

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

Thursday, December 13, 2018

The agenda for the meeting was posted at the meeting location on December 12, 2018 at 6:18 pm.

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:03 pm. Board members present were Jeannie Salmon, Tammy Koehn, Richard Tarp, Robert Grisham, Gary Koehn, and Richard Murnan. All Board members were present.

2. Election of District Board Officers

A motion was made to keep the existing officers for the upcoming year (Chair – R. Murnan, Vice-Chair – J. Salmon, Secretary – T. Koehn, and Treasurer - R. Tarp). Motion made by Robert Grisham and seconded by David Standridge. Vote was unanimous in favor and the motion carried.

3. Consider actions in support of construction

- a. The laying of the 10” water main between 156th and 168th Street has been completed and work continues with the 6” line between 168th and 180th Street. Road boring of the 2” lines to service customers on the north side of SH 39 still remain.
- b. Oklahoma Military Department (OMD) waiting on funding.
- c. Contract delivered December 3, 2018 to the Oklahoma Department of Corrections and awaiting their response.
- d. City of Lexington contracted with M&T Septic and Backhoe to make their connection. City has asked to set their meter in the southwest corner of our 25’ x 25’ property along 84th Street. Contacted USDA/RD (Ronnie Jones) and Poe and Associates (Kim Hornbuckle) about this request both said we could proceed.
- e. District has established a credit card to cover on-going expenditures such as software monthly charges, internet provider charges, billing software costs, etc.
- f. District must have our distribution network placed in “Call Okie” system (i.e., call before you dig location system). The GIS shape files from Poe and Associate must also be delivered to the County.

4. Consider requests for expenditure

- a. Motion was made by Jeannie Salmon and seconded by Gary Koehn to approve Change Order #5 for M&T Septic and Backhoe for a total project credit of \$77,625.00. This Change Order #5 is a reduction of the planned project contractor’s expenditure. The roll call vote was unanimous in favor and the motion carried.
- b. Motion was made by Richard Murnan and seconded by Robert Grisham to approve Change Order #1 for Layne Christensen for a total project credit of \$113,573.00. This Change Order #1 is a reduction of the planned project contractor’s expenditure (i.e., one less test hole and fewer production zones sampled). The roll call vote was unanimous in favor and the motion carried.

- c. Motion was made by Richard Murnan and seconded by David Standridge to approve Pay Application #10 for M&T Septic and Backhoe for \$247,290.80. This Pay Application include a previous approved Change Order #4 for \$187,678.00. The roll call vote was unanimous in favor and the motion carried.
- d. Motion was made by Richard Tarp and seconded by Robert Grisham to approve the Inspector Pay Application #11 for a total of \$7,397.50. The roll call vote was unanimous in favor and the motion carried.
- e. Motion was made by Tammy Koehn and seconded by Jeannie Salmon to approve Pay Application #9 for Poe and Associates for a total of \$787.50. The roll call vote was unanimous in favor and the motion carried.
- f. Motion was made by Richard Murnan and seconded by Robert Grisham to approve a Norman Transcript invoice for a total of \$625.45. The roll call vote was unanimous in favor and the motion carried. This amount covered advertising the System Operator position during the month of November.
- g. Motion was made by Tammy Koehn and seconded by David Standridge to approve reimbursement to Susan Tarp for \$101.19. The roll call vote was unanimous in favor and the motion carried. This amount included: \$32.00 for the Purcell Register (second of two System Operator advertisements), \$6.70 for mailing pay applications to the USDA/RD, and \$62.49 for 600 checks for the District's checking account.
- h. Motion was made by Tammy Koehn and second by Gary Koehn to approve the 2019 membership dues to the ORWA for \$85.00. The roll call vote was unanimous in favor and the motion carried.
- i. Motion was made by Jeannie Salmon and seconded by Robert Grisham to ratify the paid Routine Monthly Invoices for:
 - i. OEC electric service ending early November for \$225.00 (check #1121 on 11/25/2018).

The roll call vote was unanimous in favor and the motion carried.

Note: During the November 2018 Regular Board Meeting (agenda item #3, paragraph 2), the Board took action to generate a payment category called the Routine Monthly Invoice. OEC was added as the first company to be included in this payment category. For another business to be included in this new payment category, the Board must approve by a roll call vote to either include or exclude a business. For those companies included, the Treasurer would be authorized to pay those bills and invoices, and at the next Board meeting the Treasurer would present those paid bills and invoices for the Board to ratify the payments.

5. Consider actions in support of future operations

The topic of the System Operator position was discussed. A list of duties was discussed along with how the position would be filled as an independent contractor. Background checks will be handled by Tammy Koehn.

The Billing position was also discussed with specific details on the billing software to be used.

6. Review external interactions since last regular Board meeting

December 13, 2018 – Richard Tarp and Richard Murnan attended the Cleveland County District #3 Annual Holiday lunch. At the luncheon, we had the chance to speak with Zane Regan, Commissioner Haralson, and a representative from John Deere. Mr. Regan provided information about signage available to mark water valves that might be hidden in tall grass. I expressed our District's appreciation for letting us know about the luncheon and his continued support of the District. The John Deere representative explained the State Purchasing discounts and financing available to water districts.

7. Accept minutes of past meeting

The Board accepted the minutes of the November 8, 2018 regular Board Meeting with one change to agenda item #1 (Jeannie Salmon was absent for this meeting). Motion to accept was made by Richard Murnan and seconded by Jeannie Salmon. Vote was unanimous in favor and the motion carried.

The Board accepted the minutes of the November 15, 2018 Special Board Meeting without any changes. Motion to accept was made by Tammy Koehn and seconded by Robert Grisham. Vote was unanimous in favor and the motion carried.

8. Chairman's report

The Chairman reported on several items:

- a. Based on the current waiting list, there should be three new properties located along the water mains that could be reached.
- b. Waiting list continues to remain active. Information from interested rural residents should be forwarded to Tammy Koehn.

9. Vice Chairman's report

The Vice Chairman had no items to report.

10. Secretary's report

The following items have been received and will be entered into the District records:

- Certificate of Liability Insurance from ACORD for Elite Towers
- Certificate of Liability Insurance from ACORD for M&T Septic and Backhoe
- Payment Applications #5,6,7,8, and 9 for M&T Septic and Backhoe
- Payment Applications #5,6, and 7 for Elite Towers
- Payment Applications #6,7,8,9, and 10 for Inspector, Tommy Chester
- Payment Applications #4 and 5 for Layne Christensen
- Payment Applications #7 and 8 for Poe and Associates.
- USDA/RD Cover letter that summarize the payments made on:

- July 25, 2018
- August 24, 2018
- September 28, 2018
- October 25, 2018
- November 20, 2018

11. Treasurer's report

The Treasurer summarized financial transactions reported the current funds as of the last day of November 2018 in the amounts of \$23,003.79 in the Super T account and \$10,008.96 in the District's checking account. The USDA/RD construction checking account with First Fidelity Bank reported the current funds as of the last day of November 2018 were \$123,284.90. There currently is one payment outstanding for \$123,272.09 to M&T Septic and Backhoe and once this check clears, this will leave \$12.81 as the final balance. The \$12.81 balance is equal to a \$12.00 anticipated incoming wire fee previously charged when working with interim financing plus a transposed amount of \$123,272.09 that was deposited from the USDA/RD as \$123,272.90.

During the November 8, 2018 Board meeting, a motion was made to pre-approve the purchase of two computers, terminals, and a printer suitable to run the Sequoyah software package and print member bills. The purchases were not to exceed \$2,500.00. So far, one computer and one monitor has been purchased for \$699.00.

A motion to approve the Treasurer Report was made by Tammy Koehn and seconded by David Standridge. The roll call vote was unanimous in favor and the motion carried.

12. Consider actions related to construction financing

District will need to pull all items to be considered for payment and submit to the USDA/RD for payment.

13. Consider date and place of next regular meeting

The Chairman announced that the next regular Board meeting is scheduled for 7 pm on Thursday January 10, 2019 at Corbett Baptist Church.

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

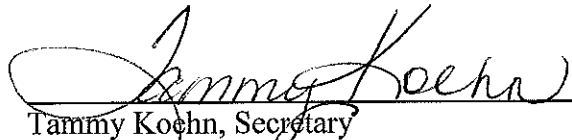
- Status of OMD water needs.
- Status of fencing along 84th Street.
- ODOC contract status.
- MicroComm static IP address issue.
- City of Lexington connection at 84th Street.

15. Public comments

No visitors were present during this agenda item. Visitors Delbert Henderson and Jeffery Shea were present earlier in the meeting.

16. Adjourn

The meeting was adjourned at 9:33 pm with a motion by Tammy Koehn and seconded by Gary Koehn. Vote was unanimous in favor and the motion carried.


Tammy Koehn, Secretary
Cleveland County Rural Water District #1