

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

Thursday, September 9, 2021
7pm at Corbett Baptist Church

The agenda for the meeting was posted at the meeting location on September 7, 2021 @ 6:35 pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 7:07pm. Board members in attendance were Jeannie Salmon, Robert Grisham, Gary Koehn, and Richard Murnan. Board members Tammy Koehn and David Standridge were absent.

2. Accept minutes of past meeting(s).

- a. A motion to accept the minutes of the August 12, 2021 Regular Meeting was made by Robert Grisham and seconded by Jeannie Salmon with no changes needed. Voice vote was unanimous in favor and the motion carried.

3. Consider actions in support of construction.

- a. Update on planned actions on SH 39 District property (office/shop building).
 - i. Office sheetrock was installed and textured.
 - ii. Concrete was poured on east and south side of building.
 - iii. Outside security lights installed on east and west sides of building.
 - iv. Lights in shop area are operational.
 - v. Concrete floor in office has been cleaned and sealed.
- b. Regional water project.
 - i. August 13, 2021 - Letter was sent to Poe and Associates for a copy of the hydraulic water model.
 - ii. September 8, 2021 - Richard Grotte (POE and Associates) was contacted about the status of the letter.
- c. WDB Engineering notified of District's decision.
 - i. August 13, 2021 – WDB Engineering contact to convey the Board action on August 12 to use WDB Engineering for the Regional Water project.
 - ii. September 8, 2021 – Kim Hornbuckle (WDB Engineering) was contacted on the status of transferring the hydraulic water model to WDB Engineering. This is in preparation of a feasibility study for the Regional Water Project to serve areas south of Noble.
- d. No other items were introduced.

4. Consider actions in support of operations.

- a. Monthly Operator's Report.
 - i. The Board was briefed on the attempts to repair a water leak along 144th Street. The leak had pooled in a driveway and repairs to the driveway were made. Investigation to locate the leak were unsuccessful in locating the leak since the request for a locate had only been request about 150 feet around the visible leak. The leak was traveling along the outside of the pipe and at the rate of about 5 gallons of water per day.
 - ii. A request for an additional meter is anticipated near the location where a

multiple meter configuration exists along Flat Armadillo Road between 108th and 120th Street.

1. The meter serving Account #132 was resized from a 5/8" meter to a 1" meter which also required resizing the meter set. A new blue poly 2" service line was installed. This service line travels west from the meter, then bored underneath a gravel driveway and travels north on the west side of the driveway that leads into the interior of the larger property.
 2. In the same trench as the service line for Account #132, a new 1" service line was installed for a potential new water meter that terminates on the east boundary of a 3-acre parcel located between Account #131 and #132. The owner of the property has contacted the District and membership application material has been sent via email.
 3. The service line connected to Account #131 was redirected back across Flat Armadillo Road to the south, then west, then across Flat Armadillo Road to the north to reach the property served by Account #131. The original service line installed by Pruitt Investments was abandoned due to not having a utility easement to cover the original service line. The new 1" service line plus a tracer wire was encased in a flexible (orange) conduct and bored the entire length of the new service line from the meter to Account #131 property. Note: this redirected service line will be a factor for the District if the water main is extended west to 108th Street.
 4. The service line for Account #134 has been installed to serve the 40-acres located east of the meter location.
- b. ODEQ Lead Exceedance letter
- i. 101 letters were sent out to the general membership concerning the lead exceedance that occurred at two of the five test sites. Along with the required ODEQ notice, the District provided additional information about the lead testing results and the importance of regular testing our drinking water. A total of four members called with question about the letter.
 - ii. ODEQ was contacted with a summary of what the District had completed on the lead issue.
- c. Consider additional monthly expenditures to be added to the routine monthly invoices.
- i. No new vendors were added to the list considered under the routine monthly invoices.
- d. No other items were introduced.

5. Consider requests for expenditure.

- a. A motion was made by Jeannie Salmon and seconded by Robert Grisham to reimburse Richard Murnan \$182.57 for: (8/2/2021 - USPS) 200 postcard stamps (\$0.40 each) totaling \$72.00 to USPS (\$0.36 each), (8/13/2021 Sam's Club) for paper (\$6.25) and envelopes (\$10.98), and (9/2/2021 – USPS) 200 postcard stamps (\$0.40 each) plus 23 first class stamps (\$0.58 each) totaling \$93.34. A roll call vote was unanimous in favor and the motion carried.

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

- a. August 25, 2021 – Conversations with Poe & Associates concerning letter to request hydraulic water model. Stressed we need the water model to begin the feasibility study for the regional water project.
- b. September 2, 2021 – Left message with Richard Grotte about the sending the hydraulic water model.
- c. September 7, 2021 – Spoke with Richard Grotte and Jess Gilbreath will be making the backup of the Hydraulic water model.
- d. September 7, 2021 – Contacted County Commissioner Harold Haralson about visiting our facilities (new office/shop, control building, and one of our well sites). I also asked if the Commissioner could invite a member of the County Sheriff Office to see the office/shop for developing a cooperative agreement with the County Sheriff Office for a potential post (either share our facility or allow a temporary Sheriff facility) in the far southern Cleveland area.

7. **Chairman's report.**

- a. An annual update to the Limited English Proficiency plan will be completed and forwarded to the USDA/RD. Contacts with the USDA/RD point to additional reference material available to determine if multi-language options are needed. As such, no changes are anticipated to the previous year plan except for updating the date of the plan.
- b. Quickbooks Online subscription has been canceled and currently working with Sequoyah Software to move early year accounting information into their system.

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

- a. The Board was briefed on the status of the new website. Developer will have the new site operational during September. A training video is being created to allow Board members to update the website with needed documents.

9. **Secretary's report.**

- a. The secretary was absent, and no report was available.

10. **Treasurer's report.**

- a. Review and ratify past monthly Treasurer Reports for income and expenditures cleared during June, July, and August 2021. The bank statements for July and August from McClain Bank have arrived late which causes difficulty creating the Treasurer Report in a timely manner.
 - i. A motion was made by Gary Koehn and seconded by Richard Murnan to ratify the July 2021 meeting financial report (contains expenditures occurring prior to July 1, 2021 (Attachment #1). A roll call vote was unanimous in favor and the motion carried.
 - ii. A motion was made by Robert Grisham and seconded by Gary Koehn to ratify the August 2021 meeting financial report (contains expenditures

occurring prior to August 1, 2021 (Attachment #2). A roll call vote was unanimous in favor and the motion carried.

- iii. A motion was made by Richard Murnan and seconded by Robert Grisham to ratify the September 2021 meeting financial report (contains expenditures occurring prior to September 1, 2021 (Attachment #3). A roll call vote was unanimous in favor and the motion carried.

11. Consider date and place of next regular meeting.

- a. The next regular meeting will be 7 pm on October 14, 2021 at the Corbett Baptist Church.

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

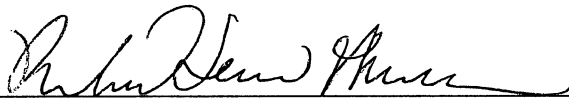
- a. Building Status.
- b. Regional water source.
- c. Website Status.

13. Public comments.

No visitors were present.

14. Adjourn.

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

for 

Tammy Koehn, Secretary
Cleveland County Rural Water District #1

ATTACHMENT #1 - MONTHLY TREASURER'S REPORT FOR : July 2021 meeting

BALANCES	Previous	Current			Comments
McClain Regular Checking	\$75,447.38	\$67,526.77			PSN 2239.99, Reg 11439.15, Total 13679.14
McClain Super T	\$35,010.64	\$36,370.61			Interest 5.98+ auto transfer 1354.17
McClain Super T Reserve	\$68,687.23	\$69,708.88			Interest 11.45 + auto transfer 1010.20
First Fidelity	\$0.00	\$0.00			

BILLS PAID (Monthly)	SUB TOTAL	TOTAL	Check	Date	Comments
Direct Withdraw (DW) or Debit Card (DBT)		\$10,336.00			
Cricket Phone	\$58.00		DBT	6/10/21	
USDA auto debit	\$8,893.00		AW		Loan #1 payment
USDA auto debit	\$1,385.00		AW		Loan #2 payment

OEC		\$443.00	DBT	6/23/21	
Well 1	\$103.00				
Well 2	\$122.00				
Well 3	\$68.00				
Bldg	\$65.00				
Fiber (internet)	\$85.00				

Wildlife Lands & Minerals		\$435.28	1413	5/10/21	Monthly Payment
American Waterworks	\$1,084.81		1420	6/2/21	INV 70924 427.51, 70933 99.42 70953 557.88
ORWA Assurance Group, Due in Feb each year (\$3,372.98 for FY22)					
H&H Plumbing		\$1,690.00	1422	6/3/21	inv 36786 17300 96th St
H&T Store		\$556.93	1426	6/3/21	
Pearsons					
Pioneer Supply					
Pioneer Supply					
UTS, Sensus Annual Support, Due in Feb each year (\$3,000 for FY21)		\$235.00	1425	6/3/21	103964941 Hicks Upgrade
UTS		\$1,519.90	1428	6/17/21	103931294 from 3-10-21
Haynes Equipment					
Core & Main					
ERT Lab		\$25.00	1421	6/3/21	
Copper & Lead Tests X 5	\$0.00				
VOC Chlorination Station for Wells	\$0.00				
Bac T	\$25.00				

Mid-American Chemical					
BlueBook		\$77.96	DBT	6/9/21	
OK Tax Com		\$20.50	1427	6/17/21	Pkup tag
Poe & Associates					
USPS		\$148.00	1424	6/3/21	Box Rent
OTHER Payments Approved					
Richard Murnan		\$163.00	1429	6/17/21	300 .36 stamps 100 .55 stamps
Royce Hinkle					
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TOTAL Bills PD		\$15,650.57			
CONTRACTORS					
Royce Alan Hinkle		\$2,500.00	1419	5/26/21	Payment for service MAY
Royce Alan Hinkle					
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CONTRACTOR TOTAL		\$2,500.00			
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Monthly Expenditures		\$18,150.57			

ATTACHMENT #2 - MONTHLY TREASURER'S REPORT FOR : August 2021 meeting

BALANCES	Previous	Current			Comments
McClain Regular Checking	\$67,526.77	\$62,583.30			PSN 2276.30, Reg 11300.58, Shafer upgrade to 1" 3000.00 Total 16576.88.
McClain Super T	\$36,370.61	\$37,731.19			Interest 6.41 + auto transfer 1354.17
McClain Super T Reserve	\$69,708.88	\$70,731.06			Interest 11.98 + auto transfer 1010.20
First Fidelity	\$0.00	\$0.00			

BILLS PAID (Monthly)	SUB TOTAL	TOTAL	Check	Date	Comments
Direct Withdraw (DW) or Debit Card (DBT)		\$10,336.00			
Cricket Phone	\$58.00		DBT	7/12/21	
USDA auto debit	\$8,893.00		AW	7/26/21	Loan #1 payment
USDA auto debit	\$1,385.00		AW	7/26/21	Loan #2 payment
OEC		\$988.50	DBT	7/29/21	
Well 1	\$313.00				
Well 2	\$451.00				
Well 3	\$66.00				
Bldg	\$65.00				
Fiber (internet)	\$93.50				
OEC		\$240.00	1434	7/13/21	Electric service to new bldg. WO 2106197
Wildlife Lands & Minerals		\$435.28	1423	6/3/21	Monthly Payment
American Waterworks					
ORWA Assurance Group, Due in Feb each year (\$3,372.98 for FY22)					
H&H Plumbing					
H&T		\$571.15	1431	7/13/21	Gas
Pearsons					
Pioneer Supply		\$455.05	1433	7/13/21	14335 1"x10"
UTS, Sensus Annual Support, Due in Feb each year (\$3,000 for FY21)		\$235.00	1437	7/13/21	104068987 1" meter
Haynes Equipment					
Core & Main					
ERT Lab		\$1,000.00	1432	7/13/21	81381 81774 81668 81737
Copper & Lead Tests X 5	\$250.00				
Chlorination	\$165.00				

3- Chemical tests	\$560.00				
Bac T	\$25.00				
DEQ		\$46.00	1435	7/13/21	Operator license 55002 210601 56687
DEQ		\$432.00	1438	7/15/21	21062871040 Annual Public Water Supply (amount doubles each year till we reach our full amount of approximately \$1,200.)
OK Water LLC		\$1,917.00	1439	7/15/21	R20210119 1" meter install
BlueBook			DBT		
Poe & Associates					

OTHER Payments
Approved

Richard Murnan					
Royce Hinkle					

TOTAL Bills PD	\$16,655.98				
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CONTRACTORS

Royce Alan Hinkle		\$2,500.00	1430	6/29/21	Payment for service
Royce Alan Hinkle					

CONTRACTOR TOTAL	\$2,500.00				
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Monthly Expenditures	\$19,155.98				
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ATTACHMENT #3 - MONTHLY TREASURER'S REPORT FOR : September 2021 meeting

BALANCES	Previous	Current			Comments
McClain Regular Checking	\$62,583.30	\$56,625.37			PSN 2350.08, Reg 10227.05, ORWA 9% & 5% 457.04, Total 13034.17
McClain Super T	\$37,731.19	\$39,091.99			Interest 6.63 + auto transfer 1354.17
McClain Super T Reserve	\$70,731.06	\$71,753.44			Interest 12.18 + auto transfer 1010.20
First Fidelity	\$0.00	\$0.00			

BILLS PAID (Monthly)	SUB TOTAL	TOTAL	Check	Date	Comments
Direct Withdraw (DW) or Debit Card (DBT)		\$10,336.00			
Cricket Phone	\$58.00		DBT		
USDA auto debit	\$8,893.00		AW		Loan #1 payment
USDA auto debit	\$1,385.00		AW		Loan #2 payment

OEC		\$1,117.00	DBT		
Well 1	\$349.00				
Well 2	\$514.00				
Well 3	\$69.00				
Office	\$31.00				
Bldg	\$69.00				
Fiber (internet)	\$85.00				

Wildlife Lands & Minerals		\$435.28	1436	7/13/21	Monthly Payment
American Waterworks					
ORWA		\$204.30	1441	8/10/21	2021 System Membership
H&H Plumbing					
H&T Store		\$453.61	1447	8/12/21	
Pearsons		\$13.04	1442	8/10/21	WD40, 2 cycle oil, spray bottle
Pioneer Supply					
Pioneer Supply					
UTS, Sensus Annual Support, Due in Feb each year (\$3,000 for FY21)					
Haynes Equipment					
Core & Main					
ERT Lab		\$970.00	1443	8/10/21	INV 82047, 82188, 82329
HAAS and THMs	\$350.00				
3 Chemical tests	\$595.00				

	Bac T	\$25.00				
Mid-American Chemical						
BlueBook				DBT		
Sequoyah Software, Annual Support, Due in Aug each year (\$500 for FY21)		\$500.00	1444	8/10/21	Annual Support and Updates	
Poe & Associates						
OTHER Payments Approved						
Richard Murnan						
Royce Hinkle		\$98.50	1446	8/12/21	toner, oil change, keyboard	
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TOTAL Bills PD		\$14,127.73				
CONTRACTORS						
Royce Alan Hinkle		\$2,500.00	1440	7/29/21	Payment for service	
Royce Alan Hinkle						
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CONTRACTOR TOTAL		\$2,500.00				
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Monthly Expenditures		\$16,627.73				