

Wagoner County Rural Water District #4

Annual Board Meeting

October 3, 2024

7:30

Call to order: Chairman Stinnett called the meeting to order at 7:30 pm.

Board Members present: Mr. Charles Stinnett, Mr. Chad Jester, Mr. Jim Self, and Mr. Terry Hurst, over phone, all present.

Staff Present: Mr. Thomas Faulk, Mr. Rick Lang, Ms. Brittany Shaw, Mrs. Dala Hedge, Mrs. Sandi Mullins, Ms. Kristina Doyle, Mr. Chris Valdez, Mr. Jeff Baker, Mr. Lloyd Trent, Mr. CJ Stamper all present.
Mr. Duane Riffe, Attorney over the phone, Mr. Ryan Smith of Kimley Horn, District Engineer; and Mr. Chris Gullekson, CPA District Auditor with Bledsoe, Hewett & Gullekson, present

Citizens Present: Mr. Floyd Mixon, Mr. Jim Wykoff, & Mr. David Carter, all present

The first order of the evening was the Call to Order by Board Chairman, Charles Stinnett, followed by the Roll Call from the clerk, Rick Lang, Operations Manager.

Mr. Rick Lang then began by introducing himself and each of the Members of the Board of Directors. Mr. Charles Stinnett, Chairman has served the District for 8 years; Mr. Gary Rogers, Vice-Chairman has served for 21 years; Mr. Jim Self Assistant Secretary, 14 years; Mr. Chad Jester, Secretary-Treasurer joined the Board 4 Years; Mr. Terry Hurst, Member 3 Years.

Mr. Rick Lang then introduced the operations staff that was present, acknowledging their respective years of service Mr. Jeff Baker, 16 years; Mr. Lloyd Trent, 1 year; Mr. Chris Valdez, 8 years; and Mr. CJ Stamper, 2 weeks.

Mr. Lang, then introduced Mr. Duane Riffe, Attorney for the District for 42 years of service and District engineer, Ryan Smith with Kimley Horn; he noted that he has provided engineering services to the District for 21 years. Mr. Thomas Faulk the District Business Manager of 2 years, introduced Chris Gullekson, CPA with Bledsoe, Hewett & Gullekson, the outside audit firm for the past 15 years.

Mr. Faulk then introduced those members of the RWD#4 Customer Service staff present, acknowledging their respective years of service to the District: Mrs. Dala Hedge, Accounts Payable/Payroll, 19 years, Ms. Brittany Shaw, Bookkeeper 5 years. Mrs. Sandi Mullins, Customer Service 4 years, and Ms. Kristina Doyle 7 months.

Mr. Charles Stinnett inquired whether there were any questions regarding personnel; no question or discussion arose. The sign-in sheet of the Annual Board Meeting Attendees is attached hereto and incorporated into the official record.

Proof of Notice of the Meeting

Business Manager Mr. Thomas Faulk directed attention to the Notice of Annual Meeting provided to all tap holders [Tab 2], the Notice of Publication of the Annual Meeting [Tab 3] as published in the Tulsa World, the Wagoner County American Tribune and Affidavit-of-mailing validated by Mr. Scott Coggins, [TPSI] verifying the mailing of notice to all Rural Water District #4 tap holders on August 14,2024 in full compliance with all open-meeting regulations.

Reading and Approval of the Minutes of the October 5, 2023 Board Meeting.

Mr. Faulk directed attention to the published Minutes for the 2023 Annual Meeting [Tab 4]; Mr. David Carter made motion to accept the minutes as presented. Sandi Mullins moved to second the Motion to not read the 2023 meeting minutes. An oral vote was called on the Motion; all respondents answered aye, no objections was entered, the Motion to Approve the minutes as recorded is approved. The Minutes of the Annual Board Meeting for 2023 are herewith incorporated into the permanent District Board Records.

Qualifications for Directors

Chairman Stinnett turned the floor to Attorney Duane Riffe who briefly reviewed the qualifications for members of the Board of Directors under the Districts By-Laws. Attorney Duane Riffe related that any candidate must 1) be a benefit holder and candidates must have at least one (1) tap in good standing within the district, 2) District By-Laws, Article 7 (a, b) stipulates that a written Notice of Candidacy must be filed not less than forty -five (45) days nor more than ninety (90) days prior to the Annual Meeting. He stated that Board Member positions have rotating term expiration; he noted that there are two Members Ward 3 & 4 positions to be filled in the election on the Board, the incumbents have met the candidacy requirements and there was no opposition. Mr. Riffe noted that electing them by acclamation will be in order.

Election of Director(s)

Mr. Lang took the floor to explain the process of election of Directors; he referred attendees to the record of candidate filing [Tab 5]. He reiterated that the applicant had met candidacy requirements. Mr. Chad Jester is to be elected by acclamation. Also, Mr. Terry Hurst had met candidacy requirements and is to be elected by acclamation. Mr. Daniel Mullins made motion to elect Mr. Chad Jester & Mr. Terry Hurst by acclamation, Mr. David Carter seconded the motion. All respondents answered aye, no objection was entered. All respondents answered aye, no objections were entered. The motion carried.

Annual Audit Report

Mr. Thomas Faulk directed attention to the Audit report [Tab 7] and re-introduced Mr. Chris Gullekson, CPA with the District's Auditing firm, Bledsoe, Hewett & Gullekson, CPA's LLP [the independent external audit firm for the District]. Mr. Gullekson began to address the Board and attendees regarding the report. He related that the full audit document addresses the responsibilities of the District's Management and those of the Independent Auditor to comply with the Government Accounting Standards (issued by the Comptroller General of the United States).

Mr. Gullekson explained that this audit covers the fiscal period of July 1, 2023 through June 30th 2024; he remarked that most of the financial information remains consistent from year to year with the variable factor being that the District's continued growth.

Mr. Gullekson stated that in their opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business activities of the District as of June 30, 2024 and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

With no additional questions or discussion, Mr. David Carter entered a Motion that the board approve the Audit Report as entered into the record; Mr. Daniel Mullins moved to Second the Motion. An oral vote was called--- all respondents answered aye, no nay vote was entered; the Motion approving the Annual Audit Report and entered it into the official record is carried.

Annual Engineering Report

Mr. Rick Lang turned the floor to Mr. Ryan Smith representing Kimley Horn. to present the Engineer's Report 2024 [Tab 8]. He briefly reviewed the history of Kimley Horn and their qualifications which are specific to water & sewer districts as well as his responsibilities with the firm on behalf of the District.

Ryan's review included recently completed 2024 and future Projects and developments, Nine (9), hydraulic analyses this past year: 71st & 321st Waterline Extension, Robertson 91st Street, Steely Farms Phases 3 & 4, Unnamed Development at 116th Street & 225th E. Ave, South Brook Phase 3, Sunset Amphitheater, Antler Falls, 101st & Midway, BA Landing and Peyravy South/Arrow East Industrial Park.

209th Waterline Relocations (61st to 81st) This relocation between 71st & 81st Streets was completed last year and consisted of approximately $\frac{3}{4}$ mile of 12-inch waterline. The second phase of this relocation, from 61st to 71st, consists of approximately 2,800 feet of 12-inch waterline and recently completed construction. These waterline projects are included in the roadway improvements projects and paid for by the City of Broken Arrow.

OWRB Wastewater Treatment Plant is currently in the construction phase, the proposed mechanical wastewater treatment plant will have a design capacity of 0.98 million gallons per day (MGD) and will serve the District's sewer area for the foreseeable future. This mechanical treatment plant will replace the existing lagoon system which is under consent order from ODEQ due to discharge permit violations.

This state-of-the-art mechanical wastewater treatment plant will meet EPA standards and is being designed to accommodate the growth anticipated over the next 30 years. This project also includes

upgrades to the two largest District lift stations in order to efficiently convey wastewater to the new plant. Construction began on January 31st, 2022 and is scheduled to end in March of 2024. This project is approximately 90% complete.

193rd E Ave from 51st to 61st streets, Broken Arrow is in the process of widening this roadway. There are minor relocations to box existing 12" and 4" waterlines associated with the roadway improvements that will be performed to accommodate the widening. The cost of the improvements will be paid for by the City.

Water Treatment Plant Chloramine Conversion/Chemical Optimization, the RWD #4 treatment plant is currently being evaluated to optimize water production rates. Already underway are efforts to optimize the chemical composition of the water treatment process. Construction plans to convert the secondary disinfection from chlorine to chloramine are with the State DEQ for permitting. The project is anticipated to enter into construction this winter and complete before summer of 2025. These changes will help insure the District meets current and future EPA requirements and allows the treatment plant to realize its full capacity.

Oak Grove Road Widening (Admiral Place to 21st Street), The waterline design for approximately 1,800 feet of 6-inch waterline relocation is completed, permitted and awaiting construction. We will begin relocation of this line as soon as the County has acquired right-of-way and is prepared to move forward.

71st to 101st Street, Oak Grove will also be widened from 71st to 101st Streets that will likely impact multiple District waterlines. The roadway design team recently completed their 90% submission and in the near future waterline relocation design will begin.

City of Broken Arrow Permanent/Temporary Connections, two temporary connections with the City of Broken Arrow are currently in place, one at Evans & Kenosha and one at Highland Ridge at Quincy place (near Highland Park Elementary). A permanent connection, at 81st & 209th, will be constructed in the near future. These connections provide the District supplemental water during high usage in the summer months. Additionally, nearing completion of construction is a second permanent connection at 101st Street & 193rd E. Ave. This connection will provide redundant fire protection to the proposed BA Events Park upgrades.

Oneta Road Waterline (51st Street to 61st Street), This project, which was recently constructed, consists of 1 mile of 8" waterline along 241st East Avenue between 51st and 61st Streets. The project began on April 8th, 2024 and is in final cleanup stages. The waterline is fully tested and in service and provides additional volume and pressure, as well as fire protection to this area of the District.

Muskogee Turnpike Interchange at Oak Grove & spur to Highway 51. This project will include relocation of existing 12", 4", and 6" waterlines as well as the Blue Springs pump station to accommodate the proposed Turnpike interchange. This project will also include betterments to allow for the District to have a 12" trunk line under the Turnpike connecting north that will eventually tie into the Oak Grove Widening project from 71st to 101st. This is anticipated to go into the design phase in early 2025.

Mr. Smith then presented a synopsis of the sanitary sewer system, noting that waste water is currently being collected and processed from thirty-four (34) subdivisions and pumped through twenty-two (22) sewer lift stations. He related that the sanitary sewer system is chlorination/de-chlorination approaching capacity; steps are currently being taken to evaluate all aspects of the existing sanitary sewer system and make recommendations for improvement(s) to accommodate the District's future growth. Mr. David Carter entered a Motion that the Board accept the Engineer's Report as entered into the record: Mr. Daniel Mullins moved to Second the Motion. An oral vote was called; all respondents answered aye, no nay vote was entered; the Motion accepting the Engineer's Report carried as entered.

Old Business.

Mr. Faulk and Mr. Lang each stated for the record that they had no old business to bring before the board. No action is required.

New Business.

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. Mr. Lang stated that he had no new business; Mr. Faulk stated that he had no new business. Mr. Lang asked the three customers if they had any questions. There were no questions at that time.

Adjournment.

With no further business to conduct, Mr. David Carter entered a Motion to Adjourn and Ms. Sandi Mullins moved to Second the Motion. An oral vote was taken; the response was unanimous with all responding, aye. The motion stands approved; the meeting is herewith adjourned.

The Meeting Stands Adjourned at 8:15 p.m.