

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

Thursday, September 13, 2018

The agenda for the meeting was posted at the meeting location on September 12, 2018 at 9:05 am.

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

The meeting was called to order by Chairman Richard Murnan at 7:13 pm. Board members present were David Standridge, Tammy Koehn, Jeannie Salmon, Robert Grisham, Gary Koehn, Richard Tarp, and Richard Murnan. All Board members were present.

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

- a. Oklahoma Electric Cooperative (OEC) work on the three-phase power is complete.
- b. The issue with the Oklahoma Department of Transportation (ODOT) efforts to expand the existing right-of-way easements along State Highway 39 (SH39) between 156<sup>th</sup> and 180<sup>th</sup> is still ongoing (i.e., the south side has been secured). Our Engineer's original plan had our water mains located within the right-of-way on the north side of SH39 but there have been complications securing the right-of-way. Therefore, considerations are being discussed to use the south side. Our Engineering firm continues coordinating with ODOT on what plan modifications must be made to accommodate this possible water main design.
- c. All fencing and gate modifications are complete along 168<sup>th</sup> and 180<sup>th</sup> Streets on the Oklahoma Department of Wildlife Conservation (ODWC) Lexington Wildlife Management Area. The additional parking area established on either side of the new 180<sup>th</sup> Street gate will be graveled prior to start of hunting season (i.e., October 1).
- d. Fencing around the meter vault located along 84<sup>th</sup> Street remains to be completed and likely will be postponed until the connection to the City of Lexington is complete.

**3. Consider requests for expenditure**

No change orders were submitted for work performed in August.

Motion was made by Tammy Koehn and seconded by Robert Grisham to approve M&T Septic and Backhoe Pay Application #7 for \$305,131.26. The roll call vote was unanimous in favor and the motion carried. This Pay Application includes Change Order #3 which was approved during the August Regular Board Meeting for \$50,095.00.

Motion was made by Jeannie Salmon and seconded by David Standridge to approve Layne Christensen Pay Application #6 for \$974.70. 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 Elite Towers Pay Application #6 for \$48,925.00. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Jeannie Salmon and seconded by Richard Murnan to approve Poe & Associates Pay Application #8 for \$9,292.50. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Robert Grisham and seconded by Tammy Koehn to approve the Inspector Pay Application #8 for \$10,230.00. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Tammy Koehn and seconded by Jeannie Salmon to approve a \$125.00 payment to Poe & Associates for a hydraulic study for the Mike Jones property located off 132<sup>nd</sup> Street. The roll call vote was unanimous in favor and the motion carried.

Motion was made by Richard Murnan and seconded by Jeannie Salmon to pre-approve a \$5.00 reimbursement to the District checking account from the First Fidelity Construction account. The roll call vote was unanimous in favor and the motion carried. A \$5.00 cash deposit was made August 8, 2018 by Richard Murnan to the First Fidelity Construction account. During the August 9, 2018 Regular Board meeting, a motion was approved to reimburse Richard Murnan the \$5.00 (receipt provided) from the District Checking account. The cash deposit covered a \$3.34 shortage that resulted from a \$3.00 incoming versus outgoing bank wire fee difference and the USDA/RD fund transfer that was \$0.34 short of what was needed to cover items included in the July 25, 2018 USDA/RD loan closing.

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

- a. August 27, 2018 – Richard Murnan had a conversation with Regina Kraft who has property at the intersection of 120<sup>th</sup> and Flat Armadillo Road. Topics covered were references to the Bylaws on how a meter is assigned to property and options the currently property owner may take to transfer the meter to another property. The current meter waiting list includes their property located at 120<sup>th</sup> and Flat Armadillo Road.
- b. September 10, 2018 - Richard Tarp had a conversation with City of Lexington Council Member Max Punneo concerning the status of the Lexington water connection at the water meter vault along 84<sup>th</sup> Street.
- c. September 10, 2018 – A letter was prepared for Kenny Slate located at 14333 Lewis Road to document his decision to not purchase a membership after paying for a hydraulic study for the property and a meter box being set. Mr. Slate's home was in the process of being sold as of September 28, 2018. The letter was sent certified mail.

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

The Board accepted the minutes of the August 9, 2018 regular meeting with one change to agenda item #13 (changed “present” to “submit”). Motion to accept was made by Tammy Koehn and seconded by Jeannie Salmon. Vote was unanimous in favor and the motion carried.

#### **6. Chairman’s report**

The Chairman reported on several items:

- a. As of July 17, 2018, the District raised the question about the well electrical panels were being installed in the open in a wildlife management area where hunting is allowed. Options to build a containment structure around the panels were explored with a requirement the structures must be completed by October 1, 2018 which is the start of hunting season. Bids for using thick metal partitions to build the structure were either too expensive and/or completion was not possible before October 1 (one steel bid was for \$23,000 but the October 1 completion was not possible. Concrete block with the voids filled with concrete came in at \$30,000 and included \$3,000 additional electrical work to move the telemetry panels. Finally, we received a bid for \$20,500 using 6-inch-thick poured concrete walls.
- b. During the September 11, 2018 Special Board Meeting, the Board approved the bid for the 6 inch thick poured concrete wall structures. The motion allowed for field modifications (a possible size increase) with the project not to exceed \$21,000.
- c. August 20, 2018, Richard Tarp and Richard Murnan met with Oklahoma Department of Corrections (ODOC) personnel Warden Bear with Joseph Harp Correctional Center (JHCC), Faron Byrant (ODOC Maintenance Director) and several of the maintenance staff from JHCC and the Lexington Assessment and Reception Center (LARC). The meeting was held at the JHCC maintenance building. Topics covered were the items a contract would need to include, ODOC recent interactions with the Oklahoma Military Department (OMD), and possible options how to transfer water from the District to ODOC.
- d. August 20, 2018, documents were created to transfer the Covey membership (15151 180<sup>th</sup> Street owned by Covey) to the Clifford Dover property (located within Sec 28 Township 6N and Range 1E).
- e. Waiting list is now active. Information from interested rural residents should be forwarded to Tammy Koehn.

#### **7. Vice Chairman’s report**

The Vice Chairman reported the land transfer needed between OMD and ODOC was complete as of August 28, 2018. OMD will be looking at their budget after October 1, 2018.

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

The Secretary reported several documents were submitted to the Record:

- a. Transfer document of the Bundy membership at 16505 Box Road to the new owners (Boren/Davidson).
- b. Transfer document for McCalip membership at 18650 132<sup>nd</sup> pasture tap to new owners (Jones).
- c. Transfer document for Greening membership at 19800 156<sup>th</sup> to new owners (Collie).
- d. Transfer document for DeCamp membership at 14401 Teakwood Lane to new owners (Wilkinson).
- e. Membership document, transfer document from Manues, and easement for Stovall membership at 18315 108<sup>th</sup> Street.
- f. FCC Spectrum Leasing Arrangement valid from 8/31/2018 to 10/12/2025.
- g. BancFirst Interim Loan paperwork with cover letter stating the Loan was paid in full.
- h. July 2018 Pay applications explanation sheet submitted to USDA.

## **9. Treasurer's report**

The Treasurer summarized financial transactions reported the current funds as of the last day of August 2018 in the amounts of \$32,437.31 in the Super T account and \$1,769.17 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 August 2018 were \$134,333.00 with two outstanding checks totaling \$134,321.00 (Layne for \$122,246.00 and Poe and Associates for \$12,075.00). The remaining \$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 Tammy Koehn and seconded by Jeannie Salmon. The roll call vote was unanimous in favor and the motion carried.

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

- a. District will need to pull all items to be considered for payment and submit to the USDA/RD for payment.
- b. The Limited English Proficiency Plan annual review is due September 19, 2018. No real changes were needed to the plan. A motion was made by Robert Grisham and seconded by David Standridge to approve making minor changes to last years Plan (i.e., date change, etc.) and submit to the USDA/RD. A voice vote was unanimous in favor and the motion carried.

## **11. Consider date and place of next regular meeting**

The Chairman announced that the next regular Board meeting is scheduled for 7 pm on Thursday October 11, 2018 at Corbett Baptist Church. The Chairman also reminded the Board of the annual meeting on November 15 where Board Member position held by Robert Grisham and Richard Murnan would be open. Any changes to the Bylaws would need to be discussed at the October Board Meeting.

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

- Progress with the last two miles of the main water line along SH39.
- Lexington Wildlife Management Area access is closed to construction starting October 1.

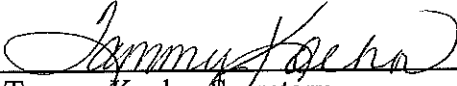
- Micro-Comm project status.
- September 19, 2018 system checkout.
- OMD status?
- ODOC status?

**13. Public comments**

No visitors were present.

**14. Adjourn**

The meeting was adjourned at 8:32 pm with a motion by Tammy Koehn and seconded by Gary Koehn. Vote was unanimous in favor and the motion carried.

  
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Tammy Koehn, Secretary  
Cleveland County Rural Water District #1