

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

Thursday, May 9, 2019

The agenda for the meeting was posted at the meeting location on May 8, 2019 @ 10:00 am

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:02 pm. Board members present were Tammy Koehn, Robert Grisham, David Standridge, Gary Koehn and Richard Murnan. Board Member Jeannie Salmon was absent.

2. Consider actions in support of construction

- a. An ODEQ inspection was completed on March 7, 2019 and the District was authorized to start operations with a letter to the membership mailed on March 11, 2019 notifying that connection to the water system was authorized.
- b. The City of Lexington received their remote operation valve and attempts to install it started the week of May 6, 2019.
- c. A purchase proposal was signed by the Sherman's on May 7, 2019. Two copies of the proposal were signed with one remaining with the Sherman's and one was taken to the District's attorney, Cheryl Clayton. The next step is to arrange for a surveyor to provide a legal description for the land purchase, then our attorney will work with the abstract company to develop an abstract, finally, a time will be set to close on the land.
- d. No other items were introduced.

3. Consider actions in support of operations

- a. Monthly Operator's Report was provided by Richard Tarp. Of interest was one additional meter along 78th Street is in the process of being added and the District's truck price is \$28,662.00.
- b. A motion was made by Richard Murnan and seconded by Tammy Koehn to (1) remove Richard Tarp from the signatory page at the First Fidelity Bank for all banking accounts and (2) add Robert Grisham to the signatory page at the First Fidelity Bank for all banking accounts. The roll call vote was unanimous in favor and the motion carried.
- c. No additional monthly expenditures were added to the routine monthly invoices. The current list consists of:
 - B&H (boring service)
 - System Operator contractor's monthly payments (Richard Tarp and Royce Hinkle)
 - System Operator contractor's mileage (personal vehicles used for District business)
 - Cricket cell phone bill
 - Hughes Net for internet access
 - District's credit card (\$1,000 limit has been moved to a \$3,000 limit)

- H&T Store (Gasoline for District truck)
 - H&H Mechanical (setting meters, boring roadways)
 - Pearson's Lumber (misc. material)
 - America Water Works (fittings, piping, tubing)
 - UTS (meter and setter parts)
 - Haynes equipment (chlorination supplies)
 - ERT Lab located in Ada (testing water samples, Bac-T, etc.)
 - Core & Main (meter and setter parts)
 - Pioneer (water supplies)
- c. The USDA/RD funds for Operations and Maintenance and for the Debit Service Reserve were deposited in the McClain Bank checking account and a new McClain Bank Super-T account designated as a "Reserve" savings account was created.
 - d. The initial billing was successfully completed with the mailing of the bills on May 3, 2019. Two water bills were returned, one had the correct address but for some reason was sent back (Lexington Postmaster will have the bill delivered) and the second bill had used the owner's local address, but mail delivery was to use an out-of-state address.
 - e. Payment Services Network (PSN) is the company that will provide options for customer payments and training sessions have been arranged.
 - f. Consumer Confidence Report required by ODEQ will be due by end of June.
 - g. Annual Audit will start at end of June. Quickbooks Online has been in place to document our income and expenditures for use by our CPA.
 - h. Items such as test tubes and an insulated carrier will be needed to conduct certain tests and transport water samples that need to be climate controlled.
 - i. A draw down measuring tool will need to be purchased sometime in the future.
 - j. Valve post markers have been ordered.
 - k. 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 Tammy Koehn. A roll call was done with all board members voting in favor.
- b. A motion to ratify payment (listed in Attachment #1) made to Richard Tarp for April work completed as an independent contractor was made by Tammy Koehn and seconded by David Standridge. A roll call was done with all board members voting in favor.
- c. A motion to ratify payment (listed in Attachment #1) made to Royce Hinkle for April work completed as an independent contractor was made by Gary Koehn and seconded by Robert Grisham. A roll call was done with all board members voting in favor.
- d. A motion to ratify payment (listed in Attachment #1) made to Richard Tarp for mileage was made by Tammy Koehn and seconded by Richard Murnan. A roll call was done with all board members voting in favor.
- e. A motion to ratify payment (listed in Attachment #1) made to Royce Hinkle for mileage was made by Richard Murnan and seconded by David Standridge. A roll

call was done with all board members voting in favor.

- f. A motion to pre-approve the purchase of a District truck for \$28,662.00 was made by David Standridge and seconded by Robert Grisham. A roll call was done with all board members voting in favor.
- g. A motion to pre-approve the purchase of Sequoyah Software for \$4,850.00 was made by Tammy Koehn and seconded by Robert Grisham. A roll call was done with all board members voting in favor.

5. Review external interactions since last regular Board meeting.

- a. On May 3, 2019, the April billings were printed and mailed.
- b. During early May 2019, several calls were made to Payment Services Network (PSN) to secure the contract and arrange training which has been scheduled on May 14, 2019.

6. Accept minutes of past meetings

No minutes were available for the April 2019 Board Meeting.

7. Chairman's Report

- a. A spreadsheet has been created to track water held in reserve by the City of Lexington. Reserve water is water paid for via a standard monthly minimum and held to be used prior to June 30 of each year. Sequoyah Software is unable to handle this arrangement.
- b. For reference, the City of Lexington requests their monthly bill be available prior to their normal monthly City Council meeting and Public Works meeting held the first Tuesday of each month. Lexington polls their meters on the 20th of each month and send bills out the 1st of the month. Best to send an invoice via email and follow up with mailed copy which would include a spreadsheet showing what water is held in reserve.

8. Vice Chairman's Report

The Vice Chairman had nothing to report.

9. Secretary's Report

The Secretary reported several documents were submitted to the Record:

- a. Ivan Humbolt (18280 132nd Street) relinquish of membership document signed April 25, 2019. Meter was originally purchased by Thomas, Richard and Phyllis, then the property sold to Jonathan Scribner, then property sold in November 2018 to Humbolt.
- b. Treasurer Report for May 2019.
- c. USDA Payment cover letters for Jan 28, 2019 and Feb 19, 2019.
- d. Layne Pay Application #6 (Final Feb 2019).
- e. Micro-Comm Pay Application #2 (Final Feb 2019).
- f. POE and Associate Pay Application #9 (Dec 2018).
- g. POE and Associate Pay Application #10 (Feb 2019).
- h. ODOT Permit 03-14-2018-000365

10. 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 April 2019 in the amounts of \$13,182.94 in the

Super T account and \$49,181.10 in the District's checking account. The "Reserve" Super T account has current funds of \$41,912.91. The USDA/RD construction checking account with First Fidelity Bank reported the current funds as of the last day of April 2019 were \$0.00.

A motion to approve the Treasurer report was made by Tammy Koehn and seconded by David Standridge. A roll call was done and the vote to approve was unanimous.

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 June 13, 2019 at Corbett Baptist Church.

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

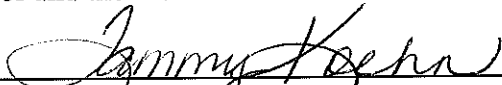
- City of Lexington hooks up at 84th Street.
- Review payment receivables.

13. Public comments:

No visitors were present.

14. Adjourn

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



Tammy Koehn, Secretary
Cleveland County Rural Water District #1

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

BALANCES	Previous	Current			Comments
McClain Regular Checking	12530.35	49181.1			dep 41900.00, 10 checks 5249.25
McClain Super T	13170.49	13182.94			interest 12.45
McClain Super T Reserve	0	41912.91			dep 41900.00, interest 12.91
First Fidelity	110536.85	0			3 checks 110536.85
BILLS PAID (Monthly)		TOTAL	Check	Date	
CREDIT CARD (\$3000 limit)			683.68	1164	4/29/2019
Hughesnet	102.53				
HACH Company	316.22				test kits
USPS	66.00				stamps
Cricket Phone	57.00				
USA BlueBook	141.93				test kits & supplies
OEC			301.00	1158	4/25/2019
Well 1	65.00				
Well 2	92.00				
Well 3	76.00				
Bldg	68.00				
American Waterworks		475.20	1161	4/29/19	total bill 708.40 - 233.20 returns
B&H Core Drilling		0.00			
H&H Plumbing		2736.00	1163	4/29/19	Frost Free & 12" REPAIR
H&H Plumbing		2316.00	1162	4/29/19	Install Waite & Mitchell
H&T Store		0.00			
Pearsons		33.46	1166	5/2/19	keys, paint, bits
Pioneer Supply		382.50	1167	5/2/19	2 meter box 2 check valves
UTS		38.60	1168	5/2/19	washers
Haynes Equipment		0.00			
Core & Main		0.00			
ERT Lab		0.00			
OTHER Payments Approved					
Jean Salmon		39.85	1160	4/25/19	stop payment of Layne check (33.00) & Certified Mail 6.85)
					Jan 2019 - 56.70 mailing, Apr 2019 - 60.75 mailing, Mar 21, 2019 - 129.99 UPS, 69.99 flashdrive, and 17.50 tax, Apr 19, 2019 - 149.99 HL-L2390DW, S/N U64967A9N208845 printer, 44.99 cartridge, 4.49 paper, 15.99 2yr printer warranty, 24.99 communication cable, 19.08 tax.
Richard Murnan		594.46	1159	4/25/19	
		TOTAL Bills PD			
		7600.75			
CONTRACTORS					
Richard Tarp (April - 1 day off)		2417.81	1169	5/2/19	
Mileage (1527 miles @ .58)		885.66	1170	5/2/19	
Royce Allen Hinkle (Apr 17 days)		1397.23	1171	5/2/19	
Mileage (104 @ .58)		60.32	1172	5/2/19	
CONTRACTOR TOTAL		4761.02			