

**Bryan County Rural Water, Sewer and Solid Waste Management  
District No. 2**

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**MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS**, Bryan Co. Rural Water Dist. #2, which was held on **Monday, January 8, 2024** at 5:30 P.M. Notice and Agenda were recorded at the County Clerk's Office at 3:11 P.M and posted on the front door of the Rural Water Office at 2:00 P.M. on January 4, 2024. (See Attach #1 for Recorded Notice & Agenda).

The meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Reporter Nancy Parry, Field Superintendent Merle Pearce and Water Plant Superintendent, Mark Shelton. Manager Regina Clinton and Director Dustin Rudolf were both absent - excused. Others Present: Engineers Cole Niblett, Garver Engineering and Landon Allen, Parkhill (See Attach #2 for sign in sheet).

Call for approval of the December 11, 2023, Minutes – Regular Meeting --- Minutes approved as mailed.

**MANAGER'S REPORT (See Attach #3)**

**FIELD SUPERINTENDENT'S REPORT (See Attach #4)**

**PLANT SUPERINTENDENT'S REPORT (See Attach #5)**

**BUSINESS:**

**Consideration of and Take Possible Action regarding drawings for Water Well #2:**

Landon Allen with Parkhill was present to discuss drawings with the Board. He hopes we will be able to run the Public Notice Ad within 2 weeks. Motion made by Treasurer Henderson, 2<sup>nd</sup> by Vice-Chairperson Smith, Yes by Secretary Hoefler, Assist. Sec-Treas Bourne, Director Butlan, and Chairperson Lewis to approve drawings for Water Well #2.

**Consideration of and Take Possible Action regarding bid opening date, pre-bid meeting, etc for Water Well#2:** Motion made by Secretary Hoefler, 2<sup>nd</sup> by Treasurer Henderson, Yes by Vice-Chairperson Smith, Assist. Sec-Treas Bourne, Director Butlan, and Chairperson Lewis to move forward contingent on Public Notice.

**Consideration of and Take Possible Action regarding adoption of the Water Supply Engineering Report and subsequent submission to ODEQ for review:** Cole Niblett with Garver discussed the costs and drawings with the Board. Motion made by Director Butlan, 2<sup>nd</sup> by Vice-Chairperson Smith, Yes by Secretary Hoefler, Treasurer Henderson, Assist. Sec-Treas Bourne, and Chairperson Lewis to adopt the Water Supply Engineering Report and submission to ODEQ.

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**Consideration of and Take Possible Action regarding meeting with Chickasaw Nation about providing water service to Ft. Washita:** Superintendent Merle Pearce informed the Board of items discussed during his meeting with the Chickasaw Nation. Motion made by Secretary Hoefler, 2<sup>nd</sup> by Vice-Chairperson Smith, Yes by Treasurer Henderson, Assist. Sec-Treas Bourne, Director Butlan, and Chairperson Lewis to move forward with 6” water service line and 2” meter for the Chickasaw Nation to service Ft. Washita.

**Consideration of and Take Possible Action regarding purchasing new utility billing software:** Postponed

**Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes** to discuss:

**Manager Regina Clinton’s request for long-term leave/work from home:** Motion made by Treasurer Henderson, 2<sup>nd</sup> by Vice-Chairperson Smith, Yes by Secretary Hoefler, Assist. Sec-Treas Bourne, Director Butlan, and Chairperson Lewis to convene to proposed executive session.

**Vote to Reconvene to Regular Session**

Motion made by Treasurer Henderson, 2<sup>nd</sup> by Vice-Chairperson Smith, Yes by Secretary Hoefler, Assist. Sec-Treas Bourne, Director Butlan, and Chairperson Lewis to reconvene to regular session.

**Consideration of and Take Possible Action regarding Manager Regina Clinton’s request for long-term leave/work from home:** Motion made by Chairperson Lewis, 2<sup>nd</sup> by Vice-Chairperson Smith, Yes by Secretary Hoefler, Treasurer Henderson, Assist. Sec-Treas Bourne, and Director Butlan to approve Manager Clinton’s request and to reevaluate on a monthly basis.

**OTHER BUSINESS:**

**Board approval of checks written in December:** Motion made by Treasurer Henderson, 2<sup>nd</sup> by Vice-Chairperson Smith, Yes by Secretary Hoefler, Assist. Sec-Treas Bourne, Director Butlan, and Chairperson Lewis to approve checks written in December.

**FINANCIAL REPORT – December (See Attach #6 thru #11)**

**ADJOURNMENT 6:17 PM**

JERRY LEWIS, Chairperson

MARK SMITH, Vice-Chairperson

JOHN HOEFER, Secretary

LINDA HENDERSON, Treasurer

TERRY BOURNE, Assist. Sec-Treasurer

BRETT BUTLAN, Director

Attach #1 Recorded Notice & Agenda  
Attach #2 Sign in Sheet  
Attach #3 Manager’s Report  
Attach #4 Field Superintendent’s Report  
Attach #5 Plant Superintendent’s Report  
Attach #6 thru #11 Financial Reports (December)

