

**Rural Water District #4
Wagoner County
Regular Board Meeting
July 18, 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 6-20-2023 Regular Board Meeting

Chairman Charles Stinnett called for review of the Minutes recorded for the 6-20-2023 Regular Board Meeting [Tab 1]. Mr. Chad Jester entered a Motion to approve the Minutes of the 6-20-2023 Regular Board Meeting. Mr. Jim Self 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 6-20-2023 Regular Board Meeting, stands approved as presented.

Discussion and action on approval on items from citizens present.

No citizens are present, no action was 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 17,011,100 gallons of water was purchased from the City of Tulsa. He then said that May sales records confirm fifty-two (52) meters sold during the month and set meters were thirty-nine (39) meters installed.

The pumpage from the water plant in April was 99,790,000 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 are no new private developments this month. The Water Treatment Plant Chloramine Conversion/Filter Optimization we have not heard back from DEQ on the consent order that was submitted last month. Ryan stated that on the SH-51 & 91st Street Intersection we have been given notice to proceed by ODOT and it is out for bid right now, bids will be opened August 3rd. On the City of Broken Arrow Permanent/Temporary Connections we are awaiting the 60% submittal for review.

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 June.

The New Project Fund has a balance of \$423,437.73.

Oneta Energy update: June bill submitted for \$200,946.49.

The Reserve Fund has a balance of \$3,689,583.29.

Annual Budget

Amendments to employee manual

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 Disbursement Request #17 for Daris Contractors for \$590,651.32 and Poe Engineering for \$22,865.80.

Mr. Faulk referred the Board to [Tab 3]. Mr. Ryan Smith stated that this request is for work completed in May 26th ,2023 through June 25th, 2023. Pay Request #17 includes payment for Daris Contractors in the amount of \$590,651.32 and Poe Engineering for \$22,865.80. Mr. Jim Self entered a Motion to approve pay request #17 for Daris Contractors for \$590,651.32 and Poe Engineering for \$22,865.80; 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 #17 for Daris Contractors for \$590,651.32 and Poe Engineering for \$22,865.80, stands approved as presented.

Discussion and action on approval of amendments to Employee Policy Manual.

Mr. Thomas Faulk directed the Board's attention to [Tab 4]. Mr. Rick Lang stating that the updates that are needed in the employee manual are as follows,

- 1) The addition of a Roth retirement option to the existing employee retirement plan
- 2) An increase in the retirement match amount from \$350 to \$500 per month
- 3) An increase in the year-end bonus from \$200 to \$500
- 4) The addition of one more holiday per year as a floating holiday

They would like to also amend the Policy Manual regarding the payment of PTO when the district closes due to extraordinary circumstances or inclement weather. The recent wind storm and resulting power outage for 3 days highlighted the need to amend this policy.

Currently, the policy allows the employee to receive 8 hours of PTO for each day that they are unable to work due to extraordinary circumstances or inclement weather. We believe it would be better for the district and its employees to simply pay the employee for the time that they are not able to work due to the extraordinary circumstances. Mr. Chad Jester entered a Motion to approve the amendments to Employee Policy Manual; 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 the amendments to Employee Policy Manual, stands approved as presented.

Discussion and action on approval of Annual Meeting Notifications & exhibits.

Mr. Thomas Faulk directed the Board's attention to [Tab 5]. Mr. Thomas Faulk stated that the attached items include the Notice of Annual Meeting, agenda, and the Notice of Candidacy form. Mr. Jim Self entered a Motion to approve the Annual Meeting Notifications & exhibits. 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 Annual Meeting Notifications & exhibits, stands approved as presented.

Discussion and action on approval of Annual Budget.

Mr. Thomas Faulk directed the Board's attention to [Tab 6]. After review and discussion Mr. Jim Self entered a Motion to approve the Annual Budget. 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 Annual Budget, stands approved as presented.

Discussion and review of Water Plant and distribution issues.

Mr. Lang stated that the water plant is doing fair, we have the Tulsa tap on six rounds and 1 6-inch meter with the City of Broken Arrow turned on. We have all of the activated carbon at the plant and the sand will be here around the end of the week. Today a dry run was completed to see if a filter

could be shut off and keep up. As soon as the sand arrives, we are going to redo one filter at a time, it will take about three days per filter. All four filters should be completed within two weeks. There was no further discussion and no action required.

Discussion and review of Waste Water Plant and collection issues.

Mr. Lang stated that the Waste Water Plant is running okay at the moment. As of this time there have not been any issues.

Discussion and review of Oneta Power Activity & Variances.

The District's Business Manager, Mr. Thomas Faulk directed the Board's attention to variances [Tab 8]. 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 742,000,000 gallons as compared to the prior year figure of 469,000,000 gallons, reflecting an increase of +58%; corresponding revenue for YTD was \$275,504.64 contrasted with \$171,459.14 for the prior year also, reflecting a percentage increase of +60%.

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

Old Business.

Mr. Thomas Faulk or Mr. Rick Lang did not have old business at this time. 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 reasonably foreseen prior to the time of posting the agenda or any revised agenda.

Mr. Thomas Faulk or Mr. Rick Lang did not have any new business. 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 11]. 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. Terry Hurst Entered a Second to the Motion.

Roll Call: Mr. Jim Self, not present; Mr. Gary Rogers, not present; 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 12] to review the information. As of June 30th, the aggregate value has shown an increase in value from \$863,211.53 to \$867,887.22.

There was no further discussion and no action required.

Adjournment

With no further business to conduct, Mr. Chad Jester Entered a Motion to Adjourn the Meeting; Gary Rogers, Seconded the Motion. Roll call: Mr. Charles Stinnett yes; Mr. Gary Rogers, not present; and Mr. Jim Self, not present; Mr. Terry Hurst, yes, Mr. Chad Jester, yes. The Motion to Adjourn at 7:43 PM stands approved.