

Pursuant to the Open Records Act: The minutes of the LCRWS #17 are available to its members upon request. Copy rates are posted at the LCRWD #17 office and on file with the County Clerk. Minutes will also be available at our website lcrwd17@myruralwater.com

LCRWD#17 Board of Directors Meeting Minutes

January 9, 2024

- Prayer had said prior to preceding GMM by Doug Davis.
- Member questions: None.
- Roll Call: Vicki Cearnal present. Deb Butler Treasurer, present. Kendle Ortiz Secretary, present. Jean Conklin member at large, absent. Matt Pollard present. Also present was John Butler, Water Operator. Guest list see sign in sheet filed with GMM reports.
- Meeting called to order at 6:41 PM.
- Assigning board positions: Kendle Ortiz asked Vicki Cearnal if she would be willing to continue as the Chairman for the district. She stated she would. Vicki stated that she had spoken to Jean Conklin and she has agreed to take the open Vice-Chairman position. Vicki asked Deb Butler if she would be willing to continue to be the Treasurer. Deb stated that yes she would. Vicki Cearnal asked Kendle Ortiz if she was willing to continue as the Secretary and Kendle stated that yes she was. Matt Pollard was asked to serve as the member at large position and he stated that he would.
- Secretary's Report: Kendle Ortiz stated she had emailed a copy of the meeting minutes from the December 12th BOD meeting to the board. She stated that prior to the meeting Deb Butler had asked for some corrections to the minutes. Kendle stated she had revised the meeting minutes prior to the meeting to correct the grants discussed in the minutes as she had them listed in the reverse order. She had printed and distributed the revised

minutes to the board. She asked if there were any additional questions or amendments. Kendle Ortiz made a motion to approve the minutes from the December 12th meeting. Deb Butler seconded the motion. Vicki Cearnal voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried.

- Treasurer's Report: Deb Butler had already presented the Management Report at the GMM. A copy of the report and cover letter are filed with the GMM meeting minutes. She stated if she had thought it through she would have presented a condensed version for the GMM. Kendle Ortiz made a motion to approve the Treasurer's report. Vicki Cearnal seconded the motion. Vicki Cearnal voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried.
- Operator's Report: John Butler presented his operator's report to the board. A copy of the operator's report is filed with the meeting minutes. There was a lengthy discussion regarding the operator's report and upcoming projects. Vicki thanked John for his report and good work. Vicki asked John if he would be willing on Saturday to turn off water at the meters of members who lived out of the area if they requested that the water be turned off. John stated he would be willing to do that. Vicki stated she would send out an alert to customers for the upcoming cold spell and let them know they can request to have their water turned off at the meter.
- Adjourn to Executive Session: Vicki Cearnal made a motion to adjourn to executive session. Kendle Ortiz seconded the motion. Vicki Cearnal voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried. Adjourned to executive session at 6:50 PM.
 - Meet with potential Apprentice: There was a lengthy discussion regarding the candidate for Apprentice. Matt Pollard stated that he had worked with Mr. Balzanna in the past and thought he was an excellent worker and he would have no reservations on offering him a position. Vicki stated that she had hired him to do some work for her in the past and thought he would be a good fit for the district.

There was a lengthy discussion regarding the candidate. Mr. Balzanna was asked to join the board in the interior office. Mr. Balzanna asked regarding a work phone. Deb stated that for now John had the district phone and for now he would be fielding the incoming phone calls and the he would contact Mr. Balzanna regarding any issues that came up. Vicki explained our phone tree system to Mr. Balzanna. Mr. Balzanna asked that an outlined training and milestone goals be put into writing that would be signed by him and the district prior to him accepting the position. He stated he did not like surprises. Vicki Cearnal stated that was a reasonable request. Deb Butler stated that they were currently in the process of doing that now. She stated that there was a six layered plan and John was working on a detailed training plan. She stated that a calendar and general direction for focus of training should be available by the end of the first month of training. She stated that this was the district's first attempt at putting together a comprehensive training program for an apprentice so it was a work in progress. She stated that Mr. Balzanna should speak up if he has questions or is unclear about any part of his training. There was a discussion regarding where he lives and his ability to get to and from work. There was a discussion regarding a second work truck for his use. Deb stated we had applied for a grant to purchase a second work truck but we would not know about that grant until the spring. She stated that he would be coming to work and then would be riding with John Butler for his training for the next year. She stated that the district did not expect him to use his personal vehicle for work on the water line. He would simply need to commute to work then he would ride with John in the district vehicle. There was a lengthy discussion regarding work hours and responsibilities.

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- Return to Regular Agenda: Vicki Cearnal made a motion to return to regular agenda. Kendle Ortiz seconded the motion. Vicki Cearnal voted

yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried. Return to regular agenda at 7:16 PM.

- Old Business:

- Update on Grants and Loans: Deb Butler presented the board with a printout with a report on grants. Copy of the report filed with the meeting minutes. There was a lengthy discussion regarding the grants and loans. Deb stated that there was an upcoming grant that had to be filed by January 16th but that it was a 50/50 matching grant and at this time we did not have the finances to do that type of matching grant so the district should wait and look for a grant with possibly no matching portion in the near future. John Butler presented the board with a printout regarding the RIG grant that the district had just been awarded. Copy of the printout filed with meeting minutes. There was a lengthy discussion regarding the upcoming project. John stated that the parts that would be ordered for the upcoming project would be stored at the office building. John stated that for security he thought that a camera system should be installed at the office building. Vicki stated that as soon as the parts came in we needed to make sure and add them onto our insurance policy so that they would be covered in case of anything happening to them. There was a lengthy discussion regarding storing the new parts at the office. John stated the district should reach out to Emergency Management and the Tulsa Food Bank for the upcoming cold snap that was upcoming to secure drinking water for any members who lost water service during that time due to freezing. Vicki stated she would reach out to them regarding this issue. Matt Pollard asked John if Curtis Faulkenberry had a set rate for emergency work was it just decided by what he wanted to charge. John stated that the line work for the installation for the RIG grant would be a set price that Mr. Faulkenberry would submit a bid for. John stated that other work done by Mr. Faulkenberry was done for

\$85.00 an hour with a three hour minimum. There was a lengthy discussion regarding billing for his work.

- New Business:
 - System purchases/immediate needs: He stated that Gary Rose had an extra camera system that he would sell the district for cost. There was a lengthy discussion regarding the camera and a system to install at the office. Ken Winkenwerder stated he had two cameras that he was not using that had six months of service prepaid on them that he would be willing to loan to the district. Vicki stated that would be preferable to buying something. Vicki thanked Ken for his loan of the equipment. He and John would see about getting the cameras set up at the office building.
 - Sign and approve RIG grant agreement: Deb presented the RIG grant agreement. There was a lengthy discussion regarding the agreement. Vicki Cearnal signed the agreement as Board Chairman. Kendle Ortiz signed and attested her signature and applied the district seal to the agreement.
 - Resolution for Grant Application: It had been discussed prior during the grant discussions that we would not be applying for this grant so we did not need a resolution.
- Open Member Discussions: Vicki Cearnal asked Deb if the \$6,000 to pay the engineer for the booster repair was in the budget for 2023. Deb stated no. Vicki asked if it was in the budget for 2024 and Deb stated no as we were waiting to see if we would be approved for the grant first and we have since been denied that grant. Vicki stated we should add paying the engineer the \$6,000 should be added to the February agenda then. Deb stated that Mena Water had sent an email stating that they wanted to renew our agreement with them. Vicki stated she would forward the email to Dean Warren our attorney for him to review and would discuss this with him.

- Adjournment: Vicki Cearnal made a motion to adjourn the meeting. Kendle Ortiz seconded the motion. Vicki Cearnal voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried. Meeting adjourned at 7:53 PM.

Signed: *Vicki Cearnal*

Seal:

