	postage, gloves, towels
POE & Associates	\$200.00	1291	2/18/2020	Vanoostrum Study

TOTAL Bills PD	\$3,288.82			
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CONTRACTORS				
Royce Alan Hinkle	\$2,500.00	1203	2/28/20	Payment for February 2020
Royce Alan Hinkle				

CONTRACTOR TOTAL	\$2,500.00			
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Monthly Expenditures	\$5,629.28			
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