

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

Thursday, November 8, 2018

The agenda for the meeting was posted at the meeting location on November 7, 2018 at 8:51 am.

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:05 pm. Board members present were Tammy Koehn, Robert Grisham, Gary Koehn, Richard Tarp, and Richard Murnan. Board members Jeannie Salmon and David Standridge were absent.

2. Consider actions in support of construction

- a. Progress along the last two miles of the main water line along SH39 began today with laying of the 10" water main between 156th and 168th Street. All ODOT permits have been obtained along SH39 between 156th and 180th Street. Surveyor work has also been completed and the new water main locations will require timber clearing and large distances of boring.
- b. Oklahoma Military Department (OMD) land has been secured for their main entrance from Oklahoma Department of Corrections (ODOC). Real Estate work waiting on Oklahoma Management and Enterprise Services (OMES). OMD funding is all that is needed.
- c. ODOC is ready for a contract. Details on the quantity yearly amount and cost will be included in the final contract. Amounts over the contract amount would warrant a tap fee toward an additional water well.
- d. District needs to establish a credit card to cover on-going expenditures such as software monthly charges, internet provider charges, billing software costs, etc.
- e. District must have our distribution network placed in "Call Okie" system (i.e., call before you dig location system).

3. Consider requests for expenditure

No Change Orders or Pay Applications are available at this meeting. A Special Meeting prior to the November 15 Annual Membership Meeting has been called and will address any Change Orders or Pay Applications at that time.

Motion was made by Gary Koehn and seconded by Tammy Koehn to approve the creation of a new payment category that would include reoccurring monthly service bills or invoices from the Oklahoma Electric Cooperative. 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. The new payment category will be referred to as the Routine Monthly Invoices. 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. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Tammy Koehn and seconded by Richard Murnan to pre-approve the

purchase of two computers, terminals, and a printer suitable to run the Sequoyah software package and print member bills. Purchase shall not exceed \$2,500.00. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Gary Koehn and seconded by Robert Grisham to approve a \$32.00 payment to the Purcell Register for advertising a System Operator position. The roll call vote was unanimous in favor and the motion carried.

4. Consider actions in support of future operations

The Board considered items that would be appropriate for using the remaining project contingency funds. A list of those items was created such as: (1) an office/shop building, (2) a land purchase to construct the building and serve as a future additional standpipe location, (3) modify at least one of the water wells to accept generator power, (4) a generator for the chlorination building, (5) a portable generator sized to support one of the water wells, and (6) other miscellaneous items to support day-to-day operations.

5. Review external interactions since last regular Board meeting

No external interactions were noted.

6. Accept minutes of past meeting

The Board accepted the minutes of the October 11, 2018 regular Board Meeting with one change to agenda item #3 in paragraph six (the word "envelope" spelling was corrected). Motion to accept was made by Richard Murnan and seconded by Robert Grisham. Vote was unanimous in favor and the motion carried.

The Board accepted the minutes of the October 17, 2018 special Board Meeting without any changes. Motion to accept was made by Tammy Koehn and seconded by Richard Murnan. Vote was unanimous in favor and the motion carried.

7. Chairman's report

The Chairman reported on several items:

- a. November 7, 2018 – Richard Murnan contacted Ronnie Jones (USDA/RD State Director) to see if he could review our District's transition to operations and discuss our budget. Mr. Jones requested I contact the Community Unlimited group for a detailed review. Community Unlimited is made up of retired USDA/RD employees capable of providing expert review of our plans. Primary contact for Community Unlimited is Karen Conrad (1-918-919-1653) who will arrange a specific person close to our District's area.
- b. November 8, 2018 – Richard Murnan contacted Lt. Col. Cory Newcomb about the OMD connection. OMD still wants to make the connection and is working on the funding issue. Lt. Col. Newcomb was briefed on the status of M&T Septic and Backhoe would be likely finishing the project in mid-January. If the boring under SH39 could be completed prior to this time, it would solve having to go to ODOT for either a new permit or an extension of the current permit.
- c. Waiting list is now active. Information from interested rural residents should be forwarded to Tammy Koehn.

8. Vice Chairman's report

The Vice Chairman was absent.

9. Secretary's report

The Secretary had no items to report.

10. Treasurer's report

The Treasurer summarized financial transactions reported the current funds as of the last day of October 2018 in the amounts of \$31,972.80 in the Super T account and \$1,964.96 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 October 2018 were \$97,461.95. There currently are two payments outstanding, one for \$50,918.28 to M&T Septic and Backhoe and another for \$46,531.67 to Micro-Com leaving \$12.00 as the final balance once the two checks are cleared. The \$12.00 balance is equal to an anticipated incoming wire fee previously charged when working with interim financing. A wire fee is not charged with direct deposit fund transfers from the USDA/RD.

A motion to approve the Treasurer Report was made by Richard Murnan and seconded by Robert Grisham. The roll call vote was unanimous in favor and the motion carried.

11. 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.

12. Consider date and place of next regular meeting

The Chairman announced that the next regular Board meeting is scheduled for 7 pm on Thursday December 13, 2018 at Corbett Baptist Church. The Chairman also reminded the Board of the Annual Membership Meeting on November 15 where Board Member position held by Robert Grisham and Richard Murnan would be open. A special Board meeting is scheduled for 6:45pm on Thursday, November 15 just before the Annual meeting.

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

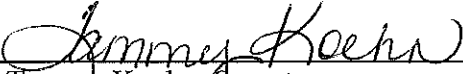
- Status of OMD water needs.
- Status of fencing along 84th Street.
- ODOC contract status.
- Internet Service.
- City of Lexington connection at 84th Street.

14. Public comments

No visitors were present.

15. Adjourn

The meeting was adjourned at 9:38 pm with a motion by Tammy Koehn and seconded by Richard Murnan. Vote was unanimous in favor and the motion carried.



Tammy Koehn, Secretary
Cleveland County Rural Water District #1