

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

Thursday, September 19, 2019

The agenda for the meeting was posted at the meeting location on September 18, 2019 @ 9:05 am.

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

The meeting was called to order by Chairman Richard Murnan at 7:14 pm. Board members present were Tammy Koehn, Jeannie Salmon, Robert Grisham, Gary Koehn, and Richard Murnan. Board member David Standridge was absent.

**2. Accept minutes of past meetings**

A motion was made by Richard Murnan to approve the Special Meeting Minutes from the April 25, 2019 Special Meeting. Jeannie Salmon seconded the motion with corrections being made to 4(iii) to fill in with a date. A voice vote was taken, and all were in favor.

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

- a. The Sherman property purchase of 2 acres was closed on August 27, 2019.
- b. Next item is to request the county's help in leveling the land, building a fence, look for an engineer approved structure to house an office and provide a storage/shop area.
- c. Actions to stain the concrete containment structures in the Lexington Wildlife Management Area are needed.
- d. Gary Koehn received engineering plans from Jason Pruitt/Kenny Craft for the extension planned between 108<sup>th</sup> and 132<sup>nd</sup> along the south side of Flat Armadillo.

**4. Consider actions in support of operations:**

- a. Monthly Operator's Report
  - Several chlorine barrels had to be purchased during August as the City of Lexington used 4,325,360 gallons between 7/24/2019 and 8/24/2019 while Lexington performed maintenance on their wells.
  - City of Lexington returned to their water wells at the end of August.
  - Richard Grotte (Poe) and Cody Traxler (M&T Septic and Backhoe) met on September 18, 2019 to locate the sixth air release valve. Efforts by the District to locate the valve had not been successful.
  - Corbett Church questioned their 12,000+ gallons used in August. Multiple checks of their meter were made 9/11/2019 to 9/13/2019 to determine there was not a large system leak, but small losses from leaking water closets (toilets). The usage from 8/24/2019 to 9/11/2019 was 8,012 gallons which was in line with the 12,000+ gallons experienced in August.
  - A google spreadsheet is available to report the chlorine readings throughout the system.
- b. OKIE811 membership application was completed on September 16, 2019. Primary contact method will be via our email at [Clevelandrwd1@gmail.com](mailto:Clevelandrwd1@gmail.com) and the alternate contact method is via text message to the System Operator cell phone number. The OKIE811 service comes with one contact method but each alternate contact method is \$10/month or \$120/year. The district will see a one-time setup fee of \$325.00 plus

the charge for the alternate contact method (\$10.00/m). OKIE811 will bill us for the one-time fee and the \$120 alternate contact method. Activation of the service will take 3-5 business days. POE and Associates had to be requested to produce another version of the files delivered to us by Richard Grotte back in July. The files delivered previously were showing our waterlines as lines, but OKIE811 needed a 500 foot buffer on both sides of these waterlines in order to notify utilities that might be impacted.

- c. The Limited English Proficiency Plan 2019 approved at the August Regular Meeting was submitted to the USDA/RD on September 15, 2019.
- d. A REAP Grant support letter was requested from the Oklahoma Water Resources Board (OWRB) to present to the Legislature in ORWB's efforts to secure additional funds for future REAP Grant projects (sent September 10, 2019).
- e. Consider additional monthly expenditures to be added to the routine monthly invoices. None needed to be added.
- f. Consumer Confidence Report which is required by ODEQ was due at the end of June. ODEQ is to provide the Report and it must be posted on our website.

**5. Consider request for expenditure (including vendor pay applications and/or change orders plus ratification of routine monthly invoices**

- a. Motion to approve Poe and Associates Payment Application #11 (includes retainer) for \$17,500.00. Motion made by Richard Murnan and seconded by Gary Koehn. A roll call was done with everyone in favor. Payment had been tabled until work locating the Air Release Valve along SH 39 was complete. September 18, 2019, Cody Trexler, Richard Grotte, and Royce Hinkle met near where the valve was to be located. Valve was located over the 10-inch line and was not offset back toward a fence to the north.
- b. Motion to ratify paid Routine Monthly invoices listed in attachment #1 for the month of August 2019. Motion made by Tammy Koehn and seconded by Gary Koehn. A roll call was done with everyone in favor.
- c. Motion to ratify expenditure for Royce Hinkle for August work completed as an independent contractor. Motion made by Jeannie Salmon and seconded by Richard Murnan. A roll call was done with everyone in favor.
- d. Motion to reimburse Richard Murnan for \$35.00 of postcard stamps purchased on 9/4/2019. Motion was made by Gary Koehn and seconded by Tammy Koehn. A roll call was done with everyone in favor.
- e. Motion to reimburse Royce Hinkle for \$6.91 for hardware fittings. Motion was made by Tammy Koehn and seconded by Gary Koehn. A roll call was done with everyone in favor.

**6. Review external interactions since the last regular Board Meeting**

- a. There were none.

**7. Chairman's report**

- a. Annual meeting is planned for November 21, 2019
- b. We need to consider having a notary available to the Board. Richard Tarp's notary was paid through December 28, 2019. The notary was in place for four years. The notary allowed the District to easily handle membership documents such as easements, transfer of memberships, and relinquishment of membership.

**8. Vice Chairman's report**

The Vice Chairman had nothing to report.

**9. Secretary's report**

The Secretary reported several documents were submitted to the Record:

- a. July 17, 2019 to August 8, 2019 email exchange with ODWC on initial construction damages and damage settlement. Email exchange also contains questions on maintenance of lines – ODWC will not charge the \$100/rod for repair breaks etc. Only if we decide to upsize existing lines would the charge come into question.
- b. August 5, 2019 – ODWC recurring monthly payment explanation document along with invoice covering April through July, 2019.
- c. August 13, 2019 – Estimate of Funds Needed (RD 440-11) for August 2019. Material submitted includes Explanation of Funds Needed for items: (1) ODWC Initial Construction Damages and (2) the Sherman land purchase along SH39, Board Resolutions passed on the two items, Agenda for August 8, 2019 meeting which lists the requested actions on the two items, ODWC Damage invoice (and supporting damage document) and Sherman property Settlement Statement plus surveyor invoice.
- d. August 14, 2019 – Request to Relinquish Membership for Dennis and Jennie Idlett (7801 Lewis Rd.) – follow-up letter to confirm verbal request on August 6, 2019 leaving them three months until November 6, 2019 to re-establish service by paying any previously unpaid balance (\$0.00 owed), a minimum bill each month the service is disconnected, any penalties or late charges, and a reconnect fee. Relinquishment of Membership form sent requiring notarized signatures but never returned. After November 6, 2019, new membership would be required if they wanted to connect.
- e. August 27, 2019 – Sherman property – Statement of Proof of Purchase – filed at county on 8/29/2019 – Doc # R2019-27279.
- f. August 27, 2019 – Sherman property – Warranty Deed – filed at county on 08/29/2019 Doc # R2019-27279 BT: RB B:5960 P:904 WDS (2 pages).
- g. August 27, 2019 – Sherman property – Settlement Statement - \$23,348 plus separate billing of \$1,125.00 for surveyor.
- h. September 4, 2019 – USDA/RD Form 1927-10 Final Title Opinion on the amended mortgage (includes the Sherman property).
- i. September 5, 2019 – Cover letter from Cheryl Clayton to USDA/RD Shelley Bookout to accompany the filed Amended Mortgage and the Final Title Opinion.
- j. September 10, 2019 – Letter to OWRB expressing the importance of the REAP Grant program overseen by OWRB. Letter was requested from OWRB to provide to Legislature in support of additional funds being requested for the REAP Grant program.
- k. September 15, 2019 – Signed Limited English Proficiency Plan dated September 13, 2019 was emailed to Shelley Bookout. This plan must be reviewed and submitted annually.

**10. Treasurer's report**

Previous checking - \$48,700.36	Current (8/31/2019) checking - \$52,380.65
Previous savings - \$13,220.18	Current savings - \$13,229.72
Previous Debit Service Reserve - \$46,887.72	Current Debit Service Reserve - \$48,052.73
Previous Construction Account - \$79,553.75	Current Construction Account - \$58,069.92

Motion to approve the Treasurer Report was made by Tammy Koehn and seconded by Robert Grisham. A roll call was done with all in favor.

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

The next meeting will be October 10, 2019 at Corbett Church

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

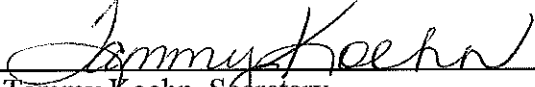
- Consumer Confidence Report (post on webpage)
- Notary is needed
- Meter reading on Tuesday, September 24, 2019
- Next billing cycle on Thursday, September 26, 2019
- Preparations for Annual Meeting to be held November 21, 2019.

**13. Public comments**

No visitors were present.

**14. Adjourn**

The meeting was adjourned at 8:50 pm with a motion by Gary Koehn and seconded by Jeannie Salmon. Vote was unanimous in favor and the motion carried.

  
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Tammy Koehn, Secretary  
Cleveland County Rural Water District #1

ATTACHMENT #1 - MONTHLY TREASURER'S REPORT FOR :

Aug-19

BALANCES	Previous	Current			Comments
McClain Regular Checking	48700.36	52380.65			Deposits: Checks 11277.80, PSN 974.92, 1 Hydro Study 200.00 = 12,452.72
McClain Super T	13220.18	13229.72			Interest 9.54
McClain Super T Reserve	46887.72	48052.73			1 dep of 1125.00 and interest of 40.01
First Fidelity	79553.75	58069.92			1 dep of 82542.92, 3 checks USDA 79,553.75, Clayton LAND 23,348.00, Reserve \$1125.00
<b>BILLS PAID (Monthly)</b>		<b>TOTAL</b>	Check	Date	Comments
<b>CREDIT CARD (\$3000 limit)</b>					Now Cancelled
Hughesnet	102.53		DBT	8/22/2019	debit card
Cricket Phone	57.00		DBT	8/9/2019	debit card
	0.00				
	0.00				
	0.00				
<b>OEC</b>		1238.00	1225	8/26/2019	
Well 1	323.00				
Well 2	720.00				
Well 3	129.00				
Bldg	66.00				
Wildlife Lands & Minerals		1506.55	1223	8/8/2019	Payments Apr, May, June, July, Aug
American Waterworks		0.00			
B&H Core Drilling		0.00			
H&H Plumbing		0.00			
H&H Plumbing		0.00			
H&T Store		430.23	1219	8/7/19	6 receipts mileage 748 - 1983 (1235 miles / 140.2 gal = 8.8 mpg) (not including gal from last receipt)
Pearsons		36.74	1218	8/7/19	
Pioneer Supply		0.00			
UTS		0.00			
Haynes Equipment		0.00			
Core & Main		0.00			
ERT Lab		375.00	1220	8/7/19	(25.00 Bac T) (\$350. TTHM and HAAS)
Moore Printing		0.00			
<b>OTHER Payments Approved</b>					
USPS		43.25			USPS - 100 Postcard stamps (8/26/2019 - \$35.00), and tracking 7.35 to USDA
Sequoyah		500.00	1224	8/8/19	Annual Support & Updates
Richard Murnan		228.05	1222	8/8/19	stamps, Batteries & chlorine
Robert Grisham		72	1221	8/8/19	truck tag and (OSBI check \$15.00)
		<b>TOTAL Bills PD</b>			
		<b>4429.82</b>			
<b>CONTRACTORS</b>					
Royce Allen Hinkle		2500.00	1217	8/1/19	July payment
<b>CONTRACTOR TOTAL</b>		<b>2500.00</b>			