

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

Thursday September 14, 2023
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on September 11, 2023 @ 6:45 pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 7:11 pm. Board members in attendance were Robert Grisham, JoAnn Miller, Gray Koehn, Jeannie Salmon, and Richard Murnan. Board member David Standridge was absent.

2. Accept minutes of past meeting(s).

- a. A motion was made by Jeannie Salmon and seconded by Robert Grisham to accept the August 10, 2023, Regular meeting minutes with the following additions:
 - i. Minor modifications to sentence structure and grammar corrections were made to agenda items 2(b), 5(a), 5(b), 5(c), 6(b), and 8.

Voice vote was unanimous in favor and the motion carried.

3. Consider action needed for approval of District Policies and Procedures.

- a. Jo Ann Miller provided final signed copies of the “Federal ARPA Award through Cleveland County Cash Management Policy” to be included in the “Policy and Procedures” report folder previous provided to each Board Member. The cash management policy was suggested to be placed in the Federal section between the “Federal Awards Program Income Procedures” and the “Non-Discrimination Policy”.
- b. No other items were introduced.

4. Consider actions in support of construction.

- a. Regional water project:
 - i. Our District needs to schedule a meeting with the Environmental Protection Agency (EPA) to discuss a cost share waiver tied to the EPA Community Grants funding. Based on EPA material received, \$4M of EPA funds are set aside for us with our part being a 20% matching amount (\$1M). Options to cover the matching amount are limited to only a few federal funds such as a USDA/RD loan, a Commerce Department Block Grant (CDBG), or a combination of both. Under certain situations, the matching fund requirement can be waived. Our District needs pursue a waiver by first scheduling a virtual meeting with EPA representatives overseeing these funds and offer Mr. Kody James with the Indian Health Services and Ms. Candy Thompson from the Oklahoma Department of Environmental Quality (ODEQ) to participate in this meeting. Contact information for Ms. Thompson: Candy.Thompson@deq.ok.gov at (405) 702-8104.
 - ii. A mailing is needed to landowners located along potential paths for new water mains. Option on what county roads to use is a possibility in certain areas around 96th and Lewis Road. The Board discussed options

that could be used to attract new members such as waiving boring fees or hydraulic study fees, etc. Robert Grisham and Jo Ann Miller are available to help Richard Murnan with this effort.

iii. On October 5, 2023, the District received an amended Subrecipient agreement for review. The document was forwarded to our attorney for review. The changes were to incorporate the Cash Management Policy that Jo Ann Miller has provided to Michele Dean on August 3, 2023. The version under consideration has addressed the list of items Patrick Hollingsworth, CPA had provided. This second risk assessment has been ongoing since the April 20, 2023, meeting with representatives from ADG, Brian Wint with the County, and Patrick Hollingsworth, CPA.

b. No other items were introduced.

5. Consider actions in support of operations.

a. Monthly Operator's Report was provided by Royce Hinkle.

Royce Hinkle provided an update on new meters installed.

b. Activity on the 144th and Lewis Road watermain relocation started on May 22, 2023, was completed on August 29, 2023. The project encountered a major delay from a landowner moving their septic system lateral lines before our new water lines could be activated. ODEQ requires a minimum 10 feet separation from an active septic system and water mains. (Note: water well and water main separation requirements from pollution, sewer lines, etc. are listed in the Oklahoma Administrative Code § 252:624 (Title 252 Chapter624)

c. On August 1, 2023, two new members were added along 168th north of State Highway 39 (Williams and Seacrist). One additional application for membership (Chilson) is under way.

d. Consider additional monthly expenditures to be added to the routine monthly invoices.

i. No new vendors were added.

e. No other items were introduced.

6. Consider requests for non-routine expenditure.

a. Richard Murnan requested reimbursement for a \$25.95 expenditure for weed eater line from Dave's Small Engine (Noble). A motion was made by Robert Grisham and seconded by Jo Ann Miller to reimburse Richard Murnan for the expenditure. Roll call vote to approve the expenditure was unanimously approved.

b. No other items were introduced.

7. Review external interactions since last regular Board meeting.

a. Robert Grisham had a conversation with Mr. Delbert Wall who has property between 108th and 120th on Box Road. When Information is available on the water line expansion being available, Mr. Wall has requested to be informed. Robert Grisham will collect contact information.

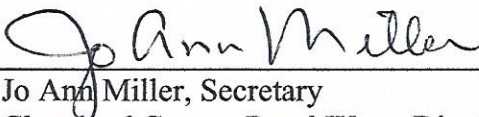
8. Chairman's report.

a. No other information was introduced that had not previously been discussed.

9. **Vice Chairman's report.**
 - a. Robert Grisham mentioned Google Analytics which can measure the website traffic. Robert will be looking into potential uses for this information.
10. **Secretary's report.**
 - a. No other information was introduced that had not previously been discussed.
11. **Treasurer's report.**
 - a. The Treasurer report covering August 2023 was provided to the Board. A motion was made by Jo Ann Miller and seconded by Robert Grisham to accept the report without changes. Roll call vote was unanimous in favor and the motion carried.
 - b. Jeannie Salmon mentioned there was a \$25 fee on the OWRB Acct with FFB.
 - c. No other information was introduced.
12. **Consider date and place of next regular meeting.**
 - a. The next regular board meeting is scheduled for October 12, 2023, @ 7pm at the District's Office/Shop.
13. **Identify prior actions and agenda items for next regular meeting.**
 - a. Update on the audit work.

14. **Public comments.**
No visitors were present.

15. **Adjourn.**
The meeting was adjourned at 8:51 pm with a motion by Gary Koehn and seconded by Jeannie Salmon. Voice vote was unanimous in favor and the motion carried.



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