

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

Thursday, August 11, 2022  
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on August 9, 2022 @ 6:45pm.

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

The meeting was called to order by Chairman Richard Murnan at 7:10pm. Board members in attendance were Robert Grisham, JoAnn Miller-Dudgeon, Gary Koehn, and Richard Murnan. Board member David Standridge, Jeannie Salmon, and Tammy Koehn were absent.

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

- a. A motion to accept the minutes of the June 14, 2022, Special Monthly Meeting was made by JoAnn Miller-Dudgeon and seconded by Robert Grisham with no changes required. Voice vote was unanimous in favor and the motion carried.
- b. The July 2022 monthly meeting was cancelled.

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

- a. Regional water project.
  - i. On August 10, 2022 @ 9am, an informational meeting on options the County is considering how to transfer the American Recovery Plan Act funds to the District. Individuals present at the meeting were District Board Members JoAnn Miller-Dudgeon, Robert Grisham, and Richard Murnan and representing the County, John Roberts (District #3 Deputy Commissioner) and Brian Wint (County Project Manager - 405-366-0670 – email: [bwint@clevelandcountyyok.com](mailto:bwint@clevelandcountyyok.com)).
  - ii. The County is considering three methods for fund transfers:
    1. As a beneficiary – County would present the district with a check for the total amount and the district would be responsible how the funds are used as well as tracking the funds.
    2. As a sub-Recipient – County would oversee monthly request for funds that would require a similar method employed by the USDA/RD of accepting applications for reimbursement from vendors. The process would start each month by each vendor submitting an itemized monthly invoice to the District's Engineer. The Engineer will generate a standardized payment application that summarizes the vendor's request for reimbursement, next that application is moved to the District's Board of Directors for approval along with the Engineer's approval. Finally, the application for reimbursement is moved to the "Recipient", in this case the County, for approval and reimbursement with funds transferred directly to a dedicated Banking account of which the district can distribute checks directly to the vendors.
    3. As a contractor – County would contract with the district to install the water line. This method was not explored in the meeting, because it was not preferred by the County for this type of project.
  - iii. County is considering transferring the funds via the beneficiary method.

- b. Extension of control building flush valve outlet.
  - i. Project is complete: Total payment was \$9,250 which consisted of the \$7,800 bid plus and additional work of \$1,450 required to determine if the reducer from an 8" line to a 4" line was a problem with surface water still building up on the property. A W9 was collected from Larry Standridge for the purpose of issuing a MISC-1099 for the tax year.
- c. ADA compliant parking.
  - i. Four bids for a 25'x18' concrete parking area have been received. The parking must provide a van handicapped parking space (11' wide), a 5' wide aisle that leads from the parking area to the existing entry porch, plus provide one additional visitor parking area (8' wide). The extra 1 foot of width will allow any issues with placement of paint lines widths to meet ADA compliance.
  - ii. Work on the ADA compliant parking is on hold until funds are available.
- d. No other items were introduced.

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

- a. Monthly Operator's Report.
  - i. No major issues with the system since our June meeting.
- b. Consider additional monthly expenditures to be added to the routine monthly invoices.
  - i. No additional vendors were either added or removed.
- c. Membership drive on proposed new distribution waterline loops.
  - i. A mass mailing will be needed to reach residence along the proposed waterline loops. A collection of addresses will be necessary, which takes some time.
- d. Other items as introduced.
  - i. The Board received the resignation letter from Tammy Koehn to be relieved of her Board Member position as well as covering the Board Secretary position. The Board accepted her resignation.
  - ii. District records stored by Gary and Tammy Koehn should be moved to District's new office.
  - iii. Tammy Koehn was also issued a post office key of which will be returned to the District.
  - iv. An updated Limited English Proficiency (LEP) document was prepared with a date of September 8, 2022. A motion was made by Robert Grisham and seconded by Gary Koehn to approve the document and to allow Richard Murnan to sign, then submit to the USDA/RD (Ms. Shelly Bookout) prior to the annual renewal date of mid-September.

5. **Consider requests for expenditure.**

- a. Credit Card purchases need to be documented and approved by the Board at each meeting.
- b. For the record, the Credit Card balance of \$1061.13 included expenditures for:
  - i. Fuel = \$668.86
  - ii. Truck Tire = \$249.90
  - iii. USA Blue Book (Ph meter) System Maintenance = \$142.37

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

- a. Aug 11, 2022, Richard Murnan had a phone conversation with Justin Hodge,

ODEQ's representative for Drinking Water State Revolving Funds, and he will serve as our Project Manager. ODEQ is using OWRB criteria to provide funds. Spoke about a maximum of \$1M of the project. Expressed to Justin Hodge, that this regional water expansion is being done at the request of ODEQ to solve issues with arsenic, lead, and uranium. Our District has the water capacity to supply the expansion, but we are not willing to take on additional debt. All needed funds to support this expansion need to be supplied as grant funds.

7. **Chairman's report.**

- a. Contacted by USDA/RD, Ms. Ashlie Gregg ([Ashlie.Gregg@usda.gov](mailto:Ashlie.Gregg@usda.gov)) about a need for our financial records from 2020 and 2021. They are willing to take a trial balance and journal entry information in place of an Audit.
- b. All financial data from 2003 to July 2022 has been entered into available accounting software.
- c. Recent actions have been focused on comparing entered data to bank statements.

8. **Vice Chairman's report.**

- a. The website has been moved to Rural Impact and several District documents have been entered into the website. The website is fully operational.
- b. The Vice-Chairman question if the District should include the Treasurer report as part of the District minutes.
- c. A motion was made by Robert Grisham and seconded by Richard Murnan to remove the Treasurer Report from future posted District minutes. The financial information that will be include is the end of month balances for the bank accounts. Voice vote was unanimous in favor and the motion carried.

9. **Secretary's report.**

- a. Secretary was absent.

10. **Treasurer's report.**

Treasurer was absent. A detailed August Treasurer report, covering July expenditures, was not provided for the August Board meeting.

Summary of the end of July 2022 First Fidelity Bank and McClain Bank account balances were:

McClain Bank:

- Checking = \$4,318.92,
- Savings = \$24,098.64, and
- USDA/RD Reserve Savings = \$83,020,51.

First Fidelity Bank:

- Checking = \$0.00.

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

- a. The next regular board meeting scheduled to be held on September 8, 2022, at the Office/Shop building.

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

- a. Regional Project.

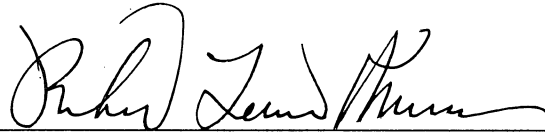
**13. Public comments.**

Visitors were Gina and Randy Graham and James Keeler. The Graham's recently moved to a new home between Flat Armadillo Road and Box Road on 132<sup>nd</sup> Street. After drilling two test water wells, neither yielded suitable drinking water. Options to purchase water locally with Purcell and Lexington have presented issues and they have resorted to moving water from Oklahoma City in a 200-gallon water storage tank. The Graham asked if the district might be able to help until a water line could be installed along 132<sup>nd</sup>.

The district took action to allow the Graham's to use the outdoor no freeze hydrant on the west side of our office/shop. The Graham's agreed to place a lock on the hydrant and supply the District access to the lock. The Graham's agreed to pay for the water as if they were a regular resident customer and they would receive a monthly bill for water used. The District's Office/Shop meter will be temporary reassigned to the Graham's. As of August 11, 2022, only 76.30 gallons of water have been used since the meter was installed earlier in 2022.

**14. Adjourn.**

The meeting was adjourned at 8:30 pm with a motion by Gary Koehn and seconded by JoAnn Miller-Dudgeon. Vote was unanimous in favor and the motion carried.



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Richard Murnan, Acting Secretary  
Cleveland County Rural Water District #1