

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

Thursday, December 12, 2019

The agenda for the meeting was posted at the meeting location on December 11, 2019 @ 8:55 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 Jeannie Salmon, Robert Grisham, Gary Koehn and Richard Murnan. Board members David Standridge and Tammy Koehn were absent.

**2. Election of District Board Officers**

Nominations were opened for each of the Officer positions. Each of the current officers were agreeable to continue for 2020. A motion was made by Gary Koehn and seconded by Richard Murnan to re-elect the current officers. Voice vote was unanimous in favor.

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

- a. ODEQ Construction Permit along Flat Armadillo Road has been reviewed on-line and Richard Murnan will contact ODEQ to check on the procedure required and if the correct permit is being used.
- b. Membership paperwork has been received from Richard Crews located at the Southeast corner of 168<sup>th</sup> and SH 39. Installation has been scheduled and the location of the meter has been established by first identifying the current Right of Way along the State Highway.
- c. Gary Koehn agreed to begin collecting information and obtain quotes on building a office and shop on the District's property along SH 39 between 108<sup>th</sup> and 120<sup>th</sup> Street.
- d. Robert Grisham will post contacts for completing service lines to the website.
- e. No other items were introduced.

**4. Consider requests for expenditure (including vendor pay applications and/or change orders plus ratification of routine monthly invoices).**

- a. A motion to ratify paid routine monthly invoices listed in Attachment #1 was made by Robert Grisham and seconded by Gary Koehn. A roll call was done with all board members voting in favor.
- b. A motion to ratify payment made to Royce Hinkle for November work completed as an independent contractor was made by Robert Grisham and seconded by Richard Murnan. A roll call was done with all board members voting in favor.
- g. A motion to reimburse Royce Hinkle for a US Mail expenditure of \$2.07 was made by Gary Koehn and seconded by Robert Grisham. A roll call was done with all board members voting in favor.
- h. Motion was made by Gary Koehn and seconded by Jeannie Salmon to reimburse Richard Murnan for expenditures totaling \$129.20 for 100 postcard stamps (\$35.00 or \$0.35 each), \$93.50 for a laser printer toner cartridge and printer paper (Best Buy), and postage of \$0.70 to send membership documents to Richard Crews. A roll call was done with all board members voting in favor.
- i. No other items were introduced.

**5. Consider actions in support of operations**

- a. Monthly Operator's Report was provided by Royce Hinkle. Of interest were:
  - o Well #3 has a valve leak that has been reported to M&T Septic and Backhoe for warranty repairs.
  - o Well #3 continues to have an non-operational meter. Well #3 has not been used since the meter problem was noticed two months ago. The installed meter was not designed to be submerged in water continuously of which it has been submerged since beginning operations in March 2019.
  - o City of Lexington has been taking water from November 10, 2019 to December 3, 2019.
- b. Annual Audit work continues with Michael Mettry in Oklahoma City. CPA is actively working our audit. Richard Murnan made changes to Quickbooks Online account based on CPS suggestions.
- c. No other items were introduced.

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

No interactions were noted.

**7. Accept minutes of past meetings**

No minutes were available.

**8. Chairman's Report**

- a. Availability of Tammy Koehn serving as notary public for District needs was discussed. Based on comments from Gary Koehn, a suggestion was made to coordinate with Tammy prior to Board Meetings so notary material can be available during the meetings.
- b. Two easements are ready to be filed with County Clerk office. Easements are for Keeler property near 108<sup>th</sup> and Flat Armadillo Road and Crews property on the Southeast corner of 168<sup>th</sup> and SH 39.
- c. Approved meeting schedule for 2020 was emailed to County Clerk office on November 22, 2019. Unable to determine if response from Clerk office was received so the schedule was resubmitted on December 11, 2019. Deadline to submit the annual schedule is December 15.

**9. Vice Chairman's Report**

No items to report.

**10. Secretary's Report**

Secretary not available and no items reported.

**11. Treasurer's Report**

The Treasurer provided, prior to the meeting, a summarized financial statement (Attachment #1) reported the current funds as of the last day of November 2019 in the amounts of \$13,255.60 in the Super T account and \$71,806.86 in the District's checking account. The "Reserve" Super T account has current funds of \$50,186.94. The USDA/RD construction checking account with First Fidelity Bank reported the current balance as of the last day of November 2019 was \$0.00.

A motion to approve the Treasurer report was made by Richard Murnan and seconded by Robert Grisham. A roll call was done and the roll call vote to approve was unanimous.

**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 January 16, 2020 at Corbett Baptist Church. The 2020 Regular Meeting schedule submitted to the County Clerk office reflected the deviation from the normal second Thursday of the month (January 9, 2020 is the second Thursday of the month). All other regular meeting dates submitted to the Clerk's office used the second Thursday of each month.

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

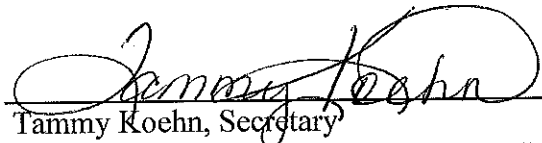
- Review quotes on office shop building.
- Meter reading will be December 24, 2019.
- Billing cycle will be on Friday, December 30, 2019 with mailing on January 2, 2019.

**14. Public comments:**

No public were present.

**15. Adjourn**

The meeting was adjourned at 8:29 pm with a motion by Gary Koehn and seconded by Robert Grisham. Vote was unanimous in favor and the motion carried.

  
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Tammy Koehn, Secretary  
Cleveland County Rural Water District #1

ATTACHMENT #1 - MONTHLY TREASURER'S REPORT FOR : December 2019 Meeting

BALANCES	Previous	Current			Comments
McClain Regular Checking	\$66,323.50	\$71,806.86			Deposit total 11,962.21 (1498.00 thru PSN, 10464.21 reg deposit)
McClain Super T	\$13,247.44	\$13,255.60			Interest 8.16
McClain Super T Reserve	\$49,139.74	\$50,186.94			Interest 37.00 Monthly transfer from checking 1010.20
First Fidelity	\$17,500.00	\$0.00			

BILLS PAID (Monthly)	TOTAL	Check	Date	Comments
Direct Withdraw or Debit Card	\$159.53			
Hughesnet	\$102.53	DW	11/22/19	
Cricket Phone	\$57.00	DBT	11/12/19	

OEC		\$333.00	1259	11/18/19	
Well 1	\$126.00				
Well 2	\$74.00				
Well 3	\$65.00				
Bldg	\$68.00				

Wildlife Lands & Minerals		\$301.31	1256	11/18/19	Monthly Payment
American Waterworks		\$93.20	1254	11/13/19	12 cans marking paint, 1-2 1/2 fnst X 3/4 mght
B&H Core Drilling					
H&H Plumbing					
H&H Plumbing					
H&T Store		\$409.57	1255	11/13/19	gas
Pearsons		\$27.98	1253	11/13/19	gloves
Pioneer Supply					
UTS					
Haynes Equipment					
Core & Main					
ERT Lab		\$685.00	1252	11/13/19	
VOC	\$330.00				
VOC	\$330.00				
Bac T	\$25.00				
Moore Printing					

**OTHER Payments  
Approved**

Richard Murnan		\$184.05	1258	11/18/19	postage \$70.00, oil filter \$105.36, golher bait \$7.99
Royce Hinkle - Parts		\$7.61	1257	11/18/19	Mothballs

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**TOTAL Bills PD                    \$2,201.25**

**CONTRACTORS**

Royce Alan Hinkle		\$2,500.00	1251	11/1/19	Payment for October 2019
Royce Alan Hinkle		\$2,500.00	1260	11/27/19	Payment for November 2019

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**CONTRACTOR TOTAL                \$5,000.00**

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**Monthly Expenditures            \$7,041.72**