

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

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: www.ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
(TDD/TTY) - 711
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. 2, which was held on **Monday, March 10, 2025**, at 5:30 P.M. Notice and Agenda were faxed to the County Clerk's Office on March 6, 2025 and recorded at 10:58 A.M. and posted on the front door of the Rural Water Office at 2:00 P.M. on March 6, 2025. (See Attach #1 for Recorded Notice & Agenda).

The meeting was called to order at 5:30 P.M. and roll was called. 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, Assist. Reporter Brittany Harlin, Field Superintendent Merle Pearce, Water Plant Operator Ryan Brown and CPA, Eric Bledsoe.

Call for approval of the February 10, 2025 Minutes – Regular Meeting - Minutes approved as mailed.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

PLANT SUPERINTENDENT'S REPORT (See Attach #4)

BUSINESS:

Update on Water Well #2: Manager Clinton provided the Board of Directors a copy of the email received from Landon Allen, Engineer (**See Attach #5**). Field Superintendent Pearce informed the board that they installed the spray foam on Friday, March 7th. They are approximately 95% done with the job.

Consideration of and Take Possible Action regarding False Bank Account and Bank Fraud Scam: Manager Clinton informed the Board that she had delivered the details of the event to the local FBI Office on Tuesday, March 4th. She also spoke with our attorney and filled him in on what we had done. He informed her that we have done all that we can do. No Action Taken.

Consideration of and Take Possible Action regarding registering a private domain for security purposes: The Board advised that the manager contact our IT guys and see what their thoughts are on a private domain. No Action Taken

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov.

Consideration of and Take Possible Action regarding Direct Deposit of Payroll Checks:

Motion by Secretary Hoefer, 2nd by Director Butlan, YES by Assist. Sec-Treas Bourne, Treasurer Henderson, Vice-Chairperson Smith, Director Rudolf and Chairperson Lewis to move forward with Direct Deposit of Payroll Checks.

Consideration of and Take Possible Action regarding 2023/24 Audit:

CPA, Eric Bledsoe, was present to discuss the 2023/24 Audit. Motion made by Secretary Henderson, 2nd by Director Rudolf, Yes by Vice-Chairperson Smith, Secretary Hoefer, by Assist. Sec-Treas Bourne, Director Butlan and Chairperson Lewis to accept audit.

Consideration of and Take Possible Action regarding signing Joint Use Easement

Agreement with Trace Fiber for the Ft. Washita Project: Motion made by Secretary Hoefer, 2nd by Treasurer Henderson, YES by Director Butlan, Assist. Sec-Treas Bourne, Vice-Chairperson Smith, Director Rudolf and Chairperson Lewis to sign the agreement.

Consideration of and Take Possible Action regarding contracting out mailing of Water Statements: Manager Clinton discussed with the Board the costs differential between us mailing our water statements and outsourcing just the inserting and mailing of water statements. Currently, it is costing the Water District approximately \$1.09 per statement. According to the figures provided, the cost to outsource will be approximately \$0.75 per statement. The Board requested that Manager Clinton find out what the terms and conditions are of the contract to outsource and see what it offers. Motion made by Vice-Chairperson Smith, 2nd by Director Butlan, YES by Secretary Hoefer, Assist. Sec-Treas Bourne, Treasurer Henderson, Director Rudolf and Chairperson Lewis to contract out if Manager Clinton agrees with the terms of the contract.

Consideration of and Take Possible Action regarding dredging #1 Backwash Lagoon at Water Treatment Plant: Lead Plant Operator, Ryan Brown, provided the Board with 3 quotes. Motion made by Vice-Chairperson Smith, 2nd by Director Rudolf, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treas Bourne, Treasurer Henderson and Chairperson Lewis to approve quote from AUS in the amount of \$114,294.00 (See Attach #6).

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 – Mid-Year Evaluations

Promoting Lead Plant Operator Ryan Brown to Plant Superintendent and Salary

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

Vote to Reconvene to Regular Session

Motion made by Treasurer Henderson, 2nd by Secretary Hoefer, YES by Director Butlan, Director Rudolf, Assist. Sec-Treas Bourne, Vice-Chairperson Smith and Chairperson Lewis to reconvene to Regular Session.

Consideration of and Take Possible Action regarding actions to be taken based upon

Executive Session discussions: The Board feels that Manager Clinton and Field Superintendent Pearce are both doing a good job. They recommend that Lead Plant Operator Ryan Brown be promoted to Plant Superintendent.

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)

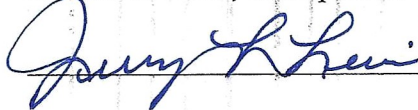
OTHER BUSINESS:

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

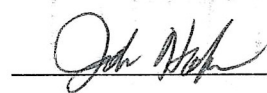
FINANCIAL REPORT – February (See Attach #7 thru #11)

ADJOURNMENT 6:35 PM

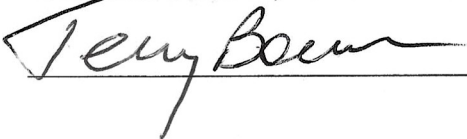
JERRY LEWIS, Chairperson



JOHN HOEFER, Secretary



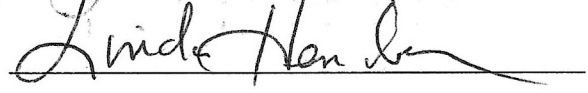
TERRY BOURNE, Assist. Secret Treasurer



MARK SMITH, Vice- Chairperson



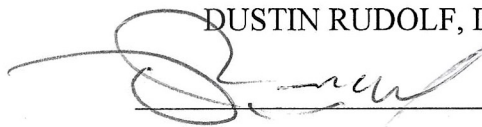
LINDA HENDERSON, Treasurer



BRETT BUTLAN, Director



DUSTIN RUDOLF, Director



- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager's Report
- Attach #3 Field Superintendent's Report
- Attach #4 Plant Superintendent's Report
- Attach #5 Update on Water Well #2
- Attach #6 AUS Dredge and Dive Quote/Proposal
- Attach #7 thru #11 February Financial Reports