

Wagoner County Rural Water District #4

Annual Board Meeting

October 7, 2021

7:30

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

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

Staff Present: Mr. Bill Giles, Mr. Rick Lang, Mrs. Jay Lynn Mann-Thompson, Ms. Stephanie Miller and Ms. Sandra Mullins all present.

Mr. Duane Riffe, Attorney over the phone, Mr. Tommy Helton, District's Contractor, Mr. Ryan Smith of Poe & Associates, District Engineer; and Mr. Chris Gullekson, CPA District Auditor with Bledsoe, Hewett & Gullekson, present

Citizens Present: Mr. Daniel Mullins, 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.

Chairman Stinnett began by introducing himself and each of the Members of the Board of Directors. Mr. Charles Stinnett, Chairman has served the District for 5 years; Mr. Gary Rogers, Vice-Chairman has served for 18 years; Mr. Jim Self Assistant Secretary, 11 years; Mr. Chad Jester, Secretary-Treasurer joined the Board 1 Year 9 months; Mr. Terry Hurst, Member has served the District for 3 Months.

Mr. Charles Stinnett introduced the District's Business Manager of 22 years, Mr. Bill Giles and Operations Manager, Mr. Rick Lang of 27 years.

Mr. Giles Business Manager, began introductions by introducing Mr. Duane Riffe, Attorney for the District for 39 years of service and District engineer, Ryan Smith with Poe & Associates; he noted that Poe has provided engineering services to the District for 18 years. Mr. Giles introduced Chris Gullekson, CPA with Bledsoe, Hewett & Gullekson, the outside audit firm for the past 12 years.

Mr. Giles then introduced those members of the RWD#4 Customer Service staff present, acknowledging their respective years of service to the District: Ms. Jay Lynn Mann-Thompson customer service, billing 21 years, Ms. Sandra Mullins, Customer service 1 Year 5 months and Ms. Stephanie Miller, Customer service 6 years.

Mr. Rick Lang, Operations Manager ACKNOWLEDGE the Maintenance, Water Plant, Sewer and Oneta Employees. Mr. Lang stated that there are four employees at the water plant, counting the Oneta employee. There are three sewer employees and five employees in maintenance.

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. Bill Giles 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 Business & Legal News, the Wagoner 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 September 15,2021 in full compliance with all open-meeting regulations.

Reading and Approval of the Minutes of the October 1, 2020 Board Meeting.

Mr. Giles directed attention to the published Minutes for the 2020 Annual Meeting [Tab 4]; Mrs. Sandra Mullins made motion to accept the minutes as presented. Tommy Helton moved to second the Motion to not read the 2020 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 2020 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 incumbent had 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. Riffe 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. Mrs. Sandi Mullins made motion to elect Chad Jester by acclamation, Mr. Tommy

Helton seconded the motion. All respondents answered aye, no objection was entered. The motion that Mr. Chad Jester is to be re-elected to the Board carried. Also, the motion that Mr. Terry Hurst is to be re-elected to Member on the Board was moved by Mrs. Sandi Mullins and, seconded by Mr. Tommy Helton. All respondents answered aye, no objections were entered. The motion carried.

Annual Audit Report

Mr. Bill Giles 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, 2020 through June 30th 2021; 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, 2021 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. Daniel Mullins entered a Motion that the board approve the Audit Report as entered into the record; Mr. Tommy Helton 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

Chairman Charles Stinnett turned the floor to Mr. Ryan Smith representing Poe & Associates, Inc. to present the Engineer's Report 2021 [Tab 8]. He briefly reviewed the history of Poe & Associates 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 2021 and future Projects and developments, twelve (12), hydraulic analyses this past year: Wynstone Phase 2, Eagle Point IV, Flowers Development, South Brook, Evergreen Hills, Estates at Ridgewood South, Park Place I, East Village Phase III, Highland Ridge, Emerald Falls V, Box Valley, and Whiskey Ridge II.

209th Waterline Relocations (61st to 81st) will consist of approximately $\frac{3}{4}$ mile of 12-inch waterline. These waterline projects will be included in the roadway improvements projects.

OWRB Wastewater Treatment Plant is currently in the bidding 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 is scheduled to begin in early 2022 with completion in 2024.

101st Street Widening Relocations project consists of relocation of District water and sewer utilities along 101st Street from the Creek Turnpike to Oneta Road due to roadway widening. This project is currently under construction and is approximately 36% complete. Relocations are being paid for by the State and County government.

61st Street from 193rd E. Ave. to 209th E. Ave. & 193rd E. Ave. from 51st to 61st This project, which includes relocation of approximately 750 feet of 12" waterline in order to accommodate roadway improvements, is nearly complete. This was paid for by the City of Broken Arrow.

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.

193rd E Ave from 41st and 51st Street Intersections. These intersections will soon be reconstructed to a roundabout design. There will be minor relocations of the District's waterlines at these intersections to accommodate the improvements and will be paid for by the County.

Mr. Smith then presented a synopsis of the sanitary sewer system, noting that waste water is currently being collected and processed from thirty-two (32) subdivisions and pumped through nineteen (19) 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. Charles Stinnett entered a Motion that the Board accept the Engineer's Report as entered into the record: Mr. Chad Jester 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. Giles 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. Giles stated that he had no new business.

Adjournment.

With no further business to conduct, Mrs. Sandra Mullins entered a Motion to Adjourn and Mr. Terry Hurst 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 8:11 p.m.