

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

Thursday, September 10, 2020

The agenda for the meeting was posted on the District's website on September 9, 2020 @ 6:30 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 7:01 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 August 13, 2020 Regular Meeting was made by Gary Koehn and seconded by Jeannie Salmon with no changes. Voice vote was unanimous in favor and the motion carried.
- b. No other items were introduced.

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

- a. Fencing project to start the weekend September 12, 2020, at the earliest.
- b. Waiting on OEC contract to establish service on Office/Shop property.
- c. During an August 25, 2020 jobsite visit with Better Barns' Vance Wright (office 405-872-7433, cell 405-207-1240, fax 405-872-8657, email [vance@betterbarns.net](mailto:vance@betterbarns.net)) a suggestion was made to have a makeup meter pole to temporarily install the meter. Once the building is complete, OEC can install the meter on the side of the building and run underground service between the transformer pole and the building. Electric service is not necessary while the structure and exterior of the building are being installed (welders use generators to perform their work. Power will be necessary when the interior work for the office is underway. Uncertain if power will be required to install and paint the closed-cell foam installation planned for the complete interior of the building.
- d. During the August 25, 2020 jobsite visit, Mr. Wright, Don Wood, Royce Hinkle, and I discussed the building colors (specifically, desert sand on roof and desert sand skirting around bottom of walls, Hawaiian blue on the upper wall section. Gutters on the building were to be included in the quote, likely will need these on the building's east side. Since we have reduced the number of insulated 14'H x 14'W garage door from three to two, we wanted to consider the addition of a concrete ADA compliant van and access pads for personnel doors for both the shop and office, plus 5' wide access ramps at the garage doors and concrete entrance to the main entrance and shop personal door. I also asked Mr. Wright to provide a quote for a porch type covering over the main entrance and the two windows in the office to help with rain and

summer sun issues. Previously, Mr. Wright had suggested using a commercial glass door for the main office entrance (at a minimum, some size of glass is necessary in the office door).

- e. August 27, 2020 - Veneer panels for the concrete structures in LWMA have been delivered. and ready for installation. Material to install the panels has been circulated among the District.
- f. The Flat Armadillo extension currently has three hydraulic studies for three taps have been approved by Poe and Associates. If the hydraulic studies are officially 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.
- g. A Developer's Resolution document was considered for action by the Board (Attachment #2). A motion to accept the Developer's Resolution document was made by Gary Koehn and seconded by Richard Murnan. A roll call vote was unanimous in favor and the motion carried.
- h. A Developer's Agreement form was considered for action by the Board (Attachment #3). A motion to accept the Developer's Agreement form was made by Tammy Koehn and seconded by Jeannie Salmon. A roll call vote was unanimous in favor and the motion carried.
- i. 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.
  - Synthetic Organic Contaminants (SOC) Use Waiver was granted by ODEQ. A subset of contaminants will be sampled once every quarter. First samples are due no later than 90 days for the schedule start date of January 1, 2021. Arrangements with ERT (Ada lab) will be made to obtain samples bottles. Contaminants to be tested once per quarter:
    - 2031 DALAPON
    - 2032 DIQUAT
    - 2034 GLYPHOSATE
    - 2040 PICLORAM
    - 2041 DINOSEB
    - 2105 2,4-D
    - 2110 2,4,5-TP (SILVEX)
    - 2326 PENTACHLOROPHENOL
  - Brice Bruce with UTS has taken another position with a different company. Mr. Bruce was to activate the Well #3 meter. Well #3 remains unused until the meter is activated.
  - ODEQ reducing frequency of running VOC at well sites. Will be every six years.
  - No updates on County repairs on sinkhole at Southwest corner of 180<sup>th</sup> and SH39.
- b. Three new vendors were considered for addition to routine monthly expenditure list.

- OEC Fiber
  - USDA Loan #1
  - USDA Loan #2
- 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 Tammy Koehn to ratify the September meeting Treasurer report (Attachment #3) Routine Monthly Invoices listed in Attachment #3. A roll call vote was unanimous in favor and the motion carried.
  - b. Motion was made by Richard Murnan and seconded by Jeannie Salmon to ratify the expenditure for Royce Hinkle for August work completed as an independent contractor. A roll call vote was unanimous in favor and the motion carried.
  - c. Motion was made by Gary Koehn and seconded by Robert Grisham to reimburse Richard Murnan for expenditure made for 100 USPS postcard stamps (8/3/20 - \$35.00), 200 USPS postcard stamps (9/1/20 - \$70.00), 2 generic laser toner cartridges (\$54.35 for the 2 recharged Brother TN660 cartridges), and batteries (AAA, AA, and 3 packages of D batteries) for water line locator (\$99.94). Total amount is \$ 259.29. A roll call vote was unanimous in favor and the motion carried.
  - d. No other items were introduced.
- 6. Review external interactions since last regular Board meeting**
- a. August 25, 2020 – Meeting with Vance Wright from Better Barns at the building site. Location of Building set 20’ from East/West Fence, 60-75’ from East Fence, front of building facing south and asked about a porch cover over front door and windows.
  - b. August 20, 2020 – Royce Hinkle completed Operator Certification training held in Anadarko. Certification Document has been received in the mail.
- 7. Chairman’s report**
- a. The annual Limited English Proficiency plan was submitted to the USDA/RD on August 14, 2020.
  - b. No other items were introduced.
- 8. Vice Chairman’s report**
- a. Canceling Hughesnet will be possible after the 2-year contract expires as on November 21, 2020.
- 9. Secretary’s report**
- a. No documents were submitted to the record.

**10. Treasurer’s report**

Previous checking - \$110,250.84	<b>Current checking - \$108,719.69</b>
Previous savings - \$22,774.08	<b>Current savings - \$22,776.02</b>
Previous Debit Service Reserve - \$58,463.26	<b>Current Debit Service Reserve - \$59,486.06</b>
Previous construction account - \$79,553.75	<b>Current construction account - \$0.75</b>

A motion was made by Tammy Koehn 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 October 8, 2020 via videoconferencing.

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

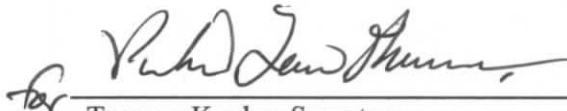
- a. Building status.
- b. Land leveling and gravel/rock to the tower.
- c. OEC power status.
- d. Containment shelter veneer status, paint requirement, paint sprayer.
- e. Consumer Confidence Report (post on Website).
- f. Annual Meeting in November.

**13. Public comments:**

No visitors were present.

**14. Adjourn**

The meeting was adjourned at 8:22 pm with a motion by Gary Koehn and seconded by Jeannie Salmon. Vote was unanimous in favor and the motion carried.

  
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Tammy Koehn, Secretary  
Cleveland County Rural Water District #1

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

<b>BALANCES</b>	Previous	Current			Comments
McClain Regular Checking	\$110,250.84	\$108,719.69			PSN 2235.46, Reg 17868.45, Hydraulic
McClain Super T	\$22,774.08	\$22,776.02			Interest 1.94 + auto transfer 1354.17 on
McClain Super T Reserve	\$58,463.26	\$59,486.06			Interest 12.60 + auto transfer 1010.20 8-
First Fidelity	\$79,553.75	\$0.75			

<b>BILLS PAID (Monthly)</b>		<b>TOTAL</b>		Check Date	Comments
<b>Direct Withdraw or Debit Card</b>		\$160.50			
Hughesnet	\$102.50		DW	8/24/20	should be last one
Cricket Phone	\$58.00		DBT	8/10/20	

<b>OEC</b>		\$1,643.00	1333	7/15/20	
Well 1	\$563.00				
Well 2	\$947.00				
Well 3	\$66.00				
Bldg	\$67.00				

GOOGLE Suite		\$6.00	DBT	8/3/20	Monthly charge to use Google Suite
USDA auto debit		\$8,893.00	AW	8/25/20	Loan #1 payment
USDA auto debit		\$1,385.00	AW	9/4/20	Loan #2 (not on AUG bank statement)
Wildlife Lands & Minerals		\$372.81	1331	7/15/20	Monthly Payment (changes each April)
American Waterworks					
B&H Core Drilling					
H&H Plumbing					
H&H Plumbing					
H&T Store		\$268.97	1335	8/5/20	gas
Pearsons					
Pioneer Supply					
Pioneer Supply					
UTS					
Haynes Equipment					
Core & Main					
ERT Lab		\$25.00	1336	8/5/20	SEE BELOW
Copper & Lead Tests X 5					
VOC Chlorination Station for Wells					
Bac T	\$25.00				INV 76919
Mid-American Chemical		\$330.00	1337	8/5/20	INV 113356 (\$165 per 55 gal barrel of
BlueBook					
Moore Printing					

**OTHER Payments Approved**

Richard Murnan					
Royce Hinkle - Parts		\$55.05	1338	8/5/20	TSC Hose, Ace PVC parts
Texture Plus		\$8,505.16	DBT	8/5/16	Panels for containment shelters (ODWC)
Sequoyah Software		\$500.00	1340	8/5/20	UB/ACC

**TOTAL Bills PD** **\$22,144.49**

**CONTRACTORS**

Royce Alan Hinkle		\$2,500.00	1341	8/31/20	Payment for August 2020
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**CONTRACTOR TOTAL** **\$2,500.00**

**Monthly Expenditures** **\$24,483.99**