

# **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 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 May 12, 2025 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 May 12, 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 Kriege, 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 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 May 7, 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 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. Election of Officers.** Pat Liggett nominated Bruce Hoover has the Chairman. Robert Scott seconded. Richard Kriege, yes; Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously. Richard Kriege made a motion to keep the same people in the same position. Pat Liggett Vice Chairman and Robert Scott Treasurer/Secretary. Gary Burd seconded. Robert Scott, yes; Steve Cole, yes, Caleb Potter, yes; Pat Liggett, no. Motion carried.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs).

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**4. Correction, deletions, or addition to the minutes of:**

- a. The Regular meeting of April 14, 2025. Steve Cole made the motion to approve the minutes as printed. Robert Scott seconded. Richard Kriege, yes; Pat Liggett, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

**5. Report of Secretary/Treasurer.** Robert Scott. In May we had 25 new taps and 48 transfers. We sold 2 new taps in April. Finances are in good shape.

**6. Report of District Manager.** Jerry Gammill. The report went out in the packet. The Owasso 96<sup>th</sup> Street project, basically we received submittals for review. We have heard of another project on 106<sup>th</sup> St N between 129<sup>th</sup> E Ave and 145<sup>th</sup> E Ave. The bridge project, we did get a estimate for the project. The monthly samples for THM's, HAA's and also the TOC's were delivered. I signed the agreement with Terracon to do additional soil testing. The Cooper Crossing commercial development, we made some communication and they are working on the Maintenance Bond. The West Estates, we received email waterline plans and gave them to Daivid to look at for comments. New Leaf, they have two new projects going on. One we received the proposed demands to do with some of their housing. At the Mercy Regional, we received things on that and made comments. AMOCO, we received the email plans and David responded on the 5<sup>th</sup> of the month. We have been communicating with the engineer for Hearld Elementary school; they are looking at expanding and adding a building in the back. They should have the capacity for fire protection and domestic. We had a meeting with The Development Group; they are looking at starting some projects. We've been working on our discharge permit, DEQ requires us to start working on it before it expires.

- a. **Field Manager.** Chad Pennington reports 8 field audits, 142 change out meters, 3 replaced can, 0 dirt work, 2 drop-ins, 1 flush line, forfeit, 23 leaks, 3 replaced lid, 0 lower cans, 10 MXU installed to be radio read, 2 checked pressure, 1 raise can, 4 get current readings, 0 radio read, 0 replaced setter, 1 shut off, 20 new taps, 39 miscellaneous, 0 zero usage. 259 work orders completed. We locked 70 meters and 66 unlocks.

- b. **Office Manager.** Dona Lewis. We issued 363 work orders in April. Michelle has been doing payables and now payroll on the new system. ORWA Nationals are going to be September 15-17 in New Orleans, LA. There is a customer out on Hwy 11 project, Jarrett Stephens. He is claiming the contractor hit his water line and the customer has a large water bill that he doesn't think he needs to pay. Kyle Sewell has been communicating with him and is going to meet the customer on sight.

- c. **Plant Manager.** Mike Calhoun. I have the #3 & #2 research back in the plant. I still have #1 & #2 river pumps and #2 Oxbow are still being worked on. I spoke with David about the #3 BFD and still waiting for parts. Last Wednesday we had Micro chlorite working on either expanding or replacing the Hyper chlorite generator system.

**7. Report of Attorney.** Nothing.

- 8. Report of Engineer.** David Dollar. The developments I worked on are Dun-rite Roofing, Hearld Elementary School, AMOCO, Express Wellness and we also met with a developer that is interested in this area. Another potential development on 96<sup>th</sup> and Yale, we think its's going to be on the west side of Yale north of 96<sup>th</sup> St N. We met with the developers on the Turner property which is south of 136<sup>th</sup> St N and on the east side of Hwy 169. With one crossing of the 12" crossing Hwy 169, how many houses and commercial development can they put there. I did another hydraulic model and they can handle 400 houses and a commercial development that uses roughly 43,000 a day. We met with the Project Clydesdale team, more specific details and water service. The biggest challenge is how we plan on platting that development. I have a water service review for a 7 slot RV park by Hwy and 3900Rd. We put a pressure recorder on it. I have Foster Creek II, Mercy Regional and West Estates. The North Water Treatment plant discharge permit, the public notice has been made and we received the affidavit of publication. I forwarded that on to DEQ and we are in a waiting game. I did get the opportunity to sit in on a meeting on the Hypochlorite feed system. I also dug through MOR data to try and understand what is going on with the system. We are looking at how we can fit more capacity into the space that we have without having to add to the building.
- 9. Approval of accounts payable.** Gary Burd made the motion to approve. Robert Scott seconded. Steve Cole, yes; Richard Kriege, yes; Pat Liggett yes; Caleb Potter, yes. Motion carried unanimously.
- 10. Approval of new tap applications and transfers.** Robert Scott made the motion to approve. Richard Kriege seconded. Gary Burd, yes; Pat Liggett, yes; Steve Cole, yes, Caleb Potter, yes. Motion carried unanimously.
- 11. Approval and/or acceptance of new developments or line extensions.**
- a. Discussion and decision regarding water service for Cummins Land and Cattle Co. residential development, 3 lots, 131 ac., located approximately ½ mile North and ½ mile east of 96<sup>th</sup> St. N. and Yale. David Dollar recommended contingent approval for a 6-inch line that would route through a proposed development and depending on the fire flow test. Robert Scott made a motion for contingent approval. Steve Cole seconded. Richard Kriege, yes; Pat Liggett, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
  - b. Discussion and decision regarding Foster Creek Phase II, 44 lots, residential Subdivision located on the east side of Garnett (113<sup>th</sup>) approximately ¾ mile North of 176<sup>th</sup> St. N. David Dollar gave contingent approval. Pat Ligget made a motion for contingent approval. Richard Kriege seconded. Robert Scott, yes; Gary Burd, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.

- c. Discussion and decision regarding Mercy Regional EMS, 1 Lot, 1 Block, located on the west side of 129<sup>th</sup> E. Ave. approximately 600 ft south of 116<sup>th</sup> St. N. and 129<sup>th</sup> E. Ave. intersection. David Dollar gave contingent approval depending on the fire flow. Steve Cole made a motion for contingent approval. Pat Liggett seconded. Robert Scott, yes; Richard Kriege, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

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

- a. Discussion and decision regarding Stone Lake V, 32 lots, 23.3-acre, a residential subdivision located approximately ¼ mile west of Sheridan on the south side of 136<sup>th</sup> St N. Steve Cole made a motion to approve. Robert Scott seconded. Richard Kriege, yes; Gary Burd, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimously.

## **13. 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 an invoice from Bartlett & West for engineering design. David Dollar, the invoice is \$44,334.83 and the district part is \$2,199.01. Steve Cole made a motion to approve the invoice. Pat Liggett seconded. Richard Kriege, yes; Robert Scott, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
- b. Discussion and decision regarding the approval of Bolding Construction monthly pay estimate. Kyle Sewell. No pay estimate.
- c. Discussion and decision regarding Amendment #2 to the Engineering Agreement with Bartlett & West in the amount of \$45,000.00. Kyle Sewell, I sent it to ODOT and they have responded. Because ODOT will take care of 95% amount and amend our part of the contract. We execute the amend pending on the agenda. Richard Kriege made a motion to approve the \$45,000.00 and the district's part is \$2,000.00. Steve Cole seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimously.
- d. Discussion and decision regarding Change Order #4 request for Bolding Construction. This was done last month.

- 2. 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. Nothing.
- 3. Discussion, decision and update regarding the Tulsa County Road Widening project on 86<sup>th</sup> St N.**
  - a. Discussion, decision and updating regarding the Water Line Relocation Project along 86<sup>th</sup> Street North from US Hwy 75 to Memorial. No news from the county.
  - b. Discussion and decision regarding the approval of an invoice from Bartlett & West for engineering design. David Dollar. No invoice.
- 4. 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. No action.
  - c. Discussion and decision regarding quote to remove and reinstall ¼ mile of fencing along 176<sup>th</sup> St. N. pursuant to Pauline M. Scott Revocable Trust Lease agreement. Steve Cole made a motion to table it until we have heard from DEQ. Caleb Potter seconded. Richard Kriege, yes; Gary Burd, yes; Pat Liggett, yes; Robert Scott, abstaining. Motion carried.
- 5. 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 Engineering Services by Kimley-Horn. The district received a proposal from Kimley-Horn and the project includes the relocation of approximately 835ft of 3-inch, which the staff is proposing that we upgrade to a 6-inch. The project would include a 300 ft long bore incased under the Saunders Creek and a 33 ft bore of 3900 Rd to allow for the installation. Ryan Smith put together an estimate of total project cost of \$313,947.00. We also ask him to determine what the district's share would be with the upgrade to 6 inch and his opinion is we would pay 14.62% which is \$45,910.57. The county share would be \$268,036.43. That's preliminary until the job is bid. He also provided us with a proposal for engineering and inspection and the total is \$91,800.00. The preliminary and final decision with construction services is \$57,700.00. Their \$1,700.00 to do additional survey work and then the construction and inspection services are \$32,400.00. Additional cost for permitting and publishing for public bid. Total cost of \$91,800.00 for the district. The County's part would be 85.3% and the district's is 14.62%.

David Dollar recommended contingent approval on county approval and Larry Stiedley looking over the contract. Pat Liggett made a motion to Contingent approval regarding the county approval and Larry's looking over the contract. Gary Burd seconded. Robert Scott, yes; Richard Kriege, yes; Steve Cole, yes; Caleb Potter, yes. Motion carried unanimously.

- 6. Discussion and decision regarding hiring a company for weekly lawncare and maintenance.** Chad Pennington, I got two bids for mowing the lawns. The first one is Heritage Landscaping and it is \$4,725.00 monthly which is \$1,181.25 weekly. The second one is from another company and the guy works for us for \$4,500.00. This first company is bonded and has its own insurance. Pat Liggett made a motion to hire Heritage Landscaping. Caleb Potter seconded. Robert Scott, yes; Richard Kriege, yes; Steve Cole, yes; Gary Burd, yes. Motion carried unanimously.
- 7. Discussion and decision regarding updating our Specifications document for Waterline materials and construction.** David Dollar. We must update our Specifications and we haven't since July 2019. The changes we made are we added a couple of paragraphs that discuss DIP pipe on a few occasions. We added standard detail for a 2inch water meter. I recommend you approve it. Steve Cole made a motion to approve. Richard Kriege seconded. Robert Scott, yes; Gary Burd, yes; Pat Liggett, yes; Cale Potter, yes. Morion carried unanimously.
- 8. Discussion and decision regarding purchasing a Yanmar VIO 35-7A Mini Excavator with Rock Hammer.** Chad Pennington, the price for the excavator is \$71,947.00 and the rock hammer is \$8,500.00 and the price could increase because of tariffs. Richard Kriege gave contingent approval regarding a 10% increase. Steve Cole seconded. Robert Scott, yes; Pat Liggett, yes; Gary Burd, yes; Cale Potter, yes. Motion carried unanimously.
- 9. Discussion and decision regarding purchasing a Blue Diamond Heavy Duty brush cutter 50 inches.** Chad Pennington, a brush cutter that goes on the big track hoe. We can cut down the cat tails down on the pond and clean up the sides of the Oxbow. The 50-inch heavy duty is what we are looking to get. The price is between \$9,850.00- \$13,761.00. Pat Liggett made a motion to approve. Robert Scott seconded. Richard Kriege, yes; Steve Cole, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.
- 10. Discussion and decision regarding adjusting entries to General Ledger accounts from Board of Directors and Auditor.** Pat Liggett made a motion to approve the GL entries inclusive of the accounting firms regular annual adjusting move. Gary Burd seconded. Steve Cole, yes; Robert Scott, yes; Richard Kriege, yes; Cale Potter, yes. Motion carried unanimously.

#### **11. Discussion and decision regarding air conditioning in the chemical building.**

Mike Calhoun, I got two different quotes for the Chemical building. Airco services for a 10 ton was \$50,906.00, just for the air conditioner no electric or pad. I got two different quotes from Miller Heat and Air, one is a Daikon 12 ½ ton for \$29,500.00 and American Standard 12/1/2 ton for \$32,500.00. Pat Liggett made a motion to approve the American standard for \$32,000.00 for a 12 1/25 ton. Richard Kriege seconded. Robert Scott, yes; Steve Cole, yes; Gary Burd, yes; Caleb Potter, yes. Motion carried unanimously.

### **III. NEW BUSINESS**

### **IV. ADJOURNMENT**

1. Richard Kriege made the motion to adjourn at 11:12 a.m. Gary Burd seconded. Robert Scott, yes; Steve Cole, yes, Pat Liggett, yes; Caleb Potter, yes. Motion carried unanimously.

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**Robert Scott – Secretary/Treasurer**

**Notes by Dona Lewis**