

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, November 11, 2024**, at 5:30 P.M. Notice and Agenda were recorded posted on the front door of the Rural Water Office at 2:00 P.M. and at the County Clerk's Office at 2:20 P.M on November 7, 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 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, Water Plant Superintendent Mark Shelton, Water Plant Operator Ryan Brown, Receptionist Brittany Harlin, Member Tisha Capps and Kris Patton with Chickasaw Nation (See **Attach #2 for Sign-In Sheet**).

Call for approval of the October 14, 2024, 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 Chickasaw Nation Escrow

Account: Kris Patton with Chickasaw Nation explained to the Board that they would like us to oversee the entire project. They usually do an MOU where the invoices will be sent to Chickasaw Nation, and they will pay within 30 days. He stated that they have never done an Escrow Account, and it would be a little complicated to get checks signed. Motion made by Vice-Chairperson Smith, 2nd by Director Rudolf, YES by Secretary Hoefer, Treasurer Henderson, Assist. Sec-Treas Bourne, Director Butlan and Chairperson Lewis requesting a MOU from the Chickasaws to be reviewed by the Attorney and the Board of Directors.

Consideration of and Take Possible Action regarding purchasing constant monitoring equipment for Well Pump #2: Water Plant Superintendent Shelton informed the Board that this equipment was not included in the construction cost. The total cost of this equipment - \$12,702.00 (See **Attach #6**). Motion made by Treasurer Henderson, 2nd by Vice-Chairperson

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Smith, YES by Secretary Hoefler, Assist. Sec-Treas Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to move forward in purchasing equipment.

Consideration of and Take Possible Action regarding purchase of existing appliances in house at Water Treatment Plant (Refrigerator, Oven/Dishwasher/Microwave): Plant Superintendent Shelton informed the Board that there were no appliances in the house at the Water Plant when they moved in. Motion made by Treasurer Henderson, 2nd by Director Rudolf, YES by Assist. Sec-Treas Bourne, Secretary Hoefler, Vice-Chairperson Smith, Director Butlan and Chairperson Lewis to purchase all for \$1,000.00.

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 our current Credit Card Company, Retail Lockbox, is not associated with the new Utility Billing Software, Ampstun. She has 2 other companies that she is looking into, NexBillPay and Payment Service Network. Item postponed for next meeting.

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

Plant Superintendent Mark Shelton's resignation and replacement;

Employee Christmas Bonuses;

Motion made by Treasurer Henderson, 2nd by Director Rudolf, YES by Assist. Sec-Treas Bourne, Secretary Hoefler, Vice-Chairperson Smith, Director Butlan and Chairperson Lewis to convene into executive session.

Vote to Reconvene to Regular Session

Motion made by Treasurer Henderson, 2nd by Director Rudolf, YES by Assist. Sec-Treas Bourne, Secretary Hoefler, Vice-Chairperson Smith, Director Butlan and Chairperson Lewis to reconvene into regular session.

Consideration of and Take Possible Action regarding Plant Superintendent Mark Shelton's resignation and replacement: Motion made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Assist. Sec-Treas Bourne, Secretary Hoefler, Director Rudolf, Director Butlan and Chairperson Lewis to use Manager Clinton's recommendation and replace Plant Superintendent Mark Shelton by putting Ryan Brown as Lead Operator for 90 days and, depending on how he is adjusting, move him to Plant Superintendent.

Consideration of and Take Possible Action Regarding Employee Christmas Bonuses: Motion made by Director Butlan, 2nd by Director Rudolf, Yes by Vice-Chairperson Smith, Secretary Hoefler, Treasurer Henderson, Assist. Sec-Treas Bourne and Chairperson Lewis to increase Employee Christmas Bonuses by \$50.00 from last year and new hires will receive \$150.00.

OTHER BUSINESS:

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

FINANCIAL REPORT – October (See Attach #7 thru #9)

ADJOURNMENT 6:23 PM

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 Sign in Sheet
- Attach #3 Manager's Report
- Attach #4 Field Superintendent's Report
- Attach #5 Plant Superintendent's Report
- Attach #6 Quote for monitoring equipment
- Attach #7 thru #9 Financial Reports (October)