

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

Tuesday, May 16, 2023  
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on May 12, 2023 @ 6:40pm.

**1. Call to order and roll call.**

The meeting was called to order by Chairman Richard Murnan at 7:07 pm. Board members in attendance were Robert Grisham, Jeannie Salmon, JoAnn Miller, and Richard Murnan. Board member Gary Koehn arrived during agenda item #2 and David Standridge was absent.

**2. Accept minutes of past meeting(s).**

- a. A motion was made by Jeannie Salmon and seconded by Jo Ann Miller to accept the April 13, 2023, meeting minutes with the following change:
  - i. Correct the year of the last meeting minutes, “March 9, 2022” to “March 9, 2023” under agenda item 2(a), and
  - ii. add the sentence “Report offered by Royce Hinkle.” to the end of agenda item 5(a,i).

Voice vote was unanimous in favor and the motion carried.

**3. Consider actions in support of construction.**

- a. Regional water project.
  - i. No interaction with EPA funding has occurred.
- b. County American Recovery Plan Act (ARPA).
  - i. The past County ARPA activities were reviewed.
  - ii. On April 20, 2023, a meeting was held with representatives from ADG, Brian Wint with the County, and Patrick Hollingsworth, CPA to conduct a second risk assessment. The County discuss reporting details required for the American Recovery Plan Act (APRA) funds. Other items discussed were how the ARPA funds would be handled and secured by the District’s bank, how interest would be handled, along with the District’s cash management procedures.
  - iii. A copy of the signed Russell & Williams, CPA audit engagement letter will be forwarded to Michele Dean with ADG.
- c. Consider approval of First Fidelity Bank documents related to County ARPA funds.
  - i. A resolution was introduced to establish a bank account with First Fidelity Bank to secure the County provided ARPA funds. A motion to approve the resolution was made by Richard Murnan and seconded by Gary Koehn. Roll call vote was unanimous in favor and the motion carried.
  - ii. The necessary signatures were collected from Jeannie Salmon, Robert Grisham, and Richard Murnan on the bank supplied documents.
  - iii. A copy of the signed First Fidelity Bank documents will be forwarded to Michele Dean with ADG.
- d. 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 April. Locator work is underway on SH 39 between 156<sup>th</sup> and 180<sup>th</sup> as the Oklahoma Department of Transportation begins the widening effort of the highway. Report provided by Royce Hinkle.
- b. Consider additional monthly expenditures to be added to the routine monthly invoices.
  - i. No additional vendors were either added or removed.
- c. Other items as introduced.
  - i. Based on a conversation with Oklahoma Water Resources Board (OWRB), funds from the OWRB ARPA grant could be used to pay for yearly audits. A motion was made by Gary Koehn and seconded by Jeannie Salmon to approve the Engagement Letter with Russell & Williams, CPAs, PC for the audit of both FY 2022 and FY2023 and allow the Chairman to sign the necessary documents. A roll call vote was unanimous in favor and the motion carried.

5. **Consider requests for non-routine expenditure.**

- a. No expenditures were introduced.

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

- a. No external interactions were mentioned.

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 for May 2023 was not available and will be presented during the June 2023 board meeting.
- b. No other information was introduced.

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

- a. The next regular board meeting is scheduled for June 8, 2023, @ 7pm at the District's Office/Shop.

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

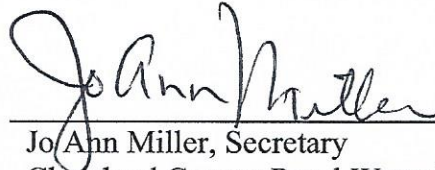
- a. Finalize contract with WDB Engineering for ARPA project.
- b. Updates on work with the Sheriff's Office.
- c. Update on the audit work.

13. **Public comments.**

No visitors were present.

14. **Adjourn.**

The meeting was adjourned at 8:31 pm with a motion by Gary Koehn and seconded by Jeannie Salmon. Voice vote was unanimous in favor and the motion carried.

A handwritten signature in cursive script that reads "JoAnn Miller". The signature is written in black ink and is positioned above a horizontal line.

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JoAnn Miller, Secretary  
Cleveland County Rural Water District #1