

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

Thursday, January 10, 2019

The agenda for the meeting was posted at the meeting location on January 9, 2019 at 10:45 am.

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:10 pm. Board members present were Jeannie Salmon, Tammy Koehn, Richard Tarp, Robert Grisham, Gary Koehn, and Richard Murnan. All Board members were present.

2. Consider actions in support of construction

- a. The 6" line between 168th and 180th Street is complete. Road boring of three 2" lines to service customers on the north side of SH 39 still remain.
- b. Oklahoma Military Department (OMD) waiting on funding.
- c. Oklahoma Department of Corrections will be seeking other options other than our contract. Appears reworking existing wells is the direction they will move forward with.
- d. City of Lexington will be having M&T Septic and Backhoe to make their connection. They are asking for a connect shortly after the line exits the District's meter vault & turns to the west. The City would like to place a valve just within the perimeter of the easement the CCRWD purchased from Larry Wells. The contractor believes that the only thing needed at this point would be a small meter can that could be placed at the edge of the easement. This meter can would not interfere in any way with the CCRWD's ability to operate or maintain its equipment at this location.
- e. Richard Tarp and David Standridge will have a list of the materials needed on the owner's side of the meter and will assemble pictures showing the parts needed.

3. Consider requests for expenditure

- a. Motion was made by Richard Murnan and seconded by Tammy Koehn to approve Pay Application #11 for M&T Septic and Backhoe for \$69,402.24. The roll call vote was unanimous in favor and the motion carried.
- b. Motion was made by Gary Koehn and seconded by David Standridge to approve the Inspector Pay Application #12 for a total of \$6,215.00. The roll call vote was unanimous in favor and the motion carried.
- c. Motion was made by Tammy Koehn and seconded by Richard Tarp to approve a reimbursement to Richard Murnan of \$235.97 for the System Operator's cell phone. The roll call vote was unanimous in favor and the motion carried.
- d. Motion was made by Richard Tarp and seconded by Robert Grisham to pre-approve reimbursement to Tammy Koehn for an amount not to exceed \$30.00 for signage in the wildlife management area. The roll call vote was unanimous in favor and the

motion carried.

- e. Motion was made by David Standridge and seconded by Gary Koehn to pre-approve the purchase of a District vehicle (pickup) not to exceed \$30,000.00 using the project's remaining USDA contingency funds. The roll call vote was unanimous in favor and the motion carried.
- f. Motion was made by Tammy Koehn and seconded by Richard Tarp to ratify the paid Routine Monthly Invoices for:
 - i. OEC electric service ending early December for \$878.00 (check #1126 on 12/31/2018).

The roll call vote was unanimous in favor and the motion carried.

Note: During the November 2018 Regular Board Meeting (agenda item #3, paragraph 2), the Board took action to generate a payment category called the Routine Monthly Invoice. OEC was added as the first company to be included in this payment category. For another business to be included in this new payment category, the Board must approve by a roll call vote to either include or exclude a business. For those companies included, the Treasurer would be authorized to pay those bills and invoices, and at the next Board meeting the Treasurer would present those paid bills and invoices for the Board to ratify the payments.

4. Consider actions in support of future operations

- a. System Operator position selection.
 - i. Richard Tarp will offer his resignation from the Board in order to become our Primary System Operator. The District will also offer Allen Hinkle a part-time position as our Secondary System Operator. Both individuals will require obtaining their Class-D Water Operator License issued by the Oklahoma Department of Environmental Quality (ODEQ).
- b. Richard Tarp offered his written resignation to the Board effective following the January 10, 2019 Board Meeting.
- c. The Government Shutdown which began December 22, 2018 is having an impact on USDA/RD personnel being available to approve our December Pay Applications.

5. Review external interactions since last regular Board meeting

- a. January 9, 2019 – Richard Tarp, Robert Grisham, and Richard Murnan visited with Garvin County RWD #6 about operations and software used to manage their 1300 customers. Sequoyah Software is used in all phases of their operations.

6. Accept minutes of past meeting

The Board accepted the minutes of the December 13, 2018 regular Board Meeting with two changes to agenda item #3a (the addresses 180th used a letter o instead of a zero) and #3b (the word “wait”

should be added to read “wait on funding”). Motion to accept was made by Tammy Koehn and seconded by Robert Grisham. Vote was unanimous in favor and the motion carried.

The Board accepted the minutes of the December 19, 2018 Special Board Meeting without any changes. Motion to accept was made by Gary Koehn and seconded by Richard Murnan. Vote was unanimous in favor and the motion carried.

7. Chairman’s report

The Chairman had no items to report.

8. Vice Chairman’s report

The Vice Chairman had no items to report.

9. Secretary’s report

The Secretary had no items to report.

10. Treasurer’s report

The Treasurer summarized financial transactions reported the current funds as of the last day of December 2018 in the amounts of \$23,026.26 in the Super T account and \$9,197.32 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 December 2018 were \$292,458.30. There currently are three payments outstanding for \$247,290.80 to M&T Septic and Backhoe, \$44,380.00 to Elite Towers, \$787.50 to Poe & Assoc and once these checks clear, a \$0.00 final balance will remain.

A motion to approve the Treasurer Report was made by Robert Grisham and seconded by Tammy Koehn. The roll call vote was unanimous in favor and the motion carried.

11. Consider actions related to construction financing

District will need to pull all items to be considered for payment and submit to the USDA/RD for payment.

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 February 14, 2019 at Corbett Baptist Church.

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

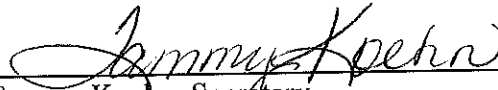
- Status of OMD water needs.
- Status of fencing along 84th Street.
- ODOC status.
- City of Lexington connection at 84th Street.

14. Public comments

Members Don and Lisa Wood were present during in the meeting. Lisa Wood stated she would be interested in handling the monthly billing process of the District.

15. Adjourn

The meeting was adjourned at 9:21 pm with a motion by Gary Koehn and seconded by David Standridge. Vote was unanimous in favor and the motion carried.

A handwritten signature in cursive script, reading "Tammy Koehn", written over a horizontal line.

Tammy Koehn, Secretary
Cleveland County Rural Water District #1