

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

Thursday, January 26, 2023
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on January 23, 2023 @ 6:40 pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 7:14 pm. Board members in attendance were Robert Grisham, JoAnn Miller-Dudgeon, Jeannie Salmon, Gary Koehn, and Richard Murnan. Board Member David Standridge was absent.

2. Consider actions needed for approval of District Procedures.

- a. The Board reviewed each of the following documents:
 - i. System Manager Job Description
 - ii. General Procurement Policy (Not pertaining to Use of Federal Funds)
 1. Includes the Non-Collusion Affidavit
 - iii. Conflict of Interest Policy
 - iv. Document Retention and Destruction
 - v. Procurement Policy for Federal Awards
 1. Includes the Standard Methods of Procurement,
 2. Certification Regarding Lobbying, and
 3. Notarized Sworn Statement of Non-Collusion.
 - vi. Federal Awards - Program Income Procedure
 - vii. Purchasing and Accounts Payable Procedure (Day-To-Day Operations)
 - viii. Pay Application Processing and Payment Procedures
 - ix. Credit Card Payment Procedure (Day-to-Day Operations)
 - x. Check Depositing Procedure (Day-to-Day Operations)
- b. The Board decided to approve the above procedures under a single motion. Motion was made by Gary Koehn and seconded by Robert Grisham to approve the eleven policies and procedures presented with the changes noted.
 - i. Changes were needed on the Credit Card Procedure where the purchase limit (originally \$200) for capital equipment and upgrades was moved to \$400. Also, all credit card charges listed as "Allowed Usages" were changed from the proposed limit of \$200 to \$400 per occurrence.
 - ii. Other procedure or policy changes were grammatical or abbreviation corrections. Roll call vote was unanimous in favor and the motion carried.
- c. Corrections were made and signatures from each Board Member were collected.

3. Consider if an additional meeting is needed to complete the above reviews/approval

- a. No additional meeting was necessary.

4. Public comments.

No visitors were present.

5. **Adjourn.**

The meeting was adjourned at 8:44 pm with a motion by Gary Koehn and seconded by Robert Grisham. Vote was unanimous in favor and the motion carried.

A handwritten signature in cursive script that reads "Jo Ann Miller-Dudgeon". The signature is written in dark ink and is positioned above a horizontal line.

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