

Wagoner County Rural Water District #4

Annual Board Meeting

October 1, 2020

7:30

Call to order: Vice-Chairman Stinnett called the meeting to order at 7:30 pm.

Board Members present: Mr. Arnold Kunze, Mr. Charles Stinnett, Mr. Gary Rogers, Mr. Chad Jester and Mr. Jim Self all present.

Staff Present: Mr. Bill Giles, Mr. Rick Lang over phone, Ms. Jay Lynn Mann-Thompson, Ms. Sandra Mullins all present.

Mr. Duane Riffe, Attorney, Mr. Ryan Smith of Poe & Associates, District Engineer; and Mr. Chris Gullekson, CPA District Auditor with Bledsoe, Hewett & Gullekson, present

Citizens Present: Mark Long present over the phone.

The first order of the evening was the Call to Order by Board Vice-Chairman, Charles Stinnett, followed by the Roll Call from the clerk.

Vice-Chairman Stinnett began by introducing himself and each of the Members of the Board of Directors. Mr. Charles Stinnett, Vice-Chairman has served the District for 4 years; Mr. Gary Rogers, Secretary-Treasurer has served for 17 years; Mr. Jim self, 10 years; Mr. Chad Jester, Assistant Secretary-Treasurer joined the Board 9 months years ago; Mr. Arnold Kunze Chairman has served the District for 23 years.

Mr. Charles Stinnett introduced the District's Business Manager of 21 years, Mr. Bill Giles and Operations Manager, Mr. Rick Lang of 26 years.

Mr. Giles Business Manager, began introductions by introducing Mr. Duane Riffe, Attorney for the District for 38 years of service and District engineer, Ryan Smith with Poe & Associates; he noted that Poe has provided engineering services to the District for 17 years. Mr. Giles introduced Chris Gullekson, CPA with Bledsoe, Hewett & Gullekson, the outside audit firm for the past 10 years.

Mr. Giles then introduced those members of the RWD#4 Customer Service staff present, acknowledging their respective years of service to the District: Ms. Jay Lynn Mann-Thompson customer service, billing 20 years, Ms. Sandra Mullins, Customer service 6 months. Ms. Dala Hedge,

Payroll/Accounts Payable 15 years. Ms. Brittany Ailey, Bookkeeper 1.5 years, and Ms. Stephanie Miller, Customer service 5 years.

Mr. Rick Lang, Operations Manager was over the phone and he asked Mr. Giles to mention the Maintenance, Water Plant, Sewer and Oneta Employees. Mr. Giles stated that there are six employees at the water plant, counting the Oneta employee. There are three sewer employees and four employees at the moment in maintenance. We are short staffed one employee at the moment.

Mr. Charles Stinnett inquired whether there were any questions regarding personnel; no question or discussion arose. The sign-in sheet of the Annual Board Meeting Attendees is attached hereto and incorporated into the official record.

Proof of Notice of the Meeting

Business Manager Mr. Bill Giles directed attention to the Notice of Annual Meeting provided to all tap holders [Tab 3], the Notice of Publication of the Annual Meeting [Tab 3] as published in the Tulsa Business & Legal News, the Wagoner Tribune and Affidavit-of-meeting validated by Mr. Jim Sutherland, [TPSI] verifying the mailing of notice to all Rural Water District #4 tap holders on September 23,2020 in full compliance with all open-meeting regulations.

Reading and Approval of the Minutes of the October 3, 2019 Board Meeting.

Mr. Giles directed attention to the published Minutes for the 2019 Annual Meeting [Tab 4]; Mr. Jim Self made motion to accept the minutes as presented. Chad Jester moved to second the Motion to not read the 2019 meeting minutes. Mr. Rick Lang spoke up that there is a copy of the minutes in each packet that was passed out. An oral vote was called on the Motion; all respondents answered aye, no objections was entered, the Motion to Approve the minutes as recorded is approved. The Minutes of the Annual Board Meeting for 2019 are herewith incorporated into the permanent District Board Records.

Qualifications for Directors

Vice-Chairman Stinnett turned the floor to Attorney Duane Riffe who briefly reviewed the qualifications for members of the Board of Directors under the Districts By-Laws. Attorney Duane Riffe related that any candidate must 1) be a benefit holder and candidates must have at least one (1) tap in good standing within the District. 2) District By-Laws, Article 7 (a,b) stipulates that a written Notice of Candidacy must be filed not less than forty -five (45) days nor more than ninety (90) days prior to the Annual Meeting. He stated that Board Member positions have rotating term expiration; he noted that there is one Member at Large position to be filled in the election on the Board, the incumbent had met the candidacy requirements and there was no opposition. Mr. Riffe noted that electing him by acclamation will be in order.

Election of Director(s)

Mr. Riffe took the floor to explain the process of election of Directors; he referred attendees to the record of candidate filing [Tab 5]. He reiterated that the applicant had met candidacy requirements. Mr. Charles Stinnett is to be elected by acclamation. Mr. Gary Rogers made motion to elect Charles Stinnett by acclamation, Mr. Chad Jester seconded the motion. All respondents answered aye, no objection was entered. The motion that Mr. Charles Stinnett is to be re-elected to Member at Large on the Board carried. Mr. Giles also asked the citizen Mark Long if he approved the motion and second and he said yes he did.

Annual Audit Report

Mr. Bill Giles directed attention to the Audit report [Tab 7] and re-introduced Mr. Chris Gullekson, CPA with the District's Auditing firm, Bledsoe, Hewett & Gullekson, CPA's LLP [the independent external audit firm for the District]. Mr. Gullekson began to address the Board and attendees regarding the report. He related that the full audit document addresses the responsibilities of the District's Management and those of the Independent Auditor to comply with the Government Accounting Standards (issued by the Comptroller General of the United States).

Mr. Gullekson explained that this audit covers the fiscal period of July 1, 2019 through June 30th 2020; he remarked that most of the financial information remains consistent from year to year with the variable factor being that the District's continued growth.

Mr. Gullekson stated that in their opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business activities of the District as of June 30, 2020 and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

With no additional questions or discussion, Mr. Chad Jester entered a Motion that the board approve the Audit Report as entered into the record; Mr. Gary Rogers moved to Second the Motion. An oral vote was called--- all respondents answered aye, no nay vote was entered; the Motion approving the Annual Audit Report and entered it into the official record is carried.

Annual Engineering Report

Vice-Chairman Charles Stinnett turned the floor to Mr. Ryan Smith representing Poe & Associates, Inc. to present the Engineer's Report 2020 [Tab 8]. He briefly reviewed the history of Poe & Associates and their qualifications which are specific to water & sewer districts as well as his responsibilities with the firm on behalf of the District.

Ryan's review included recently completed 2020 and future Projects and developments, eleven (11), hydraulic analyses this past year: Timber Ridge Cottages, East Village Phases I & II, BA STEM Academy, Timber Creek Off-Site Waterline, Oneta Farms Phase III & IV, Villas at Bel Lago II, Park Place, Tekoa Ranch and Redbud Ranch.

209th Waterline Relocations (61st to 81st) will consist of approximately $\frac{3}{4}$ mile of 12-inch waterline. These waterline projects will be included in the roadway improvements projects.

OWRB FAP Water Improvements loan is currently in construction, this project consists of approximately 12 miles of waterlines ranging in size from 6" to 16" through the District, a new 12" bored crossing of the Arkansas River and rehabilitation of existing filters at the water treatment plant. These waterlines will improve the District's ability to serve existing customers and accommodate growth. This project is approximately 50% complete at this time.

OWRB CWSFR Wastewater Treatment Plant is currently in permitting, the proposed mechanical wastewater treatment plant will have a design capacity of .98 million gallons per day (MGD) and will serve the District's sewer area for the foreseeable future. This mechanical treatment plant will replace the

existing lagoon system which is under consent order from ODEQ due to discharge permit violations. This state of the art mechanical wastewater treatment plant will meet EPA standards and is being designed to accommodate the growth anticipated over the next 30 years. This project also includes upgrades to the two largest District lift stations in order to efficiently convey wastewater to the new plant. Construction is scheduled to begin in early 2021 with completion in 2023.

101st Street Widening Relocations project consists of relocation of District water and sewer utilities along 101st Street from the Creek Turnpike to Oneta Road due to roadway widening. The plans are currently undergoing final design changes and will be advertised for bid in the near future. Relocations are being paid for by the State and County government.

61st Street from 193rd E. Ave. to 209th E. Ave. & 193rd E. Ave. from 51st to 61st. Broken Arrow is in the process of widening these roadways. There are minor relocations to both existing 12" and 4" waterlines associated with the roadway improvements that will be performed to accommodate the widening. The cost of the improvements will be paid for by the City.

Mr. Smith then presented a synopsis of the sanitary sewer system, noting that waste water is currently being collected and processed from thirty-two (32) subdivisions and pumped through nineteen (19) sewer lift stations. He related that the sanitary sewer system is chlorination/de-chlorination approaching capacity; steps are currently being taken to evaluate all aspects of the existing sanitary sewer system and make recommendations for improvement(s) to accommodate the District's future growth. Mr. Charles Stinnett entered a Motion that the Board accept the Engineer's Report as entered into the record: Mr. Gary Rogers moved to Second the Motion. An oral vote was called; all respondents answered aye, no nay vote was entered; the Motion accepting the Engineer's Report carried as entered.

Old Business.

Mr. Giles and Mr. Lang each stated for the record that they had no old business to bring before the board. No action is required.

New Business.

Under the Open Meeting Act, this agenda item is authorized only for matters not known about or which could not have been reasonably foreseen prior to the time of posting the agenda or any revised agenda. Mr. Lang stated that he had no new business; Mr. Giles stated that he had no new business.

Adjournment.

With no further business to conduct, Mr. Chad Jester entered a Motion to Adjourn and Mr. Jim Self moved to Second the Motion. An oral vote was taken; the response was unanimous with all responding, aye. The motion stands approved; the meeting is herewith adjourned.

The Meeting Stands Adjourned at 8:06 p.m.