

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

Thursday, August 13, 2020

The agenda for the meeting was posted on the District's website on August 12, 2020 @ 6:00 pm. This meeting was conducted in accordance with 25 O.S §306 (C) (Signed and enacted March 18, 2020). All Board Members joined this meeting via videoconference from their residence. The posted agenda invited and provided instructions for the Public to join by either videoconference or teleconference.

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

The meeting was called to order by Chairman Richard Murnan at 7:06 pm. Board members in attendance were Jeannie Salmon, Robert Grisham, Gary Koehn, Tammy Koehn, and Richard Murnan. Board members Don Wood and David Standridge were absent.

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

- a. A motion to accept the minutes of the July 9, 2020 Regular Meeting was made by Jeannie Salmon and seconded by Robert Grisham with no changes. Voice vote was unanimous in favor and the motion carried.
- b. A motion to accept the minutes of the August 6, 2020 Special Meeting was made by Gary Koehn and seconded by Robert Grisham with no changes. Voice vote was unanimous in favor and the motion carried.
- c. No other items were introduced.

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

- a. The Flat Armadillo extension currently has three hydraulic studies that have been requested and forwarded on to POE and Associates for approval. If the hydraulic studies are official approved, collection of the needed membership fees, required boring fees, and recovery of the \$400 fee charge by POE and Associates to review the plans provided from MacBax Engineering.
- b. The fencing project will begin during the weekend of either August 22 or August 29. Robert Grisham will coordinate with Lopez fencing on the timing for the fencing material delivery.
- c. Following the August 6 Special Meeting, Richard Murnan met with Vance Wright (Owner of Better Barns) to confirm we approved the estimate with one modification to reduce the number of garage doors from three to two. The savings from the garage door reduction will likely cover the outside concrete work needed for an ADA compliant van parking space (18'L x 11'W), an entrance sidewalk between the main entrance and the van unloading area, entrance aprons extending 5 foot in front of each garage door, and a entrance apron for the shop area personnel door entrance..
- d. Robert Grisham has contacted OEC about providing power. A meeting is planned for August 20, 2020 at the Office/Shop building site. Power requirements are not

necessary when the metal building is being built, but a temporary meter pole will be necessary during the interior office construction. Vance Wright with Better Barns suggested we look into a security light from OEC.

- e. Jeannie Salmon has made the Containment Shelter veneer order. Plans are to have Royce Hinkle install the veneer panels. The panels will be painted once the panels are in place. Jeannie will contact Texture Plus on what type of paint we should use to cover the panels. We anticipate a latex based paint should work for the veneer. If we need to paint the well houses to match, a concrete stain is likely the best option.
- f. After a period of discussion, the building colors were selected. A motion was made by Jeannie Salmon and seconded by Tammy Koehn to select "Desert Sand" for the roof and lower portion of the walls then "Hawaiian Blue" for the major portion of the walls. A voice vote was unanimous in favor and the motion carried.
- g. No other items were introduced.

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

- a. Monthly Operator's Report included:
  - Well #3 is operational but has not been used until the new meter is activated. Sensus representative plans to activate the meter will next week.
  - System Operator will be attending Operator renewal training on August 20, 2020 (held at Anadarko).
- b. No new vendors were considered for addition to routine monthly expenditure list.
- c. No other items were introduced.

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

- a. Motion was made by Richard Murnan and seconded by Gary Koehn to ratify the August meeting Treasurer report (Attachment #1) that included:
  - paid July Routine Monthly Invoices and
  - the July expenditure for Royce Hinkle for work completed as an independent contractor.A roll call vote was unanimous in favor and the motion carried.
- b. No other items were introduced.

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

- a. There were no external meetings.

**7. Chairman's report**

- a. The annual Limited English Proficiency plan will require action prior to mid-September 2020. The conditions have not changed since last year. A motion was made by Tammy Koehn and seconded by Robert Grisham to update last year's plan where necessary and submit to the USDA/RD prior to the due date. A voice vote was unanimous in favor and the motion carried.
- b. No other items were introduced.

**8. Vice Chairman's report**

- a. No items were introduced.

**9. Secretary's report**

The following documents were submitted to the Record:

- A July 22, 2020 letter to Dr. Haralson, County Commissioner for Cleveland County District #3 concern assistance preparing a building site.
- A July 22, 2020 letter to Dr. Haralson, County Commissioner for Cleveland County District #3 concern assistance with parking area and flush area west of fenced area.
- A July 29, 2020 letter to Dr. Haralson, County Commissioner for Cleveland County District #3 concern assistance filling a sinkhole at the southwest corner of 180<sup>th</sup> Street and SH 39.
- Our annual Limited English Proficiency (LEP) plan of service signed for September 11, 2020. The date matches up with our previous plan submitted in September 2019.

**10. Treasurer's report**

Previous checking - \$106,743.34	<b>Current checking - \$110,250.84</b>
Previous savings - \$20,063.92	<b>Current savings - \$22,774.08</b>
Previous Debit Service Reserve - \$57,440.66	<b>Current Debit Service Reserve - \$58,463.26</b>
Previous construction account - \$0.00	<b>Current construction account - \$79,553.75</b>

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 September 10, 2020 via videoconferencing.

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

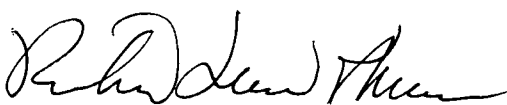
- a. Building status
- b. Land leveling and gravel/rock to the tower.
- c. OEC power status.
- d. Containment shelter veneer status, paint requirement, paint sprayer.

**13. Public comments:**

No visitors were present.

**14. Adjourn**

The meeting was adjourned at 8:41 pm with a motion by Gary Koehn and seconded by Robert Grisham. Vote was unanimous in favor and the motion carried.

  
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for → Tammy Koehn, Secretary  
Cleveland County Rural Water District #1

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

BALANCES	Previous	Current			Comments
McClain Regular Checking	\$106,743.34	\$110,250.84			PSN 2235.50, Reg 11027.13, Hydraulic Study 0.00, <b>Total 13262.63</b>
McClain Super T	\$20,063.92	\$22,774.08			Interest 1.82 + auto transfer 1354.17 taken out on 7-1 and again on 7-31
McClain Super T Reserve	\$57,440.66	\$58,463.26			Interest 12.40 + auto transfer 1010.20
First Fidelity	\$0.00	\$79,553.75			2 checks outstanding

BILLS PAID (Monthly)	TOTAL	Check	Date	Comments
<b>Direct Withdraw or Debit Card</b>	\$160.90			
Hughesnet	\$102.50	DW	7/22/20	
Cricket Phone	\$58.00	DBT	7/9/20	
Google Suites	\$0.40	DW	7/2/20	

<b>OEC</b>		\$465.00	DBT	6/24/20	
Well 1	\$142.00				
Well 2	\$190.00				
Well 3	\$67.00				
Bldg	\$66.00				

Wildlife Lands & Minerals		\$372.81	1325	6/24/20	Monthly Payment (increase of 71.50 per mo effective in APR)
American Waterworks					
B&H Core Drilling					
H&H Plumbing					
H&H Plumbing					
H&T Store	\$258.33	\$258.33	1328	7/15/20	gas
Pearsons					
Pioneer Supply					
Pioneer Supply					
UTS					
Haynes Equipment					
Core & Main					
ERT Lab		\$350.00	1329	7/15/20	SEE BELOW
VOC Chlorination Station for Wells	\$325.00		1329	7/15/20	INV 76452
Bac T	\$25.00		1329	7/15/20	INV 76571
Mid-American Chemical		\$430.00	1330	7/15/20	INV 113235 2 chlorine, 1 deposit + exp

BlueBook					
Moore Printing					
<b>OTHER Payments Approved</b>					
Richard Murnan					
Royce Hinkle - Parts		\$105.55	1327	6/30/20	TSC 65.97 & Ace 39.58
DEQ		\$216.00	1332	7/15/20	INV 20062190292 Annual Public Water Supply
<b>TOTAL Bills PD</b>		<b>\$2,358.59</b>			
<b>CONTRACTORS</b>					
Royce Alan Hinkle		\$2,500.00	1334	7/30/20	Payment for JULY
Royce Alan Hinkle					
<b>CONTRACTOR TOTAL</b>		<b>\$2,500.00</b>			
<b>Monthly Expenditures</b>		<b>\$4,858.59</b>			