

**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 14, 2022**, at 5:30 P.M. Notice and Agenda was recorded at the County Clerk's Office at 2:58 P.M. and posted on the front door of the Rural Water Office at 4:00 PM on November 10, 2022. (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 Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Dustin Rudolf, Director Brett Butlan, Manager Regina Clinton, Reporter Nancy Parry, Field Manager Merle Pearce and Water Plant Superintendent Mark Shelton. Vice-Chairperson Mark Smith was absent – excused.

Call for approval of the October 10, 2022, 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:**

**Consideration of and Take Possible Action regarding Engineer, Jason Henderson's, recommendations for new subdivisions:** Board advised Manager Clinton to get proposed dates for a meeting with the City Manager and get back with Secretary Hoefler, Director Butlan and Treasurer Henderson. Item postponed.

**Consideration of and Take Possible Action regarding approval of quotes for fencing around Lakewood Water Tower due to time restraints:** Motion made by Secretary Hoefler, 2<sup>nd</sup> by Treasurer Henderson, YES by Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf, and Chairperson Lewis to approve quote for fencing around Lakewood Water Tower (See Attach #5).

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](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](mailto:program.intake@usda.gov).

**Consideration of and Take Possible Action regarding expansion of Water Treatment Plant and line upgrade in order to serve Choctaw Casino contingent on EPA/Choctaw Nation Grant:** Due to the growth that we are currently experiencing, motion was made by Treasurer Henderson, 2<sup>nd</sup> by Assist. Sec-Treasurer Bourne. YES by Secretary Hoefer, Director Butlan, Director Rudolf, and Chairperson Lewis to move forward in investigating loan options for a 5,000,000 Gallon Water Treatment Plant expansion.

**Consideration of and Take Possible Action regarding approval of Pay Application #6 in the amount of \$178,881.23 – Avery Construction - 2021 CDBG Project – Mockingbird Lane Water System Improvements:** Motion made by Treasurer Henderson, 2<sup>nd</sup> by Assist. Sec-Treasurer Bourne. YES by Secretary Hoefer, Director Butlan, Director Rudolf, and Chairperson Lewis to approve Pay Application #6 in the amount of \$178,881.23.

**Consideration of and Take Possible Action regarding PUMPSOK Quote to rebuild the 100 hp Distribution Pump - \$28,136.92:** Quote to rebuild pump was presented to the Board (See Attach #6). They requested quotes for a new pump. Item postponed.

**Consideration of and Take Possible Action regarding Microcomm Quote - \$32,376.00:** Motion made to approve Microcomm Quote - \$32,376.00 by Secretary Hoefer, 2<sup>nd</sup> by Director Rudolf. YES, by Treasure Henderson, Assist. Sec-Treasurer Bourne, Director Butlan, and Chairperson Lewis (See Attach #7).

**Consideration of and Take Possible Action regarding providing water service to the Hidden Oaks Creek Addition – 88 Lots:** Motion made by Treasurer Henderson, 2<sup>nd</sup> by Director Butlan. YES by Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf, and Chairperson Lewis to approve.

**Consideration of and Take Possible Action regarding providing water service to the Lakeside Landing Addition – 32 Lots:** Motion made by Treasurer Henderson, 2<sup>nd</sup> by Director Rudolf, YES by Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Butlan, and Chairperson Lewis to approve.

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

Motion made by Treasurer Henderson, 2<sup>nd</sup> by Director Rudolf, YES by Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Butlan, and Chairperson Lewis to convene to Executive Session to discuss:

Field Manager's concerns about management wages:  
Employee Christmas Bonuses

**Vote to Reconvene to Regular Session**

Motion made by Director Rudolf, 2<sup>nd</sup> by Assist. Sec-Treasurer Bourne. YES by Secretary Hoefer, Treasurer Henderson, Director Butlan, and Chairperson Lewis to reconvene to Regular Session.

**Consideration of and Take Possible Action regarding Field Manager's concerns about management wages:** Chairperson Lewis stated that the board agreed that management wages will be reviewed for adjustment next year.

**Consideration of and Take Possible Action regarding Employee Christmas Bonuses:** Chairperson Lewis stated that the board agreed to increase employees Christmas Bonuses by \$100.00 (See Attach #8).

**OTHER BUSINESS:**

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

**FINANCIAL REPORT – October (See Attach #9 thru #11)**

**ADJOURNMENT 6:35 PM**

JERRY LEWIS, Chairperson

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JOHN HOEFER, Secretary

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LINDA HENDERSON, Treasurer

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TERRY BOURNE, Assist. Sec-Treasurer

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BRETT BUTLAN, Director

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DUSTIN RUDOLF, Director

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- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager's Report
- Attach #3 Field Superintendent's Report
- Attach #4 Plant Superintendent's Report
- Attach #5 Allied Fence Quote
- Attach #6 PumpsOK Quote
- Attach #7 Microcomm Quote
- Attach #8 Christmas Bonus Sheet
- Attach #9 thru #11 Financial Reports (October)