

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

Thursday, January 19, 2023
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on January 17, 2023 @ 6:30pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 7:00pm. Board members in attendance were Robert Grisham, JoAnn Miller-Dudgeon, Jeannie Salmon, Gary Koehn, David Standridge, and Richard Murnan. All Board members were present. It was noted that the numbering on the agenda listed two agenda items as #3. Board members were asked to make corrections resulting in a total of 14 agenda items.

2. Accept minutes of past meeting(s).

- a. A motion to accept the minutes of the November 17, 2022, Special Meeting was made by Jo Ann Miller-Dudgeon and seconded by Jeannie Salmon with no changes identified by the Board. Voice vote was unanimous in favor and the motion carried.
- b. A motion to accept the minutes of the November 29, 2022, Special Meeting was made by Jeannie Salmon and seconded by Robert Grisham with the noted change identified by the Board. The change was a minor grammar change on agenda item 2c changing the word “the” to “that” for “Companies that provide their Statement”. Voice vote was unanimous in favor and the motion carried.

3. Consider actions in support of construction.

- a. Regional water project.
 - i. Review of possible funds. Besides the \$3.5M County American Recovery Plan Act (ARPA), we are planning to submit our application, by November 30, 2022, for the Oklahoma Water Resources Board (OWRB) ARPA for \$1M for two new water wells. At this point, only \$992K of Indian Health Service funds have been identified for Phase II of the project which would run approximately 12 miles of 12” line from our property on SH 39 to SH77 and Cemetery Road south of Noble.
 - ii. Audits are needed to obtain the funds. We will be checking for CPA’s that have worked with rural water districts. We also want to find out if the ARPA funds will pay for audits.
 - iii. ARPA funds require documents that detail policies and procedures involved with invoice processing and vendor payment procedures when using federal funds.
 - iv. Several handouts of proposed Policies and Procedures were available for the Board’s future consideration which included proposed Record Retention Policy, Policy for Program Income generated from using ARPA funds, and a Non-Discrimination Policy were made available to the Board.
- b. Consider approval of the 144th and Lewis Road Utility Relocation Agreement.
 - i. A motion was made by Gary Koehn and seconded by Jeannie Salmon to

approve the agreement and allow the Chairman to sign for the District. The document required the Chairman sign before a notary public then return via email the document back to WDB Engineering. A roll call vote was unanimous in favor and the motion carried.

- c. No other items were introduced.

4. Consider actions in support of operations.

- a. Monthly Operator's Report.
 - i. No issues have occurred since the last Board meeting in October.
 - ii. Royce Hinkle and Richard Murnan have signed up for the Lead and Copper Service Line Inventory Training to be held February 7, 2023 in Oklahoma City.
- b. Tax documents (1099s) are to be sent out by January 31, 2023.
- c. The insurance premium with the ORWA Assurance Group is due by April 15, 2023 and the needed paperwork is due by March 1, 2023.
- d. Consider additional monthly expenditures to be added to the routine monthly invoices.
 - i. No additional vendors were either added or removed.
- e. Other items as introduced.
 - i. No additional items were introduced.

5. Consider requests for non-routine expenditure.

- a. Due to issues during the October meter reading, it was determined a new antenna, compatible with the existing system, was needed. Details on the antenna purchase are: a 900 MHz antenna from Arcadian purchased 11/15/2022 for \$65.00 (part number RNM0M1955NMB12IST) via www.ArcAntenna.com. Description of part – Heavy Duty Magnetic NMO Mount for high vibration conditions, 12 ft of 195 cable with N male connector installed, with pull tab and strain relief. A similar antenna from another vendor stated their magnetic antenna was compatible with SENSUS equipment was \$499.00. Note: the Arcadian antenna was used for a meter collect without any issues.
- b. A motion was made by David Standridge and seconded by Robert Grisham to reimburse Richard Murnan for the antenna purchase of \$65.00. Roll call vote was unanimous and the motion passed.

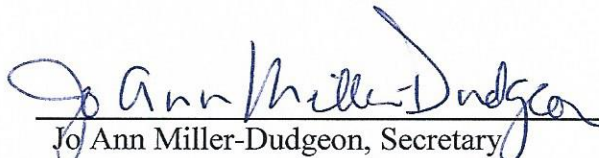
6. Review external interactions since last regular Board meeting.

- a. December 20, 2022, Robert Grisham and Richard Murnan attended the Slaughterville Town Hall meeting. Ashley VanDeburgh, Town Administrator (office 405-872-3000 x 1003, fax 405-872-0330), invited our District to address the meeting with information about the regionalization project. Richard Murnan provided background on our rural water district along with available private well testing offered by ODEQ and Accurate Labs, located both in Oklahoma City.
- b. No other items were introduced.

7. **Chairman's report.**
 - a. No other information was introduced that had not previously been discussed.
8. **Vice Chairman's report.**
 - a. No other information was introduced that had not previously been discussed.
9. **Secretary's report.**
 - a. No other information was introduced that had not previously been discussed.
10. **Treasurer's report.**
 - a. The Treasurer report which would have been presented at the December 2022 meeting was provided to the Board. A motion was made by Jo Ann Miller-Dudgeon and seconded by Richard Murnan to accept the report without changes. Roll call vote was unanimous in favor and the motion carried.
 - b. The Treasurer report for the January 2023 meeting was provided to the Board. A motion was made Gary Koehn and seconded by David Standridge to accept the report without changes. Roll call vote was unanimous in favor and the motion carried.
 - c. No other information was introduced.
11. **Consider date and place of next regular meeting.**
 - a. The Board agreed to hold a special meeting scheduled for January 26, 2023 @ 7pm to consider policies and procedures needed to handle federal funds. The meeting will be held at the District's Office/Shop.
 - b. The next regular board meeting has been scheduled for February 9, 2023 @ 7pm at the District's Office/Shop.
12. **Identify prior actions and agenda items for next regular meeting.**
 - a. Regional Project.
 - b. Status of selecting an auditor.
13. **Public comments.**

No visitors were present.
14. **Adjourn.**

The meeting was adjourned at 8:54 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-Dudgeon, Secretary
Cleveland County Rural Water District #1