

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

Thursday, June 13, 2019

The agenda for the meeting was posted at the meeting location on June 12, 2019 @ 9:20 am

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:26 pm. Board members present were Jeannie Salmon, Tammy Koehn, Robert Grisham, David Standridge, Gary Koehn and Richard Murnan. All Board Members were present.

2. Consider actions in support of construction

- a. A resolution to request available USDA/RD project Contingency funds for the purpose of covering Oklahoma Department of Wildlife Conservation project damages within the Lexington Wildlife Management Area was tabled.
- b. The City of Lexington was able to finish their installation and received the first District supplied water starting June 6, 2019.
- c. The land purchase for our office/shop is in progress with our attorney, Cheryl Clayton. The surveyor work has been completed and an abstract is being created reflecting the land purchase.
- 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 has been added.
- b. Richard Tarp requested to be relieved from the primary system operator and moved to the secondary position. Motion was made by Gary Koehn and second by David Standridge to move Royce Hinkle into the primary system operator position and Richard Tarp into the secondary position. A voice vote was conducted with all Board Members in favor of the request.
- c. Moore printing (supplier of the post card billing material) was 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. A motion was made by Tammy Koehn and seconded by David Standridge to approve a resolution to request available USDA/RD project Contingency funds to purchase a District truck. A roll call was done with all board members voting in favor. The amount requested is \$28,662.00 for a 2019 Chevrolet ¾ ton 4x4 truck with a double cab and an 8-foot truck bed.
 - d. A motion was made by Robert Grisham and seconded by Gary Koehn to approve a resolution to request available USDA/RD project Contingency funds to reimburse District funds previously used to purchase Sequoyah Software. A roll call was done with all board members voting in favor. The amount was \$4,850.00 and includes utility billing, accounts receivable, late notices, misc. reports, meter reader interface, excel database conversion, installation, set-up, and training.
 - c. Payment Services Network (PSN) is the company that will provide options for customer payments and as of June 3, 2019 we were notified the PSN account is ready to receive and process payments.
 - d. Consumer Confidence Report required by ODEQ will be due by end of June.
 - e. 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.
 - f. Received a letter from Poe and Assoc dated April 29, 2019 stating the Hydraulic Study pricing would be moving from \$125 to \$200 effective June 1, 2019.
 - g. A motion was made by Tammy Koehn and seconded by Jeannie Salmon to obtain two FUELMAN credit cards for Royce Hinkle and Richard Tarp. A roll call was done with all board members voting in favor.
 - h. A motion was made by Richard Murnan and seconded by Robert Grisham to approve the purchase of additional Sequoyah software to process Payroll, create a General Ledger, and generate Accounts Payable. A roll call was done with all board members voting in favor. The amount is \$3,050.00.
 - i. 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 Tammy Koehn and seconded by Richard Murnan. 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 May work completed as an independent contractor was made by Richard Murnan 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 May work completed as an independent contractor was made by Jeannie Salmon and seconded by Tammy Koehn. 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 Robert Grisham. 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 Robert Grisham. A roll call was done with all board members voting in favor.
- f. A motion to reimburse Richard Murnan for postage and an air tight plastic storage bin was made by Robert Grisham and seconded by David Standridge. A roll call was done with all board members voting in favor.
- g. A motion to approve payment to MaxBax Land Surveying for \$1,125.00 was made by Richard Murnan and seconded by Gary Koehn. A roll call was done with all board members voting in favor.
- h. A motion to approve payment to Royce Hinkle for dirt work completed at the water storage location was made by Richard Murnan and seconded by Gary Koehn. A roll call was done with all board members voting in favor. The cost was \$750.00.
- i. A motion to approve payment to Royce Hinkle for supplies used in cutting an opening in the cast iron flush valve grate was made by Tammy Koehn and seconded by David Standridge. A roll call was done with all board members voting in favor. The cost was \$30.00.
- j. A motion to approve payment for renewal of Operator License for Royce Hinkle and Richard Tarp was made by Tammy Koehn and seconded by David Standridge. The cost will be \$46 for each license.

5. Review external interactions since last regular Board meeting.

- a. Throughout the month of May, there were interactions with City of Lexington personnel dealing with the remote valve installation and checkout. This interaction continues since District water is now available to their system.
- b. On June 5, 2019, Sequoyah Software billing questions on four bills handled by Lindsay Best.
- c. There were several interactions with PSN concerning training and how to reconcile deposits made into the District's checking with the Sequoyah software.

6. Accept minutes of past meetings

No minutes were available for the April 25, 2019 Special Board Meeting.

A motion to accept the minutes of the May 9, 2019 Regular Meeting was made by Jeannie Salmon and seconded by Richard Murnan with a change being made to agenda item #3b to correct spelling and agenda #3k which was deleted. Vote was unanimous in favor and the motion carried.

7. Chairman's Report

- a. On June 6, 2019, an email was sent to the ODWC Director questioning the damage charges listed on the ODWC invoice we received for \$53,968 due in two weeks. JD Strong, ODWC Director responded that he would have Kristen Gillman review the invoice. Our estimate, using a document spelled out in the contract, would place our damages at \$15,952 and possibly a \$3000 monitoring fee.

8. Vice Chairman's Report

- a. PSN is now ready to be used by our membership via access through the our

website.

9. Secretary's Report

The Secretary reported several documents were submitted to the Record:

- a. Poe and Associates letter dated April 29, 2019 which stated an increase in hydraulic study fee from \$125 to \$200.
- b. Oklahoma Department of Wildlife Management invoice dated May 23, 2019 for damages on Lexington Wildlife Management Area totaling \$53,968.00. Letter was received via certified mail on June 4, 2019. An email was sent to ODWC Director, JD Strong on June 6, 2019 requesting the damages be re-evaluated and consider our budgeted amount of \$15,952.00 based on the Oklahoma Title 800: 36-3 document referenced in our September 12, 2016 contract.
- c. The survey document generated by MaxBax.

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 May 2019 in the amounts of \$13,195.82 in the Super T account and \$49,490.78 in the District's checking account. The "Reserve" Super T account has current funds of \$41,956.41. The USDA/RD construction checking account with First Fidelity Bank reported the current balance as of the last day of May 2019 was \$0.00.

A motion to approve the Treasurer report was made by Richard Murnan and seconded by Gary Koehn. 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 July 11, 2019 at Corbett Baptist Church.

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

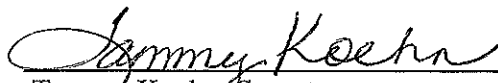
- ODWC damage payment.

13. Public comments:

Jason Pruitt who owns a house between 108th and 120th on the north side of Flat Armadillo Road presented options for the Board to consider in order to provide service to the house.

14. Adjourn

The meeting was adjourned at 8:47 pm with a motion by Gary Koehn and seconded by Tammy Koehn. Vote was unanimous in favor and the motion carried.



Tammy Koehn, Secretary
Cleveland County Rural Water District #1

