

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

Thursday, April 25, 2019

The agenda for the meeting was posted at the meeting location on April 24, 2019 @ 8:40 am

1. Call to order and roll call

The meeting was called to order by Chairman Richard Murnan at 7:01 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. Emails between Chris Coker and Richard Murnan yielded they are still waiting for the valve which was to arrive April 1. Date provided by manufacturer is now April 30.
- c. Another access gate leading to the chlorination/control building has been completed
- d. The County has provided 2 truckloads of millings to the standpipe parking area for a future paved area to the chlorination/control building area primarily for delivery of barrels of chlorine.
- e. Status of the property purchase from Carey Sherman along SH39 in the negotiations of the price is set at \$11,000/arce.

3. Consider actions in support of operations

- a. Monthly Operator's Report was provided summarizing the installation of two new meters, efforts in setting gravel on the tower parking area, etc.
- b. A motion was made by Tammy Koehn and seconded by David Standridge to add B&H road boring service to the routine monthly invoice list. A roll call vote was made and was unanimous in favor.
- c. Confirmation of new testing location added between water standpipe and main water line leading to users. During the process, the 12' main water line was damaged and a section had to be replaced. This modifications was needed to meet ODEQ testing requirements.
- d. New meters were added the week of April 9, 2019 for Mitchell (96th Street south of SH39) and Waite (Southwest corner of 96th Street and Moffatt Road).

- e. Operation and Maintenance (O&M) along with reserve funds have been deposited in the First Fidelity construction account and deposited into McClain Bank. A new Super-T account is needed at McClain Bank to hold the reserve funds.
- f. Status of preparing Sequoyah Software and Payment Services Network (PSN) for billing is underway with two training sessions completed on Sequoyah Software and paperwork received from PSN to set up the service.
- g. Consumer Confidence Report required by ODEQ will be due by the end of June.
- h. Annual Audit will start at the end of June. Quickbooks Online has been in place to document our income and expenditures for use by our CPA.
 - i. A list of testing equipment and chemicals have arrived.
- j. Items such as test tubes, and an igloo carrier will be needed to conduct certain tests and transport water samples that need to be climate controlled.
- k. Trace wire locator was purchased
- l. A draw down measuring tool will need to be purchased sometime in the future.
- m. A weed eater for valve "right of way" maintenance is needed.
- n. Signage for valves along state highway are needed.
- o. Vendors or staff needed to be included in the routine monthly invoices.
- p. Land purchase from Carey Sherman – wants \$11,000.00/acre.
- q. Credit card limit moved to \$3,000.00 which was approved on April 25, 2019.

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 for:
- i. Check # 1158 in the amount of \$301.00 for OEC Electric Service ending April 7, 2019
 - ii. Check # 1149 in the amount of \$313.14 for the District credit card for the following items:
 - a. Hughes Net in the amount of \$102.53
 - b. Cricket (cell phone) in the amount of \$57.00
 - c. Core & Meter in the amount of \$138.88
 - d. Atwoods in the amount of \$21.73
 - iii. Check # 1150 in the amount of \$1,930.00 paid on 03/26/2019 paid to Jeffrey Fencing for chain link fencing around the building.
 - iv. Check #1151 paid on 4/3/2019 in the amount of \$360.58 for Pearson's Lumber
 - v. Check #1152 paid on 4/3/2019 in the amount of \$25.00 for ERT
 - vi. Check #1153 paid on 4/3/2019 in the amount of \$337.80 for American Water Works.
 - vii. Check #1154 paid on 4/16/2019 in the amount of \$60.00 paid to ERT
 - viii. Check #1156 paid on 4/16/2019 in the amount of \$678.00 paid to Rich Tarp for mileage.
 - ix. Check #1155 paid on 4/16/2019 in the amount of \$410.95 paid to Royce Hinkle for March wages.
 - x. Check number 1157 in the amount of \$2500.00 paid to Rich Tarp of March wages.

Motion was made to approve expenditures by Tammy Koehn and was seconded by Robert Grisham. A roll call was done and was unanimous.

- b. A motion to reimburse Richard Murnan for a January 22, 2019 postage reimbursement totaling \$56.70 for the following:
A roll of 100 first class stamps (50.00) and a 2 day priority mailing to the USDA/RD office in Hobart (\$6.70) which contained December 2018 construction pay applications. The roll of first class stamps was used for the early March membership mailing to inform everyone they can move forward to hook up the system.

A motion was made by Tammy Koehn and seconded by David Standridge to approve the expenditure. A roll call was made and was unanimous in favor.

- c. Motion to reimburse Richard Murnan for purchase of a UPS (\$129.99) and an external 2TB flash drive (\$69.99) for the District Computer totaling \$217.48 which includes tax of \$17.50

A motion was made by Robert Grisham and seconded by Gary Koehn to approve the

expenditure. A roll call was made and was unanimous in favor.

- d. Motion to reimburse Richard Murnan for purchase of a Brother monochrome laser printer model HL-L2390DW, S/N U64967A9N208845 (\$149.99) along with communication cable (\$24.99), paper (\$4.99), extended 2 year warranty (\$15.99), and an extra toner cartridge (\$44.99) for the District computer totaling \$259.53 which includes tax of \$19.08.

A motion was made by Tammy Koehn and seconded by Jeannie Salmon to approve the expenditure. A roll call was made and was unanimous in favor.

- e. Motion to reimburse Richard Murnan for postage on 4/1/2019 for a certified mailing to Tamara Fore plus a single stamp (\$3.50 + \$0.55) and on 1/22/2019 a roll of 100 stamps (\$50.00) plus a priority 2-day mail to the USDA (\$6.70) for a total amount of \$60.75.

A motion was made by David Standridge and seconded by Robert Grisham to approve the expenditure. A roll call was made and was unanimous in favor.

- f. Motion to purchase a commercial grade weed eater for maintenance of valve locations along the water lines. Cost not to exceed \$450.00 with necessary supplies (gas can, extra cord, oil mix, eye/face protection, etc.)

A motion was made by David Standridge and seconded by Jeannie Salmon to approve the expenditure. A roll call was made and was unanimous in favor.

- g. Motion to purchase additional markers for the State Highway and along county roads. Markers under consideration are approximately \$16.00-\$17.00 each. The budget that had been prepared for the extra USDA funds had \$2,000.00 allocated.

A motion was made by Tammy Koehn and seconded by David Standridge to approve the expenditure. A roll call was made and was unanimous in favor.

- h. Motion to reimburse Jeannie Salmon for a \$33.00 bank charge to cancel a check to Layne and US Mail postage of \$6.85 to use certified mail to resend a check to Layne.

A motion was made by Richard Tarp and seconded by Gary Koehn to approve the expenditure. A roll call was made and was unanimous in favor.

- i. Motion to purchase a water pump not to exceed \$300.00. Pump would be used to empty water from meter cans.

A motion was made by Jeannie Salmon and seconded by Gary Koehn to approve the expenditure. A roll call was made and was unanimous in favor.

5. Review external interactions since last regular Board Meeting.

No external interactions were presented.

6. Accept minutes of past meetings

A motion to accept the minutes of the March 14, 2019 regular meeting was made by Tammy Koehn and seconded by Robert Grisham with a change being made to agenda item #2b to correct verbiage to now ready in part “operational use.....”

Note: the April 11, 2019 Regular meeting was rescheduled as a Special meeting for April 15, 2019. The April 16, 2019 Special Meeting was canceled due to not having a quorum and was reschedule to April 25, 2019.

7. Chairman’s Report

- a. Royce Hinkle and I attended the ORWA conference in Tulsa. A presentation was made by Ronnie Jones (USDA/RD) along with a plaque with “The First Dime”. Kim Hornbuckle was also invited for a group picture.
- b. More Sequoyah Software training has been conducted and the customer data base was filled, and preparations were made to read the meters on April 24, 2019.
- c. Emails were sent to CPN showing where their 36 meters were used. Six of the 36 meters were used in design of the system. CPN has 14 meters not set. CPN meters should be used east of 132nd and Indian Health Services can cover meters located west of 132nd.

8. Vice Chairman’s Report

- a. A pay button on the website is needed to use Payment Service Network (PSN) services to customer options paying their bills.
- b. Website should include water lines and sizes that are installed throughout the system.

9. Secretary’s Report

The Secretary reported the following documents were submitted to the Record:

- a. Tamara Fore (16601 180th Street) relinquishment of membership document, certified letter (and receipt), and follow-up document.
- b. USDA/RD 1099-G (for two grants) and 1098 (for two mortgage interest statements), which have been circulated to Michael Mettry concerning if these need to be reported. No action necessary.
- c. Membership from Waite and Michelle
- d. Real-estate release letter on property purchase (need to get with agents in the area about checking with us on property sales).
- e. Jeffery Fence construction tax document – W9
- f. A copy of the spreadsheet showing CPN meter used in the design of the system.
- g. OWRB 2018 Annual water usage

10. Treasurer's Report

Previous savings - \$23,152.29

Previous checking - \$5,577.20

Current savings - \$13,170.49

Current checking - \$12,530.35

Previous construction account - \$233,286.74 **Current Construction - \$110,536.85**

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 meeting

The next regular meeting will be held on May 9, 2019 at Corbett Church

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


- a. City of Lexington hooks up at 84th Street.
- b. Review billing process

13. Public comments:

Don Wood was present as a visitor. No comments were made.

14. Adjourn

The meeting was adjourned at 9:10 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