CREEK COUNTY RURAL WATER DISTRICT #2

BOARD OF DIRECTORS MEETING

April 11, 2017

The meeting was called to order at 5:30 p.m. by Harvey Morris, President. The roll was called and a quorum was recognized.

**BOARD MEMBERS PRESENT:** **BOARD MEMBERS ABSENT:**

Harvey Morris, President

Bill Martin, Vice-President

Pat Scott, Secretary

Charles Volturo, Treasurer

Larry Bayouth, Member

Roy Kirby, Member

Bergen Young, Member

**EMPLOYEES & GUESTS PRESENT:**

District staff: Dorothy Greek, Manager: Cindy Hubbell, Admin. Asst.: Marty Lademann, Field Supervisor: John Leibherr, Asst Field Sup.: Joy Kotey, and Ryan Smith, Engineers with Poe and Associates, Jim Roberts and Chris Burton, with Burton Development, and Tim Fox, customer.

**2. VISITORS' BUSINESS:**

1. Vote to enter into Executive Session:
2. **Motion:** by Bergen Young, second by Larry Bayouth, to enter into Executive Session. Time 5:35p.m.

Cindy Hubbell and Ryan Smith were invited to stay.  **For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

1. **Motion:** by Bergen Young, second by Larry Bayouth to end Executive Session. Time 6:15p.m.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**F. Motion:** by Charles Volturo, second by Bergen Young, in regards to the land at 131st St. and Lewis, in reviewing a design submitted by Jarad Jones for the subdivision, they would like to relocate the parcel of land that we had originally decided to retain, to a location further west. The Board agrees, but as a basis of that, proposes (2) 12” lines be run from the site of the new option (A) parcel, which is further west than the original parcel, east, past the proposed entrance into the addition, and past Lot #1 into the reserve area. The reason for that is to avoid future destruction of their property and entrance gate.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**3. PROJECT ENGINEER’S REPORT:**

1. Joy Kotey discussed progress on the Creek 2 improvements: Contract #1: Water Tower, Maguire Iron and sub-contractor Brothers Electric are working on project.

Water line sub-contractor is working and connecting inflows to the pump station. We are waiting on painter to come back and paint lettering on tower. Kalka Construction Co. and Jerry’s Construction Co. are finished with their punch list, and there will be a final inspection on Thursday. There were two different change orders from our tank contractor; one is for an outside light installed on the base cone of the tower, above the entry door. It wasn’t specked on the plan but one of the field people mentioned it and Brothers Electric installed it and charged $865.75. It will be put in the next month's change orders to be approved. The second change order is in the amount of $6,371.00; it is for a grounding loop. There is no regulatory requirement for a lightning rod, and it is not required, but can be added later. There were no specks in the original tower plan for lightning protection. This item will be approved next month.

**B. Discussion/vote;** on Pay Request #9 in the amount of $17,400.00 for Maguire Iron, Inc., as recommended by Joy Kotey, Engineer.

**Motion:** by Bill Martin, second by Roy Kirby, to approve Pay Request #9 in the amount of $17,400.00 for

Maguire Iron, Inc, as recommended by Joy Kotey, Engineer.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**C. Discussion/vote;** on Pay Request #9 for Cherokee Pride in the amount of $137,849.28, as recommended by Joy Kotey, Engineer.

**Motion:** by Charles Volturo, second by Bill Martin, to approve a Pay Request #9 for Cherokee Pride in the amount of $137,849.28 as recommended by Joy Kotey, Engineer.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**D. Discussion/vote;** on Pay Request #9 for Jerry’s Excavation, Inc. in the amount of $53,703.98, as recommended by Joy Kotey, Engineer.

**Motion:** by Pat Scott, second by Roy Kirby, to approve Pay Request #9 for Jerry’s Excavation, Inc. in the amount of $53,703.98.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**E. Discussion/vote;** on Pay Request #10 (February) in the amount of $20,572.74 for Poe and Assoc. Inc. as recommended by Joy Kotey Engineer.

**Motion:** by Pat Scott, second by Roy Kirby, to approve Pay Request #10 (February) in the amount of $20,572.74 for Poe and Assoc. Inc.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**F.**. **Discussion/vote;** onChange Order No. 13 for Maguire Iron, in the amount of (plus) $4,125.00, an increase for the difference in material cost between 8-inch and12-inch fittings, in order to accommodate the installation of 12-inch fittings to the existing pump station discharge line as recommended by Joy Kotey Engineer.

**Motion:** by Bill Martin, second by Pat Scott, to approve Change Order No. 13 for Maguire Iron, in the amount of (plus) $4,125.00, an increase for the difference in material cost between 8-inch and12-inch fittings, in order to accommodate the installation of 12-inch fittings to the existing pump station discharge line.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**G. Discussion/vote;** onChange Order Request #11, for Cherokee Pride Construction, in the amount of (minus) $50.00, a credit, which replaces the 6”x6” x6” tee and 6” blind flange originally designed for the east tie-in for Waterline “E” with a 2” x2” x2” tee and a 2” gate valve, as explained by Joy Kotey.

**Motion:** by Charles Volturo, second by Pat Scott, to approve Change Order Request #11, for Cherokee Pride Construction, in the amount of (minus) $50.00, a credit, this replaces the 6”x6”x6” tee and 6” blind flange, originally designed for the east tie-in for Waterline “E” with a 2” x2” x2” tee and a 2” gate valve.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**H. Discussion/vote;** onChange Order Request #12, for Cherokee Pride Construction, in the amount of (minus) $9,107.88, a credit, to replace the originally designed west tie-in for Waterline “A” to a “hot tap” connection,

as recommended by Joy Kotey Engineer.

**Motion:** by Charles Volturo, second by Roy Kirby, to approveChange Order Request #12, for Cherokee Pride Construction, in the amount of (minus) $9,107.88, a credit, to replace the originally designed west tie-in for Waterline “A” to a “hot tap” connection,

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**4. WATER AND FIELD REPORT:**

1. Report and discussion from Field Supervisor, Marty Lademann . Monthly water loss is 18.02%. The 91st St. road bore is the only bore left to do on Cherokee Pride’s contract. He believes there is 800’ of pipe left to lay. Next month the water loss will start to look better. We are going to start documenting line breaks to determine if lines are breaking due to age, mis- marking, or contractor error.

A customer that lives near the old Berry pump station called and told us the power pole was leaning. The service pole attached to the pump building was rotted and had to be replaced by our electrician.

**Presley Heights**: Mr. Wallace met with the Bixby Fire Marshal and Bixby city officials concerning the flow test that Marty performed for the Presley Heights Development, we have met all the requirements that need to be met for the City of Bixby, and there is no longer a need for a fire suppressant valve to be attached from the City of Bixby water line to our water line. The City of Bixby will need to contact the office to discuss how we will bill sewage. There are over 100 lots in the development that will need to be served.

**Briar Creek**: A 6” water line has been installed in the addition. The connecting tap on the backside of Foxbriar has been installed. We are going to charge the line in the morning and check for leaks. We are ***not*** going to serve the subdivision until a 6” water line is down 33rd W Ave. from 71st St., northward to the subdivision, is completed. Marty has met with the County Commissioner and discussed ***not*** serving the addition until the 4” line is replaced with at least a 6” or 10” line, depending on what their engineer says they need for fire flow. Dorothy will set up a meeting with the developers, their engineers, and our engineers concerning these issues.

**Oak Leaf Estates**: all of the 6” water lines have been laid in the addition. The same contractor is going to lay the new 10” line down 33rd W Ave. to 81st St. Marty predicted that the new line will be 150’ from the corner of 81st & 33rd within 3 weeks, weather permitting.

**5. CONSENT AGENDA BUSINESS:**

5a**.** Regular Meeting Minutes of 03/14/2017

5b. Treasurer’s Report (pages 2 thru 5)

5c. Accounts Payable Report (pages 6)

5d. Transfer of Benefit Units & New Taps (page 7)

**Discussion/Vote:** The board members reviewed and asked questions regarding the Consent Agenda Business.

**Motion:** by Bergen Young seconded by Bill Martin to accept the Consent Agenda Business.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**6. PREVIOUSLY KNOWN BUSINESS OR OLD BUSINESS:**

**A.** **Discussion/Vote;** on bids received for storm shelter/safe room to be used by employees as necessary.

**Motion;** by Charles Volturo, second by Larry Bayouth, to accept the bid from Sooner Saferooms Inc., in the amount of $8,500.00 for an 8’x 8’concrete safe room.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

**7.** **UNKNOWN BUSINESS OR NEW BUSINESS:**

**A**. The Loyalty Oath was given to all Board Members.

**B.** Board Committees were assigned for the year.

Budget Committee: Charles Volturo, Larry Bayouth, Bill Martin.

Capital Planning Committee: Charles Volturo, Bill Martin, Roy Kirby.

Board and Employee Policy: Pat Scott, Bergen Young, Harvey Morris.

**C.** The committee chosen to work with Poe Engineering Firm to analyze the work product on GPS System will be; Dorothy Greek, Charles Volturo, Bill Martin and Harvey Morris. This committee will have its first meeting the 26th of April at 9:00 am, and a meeting with Poe the first week in May, the week before the May board meeting.

**8. BOARD MEMBERS’ COMMENTS AND DISCUSSION:**

Charles Volturo opened the discussion with a statement about an article in the ORWA publication. The article contained suggestions about the length of time to keep specific records. Charles recommends that we keep copies of documents and contracts we have with vendors. Dorothy mentioned records can be retained on a flash drive. ORWA is available if we need help.

Harvey Morris inquired about the new addition called Deer Crossing. Marty stated we have a 6” line to serve it and fire flow is not an issue because the homes are not large.

**9. MANAGER’S REPORT:**

Dorothy reported that the new truck has been delivered and it is being prepared for service. We also received an additional incentive check for $1,069.05.

The board members were reminded that the ORWA Annual Meeting will be held in Tulsa from April 18th to April 20th.

The annual insurance policy is ready for review. The board members suggested that Larry Bayouth review the policy for totality and accuracy. Steve Allen will be at our meeting next month to present the document, and to answer any questions that the Board may have regarding the document.

**10. ADJOURNMENT:**

**Motion:** There being no further business, a motion was made by Larry Bayouth and seconded by Pat Scott to adjourn the meeting at 8:45 pm.

**For**: Kirby-yes, Young-yes, Scott-yes, Bayouth-yes, Volturo-yes, and Martin-yes. **Against**: None. **Motion carried**.

Minutes recorded by tape and Cindy Hubbell; reviewed by Dorothy Greek.