

# **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 June 8, 2020 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 June 8, 2020 at 8:00 a.m.** Chairman, Richard Kriege called roll: Chairman, Richard Kriege, here; Vice-Chairman Bruce Hoover, here; Secretary/Treasurer Robert Scott, yes. Directors: Bill Jacobs, here; Max Terrell, here; Gary Burd, here; Steve Cole, absent. 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 June 3, 2020 at 4:00 PM. Also present is Jerry Gammill, District Manager; Chad Pennington, Field Supervisor; Rosemary Robinson, Office Manager and Recording Secretary; David Dollar, Water PAQ Engineering; Larry Steidley, Steidley Law Firm; Louis Funk, Bartlett & West; Kyle Sewell, Bartlett & West; Malek Elkhoury, Khoury Engineering; Aaron Beats, Andrew Beats, Josh Merritt, Brandon Crain, Lindsey Crain, Linda Loftis. 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 May 11, 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. Motion carried.
- 4. Report of Secretary/Treasurer.** Robert Scott, 37 new taps and 80 transfers. We sold 50 new taps in May, one drop-in. We definitely need to move some money around if we don't spend some, depends on Hwy 20.
- 5. Report of District Manager.** Jerry Gammill, the report went out in the board packet. Sampling this last month and second quarter came back okay. UCMR4 sampling, SOC sampling okay. Tulsa County Maintenance facility on Yale, received agreement that the board approved last month. Working on submittals, pre-con meeting before too long. Attended a pre-con meeting with City of Owasso regarding 116 St N & 129 E Ave intersection widening. Have received newer plans regarding 106 St N & 145 E Ave. The 106 St N between Sheridan and Memorial, calls for cleanup.
  - a. Field Manager.** Chad Pennington, 6 field audits, 6 change out meters, 6 replaced cans, 5 dirt work, 1 flushed line, 1 drop-in meter, 5 forfeited meters, 13 leaks, 1

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replaced lid, 2 MXU changed out, 4 pressure checks, 2 raised cans, 1 replaced setter, new taps 49, miscellaneous 29. 137 work orders completed in the month.

- b. **Office Manager.** 152 work orders written in May. We've been conducting business through the drive-thru, ordered a window for the lobby, it should be in by the end of the week and possibly installed as early as next week, then we can open up our lobby. Things have been going well. If you are planning to go to WaterPro in Phoenix AZ, let me know. The latest I heard if it is cancelled, they will refund the money.

**6. Report of Attorney.**

7. **Report of Engineer.** David Dollar, these are the things we've touched on this last month. Warren Building, Chinowth & Cohen by Starbucks, Rejoice Fieldhouse, New Leaf, Dollar General Ramona, DunRite Roofing, Tulsa County Maintenance Building, Owasso Urgent Care by OCCU, Owasso waterline projects. Water service availability for Bill Ford, a 30 lot development north of Mingo Crossing. Responded to questions regarding boundary in the southwest corner of the system. TownHomes by Lowe's in Owasso Market.

8. **Approval of accounts payable.** Gary Burd made the motion to approve. Max Terrell seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried.

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

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

- a. **Discussion and decision regarding a request by Thiessen North Investment Group for a 12-inch water line extension from 145 E Ave along Hwy 20 going west to the east and north side of Hwy 20 and Hwy 169 to serve the proposed Warren Clinic and a potential future development.** Malek Elkhoury, I am the engineer for the new waterline, asking approval for the project, and abandon the 6-inch once the 12-inch is re-routed along the road to be constructed. With David Dollar's recommendation, Bill Jacobs made the motion to approve. Bruce Hoover seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried.

**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 being constructed by CrossBo Construction, LLC, for the following:**

- a. Discussion and decision for the approval of invoice from Bartlett & West for engineering and inspection in the amount of \$3,586.00. Bruce Hoover made the motion to approve. Robert Scott seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried.
- b. Discussion and decision regarding the approval of Assignment of Claim #22 to ODOT for engineering, construction, and reimbursement for previously-incurred RWD#3 expenses. District portion is \$1,062.17, ODOT portion is \$2,523.83. Bruce Hoover made the motion to approve. Robert Scott seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried.
- c. Discussion and decision regarding the approval of payments from District to Bartlett & West for District's 29.62% share of the total project cost. Bruce Hoover made the motion to approve payment of Claim #22 in amount of \$1,062.17 to Bartlett & West. Max Terrell seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried.
- d. Discussion, consideration and possible vote to approve:

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1. Acceptance of performance bond funds from EMC Insurance Companies, and approval of Tender Agreement with EMC Insurance Companies, for the Highway 20 relocation project; and (See Project Budget with Creek Construction finishing.)
  2. Contract documents with Creek Construction to finish the Highway 20 relocation project. Pending ODOT approval, a Tender Agreement, approval of Form 305, preconstruction with Creek Construction to be voted on at a Special Board meeting on June 15, 2020 or June 22, 2020 at 8:00 a.m.
- 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 #2 from Bartlett & West for engineering design in the amount of \$19,184.03. Bruce Hoover made the motion to approve invoice and claim in the amount of \$19,184.03. Gary Burd seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried. David Dollar, we may want to re-think our betterments along Tyner Creek.
- 3. Discussion and decision regarding the proposed 24-inch water line alignment and easements.** David Dollar, no decisions to be made today. Part of our corridor would be to parallel KAMO power lines for about 1000 feet where it crosses north of 156 Street across from the Collinsville wastewater facility. We got some negative feedback, KAMO doesn't want us to be in there. Their easements are not exclusive. We got Larry Steidley involved with their attorney. Their biggest concern is when you put anything metal under a power line, where our guys would be working could get shocked. I explained the tracer wire would be about the size of my little finger. Finally, they are willing to work with us and to make some changes. We need to get the survey work done between 166 and 156, we still need to work on everything south of that.
- 4. Discussion and decision regarding a request by Aaron Beats for a water service by easement agreement. The property is located on the southwest corner of E 116 St N and N Lewis Ave.** Aaron Beats, I understand your line runs on the east side of Lewis, asking the district to bore Lewis Avenue and set the meter. Jerry Gammill, this is an easement agreement. There is some survey work that has to be done. Max Terrell made the motion to approve. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried.
- 5. Discussion and decision regarding the proposed Utility Relocation Agreement with the City of Owasso for the relocation of District water lines associated with the expansion of the intersection of E. 116 St N. and N. 129 E. Ave (Job #: J/P 30703(04). This project will not include any betterments by the District and all relocation costs will be by the City of Owasso.** Bruce Hoover made the motion to approve the agreement. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried.

### III. NEW BUSINESS

- 1. Discussion and decision regarding a request by Josh Merritt for a water service by easement agreement. The property is located approximately 660 ft. west of 156 St N and Sheridan (on the south side).** Josh Merritt, I'm asking for an easement agreement, there's already an easement, ingress and egress there. Your water line is on the south side of the road, I'm asking for two (2) meters. There's a 30 acre tract split between two (15 acre). Chad Pennington, our water line runs on the south side of 156 St N. He has a utility easement, which we can't set a meter on. So he has to get an easement agreement from the people in front of his property. I thought he was asking for one meter. Then you'll have to have two (2) separate easement agreements. Bill Jacobs made the motion to approve. Bruce Hoover

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seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried.

#### **IV. ADJOURNMENT**

1. Gary Burd made the motion to adjourn at 8:59 a.m. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes. Motion carried.

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**Robert Scott – Secretary/Treasurer**

**Notes by Rosemary Robinson**

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