

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

Tuesday, January 14, 2025
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on January 8, 2025 @ 6:45pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 7:19. Board members in attendance were Jo Ann Miller, Jeannie Salmon, Robert Grisham, and Richard Murnan. Board Member Gary Koehn was not present.

2. Accept minutes of past meeting(s).

- a. A motion was made by Jo Ann Miller and seconded by Jeannie Salmon to accept the December 12, 2024, Regular meeting minutes with modifications to agenda item 3d changing the sentence "Final bids are need via email or via USMail by COB on December 5, 2024." to "Final bids are needed via email or via USMail by close of business (COB) on December 5, 2024." and 4a changing "... with their being ..." to "... with there being ...". Voice vote was unanimous in favor and the motion was carried.

3. Consider actions in support of construction.

- a. Regional water project:
 - i. EPA Community grant: The waiver request document was emailed to the EPA representative, Mr. Alexander Newman, on December 18, 2024. Along with the waiver request, support letters were included from the Indian Health Service (IHS), the Kickapoo Tribe of Oklahoma, and the Oklahoma Department of Environmental Quality.
- b. County ARPA project: new water tower and one new water well both remain on hold until the latest estimate of March 2025,
- c. OWRB ARPA project: two new water wells remain on hold until the latest estimate of March 2025. The estimate on time required in the construction of the wells (3 total) is three months.
- d. The purchase of two stationary generators for the Office/Shop and chlorination building plus a portable generator were finalized with Cat/Warren on January 3, 2025, for a final cost of \$176,959.77. This was a reduction from the \$183,642.61 original and lowest bid we received back on December 5, 2024. The December 2024 Board meeting minutes cover the details of the bidding process, and the generators purchased.
- e. No other items were introduced.

4. Consider actions in support of operations.

- a. The Monthly Operator's Report was provided by Royce Hinkle with there being only one new meter that is on hold (Johnson on 168th) due to paperwork and awaiting fee payment.
 - i. The City of Lexington's air scrubber (water treatment device) repairs are still on hold awaiting word from the repair company in Minnesota that they are ready to start the repairs. In our December Board meeting

a motion was passed to assist the City of Lexington with a 4-month water cost reduction for water purchased above their monthly minimum. While the air scrubber is removed, the City of Lexington will be dependent on our District for water. The City Manager has requested a fixed 4-month reduction be a movable 4-month window that coincides with the removal of the air scrubber from service.

- b. Status of approved purchases:
 - i. The chlorine pumps and repair parts have been ordered with delivery expected in late January.
 - ii. In our December Board meeting, a motion was made to purchase an 8" bucket available from Titan Implements to use on the District's tractor backhoe. The bucket sold by Titan Implements is not compatible with our Yanmar backhoe and will need to be purchased from Yanmar Tractor. The motion made in December set a limit not-to-exceed \$400 plus an additional \$100 for shipping will need to be revisited once we have an estimate from Yanmar Tractor.
- c. Operational items that are needed:
 - i. The District needs to move the computer from the Control Building to the Office/Shop building and will require internet service to compliment this move. A motion was made by Richard Murnan and seconded by Jeannie Salmon to update the internet service at the Office/Shop building. The roll call vote was unanimous, and the motion carried. Robert Grisham agreed to make all the necessary arrangements to have the service installed.
 - ii. The Board discussed creating a staircase for the storage area above the Office. A design that will pass our annual USDA/RD American Disability Act (ADA) inspection must be determined. We will need to ask the USDA/RD if such a limited use staircase to reach a storage space must meet ADA requirements.
 - iii. A motion was made by Jeannie Salmon and seconded by Jo Ann Miller to purchase a set of tools and a metal toolbox for the shop with a not-to-exceed limit of \$800. The roll call vote was unanimous, and the motion carried.
- d. The District insurance renewal requires action by March 1, 2025.
- e. A meeting is planned on January 16, 2025, for a possible land purchase for an area around the District's standpipe fenced area.
- f. No additional monthly expenditure was added to the routine monthly invoices.
- g. Options to handle the excessive groundwater collection in the metering container of Well #3 were discussed. The work cannot start until hunting season is complete (January 15, 2025). An estimate of \$6,500 was made by Xtreme Utility Service but parts were not included.
- h. No other items were introduced.

5. Consider requests for non-routine expenditure.

- a. A motion was made to reimburse Richard Murnan for filing 5 utility easements with the County Clerk office for a total of \$103.95. The cost for each 2-page utility easement was \$18 for the first sheet, and \$2 for the second sheet plus a charge to use a credit card. Previously the County Clerk office did not charge our District to file utility easements. The motion was made by Robert Grisham and seconded by Jeannie Salmon. The roll call vote was unanimous, and the motion carried.

- b. An invoice of \$8,950.02 for the chlorine pumps and pump repair parts was received from Haynes in Oklahoma City. A motion was made by Richard Murnan and seconded by Jo Ann Miller to pay the invoice using the FFB County ARPA account. These items were listed in the Exhibit E of the County ARPA agreement as approved purchase items. Roll call vote was unanimous and the motion carried.
- c. No other items were introduced.

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

- a. Robert Grisham had made several contacts with the Cat/Warren representative with purchasing the generators and receiving potential delivery times.

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.

10. **Treasurer's report.**

- a. The Treasurer Report for January was reviewed. A motion was made by Jo Ann Miller and seconded by Robert Grisham to approve the report. Roll call vote was unanimous, and the motion carried.
- b. No other information was introduced.

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

- a. The next regular board meeting was scheduled for February 13, 2025. Meeting location would be the District Office/Shop.

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

- a. Items that were mentioned:
 - i. Generators status.
 - ii. Internet upgrade.
 - iii. Tools and tool storage.
 - iv. 8" bucket for backhoe.

4. **Public comments.**

No members of the public were present.

5. **Adjourn.**

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


Jo Ann Miller, Secretary

