

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

Thursday, May 10, 2018

The agenda for the meeting was posted at the meeting location on May 9, 2018 at 8:23 am.

**1. Call to order and roll call**

The meeting was called to order by Chairman Richard Murnan at 7:08 pm. Board members present were Tammy Koehn, Richard Tarp, Robert Grisham, Gary Koehn, and Richard Murnan. Board Member Jeannie Salmon and David Standridge were absent.

**2. Consider actions in support of construction**

Oklahoma Electric Cooperative (OEC) has completed the power line right-of-way tree and brush clearing and the area has been surveyed for the location of new power poles. OEC has not been able to confirm the use of steel power poles to alleviate problems with the Wildlife Management Area (WMA) use of controlled burns.

The City of Lexington's City Manager, Chris Coker was notified via email on May 7, 2018 that the District's project construction was underway and how they could monitor the District's website to keep abreast of the overall progress. Also, the email included that a potential meeting between the District's engineer and the City of Lexington's engineer might be needed.

The status of the State Highway 39 right-of-way expansion is currently being negotiated with landowners between 156<sup>th</sup> and 180<sup>th</sup> Streets. Kim Hornbuckle, with Poe and Associates, has stated a trip to ODOT Division #3 might be necessary since the Oklahoma City's ODOT Utilities Branch has no record of our permit being granted and since we are a new utility we would need to wait to install our water main after the construction is complete (construction is not scheduled to begin until 2022). Kim Hornbuckle is still working this issue.

The District is in search of a welder to construct braces and gates on 180<sup>th</sup>, 168<sup>th</sup>, and 84<sup>th</sup> Streets. Richard Tarp has the design information along with a potential bill of material.

**3. Consider requests for expenditure**

Motion was made by Gary Koehn and seconded by Robert Grisham to approve Contract #1 - M&T Septic and Backhoe Change Order #2 for \$21,309.30. The roll call vote was unanimous in favor and the motion carried. This change order was for a culvert (i.e., tin horn) along 168<sup>th</sup> Street at Well Site #3 plus slick boring work required under asphalt driveways between 156<sup>th</sup> Street to 84<sup>th</sup> Street along State Highway 39 (SH39). Approval of this Change Order #2 will allow the \$21,309.30 amount to be included in the M&T Septic and Backhoe Pay Application #3.

Motion was made by Tammy Koehn and seconded by Richard Tarp to approve Contract #1 - M&T Septic and Backhoe Pay Application #3 for \$473,999.27. 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 #2 - Layne Christensen Pay Application #3 for \$233,025.50. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Tammy Koehn and seconded by Gary Koehn to approve Contract #3 - Elite Towers Pay Application #3 for \$111,150.00. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Richard Murnan and seconded by Robert Grisham to approve Poe & Associate Pay Application #5 for \$10,342.50. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Richard Tarp and seconded by Robert Grisham to approve the Project Inspector Pay Application #3 for \$8,992.50. 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 payment for building 1300' of 3 strand barbed fencing along 168<sup>th</sup> Street as a perimeter fence to keep WMA visitors from driving around the southern entrance cable gate. The roll call vote was unanimous in favor and the motion carried. The metal braces at the north end of the fencing may need to be tied into the proposed 168<sup>th</sup> Street swing horizontal pipe gate which M&T Septic and Backhoe has in their bid. Limit for the pre-approval is set at \$3,000.00.

Motion was made by Richard Tarp and seconded by Tammy Koehn to reimburse Richard Murnan \$119.97 for 150 lbs of rye seed which was spread within the WMA on areas cleared by the County. The roll call vote was unanimous in favor and the motion carried. The seed will hopefully limit erosion until the native grass re-grows.

During the April Regular meeting, a motion was made and approved to pre-approve an expenditure not to exceed \$40.00 for the District's website annual usage fee. For the record, the actual expenditure was \$33.98.

#### **4. Review external interactions since last regular Board meeting**

There were several contacts made with the County concerning details on the size and length for a culvert along 84<sup>th</sup> Street at the Lexington Master Meter location. The County can store the culvert and when the site is ready for the culvert, the County will install it.

#### **5. Accept minutes of past meeting**

The Board accepted the minutes of the April 12, 2018 regular Board meeting with corrections under agenda item #4(b) – the word “strain” was changed to “strand”. Motion to accept the minutes with corrections was made by Robert Grisham and seconded by Gary Koehn. 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. The SAM (System Award Management) was updated and reactivated on April 10, 2018, but the SAM requested a notarized letter stating the financial information modified back in September 27, 2017 was correct. The notarized letter (sent April 12, 2018) was received, documented, and incident closed on April 26, 2018.
- d. W9 tax form has been prepared for future payments to a welder.

#### **7. Vice Chairman's report**

The Vice Chairman was absent.

#### **8. Secretary's report**

The Secretary reported the following documents were received and will be included in the District records:

- a. Notebook bound legal documents for each Contract of the four contractors.
- b. Signed and executed March 2018 Pay Applications totaling \$413,151.00.
- c. Modification to McDonald Membership along SH39 (50 acres) – explanation to go into McDonald file and renamed to Yearly Membership (7 acres). Hydraulic study performed for Wells Land and Cattle on neighboring property (43 acres).

#### **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 April 2018 in the amounts of \$32,521.62 in the Super T account and \$1,276.58 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 \$0.61.

Motion was made by Robert Grisham and seconded by Gary Koehn to accept the Treasurer's Report. The roll call vote was unanimous in favor and the motion carried.

#### **10. Consider actions related to construction financing**

The District will need to summarize all April 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, June 14, 2018 at Corbett Baptist Church. However, a number of Board Members would be absent so the Board took action to hold a special Board meeting on Thursday, June 7, 2018 at Corbett Baptist Church. The regular Board meeting on June 14, 2018 will be cancelled.

**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 168<sup>th</sup> Street can move forward.
- Fencing options about the Lexington Master Meter along 84<sup>th</sup> 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.
- Oklahoma Department of Corrections meeting with District may need assistance from Rep. Cleveland.
- Update from Oklahoma Military Department's future need for potable water.

**13. Public comments**

No visitors were present.

**14. Adjourn**

The meeting was adjourned at 9:17 pm with a motion by Richard Tarp and seconded by Robert Grisham. Vote was unanimous in favor and the motion carried.



Tammy Koehn, Secretary  
Cleveland County Rural Water District #1