

**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 13, 2021**, at 5:30 P.M. Notice and Agenda was recorded at the County Clerk's Office at 9:36 AM and posted on the bulletin board of the Rural Water Office at 1:00 PM on December 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, Secretary John Hoefer, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Manager Regina Clinton, Reporter Nancy Parry and Field Superintendent Merle Pearce. Vice-Chairperson Mark Smith showed up @ 5:46 PM. Director Dustin Rudolf was absent - excused. Others Present: Randy Clark, ORWA, John Gornick, Layne Christensen and James Roberts, CP&Y (See Attach #2 for Sign in sheet).

Call for approval of the November 8, 2021, Minutes – Regular Meeting. Minutes approved as mailed.

Chairperson Lewis administered Oath of Office to newly elected Director Brett Butlan

MANAGER'S REPORT (See Attach #3)

FIELD SUPERINTENDENT'S REPORT (See Attach #4)

BUSINESS:

Consideration of and Take Possible Action regarding how to proceed with the construction of Water Well #2: James Roberts with CP&Y addressed the Board with the re-sample report for Water Well #2. Reports showed, once again, that water is high in gross alpha (See Attach #5 for detailed report). Mr. Roberts feels that if we decide to move forward with a different site, that the location we have available on Hwy 48 and Lake Durant Rd. will be the best site. He stated that they would not be charging us for the resampling test, because there were some things that they could have done differently. Manager Clinton asked if we would have to a new site re-engineered and Mr. Robert stated that it would only take some modifications to the original engineering report, and it should take as long as the first one. John Gornick with Layne Christensen informed the Board that they will try and keep cost down as much as possible if we decide to re-locate. Mr. Christensen also informed the Board that they would try and work with us on the cost of abandonment on the Remobilization of the hole. Postponed until next month.

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Consideration of and Take Possible Action regarding Layne Christensen Co. Pay Request #2 – Water Well #2 - \$36,005.00: Motion made by Secretary Hoefer, 2nd by Vice-Chairperson Smith, Yes by Treasurer Henderson, Assist. Sec-Treasurer Bourne, Director Butlan and Chairperson Lewis to approve Pay Request #2 – Water Well #2 - \$36,005.00.

Consideration of and Take Possible Action regarding Change Order #1 – Layne Christensen Co - Water Well #2 – Remobilization, Sweep Hole and Re-sample - \$37,900.00: Motion made by Treasurer Henderson, 2nd by Vice-Chairperson Smith. Yes by Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Butlan and Chairperson Lewis to approve Change Order #1 – Layne Christensen Co - Water Well #2 – Remobilization, Sweep Hole and Re-sample - \$37,900.00.

Consideration of and Take Possible Action regarding Change Order #2 – Layne Christensen Co. - Water Well #2 – Abandonment - \$13,800.00: Postponed

Consideration of and Take Possible Action regarding Water Rate Analysis and ORWA's, Randy Clark, recommendations: Randy Clark with ORWA was present to go over the Water Rate Analysis (See Attach #6 for Water Rate Analysis Report). Manager Clinton recommended that we raise the minimum by \$1.00 with no minimum usage and enforce the increasing rate structure recommended in the Rate Analysis. Motion by Vice-Chairperson Smith, 2nd by Assist. Sec-Treasurer Bourne, Yes by Secretary Hoefer, Treasurer Henderson, Director Butlan and Chairperson Lewis to raise the minimums by 10% with no minimum usage and the rate structure will be as follows: first 1,000 gallons - \$4.00, 2nd 1,000 gallons - \$4.50 and everything over 2,000 gallons will be \$5.00 per 1,000. This motion overrides previous motions in past Minutes.

Consideration of and Take Possible Action regarding Denny Hall's Plat for Remington Hills Phase 6 and options for our 6" line upgrade; Field Superintendent Pearce and Manager Clinton explained to the Board that if we upgrade the existing 6" as per Engineer, Jason Henderson's, recommendation, will be behind the houses in this subdivision. The recommended that we lay a whole new 8" and run it in front of the houses. Motion made by Secretary Hoefer, 2nd by Director Butlan, Yes by Vice-Chairperson Smith, Treasurer Henderson, Assist. Sec-Treasurer Bourne, and Chairperson Lewis to go with plan #2 and run water line along the front of the houses (See Attach #7).

Consideration of and Take Possible Action regarding awarding bid for CDBG 2021 Grant Project – Mockingbird Lane Water System Improvements & Appurtenances; Manager Clinton presented the Board with the bid tab for this project showing that Avery Construction is the low bidder. She informed the Board that we have had Avery do work for us before and they have always done good work. Motion made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, Yes by Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Butlan and Chairperson Lewis to award bid to Avery Construction with the alternate - \$835,550.00 (See Attach #8).

Consideration of and Take Possible Action regarding offering customers leak insurance:

Manager Clinton presented the Board with the information that she received from Wagoner County RWD #5 pertaining to their "Water Loss Protection" (See Attach #9). After some discussion, motion was by Vice-Chairperson Smith, 2nd by Director Butlan, Yes by Secretary Hoefer, Treasurer Henderson, Assist. Sec-Treasurer Bourne, and Chairperson Lewis for Manager Clinton and Office Manager Parry to work up a letter to be sent out to the customers once it is approved by the Board. This item will be revisited next month where letter can go out with January 2022 Bills.

Consideration of and Take Possible Action regarding participating in the Low Income Home Water Assistance Program:

Manager Clinton presented the Board with the information that she had received via email (See Attach #10). The Board requested that Manager Clinton follow through with requesting a copy of the contract. Once it is reviewed by the Board a decision will be made. Item postponed for next month.

Consideration of and Take Possible Action regarding adding the following to Section 1 – Detailed Specifications of Water Ordinance #1: Waterlines and meters will be set in the front of the premises to be served unless otherwise designated by the District:

Motion made by Assist. Sec-Treasurer Bourne. 2nd by Treasurer Henderson, Yes by Vice-Chairperson Smith, Secretary Hoefer, Director Butlan and Chairperson Lewis to add the following to Section 1 – Detailed Specifications of Water Ordinance #1: Waterlines and meters will be set in the front of the premises to be served unless otherwise designated by the District.

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210797 – Legacy Hill Addition

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

FINANCIAL REPORT – November (See Attach #11 thru #16)

ADJOURNMENT 6:55 P.M.

JERRY LEWIS, Chairperson

MARK SMITH, Vice-Chairperson

JOHN HOEFER, Secretary

LINDA HENDERSON, Treasurer

TERRY BOURNE, Assist. Sec-Treasurer

DUSTIN RUDOLF, Director

- Attach #1 Notice & Agenda
- Attach #2 Sign in Sheet
- Attach #3 Manager's Report
- Attach #4 Field Superintendent's Report
- Attach #5 Report on Water Samples
- Attach #6 Water Rate Analysis Report
- Attach #7 Drawing for new 8" Line
- Attach #8 CDBG 2021 Bid Tab
- Attach #9 Water Loss Protection Information
- Attach #10 Low Income Home Water Assistance Program Information
- Attach #11 thru #16 Financial Reports (November)