

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

Thursday, October 10, 2019

The agenda for the meeting was posted at the meeting location on October 9, 2019 @ 9:02 am.

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

The meeting was called to order by Chairman Richard Murnan at 7:00 pm. Board members present were Jeannie Salmon, Tammy Koehn, Gary Koehn and Richard Murnan. Board members David Standridge and Robert Grisham were absent.

**2. Accept minutes of past meeting(s)**

No minutes were available for review.

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

- a. Royce Hinkle was successful in staining both of the concrete containment structures in the Lexington Wildlife Management Area. Royce completed the task around weather and the start of hunting season (October 1, 2019).
- b. Gary Koehn provided an update on the planning of an extension along Flat Armadillo Road between 108<sup>th</sup> and 132<sup>nd</sup> Street. Gary Koehn had met with the Engineer, Kent Mace and picked up a set of plans.

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

- a. Monthly Operator's Report was provided by Royce Hinkle. Of interest were:
  - o The containment shelters on the ODWC have been stained.
  - o City of Lexington has been somewhat absent pulling bulk water except for September 27 when about 45,000 gallons were pulled.
  - o 811 calls for locates are picking up since utility work along SH 39 is starting east of 156<sup>th</sup> and moving east. OEC is setting new poles and North-South underground work for OEC fiber optics is being requested several places along SH 39.
  - o A Google spreadsheet is available to report the chlorine readings throughout the system.
  - o Well #3 is shutdown due to a meter issue where "EP" is showing instead of gallon amount. The current type of meter has been discontinued but a replacement is being ordered by M&T under our Maintenance Bond with M&T Septic and Backhoe.
  - o Repair completed on a leaking flush valve.
  - o Meter will be installed for James Keeler property along 108<sup>th</sup> north of Flat Armadillo Road.
- b. No additional vendors were added to the routine monthly expenditure list.
- c. The notice we received about a Consumer Confidence Report (CCR) being available for us was not accurate. The CCR was for systems that were in operation in 2018. We became operational in March of 2019.
- d. Annual Audit work continues with Michael Mettry in Oklahoma City.
- e. No other items were introduced.

**5. 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 Tammy Koehn 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 September work completed as an independent contractor was made by Richard Murnan and seconded by Tammy Koehn. A roll call was done with all board members voting in favor.
- g. Motion was made by Tammy Koehn and seconded by Gary Koehn to reimburse Richard Murnan for expenditures totaling \$311.34 for 9 USPS certified mailings (\$61.65), concrete stain from Lowes (\$210.80), and 24 D size batteries from Sam's Club (\$38.89). A roll call was done with all board members voting in favor.
- h. Motion was made by Gary Koehn and seconded by Richard Murnan to purchase Sequoyah Software for General Ledger (\$1,250), Payroll (\$900), and Account Payables (\$900) totaling \$3,300 with training (\$250). A roll call was done with all board members voting in favor.
- i. Motion was made by Richard Murnan and seconded by Gary Koehn to reimburse Royce Hinkle \$38.13 for trimmer line purchased at Dave's Small Engine in Noble, Oklahoma. A roll call was done with all board members voting in favor.
- j. No other items were introduced.

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

October 10, 2019 – Gary Koehn met with Kent Mace to pick up a set of plans.

**7. Chairman's Report**

- a. Annual meeting is planned for November 21, 2019.
- b. Board Members up for re-election are Gary Koehn and the vacant position previously held by Richard Tarp.
- c. Following the District's Bylaws, Annual Meeting Notification will be accomplished this year by printing on the back of the monthly billing statements.
- d. We need to consider having a notary available to the Board. A notary would allow the District to easily handle membership documents such as easements, transfer of memberships, and relinquishment of membership.

**8. Vice Chairman's Report**

The Vice Chairman was absent and no report was provided.

**9. Secretary's Report**

The Secretary reported several documents were submitted to the Record:

- October 3, 2019 - Certified Letters that were sent to Members to relinquish their membership unless the pay past bills and late charges totaling \$270.00. Relinquish of membership would become effective on October 28, 2019. Letters sent to:
  - James Bryen,
  - Jonathan Scribner,
  - Mike Wolfe,
  - Justin South,
  - Patricia Frazier,
  - Johnathan Franks (resident - membership purchased by CPN under Owens)
    - Rick Owens (owner – membership purchased by CPN under Owens), and
  - Heather Mix (membership purchased by CPN under Hobgood)

- October 4, 2019 – Pay Application #11 for Poe and Associates final billing which includes any retainer was sent to the USDA for reimbursement. District funds were used to pay Poe and Associates due to the expenditure being 60 days overdue. The reason it had not been paid earlier; we were having difficulty locating an unmarked valve along SH 39. Once the valve was located, District funds were used to pay the \$17,500 to Poe and Associates.

#### **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 September 2019 in the amounts of \$13,238.97 in the Super T account and \$65,792.76 in the District's checking account. The "Reserve" Super T account has current funds of \$48,092.22. The USDA/RD construction checking account with First Fidelity Bank reported the current balance as of the last day of September 2019 was \$-17,533.00. District had written a check to Poe & Associates for \$17,500 but the payment had not reached the First Fidelity Bank by the end of September. District transferred fund from the District's checking account to cover the insufficient funds. Once the USDA \$17,500 payment arrives, the District will write a First Fidelity check for \$17,500 and deposit it to the District checking. The extra \$33 is a fee charged by First Fidelity Bank for insufficient funds.

A motion to approve the Treasurer report was made by Tammy Koehn and seconded by Richard Murnan. A roll call was done with all board members voting in favor.

#### **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 November 14, 2019 at Corbett Baptist Church.

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

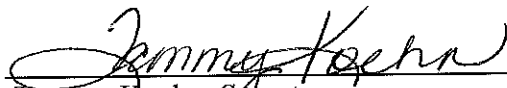
- Notary is needed.
- Meter reading on Tuesday, October 24, 2019.
- Next billing cycle on Thursday, October 31, 2019 mailing on Saturday, November 2, 2019.
- Preparations are necessary for Annual Meeting scheduled November 21, 2019.
- Review 2018 Annual Meeting Minutes.

#### **13. Public comments:**

Don Wood was present and asked for suggestions on materials for constructing his service line.

#### **14. Adjourn**

The meeting was adjourned at 8:36 pm with a motion by Gary Koehn and seconded by Tammy Koehn. 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 : OCTOBER 2019 Meeting

<b>BALANCES (End of previous month)</b>	Previous	Current			Comments
McClain Regular Checking	\$52,380.65	\$65,792.76			Deposits: Checks 14745.00, PSN 1094.15, Membership \$2500.00
McClain Super T	\$13,229.72	\$13,238.97			Interest 9.25
McClain Super T Reserve	\$48,052.73	\$48,092.22			Interest 39.49
First Fidelity	\$58,069.92	-\$17,533.00			check to Wildlife & Poe

<b>BILLS PAID (Monthly)</b>		TOTAL	Check	Date	Comments
<b>Direct Withdraw or Debit Card</b>		\$524.34			
Hughesnet	\$102.53		DW	9/23/19	Direct Withdraw
Cricket Phone	\$57.00		DBT	9/8/19	Debit Card
Texture Plus (Block Sample)	\$104.90		DBT	9/3/19	internet purchase by Jean
Amazon - Water Pump	\$259.91		DBT	9/25/19	internet purchase by Jean

<b>OEC</b>		\$1,852.00	1231	9/19/19	
Well 1	\$786.00				
Well 2	\$858.00				
Well 3	\$137.00				
Bldg	\$71.00				

Wildlife Lands & Minerals					Aug amount due by 9/25/19 and was included in payment made in September.
American Waterworks		\$112.20	1228	9/10/19	1 meter box, 2 lids
B&H Core Drilling		\$0.00			
H&H Plumbing		\$0.00			
H&H Plumbing		\$0.00			
H&T Store		\$392.01	1230	9/10/19	5 receipts mileage 1983- 3319 (1336 miles / 133.49 gal = 10.0 mpg)
Pearsons		\$19.96	1232	9/19/19	
Pioneer Supply		\$495.00	1229	9/10/19	3 drums chlorine
UTS		\$0.00			
Haynes Equipment		\$0.00			
Core & Main		\$0.00			
ERT Lab		\$25.00	1227	9/10/19	Bac T
Moore Printing		\$0.00			

**OTHER Payments Approved**

Richard Murnan		\$35.00	1233	9/20/19	stamps
Royce Hinkle - Parts		\$6.91	1234	9/20/19	parts

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**TOTAL Bills PD                    \$3,462.42**

**CONTRACTORS**

Royce Alan Hinkle		\$0.00			
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**CONTRACTOR TOTAL                \$0.00**

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**Monthly Expenditures            \$3,462.42**