

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

Tuesday, September 13, 2022
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on September 8, 2022 @ 6:10pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 7:04pm. Board members in attendance were Robert Grisham, JoAnn Miller-Dudgeon, David Standridge, Jeannie Salmon, and Richard Murnan. Board member Gary Koehn was absent.

2. Accept minutes of past meeting(s).

- a. A motion to accept the minutes of the August 11, 2022, Monthly Meeting was made by Jo Ann Miller-Dudgeon and seconded by Jeannie Salmon with the noted changes identified by the Board. The changes were minor grammar changes on agenda items 3a(i), 3a(ii)1, 3a(ii)2, and 6a were required. Information on agenda item 5b required input of missing cost information from the Treasurer. Voice vote was unanimous in favor and the motion carried.

3. Consider actions in support of construction.

- a. Regional water project.
 - i. The District awaits word from the County on how the American Recovery Plan Act (ARPA) grant funds will be made available to the District. As listed in the August meeting minutes there were three methods being considered by the County to transfer the funds to the District. The County appears to be favoring the beneficiary method.
- b. ADA compliant parking.
 - i. Four bids for a 25'x18' concrete parking area have been received. The parking must provide a van handicapped parking space (11' wide), a 5' wide aisle that leads from the parking area to the existing entry porch, plus provide one additional visitor parking area (8' wide). The extra 1 foot of width will allow any issues with placement of paint lines widths to meet ADA compliance.
 - ii. Work on the ADA compliant parking is on hold until funds are available.
- c. No other items were introduced.

4. Consider actions in support of operations.

- a. Monthly Operator's Report.
 - i. No major issues with the system since our August meeting.
 - ii. Each month, a Monthly Operator's Report must be submitted to ODEQ. Copies of the August report were handed out as information to the Board on the type of information recorded on this form (see attachment 1).
- b. Consider additional monthly expenditures to be added to the routine monthly invoices.
 - i. No additional vendors were either added or removed.
- c. Membership drive on proposed new distribution waterline loops.

- i. A mass mailing will be needed to reach residence along the proposed waterline loops. A collection of addresses will be necessary, which takes some time.
- d. Other items as introduced.
 - i. The annual SAM.GOV listing for our District was due by 9/28/2022 and the process to renew the listing was submitted on 8/22/2022 with approval granted on 8/23/2022. Vendors begin calling individual listed on SAM.GOV, two months prior to the annual renewal date seeking to complete the process for a fee. Next year our annual renewal is due no later than 8/23/2023 (a scheduled email has been set for a July 10, 2023 delivery to our Board Members and the District email of the approaching deadline).
 - ii. No additional items were introduced.

5. **Consider requests for expenditure.**

- a. No items were requested.

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

- a. We have a request by ODEQ letter to attend one of four possible training sessions to be held at the ODEQ offices in OKC. The training is related to the grant funding through the Drinking Water State Revolving Fund which is handling ARPA funds from the State. Robert Grisham, Jo Ann Miller-Dudgeon, and Richard Murnan will be attending the Monday, September 26, 2022 training session.

7. **Chairman's report.**

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

8. **Vice Chairman's report.**

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

9. **Secretary's report.**

- a. Secretary position is open. Chair is taking minutes.

10. **Treasurer's report.**

The Treasurer provide a report for expenditures from August 2022. A motion was made by Richard Murnan and seconded by Jo Ann Miller-Dudgeon to accept the report. Roll call vote was unanimous in favor and the motion carried.

Summary of the end of August 2022 First Fidelity Bank and McClain Bank account balances were:

McClain Bank:

- Checking = \$6,321.36,
- Savings = \$15,461.34, and
- USDA/RD Reserve Savings = \$84,087.76.

First Fidelity Bank:

- Checking = \$0.00.

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

- a. The next regular board meeting is scheduled to be held on October 13, 2022, at the District's Office/Shop building.

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

- a. Regional Project.
- b. Contact USDA on reserve account.

13. **Public comments.**

No visitors were present.

14. **Adjourn.**

The meeting was adjourned at 8:24 pm with a motion by David Standridge and seconded by Jeannie Salmon. Vote was unanimous in favor and the motion carried.



Richard Murnan, Acting Secretary
Cleveland County Rural Water District #1