

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

Thursday, April 13, 2023  
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on April 9, 2023 @ 6:10 pm.

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

The meeting was called to order by Chairman Richard Murnan at 7:04 pm. Board members in attendance were Robert Grisham, Jeannie Salmon, JoAnn Miller-Dudgeon, Gary Koehn, and Richard Murnan. Board Member David Standridge was absent.

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

- a. A motion to accept the minutes of the March 9, 2023, Regular Meeting was made by Jo Ann Miller-Dudgeon and seconded by Gary Koehn to accept the minutes with the following changes:
  - i. add the words “seconded by” before Gary Koehn under agenda item 5(b),
  - ii. change the phrase “... meeting were the District...” to “... meeting where the District ...” under agenda item 7(c), and
  - iii. change the phrase “...Office to additional...” to “...Office as additional...” under agenda item 7(c).

Voice vote was unanimous in favor and the motion carried.

**3. Consider actions needed for approval of District Policies and Procedures.**

- a. Non-Discrimination Policy – A motion was made by Robert Grisham and seconded by Jeannie Salmon to approve this policy. A roll call vote was unanimous in favor and the motion carried. Policy was signed by those Board Members present for this meeting.
- b. No other policies or procedures were introduced.

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

- a. Regional water project.
  - i. A meeting is planned with the County on April 20, 2023, to discuss reporting details required for the American Recovery Plan Act (APRA) funds.
- b. Consider a resolution or other actions to officially select a vendor to relocate the waterline at the intersection of 144<sup>th</sup> and Lewis Road.
  - i. WDB Engineering provided the necessary documents to select Sunrise Construction, LLC located in Eufaula, OK to complete waterline relocation work at the intersection of 144<sup>th</sup> and Lewis Road. The list of documents provided were: “Notice of Award”, “Contract for Waterline Relocations along 144<sup>th</sup> Avenue & Lewis Road”, and “Notice to Proceed”.
  - ii. No resolution was presented, only the documents WDB Engineering provided were addressed.
  - iii. A motion was made by Gary Koehn and seconded by Robert Grisham to approve the supplied documents and allow Chairman, Richard Murnan to

sign for the District and Secretary, Jo Ann Miller-Dudgeon to attest the contract (along with District's seal). A roll call vote was unanimous in favor and the motion carried.

- iv. The documents will be forwarded on to WDB Engineering to coordinate with Sunrise Construction, LLC.

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

- a. Monthly Operator's Report.
  - i. No issues have occurred since the last Board meeting in March. Report offered by Royce Hinkle.
- b. Consider additional monthly expenditures to be added to the routine monthly invoices.
  - i. No additional vendors were either added or removed.
- c. Other items as introduced.
  - i. The Board was provided Auditor information provided by Russell & Williams CPAs, PC, 2812 NW57th Street, Suite 102, Oklahoma City, Oklahoma 73112, (405-607-8743). Primary contact with Russell & Williams is Mr. Casey J. Russell, CPA, MBA (email: [caseycpa@hotmail.com](mailto:caseycpa@hotmail.com)). Copies of the CPA's resume and Engagement Letter were discussed.
  - ii. After several months of searching for an Auditor, the Board moved to consider the Engagement Letter from Russell & Williams based on cost comparisons, their familiarity with rural water districts (as well as the Sequoyah Software package), and capability to perform a "Single Audit" when over \$750,000 of federal funds are spent during a fiscal year.
  - iii. A motion was made by Gary Koehn and seconded by Jeannie Salmon to approve the Engagement Letter with Russell & Williams, CPAs, PC for the audit of FY 2022 and allow the Chairman to sign the necessary documents. A roll call vote was unanimous in favor and the motion carried.

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

- a. Jo Ann Miller-Dudgeon successfully obtained the needed five self-inking rubber stamps for our District to handle incoming checks, purchase orders, and packages. The cost for the self-inking rubber stamps \$87.60. Based on a February 9, 2023 motion to reimburse her for the expenditure, the Treasurer provided reimbursement for the full amount.
- b. No other expenditures were introduced.

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

- a. No external 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 reports prepared for the March 2023 and April 2023 board meetings were provided to the Board for consideration.
- b. A motion was made by Richard Murnan and seconded by Robert Grisham to accept the March 2023 Treasurer report without changes. Roll call vote was unanimous in favor and the motion carried.
- c. A motion was made by Jo Ann Miller-Dudgeon and seconded by Gary Koehn to accept the April 2023 Treasurer report with the addition of the ORWA annual insurance payment of \$3,797.14 (check # 1575).
- d. No other information was introduced.

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

- a. The next regular board meeting had been scheduled for May 11 @ 7pm at the District's Office/Shop. However, at least two Board members would not be available for a May 11 meeting. After discussing options for an alternative meeting date, a decision was made to hold a special board meeting on Tuesday, May 16, 2023 @ 7pm at the District's Office/Shop.

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


- a. Regional Project.
- b. Status of selecting an auditor.
- c. Update on a planned April 20, 2023, meeting to discuss the County ARPA funds.
- d. 144<sup>th</sup> and Lewis Road water line relocation.
- e. Updates on work with the Sheriff's Office.

**14. Public comments.**

No visitors were present.

**15. Adjourn.**

The meeting was adjourned at 8:31 pm with a motion by Gary Koehn and seconded by Richard Murnan. Voice vote was unanimous in favor and the motion carried.

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