

**Rural Water District #4
Wagoner County
Regular Board Meeting
March 14, 2023
7:00 PM
Join Meeting: call 480-712-7555 ID:1151-258-2331**

Call to order:	Chairman Stinnett called the meeting to order at 7:00 pm.
Board Members present:	Mr. Charles Stinnett, Mr. Gary Rogers, Mr. Terry Hurst, Mr. Chad Jester, Mr. Jim Self
Staff Present:	Mr. Thomas Faulk, Mr. Rick Lang
Citizens Present:	No citizens present

The first order of the evening was the Call to Order by Board Chairman, Charles Stinnett, followed by the Roll Call by the clerk. Roll Call: Mr. Jim Self, present; Mr. Gary Rogers, present; Mr. Charles Stinnett, present, Mr. Chad Jester, present, and Mr. Terry Hurst, present.

Discussion and action on Approval of the Minutes of the 2-14-2023 Regular Board Meeting

Chairman Charles Stinnett called for review of the Minutes recorded for the 2-14-2023 Regular Board Meeting [Tab 1]. Mr. Jim Self entered a Motion to approve the Minutes of the 2-14-2023 Regular Board Meeting. Mr. Chad Jester Entered a Second to the Motion. Roll Call: Mr. Charles Stinnett, yes; Mr. Gary Rogers, yes; Mr. Jim Self, yes, Mr. Terry Hurst, yes, Mr. Chad Jester, yes. The Minutes of 2-14-2023 Regular Board Meeting, stands approved as presented.

Discussion and action on Approval of the Minutes of the 2-22-2023 Special Board Meeting

Chairman Charles Stinnett called for review of the Minutes recorded for the 2-22-2023 Special Board Meeting [Tab 1]. Mr. Jim Self entered a Motion to approve the Minutes of the 2-22-2023 Special Board Meeting. Mr. Chad Jester Entered a Second to the Motion. Roll Call: Mr. Charles Stinnett, yes; Mr. Gary Rogers, yes; Mr. Jim Self, yes, Mr. Terry Hurst, yes, Mr. Chad Jester, yes. The Minutes of 2-22-2023 Special Board Meeting, stands approved as presented.

Discussion and action on approval on items from citizens present.

No citizens are present. No action required.

Discussion and review of the Operations Manager's Report.

Mr. Faulk referred the Board to the Operations Manager's Report [Tab 2]. Mr. Rick Lang's first order of business was to relate that 17,660 gallons of water was purchased from the City of Tulsa. He then said that February sales records confirm twenty one (21) meters sold during the month and set meters were sixteen (16) meters installed.

The pumpage from the water plant in February was 69,649,000 gals. He had no additional information; no discussion or questions arose no action was required.

Discussion and Review on the Engineering Report.

Mr. Faulk referred the Board to the Engineering report [Tab 2]. Mr. Ryan Smith stated that there is one new private developments this month it is water service for Drilling Equipment Resources (Creek 51 Industrial Park). The 209th Waterline (61st to 81st) there will be a pre-work meeting and then construction. On the Water Treatment Plant Chloramine Conversion, over the next 3 months the engineering report will be completed and the target date of Summer of 2024 is being set for complete

conversion of the WTP to chloramine disinfection. Rick is currently working to replace the old expended filter media in the south filters to help with production over the upcoming Summer months. A meeting was held on March 14 to discuss the details of the conversion.

Ryan then inquired whether there were any questions; no questions or discussion arose and no action was required.

Discussion and review of the Business Managers Report.

Mr. Faulk referred the Board to The Business Manager's Report [Tab 2,] to review account balance figures as of the end of February.

The New Project Fund has a balance of \$371,113.30.

Oneta Energy update: February bill submitted for \$93,282.80.

The Reserve Fund has a balance of \$3,480,244.11.

Edward jones CD \$100,000.00

No further action required.

No questions or discussion arose on the Business Manager's Report and no action was required at this time.

Discussion and action on approval of recommendations from ORWA rate study.

Mr. Faulk referred the Board to [Tab 3]. Mr. Mark Matheson with Oklahoma Rural Water Association did a rate analysis on the district. He had various recommendations for the district all of which are included in the board book.

Discussion and action on approval to authorize Thomas & Rick to design a Water Loss Protection Plan.

Mr. Faulk referred the Board to [Tab 4]. Mr. Chad Jester entered a Motion to approve to authorize Thomas & Rick to design a Water Loss Protection Plan. Mr. Gary Rogers Entered a Second to the Motion.

Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; Mr. Terry Hurst, yes, Mr. Chad Jester, yes.

The Motion to approve to approve to authorize Thomas & Rick to design a Water Loss Protection Plan, stands approved as presented.

Discussion and action on approval to reduce minimum bid for the 2012 Chevy Silverado pickup from \$11,000.00 to \$10,000.00 for lack of bids.

Mr. Rick Lang stated that a bid came in yesterday after the agenda was made so there was no need to reduce the minimum bid. They opened the sealed bid and it was for \$12,223.00. Mr. Gary Rogers entered a motion to approve the sale of the 2012 Chevy Silverado pickup for \$12,223.00; Mr. Jim Self Entered a Second to the Motion.

Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; Mr. Terry Hurst, yes, Mr. Chad Jester, yes.

The Motion to approve the sale of the 2012 Chevrolet Silverado pickup for \$12,223.00, stands approved as presented.

Discussion and action on approval of Disbursement Request #13 for \$1,139,388.30- WWTP.

Mr. Faulk referred the Board to [Tab 6]. Mr. Ryan Smith stated that this request is for work completed in January 26th, 2022 through February 26th, 2023. Pay Request #13 includes payment for Daris Contractors in the amount of \$1,030,824.58 and payment for Poe & Associates in the amount of \$15,495.72 as well as an amount of \$93,068.00 to be reimbursed to RWD #4 to the loan these total \$1,139,388.30. Mr. Chad Jester entered a Motion to approve pay request #13 for Daris Contractors for \$1,030,824.58 & Poe Engineering for \$15,495.72; Mr. Gary Rogers Entered a Second to the Motion.

Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; Mr. Terry Hurst, yes, Mr. Chad Jester, yes.

The Motion to approve pay request #13 for Daris Contractors for \$1,030,824.58 & Poe Engineering for \$15,495.72, stands approved as presented.

Discussion and action on approval of change order #7 for \$50,296.52.

Mr. Faulk referred the Board to [Tab 7]. Mr. Ryan Smith stated that this request is for to items the first one is a 4 inch water line to serve the lift station to B2. The second one is for a 10 inch Force Main for B1, it takes the majority of the sewer to the waste water plant. Change order #7 includes payment for Daris Contractors in the amount of \$50,296.52. Mr. Gary Rogers entered a Motion to approve change order #7 for \$50,296.52; Mr. Chad Jester Entered a Second to the Motion.

Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; Mr. Terry Hurst, yes, Mr. Chad Jester, yes.

The Motion to approve change order in the amount of \$50,296.52, stands approved as presented.

Discussion and action on approval of Kimley-Horn Master Services Agreement.

Mr. Faulk referred the Board to [Tab 8]. Mr. Ryan Smith stated that this is a Master Agreement for Kimley-Horn is does not have anything to do with existing projects. It is a master Agreement for Ryan to continue to work, attend meetings ect. on behalf of Kimley-Horn. Mr. Chad Jester entered a Motion to approve of Kimley-Horn Master Service Agreement; Mr. Terry Hurst Entered a Second to the Motion.

The Motion to approve of Kimley-Horn Master Services Agreement, stands approved as presented.

Discussion and review of Water Plant and distribution issues.

Mr. Lang stated that media has been ordered two weeks ago from Cook Construction the total cost was \$260,000.00. We are doing one box at a time but we ordered the media for the whole project. We will start with the first 2 filters once they are completed, we will do the next two.

Discussion and review of Waste Water Plant and collection issues.

Mr. Lang stated as far as grinder pumps, we are holding our own and we have had to change out one lift station.

Discussion and review of Oneta Power Activity & Variances.

The District's Business Manager, Mr. Thomas Faulk directed the Board's attention to variances [Tab 10]. He began to contrast the Oneta raw water activity for the year in terms of usage and revenue. [Note: this report is maintained on a calendar year basis.] The raw water usage for YTD was 208,000,000 gallons as compared to the prior year figure of 100,000,000 gallons, reflecting an increase of +108%; corresponding revenue for YTD was \$77,300.25 contrasted with \$37,132.95 for the prior year also, reflecting a percentage increase of +108%.

Chairman Stinnett inquired whether there were any questions; none arose and no action was required.

Discussion and action on approval of updated Employee Policy Manual.

Mr. Faulk referred the Board to [Tab 10] there is the employee manual. What is in red would be indication of what we are recommending to be changed\updated. After discussion there are a few sections of the employee manual that needs to be adjusted. This agenda item will be tabled and be rediscussed at the April board meeting.

Discussion and action on approval to reschedule June Board Meeting from June 13th to June 20th.

Mr. Faulk referred to the board that Dala will be gone for a two week vacation and Brittany will be off some of the days as well.

Mr. Chad Jester entered a Motion to reschedule June Board Meeting from June 13th to June 20th to be approved; Mr. Terry Hurst Entered a Second to the Motion.

Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; Mr. Terry Hurst, yes, Mr. Chad Jester, yes.

The Motion to approve to reschedule June Board Meeting from June 13th to June 20th, stands approved as presented.

Old Business.

Mr. Thomas Faulk or Mr. Rick Lang did not have any old business. No action was required.

New Business. Discussion and review of ODEQ approval of waterline for Cedars at the Preserve.

Under the Open Meeting Act, this agenda item is authorized only for matters not known about or which could not have been reasonably foreseen prior to the time of posting the agenda or any revised agenda.

The annual conference is coming up April 19th – 21st and they need to know what board member needs to get their training hours in.

There was not further discussion and no action required.

Discussion and action of the Claims Lists.

Mr. Faulk directed the Board to the Claims Lists [Tab 14]. Following the Board's review of the Claims Lists, Chairman Stinnett inquired as to any questions or discussion. Mr. Chad Jester entered a Motion that the Claims List be approved; Mr. Jim Self Entered a Second to the Motion.

Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; Mr. Terry Hurst, yes, Mr. Chad Jester, yes.

The Motion to approve the claims list, stands approved as presented.

Review of Investment Statement.

Mr. Faulk referred the Board to the Investment Statement, [tab 15] to review the information. As of February 24th, the aggregate value had shown an decrease in value from \$765,156.05 to \$753,731.595.

There was no further discussion and no action required.

Adjournment

With no further business to conduct, Mr. Gary Rogers Entered a Motion to Adjourn the Meeting; Chad Jester, Seconded the Motion. Roll call: Mr. Charles Stinnett yes; Mr. Gary Rogers, yes; and Mr. Jim Self, yes; Mr. Terry Hurst, yes, Mr. Chad Jester, yes. The Motion to Adjourn at 9:45 PM stands approved.