

**Board Meeting**

**Rural Water District #4**

**Wagoner County**

**March 16, 2020**

**7:00 PM**

**Call to order:** Chairman Kunze called the meeting to order at 7:00 pm.

**Board Members present:** Mr. Arnold Kunze, Mr. Charles Stinnett, Mr. Jim Self, Mr. Chad Jester, and Mr. Gary Rogers, present.

**Staff Present:** Mr. Bill Giles, Mr. Rick Lang, and Mr. Adam Bindrum

**Citizens Present:** No citizens, present.

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

**Discussion and action on Approval of the Minutes of the 2-18-2020 Regular Board Meeting.**

Chairman Arnold Kunze called for review of the Minutes recorded for the 2-18-2020 Regular Board Meeting [Tab 2]. Following Board review and without discussion, Mr. Jim Self entered a Motion that the Minutes of 2-18-2020 Regular Board Meeting be approved; Mr. Gary Rogers Moved to Second the Motion. Roll Call: Mr. Arnold Kunze, yes; Mr. Charles Stinnett, yes; Mr. Gary Rogers, yes; Mr. Chad Jester, yes; and Mr. Jim Self, yes. The Minutes of 2-18-2020 Regular Board Meeting stand approved as entered.

**Discussion and action on Approval of the Minutes of the 3-3-2020 Special Board Meeting.**

Chairman Arnold Kunze called for review of the Minutes recorded for the 3-3-2020 Special Board Meeting [Tab 2]. Following Board review and without discussion, Mr. Chad Jester entered a Motion that the Minutes of 3-3-2020 Special Board Meeting be approved; Mr. Gary Rogers Moved to Second the Motion. Roll Call: Mr. Arnold Kunze, yes; Mr. Charles Stinnett, yes; Mr. Gary Rogers, yes; Mr. Chad Jester, yes; and Mr. Jim Self, yes. The Minutes of 3-3-2020 Special Board Meeting stand approved as entered.

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

- a) Per Customer's request, to allow Beth Brown to receive full credit for excess water usage 8/14/19 thru 8/23/19.**

Chairman Kunze acknowledged for the record that citizen Ms. Beth Brown was not present. No action taken.

**Discussion and action authorizing an offer to purchase approximately 0.28 acres of property and a temporary construction easement for the B2 lift station expansion from Elena Mercado Yanez, Jose Sacramento Yanez, Jose Yanez Hernandez and Estela A. Yanez.**

Mr. Ryan Smith stated that in 2016 they purchased 15.82 acres for \$300,000.00 so they paid roughly \$19,000.00 per acre. Per the board discussion they all agreed to offer \$7500.00 as a ground to start on. Following Board review and without discussion, Mr. Gary Rogers entered a Motion to offer \$7500.00 to purchase approximately 0.28 acres of property and a temporary construction easement for the B2 lift station to be approved. Mr. Jim Self moved to Second the Motion. Roll Call: Mr. Arnold Kunze, yes; Mr. Charles Stinnett, yes; Mr. Gary Rogers, yes; Mr. Chad Jester, yes; and Mr. Jim Self, yes. The offer of \$7500.00 to purchase approximately 0.28 acres of property and a temporary construction easement for the B2 lift station stands approved as entered.

**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 there had been 0 gallons of water purchased from the City of Tulsa for February. He then related that February sales records confirm eighteen (18) meters sold during the

month and forty three (43) meters installed. To this date in March, nineteen (19) meters have been sold.

There were a few small leaks in February. He reported that the pumpage report recorded 57,417,000 gallons of water pumped from the District's water plant for an average flow of approximately 1,979,897 gallons per day. 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, next to the last page]. The District's Engineer, Ryan Smith, said that there is not much more going on from last month. They did have a meeting on the 101<sup>st</sup> relocations project on February 26 to go over all of the utilities in the area. They are now waiting to have a Field Meeting that follows up the the February 26<sup>th</sup> meeting. Mr. Ryan Smith stated that we are still looking at 100% completion by the end of April, 2020 and Bid in June 2020 for the sewer plant.

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 February.

The New Debt Service Fund has a balance of \$46,253.32.

The Rural Development Reserve Fund currently stands at \$356,951.48.

Oneta Energy update: Feb bill submitted.

The Reserve Fund has a balance of \$1,046,597.70.

Monthly Billing Recap update.

The Current Debt Service Reserve balance \$50,172.60.

Caselle Update.

Mr. Giles referred the Board to [Tab 11, pg. 1 & 2]; there are two DEQ Permits one for East Village 81<sup>st</sup> & 289<sup>th</sup>, and one for E. 111 St. S. and Timber Creek Subdivision. Also, in that tab there is a letter from the Oklahoma Resources Board where they have refinanced one of the districts loans and doing this they will save the district over the course of the loan \$75,533.84.

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

**Discussion and action on approval to provide Cook Consulting with 120 additional days to complete the waterline project without absolving them from liquidated damages.**

Mr. Giles referred the Board to [Tab 5]. Mr. Ryan Smith stated that OWRB will not process pay requests if the time lapses on the contract. The approval is to provide Cook Consulting with 120 additional days to complete the waterline project without absolving them from liquidated damages to be approved. Mr. Charles Stinnett entered a Motion that the Board approve to provide Cook Consulting with 120 additional days to complete the waterline project without absolving them from liquidated damages. Mr. Chad Jester moved to second the motion.

Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; Mr. Chad Jester, yes; and Mr. Arnold Kunze, yes. The Motion that the Board approve to provide Cook Consulting with 120 additional days to complete the waterline project without absolving them from liquidated damages stands approved.

**Discussion and action on approval of Pay Requisition #20 in the amount of \$142,958.01 for work performed in February 2020 and engineering and Inspection during this time period.**

Mr. Giles referred the Board to the pay request [Tab 6] for the exhibits/requests for payment. Ryan stated that this is for Cook Consulting for pay request #20 for the work they did in February in the amount of \$132,152.54, and Engineering costs for the same time period in the amount of \$10,805.47.

The recommendation for payment of Pay Requisition #20 was made by both Ryan and Rick as the work has been performed by Cook and POE.

Mr. Gary Rogers entered a Motion that the Board approve Pay Requisition #20 in the amount of \$142,958.01 for work performed in February 2019. Mr. Chad Jester moved to second the motion.

Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; Mr. Chad Jester, yes; and Mr. Arnold Kunze, yes. The Motion that the Board approve Requisition #20 in the amount of \$142,958.01 for work performed in February and engineering and Inspection during this time period stands approved.

**Discussion and Review of Water Plant and distribution issues.**

Mr. Rick Lang said that filter 2A blew a section of gasket out a week before last. The gasket has been replaced and they cleaned out the carbon and sand that went thru. The most run time we have got out of the filters is 18-19 hours on the 1A and 1B. The second acti flow system we have readjusted the scrapper again and will put the acti flow back in service on Tuesday March 17<sup>th</sup>.

Rick stated that he had no other information to report. No discussion arose and no action was required.

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

Mr. Rick Lang stated on Copper Fox Lift station in Clearview we had in the budget to put two new cranes on those two for lifting motors in and out that was completed this month. 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 9, pg. 1]; 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 295,000,000 gallons as compared to the prior year figure of 154,000,000 gallons, reflecting a increase of +91.6%; corresponding revenue for February was \$109,451.50 contrasted with \$56,869.37 for the YTD 2019 also, reflecting a percentage of increase at +92.5%.

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

**Review of the Budget Report.**

Mr. Giles pointed the Board to the Report of Variances [maintained on a fiscal-year basis] for February (8) months of the fiscal YTD [Tab 9]. Actual Income-to-Budget figures reflects a monthly decrease of -.6% and an increase of +3.1% YTD. and YTD Expenses-to-Budget remain under the budgeted amount at -48.4% for the month and -23.6% YTD respectively.

Income compared to prior year reflects an increase of +8.7% for the month of February and an increase of +10.1% YTD. Expenses compared to prior year reflect a decrease of -28.1% for the month and increase of +6.7% YTD. Detailed budget entries for both the month and the Year-to-Date figures are found in the itemized budget [Tab 13] for review by line item for the month, by department and by fiscal year-to-date.

Mr. Giles stated that unless there were any questions, he had no additional information concerning the budget. Chairman Kunze inquired if there were any questions or discussion; none arose, and no action was required.

#### **Old Business.**

Mr. Rick Lang stated that the Hammers is a B1 lift station that we had last month to approve to off him \$4,000 for .15 acres and Mr. Hammers is not happy with that. The easement that we have right now is a lot smaller than what we are asking for. When we bought that in 91-92 timeframe, they paid him \$3,000.00 for that piece of land. Mr. Hammers is stating that the property should go for around \$1.00 a square foot which would be about \$7,000.00. Mr. Lang stated that he has talked to Mr. Riffe and if we go into condemnation we will be paying more than \$7,000.00 for attorney fees, fair market value etc. Mr. Lang is stating that he believed it would be a wise decision to offer Mr. Hammers the \$7,000.00. Mr. Charles Stinnett entered a Motion that the Board approve to offer Mr. Hammers \$7,000.00 for the .15 acres. Mr. Gary Rogers moved to second the motion.

Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; Mr. Chad Jester, yes; and Mr. Arnold Kunze, yes. The Motion that the Board approve the purchase of Mr. Hammers .15 acres for the B1 list station stands approved.

## **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.**

Neither Mr. Rick Lang nor Mr. Bill Giles have any new Business to report.

There was no further discussion and no action required.

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

Mr. Giles directed the Board to the Claims Lists [Tab 14]. Following the Board's review of the Claims Lists, Chairman Kunze inquired as to any questions or discussion. Mr. Jim Self Entered a Motion that the Claims List be approved; Mr. Charles Stinnett Entered a Second to the Motion. Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; Mr. Chad Jester, yes; and Mr. Arnold Kunze, yes. The Motion to approve the claims list, stands approved as entered.

## **Review of Investment Statement.**

Mr. Giles referred the Board to the Investment Statement, [Tab 15, final page] to review the information. As of February 28th, the aggregate value had shown a increase in value from \$764,575.59 to \$774,214.55.

There was no further discussion and no action required.

## **Adjournment**

With no further business to conduct, Mr. Gary Rogers Entered a Motion to Adjourn; Mr. Chad Jester Moved to Second the Motion. Roll Call: Mr. Arnold Kunze, yes; Mr. Charles Stinnett yes; Mr. Gary Rogers, yes; Mr. Chad Jester, yes; and Mr. Jim Self, yes. The Motion to Adjourn stands approved.

**The meeting stands adjourned at 8:01 p.m.**