

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

Monday, November 18, 2019

The agenda for the meeting was posted at the meeting location on November 15, 2019 @ 9:15 am.

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:11 pm. Board members present were Jeannie Salmon, Tammy Koehn, Robert Grisham, Gary Koehn and Richard Murnan. Board Member David Standridge was absent.

This Special Meeting replaces the November 14, 2019 Regular Meeting. The November 14, 2019 meeting was cancelled due to not having a quorum available.

2. Accept minutes of past meeting(s)

- a. A motion to accept the minutes of the September 19, 2019 Special Meeting was made by Jeannie Salmon and seconded by Gary Koehn with no changes required. Voice vote unanimous in favor and the motion carried.
- b. A motion to accept the minutes of the October 3, 2019 Special Meeting was made by Jeannie Salmon and seconded by Tammy Koehn with no changes required. Voice vote was unanimous in favor and the motion carried.
- c. No other items were introduced.

3. Consider actions in support of construction

- a. A motion was made by Gary Koehn and seconded by Tammy Koehn to receive the revised engineering plans from Jason Pruitt and move forward with obtaining a construction permit from ODEQ for the work on private easement parallel to the south side of Flat Armadillo Road between 108th and 132nd Street. Voice vote was unanimous in favor and the motion carried.
- b. Membership paperwork was provided to Richard Crews for property located at the southeast corner of 168th Street and State Highway 39.
- c. No other items were introduced.

4. Consider actions in support of operations

- a. Monthly Operator's Report included:
 - The status of Well #3 being unavailable since the meter was not working. The well, is fully operational and the project vendor (UTS) who supplied the meter has been notified a repair is necessary. Repair is covered under the maintenance warranty.
 - Gophers are filling several meter cans with dirt and in some cases chewing through the wire used to connect the meter to the transmitter located in the meter lid. In most cases the wiring has been repairable.
 - Two reports were issued by ERT concerning testing requested by ODEQ.

- A google spreadsheet is available to report the chlorine reading throughout the system.
- b. Gary Koehn was appointed to check on possible District building designs and any plans must be engineer approved and must pass USDA engineering approval.
- c. Annual audit work continues with CPA Michael Mettry in Oklahoma City.
- d. James Keeler meter was installed along 108th just north of Flat Armadillo Road was installed the week of November 11, 2019.
- e. No other items were introduced.

5. Consider request for expenditures (ratification of routine monthly invoices, contractors, and miscellaneous expenditures)

- a. Motion was made by Richard Murnan and seconded by Tammy Koehn to ratify paid Routine Monthly Invoices listed in Attachment #1. A roll call vote was unanimous in favor and the motion carried.
- b. Motion was made by Richard Murnan and seconded by Gary Koehn to ratify the expenditure for Royce Hinkle for October work completed as an independent contractor. A roll call vote was unanimous in favor and the motion carried.
- c. Motion was made by Tammy Koehn and seconded by Robert Grisham to reimburse Richard Murnan for \$184.05 which includes post card stamps for \$35.00 (US Post Office 11/1/2019), \$105.36 for oil and filters for District truck (O'Reilly 11/6/2019), \$7.99 for Gopher Bait (Atwoods 11/10/2019), post card stamps for \$35.00 (US Post Office 11/18/2019), and one over size letter (US Post Office 11/18/2019, \$0.70) for the 3rd Ruiz membership packet. Total amount is \$184.05. A roll call vote was unanimous in favor and the motion carried.
- d. Motion was made by Richard Murnan and seconded by Jeannie Salmon to reimburse Royce Hinkle for \$7.61 for moth balls to be used as gopher repellent (Dollar General 11/18/2019). A roll call vote was unanimous in favor and the motion carried.
- e. No other items were introduced.

6. Review external interations since last regular Board meeting

- a. No items were introduced.

7. Chairman's report

- a. Annual meeting is planned for November 21, 2019.
- b. Board Members up for re-election – Vacant Board member and Gary Koehn.
- c. Annual Meeting Notification was mailed on opposite side of 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.
- e. We need to consider possible veneer options for the containment shelter in the ODWC area.

8. Vice Chairman's report

- a. No items were introduced.

9. Secretary's report

The Secretary reported several documents were submitted to the Record:

- a. 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:
 - o James Bryen (purchased membership in 2016 for \$1,250),
 - o Jonathan Scribner (membership purchased by Thomas in 2005 for \$600),
 - Two letters sent to Lexington and Norman addresses.
 - o Mike Wolfe (membership purchased by Harryman in 2005 for \$600)
 - o Justin South (membership purchased by Haddock in 2016 for \$1,250)
 - o Patricia Frazier (purchased membership for \$1,250)
 - o Johnathan Franks (resident - membership purchased by CPN under Owens)
 - Rick Owens (owner – membership purchased by CPN under Owens)
 - o Heather Mix (membership purchased by CPN under Hobgood)
- b. October 4, 2019 – Pay Application #11 for Poe and Associates final billing which includes any retainer. Documents include the finalized RD-440, explanation document, Poe and Associate invoice, signed resolution from the Board to request funds from USDA/RD, and USDA/RD letter confirming the funds were sent to our construction account at First Fidelity.

10. Treasurer’s report

Previous checking - \$65,792.76	Current (10/30/2019) checking - \$66,323.50
Previous savings - \$13,238.97	Current savings - \$13,247.44
Previous Debit Service Reserve - \$48,092.22	Current Debit Service Reserve - \$49,139.74
Previous construction account - <-17,533.00>	Current construction account - \$17,500.00

Note: On October 3, 2019, \$17,533.00 District funds were moved from the McClain Bank checking account to the First Fidelity construction account to cover a check to Poe & Associates for \$17,500.00 that was deficient of funds (transfer includes a deficient funds fee of \$33.00). Later the \$17,500.00 was deposited by the USDA Rural Development to cover the Poe & Associates Pay Application #11 which is reflected in the Current construction account. In November, a \$17,500.00 deposit was made to the District’s McClain Bank checking account from the First Fidelity construction account.

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

11. Consider date and place for next regular meeting

- a. The next regular meeting will be 7 pm on December 12, 2019 at the Corbett Church.

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

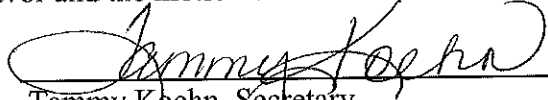
- a. Reminder: meter reading is scheduled for November 24, 2019.
- b. Next billing cycle will be on Thursday, November 29, 2019 with mailing on Saturday, November 30, 2019.

13. Public comments:

No visitors were present.

14. Adjourn

The meeting was adjourned at 9:10 pm with a motion by Gary Koehn and seconded by Jeannie Salmon. 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 : November 2019 Meeting

BALANCES (End of previous month)

	Previous	Current			Comments
McClain Regular Checking	\$65,792.76	\$66,323.50			
McClain Super T	\$13,238.97	\$13,247.44			Interest 8.47
McClain Super T Reserve	\$48,092.22	\$49,139.74			Interest 37.32 Monthly transfer from checking 1010.20
First Fidelity	\$17,533.00	\$17,500.00			

BILLS PAID (Monthly)

	TOTAL	Check	Date	Comments
Direct Withdraw or Debit Card	\$159.53			
Hughesnet	\$102.53	DW	10/22/19	
Cricket Phone	\$57.00	DBT	10/9/19	

OEC	\$364.00	1248		
Well 1	\$120.00			
Well 2	\$110.00			
Well 3	\$73.00			
Bldg	\$61.00			

Wildlife Lands & Minerals	\$301.31	1246	10/10/19	September sent prior to due date of 10/25/19
American Waterworks	\$73.25	1240	10/10/19	
B&H Core Drilling				
H&H Plumbing				
H&H Plumbing				
H&T Store	\$258.50	1242	10/10/19	
Pearsons				
Pioneer Supply	\$225.00	1241	10/10/19	
UTS				
Haynes Equipment				
Core & Main				
ERT Lab	\$325.00	1236	10/3/19	
ERT Lab	\$25.00	1239	10/10/19	

ERT Lab		\$355.00	1249	10/25/1 9	
Moore Printing					

**OTHER Payments
Approved**

Poe & Assoc		\$775.00	125 0	10/25/1 9	Studies (\$125 for Waite, Mitchell, and Williams, \$200 for Ruiz and Keeler). Ruiz should have been charged as \$125 (Poe will refund in December).
Sequoyah		\$3,300.0 0	124 4	10/10/1 9	\$900 Acct Rec, \$1250 Gen Ledger, \$250 Install, \$900 Payroll
Richard Murnan		\$311.84	124 3	10/10/1 9	\$61.65 Cert Mailing to non-payers, \$210.80 Stain for Containment Shelters on LWMA, \$28.89 batteries for equipment
Royce Hinkle - Parts		\$38.13	124 7	10/14/1 9	weed eater line, (check 1245 reissue washed)

TOTAL Bills PD \$6,511.5
 6

CONTRACTORS

Royce Alan Hinkle		\$2,500.0 0	123 5	10/1/19	Payment for September 2019
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CONTRACTOR TOTAL \$2,500.0
 0

Monthly Expenditures \$8,852.0
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