

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

Thursday, March 8 2018

The agenda for the meeting was posted at the meeting location on March 7, 2018 at 9:07am.

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:00 pm. Board members present were Richard Tarp, Robert Grisham, David Standridge, and Richard Murnan. Board Members Tammy Koehn, Gary Koehn, and Jeannie Salmon were absent.

Upon roll call, the Board agreed to move to Agenda items #9 and #10 to accommodate those who had to travel to make this meeting. Upon completion of these items, the Board continued in the normal agenda order.

2. Accept minutes of past meeting

The Board accepted the minutes of the February 8, 2018 regular meeting with no corrections needed. Motion to accept was made by Robert Grisham and seconded by David Standridge. Vote was unanimous in favor and the motion carried.

3. Chairman's report

The Chairman reported on several items:

- a. District currently is using interim financing through BancFirst.
- b. A waiting list is now active. Board Members were reminded to collect the following from interested individuals – name, mailing address, physical address if different from mailing address, phone number and/or email address. Each Board Member received a text message showing information collected for Lanny Logan on February 15, 2018. Information for Angela Garrett was added to the waiting list via sending the needed information to Tammy Koehn in a text message.
- c. Membership documents and the utility easement was mailed to Tracy Van Horn along with the amount due for two meters and two road bores.
- d. Information on upcoming ORWA training opportunities were reviewed. Registration forms for the April 16-18, 2018 ORWA Annual Meeting (held in Norman) were emailed to the Board Members and completed forms were collected from Grisham, Tarp, and Murnan and will be hand delivered by David Standridge.
- e. W-9 forms have been requested from the Contractors via an email to Kim Hornbuckle. These will be needed to generate 1099-MISC forms in January 2019.

4. Vice Chairman's report

The Vice Chairman was absent.

5. Secretary's report

The Secretary was absent but a number of documents were submitted to the Record and will be held for the next Board Meeting. Documents being held are:

- a. February 16, 2018 – Signed letter to County Commissioner Dr. Harold Haralson requesting the County's assistance in removing trees and other dirt work in the Lexington Wildlife Management Area (LWMA).
- b. February 20, 2018 – Signed sales tax exemption letters for each of the four contractors.
- c. February 1, 2018 – Plans and Specifications for the Water Storage Facility (i.e., standpipe)
- d. March 2, 2018 – Signed letter to Oklahoma Tax Commission to request sales tax exemption. Application requested the physical location of our District office. The Chairman's address was used until an office can be established. At that time, the tax exemption should be updated.

6. Treasurer's report

The Treasurer summarized financial transactions since the last regular meeting and reported the current funds as of the last day of February 2018 in the amounts of \$25,477.36 in the Super T account and \$1,952.43 in the District's checking account. The USDA/RD construction checking account with First Fidelity Bank in Norman reported the current funds as of the last day of February 2018 as \$0.20.

7. Review external interactions since last regular Board meeting

- a. February 16, 2018 – County Commissioner Harold Haralson was contacted via text message about County assistance in land clearing in the LWMA. A letter was prepared and emailed with a copy of the letter submitted for the District's records.
- b. February 20, 2018 – Richey Fink, foreman for Cleveland County District #3, Joe Nabonne (LWMA), Tommy Chester (District's Inspector), David Standridge, and Robert Grisham met at the H&T Convenience Store (156th & SH39) to review the work to be accomplished within the LWMA. Robert Grisham has notes of the meeting.

8. Consider actions related to construction financing

District will need to pull all items to be considered for BancFirst payment.

9. Consider actions in support of construction

There will be an upcoming meeting with OEC concerning the electrical service into the LWMA. Previous discussions establish the cost for updating the single-phase power into the LWMA and replace with 3-phase power. Wes White with OEC was contacted on March 8, 2018 about this subject and a follow-up email was sent with contact information for Tommy Chester and Kim Hornbuckle.

Kim Hornbuckle provided details of a recent inquiry of the Oklahoma Department of Transportation (ODOT) about the State's progress with right-of-way negotiations tied to the widening of SH39 from 156th eastward to the county line. Kim expects ODOT to have major progress on negotiations by June.

10. Consider requests for expenditure

Motion was made by David Standridge and seconded by Robert Grisham to approve Contract #1 - M&T Septic and Backhoe Pay Application #1 for \$619,174.85. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Robert Grisham and seconded by Richard Murnan to approve Contract #1 - M&T Septic and Backhoe Pay Change Order #1 for \$139,855.00. The roll call vote was unanimous in favor and the motion carried. This change order was due to plastic pipe price increases since the September 26, 2017 pre-construction meeting.

Motion was made by Richard Tarp and seconded by Richard Murnan to approve Contract #2 - Layne Christensen Pay Application #1 for \$22,537.80. The roll call vote was unanimous in favor and the motion carried.

Motion was made by David Standridge and seconded by Robert Grisham to approve Contract #3 - Elite Towers Pay Application #1 for \$70,775.00. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Richard Tarp and seconded by Richard Murnan to approve Poe & Associate Pay Application #3 for \$9,660.00. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Robert Grisham and seconded by David Standridge to approve the Project Inspector Pay Application #2 for \$5,252.50 for 95.5 hours. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Richard Murnan and seconded by David Standridge to approve payment of the annual Oklahoma Rural Water Association Assurance Policy (6/1/2018 – 6/1/2019) for \$1,750.85. The roll call vote was unanimous in favor and the motion carried.

Motion was made by David Standridge and seconded by Robert Grisham to approve reimbursement to Richard Murnan for \$575.13. The purchase consisted of a Garmin Montana 680t GPS receiver, protective case, screen film protection, and a 32GB SD card. The GPS receiver and accessories will be used by the Project Inspector to document and map specific features of the water system.

11. Consider date and place of next regular meeting

The Chairman announced that the next regular Board meeting was scheduled for 7 pm on Thursday, April 12, 2018 at Corbett Baptist Church.

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

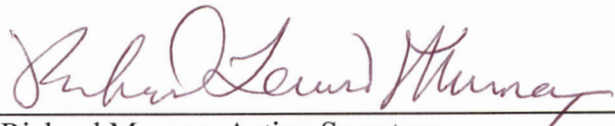
- At the ORWA Annual Meeting, gather information on a handheld tracer wire locator.
- Begin to look at System management software.
- Quickbooks Online needed to coordinate with CPA expended to conduct an audit at end of June.
- Phone / Satellite service for MicroComm equipment.

13. Public comments

Mr. Gary Gridley asked questions about the District's new wells impacting his private well.

14. Adjourn

The meeting was adjourned at 8:58 pm with a motion by Richard Murnan and seconded by Richard Tarp. Vote was unanimous in favor and the motion carried.



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