

**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, September 16, 2024**, at 5:30 P.M. Notice and Agenda were faxed and emailed to the County Clerk's Office on September 12th (was not recorded until Monday, September 16th due the county clerk's office being closed for training) and posted on the front door of the Rural Water Office at 2:00 P.M. on September 12, 2024. (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, Reporter Nancy Parry, Field Superintendent Merle Pearce, Water Plant Superintendent, Mark Shelton and Cole Niblett, Garver Engineering (See Attach #2 for sign in sheet).

Call for approval of the August 12, 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 adopting Resolution #090924 - Bureau of Reclamation's WaterSmart Drought Response Program - Funding Opportunity #R25AS00013: Manager Clinton informed the Board that she has been working with Garver on this Funding Opportunity in the amount of \$10,000,00. Motion made to by Treasurer Henderson, 2nd by Director Butlan, Yes by Vice-Chairperson Smith, Secretary Hoefer, Assist. Sec-Treas Bourne, Director Rudolf, and Chairperson Lewis to Resolution #091624.

Consideration of and Take Possible Action regarding Pay Request #2 in the amount of \$98,676.74 from Hydro Resources – Water Well #2: Motion made by Vice-Chairperson Smith, 2nd by Assist. Sec-Treas Bourne, Yes by Secretary Hoefer, Treasurer Henderson, Director Butlan, Director Rudolf and Chairperson Lewis to approve.

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 moving forward on test hole for Water Well #3: Motion made by Director Butlan, 2nd by Treasurer Henderson, Yes by Vice-Chairperson Smith, Secretary Hoefer, Assist. Sec-Treas Bourne, Director Rudolf, and Chairperson Lewis to move forward with test hole for Water Well #3.

Consideration of and Take Possible Action regarding purchasing land for new Water Storage Tank: Manager Clinton informed the Board that, to move forward we will have to have the property surveyed. Once it is surveyed, we can have an abstract built and get the title opinion. Motion made by Vice-Chairperson Smith, 2nd Director Rudolf, Yes by Secretary Hoefer, Treasurer Henderson, by Assist. Sec-Treas Bourne, Director Butlan and Chairperson Lewis to move forward with survey.

Consideration of and Take Possible Action regarding increasing water rates: Motion made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, Yes by Secretary Hoefer, Assist. Sec-Treas Bourne, Director Butlan, Director Rudolf, and Chairperson Lewis to increase water minimum 5%.

Consideration of and Take Possible Action regarding 2024/25 Proposed Budget: Motion made by Treasurer Henderson, 2nd by Director Rudolf, Yes by Vice-Chairperson Smith, Secretary Hoefer, Assist. Sec-Treas Bourne, Director Butlan, and Chairperson Lewis to approve 2024/25 Proposed Budget (See Attach #6).

Consideration of and Take Possible Action regarding serving 20 new buildings with 60 units to be constructed on Old Tyler Property – Texoma Victory: This proposal was sent to Engineer Jason Henderson, and he approved only if the demand is pulled from Cardinal Tower. Since this method is not a full proof guarantee, motion was made by Secretary Hoefer, 2nd by Vice-Chairperson Smith, Yes by Treasurer Henderson, Assist. Sec-Treas Bourne, Director Butlan, Director Rudolf, and Chairperson Lewis to deny service currently (See Attach #7).

Consideration of and Take Possible Action regarding adding a structure or purchasing a building for additional storage for files: Motion made by Director Butlan, 2nd by Treasurer Henderson, Yes by Vice-Chairperson Smith, Secretary Hoefer, Assist. Sec-Treas Bourne, Director Rudolf, and Chairperson Lewis to get a cost estimate to add a structure or purchase a building for additional storage for files.

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 Vice-Chairperson Smith, Secretary Hoefer, Director Butlan, Director Rudolf and Chairperson Lewis to Convene to proposed Executive Session.

Vote to Reconvene to Regular Session

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

Consideration of and Take Possible Action regarding Manager Regina Clinton, Field Superintendent Merle Pearce, Plant Superintendent Mark Shelton evaluations & wages:

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 to increase Manager Regina Clinton, Field Superintendent Merle Pearce, Plant Superintendent Mark Shelton wages by 3%. Chairperson Lewis stated that the Board feels like they are all doing a very good job.

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)

Approve drawings for Dale Goad Industrial Park Phase III (8 Lots): 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 to approve as per Engineer Henderson's recommendation (See Attach #8).

Revisit Moratorium: Motion made by Treasurer Henderson, 2nd by Assist. Sec-Treas Bourne, Yes by Vice-Chairperson Smith, Secretary Hoefer, Director Butlan, Director Rudolf and Chairperson Lewis to reinstate the moratorium and revisit in 6 months.

OTHER BUSINESS:

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

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

ADJOURNMENT 6:27 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 2024/25 Proposed Budget

Attach #7 Engineer's recommendation on proposed Multiplex Housing

Attach #8 Engineer's recommendation on Dale Goad Industrial Park Phase III

Attach #9 thru #14 Financial Reports (August)