

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, September 11, 2023**, at 5:30 P.M. Notice and Agenda were recorded at the County Clerk's Office at 1:42 P.M and posted on the front door of the Rural Water Office at 2:00 P.M. on September 7, 2023. (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, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, Reporter Nancy Parry, Field Superintendent Merle Pearce and Water Plant Superintendent, Mark Shelton. Others Present: Receptionist Brittany Harlin and Cole Niblett, Garver Engineering (See Attach #2 for sign in sheet).

Call for approval of the August 14, 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 she had gotten an email from Landon Allen with Parkhill on 9/6/23 that stated that the plans are at about 50 to 60 % review, and he plans to get a 75 % review set to us by the end of next week. They plan to send 95% design documents to ODEQ this month to begin their 60–90-day review window. Manager Clinton also informed the Board that we have received \$177,300.00 or the \$197,000.00 that was granted by the Choctaw Nation for this project.

Update on status of Garver Engineering and Water Treatment Plant Expansion Project: Cole Niblett with Garver Engineering provided the Board with what they have been working on to build a 5 mgd Water Treatment Plant. He provided Manager Clinton, Field Superintendent Pearce, and Plant Superintendent Shelton copies of the Basis of Design and Existing System Assessment Technical Memorandum to review.

Consideration of and Take Possible Action regarding David Burrage's email regarding upgrading the waterline from the intersection of Washington and Mockingbird to Folsom:

Engineer Jason Henderson provided Merle with an updated cost estimate for this upgrade in the amount of \$929,557.80 (See Attach #6), which was provided to Mr. Burrage. Mr. Burrage asked what the Water District would be willing to contribute. Motion was made by Secretary Hoefler, 2nd by Vice-Chairperson Smith, YES by Assist. Sec-Treas Bourne, Treasurer Henderson, Director Butlan, Director Rudolf, and Chairperson Lewis to enter negotiations with David Burrage and the Water District would be willing to contribute up to 1/4th of this cost estimate.

Consideration of and Take Possible Action regarding purchasing (1) actuator with positioner for Water Treatment Plant: Plant Superintendent Shelton informed the Board that he had gotten a few quotes on actuators – Purcell - \$8,000.00 installed and H*E - \$9,500.00 not installed. Motion made by Secretary Hoefler, 2nd by Director Butlan, YES by Assist. Sec-Treas Bourne, Vice-Chairperson Smith, Treasurer Henderson, Director Rudolf, and Chairperson Lewis to go with Purcell - \$8,000.00 installed.

Consideration of and Take Possible Action regarding charging a surcharge for Credit/Debit card and E-Check Payments: After lengthy discussion this item is postponed for a later date.

Consideration of and Take Possible Action regarding increasing water rates: Motion made by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Assist. Sec-Treas Bourne, Vice-Chairperson Smith, Director Butlan, Director Rudolf, and Chairperson Lewis to increase the water rates by 3% effective January 01, 2024 (See Attach #7).

Consideration of and Take Possible Action regarding 2023/24 Proposed Budget: Motion made by Director Butlan, 2nd by Director Rudolf, YES by Assist. Sec-Treas Bourne, Vice-Chairperson Smith, Secretary Hoefler Treasurer Henderson, and Chairperson Lewis to approve the 2023/24 Proposed Budget (See Attach #8).

Consideration of and Take Possible Action regarding charging an evaluation fee to prospective developers: Manager Clinton informed the Board that we have had several prospective developers to request a hydraulic study and cost estimate for different pieces of property and they have never followed through, and the water district has still had to pay the fee for they hydraulic study and spend the time in figuring the cost estimate. She feels that we need to start charging an evaluation fee to prospective developers to offset this cost. Motion made by Director Butlan, 2nd by Treasurer Henderson, YES by Assist. Sec-Treas Bourne, Vice-Chairperson Smith, Secretary Hoefler, Director Rudolf, and Chairperson Lewis to start charging a \$500.00 evaluation fee for these requests and, if the prospective developer follows through with the development, the \$500.00 will be applied to the fees in the Developer's Agreement.

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

- Manager Regina Clinton evaluations & wages;
- Field Superintendent Merle Pearce evaluations & wages;
- Lead Plant Operator Mark Shelton evaluations & wages;

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

Vote to Reconvene to Regular Session

Motion made by Vice-Chairperson Smith, 2nd by Director Rudolf, YES by Assist. Sec-Treas

Bourne, Secretary Hoefler, Treasurer Henderson, Director Butlan and Chairperson Lewis to reconvene to Regular Session.

Consideration of and Take Possible Action regarding Manager Regina Clinton evaluations & wages; Field Superintendent Merle Pearce evaluations & wages; Lead Plant Operator Mark Shelton evaluations & wages: Board feels that Manager Clinton, Field Superintendent Pearce and Plant Superintendent Shelton are all doing a good job. Motion made by Treasurer Henderson, 2nd by Assist. Sec-Treas Bourne, Yes by Secretary Hoefler, Vice-Chairperson Smith, Director Butlan, Director Rudolf, and Chairperson Lewis to give Manager Clinton, Field Superintendent Pearce and Lead Plant Operator Shelton a 5% pay raise.

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 presented Invoice #01203622.00-2 from Parkhill in the amount of \$223,922.60 for test hole. Motion made by Treasurer Henderson, 2nd by Assist. Sec-Treas Bourne, Yes by Secretary Hoefler, Vice-Chairperson Smith, Director Butlan, Director Rudolf, and Chairperson Lewis to approve.

OTHER BUSINESS:

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

FINANCIAL REPORT – August (See Attach #9 thru #14)

ADJOURNMENT 6:32 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 Waterline Upgrade on Washington St.
- Attach #7 New Water Rates Worksheet
- Attach #8 2023/2024 Budget
- Attach #9 thru #14 Financial Reports (August)

