

# **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 August 10, 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 September 14, 2020 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 September 9, 2020 at 4:00 PM. Also present is Jerry Gammill, District Manager; Chad Pennington, Field Supervisor; Rosemary Robinson, Office Manager and Recording Secretary; Dona Lewis, Office Manager Training; David Dollar, Water PAQ Engineering; Larry Steidley, Steidley Law Firm, absent; Kyle Sewell, Bartlett & West; 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 August 10, 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 September we had 35 new taps and 108 transfers. We sold 35 new taps in August. Our General Fund is getting up there.
- 5. Report of District Manager.** Jerry Gammill, the report went out in the board packet. Building & Earth has been working on Phase I Environmental draft for the pump station. July 30<sup>th</sup> we had lightning damage and 2 new meters have been installed at the plant. Working with Tim Potter regarding water service at Cooper Tower. Prestige Pond, 6" line to be lowered. Shoppes at Garrett Creek, still need some paperwork. Rejoice School, Owasso Urgent Care.
  - a. Field Manager.** Chad Pennington, the new backhoe has been delayed because of Covid, but should be ready sometime this month. We had 4 field audits, 12 change out meters, 11 replaced can, 1 drop-in meter, 2 flush line, 21 leaks, 1 replaced lid, 35

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MXU installed to be radio reads, 3 check pressure, 2 raised cans, 1 shut-off, 35 new taps, 49 miscellaneous, work orders completed 179 and 49 locks.

- b. **Office Manager.** 168 work orders written in August. We exceeded our limit for ACH in August and had to request an increase to \$250,000.00. The bank approved it.

**6. Report of Attorney.**

7. **Report of Engineer.** David Dollar, worked on Parker Village, North Thiessen for proposed Warren Medical Building, Grease Monkey and a car wash by Taco Bell, had a meeting with the city and the engineer on the Owasso waterline meeting for 106 St N and 129 E Ave, met with representatives of the property Rausch Coleman had proposed to develop regarding the complexities to getting water to this property. Responded to questions on proposed commercial development east of the Owasso Market by a consultant hoping to get the work. Also took a call from another consultant on a Tulsa County project on 86 St, road improvements from Yale to Memorial. Tim Potter is on the agenda. On the Sheridan Booster Pump Station, agenda item, Building & Earth assessment. Been working with Bartlett & West on engineering services proposal for the pump station once we get to that point. Horse Pen Creek project, still waiting on Tulsa County to give us the notice to proceed.

8. **Approval of accounts payable.** Bruce Hoover made the motion to approve. Gary Burd seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, 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; 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 a water main extension and service along E 116 St N for Owasso Urgent Care on behalf of MVC Properties. This is located east of N 129 E Ave. Ryan Reavus is here on behalf of the owner. This is east of the Oklahoma Central Credit Union, propose extension of 12" waterline at the intersection of 129 E Ave and 116 St N to east boundary and tie in on the south side. We are going to talk with them about the possibility of extending east to a Tee already there. Concern for fireflow and that question hasn't been answered yet. David Dollar recommends contingent approval. Bill Jacobs made the motion for preliminary approval. Robert Scott 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. Discussion and decision regarding a water line & meter services relocation with Rejoice Christian School Fieldhouse Addition on the west side of 135 E Ave (by football field.) Bill Jacobs made the motion to approve. Max Terrell seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

**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.** Kyle Sewell with Bartlett & West, Creek Construction has submitted a pay application through the end of August with represents about 80 percent of the work. They are in process of testing and will be switching over taps for customers. Chad Pennington, they have tested all the way to 55<sup>th</sup> by Cooper Crossing.

- a. Discussion and decision for the approval of invoice from Bartlett & West for engineering and inspection in the amount of \$25,932.91. Total to date, \$407,991.58 or 92 % of total contract amount of \$445,000.00. Steve Cole made the motion to

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- approve. 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 pay application from Creek Construction for monthly pay estimate in the amount of \$572,917.93. District portion is \$169,698.29, ODOT portion is \$403,219.64. Bruce Hoover made the motion to approve. Bill Jacobs seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
  - c. Discussion and decision regarding the approval of Assignment of Claims to ODOT for 70.38% reimbursement share of engineering services, inspection and construction. Bill Jacobs made the motion to approve payment of Claims in amount of \$18,251.58 to Bartlett & West and Creek Construction \$403,219.64. Max Terrell 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 and Creek Construction for District's 29.62% share of the total project cost. Bruce Hoover made the motion to approve \$7,681.33 to Bartlett & West and \$169,698.29 to Creek Construction. Steve Cole 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.** Kyle Sewell, the form 305 was revised and betterment increased from 4.6 to 6.04 percent.
- a. Discussion and decision regarding the approval of invoice #5 from Bartlett & West for engineering design. Max Terrell made the motion to approve invoice and claim in the amount of \$10,465.44. 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 Form 305 agreement and revised cost estimate. Kyle Sewell noted that the betterment increased 6.04% in the amount of \$77,645.58. Bruce Hoover made the motion to approve. Steve Cole seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
3. **Discussion and decision regarding the proposed 24-inch water line alignment and easements.** David Dollar reported no decisions to be made, continue to make progress, basically the survey work for the north half of the project. Meshek is waiting on our input on the south half. Jerry and I made a site visit and met a couple of property owners. Letters were mailed out to all property owners the end of July.
4. **Discussion and decision on engineering services proposal from Ward Engineering to address management of water treatment residuals.** David Dollar recommends pulling this off the agenda for a few months until Tim Ward can be available.
5. **Discussion and decision regarding the proposed engineering services agreement with Bartlett & West for design, bidding and construction administration services related to the Sheridan Booster Pump Station Project.** David Dollar recommended approving the agreement contingent upon any unknowns in respect to environmental. The total price is \$58,000.00, (\$45,000.00 for design and \$13,000.00 for construction.) Steve Cole made the motion to approve. Bruce Hoover seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.
6. **Discussion and decision regarding a request by a customer, Robert Meade, accounts 4655 and 4656, to utilize an easement agreement for one of the accounts due to a lot split.** Chad Pennington, this is on 71 E Ave north of 76 St N. He has two meters, side by side, he wanted to sell a piece of his property on the north side and let one of his meters be moved

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15 ft north so that he can get the 15x15 ft for the easement agreement. This will be a meter swing costing \$800. Gary Burd made the motion to approve. Bruce Hoover seconded. Bruce Hoover, yes; Robert Scott, yes; Bill Jacobs, yes; Max Terrell, yes; Gary Burd, yes; Steve Cole, yes. Motion carried unanimous.

7. **Discussion and decision regarding a request by Chenoweth & Cohen for an easement agreement located at 116 St N and Hwy 169, in Garrett Creek Center.** Justin, requesting an 2 meters on an easement agreement, 25 ft by 10 ft will set on the dentist office lot. Larry Steidley, attorney, is working on this. Steve Cole made the motion to approve. 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. **Discussion, consideration and possible action to approve water user agreements pertaining to an area at or near Cooper Tower. Potential applicant Tim Potter and family.** After discussion, this item was tabled for wording from attorney Larry Steidley.

### **IV. ADJOURNMENT**

1. Gary Burd made the motion to adjourn at 9:05 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 Rosemary Robinson/Dona Lewis**