

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

Thursday, April 12, 2018

The agenda for the meeting was posted at the meeting location on April 11, 2018 at 9:27am.

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:07 pm. Board members present were Jeannie Salmon, Richard Tarp, Robert Grisham, David Standridge, Gary Koehn, and Richard Murnan. Board Member Tammy Koehn was absent.

2. Consider actions in support of construction

On April 9, 2018, the Oklahoma Department of Wildlife Conservation (ODWC) confirmed that upgrading the existing power lines along the west side of 168th Street would not incur an additional damage fee. ODWC has also requested the upgrade also include the use of metal power poles instead of wooden poles in areas where the Lexington Wildlife Management Area personnel commonly use controlled burning land management. Oklahoma Electric Cooperative (OEC) is checking on the availability and cost differences of metal power poles versus wooden poles.

The City of Lexington should be notified of the District's project construction is underway and how they can monitor the District's website to keep abreast of the overall progress.

The status of the State Highway 39 right-of-way expansion is currently being negotiated with landowners between 156th and 180th Streets. Kim Hornbuckle, with Poe and Associates, expects the Department of Transportation should be near completion in June.

3. Consider requests for expenditure

Motion was made by Richard Tarp and seconded by Robert Grisham to approve Contract #1 - M&T Septic and Backhoe Pay Application #2 for \$144,363.33. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Richard Murnan and seconded by Jeannie Salmon to approve Contract #2 - Layne Christensen Pay Application #2 for \$129,216.15. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Jeannie Salmon and seconded by Gary Koehn to approve Contract #3 - Elite Towers Pay Application #2 for \$123,500.00. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Richard Murnan and seconded by Richard Tarp to approve Poe & Associate Pay Application #4 for \$5,617.50. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Richard Tarp and seconded by Jeannie Salmon to approve the Project Inspector Pay Application #3 for \$8,552.50. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Jeannie Salmon and seconded by Richard Tarp to pre-approve payment of the annual website fee not to exceed a maximum of \$40.00. The roll call vote was unanimous in favor and the motion carried.

4. Review external interactions since last regular Board meeting

- a. During the month of March and continuing into April, several items have been completed within the Lexington Wildlife Management Area (LWMA) by the road maintenance staff of Cleveland County District #3 including building a roadway to well site #2, tree clearing along the east side of 168th within the LWMA.
- b. Phone conversations and email exchanges occurred between ODWC personnel and District representative. Approximately, one-fourth mile of three strand barbed wire will need to be constructed complete with steel bracing at each end.
- c. Several meetings and phone conversations with ODWC personnel, OEC personnel, and District representatives have occurred about the 3-phase power upgrade.
- d. Richard Tarp and Robert Grisham attended Board training in Wynnewood, Oklahoma and covered topics related to sustainability of small water districts.
- e. Richard Tarp had conversations with Lexington City Council members Dennis Mitchell (March 7, 2018) and Max Punneco (March 15, 2018) about the construction of the District's new water system.

5. Accept minutes of past meeting

The Board accepted the minutes of the March 8, 2018 regular meeting with corrections under agenda item #5(d) – was missing an “8” in the year “2018”, agenda item #6 – required a spelling correction for the month of “February”, and agenda item #7(b) – the last sentence was corrected to use “as” instead of “has”. Motion to accept the minutes with corrections was made by Jeannie Salmon and seconded by Robert Grisham. Vote was unanimous in favor and the motion carried.

6. Chairman's report

The Chairman reported on several items:

- a. The 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 should have received a text message that can be copied and pasted to send on to an interested person.
- c. Board members were reminded of the upcoming training opportunities available during the Oklahoma Rural Water Association (OWRA) Annual Meeting held April 16-18, 2018 in Norman, Oklahoma.
- d. The SAM (System Award Management) was updated and reactivated on April 10, 2018. The SAM requested a notarized letter stating the financial information modified back in September 27, 2017 was correct. The notarized letter was sent April 12, 2018.
- e. 2017 Annual Groundwater Use report was submitted to OWRB along with the \$25.00 annual permit fee. A copy of the 2017 and the 2016 reports were sent via email to the

- ODWC (Kristen Gillman and Joseph Nabonne) as per our contract requirements.
- f. W9 tax forms have been received for M&T and Elite Towers, we have not received one from Layne yet. We will include a letter and a blank W9 form with their next check.
 - g. BancFirst called on Tuesday, 3/27/2018 to ask for a \$365,507.05 wire transfer intended for another RWD be sent back to BancFirst. Richard Tarp and Richard Murnan conducted a conference call with First Fidelity to request the wire be sent back to BancFirst. Specific contact information from BancFirst and First Fidelity Bank were exchanged. On Wednesday, 3/28/2018 the funds were returned and the wire fee (\$12.00) routinely charged by First Fidelity was restored.

7. Vice Chairman's report

The Vice Chairman reported the Army National Guard Aviation Facility next to the Lexington Assessment and Reception Center is experiencing water issues tied to similar issue experience by the Oklahoma Department of Corrections.

8. Secretary's report

The Secretary was absent but a number of documents were submitted to the Record via Board Member Gary Koehn:

- a. February 1, 2018 – Plans and Specifications for the Water Storage Facility (i.e., standpipe)
- b. 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).
- c. February 20, 2018 – Signed sales tax exemption letters for each of the four contractors.
- 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.
- e. March 2, 2018 – Signed letter to OWRB to report our 2017 Annual Groundwater Usage.
- f. Membership documents for Tracy Van Horn property near 108th and Lewis Road.
- g. Copies of received W-9's for M&T Septic and Backhoe and Elite Towers. Originals are with Treasurer's records.
- h. The District's property easements (previously filed with County Clerk Office) were transferred from our Attorney Cheryl Clayton's office to the District's records.

9. Treasurer's report

The Treasurer summarized financial transactions since the last regular meeting and reported the current funds as of the last day of March 2018 in the amounts of \$32,494.91 in the Super T account and \$1,176.58 in the District's checking account. The United States Department of Agriculture/Rural Development (USDA/RD) construction checking account with First Fidelity Bank in Norman reported the current funds as of the last day of March 2018 as \$38.04.

10. Consider actions related to construction financing

The District will need to summarize all March 2018 expenditures onto a USDA/RD RD-440 form and then submit this form to the USDA/RD for their approval followed by notifying BancFirst to make funds available.

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, May 10, 2018 at Corbett Baptist Church.

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

- Follow-up letter of appreciation to Commissioner Harold Haralson.
- Building of fence on LWMA on east side of 168th Street can move forward.
- Fencing options about the Lexington Master Meter along 84th Street must be coordinated with M&T Septic and Backhoe, the land owner, and a welding contractor.
- Quickbooks Online is needed to coordinate with our CPA selected to conduct an end of June audit.
- Phone / satellite service for MicroComm equipment should be explored.
- Three dates were provided to Rep. Cleveland for a future Oklahoma Department of Corrections meeting (April 27, May 4, or May 11, 2018).
- Update from Oklahoma Military Department's future need for potable water.

13. Public comments

Visitors present were Mr. Carl Gray, Mr. Tommy Chester, Mrs. Kim Hornbuckle, and Mr. Jacob Traxler. The primary discussion item focused on the Well #1 completion work.

14. Adjourn

The meeting was adjourned at 8:41 pm with a motion by Gary Koehn and seconded by Robert Grisham. Vote was unanimous in favor and the motion carried.



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