

Rural Water District No. 3

Washington County, Oklahoma

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

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

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 December 8, 2025, at 8:00 o'clock A.M., at 17227 N. 129th 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 December 8, 2025, at 8:00 a.m. Chairman Bruce Hoover called roll: Vice-Chairman Pat Liggett, here, Secretary/Treasurer Robert Scott, here. Directors: Gary Burd, here; Steve Cole, here; Richard Krieger, here; Caleb Potter, 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 129th E Ave in Collinsville, Oklahoma. Notice of the meeting was posted on the front door and drive-up window of the district office on December 3, 2025, at 4:00 PM. Also, present Chad Pennington, Field Supervisor; Mike Calhoun, Plant Supervisor, Dona Lewis Recording Secretary, David Dollar, Water PAQ Engineering, Larry Steidley, Steidley Law Office not here 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's 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 November 10, 2025. Steve Cole made the motion to approve the minutes as printed. Richard Krieger seconded. Pat Liggett, yes; Robert Scott, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.**
- 4. Report of Secretary/Treasurer.** Robert Scott. In December we had 18 new taps and 50 transfers. We sold 18 new taps in November.

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5. Report of District Manager. Jerry Gammill. The report went out in the packets. We did receive the signed Utility Relocation Agreement. We have to pay half of that up front and the other half for the back of project. Braum's Ice cream & Dairy store, we received plans for review the other day. They did not pick up the last comments. Project Clydesdale, we worked out the details and received the emailed copy of the signed Developer's Agreement last Thursday. They are still working on the plans. The Sunset Meadows, the new housing addition on 106th St N and Memorial at the NW corner. We are still working out the details regarding the plans and fire flow test. Yale Estates is a new one. We have received information from the Tulsa TAC meeting, which is located on the NE corner of 126th St N and Yale with approximately 102 lots. I gave comments to that, but we have not heard from the developers. The next one does not really have a name, located at 116th St N and Sheridan. What we received is 80 acres with 111 lots. The hypochlorite system proposal, there was a gentleman named Thomas Keeter came out and looked things over with the pump stations. The grounding issue up at the plant seems to be ok now. We have a gentleman from Texas that definitely wants to buy our generator, and I told him we are looking into ways to use it. Oologah is a challenge with the Corp of Engineers to use it there and maybe easier to use it at the Caney. Tom, our employee, had an accident on Hwy 11. A lady hit Tom trying to pass multiple cars. Our insurance company ORWAAG has been trying to deal with this accident. The highway patrolman really messed up the report and said Tom was at fault. There was no diagram, no contact information and the delivery trucks had cameras. Larry Steidley has contacted the supervisor of the patrolman. The supervisor is going to get with the officer and try to get the report updated. I'm supposed to get some training with Tyler for the budget. I have nothing on the assistant manager yet.

- a. Field Manager.** Chad Pennington. Field audit 2, replace can 2, change outs 28, dirt work 2, drop in meter 1, flush line 3, leaks 24, miscellaneous 13, check pressure 1, new taps 9 and completed work orders 102. The reason we didn't change out a lot more than that, because the 1" meters are on back order. Holding on to what meters we have with the cold weather coming. We all got CPR certified last week.
- b. Office Manager.** Dona Lewis. A reminder of the Christmas party on December 19, 2025, at 12:00 pm. I gave you a copy of the letter we are sending out with the bills explaining our new cut off notice procedure.
- c. Plant Manager.** Mike Calhoun. I need to get a couple of actuators for filters on the old side. Both of them are \$9,000.00 and \$10,000 each. I have got problems with the Pac system, I'm going to have Municipal maintenance work on that, and it will be \$8,300.00 plus parts. The THM and HA came back good. I gave you the lab extension prices and David Lundquist is going to do the electric work. It is under \$30,000 so Jerry can take care of it but it needs to happen. Especially if we get the TOC machine and a bigger computer room.

- 6. Report of Attorney.** Nothing
- 7. Report of Engineer.** David Dollar. I worked mostly on Project Clydesdale. The developments I work on are Stone Lake Phase VI, Mercy Regional, Sunset Meadows and Braums. I have Braums, I brought back with me. We got plans last Wednesday and all the comments we made in September were ignored. So I made a phone call and basically had to repeat what we commented on last September. Project Clydesdale, our contract amendment with City of Tulsa is currently being routed through their system. Running it through their engineering and legal departments for signatures. When that is done, it will come to us for approval and signature and then back to Team UA for their final signatures. We still have to produce a hydraulic report. I talked with Devon Horn from Kimley-horn, and plans should be back to us. The 106th and 129th intersection project for City of Owasso, we received executed Utility Relocation back and is in place. We are now waiting for the bid opening results so we will know what our part will be. My expectation is that they will be wanting a check for \$100,000.00 pretty quick. The waterlines should be one of the first things to happen. The hypochlorite system, I have worked out all the details with Ryan with Kimley-horn. I did spend some time on the sludge removal project, reviewing the bid documents that Bartlett- West has put together. I had several comments and a discussion with Kyle Sewell. I did have some request for Atlas's this last month. One was at Mingo near 182 Pl N and west of Hwy 75 between 126th St N and 136th St N. I also have a water service availability for a small development maybe a dozen homes at NE corner of 136th St N and Sheridan.
- 8. Approval of accounts payable.** Gary Burd made the motion to approve. Robert Scott seconded. Richard Kriege, yes; Steve Cole, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimously.
- 9. Approval of new tap applications and transfers.** Robert Scott made the motion to approve. Pat Liggett seconded. Steve Cole, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
- 10. Approval and/or acceptance of new developments or line extensions.**
 - a.**

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

- a.**

- 12. Public Comments.**

II. OLD BUSINESS

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- 1. Discussion and decision regarding the proposed 24-inch water line project and easements.**
 - a. Discussion and decision regarding easement acquisition and counter offers from landowners. We have been copied on correspondence between Kim Ritchie and the landowners. He has been working with one of the group. It looks like we will get this settled soon. The Ghormley stuff went to court in November. There should be some commissioners being assigned unless we can settle. We offered them \$6,500.00 and what Mr. Ritchie said was it should be \$7,400.00.
- 2. Discussion, decision and update regarding the Tulsa County Road Widening project on 86th St N.**
 - a. Discussion, decision and updating regarding the Water Line Relocation Project along 86th Street North from US Hwy 75 to Memorial. No new information from the County.
 - b. Discussion and decision regarding the approval of an invoice from Bartlett & West for engineering design. No invoice.
- 3. Discussion and decision regarding the residual management plan.**
 - a. Discussion and decision regarding the approval of invoice from Bartlett and West for engineering and design. No invoice.
 - b. Discussion and decision to approve the Bid documents for the residual management. Kyle Sewell, I do not have formal approval yet. David Dollar, we need to wait on the bids until we have an approval letter.
- 4. Discussion and decision regarding the water line relocations in Vera for Ste Job Piece No. 311777(04) County Bridge 146 at Saunders Creek in Washington County, Oklahoma.**
 - a. Discussion and decision regarding the approval of the invoice by Kimley-Horn for engineering and design. We do have an invoice for \$5,245.37 that's for effort through October 31, 2025. Total contract amount of \$59,400.00. Our share is \$765.38 and the County's share is \$4,480.07. That represents about 9% of the total contract amount. Gary Burd made a motion to approve the invoice. Richard Kriege seconds. Steve Cole, yes; Pat Liggett, yes; Robert Scott, yes; Caleb Poter, yes. Motion carried unanimously.
 - b. Discussion and decision regarding the Washington County Utility Relocation Agreement pay estimate. Ryan Smith, I'm ready to set up a meeting for the preliminary reviews and get your comments.

- 5. Discussion and decision regarding engineering service proposal(s) for the North Water Treatment Plant Sodium Hypochlorite Expansion Project.**

David Dollar, I'm still working with Ryan on this project, and questions he asked really suggested that I need to develop a request for engineering service proposal. I have run it by Jerry and now work out final details

6. Discussion and decision regarding language on the bills for cut off notice and delinquency fee. Richard Kriege made a motion to approve. Pat Liggett seconded. Robert Scott, yes; Steve Cole, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

III. NEW BUSINESS

IV. ADJOURNMENT

1. Gary Burd made the motion to adjourn at 9:22 a.m. Richard Kriege seconded. Steve Cole, yes, Pat Liggett, yes; Robert Scott, yes; Caleb Potter, yes. Motion carried unanimously.

Robert Scott – Secretary/Treasurer

Notes by Dona Lewis