

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

Thursday April 23, 2024
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on April 14, 2024 @ 6:30 pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 7:05 pm. Board members in attendance were Jo Ann Miller, Jeannie Salmon, Robert Grisham, Gary Koehn, and Richard Murnan. All Board members were present.

A request was made by Richard Murnan to move to agenda item #3 to accommodate Mr. Eric Russell's travel back to Oklahoma City. The Board agreed to switching the order of agenda items #2 and #3 to make the accommodation.

2. Accept minutes of past meeting(s).

- a. A motion was made by Jeannie Salmon and seconded by Robert Grisham to accept agenda item #5(a) to the January 11, 2024, Regular meeting minutes. The item was absent to the earlier version of these minutes. Voice vote was unanimous in favor and the motion carried.
- b. A motion was made by Jo Ann Miller and seconded by Jeannie Salmon to accept the March 14, 2024, Regular meeting minutes with additional clarification provide on agenda item 6(c) dealing with the use of temporary bank checks and a correction with the number of items listed on agenda item 13(a). Voice vote was unanimous in favor and the motion carried.

3. Review of fiscal year 2023 audit (July 1, 2022, to June 30, 2023) by Eric Russell from Russell & Williams CPA's PC

- a. Mr. Russell presented the audit material to the Board. Questions were somewhat limited since this was our first audit performed. Mr. Russell stated he would be available if questions were asked later. Mr. Russell provided an updated version of the audit via email on the morning of April 24, 2024.

4. Consider actions in support of construction.

- a. Regional water project:
 - i. Contact was made with Mr. Adrian Chavarria from the Region 6 EPA office in Dallas. Mr. Chavarria provided guidance on several approved ways to obtain the necessary waiver. All the methods require information about income levels on the area.
- b. Our Engineer has started working the expansion of the well field and the new water tower which will be located to the east of the District Office/Shop.
- c. Our new raw water contract with ODWC becomes effective with our May 2024 payment. The new payment will be \$520.55/month.
- d. No other items were introduced.

5. Consider actions in support of operations.

- a. Monthly Operator's Report was provided by Royce Hinkle with no issues brought before the Board.
- b. Oklahoma Rural Water Association property and vehicle insurance was due by April 15, 2024. The premium amount is \$3,884.89/year.
- c. The annual water use report was submitted to OWRB with the \$25 fee.
- d. There are four individuals that have contacted the District concerning possible new water meter installations.
- e. Board member training is being offered at Pocasset, OK (52 miles away) on May 21-22, 2024. The training starts at 6pm and goes till 9pm each night.
- f. No additional monthly expenditures were added to the routine monthly invoices.
- g. The annual invoice for our website host, Go Daddy, will be coming due on June 9. Currently, Robert Grisham pays for the annual fee and the District reimburses him with a District check. The Board will contact the internet provider and update the account to charge the District credit card.
- h. No other items were introduced.

6. Consider requests for non-routine expenditure.

- a. No items were introduced.

7. Review external interactions since last regular Board meeting.

- a. No interactions were mentioned.

8. Chairman's report.

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

9. Vice Chairman's report.

- a. A set of rubber pads are needed to disconnect the tractor's backhoe attachment from the tractor when storing the backhoe attachment on concrete or inside the shop building. The rubber pads are priced at \$275. A motion was made by Gary Koehn and seconded by Jeannie Salmon to purchase the rubber pads. Roll call vote was unanimous in favor and the motion carried.
- b. Estimates for gravel about the District's Office/Shop were provided. Estimates per ton were \$31.40, \$34.29, and \$35.45. A motion was made by Richard Murnan and seconded by Gary Koehn to approve a purchase of 30 tons of gravel at \$31.40/ton (\$942). Roll call vote was unanimous in favor and the motion carried.
- c. To support future generators at the Control Building and the Office/Shop, information on using propane as the fuel was discussed. Cost information on a 500 gallon tank is \$2,200 and \$1,600 for a 250 gallon tank. The storage tanks should be 10 feet from all buildings and 10 feet from the property line. Current price for propane is \$2.36/gallon.

10. Secretary's report.

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

11. Treasurer's report.

- a. The treasurer's report for our April Board meeting was provided for review. The Board had no questions for the Treasurer. A motion was made by Richard

Murnan and seconded by Gary Koehn to approve the March Treasurer report. Roll call vote was unanimous in favor and the motion carried.

b. No other information was introduced.

12. Consider date and place of next regular meeting.

a. The next regular board meeting was scheduled for May 9, 2024, however several Board members had conflicts and a new date of a May 16, 2024, Special Meeting was agreeable. Meeting location would be at the District Office/Shop.

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

a. Two items were mentioned:

i. Well #3 issue with the meter.

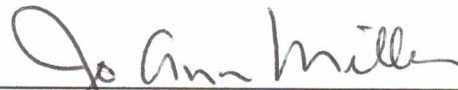
ii. Internet Provider (i.e., Go Daddy) account billing updated to District credit card. Annual fee due on June 9, 2024.

14. Public comments.

No members of the public were present during this agenda item. Mr. Russell left the meeting after addressing agenda item #3.

15. Adjourn.

The meeting was adjourned at 9:15 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, Secretary
Cleveland County Rural Water District #1