

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

Thursday, March 14, 2019

The agenda for the meeting was posted at the meeting location on March 13, 2019 @ 9:07 am

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

The meeting was called to order by Chairman Richard Murnan at 7:04 pm. Board members present were Jeannie Salmon, Tammy Koehn, Robert Grisham, David Standridge, Gary Koehn and Richard Murnan.

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

- a. An ODEQ inspection was completed on March 7, 2019 and the District was authorized to become operational.
- b. The City of Lexington has most of their connection in place except for a valve that can be operated remotely. Richard Tarp met with Chris Coker on Tuesday to discuss the status of their operational use of the District's water.
- c. Electrical service to the City of Lexington remote valve is scheduled to be buried from OEC.

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

- a. Monthly Operator's Report was provided by Richard Tarp.
- b. Consider additional monthly expenditures to be added to the routine monthly invoices.

Motion was made by Robert Grisham and seconded By David Standridge to add the following monthly business payments into the Routine Monthly Invoices payment category.

- 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

The roll call vote was unanimous in favor and the motion carried. These are now added to the previous list

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- Cricket cell phone bill
- Hughes Net for internet access

- District's credit card (\$1,000 limit)
- c. There is a need to purchase a trace wire locator. RCI International demonstrated a VIAVX LOC3-5TX configuration J01 5WTX.
- d. Purchase monitors for testing:
  - i. Motion to pre-approve \$300.00 for the purchase of the necessary monitors for water testing. The motion was made by Richard Murnan and seconded by Jeannie Salmon. A roll call was done with all board members voting in favor.
- e. Another gate is needed in the fencing around the water storage facility which would be in line with the chlorination building. A local vendor was located to perform the work. The cost of this project was quoted at \$1,930.00 plus additional gravel from the fence to the chlorination building.
  - i. A motion to construct the necessary gate for \$1,930.00 using Jeffery Fencing Construction was made by Robert Grisham and seconded by David Standridge. A roll call was done with all board members voting in favor.
- f. Consider resolutions to request project O&M and/or Reserve funds from the USDA/RD.
  - i. A motion was made by Tammy Koehn to sign a resolution to request the project O&M funds from USDA/RD. The motion was seconded by Robert Grisham. A roll call was done with all board members voting in favor.
  - ii. A motion was made by Jeannie Salmon to sign a resolution to request the project Reserve funds from USDA/RD. The motion was seconded by Tammy Koehn. A roll call was done with all board members voting in favor.
- g. A discussion took place regarding a website that handles payments and works well with Sequoyah Software took place. Garvin County #6 uses Rural Water Impact for the website. Sequoyah has many systems using this group and it is reasonable prices (\$299.00 for the setup and \$357.50/year). For payments, Garvin RWD#6 uses PSN (Payment Service Network 1-866-917-7368, Tim Duhr ext 5113). Mr. Duhr has been working with Sequoyah and knows their system. PSN is out of Wisconsin and charges approximately \$89.00/year (cost information for PSN was from Garvin RWD#6). Conversations with Trent Anderson of Sequoyah also suggested Paystation with an office in Tulsa at (405) 919-9187. Kimberly Hicks liked PSN since it streamlines the District records and charges the customers the processing fee along with their payment.
  - i. A motion was made by Richard Murnan and seconded by David Standridge to sign up for a web service capable of receiving payments through a secure website. Rural Water Impact offers a one-time setup fee of \$299.00 plus an annual subscription of \$357.50. PSN yearly is less than \$100/year. A roll call was done with all board members voting in favor.
- h. Other items as introduced.  
No other items were introduced pertaining to operations.

**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 routing monthly invoices for the following was made by Robert Grisham and seconded by Richard Murnan:
  - i. Check # 1139 in the amount of \$513.00 paid on 2/26/2019 for OEC Electric Service
  - ii. Check # 1140 in the amount of \$162.53 paid on 2/26/2019 for the District credit card for the following items:
    - Hughes Net in the amount of \$102.53
    - Cricket (cell phone) in the amount of \$60.00
  - iii. Check # 1142 in the amount of \$147.00 paid on 3/14/2019 for American Waterworks for tools

A roll call was done with all board members voting in favor.

- b. A motion to pay Richard Tarp and Royce Hinkle for February work as independent contractors was made by Tammy Koehn and seconded by Jeannie Salmon. A roll call was done with all board members voting in favor. Once the district has software in place to handle payroll they will be converted to employees.
- c. A motion to reimburse Richard Tarp for mileage on his personal vehicle totaling \$611.32 was made by Tammy Koehn and seconded by Gary Koehn. A roll call was done with all board members voting in favor.

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

- a. On March 12, 2019 – Sequoyah Software was loaded on the District’s computer.
- b. On March 14, 2019 – Richard Tarp and Royce Hinkle traveled the to the ODEQ offices in Oklahoma City to meet with our ODEQ representative on what specific testing must be perform and the schedule of when they are needed.
- c. On March 11, 2019 – OEC was contacted to relabel our accounts so it is easier to track electric usage.

**6. Accept minutes of past meetings**

A motion to accept the minutes of the February 14, 2019 Regular Meeting was made by Robert Grisham and seconded by Richard Murnan with a change being made to agenda item #1 where a letter “c” was colored as red text, agenda item #3.l to correct the misspelling of “Robert”, and on agenda item # 3.p to correct the misspelling of “and”.

**7. Chairman’s Report**

- a. Efficiency of the wells were checked:
  - i. Well #3 produced 341.04 gallons/kwh so at the current power rate of \$0.1235/kwh, 2,761.5 gallons/\$1.00 of power.
  - ii. Well #1 produced 358.76 gallons/kwh so at the current power rate of \$0.1235/kwh. 2,904.94 gallons/\$1.00 power
  - iii. Well #2 was still left to evaluate.

- b. Sequoyah Software training is scheduled for March 19, 2019. Board Members were encouraged to attend at 3:30pm at the control building.

**8. Vice Chairman's Report**

The Vice Chairman would be able to attend the Sequoyah Software training.

**9. Secretary's Report**

The Secretary had nothing to report

**10. Treasurer's Report**

The Treasurer summarized financial transactions reported the current funds as of the last day of February 2019 in the amounts of \$23,152.29 in the Super T account and \$5,577.20 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 February 2019 were \$233,286.74.

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

**11. Consider date and place of next regular meeting.**

The next Regular meeting was scheduled for April 11, 2019, but due to several Board Members not being available, the Board agreed to hold a Special meeting on Tuesday, April 16, 2019 at Corbett Church at 7pm.

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

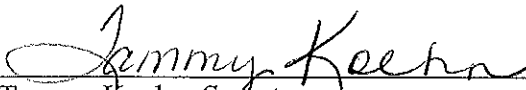
- City of Lexington hooks up at 84<sup>th</sup> Street.
- Status of POE and Associates with the 'final' plans and GIS shapefiles
- Signatory cards to replace Richard Tarp with Robert Grisham

**13. Public comments:**

Members of the CPN were present (Ms. Van Horn and Mr. Kurtis Silas), along with Terry Black and Mrs. Shelia Feuerborn. CPN representatives requested a list of how many the 50 meters purchased back in 2004 had been used. The District will supply a spreadsheet of this information to CPN. There had been 36 of the meters assigned for the design of the water system and six of these property owners refused to continue their memberships.

**14. Adjourn**

The meeting was adjourned at 9:34 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