

# **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

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### **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 February 14, 2022 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 February 14, 2022, at 8:00 a.m.** Chairman, Richard Kriege called roll: Chairman, Richard Kriege, here; Vice-Chairman Bruce Hoover, yes; Secretary/Treasurer Robert Scott, here. Directors: Bill Jacobs, here; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. 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 February 9, 2022 at 4:00 PM. Also present is Jerry Gammill, District Manager; Chad Pennington, Field Supervisor; Dona Lewis Recording Secretary, David Dollar, Water PAQ Engineering, Larry Steidley, Steidley Law Firm 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 the January 10, 2022. Bruce Hoover made the motion to approve the minutes as written. Bill Jacobs seconded. Robert Scott, yes; Max Terrell, yes; Gary Burd, yes, Steve Cole, yes. Motion carried unanimous.
- 4. Report of Secretary/Treasurer.** Robert Scott, in February we had 49 new taps and 86 transfers. We sold 35 new taps in January.
- 5. Report of District Manager.** Jerry Gammill, the report went out in the board packet. We had taken our TOC samples back on the 10<sup>th</sup> of February and the DBP samples were taken on February 14<sup>th</sup>. The Lead and Copper sampling that we do every three years has a revision to the rule that is going on now. David and I watched a webinar about the changes. One of our pumps was reinstalled at the Oxbow and the #2 sludge pump up at the plant stopped operating and we pulled to take to the shop. The #1 resource pump, we have had problems in the past. It is definitely not operating. That was pulled last week, it should be covered by warranty. Trinity Church, down on the 76<sup>th</sup> and Memorial we received plans and have responded back by email. There's a little bit of paperwork and an agenda request for March. Combs Country Estate, we did receive the DEQ plans stamped approved. Mark Allen, plans are all done but they are having significant problems with easements. North Tulsa Commerce, on 76<sup>th</sup> and Yale. Utility billing agreement if you recall, City of Tulsa wants us to read our

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meter, include them on the billing information, City of Tulsa will bill us for their part of the sewer, and we can bill them with our water customers. Then turn around and pay City of Tulsa. The Sheridan Booster Pump station, regarding the contractors and rebidding the project. Last week we received an email from Brian Green. Regarding the Cherry Creek meters being set. The developer Rausch Coleman has representatives that basically are involved to come and voice their frustrations. Most of those are due to material shortages.

- a. **Field Manager.** Chad Pennington reports 4 field audits, 18 change out meters, 1 replaced can, dirt work, 3 drop-ins, 0 flush lines, 1 forfeit, 15 leaks, 5 replaced lid, 0 MXU installed to be radio reads, 2 checked pressure, 0 raise can, 1 get current reading, 9 radio read, 0 replaced setter, 2 shut off, 5 new taps, 8 miscellaneous, zero usage, work orders completed 79. We locked 49 last month. We had three major leaks. One was off 129<sup>th</sup> by the Aquatic Center at 1:30 am in the morning we had a 12" blown out. A mess by Neighborhood market, we are working on that leak. I called a contractor come and fix the leak. Wednesday night we got a call at 11:00 pm at night, the vault that runs the Barnes Elementary on 76<sup>th</sup> had blown out on our side going underneath the road. The bypass was not tied end.
- b. **Office Manager.** Dona, we issued 139 work orders in January.
6. **Report of Attorney.** Larry, March 2, 2022 the Howard Estruct should be starting.
7. **Report of Engineer.** David Dollar. Developments I worked on, The Garrett Creek Mutual Access drive, Shoppes at Cooper Ranch, the Van Trust development, which is the North Tulsa Commerce development. Cooper Crossing Extended, Go North Development, the Trinity Presbyterian Church, 106<sup>th</sup> & Memorial, which is now called the Meadows. Mark Allen, Casa Del Mar and Dun-rite. On our sludge management we did hear from Tim Ward. He is updating the report.
8. **Approval of accounts payable.** Bruce Hoover made the motion to approve. Bill Jacobs seconded. Robert Scott, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
9. **Approval of new tap applications and transfers.** Robert Scott made the motion to approve. Bill Jacobs seconded. Bruce Hoover, 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 Morrow Please Phase III, 98 lots, 21.76 ac., located east of 129<sup>th</sup> on the south side of 126<sup>th</sup> St North. Robert Scott made motion. Steve Cole seconded. Bruce Hoover, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
  - b. Discussion and decision regarding The Flats Phase II, 55 lots, 44.55 ac., located on the southeast corner of 136<sup>th</sup> St North and Sheridan. No one showed up for the meeting. David recommends that we table it until we have further information. Steve Cole made a motion. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Max Terrell, yes; Gary Burd, yes. Motion carried unanimous.
  - c. Discussion and decision regarding Casa Del Mar Phase I, an apartment complex, 240 living units, 6.64 ac. located at the southeast corner of 86<sup>th</sup> St North and Memorial. Eric Lamont, we are wanting a mass meter on each end. David, the water shouldn't be an issue. Bruce Hoover made a motion for contingent approval. Steve Cole seconded. Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried unanimous.
  - d. Discussion and decision regarding Red Hawk Hill, 4 lots, 55.04 ac., located East of Sheridan Rd. on the south side of 166<sup>th</sup> St. North approximately ¼ mile. Gary Burd made a motion for preliminary approval waiting on correspondence from Fire Chief and verify easements. Cost shared being considered. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Max Terrell, yes; Steve Cole, yes. Motion carried unanimous.
  - e. Discussion and decision regarding a water service request by Matt Alley, a representative of the landowner, for water service to property located approximately

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½ mile south of 76<sup>th</sup> St. North on Memorial. That is in City of Tulsa jurisdiction and they have granted approval for us to provide water to them on a temporary basis. It is one 5/8 meter that will set one the end of our line and on 900 acres. There is a flush out and the end of this property. Steve Cole made a motion. Robert Scott seconded. Bruce Hoover, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried unanimous.

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

**a.**

**12. Public Comments.**

**II. OLD BUSINESS**

- 1. Discussion and decision regarding 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. David. We actually have two invoices for Bartlett & West and they total \$9,359.20. As for effort through January 28<sup>th</sup> 2022, total paid to date if approved \$184,781.77 of total contract amount of \$300,000.00 and that represents 62% from the total contract amount. David recommends we pay the invoice. Robert Scott made a motion. Steve Cole seconded. Bruce Hoover, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried unanimous.
  - b.** Discussion and decision regarding the easement acquisition and counteroffers from landowners. Kyle Sewell, we have a few straggles, eight different landowners that represent eleven easements sending out letters. Larry and I need a conference about the language on that letter. We'll be sending a letter out to give them a final notice essentially before we take whatever legal action will be necessary to either condemn or maybe that letter will be enough to get a response.
- 2. Discussion and decision the proposed 24-inch water line alignment and easements.**
  - a.** Discussion and decision regarding easement acquisition counteroffers from landowners. David, we're going to condemn two, the Freeman and Suttons.
- 3. Discussion, decision and update regarding the Sheridan Booster Station engineering and design.**
  - a.** Discussion and decision regarding the approval of invoice from Bartlett & West for engineer and design. We have an invoice for \$2,900.00 that's for effort through December 21, 2021. Total paid to date if approved is \$52,200 of total contract amount of \$58,000 and that represents 90% of the total contract amount. Steve Cole made a motion. Max Terrell seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Gary Burd, yes. Motion Carried unanimous.
  - b.** Discussion, consideration, and possible vote to either enforce Sunrise Construction LLC contract for Sheridan Pump Station Project, or deem the contract terminated and/or expired. If deemed terminated and/or expired, discussion and vote to rebid Sheridan Pump Station Project. Robert Scott made a motion to declare last bids terminated and rebid contract. Bruce Hoover seconded. Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
- 4. Discussion, consideration, and possible vote to change and/or amend the District's Rules and Regulations pertaining to excessive water usage, the proposed changes and amendments to include, without limitation, to the User Application and / or Developer Agreement. Table until next meeting.**

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- 5. Discussion and decision regarding employee retirement benefits.** Dell, a current plan that you have now is called a 457B plan. It is a plan that is designed by the government strictly for government entities. There are no in service withdraws allowed. So, if an employee puts in 2% the water district currently is adding 6% to their account, they are 100% vested from day one. They have a one year wait once they're hired. Once they're hired after that 12 month wait, they enroll in the plan. Robert Scott made the motion to raise from 2% to 4% the matching part for April 1, 2022. Bruce Hoover seconded. Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
- 6. Discussion and decision regarding the Annual Meeting agenda.** All the board members will be up for election. Robert Scott and Gary Burd expired in 2020. Steve Cole, Bruce Hoover and Bill Jacobs expired in 2021. Max Terrell and Richard Kriege expired in 2022. Gary Burd made a motion to raise the board members pay from \$75.00 to \$150.00 and for Robert Scott and Richard Kriege from \$125.00 to \$200.00. It needs to be before we elect The board members on the agenda. Robert Scott seconded. Bruce Hoover, yes; Bill Jacobs, yes; Max Terrell, yes; Steve Cole, yes. Motion carried unanimous.
- 7. Discussion and decision regarding a voting delegate for ORWA annual meeting.** Bruce Hoover made a motion for Jerry Gammill. Robert Scott seconded. Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
- 8. Discussion and decision regarding the proposed engineering services agreement with Bartlett & West, Inc. for design, bidding, contracting and construction administration services related to the Water Line Relocation Project along 86th St. North from U.S. Hwy 75 to Memorial.** The total design and construction for \$140,000 lump sum. We've conveyed 20' is the minimum normal easement that we need. Steve Cole made a motion. Robert Scott seconded. Bruce Hoover, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried unanimous.
- 10. Discussion and decision regarding the utility relocation agreement with Tulsa County for reimbursement of engineering design services only on the 86<sup>th</sup> St. North waterline relocation project.** Steve Cole made a motion. Gary Burd seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes. Motion carried unanimous.

### III. NEW BUSINESS

### IV. ADJOURNMENT

1. Gary Burd made the motion to adjourn at 10:00 a.m. Bruce Hoover seconded. 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**

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