

**Rural Water District #4
Wagoner County
Regular Board Meeting
October 13, 2020
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. Arnold Kunze, Mr. Charles Stinnett, Mr. Jim Self and Mr. Gary Rogers, on phone-present. Mr. Chad Jester, present.

Staff Present: Mr. Bill Giles, Mr. Rick Lang, Mrs. Sandy Mullins

Citizens Present: Citizens Present: Elizabeth Casey, Steven Burgess

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, on phone-present; Mr. Charles Stinnett, present, and Mr. Arnold Kunze, present. Mr. Chad Jester, present..

Discussion and action on Approval of the Minutes of the 9-8-2020 Regular Board Meeting.

Chairman Charles Stinnett called for review of the Minutes recorded for the 9-8-2020 Regular Board Meeting [Tab 2]. Following Board review and without discussion, Mr. Jim Self entered a Motion that the Minutes of 9-8-2020 Regular Board Meeting be approved; Mr. Chad Jester Moved to Second the Motion. Roll Call: Mr. Arnold Kunze, yes; Mr. Charles Stinnett, yes; Mr. Gary Rogers, yes; and Mr. Jim Self, yes. Mr. Chad Jester, yes. The Minutes of 9-8-2020 Regular Board Meeting stand approved as entered.

Discussion and action on approval on items from citizens present.

a. Steve Burgess/ Elizabeth Casey: seeking approval of proposal to access existing sewer main by extending from adjacent lot.

Mr. Giles referred the Board to the Exhibits [Tab 4]. In 1999 when the district put sewer in Oneta Estates it did not go to every customer because there wasn't enough interest. Mr. Burgess is purchasing lot 27 and the sewer went to lot 26 and stopped. They are about 85 feet from where the sewer line ends. Right now their only option is to get a easement from the tap holder who owns lot 26 to hook onto the sewer. The tap holder on lot 26 is not willing to give an easement. Mr. Ryan Smith with POE looked at the utility maps and it states that there is a utility easement in front of the property. Mr. Burgess and Ms. Casey is asking for the district to extend the sewer line to their lot. Mr. Lang states that if we inhouse extend a line for a customer to get water or sewer the customer pays for the construction to get the line to their property. A bore under the driveway will have to be done and Mr. Lang has to get the cost for that to be done. After further review, Mr. Chad Jester entered a Motion that the extension of the sewer line be approved at the customers expense. Mr. Charles Stinnett Moved to Second the Motion. Roll Call: Mr. Arnold Kunze, yes; Mr. Charles Stinnett, yes; Mr. Gary Rogers, yes; and Mr. Jim Self, yes. Mr. Chad Jester, yes. The extension of the sewer line at customers expense stands approved as entered.

Discussion and action on approval of settlement proposal for Connie Hebert.

Mr. Giles referred the Board to [Tab 5]. Mr. Rick Lang stated that Ms. Herbert's attorney is in contact with Duane Riffe. In the news media Ms. Herbert stated that she does not look at her bill every month because it is automatically taken out of her checking account. The district has pulled all of her bill history, she is now telling her attorney that she was not getting the bills. Mr. Hebert also had a letter that we sent her that she was to pay \$262.00 plus current bill by September 15, 2020 which was not paid. We put out our disconnect calls this week and she received one, she came in on October 12, 2020 to pay her arrangement. She had her attorney call Mr. Riffe stating that she got a call from the district stating that if she didn't pay the whole thing we were going to cut her off. A proposal for settlement purposes from from her attorney said an appropriate resolution would be a payment of \$2,000.00 instead of the \$4,145.87 from the Board decision. The Board took issue with that proposal and after discussion decided to the contrary. After further review, Mr. Charles Stinnett entered a Motion that the proposal is not approved; Mr. Chad Jester Moved to Second the Motion. Roll Call: Mr. Arnold Kunze,

yes; Mr. Charles Stinnett, yes; Mr. Gary Rogers, yes; and Mr. Jim Self, yes. Mr. Chad Jester, yes. The approval of settlement proposal for Connie Hebert stands not 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 September. He then related that September sales records confirm fifty-five (55) meters sold during the month and fifty-one(51) meters installed.

There was one large leak and a few small leaks in September. The large leak was 6201 S Midway a 12 inch water line blew apart. The pumpage from the water plant in September was 87,849,000 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]. The District's Engineer, Ryan Smith stated the 209th water line project is beginning the process of utility relocations for the project. There was a meeting with Travis Small with the City in late September some minor adjustments will be made to the plans. This is divided into two projects from 61st to 71st and 71st to 81st. This is anticipated to go to construction in approximately one year. On the 101st St relocations we are in the final revisions and obtaining Union Pacific and ODOT permits. We anticipate going to ODEQ for permits in the middle of October and hope to advertise the project by late October early November. On 193rd E Ave from 51st to 61st there hasn't been many changes for the last month. The 61st St from 193rd E. Ave to 209th E Ave they have identified about 1,000 feet of 12" waterline that will have sidewalk installed over it. We are working with the City to sign a "Hold Harmless Agreement" so

if the waterline ever needs repaired the sidewalk replacement will not be the Districts responsibility. There is also a new bridge that will require approximately 200 feet of relocation.

The 193rd E. Ave. & 41st Street Intersection is going to be updated to a roundabout. This intersection improvement will cause the District's 10" and 8" waterlines to be relocated along with the meter vault with the City of Tulsa. There was a field meeting on 9/30/20 and identified the impacted utilities. The 81st & Wright Place, has been approved and awaits construction. The City is going to solicit bids from 3 District approved contractors to perform this works. The Arkansas River Crossing is in service and transmitting water. All that remains is final clean up and vault replacement. The Wastewater Treatment Plant is going back in forth with ODEQ about their comments. We are hoping to have ODEQ approval by the middle of October and begin the bid process at the end of October or early November. Construction is still to begin in first couple months of 2021.

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 September.

The New Debt Service Fund has a balance of \$76,311.07.

The Rural Development Reserve Fund currently stands at \$372,422.05.

Oneta Energy update: Sept. bill submitted.

The Reserve Fund has a balance of \$1,246,108.51.

Monthly Billing Recap update.

The Current Debt Service Reserve balance \$67,242.55.

Caselle Update.

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 #27 in the amount of \$265,902.58 for work performed in September 2020 and engineering and Inspection during this time period.

Mr. Giles referred the Board to [Tab 6]. This is for the work that Cook did from August 26 thru September 25, and also the inspection and engineering during this time. Pay Request #27 includes payment to Cook Consulting for FAP Waterlines Pay request # 25 for \$21,437.13, for Arkansas River Crossing Pay Request #2 for \$233,757.00 and to the engineer for \$10,708.45. After discussion, Mr. Jim Self made a motion to approve Pay Requisition #27 in the amount of \$265,902.58 and Mr. Chad Jester seconded the motion. Roll call: Mr. Arnold Kunze, yes; Mr. Charles Stinnett, yes; Mr. Gary Rogers, yes; Mr. Jim self, yes; Mr. Chad Jester, yes. The motion stands approved as entered.

Discussion and action concerning existing policy for determining leak adjustments and uniformity of untypical customer requests.

Mr. Giles referred the Board to [Tab 7]. Mr. Bill Giles stated that leak adjustments are done as a courtesy to the customers to urge them to conserve water. The current leak adjustments are figured by the last three months from the point where the customers repair was made. The forgiven amount is usually around 40% to 48%. Mr. Chad Jester stated that the District needs to have the leak adjustment policy on the website. After Discussion Mr. Giles and Mr. Lang will write a policy to bring back to the board for approval.

Mr. Chad Jester made a motion to draft up a policy to bring back to the board. Mr. Charles Stinnett seconded the motion. Roll call: Mr. Arnold Kunze, yes; Mr. Charles Stinnett, yes; Mr. Gary Rogers, yes; Mr. Jim self, yes; Mr. Chad Jester, yes. The motion stands approved as entered.

Discussion and review on Water plant and distribution issues.

Mr. Rick Lang stated that the water plant is running pretty good. We have three sump pumps that have went out in the vaults. We are still short one employee.

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 that a couple of grinder pumps failed this past month. We are still working on getting the Duck Weed out of the polishing pond. There is a lift station going in East Village which is sewer only the water is handled by RWD 5. Spring Creek is going to be having a upgrade on their lift station done soon due to the addition upgrade, but no cost to the district. Oneta Farms lift station has had variable speeds put on it at no cost to the district.

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 & 10]; 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 1,370,000,000 gallons as compared to the prior year figure of 1,232,000,000 gallons, reflecting a

increase of +11.2%; corresponding revenue for YTD was \$507,277.01 contrasted with \$454,841.11 for the prior year also, reflecting a percentage of increase at +11.5%.

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

Review of the Budget Report.

Mr. Giles referred the Board to [Tab 8]. This report is only for July-September which is the first quarter of the fiscal year.

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

Discussion and action on approval of changing the meeting date of the December Regular Board Meeting from 12/8/2020 to 12/15/2020.

Mr. Rick Lang stated that this is his fault because of no mid-year vacation. Mr. Chad Jester Entered a Motion that the December Regular Board Meeting be moved from 12/8/2020 to 12/15/2020; Mr. Jim Self Entered a Second to the Motion. Roll Call: Mr. Jim Self, yes; Mr. Gary Rogers, yes; Mr. Charles Stinnett yes; and Mr. Arnold Kunze, yes; Mr. Chad Jester, yes.

The Motion to change the December Regular Board Meeting from 12/8/2020 to 12/15/2020, stands approved as presented.

Old Business.

Mr. Bill Giles stated that there is a email from Crossland in the front sleeve of the board books. Mr. Duane Riffe stated that the email is about the loss of media when the filters at the water plant went out. In discussion Mr. Ryan Smith stated that when this all happened the District had to hire a company to come out and clean out carbon that went into the clear well. The district failed to bill Crossland for Phoenix to come out and clean the carbon out of the clear well. The charge for Phoenix was \$7100.00.

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. Duane Riffe has advised the board that he is going to retire at the end of the year but is hoping to keep his water districts. His request is for the board to approve him to keep representing them thru the internet, phone or to appear in person. There was agreement to his request.

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 13]. Following the Board's review of the Claims Lists, Chairman Stinnett 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; and Mr. Arnold Kunze, 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 September 25th, the aggregate value had shown a increase in value from \$789,131.88 to \$791,105.11.

There was no further discussion and no action required.

Adjournment

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

The meeting stands adjourned at 8:51 p.m.