

Minutes for the Special Meeting of the

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

Thursday November 16, 2023
6:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on November 13, 2023 @ 7:45 pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 6:02 pm. Board members in attendance were Robert Grisham, JoAnn Miller, Jeannie Salmon, and Richard Murnan. Board members Gary Koehn and David Standridge were absent.

Due to time constraints before the Annual Meeting was to start at 7:00 pm, agenda item #2 was delayed, and the meeting continued with agenda item #3 and #4 before stopping the Special Meeting (at 7:06 pm) to start the Annual Membership Meeting at 7:07 pm. The Annual Membership Meeting concluded at 7:43 pm. After the Annual Membership Meeting was complete, the Special Meeting reconvened at 7:44 pm with agenda #2, then continued with agenda item #5 thru #14.

2. Accept minutes of past meeting(s).

- a. A motion was made by Jo Ann Miller and seconded by Robert Grisham to accept the October 12, 2023, Regular meeting minutes with no additions or corrections. Voice vote was unanimous in favor and the motion carried.

3. Consider actions in support of construction.

- a. Regional water project:
 - i. Our District continues to need to schedule a meeting with the Environmental Protection Agency (EPA) to discuss a cost share waiver tied to the EPA Community Grants funding. District will need to reach out to ODEQ's Justin Hodge [(405) 702-8224] who has worked with another Oklahoma Rural Water District to submit a cost share waiver.
- b. A letter was discussed that would inform rural residents of the possibility of a new waterline in their area and ask if they have interest in connecting to it. The letter will offer to waive the road boring fee (\$2,200) and the hydraulic study fee (\$200) as an incentive. Options to reduce the membership fee were also discussed. Time frame to circulate the letter would conclude in late January with the intent to finalize the waterline path. This survey will help determine if the new waterline intersection of 96th Street and Lewis Road will head either south or east.
- c. Planning for expanding the District's water well field and building a new water tower near the District Office/Shop are underway with the target of starting the well field in early spring and the water tower as early as February-March. Last month this topic was on hold waiting on the signature from the County Commissioners on the Amendment #1. The Amendment #1 was signed on October 15, 2023, and our District received the signed copy on October 31, 2023 via email from Michele Dean with ADG.

d. No other items were introduced.

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

- a. Ms. Amanda Bryant, volunteered her experience with collections plus items to keep in mind about having a notary public within our Board. Ms. Bryant offered several items that our District will adopt for our billing process.
- b. Robert Grisham provided a summary of an extensive search of tractors for the District to consider. The tractors were all on State contract.
- c. Monthly Operator's Report was provided by Royce Hinkle.
 - i. Items mentioned were the metering issue with Well #3, the annual check of idle water meters or locations with forfeited memberships to take necessary precautions prior to the winter.
 - ii. The District's Shop garage door opener is not operating. The garage door can still be manually lifted until repairs can be made. The garage door part has been identified and Royce Hinkle will be ordering the part to make the necessary repairs.
- d. Consider additional monthly expenditures to be added to the routine monthly invoices.
 - i. No changes were needed.
- e. Other items as introduced include the third quote from a concrete vendor. The quotes were compared, and one vendor listed using gravel instead of sand as the base for the concrete along with 4,000 PSI concrete. Jeannie Salmon will check with the specific vendor if the concrete was changed to 3,500 PSI to make all the quotes comparable. The rebar spacing was also different between vendors, one uses 18 inches versus 24" for the others.

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

- a. Gary Koehn used his tractor to brush hog the area to the west of the District Office/Shop and a motion was made by Richard Murnan and seconded by Jeannie Salmon to reimburse Gary for \$40.00 of diesel fuel. Roll call vote was unanimous in favor and the motion carried.
- b. Richard Murnan purchased AA batteries (\$19.98 from Sam's) and a box of 50 hanging folders (\$17.60 from Amazon) for a total reimbursement of \$37.58. A motion was made by Jeannie Salom and seconded by Robert Grisham to reimburse Richard Murnan. Roll call vote was unanimous in favor and the motion carried.
- c. No other items were introduced.

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

- a. No 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 covering October 2023 was provided to the Board. A motion was made by Richard Murnan and seconded by Jo Ann Miller to accept the report without changes to the data. Roll call vote was unanimous in favor and the motion carried.
- b. Motion was made by Richard Murnan and seconded by Jeannie Salmon to create a separate First Fidelity Bank (FFB) checking account to receive interest earned from the County ARPA FFB account. All interest will be moved on a regular monthly basis to this new account. Roll call vote was unanimous in favor and the motion carried.
- c. No other information was introduced.

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

- a. The next regular board meeting is scheduled for December 14, 2023, at the District Office/Shop.

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

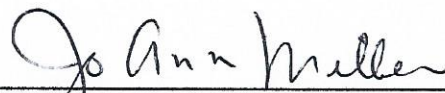
- a. Three items were mentioned:
 - i. Concrete – need to have contact with County about the ARPA listing ADA Parking as one of the items to use ARPA funds.
 - ii. Generator purchase – contact James Keeler for advice.
 - iii. Well #3 issue with the meter.
 - iv. Consider tractor purchase with County ARPA interest earned.

13. **Public comments.**

No visitors were present.

14. **Adjourn.**

The meeting was adjourned at 9:19 pm with a motion by Robert Grisham 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