

# **Rural Water District No. 3**

## **Washington County, Oklahoma**

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17227 N. 129<sup>th</sup> E. Ave., P.O. Box 70, Collinsville, OK 74021-0070

Ph. (918) 371-2055 • Fax (918) 371-3864 • TRS 711

### **NOTICE REGULAR MONTHLY MEETING AND AGENDA FOR: RURAL WATER DISTRICT #3 WASHINGTON COUNTY BOARD OF DIRECTORS**

**As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Rural Water District #3 Washington County of Oklahoma will hold a Regular meeting on January 11, 2021 at 8:00 o'clock A.M., at 17227 N. 129<sup>th</sup> E. Avenue, Collinsville, Oklahoma, 74021.**

#### **I. CALL TO ORDER**

- 1. The meeting was opened with the pledge of allegiance to the flag.**
- 2. The meeting was called to order January 11, 2021 at 8:00 a.m.** Chairman, Richard Kriege called roll: Chairman, Richard Kriege, here; Vice-Chairman Bruce Hoover, here; Secretary/Treasurer Robert Scott, here. Directors: Bill Jacobs, here; Max Terrell, here; Gary Burd, here; Steve Cole, here. There is a quorum present and the meeting may proceed. Let the records show that the regular scheduled meeting of Rural Water District #3 Washington County, OK was called to order at 8:00 AM at 17227 N 129<sup>th</sup> E Ave in Collinsville, Oklahoma. Notice of the meeting was posted on the front door and drive-up window of the district office on January 6, 2021 at 4:00 PM. Also present is Jerry Gammill, District Manager; Chad Pennington, Field Supervisor; Dona Lewis, Office Manager and Recording Secretary, David Dollar, Water PAQ Engineering; Larry Steidley, Steidley Law Firm, absent, and other interested parties. This meeting will be conducted by the requirements of the Oklahoma Open Meeting Act. Only items on the agenda will be addressed. Anyone wishing to address the board must call the District office by Wednesday prior to the meeting date and have your name and the nature of your business placed on the agenda.
- 3. Correction, deletions or addition to the minutes of:**
  - a.** The Regular meeting of December 14, 2020. Bruce Hoover made the motion to approve the minutes as written. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott, in January we had 32 new taps and 73 transfers. We sold 28 new taps in December. Bookkeeper was out so our financial statements will be late and so will ours checks.
- 5. Report of District Manager.** Jerry Gammill, the report went out in the board packet. Back on developments Cherry Creek Phase II we have received most of the paperwork still needing some full size plans, plans on disk and copy of filed plat on the Cherry Creek Phase II. Cherry Creek Phase IV is on the agenda for today. The New Leaf is on 86<sup>th</sup> St N and Memorial, it is a L shape piece of property. We have been working on the submittals, they have only submitted a road bore permit for Tulsa County and it is in our name. We should be getting some of that information back from them and finishing up the submittals. We have to set up a pre-construction meeting. Sheridan Crossing Phase IV, we have received most of their paperwork the only thing we still have left is a copy of the filed plat and once we received that it will be on the agenda. Magnolia Ridge Phase II, we received the bid work

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from Kellogg Engineering regarding the DEQ paperwork and the we finalized that and I signed off on the plans and permit to go to DEQ and Kellogg Engineering has picked those last week. They started on the Owasso Urgent Care, we received an email with questions on easement and potential variance but they are asking about the waterline being closer to the sewer line and they implied something about possibly proposing a variance that would go through DEQ. If the waterline could be closer than 10 feet from the sewer line. Trinity Church, which is down on 76<sup>th</sup> and Memorial, we have been talking to them infrequently for awhile now and they are finally starting to ramp up and we have received an agenda request last week but it was to late to get it on the agenda. Essentially they are looking at building two different buildings. We have no other information regarding the demands as far as fire, domestic and irrigation.

**a. Field Manager.** Chad Pennington reports 5 field audits, 15 change out meters, 8 replaced can, 0 dirt work, 2 drop-ins, 3 flush line, 13 leaks, 3 replaced lid, 24 MXU installed to be radio reads, 1 checked pressure, 0 replaced setter, 1 shut off, 28 new taps, 45 miscellaneous, work orders completed 149. We had 42 locks last month. Last month we had significant leaks and we have had to deal with, one in Watercolours. We had to tear out a driveway, directly underneath the driveway. There was one in Cherry Creek, and we had to tear out another driveway. Within two days of that one we had one blow out underneath the road in Lake Valley, we got it temporarily fixed. We have to pull a new line under the road and we have another one in Tyler Crossing that we have to pull another line under the road. Starting tomorrow we leak on 16" pump line over on 176<sup>th</sup> that we have to start digging on. It's pretty cut and dry. Dick, I know that the water loss has gone down every year about 15 % on average. I want to congratulate you that you are bringing it down.

**b. Office Manager.** Dona, well all I got is 144 work orders written in December.

**6. Report of Attorney.**

**7. Report of Engineer.** David Dollar, developments I've worked on, Magnolia Ridge II, New Leaf, Reunion at Owasso, Owasso Urgent Care, The Grease Monkey/Tommy's Car Wash, The Cherokee Nation along Hwy 20, and the Warren Building. We have the site plan for Trinity Church in the queue. Our sludge management, I spoke with Tim Ward. He will be providing us with guidance on the sludge testing that is required. The booster pump station project I understand the property closed in December.

**8. Approval of accounts payable.**

**9. Approval of new tap applications and transfers.** Bill Jacobs made the motion to approve. Robert Scott seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

**10. Approval and/or acceptance of new developments or line extensions.**

**a.** Discussion and decision regarding Reunion at Owasso / Owasso Medical Campus, 2.01 ac., a 1 Lot 1 Block Multi-Family Development located approximately ¼ mile north of 96<sup>th</sup> St North, north and west of Lowe's. Kyle Smalygo, I'm gonna call them Senior town homes because we can't use the word apartments. We have units in Bartlesville, Skiatook, Claremore Collinsville and Oologah This is a phase project with at least two additional phases which will eventually be close to 100 units. First phase is 22 units and probably best to describe as directly behind Lowe's. The City of Owasso has the right of way from 98<sup>th</sup>, no plans to open it and do not want it to be opened. Currently the waterline goes around the boundary of this and my understanding of this is the piece of property has the history of the St. John hospital. We are purposing to abandon the boundary of waterlines and connect the shortest distance between two lines. Which is the north/south lines. The services for this will be domestic only for Rural Water District, fire suppression will be met through City of Owasso Fire. They have a 16 inch line here that services the hospital. David, my recommendation is to give your contingent approval. Bill Jacobs made the motion for contingent approval. Bruce Hoover seconded. Bruce Hoover, yes; Robert Scott, yes;

Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

- b. Discussion and decision regarding Cherry Creek Phase IV. 10.2 ac., 43 Lots residential subdivision located approximately ½ mile East of Memorial on the South side of Hwy 20. David Randall, so what we have is final phase for Cherry Creek. The purposed water is existing line that was constructed in phase I on east 144 St N has been purposed water it starts at E 144<sup>th</sup> St N and goes to N 75 E Ave and goes around that little culdesac and down E 143<sup>rd</sup> ties back into. David, I see no issues. Steve Cole made the motion for approval. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

## **11. Developments/line extensions waiting final approval.**

a.

## **12. Public Comments.**

## **II. OLD BUSINESS**

### **1. Discussion, decision and update regarding waterline relocation associated with ODOT's Hwy 20 project east of Hwy 75.**

- a. Discussion and decision regarding a proposed amendment to the engineering agreement with Barlett & West for engineering and inspection. Louis Funk, completely wrapping up Hwy 20 today, this is the final closeout discussion. About 16 months we started the project we were looking at about 1.3 million dollars, and you guys have almost 30% of that so almost \$385,000. We switched gears with Creek Construction about April or May the final accounting for the project is down at the bottom. The intentions was that going with Creek Construction that you wouldn't be out of pocket anymore than what you were on the top senario \$385,000. The total net of balance of the project completed is \$1,372,701 and your part is \$406,594. Cross-Bo but it is about a half million under of what we anticipated a few years ago when we got into this, if you recall possibly seven or eight hundred thousand cheaper than the second low bid. We have almost a full year of fulltime on site inspections and so that was not cheap see it was \$252,272. The amendment we signed a year ago we estimated what we thought we would have left into the project. We have done this project per ODOT requirements. We ended going \$21,603.69 over what our amount received was and I do recall in September we were getting close and we were trying to manage how much we really need to have full time inspections on the project but I think we need to stay there through completion and included the cleanup. This amendment, we are at your mercy on this cause, I fully committed to the risk that you or ODOT is not going to approve. 30% and 70% which is \$21,603.69, the district's part is \$6,399.01 and if you guys were to approve with contingent upon ODOT's approval and if they don't approve it then they don't approve. There is a credit invoice for the Smalygo casing. So on the \$6,399.01 substract \$1,629.00 and basically \$4,770.01. Jerry, ODOT will expect, we the board to have approved the engineering amendment. Gary Burd made the motion to approve the amendment to the engineering agreement. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
- b. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering and inspection. Bruce Hoover made the motion to approve the invoice. Robert Scott seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

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- c. Discussion and decision regarding the approval of Assignment of claim #32 to ODOT for 70.38% reimbursement share of engineering services. Robert Scott made the motion to approve Assignment of claim #32. Bruce Hoover seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
    - d. Discussion and decision regarding the approval of payments from District to Bartlett & West for District's 29.62% share of total project cost. Gary Burd made the motion to approve payments. Bruce Hoover seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
2. **Discussion and update regarding the proposed engineering agreement with Bartlett & West for the ODOT Hwy 11 project, J/P 24351(04) Construction, SSP-174B(058)SS J/P 24351(06) Utilities, STPY-174B(060)UT Washington County, SH-11.**
  - a. Discussion and decision regarding the approval of invoice from Bartlett & West for engineering design. Holding off on the appraisal invoice. No invoice this month per Louis Funk.
3. **Discussion and decision the proposed 24-inch water line alignment and easements.** David Dollar. There is no action necessary this month. We do have an invoice from Meshek which will catch them up, in the amount of \$11,879.00. We need you guys to approve the invoice. Steve Cole made the motion to approve the invoice for \$11,879.00. Bruce seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
4. **Discussion, decision and update the Waterline Relocation project of Horsepen Creek – Tulsa County: J/P 33566(04)** David Dollar. Tulsa County approved our Notice of Award recommendation. They have signed and returned the utility relocation agreement. January 6, 2021 I had communication from Harry Creech. He told us that it looks the bridge may have to close depending on repairs. We did get the contract back for signatures so I will need your approval to sign the contracts. Everything is in order. The contract time starts this month and expires April 25, 2021. Bill Jacobs made the motion to sign the contract. Bruce Hoover seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

### **III. NEW BUSINESS**

#### **1.**

### **IV. ADJOURNMENT**

1. Robert Scott made the motion to adjourn at 8:57 a.m. Bruce Hoover seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

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**Robert Scott – Secretary/Treasurer**  
**Notes by Dona Lewis**