

Minutes for the Regular Meeting of the

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

Thursday October 12, 2023  
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on October 9, 2023 @ 6:45 pm.

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

The meeting was called to order by Chairman Richard Murnan at 7:04 pm. Board members in attendance were Robert Grisham, JoAnn Miller, Jeannie Salmon, and Richard Murnan. Board members Gary Koehn and David Standridge were absent.

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

- a. A motion was made by Jeannie Salmon and seconded by Robert Grisham to accept the September 14, 2023, Regular meeting minutes with the following additions:
  - i. Minor modifications to sentence structure and grammar corrections were made to agenda items 4(a), 5(a), and 7(a).
  - ii. Changes were needed on:
    1. 5(b) to remove ODEQ that was left outside the last sentence of 5(b),
    2. 6(a) to change the word “unanimous” to “unanimously”, and
    3. 7(a) correct a last name from “Wells” to “Wall”.

Voice vote was unanimous in favor and the motion carried.

**3. 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. Conversations with Ms. Candy Thompson with the Oklahoma Department of Environmental Quality (ODEQ) suggest contact with ODEQ’s Justin Hodge [(405) 702-8224] who has worked with another Oklahoma Rural Water District to submit a cost share waiver.
- b. Prior to this regular Board meeting, a letter was circulated to the Board Members for review and discussion. A draft letter was generated with the purpose to inform rural residents of the possibility of a new waterline in their area and ask their interest in connecting to it. The letter offered to waive the road boring fee (\$2,200) and the hydraulic study fee (\$200) as an incentive. Options to reduce the membership fee were also discussed. Time frame to circulate the letter would conclude in late January with the intent to finalize the waterline path. Main area of interest is at the intersection of 96<sup>th</sup> Street and Lewis Road.
- c. Planning for expanding the District’s water well field and building a new water tower near the District Office/Shop is on hold until an amendment to the County’s American Recovery Plan Act (ARPA) Subrecipient Agreement is finalized.
  - i. The amendment would satisfy banking requirements driven by the

County's April 20, 2023, request for a second risk assessment.

- ii. A copy of the needed amendment was produced in early October 2023 by the County's ARPA consulting company, ADG, then reviewed by our District's attorney, Ms. Cheryl Clayton.
- iii. A motion was introduced by Richard Murnan and seconded by Robert Grisham to sign the amendment to the ARPA Subrecipient Agreement and move the document forward to the County for the County Commissioners.
- d. Other items as introduced included a discussion to have one of our Board Members become a Notary Public in order to streamline the utility easement processes since it requires a notary public.

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

- a. Monthly Operator's Report was provided by Royce Hinkle.
  - i. Items mentioned were the metering issue with Well #3, the annual check of idle water meters or locations with forfeited memberships to take necessary precautions prior to the winter.
- b. Richard Murnan and Royce Hinkle are planning to attend an October 20, 2023, training session offered at the ODEQ main office in OKC. The training is on a new program called the ODEQ Sample Plan Software.
- c. The District's Shop garage door opener is not operating. The garage door can still be manually lifted until repairs can be made. The garage door opener is covered by a 15 year manufacturer's warranty of which Royce Hinkle is coordinating the repairs.
- d. Consider additional monthly expenditures to be added to the routine monthly invoices.
  - i. One change was requested to drop Poe & Associates and replace with WDB Engineering.
- e. Other items as introduced included a report from Jeannie Salmon of vendor quotes for American Disability Act (ADA) compliant concrete work for a van accessible parking area and ADA access to the Office south entrance. Two quotes have been collected and a third is in progress. Since a portion of the work will be covered by ARPA funds, we will need at least three quotes.

5. **Consider requests for non-routine expenditure.**

- a. No items were introduced.

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

- a. No interactions were mentioned.

7. **Chairman's report.**

- a. The Chairman requests assistance with any additional audit material that might be needed following the first group of audit material covering the period July 1, 2022 to June 30, 2023, that was submitted to our CPA on October 9, 2023. Ms. Jo Ann Miller stated she could help where needed.

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

- a. Robert Grisham mentioned a recent contact with his neighbor, Mr. Wall, about the planned water line expansion.

9. **Secretary's report.**

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

10. **Treasurer's report.**

- a. The Treasurer report covering September 2023 was provided to the Board. A motion was made by Richard Murnan and seconded by Jo Ann Miller to accept the report without changes to the data, but attempt to isolate the payments tied to construction at 144<sup>th</sup> and Lewis Road. Roll call vote was unanimous in favor and the motion carried.
- b. Richard Murnan mentioned a future fee increase to the Okie811 annual fee starting November/December 2023. We will likely see the new \$120 annual fee in a November 2024 billing.
- c. No other information was introduced.

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

- a. The next regular board meeting is scheduled for November 9, 2023, however the meeting will be canceled and a new Special Meeting will take place at 6pm on November 16, 2023, just prior to the scheduled 7pm Annual Membership Meeting held on November 16, 2023.

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

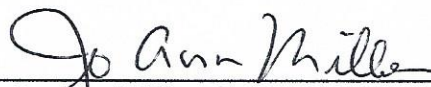
- a. None

13. **Public comments.**

No visitors were present.

14. **Adjourn.**

The meeting was adjourned at 9:20 pm with a motion by Jo Ann Miller and seconded by Richard Murnan. Voice vote was unanimous in favor and the motion carried.



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