

**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, September 12, 2022**, at 5:30 P.M. Notice and Agenda was recorded at the County Clerk's Office at 2:55P.M. and posted on the front door of the Rural Water Office at 3:00 PM on September 8, 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, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Dustin Rudolf, Manager Regina Clinton, Reporter Nancy Parry, Receptionist Brittany Harlin, Field Superintendent Merle Pearce and Water Plant Lead Operator, Mark Shelton

Call for approval of the August 8, 2022, Minutes – Regular Meeting. Minutes approved as Mailed.

**MANAGER'S REPORT (See Attach #2)**

**FIELD SUPERINTENDENT'S REPORT (See Attach #3)**

**BUSINESS:**

**Consideration of and Take Possible Action regarding applying for the Oklahoma Water Resources Board FEMA High Hazard Potential Dams (HHPD) Grant FY22 – 65% Cost Share:** Motion made by Vice-Chairperson Smith, 2<sup>nd</sup> by Director Butlan, YES by Secretary Hoefler, Treasurer Henderson, Assist. Sec-Treasurer Bourne, Director Rudolf, and Chairperson Lewis to apply for the Oklahoma Water Resources Board FEMA High Hazard Potential Dams (HHPD) Grant FY22.

**Consideration of and Take Possible Action regarding approval of Resolution #09122022 – High Hazard Potential Dams Grant Program (HHPD):** Motion by Secretary Hoefler, 2<sup>nd</sup> by Director Rudolf, YES by Vice-Chairperson Smith, Treasure Henderson, Assist. Sec-Treasurer Bourne, Director Butlan, and Chairperson Lewis to approve of Resolution #09122022 – High Hazard Potential Dams Grant Program (HHPD).

**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;** No Action Taken.

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**Consideration of and Take Possible Action regarding 2022/23 Proposed Budget:**

Motion by Secretary Hoefer, 2<sup>nd</sup> by Yes by Vice-Chairperson Smith, YES by Treasurer Henderson, Director Butlan, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve 2022/23 Proposed Budget (See Attach #4).

**Consideration of and Take Possible Action regarding approval of Pay Application #4 in the amount of \$24,604.23 – Avery Construction - 2021 CDBG Project – Mockingbird Lane Water System Improvements:** Motion made by Vice-Chairperson Smith, 2<sup>nd</sup> by Assist. Sec-Treasurer Bourne. YES by Secretary Hoefer, Treasurer Henderson, Director Butlan, Director Rudolf, and Chairperson Lewis to approve Pay Application #4 in the amount of \$24,604.23.

**Consideration of and Take Possible Action regarding results of Boss Tower Inspection Report – repairs needed – New Water Enterprises cost estimate - \$135,075.00:** The Board advised Manager Clinton to get a 2<sup>nd</sup> inspection/quote and budget for this item. Died for lack of motion.

**Consideration of and Take Possible Action regarding repairing the new backhoe and/or purchasing a new one:** The Board was informed that it was going to cost \$14,808.51 to repair the backhoe (See Attach #5). Motion made by Secretary Hoefer, 2<sup>nd</sup> by Vice-Chairperson Smith. YES by Treasurer Henderson, Assist. Sec-Treasurer Bourne, Director Butlan, Director Rudolf, and Chairperson Lewis to repair the new backhoe.

**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 – promote to Plant Superintendent and change to salary;

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

**Vote to Reconvene to Regular Session**

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

**Consideration of and Take Possible Action regarding Manager Regina Clinton and Field Superintendent Merle Pearce’s evaluations & wages and promoting Lead Plant Operator, Mark Shelton to Plant Superintendent:** Chairperson Lewis stated that the Board feels that Manager, Regina Clinton, Field Superintendent, Merle Pearce and Lead Plant Operator, Mark Shelton are all doing a good job. Motion by Treasurer Henderson, 2<sup>nd</sup> by Vice-Chairperson Smith, YES by Assist. Sec-Treasurer Bourne, Director Rudolf, Secretary Hoefer, Director Butlan and Chairperson Lewis to promote Mark Shelton to Plant Superintendent and increase all three’s salaries by 5%.

**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)

Field Superintendent Pearce informed the Board that both pumps at Sewer Lift Station #2 have gone out. He has ordered (2) new replacement pumps for \$3,198.00 each and they should be here Tuesday.

**OTHER BUSINESS:**

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

**FINANCIAL REPORT** – August (See Attach #6 thru #11)

**ADJOURNMENT 6:20 P.M.**

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 Manager's Report
- Attach #3 Field Superintendent's Report
- Attach #4 2022/2023 Budget
- Attach #5 ASCO quote to repair backhoe
- Attach #6 thru #11 Financial Reports (August)