

**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, September 13, 2021** at 5:30 P.M. Notice and Agenda was recorded with the County Clerk's Office at 12:49 P.M. and posted on the outside bulletin board of the Rural Water Office at 1:00 PM on September 9, 2021 (See Attach #1 for recorded Notice & Agenda).

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 Hoefer, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, Reporter Nancy Parry, Field Superintendent Merle Pearce and Plant Supervisor Mark Shelton.

Call for approval of the August 16, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding water chemistry and possible blending issues at Water Well #2 at the Folsom water storage tank: Vice- Chairperson Smith proposed to have the well retested and request that a CP&Y representative be on site at the time of retesting. Vice- Chairperson Smith feels that CP&Y should be reasonable for the charges to have the well retested due, to not have a representative on site at the time of the first collection. The Water District will be responsible for the cost of sampling Water Well #1 at the Water Treatment Plant. Motion by Secretary Hoefer, 2nd by Assist. Sec-Treasurer Bourne, YES by Vice-Chairperson Smith, Treasurer Henderson, Director Butlan and Director Rudolf and Chairperson Lewis to accept Vice- Chairperson Smith's proposal.

Consideration of and Take Possible Action regarding increasing water/sewer rates/rate structure: Motion made by Treasurer Henderson, 2nd by Secretary Hoefer, Yes by Vice-Chairperson Smith, Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to increase water rate minimum by \$1.00 effective January 1, 2022. Motion made by Vice-Chairperson Smith, 2nd by Director Butlan, Yes by Secretary Hoefer, Treasurer Henderson, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to increase sewer rates minimum by \$2.00 effective January 1, 2022.

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Consideration of and Take Possible Action regarding adopting a new pay scale for all Employee: Motion made by Treasure Henderson, 2nd by Vice-Chairperson Smith, Yes by Secretary Hoefler, Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to increase all employee's hourly wage by \$2.00 and adopt the pay scale reflecting \$15.00 per hour for new hires (See Attach #4).

Consideration of and Take Possible Action regarding 2021/22 Proposed Budget: Motion made by Treasurer Henderson, 2nd by Secretary Hoefler, Yes by Vice-Chairperson Smith, Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to approve 2021/2022 Proposed Budget (Attach #5).

Consideration of and Take Possible Action regarding setting date & time for 2021 Annual Meeting – November 8, 2021, at 6:30 PM: Motion made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, Yes by Secretary Hoefler, Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to set 2021 Annual Meeting for November 8, 2021, at 6:30 PM.

Consideration of and Take Possible Action regarding adopting the Four-Factor Analysis and Language Access Plan (LAP) for Limited English Proficiency Person (LEP) required by Rural Development: Motion made by Treasurer Henderson, 2nd by Assist. Sec-Treasurer Bourne, Yes by Secretary Hoefler, Vice-Chairperson Smith, Director Butlan, Director Rudolf and Chairperson Lewis to adopt the Four-Factor Analysis and Language Access Plan (LAP) for Limited English Proficiency Person (LEP) required by Rural Development.

Consideration of and Take Possible Action regarding purchasing a new Utility Bill 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 and Field Superintendent Merle Pearce evaluations & wages.

Motion made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, Yes by Secretary Hoefler, Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to convene to Executive Session.

Vote to Reconvene to Regular Session

Motion made by Treasure Henderson, 2nd by Secretary Hoefler, Yes by Vice-Chairperson Smith, Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to reconvene regular Session.

Consideration of and Take Possible Action regarding Manager Regina Clinton and Field Superintendent Merle Pearce evaluations & wages: Motion made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, Yes by Secretary Hoefler, Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to increase Manager Regina Clinton and Field Superintendent Merle Pearce wages by \$2.00/hour. Chairperson Lewis and the Board request for Manager Regina Clinton and Field Superintendent Merle Pearce have designated assistants that will be in charge during their absences.

NEW BUSINESS (under the Open Meeting Act, this agenda item is authorized only for matters not known about or which could not have been reasonably foreseen prior to the time of posting the agenda or any revised agenda)

Manager Clinton informed the Board that the Chickasaws had contacted Merle about a quote to get water to Ft. Washita. She informed them that Merle has contacted Jason Henderson, 304 Technical, for the quote and it has been sent to the Chickasaws.

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210282 – CDBG - Mockingbird Lane Upgrade.

Board approval of checks written in August: Motion made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, Yes by Secretary Hoefler, Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to approve checks written in August.

FINANCIAL REPORT – August (See Attach #6 thru #11)

ADJOURNMENT 6:41 P.M.

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

LINDA HENDERSON, Treasurer

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager's Report
- Attach #3 Field Superintendent's Report
- Attach #4 New Pay Scale
- Attach#5 2021/22 Proposed Budget;
- Attach #6 thru 11 Financial Reports (August)