

**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](mailto:lcrwd17@myruralwater.com)**

## LCRWD#17 Board of Directors Meeting Minutes

July 9, 2024

- Jean Conklin led the meeting with a prayer.
- Roll Call: Vicki Cearnal Chairman, present. Jean Conklin Vice-Chairman, present. Deb Butler Treasurer, present. Kendle Ortiz Secretary, present. Matt Pollard, member at large, absent. Also present were John Butler, Water Operator and Sean Balzanna, Operator apprentice.
- Meeting called to order at 6:03 PM.
- Secretary's Report: Kendle Ortiz had emailed the board a copy of the BOD meeting minutes from June 11<sup>th</sup>. Kendle asked if there were any questions or amendments to the minutes. It was noted that on page two in the treasurer's report that Deb had not stated that a grant had been applied for as the cost of the project had not been obtained as of yet. Also the wording on page three that John had stated was incorrect and that he had asked not stated. Kendle stated she would amend that. Kendle asked if there were any other amendments. There were none. Deb Butler made a motion to accept the meeting minutes from June 11<sup>th</sup> with the amendments made. Jean Conklin seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Motion carried.

- **Treasurer's Report:** Deb Butler presented the Treasurer's report to the board. Copy of the report filed with the meeting minutes. There was a lengthy discussion regarding the Treasurer's report. Deb stated that tomorrow the adjuster would be out to look at the office building roof for the insurance claim. Jean asked if the estimates had been obtained. Deb stated yes and they had been submitted to the insurance company. There was a lengthy discussion regarding the past due accounts. There was a discussion regarding some of the accounts that had been disconnected. There was a discussion regarding bad debt and possibly writing it off. Deb stated that it made sense to keep it for a year before writing it off as bad debt. She stated that the debt would stay with the property and that debt would be addressed with the new owner. There was a lengthy discussion regarding the problems with mail being lost or late. Vicki stated that this seemed to be a problem for all the water districts not just ours. Kendle stated that there was a problem with district 3 as well. Kendle stated that the postal service is now rerouting mail from Tulsa to Oklahoma City and this was causing further delays and problems. Vicki stated she would like to let the customers know about the new mail process as it is causing further difficulties with mail delivery. There was a lengthy discussion regarding new meter installations and the cost of installation. Kendle Ortiz made a motion to accept the Treasurer's report. Jean Conklin seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz 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. John stated he had emailed a copy to the board and asked if there were any further questions. There was a lengthy discussion regarding the operator's report. John stated that there had been three leak repairs since the last meeting. There was a lengthy discussion regarding water loss and the district's water loss percentage. Deb asked if there were any other process or way of finding and fixing water leaks. John stated that they were doing

everything possible. He stated he was waiting for ORWA to come and assist the district with finding water leaks. There was a discussion regarding Peter Dandy and having him assist with leak finding. There was a lengthy discussion regarding tires and maintenance for the truck. The board stated that John should have the oil change done as that was routine maintenance for the truck and that we would reevaluate the district's finances at the August BOD meeting to see if we could afford tires for the truck. Sean stated that possibly the district could purchase the tires two at a time to help mitigate the financial burden. Sean Balzanna presented his operator's report to the board. There was a lengthy discussion regarding his report. He stated that he would continue with the ODOT project and hoped to finish that soon. Vicki thanked John and Sean for their reports and hard work.

- Old Business:
  - Grants Update: Deb Butler stated that there were no new updates to present. She stated that we are waiting for Mears Engineers to do the job after it is approved by the board for them to proceed. She stated we had to wait for his input before we could proceed. There was a lengthy discussion regarding payment for Mears Engineers. It was proposed that we could pay them half up front and the other half upon completion. Deb stated that if a grant was obtained for the engineering costs those would be paid directly to the engineers and we needed to make sure that we would be refunded any monies paid to them in that case. There was also a stipulation about interest being applied after 30 days. Deb stated that if we pay half up front and the other half at completion we should not have to pay interest. Vicki will talk to Mears about the contract and about the interest charges. There was a lengthy discussion regarding the time line for grants and the NOV from DEQ.

- New Business:

- Hardship agreement approval: There was a lengthy discussion regarding the hardship agreement. Deb stated that the customer had a large leak and that they were good customers. There was a lengthy discussion regarding leak insurance. Deb Butler made a motion to approve the hardship agreement. Kendle Ortiz seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Motion carried.

- Grant Resolutions (3):

1. USDA Search grant for engineering of Booster 1 and 3 remediation as required by DEQ Notice of Violation:

**RESOLUTION**

**AUTHORIZING RESOLUTION FOR APPLICATION FOR UNITED STATES DEPARTMENT OF AGRICULTURE PREDEVELOPMENT PLANNING GRANT**

WHEREAS Rural Water District #17 in LeFlore County has a water loss ratio between 50-70% monthly due to poor installation of the water line 24 years ago that has depleted their resources; and there is danger of loss of water service for customers and

WHEREAS, Rural Water District #17 in LeFlore County is financially incapable of remedying the situation which threatens the public health and welfare of the people of Big Cedar, Oklahoma; and

WHEREAS, It is justifiable and in the best interest of the citizens of Big Cedar, Oklahoma, in LeFlore County, to expedite the preparation and submission of an application for financial assistance to resolve issues in the Pipe Springs area and seek a USDA Predevelopment Planning Grand for \$13,150.00.

NOW THEREFORE, BE IT RESOLVED that a situation is hereby recognized and declared to exist in LeFlore County, Oklahoma and Vicki Cearnal, Chairperson of the Board, and/or Deborah Butler, Treasurer, are hereby authorized and directed to sign an application and related documents necessary to file and

process the grant on behalf of Rural Water District #17 in LeFlore County, Oklahoma.

2. RIG (3) up to the maximum for Booster 1 and 3 remediation as required by DEQ Notice of Violation:

RESOLUTION

AUTHORIZING RESOLUTION FOR APPLICATION FOR  
OKLAHOMA RURAL WATER ASSOCIATION RURAL  
INFRASTRUCTURE GRANT

WHEREAS Rural Water District #17 in LeFlore County has a water loss ratio between 50-70% monthly due to poor installation of the water line 24 years ago that has depleted their resources; and there is danger of loss of water service for customers and

WHEREAS Rural Water District #17 in LeFlore County is financially incapable of remedying the situation which threatens the public health and welfare of the people of Big Cedar, Oklahoma; and

WHEREAS It is justifiable and in the best interest of the citizens of Big Cedar, Oklahoma, in LeFlore County, to expedite the preparation and submission of an application for financial assistance to resolve issues in the Pipe Springs area and seek and Oklahoma Rural Water Association Rural Infrastructure Grant for no more than \$100,000.

NOW THEREFORE, BE IT RESOLVED that a situation is hereby recognized and declared to exist in LeFlore County, Oklahoma and Vicki Cearnal, Chairperson of the Board, and/or Deborah Butler, Treasurer, are hereby authorized and directed to sign an application and related documents necessary to file and process the grant on behalf of Rural Water District #17 in LeFlore County, Oklahoma.

3. ORWB grant to the maximum for Booster 1 and 3 remediation as required by DEQ Notice of Violation:

RESOLUTION

AUTHORIZING RESOLUTION FOR APPLICATION FOR  
OKLAHOMA RURAL WATER BOARD RURAL ECONOMIC ACTION  
PLAN GRANT

WHEREAS Rural Water District #17 in LeFlore County has a water loss ratio between 50-70% monthly due to poor installation of the water line 24 years ago that has depleted their resources; and there is danger of loss of water service for customers and

WHEREAS Rural Water District #17 in LeFlore County is financially incapable of remedying the situation which threatens the public health and welfare of the people of Big Cedar, Oklahoma; and

WHEREAS It is justifiable and in the best interest of the citizens of Big Cedar, Oklahoma, in LeFlore County, to expedite the preparation and submission of an application for financial assistance to resolve issues in the Pipe Springs area and seek and Oklahoma Rural Water Board Rural Economic Action Plan Grant for no more than \$150,000.

NOW THEREFORE, BE IT RESOLVED that a situation is hereby recognized and declared to exist in LeFlore County, Oklahoma and Vicki Cearnal, Chairperson of the Board, and/or Deborah Butler, Treasurer, are hereby authorized and directed to sign an application and related documents necessary to file and process the grant on behalf of Rural Water District #17 in LeFlore County, Oklahoma. Kendle Ortiz made a motion to accept all three resolutions as read into the minutes. Jean Conklin seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Motion carried.

- Engineering contract: There was a lengthy discussion regarding payment of the engineering costs. Vicki stated that she would email Mears Engineering with the amendments to the contract regarding

payment and interest as well as repayment of monies paid by the district in the event a grant pays the costs directly to Mears. Deb Butler made a motion to authorize Vicki Cearnal to negotiate the deal with Mears Engineers and get the contract signed and have them start the project. Jean Conklin seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Motion carried.

- Open Member Discussions: John Butler stated that he had submitted the extra stage II sample and will get the second result to see if it is still as high as in 2022. He stated if it is still high then we should probably talk to Freedom Water regarding possible chlorination at the state line. Mena is to provide the district with properly chlorinated water and this would be proof that it is not and they should half to take on the expense of the chlorination station and proper water quality.
- Adjournment: Vicki Cearnal made a motion to adjourn the meeting. Deb Bulter seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Motion carried. Meeting adjourned at 7:08 PM.

Signed: \_\_\_\_\_

*Vicki Cearnal*

Seal:

