**Rural Water District #4**

**Wagoner County**

**Regular Board Meeting**

 **January 11, 2022**

**7:00 PM**

**Join Meeting: call 480-712-7555 ID:1151-258-2331**

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| **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. Bill Giles, Mr. Rick Lang (on phone) |
| **Citizens Present:**  |  |
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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 11-09-2021 Regular Board Meeting.**

Chairman Charles Stinnett called for review of the Minutes recorded for the 11-09-2021 Regular Board Meeting [Tab 2]. Last month the roll call was taken but no approval of the minutes. Mr. Chad Jester enters a Motion to approve the Minutes of the 11-09-2021 Regular Board Meeting. Mr. Terry Hurst 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 11-09-2021 Regular Board Meeting, stands approved as presented.

**Discussion and action on Approval of the Minutes of the 12-14-2021 Regular Board meeting.**

 Chairman Charles Stinnett called for review of the Minutes recorded for the 12-14-2021 Regular Board meeting [Tab 2]. Following Board review and no discussion, Mr. Gary Rogers enters a Motion to approve the Minutes of the 12-14-2021 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 the 12-14-2021 Regular Board Meeting, stands approved as presented.

**Discussion and action on approval on items from citizens present.**

1. **Nora Gordon: Discussion and action on approval of a proposed 3-way agreement between Bell’s Park, Wagoner County Rural Water District #4, and the City of Broken Arrow, based on the district’s assignment of water rights to the City of Broken Arrow at the initial development of the project and the pertinent legals.**

Mr. Ryan Smith stated Mr. Duane Riffe has prepared a draft agreement. Mr. Ryan Smith has reviewed it and attached some legal descriptions. Ryan has passed it along to the financing company Broken Arrow Investments LLC, they suggested a few changes. They are requesting it be called Multi use development. Ryan has sent it to the Assistant City Manager of the City of Broken Arrow.

No board action required.

**Discussion and Review of the Manager’s Report/Status Report.**

Mr. Giles referred the Board to the Manager’s Report [Tab 3]. Mr. Rick Lang’s first order of business was to relate that 46,900 gallons of water was purchased from the City of Tulsa for December. He then related that December sales records confirm thirty-one (31) meters sold during the month and eighty-two (82) meters installed, the meters set were by Tommy, Maintenance, and Dan Glowacki.

The pumpage from the water plant in December was 70,142,000 gals. He had no additional information; no discussion or questions arose --- no action was required.

**Discussion and Review on the Engineering Report.**

 Mr. Giles referred the Board to the Engineering report [Tab 3] concerning the 61st Street to 81st on 209th E. Av, Mr. Ryan Smith made changes to move the waterline from the east side of the road near 81st to reduce the number of road crossings required. The changes have been submitted to the City of Broken Arrow on the Water Treatment Plant Chloramine Conversion, Mark Mulder is finalizing the recommendations. Ryan is also looking at finding a engineer to replace Mark Mulder. On the Wastewater Treatment Plant the preconstruction meeting was December 7th. It is still estimated to begin January of 2022.

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. Giles referred the Board to The Business Manager’s Report [Tab 3, final page] to review account balance figures as of the end of December.

The New Debt Service Fund has a balance of $141,377.99.

Oneta Energy update: December bill submitted.

The Reserve Fund has a balance of $2,155,353.12.

The Current Debt Service Reserve balance $169,330.20.

Oath of office forms. Mr. Jim Self signed.

 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 Pay Requisition #9 in the amount of $59,674.01 for billing of the 101st Street Relocation project.**

Mr. Giles referred the Board to [Tab 4 pg. 1]. Mr. Ryan Smith stated that pay request #9 is for $47,864.80 to Cook Consulting and to POE for $11,809.21.

After discussion, Mr. Jim Self entered a Motion that the Pay Requisition #9 in the amount of $59,674.01 for billing of the 101st Street Relocation project for materials and Engineering be approved; 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 the Pay Requisition #9 in the amount of $59,674.01 for billing of the 101st Street Relocation project., stands approved as presented.

 **Discussion and action on** **approval of Extension of Time Request of 60 calendar days for the 101st Street Location project due to delays of right-of-way procurement and uncooperative land owners.**

Mr. Giles referred the Board to [Tab 4, final page]. Mr. Ryan Smith stated that the time extension is for to Cook Consulting due to the delay issues.

After discussion, Mr. Chad Jester entered a Motion to approve the Extension of Time Request of 60 calendar days for the 101st Street Location project due to delays of right-of-ways procurement and uncooperative land owners. 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 the Extension of Time Request of 60 calendar days for the 101st Street Location project due to delays of right-of-way’s procurement and uncooperative land owners, stands approved as presented.

**Discussion and action** **on approval of a change in the highest sealed bid from at or over $6,500.00 to $5,500 or over in the event of no bid received, for the 2014 Ford F150 pickup declared to be excess inventory by Board action.**

The district received a sealed bit at 3:30 PM in the amount of $7,001.00 from David Tyler.

After discussion, Mr. Chad Jester entered a Motion to accept the sealed bid at $7,001.00. 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 accept the sealed bid at $7,001.00, stands approved as presented.

 **Discussion and review on Water plant and distribution issues.**

Mr. Rick Lang stated that filter 2A will be torn down next week. It will take approximately 3 weeks to get it back up and running. This will be the finish of the two filters. They are starting to clean out/dry the back wash pumps to start doing the concrete work on them one at a time. It will be late February before we can start it. The fans for the VFD came in and are operating. No questions or discussion arose on the Water Plant and Distribution and no action was

required at this time.

**Discussion and Review on Waste Water Plant and collection issues.**

Mr. Rick Lang stated the everything is working good at the waste water plant. After discussion, Mr. Lang said he had no additional information; no discussion ensued and no action was required.

**Discussion and review on Oneta power activity.**

The District’s Business Manager, Mr. Bill Giles directed the Board’s attention to variances

[Tab 7]. 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

1,147,000,000 gallons as compared to the prior year figure of 1,699,000,000 gallons, reflecting a decrease of -32.5%; corresponding revenue for YTD was $422,941.98 contrasted with $627,419.17 for the prior year also, reflecting a percentage of decrease at -32.6%.

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

required.

 **Old Business.**

 Neither Mr. Rick Lang nor Mr. Bill Giles had old business to report. No action was 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 reasonable foreseen prior to the time of posting the agenda or any revised agenda.**

Mr. Rick Lange stated that we received the permit for Park Place Phase I. [Tab 9] Also Mr. Bill Giles stated that the district only had 7% water loss for the 2021 year. No action was required.

**Discussion and action of the Claims Lists.**

Mr. Giles directed the Board to the Claims Lists [Tab 12]. Following the Board’s review of the Claims Lists, Chairman Stinnett inquired as to any questions or discussion. Mr. Charles Stinnett 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. Giles referred the Board to the Investment Statement, [tab 15] to review the information. As of December 31st, the aggregate value had shown an decrease in value from $800,929.36 to

$799,411.53.

There was no further discussion and no action required.

Mr. Chad Jester motioned to go into Executive Session at 7:34 PM, Mr. Terry Hurst 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 go into Executive Session stands approved.

**Executive Session: Discussion and action on approval of the retirement of the Business Manager and the hiring of Susan Wallace based on the recommendation of the finance committee at an agreed upon salary.**

 Mr. Bill Giles referred the board to [Tab 11]. Susan Wallace resume is present, as well as average salary page from research. Mr. Giles stated that the finance committee should take the floor for the rest of the discussion. Mr. Charles Stinnett stated that he and Chad Jester have reviewed the application and they are offering her the position of Business Manager at an agreed upon salary.

After discussion, Mr. Gary Rogers entered a Motion to come out of executive session at 7:48 PM. 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 stands approved to come out of Executive Session at 7:48 P.M.

Mr. Chad Jester entered a Motion to approve the hiring of Susan Wallace based on the recommendation of the finance committee. 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 the recommendation of the finance committee to hire Susan Wallace as Business Manager at an agreed salary stands approved as presented.

**Adjournment**

With no further business to conduct, Mr. Gary Rogers Entered a Motion to Adjourn the Regular Meeting; Terry Hurst 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 7:50 PM stands approved.