

**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 December 11, 2023** at 5:30 P.M. Notice and Agenda were recorded at the County Clerk's Office at 11:11 A.M and posted on the front door of the Rural Water Office at 2:00 P.M. on December 7, 2023. (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 Dustin Rudolf, Director Brett Butlan , Manager Regina Clinton, Assist. Reporter Brittany Harlin , Field Superintendent Merle Pearce and Water Plant Superintendent, Mark Shelton. Others Present: Engineer, Cole Niblett with Garver. (See Attach #2 for sign in sheet).

Call for approval of the November 13, 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:**

**Update on the status of Water Well #2:** Manager Clinton informed the Board that as of November 29<sup>th</sup>, all questions/concerns from the Oklahoma Water Resource Board were answered and all fees paid. The application is now being reviewed by a supervisor and if he/she finds no needed corrections it will move to the public notice phase. The changes requested by DEQ have been made and they are continuing with their review.

**Update on status of Garver Engineering and Water Treatment Plant Expansion Project:** Cole with Garver Engineering informed the Board that we had a Scope Meeting on November 13<sup>th</sup>, during which he presented a technical memo. Field Superintendent and Plant Superintendent are both good with what they have in the TM and they are continuing to move forward with the Engineering Report. Cole plans to be present at the January meeting to present the Engineering report and request that we adopt it for submission to DEQ/OWRB.

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**Consideration of and Take Possible Action regarding purchasing a new mini excavator and trailer:** Field Superintendent Pearce presented the Board with quotes from John. Deere, Yanmar and Warren Cat (See Attach #6). Motion by Secretary Hoefer, 2<sup>nd</sup> by Director Butlan, YES by Vice-Chairperson Smith, Assist. Sec-Treasurer Bourne, Treasurer Henderson, Director Rudolf and Chairperson Lewis to purchase the Warren Cat Excavator for \$64,303.59.

**Consideration of and Take Possible Action regarding selling old backhoe, gooseneck trailer and one flatbed trailer:** Motion by Vice-Chairperson Smith, 2<sup>nd</sup> by Director Rudolph, YES by Secretary Hoefer, Treasurer Henderson, Assist. Sec-Treas Bourne, Director Butlan and Chairperson Lewis to sell the old backhoe, the gooseneck trailer and one flatbed trailer.

**Consideration of and Take Possible Action regarding increasing meter installation fees:** Motion made by Treasurer Henderson, 2<sup>nd</sup> by Vice-Chairperson Smith, YES by Secretary Hoefer, Assist. Sec-Treas Bourne, Director Butlan, Director Rudolf and Chairperson Lewis increase meter installation fees per Merle's recommendations (See Attach #7).

**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)

**OTHER BUSINESS:**

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

**FINANCIAL REPORT – November (See Attach #8 thru #13)**

**ADJOURNMENT 6:00 PM**

JERRY LEWIS, Chairperson

MARK SMITH, Vice-Chairperson

JOHN HOEFER, Secretary

LINDA HENDERSON, Treasurer

TERRY BOURNE, Assist. Sec-Treasurer

DUSTIN RUDOLF, Director

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 Excavator Quotes

Attach #7 Field Superintendent's Recommendations for Meter Installation Fees

Attach #8 thru #13 Financial Reports (November)