

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

Thursday, February 18, 2020

The agenda for the meeting was posted at the meeting location on February 13, 2020 @ 7:00 pm.

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:03 pm. Board members present were Jeannie Salmon, Robert Grisham, Gary Koehn, Tammy Koehn, and Richard Murnan. David Standridge was absent.

2. Accept minutes of past meeting(s)

- a. A motion to accept the minutes of the November 18, 2019 Special Meeting was made by Robert Grisham and seconded by Gary Koehn with no changes required. Voice vote was unanimous in favor and the motion carried.
- b. A motion to accept the minutes of the January 16, 2020 Regular Meeting was made by Richard Murnan and seconded by Jeannie Salmon with spelling and grammar changes under agenda item #6 and #7 required. Voice vote was unanimous in favor and the motion carried.
- c. No other items were introduced.

3. Consider actions in support of construction

- a. Gary Koehn presented information concerning the construction of the District's Office/Shop building.
- b. A customer had requested cost information to increase the meter size from the 5/8" meter to a 1.5" meter. Information on cost information was obtained from a neighboring water system. One of the factors to consider is the additional load placed on the water system using larger meters. Normally, a single home is serviced by either the 5/8" or 3/4" meters to accurately measure low flow rates. Large meters on a single home create issues obtaining accurate low flow rates. Action on this item was tabled until the March meeting.
- c. No other items were introduced.

4. Consider actions in support of operations

- a. Monthly Operator's Report included:
 - Lock was placed on the flush valve near 180th and Moffatt Road.
 - Flush valve north of SH39 on 120th in Belle Mere addition was hit by a truck backing up (1/13/2020). Flush valve was straightened up and no leaks.
 - Status of UTS meter replacement at Well #3. Estimated to be back in service near end of February.
 - Need to purchase a draw down reel for tests that are run each quarter.
 - District was contacted by Sequoyah Software about the Accounting Software.
- b. USABlueBook will be added as a Routine Monthly Invoice vendor for chlorine packets call pillows and the purchase of a draw down reel.

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 Gary Koehn and seconded by Richard Murnan to ratify paid Routine Monthly Invoices listed in Attachment #1. A roll call vote was unanimous in favor and the motion carried.
- b. Motion was made by Robert Grisham and seconded by Jeannie Salmon to ratify the expenditure for Royce Hinkle for January work completed as an independent contractor. A roll call vote was unanimous in favor and the motion carried.
- c. Motion was made by Tammy Koehn and seconded by Gary Koehn to reimburse Royce Hinkle for \$32.39 which included \$2.07 for postage to mail the monthly operator report (US Post Office), \$26.02 for gloves (Harbor Freight), and \$4.30 for cleaning towels/wet wipes (Dollar General). Total amount was \$32.29. A roll call vote was unanimous in favor and the motion carried.
- d. Motion was made by Tammy Koehn and seconded by Richard Murnan to approve a \$200.00 payment to Poe & Associates for a hydraulic study for Dylan Vanoostrum. A roll call vote was unanimous in favor and the motion carried.
- e. Motion was made by Tammy Koehn and seconded by Richard Murnan to approve payment of the \$1,190.00 to H&H Plumbing for repairs along 144th on 1/8/2020. A roll call vote was unanimous in favor and the motion carried.
- f. No other items were introduced.

6. Review external interations since last regular Board meeting

- a. January 23, 2020 – Spoke with County Commissioner Haralson about County Maintenance crew replacing a culvert just north of the Corbett Baptist Church. The District's 4-inch line was hit and a hole about the size of quarter occurred. H&H Plumbing was called, and a patch was installed (\$1,190). The water lines had to be flushed for several hours at multiple locations (30,000 gallons of finished water at \$4.50/1000 gallons = \$135). Total cost \$1,325. Commissioner stated to collect the necessary paperwork, invoices, water costs and send them to in and County will reimburse.
- b. No other items were introduced.

7. Chairman's report

- a. Our CPA, Michael Mettry, requested the District establish a monetary amount to categorize if a system modification is either a "repair" or has "added value" to the water system. A "repair" would simply be an expenditure, but a "added value" would be depreciated over time. Request a motion to set \$1,000 as the threshold if there is a question which category an expenditure should be in.
- b. Motion was made by Richard Murnan and seconded by Tammy Koehn to approve a \$1,000 threshold between a system "repair" or an "added value". The \$1,000 threshold is used only if there is a question which category an expenditure should be in. A roll call vote was unanimous in favor and the motion carried.
- c. A transfer of membership has been requested for the Michael Edwards meter to the new owners of Patrick and Rachel Frazier. Transfer documents sent to Frazier's address in Lexington, OK on February 10, 2020. The meter is located

- about a 1/4th mile south of SH39 along 96th Street.
- d. No other items were introduced.

8. Vice Chairman's report

- a. No items were introduced.

9. Secretary's report

No documents were submitted to the records.

10. Treasurer's report

Previous checking - \$80,020.15	Current checking - \$83,013.32
Previous savings - \$13,264.05	Current savings - \$14,626.69
Previous Debit Service Reserve - \$51,236.17	Current Debit Service Reserve - \$52,286.26
Previous construction account - \$0.00	Current construction account - \$0.00

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 March 12, 2020 at the Corbett Baptist Church.

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


- a. County reimbursement for line break.

13. Public comments:

No visitors were present.

14. Adjourn

The meeting was adjourned at 9:16 pm with a motion by Gary Koehn and seconded by Tammy Koehn. Vote was unanimous in favor and the motion carried.

for 

Tammy Koehn, Secretary
Cleveland County Rural Water District #1

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

BALANCES	Previous	Current			Comments
McClain Regular Checking	\$80,020.15	\$83,013.32			PSN 1134.74, Reg 11123.19, Hydraulic Study 200.00, Total 12257.93
McClain Super T	\$13,264.05	\$14,626.69			Interest 8.47 + auto transfer 1354.17
McClain Super T <i>Reserve</i>	\$51,236.17	\$52,286.26			Interest 39.89 + auto transfer 1010.20
First Fidelity	\$0.00	\$0.00			

BILLS PAID (Monthly)		TOTAL	Check	Date	Comments
Direct Withdraw or Debit Card		\$159.54			
Hughesnet	\$102.54		AW	1/22/20	
Cricket Phone	\$57.00		DBT	1/9/20	

OEC		\$795.00	1279	1/15/20	
Well 1	\$322.00				
Well 2	\$325.00				
Well 3	\$67.00				
Bldg	\$81.00				

Wildlife Lands & Minerals		\$301.31	1273	1/15/20	Monthly Payment (not cleared)
American Waterworks		\$305.97	1277	1/15/20	setter, meter box lids, INV 67348
B&H Core Drilling					
H&H Plumbing		\$876.10	1280	1/15/20	install 16875 168th St.
H&H Plumbing					
H&T Store		\$318.65	1276	1/15/20	January gas
Pearsons		\$10.90	1274	1/15/20	strikes and screws
Pioneer Supply		\$124.00	1278	1/15/20	INV 80439
UTS					
Haynes Equipment					
Core & Main					
ERT Lab		\$25.00	1275	1/15/20	Bac T
Test #1	\$0.00				
Test #2	\$0.00				
Test #3	\$0.00				
Moore Printing					

**OTHER Payments
Approved**

Richard Murnan		\$648.25	1282	1/15/20	Quickbooks \$606.00, stamps and glue
ORWA		\$192.10	1281	1/15/20	membership & meter payment
First Unite Bank		\$75.00	1283	1/16/20	safe deposit box
USPS		\$195.00	DBT	1/22/20	stamps 4 rolls card, 1 roll forever
Okie 811		\$20.68	DBT	1/15/20	

TOTAL Bills PD \$4,047.50

CONTRACTORS

Royce Alan Hinkle		\$2,500.00	1284	1/30/20	Payment for January 2020

CONTRACTOR TOTAL \$2,500.00

Monthly Expenditures \$6,387.96