

Pursuant to the Open Record's 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 on file with the County Clerk. Minutes will also be available at our website lcrawd17@myruralwater.com

Rural Water District No. 17, LeFlore County

Board of Directors Meeting Minutes

December 10, 2024

- Call to Order: Vicki Cearnal called the meeting to order at 6:00 PM.
- Prayer: David Conklin opened the meeting with prayer.
- Roll Call: Vicki Cearnal, Chairperson, present. Jean Conklin, Vice-Chairperson, present. Deborah Butler, Treasurer, present. Kendle Ortiz, Secretary, present. Doug Davis, Member at Large, present.
- Secretary's Report: The minutes from the November 12th BOD meeting had been emailed to the board prior to the meeting. Kendle Ortiz asked if there were any questions or amendments. Vicki Cearnal stated that on page two where it stated that she had attended the Water Finance Exchange meeting in Tulsa, the meeting was in Oklahoma City and that needed to be amended. Doug Davis made a motion to accept the meeting minutes from November 12th with the amendment stated. Jean Conklin seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Deborah Butler voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried.
- Treasurer's Report: Deborah Butler had emailed a copy of the Treasurer's report to the board prior to the meeting. A copy of the report will be filed with the meeting minutes. Deborah asked if there were any questions regarding the report. There were none. Kendle Ortiz made a motion to accept the Treasurer's report. Doug Davis seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Deborah Butler voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried.
- Operator's Report: John Butler had emailed a copy of the Operator's report to the board prior to the meeting. A copy of the report will be filed with the meeting minutes. There was a lengthy discussion regarding the leak at the Kiamichi River. There was a lengthy discussion regarding bypassing the line utilizing the bridge. John stated that he had not received any applications for a helper as of yet. Doug had a question about the amount of water loss from the leak at the river. There was a discussion regarding the amount of water lost. John was thanked for his report.

- Old Business:
 - a. Grants update: Deborah Butler stated that we had completed the USDA this month. She stated we are at the beginning of the Choctaw Nation grant and things are moving along just fine.
 - b. Updates on hiring positions: Deborah Butler stated that she had received one application but that the person who applied did not wish to work a full-time position and she was waiting to see if there were any more applications before presenting the application to the board. John Butler stated he had not received any applications as of yet. Deborah stated they had been running the ads for about three weeks now. They had also posted the job in Whitesboro. John stated they were going to be expanding the search by reaching out to the college and Kiamichi Tech. Deborah stated she had also reached out to the Choctaw Nation HR department as well.

- New Business
 - a. Review and action to include possible 2025 Budget approval: Vicki Cearnal made a motion to table this discussion until after the Executive Session. Deborah Butler seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Deborah Butler voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried.
 - b. Review of building endowment scope of work: Vicki Cearnal stated there had been an anonymous source of endowment to the district for the office building. Doug Davis stated he had met with a contractor who had experience with this type of work and he came with Doug and looked over the office building and took measurements. He stated he would give Doug Davis a scope of work and statement of cost that would include what was must have and what would be nice to have. Vicki Cearnal stated once we have that we can then put the project out for bids.
 - c. Set Calendar for 2025 Meetings – Special Meeting date for the January Annual Meeting: There was a lengthy discussion regarding the meeting dates. The board agreed that Saturday January 25th at 2:00 PM would be a good day for the Annual Membership Meeting with the regular Board meeting to follow immediately after the Annual Membership Meeting. The board agreed there was no need to change the remaining regular meeting dates from the second Tuesday of every month at 6:00 PM as it has been. Doug Davis made a motion to set the meeting date for the Annual Membership Meeting to Saturday January 25th at 2:00 PM and the remaining Board Meeting dates will be the second Tuesday of each month at 6:00 PM. Kendle Ortiz seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Deborah Butler voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried.
 - d. Policy preparation and action for document requests under Open Records Act: There was a discussion regarding document requests and charges for the document requests. Vicki Cearnal stated she would like to discuss the charges for document requests with other districts and see what they have to say before we make a decision. Deborah Butler made a motion to table this discussion until the Board Meeting in January. Vicki Cearnal seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye.

Deborah Butler voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried.

- e. Approval of invoice(s) to submit to Choctaw Nation of Oklahoma for payment: Deborah Butler presented the board with a copy of the invoice to be presented to the board for the balance owed to Wall Engineering. She stated that she would like to ask Wall Engineering to put the project out for bids. Deborah Butler made a motion to approve the invoice for \$29,292.00 to be processed to the Choctaw Nation for the balance due to Walls Engineering. Doug Davis seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Deborah Butler voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried.
- f. Potential approval for emergency funds should there be a total break in the water line at the Kiamichi River bridge just south of Muse on River Road: Vicki Cearnal stated we needed to know the cost of the project before we could approve funding for it. John Butler stated he was working on that but he believes it will cost between \$7,000 and \$9,000 for the bypass of the waterline in the Kiamichi River. Deborah Butler stated that we might be able to call FEMA if customers would be out of water or if the water quality has suffered that would constitute an emergency as well. John Butler stated he will be doing an additional Bac-T test tomorrow and will continue to monitor the water quality. Kelly Pipkins stated we might want to issue a boil advisory. Vicki Cearnal stated that was a very good idea and we would be issuing a boil advisory to the customers involved. Vicki Cearnal stated that Jim Grider with Human and Health Services with IHS might be able to assist.
- g. Discussion and possible action regarding (repair/sell) Ford truck: John Butler stated that the batteries will not stay charged and he has it on a charger to attempt to keep it going. He was asked if it still ran. He stated he could get it to charge but he had to make several attempts to get it started, especially when it is cold. He stated that new batteries would run about \$500.00. He stated that the plug for the block heater had been cut off at some point. Doug Davis stated he could replace the plug cord for the block heater. He thinks he even might have one. He stated he would come out tomorrow and put it on. He stated he also had a tester for the batteries and could check if they are bad or not. Doug Davis made a motion to table discussion of the truck until the January Board meeting. Kendle Ortiz seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Deborah Butler voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried.
- h. Open Member Discussions: Vicki Cearnal asked if any member had any comments or questions prior to the Executive session as it was cold outside and we did not know how long the Executive session would run. Buck Roba stated that he was out of water again. He stated there was a lot of low pressure and that he had no water every night. Kelly Pipkins also stated that he was having problems with loss of water and water pressure. There was a lengthy discussion regarding the problems with the water at Pipe Springs and the booster stations. Kelly Pipkins and Buck Roba were both adamant that John Butler should up the pressure at the pump back to the old pressure. John Butler stated that upping the pressure on the pump could potentially blow out the waterline. There was a lengthy discussion regarding the pressure at the pump. Vicki Cearnal stated that

she would reach out to our engineer Aaron Mears to see if he was available to have a Special Meeting with Mr. Roba and Mr. Pipkins to discuss the situation at Pipe Springs. Mr. Roba stated he was available Mondays, Tuesdays and Wednesdays. Mr. Pipkins stated those days would work for him as well. Vicki Cearnal stated she would ask Aaron Mears for a meeting as soon as possible on one of those days to discuss with them the situation. Vicki Cearnal asked Doug Davis if he would reach out to the other customers in the Pipe Springs area and speak to them about their water service prior to the meeting so that we would have their input as well for the discussion. There was a discussion regarding Loretta Perry she had moved and there was some confusion regarding the new owner. Vicki stated she had spoken with the new owner and she would give Deborah Butler the information. John Butler stated that he had spoken with Loretta Perry and she was going to pay her final bill.

- i. Executive session – Personnel: Kendle Ortiz made a motion to adjourn to Executive Session. Doug Davis seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Deborah Butler will abstain from the Executive session for the Personnel discussion. Kendle Ortiz voted aye. Doug Davis voted aye. Adjourned to Executive session at 7:03 PM. Vicki Cearnal moved to come out of Executive session. Kendle Ortiz seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried. Adjourned from Executive session at 7:24 PM. Kendle Ortiz made a motion to adjourn to regular session. Doug Davis seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried. Returned to regular session at 7:26 PM. Kendle Ortiz made a motion to move John Butler’s salary as discussed in the Executive session. This is not a punitive action but in the best interest of the district. Vicki Cearnal seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried.
 - j. Review and action to include possible 2025 Budget approval: There was a discussion regarding the budget adjusted for John Butler’s salary. There was a discussion regarding the water loss number. Vicki Cearnal stated this was a bit off topic but she thought it would be a good idea to leave a copy of the minutes and the Treasurer’s reports for the members to view if they wanted. Kendle Ortiz stated we could leave the copies by the sign in sheet for the members. Deborah Butler made a motion to approve the proposed budget for 2025. Doug Davis seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Deborah Butler voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried.
- Adjournment: Kendle Ortiz made a motion to adjourn the meeting. Deborah Butler seconded the motion. Vicki Cearnal voted aye. Jean Conklin voted aye. Deborah Butler voted aye. Kendle Ortiz voted aye. Doug Davis voted aye. Motion carried. Meeting adjourned at 7:44PM.

Signed: _____