

Pursuant to the Open Records Act: The minutes of the Rural Water District No. 17, LeFlore County are available to its members upon request. Copy rates are posted at the RWD No. 17 LC office and are on file with the County Clerk. Minutes will also be available at our website lcrwd17@myruralwater.com

Rural Water District No. 17, LeFlore County

Board of Directors Meeting Minutes

November 12, 2024

- **MEETING CALLED TO ORDER** at 6:00 PM.
- John Butler led the meeting with a **PRAYER**.
- **ROLL CALL:** Present: Vicki Cearnal, Chairman; Jean Conklin, Vice-Chairman; Deborah Butler, Treasurer.

Absent: Kendle Ortiz, Secretary. (Open Seat, Member at Large)

Visitors: John Butler, Water Operator; Doug Davis, Vicki Davis, Anita and Mr. Higgins, Ken Winkenwerder, Tia Pollick, Buck Roba, Kelly Pipkins.

Sign in sheet will be filed with BOD reports.

- **SECRETARY’S REPORT:** Jean Conklin read the minutes for the October 8, 2024 BOD Meeting. Vicki asked if there were any questions or amendments of those meeting minutes. Hearing none, Deborah Butler moved and Vicki Cearnal seconded to accept the BOD Meeting minutes from October 08, 2024.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

The October 8, 2024 BOD Minutes were approved.

Jean Conklin read the minutes for the November 02, 2024 Special Meeting. Vicki asked if there were any questions or amendments of those meeting

minutes. Hearing none, Deborah Butler moved and Vicki Cearnal seconded to accept the Special Meeting minutes from November 02, 2024.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

The November 02, 2024 Special Meeting Minutes were approved.

- **TREASURER'S REPORT:** Deb Butler had emailed the Treasurer's report to the board prior to the meeting. The balance in checking is \$12,776.05. Copy of the report will be filed with the meeting minutes. Vicki asked if there were any questions or amendments to the Treasurer's Report. Hearing none, Vicki Cearnal moved and Jean Conklin seconded to accept the Treasurer's Report.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

The November 12, 2024 Treasurer's Report was approved.

- **OPERATOR'S REPORT:** John Butler had emailed the Operators' Report to the board prior to the meeting. John voiced appreciation to Vicki for obtaining easements for standpipe. A copy of the operator's report will be filed with the meeting minutes. Vicki thanked John for his reports.

- **OLD BUSINESS:**

A. Grants Update:

1. Vicki indicated she filed the Drought Resiliency Grant Application. We should expect to hear after January 1.
2. Vicki mentioned there is another grant that we may be eligible to apply for = \$125,000 for small equipment.
3. Vicki has been invited to attend the Water Finance Exchange meeting in Tulsa. The meeting may open more grant application opportunities.

- B. Review of 11/02/24 Special Meeting:** Vicki summarized the focus of the meeting was an overview of the year; what we need to accomplish next year; what we did well; and what needs improvement.

C. Policy and Procedure Amendment and the 2025 Proposed Budget

Discussion: Because the Secretary was absent. Vicki Cearnal moved and Jean Conklin seconded to table the Policy and Procedure Amendment and the 2025 Proposed Budget discussion.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

The Policy and Procedure Amendment and the 2025 Proposed Budget Discussion was tabled.

• **NEW BUSINESS:**

A. Board Appointment: Vicki Cearnal moved and Jean Conklin seconded to appoint Doug Davis to the open seat vacated by Matt Pollard.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

Doug Davis was appointed to fill the open board seat. Doug was welcomed by the board and thanked for his willingness to serve.

B. Approve Invoices for CNO Grant payment(s) of \$246,565.53 as follows:

1. Application or Permit to construct (DEQ) = \$10,028.53

2. Invoice 1, Walls Engineering: 90% basic engineering = \$236,628.00
Vicki Cearnal moved and Jean Conklin seconded to approve payment of the CNO Grant Invoice.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

ABSTAIN: Doug Davis

Payment of CNO Grant Invoices was approved.

C. Review for action amended engineering to include DWSRF funded additional scope of construction, if awarded: Will sign off on amending project budget which is contingent on getting additional DWSRF funding, which we may or may not get it. Deb Butler moved and Jean Conklin

seconded to accept additional fees for DWSRF grants only if we received additional funding.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

ABSTAIN: Doug Davis

Additional fees for DWSRF grants will be accepted only if we receive additional funding.

- D. Resident Project Representative for CNO/DWSRF project:** Vicki explained we need to locate someone or hire an inspection company prior to the inception of the CNO/DWSRF project. Vicki Cearnal moved and Jean Conklin seconded to table the Resident Project Representative discussion.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

ABSTAIN: Doug Davis

The Resident Project Representative discussion was tabled.

- E. Review and action on Office Manager.** Deborah suggested the Office Manager position will be part time initially: 3 hours/day, 5 days/week (64 hrs/month) @ \$17.50/hr. Responsibilities will initially include Billing, Customer Service, Accounts Payable, and Accounting. As grants move forward, the need for Office Manager will grow to include taxes, insurance, and other office duties. 2 grants have outlined that we need to separate the duties from volunteers. (The Choctaw grant specifies office personnel.) Deborah would like to begin the search to identify candidates; she suggested she do the 1st interview with all candidates, then present the chosen candidate to the board for approval, all within the next 30 days. Jean recommended the initial interview be with 2 board members. Jean Conklin moved and Vicki Cearnal seconded to have Deborah post for Office Manager position and begin setting up interviews.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

ABSTAIN: Doug Davis

Deborah will post for Office Manager and begin setting up interviews.

- F. **Review and action on Operator Helper.** John Butler suggested the Operator Helper will initially be 15 hours/week. He would like to post the job opening with the same criteria we used previously. This position is not as urgent as the Office Manager, but he feels that it does need filled as soon as possible since we are soon going to be having a lot going on in the district. Doug suggested putting the job opening on the water district alerts. Vicki clarified that she tries to use text alerts for water outages, boil orders, etc, and uses emails for news. Ken mentioned the position can be advertised on the website. Deborah Butler moved and Vicki Cearnal seconded to have Deborah post for Operator Helper position and begin setting up interviews.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

ABSTAIN: Doug Davis

Deborah will post for Operator Helper and begin setting up interviews.

- G. **Building Endowment Scope of Work.** Concerning the pending \$20,000 endowment that our district is due to receive soon, Vicki suggested we prioritize and clarify what we would like done to the building, and that we need 3 bids for any work done.

1. Deborah stated she would like to see 1st the building preserved / metal siding / windows replaced. Then if we have funds, add an interior office door for privacy and a window installed in the wall to allow the worker to be able to see anyone coming in the door. Doug suggested an exterior ramp & handrail / handicapped toilet.
2. Doug asked about the long-term goal for the building. Vicki stated that has not been established.
3. Vicki stated the USDA has asked to inspect the site prior to releasing grant funds. There are no building codes here / but we have never been asked to provide an inspection.

4. Doug volunteered to take on the project to define the scope of work.
5. Deborah suggested we try to find a grant for the ramp and handi-capped access / bathroom.

H. **Consideration to sell used Leak Detection Equipment.** John Butler requested permission to sell the used leak detection equipment because the third RIG grant provided new state-of-the-art leak detection equipment. There was discussion about the advisability of keeping the old equipment for backup, but John feels it's not needed since he has not used it since the new equipment arrived, and they do have a lesser-quality backup that could be used if necessary. Deborah Butler moved and Vicki Cearnal seconded to allow John to advertise to sell the used leak equipment.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

ABSTAIN: Doug Davis

John will advertise to sell the used leak detection equipment.

I. **Board Duty Review.** Because the Secretary was absent. Vicki Cearnal moved and Deborah Butler seconded to table the Board Duty Review until the January 2025 board meeting.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

ABSTAIN: Doug Davis

The Board Duty Review was tabled until the January 2025 board meeting.

• **OPEN MEMBER DISCUSSIONS:**

- A. Buck Roba expressed his frustration with low-pressure/no pressure on his 2 Pipe Springs properties.
- B. Kelly Pipkins expressed that some members don't feel they are well informed about our water business. He offered to go through our membership list and highlight those who need regular updating. Kelly requested financials for 2021 to date, grant information, bank statements

and receipts. He indicated he was able to accept the documents via email. Vicki responded that we will certainly provide any records requested per the Oklahoma Open Records Act. Vicki also reminded Kelly that the amount of records in email could consist of large files. He indicated he understood.

C. Ken Winkenwerder mentioned that the minutes need to be sent to him so he can keep the website updated.

- **Adjournment:** Vicki Cearnal moved and Deborah Butler seconded to adjourn the meeting.

AYE: Vicki Cearnal, Jean Conklin, Deb Butler.

NAY: N/A

ABSTAIN: Doug Davis

The meeting was adjourned at 8:03pm.

Signed: _____

Seal: