

**Rural Water District #4
Wagoner County
Regular Board Meeting
September 10, 2024
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. Jim Self, Mr. Chad Jester, over phone

Staff Present: Mr. Thomas Faulk, Mr. Rick Lang

Others Present: Ryan Smith, Engineer and Duane Riffe, Attorney.

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 over phone, and Mr. Terry Hurst, present.

Discussion and action on Approval of the Minutes of the 8-13-2024 Regular Board Meeting

Chairman Charles Stinnett called for review of the Minutes for the 8-13-2024 Regular Board Meeting [Tab 1]. Mr. Gary Rogers entered a Motion to approve the Minutes of the 8-13-2024 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 8-13-2024 Regular Board Meeting, stand approved as presented.

Discussion and action on approval on items from citizens present.

No citizens present.

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 35,227,300 gallons of water was purchased from the City of Tulsa. There were 20,268,806 gallons purchased from the City of Broken Arrow. He then said that August sales records confirm twenty (20) meters sold during the month and set meters were forty-one (41) meters installed.

The pumpage from the water plant in August was 83,364,000 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 is no private development for the month. The Water Treatment Plant Chloramine Conversion meeting with OMNI Water was held on August 15th they began the process the following week to begin converting the WTP from ferric chloride to aluminum chlorohydrate. The chemical transition should allow the WTP to more efficiently filter water and increase production. The 60% review of the chloramine conversion plans took place on August 5th and we have submitted to ODEQ for review. We anticipate moving to construction in winter of this year with completion in quarter 2 of 2025. Regarding the Muskogee Turnpike Oak Grove Interchange/Spur to Highway 51 Relocations there was a meeting with ODOT and there were quite a few changes that needed to be made so the plans are under 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 August.

The New Project Fund has a balance of \$756,189.14.

Oneta Energy update: August bill submitted for \$167,284.11.

The Reserve Fund has a balance of \$5,506,696.75.

Annual Meeting 10/3/2024.

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 #31 for Daris Contractors for \$424,608.20 and Poe Engineering for \$14,438.18.

Mr. Faulk referred the Board to [Tab 3]. Mr. Ryan Smith stated that this request is for work completed in July 26th, 2024 through August 25th, 2024. Ryan spoke up that these are all expenses related to the ongoing WWTP and progress is being made but they had 6 construction weather delays during this time period. Pay Request #31 includes payment for Daris Contractors in the amount of \$424,608.20 and Poe Engineering for \$14,438.18. Mr. Jim Self entered a Motion to approve pay request #31 for Daris Contractors for \$424,608.20 and Poe Engineering for \$14,438.18; 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 pay request #31 for Daris Contractors for \$424,608.20 and Poe Engineering for \$14,438.18, stands approved as presented.

Discussion and action on approval of pay request #5 for Oneta Rd. waterline project, 51st to 61st, for \$70,361.75 to MSB Construction and \$12,280.65 to POE Engineers.

Mr. Faulk referred the Board to [Tab 4]. Mr. Ryan Smith stated that Pay request #5 reflects Engineering & Inspection activities on this project from July 26, 2024 to August 25th, 2024. There were no construction weather delays requested during this period. Pay Request #5 includes payment for MSB Construction in the amount of \$70,361.75 and \$12,280.65 to POE Engineers. Mr. Gary Rogers entered a Motion to approve pay request #5 for \$70,361.75 to MSB Construction and \$12,280.65 to POE Engineers; 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 pay request #5 for \$70,361.75 for MSB Construction and \$12,280.65 to POE Engineers, stands approved as presented.

Discussion and action to approve definition of “immediate family” for health insurance & requirements for common law spouses.

Mr. Faulk referred the Board to [Tab 5]. At this time in the employee handbook under 6.1 Employee Health, Vision and Dental Insurance states as follows. “The District currently provides an excellent insurance benefit of 100% of the monthly insurance premium for both the employee and their immediate family for Health, Vision and Dental insurance. This benefit, as with all benefits, may be changed at any time according to Board action. This benefit is paid on behalf of the employee by RWD #4. The coverage becomes effective the first day of the month follow the date/month of employment.” After conversation with Duane Riffe, Thomas came up with clearer version for the employee manual. Immediate family will now be defined to include only legally married spouse (or professing common law spouse) and biological or adopted children.” Also, any employee that is common law married will need to sign and get notarized, the Common Law Marriage Statement. Mr. Chad Jester entered a Motion to approve the changes in the definition of “ Immediate family” for health insurance & requirements for common law spouses. 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 definition of “immediate family” for health insurance & requirements for common law spouses, stands approved as presented.

Discussion and action regarding anonymous hotline.

Mr. Faulk referred the Board to [Tab 6]. Mr. Thomas Faulk provided an email from our auditors Bledsoe, Hewett, & Gullekson about providing an additional service for the district to have an anonymous

hotline, where users can report anything suspicious that they have seen or heard. Completion of this information will send a message to an email to the auditor's office. The sender's information will be completely unknown to us. Mr. Terry Hurst entered a Motion to Reject the approval of the anonymous hotline. 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 reject the approval of the anonymous hotline, stands approved as presented.

Discussion and review of Water Plant and distribution issues.

Mr. Lang stated that 3 sand pump valves have rusted out and are not working One has been replaced and the second one is on order and the third one blew out last night. Mr. Lang also reported that all of the new turbidity meters are installed and working now. He did not have anything else to report. There was no further discussion and no action required.

Discussion and review of Waste Water Plant and collection issues.

Mr. Lang stated that the old sewer plant is running pretty smooth this month. . No other issues arose and no action was required.

Discussion and review of Oneta Power Activity & Variances.

The District's Business Manager, Mr. Thomas Faulk directed the Board's attention to Oneta activity 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 1,170,000,000 gallons as compared to the prior year figure of 1,145,000,000 gallons, reflecting variance of +2.2%; corresponding revenue for YTD was \$433,131.00 contrasted with \$424,680.32 for the prior year reflecting a variance of +2%.

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

Old Business.

Mr. Rick Lang & Mr. Thomas Faulk showed the board some pictures of a customer's house where a leak was fixed by our contractor. The customer provided pictures of the area before, during and after the repairs. The road was left unattended to and the new meter box was broken. Also, the yard was left a mess. Our maintenance crew had to go back out to level the yard and do repairs. We are still having issues with the meters being put too deep into the ground and we are having to have the contractor go back out to raise the meters. 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. Rick Lang stated that Keith Jones is asking about a payback agreement for a developer to have to pay Keith Jones back on the Water Line that he installs. After talking to Duane Riffe, the payback could be considered but will have to be approved by the board of directors.

A few future improvements in the district for the 2025 calendar year that Mr. Rick Lang wanted to discuss is as follows.

1. Replace 6-inch line with 12-inch line on Oneta Road from 91st to Hwy 51. Estimating 1.1 million to do this project.
2. The replacement of the pump station at the South tower. Estimating \$100,000 or less.
3. We are looking at putting the 100K generator at the South pump station and also a new generator for the main plant. Roughly estimating half a million dollars to do this project.

There is a permit for the 101st St. Serwer Relocation that is funded 100% by Wagoner County. No action was required.

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. Gary Rogers entered a Motion that the Claims List be approved; 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 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 August 30th, the aggregate value has shown an increase in value from \$919,454.10 to \$931,744.91.

There was no further discussion and no action required.

Adjournment

With no further business to conduct, Mr. Gary Rogers Entered a Motion to Adjourn the 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 8:16 PM stands approved.