

MINUTES OF THE MEETING AND AGENDA OF THE BOARD OF DIRECTORS, RURAL WATER DISTRICT #3, ROGERS COUNTY, OKLAHOMA. This meeting was conducted on Nov 13th, 2018, 7:30 pm. at the District Office, 13277 S. Ash St. Claremore, Okla. 74017

Present at this meeting were:

Mr. Brant Snap, Chairman  
 Mr. Milford Harp, Vice-Chairman  
 Mr. Larry Mallory, Member  
 Mr. Bob Morton, Member  
 Mr. Jason Rhoten, Member  
 Mr. Nick Sokolosky, Member  
 Dr. Dirk Thomas, Member

Also present at this meeting were Rick Stull, District Manager, James Stanford, District Engineer Rep; and Bonnie Jones.

Dr. Thomas made the motion to accept for due cause the absence of Mr. Craigie and Dr. Spriggs. Mr. Morton seconded the motion. Mr. Harp, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes; Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

Dr. Thomas made the motion to approve the minutes of the last meeting. Mr. Harp seconded the motion. Mr. Harp, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes; Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

Dr. Thomas made the motion to approve the Accounts Payable as follows:

|  |    |            |
|--|----|------------|
| Accurate Labs (Fees)                                   | \$ | 1,357.50   |
| AT&T Mobility (Plt/Fld Phone)                          |    | 118.39     |
| Birch (Ofc Exp)  |    | 330.95     |
| BlueCross BlueShield (Ins/BA)                          |    | 159.60     |
| BlueCross BlueShield (Ins/DH)                          |    | 180.40     |
| Blue Medicare Rx (Ins/DH)                              |    | 82.70      |
| Brenntag Southwest (Chem)                              |    | 24,164.81  |
| City Utilities Service (76th 59.46; CoT 139518.51)     |    | 139,577.97 |
| Claremore, City of (Plt/Fld)                           |    | 29.23      |
| Commercial Power Solutions, LLC (Misc)                 |    | 3,603.29   |
| Connections (Ofc Exp)                                  |    | 335.65     |
| Core & Main (Supp 14702.20; Rep 1315.00; Boots 100.52) |    | 16,117.72  |
| Cross-Bo Const (Lk Rep 0.00;Const WIP 0.00)            |    | 1,827.50   |
| Delta Dental (Ins)                                     |    | 521.00     |
| Elm creek Enterprises (Ofc Exp)                        |    | 825.48     |
| Elm creek Enterprises (Maint)                          |    | 1,501.06   |
| Foyil Economic Dev Auth (Sewer)                        |    | 1,152.29   |
| GGEDA (Const-WIP)                                      |    | 1,964.59   |
| Haggard Excavation & Utility Co., LLC (Const/WIP)      |    | 12,500.00  |
| Harrison, Donna (Ins)                                  |    | 180.40     |
| Interstate all Battery Center (Misc)                   |    | 28.00      |
| itResolutions (Misc)                                   |    | 265.96     |
| Jack Kisse Ford (Veh Exp)                              |    | 2,100.99   |
| John Deere Financial (Plt/Fld)                         |    | 312.24     |
| John's Refuse (Plt/Fld)                                |    | 45.00      |
| Kellogg Eng. (Fees)                                    |    | 3,303.70   |
| Kellogg Eng. (SH 20 Relocation Project)                |    | 5,586.10   |
| Kolker & Kolker CPA (Fees)                             |    | 180.00     |
| Leaf (Equip Fees)                                      |    | 901.25     |
| Lowe's (Supp)  |    | 1,051.63   |
| MailFinance (Postage)                                  |    | 3,316.98   |
| NE OK Elec Coop (Plt/Fld) (Auto-Draft)                 |    | 101.08     |
| Ofc Everything (Ofc Supp)                              |    | 385.41     |
| Owasso, City of (Sewer)                                |    | 44,496.77  |
| Postmaster General (Postage)                           |    | 3,000.00   |
| Pixley Lumber Co. (Misc)                               |    | 35.28      |
| Principal Life (Ins)                                   |    | 892.46     |
| PSO (Plt/Fld)  |    | 1,274.29   |
| RWD #3 (Ofc Water)                                     |    | 21.85      |

|  |           |                      |
|--|-----------|----------------------|
| RWD #3 Payroll Acct (FICA/Med/Fed Tax) | 23,205.23 |                      |
| RWD #3 Payroll Acct (Reimb)            | 65,596.05 | 107,162.85           |
| RWD #3 Payroll Acct (SEP)              | 14,887.57 |                      |
| RWD #3 Payroll Acct (St Tax)           | 3,474.00  |                      |
| RWD #3 Petty Cash (Reimb)              |           | 1,542.65             |
| Sequoyah Software (Fee)                |           | 150.00               |
| SilverScript (Ins/BA)                  |           | 23.90                |
| TotalFunds (Postage)                   |           | 2,000.00             |
| UnitedHealthcare (Ins)                 |           | 11,199.68            |
| US Cellular (Plt/Fld)                  |           | 542.14               |
| VVEC (Ofc 286.64; Plt/Fld 10550.85)    |           | 10,837.49            |
| Wal-Mart (Supp)                        |           | 188.28               |
| Wex Bank (Travel)                      |           | <u>3,209.77</u>      |
|  |           | \$ <b>410,686.28</b> |

**FIXED MONTHLY OBLIGATIONS**

|                           |  |                      |
|---------------------------|--|----------------------|
| First Bank of Owasso # 65 |  | \$ 31,245.00         |
| RDA Loan # 98             |  | <u>4,340.00</u>      |
|                           |  | \$ <b>446,271.28</b> |

**PETTY CASH ACCOUNT**

|                             |  |                    |
|-----------------------------|--|--------------------|
| Cash (Reimb Tkts)           |  | 68.70              |
| B Alberty (Ofc Coffee Pot)  |  | 627.66             |
| C Baird (Refund Overpymnt)  |  | 67.40              |
| Staples (Printer Ofc)       |  | 119.99             |
| D Arnold (Refund Overpymnt) |  | 81.50              |
| P Berg (Refund Overpymnt)   |  | <u>577.40</u>      |
|                             |  | \$ <b>1,542.65</b> |

**PARTIAL PAY**

|  |  |                      |
|--|--|----------------------|
| Shrum Excavation Co. (Final Pay-Lowry W/L Project) |  | \$ <u>26,654.74</u>  |
|  |  | \$ <b>472,926.02</b> |

Mr. Harp seconded the motion. Mr. Harp, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes; Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

Dr. Thomas made the motion to approve the Treasurer's Report.

Mr. Harp seconded the motion. Mr. Harp, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes; Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

Dr. Thomas made the motion to approve the New Taps and Transfers:

**a. NEW TAPS:**

- 2415 Ronda D Begley (a tract of land a part of the SE/4 of SE/4 of 22-22-15)
- 6034 H A C N (L 5 B 2 of Andy Payne Addition) 21-23-17
- 6302 The Secretary of Veterans Affairs (L 1 B 2 Rockford Place)
- 8585 Danny William Hogan (L 28 Avian Country Estates II) 21-22-15
- 8586 Shaw Homes (L 7 B 12 Homestead) 27-21-14
- 8587 Sonya & Robert Ford (L 7 B 3 Hickory Hollow) 32-22-22
- 8588 Robert M & Staci L Stover (L 4 B 1 Greystone II) 36-21-14
- 8589 1<sup>st</sup> Choice Builder (L 6 B 3 Highland Pointe I) 1-20-14
- 8590 Charles J & Rebecca A Fink (N/2 NE/4 SW/4 SW/4) 31-22-15
- 8591 Aaron & Leslie Sprik (L 2 B 1 Deer Run II) 1-20-14
- 8592 Pedro & Anagriselle & Joshua Brito (Lots 1,2,5,6,7 & 8 B 2 Bushyhead) 21-23-17
- 8593 Shaw Homes (L7 B 12 Homestead) 27-21-14
- 8594 Highfill Properties (L 4 B 2 Pine Meadows) 22-24-15

**b. TRANSFERS:**

- 14 James Colt Larimore from Jerry & Sherry Hinds
- 66 Dallen & Liberty T Page from Denny & Nancy Haddox
- 332 Scott & Amanda Grace from Michael & Annie Wells
- 568 Jeremy J Denney from Donald Hudson
- 995 Melinda Jones from James & Melinda Cheek
- 1067 Charles J Wolpert & Regina Reith from M Gregory LLC
- 1367 Valerie Ann Thurik from James David Wood
- 1582 Joshua Adam Rhodes from Tory & Teri Dorrell
- 1877 Camden E & Destiny L Houck from Matthew Majors
- 2067 Nathanael Joe Ray & Andra Lynn Bettis from Dylan & Shaina Arnold
- 2273 Morteza Safaie from Tami Guse
- 2941 Jacob B & Brandi D Pursley from Jon L & Linda L Murphy

3261 Tony & Brenda Williams from Phil & Sarah Layman  
3864 Zachary J Shambles from Wayne Park & Amanda Meriott  
3903 Billy L Willman from Richard & Charmaine Pounds  
4026 Lori Alderman from Michael & Lori Alderman  
4190 Jonathan N & Jessica M Washington from Nicholas Robert Zeng  
4936 Samuel Blake Despain from Robert & Deborah Butler  
5216 Van & Kimberley McVicker from Andy & Jody Benning  
5354 Sherry (Sheryl) Brown from Michael & Sherry Biggs  
5423 Vance Ramsey from George Mackie  
5430 Keith & Mary Ann Bell from Forrest & Bonita Hanes  
5539 Joshua & Elizabeth Montgomery from Adam & Bertie Leshner  
5863 Hoot Owl Properties, LLC from Charles Burns  
6342 Scott A & Michelle A Singer from Rick & Tessa Barrett  
6685 Eric W & Christina Moore from Bryan Clappe  
6822 Gary & Darla Snook from Todd & Peggy Lightner  
6911 Ron Williams, Andrew & Crystal Kuppinger from David & Melaina Polk  
7072 Shawn & Gretchen Whistler from 19393 ECB LLC  
7111 Rick & Tessa Annette Barrett from Allan & Terri Brace  
7308 Justin & Berry Keeler from Gerald D & Toni Turner  
7463 Pang Yang from Strategic Builders  
7718 Steven J & Angela D Wall from Bill & Julie Masterson Jr  
7872 Jason & Katrina Smith from Robin McDaniel  
8057 Jennifer McNaney from Cathy Marie Moore  
8152 Brent Marvin & Julie Clare Milleson from Executive Homes  
8259 Jake & Erin Hill from Tacora Custom Homes Builders  
8349 Joseph R & Sara Burkhalter from AFM Enterprises LLC  
8350 George P & Bonnie J Johnston from AFM Enterprises LLC  
8491 Eric & Megan Lee from Higgins Homes, LLC  
8500 Steven A Turman from American Lebanese Syrian Assoc Charities, Inc  
8542 Randy Nees from Highfill Properties

Mr. Harp seconded the motion. Mr. Harp, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes; Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

Mr. Mallory made the motion for Final Acceptance of the 2017 Lowry Road Water Line Project.  
Mr. Morton seconded the motion. Mr. Harp, yes; Mr. Mallory, yes; Mr. Morton, yes;  
Mr. Rhoten, yes; Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

Mr. Morton made the motion to approve Pay Request #4 (Final Pay Request and Release of Retainage) to Shrum Excavation, Inc in the amount of \$26,654.74  
Mr. Harp seconded the motion. Mr. Harp, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes;  
Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

Dr. Thomas made the motion to accept the rate increases (effective Jan 1) as presented by the District Manager.  
New Tap Fee - \$2500.00; Transfers – 150.00; Water Increase .20 cents per thousand gallons and  
Minimums - \$20.00  
Mr. Harp seconded the motion. Mr. Harp, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes;  
Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

Dr. Thomas made the motion to accept the Resolution of the REAP Grant in the amount of \$49,989.00  
Mr. Morton seconded the motion. Mr. Harp, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes;  
Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

#### **INFORMATION REPORT**

1. Monthly Operational Report
2. Report of District Engineer – Update on information concerning Hwy 20 Relocation Project
  - New Agreement signed/delivered as complete/under budget – Lowry Rd Project.

New Business:

Old Business

Dr. Thomas made the motion at 8:00 p.m. to declare an executive session. Mr. Mallory seconded the motion.

Mr. Harp, yes; Mr. Craigie, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes; Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

Board Members in attendance were Mr. Snap, Mr. Harp, Mr. Craigie, Mr. Mallory, Mr. Morton, Mr. Rhoten, Mr. Sokolosky and Dr. Thomas.

The Board asked that the District Manager leave, the Board further discussed Manager's pay raise and recommendations.

Dr. Thomas made the motion to adjourn the executive session.

Mr. Mallory seconded the motion. Mr. Harp, yes; Mr. Craigie, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes; Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

The Board came out of Executive Session and returned to regular session at 8:15 p.m.

The regular meeting was reconvened.

Dr. Thomas made the motion to accept and approve the Manager's recommendation for evaluation, holidays, wage increase and promotions. All pursuant to 25 O.S. section 307 (B) (1)

Mr. Mallory seconded the motion. Mr. Harp, yes; Mr. Craigie, yes; Mr. Mallory, yes; Mr. Morton, yes; Mr. Rhoten, yes; Mr. Sokolosky, yes; Dr. Thomas, yes; the motion carried.

The meeting was adjourned

Larry Craigie, Secretary

Written and recorded by Bonnie Jones