

**Wagoner County Rural Water District #4**

**Annual Board Meeting**

**October 5, 2023**

**7:30**

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

**Board Members present:** Mr. Charles Stinnett, Mr. Chad Jester, Mr. Jim Self, Mr. Gary Rogers and Mr. Terry Hurst, absent.

**Staff Present:** Mr. Thomas Faulk, Mr. Rick Lang, Ms. Stephanie Miller, Mrs. Brittany Ailey, and Mrs. Sandi Mullins. Mr. Adam Bindrum, Mr. Jeff Baker, Mr. Michael Horn, Mr. Lloyd Trent and Mr. Shannon Hayes, all present.  
Mr. Duane Riffe, Attorney over the phone, Mr. Ryan Smith of Poe & Associates, District Engineer; and Mr. Chris Gullekson, CPA District Auditor with Bledsoe, Hewett & Gullekson, present

**Citizens Present:** No citizens Present.

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

Chairman Stinnett began by introducing himself and each of the Members of the Board of Directors. Mr. Charles Stinnett, Chairman has served the District for 7 years; Mr. Gary Rogers, Vice-Chairman has served for 20 years; Mr. Jim Self Assistant Secretary, 13 years; Mr. Chad Jester, Secretary-Treasurer joined the Board 3 Years; Mr. Terry Hurst, not present, Member 2 Years.

Mr. Charles Stinnett introduced the District's Business Manager of 1 Year, Mr. Thomas Faulk and Operations Manager, Mr. Rick Lang of 29 years.

Mr. Faulk, Business Manager, began introductions by introducing Mr. Duane Riffe, Attorney for the District for 41 years of service and District engineer, Ryan Smith with Kimley Horn; he noted that he has provided engineering services to the District for 20 years. Mr. Faulk introduced Chris Gullekson, CPA with Bledsoe, Hewett & Gullekson, the outside audit firm for the past 14 years.

Mr. Faulk then introduced those members of the RWD#4 Customer Service staff present, acknowledging their respective years of service to the District: Ms. Stephanie Miller, Customer service 7 years, Mrs. Brittany Ailey, Bookkeeper 3 years, and Sandi Mullins, Customer service 3 years.

Mr. Rick Lang, Operations Manager acknowledged the Maintenance, Water Plant, Sewer and Oneta Employees. Mr. Lang stated that there are six employees at the water plant, counting the Oneta employee. There are three sewer employees and five employees in maintenance.

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**

Operations Manager Mr. Rick Lang directed attention to the Notice of Annual Meeting provided to all tap holders [Tab 2], the Notice of Publication of the Annual Meeting [Tab 3] as published in the Tulsa Business & Legal News, the Wagoner Tribune and Affidavit-of-mailing validated by Mr. Scott Coggins, [TPSI] verifying the mailing of notice to all Rural Water District #4 tap holders on July 3,2023 in full compliance with all open-meeting regulations.

### **Reading and Approval of the Minutes of the October 6, 2022 Board Meeting.**

Mr. Faulk directed attention to the published Minutes for the 2022 Annual Meeting [Tab 4]; Mr. Adam Bindrum made motion to accept the minutes as presented. Mrs. Sandi Mullins moved to second the Motion to not read the 2022 meeting minutes. 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 2022 are herewith incorporated into the permanent District Board Records.

### **Qualifications for Directors**

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 a 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 them by acclamation will be in order.

## **Election of Director(s)**

Mr. Lang 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 the candidacy requirements. Mr. Charles Stinnett is to be elected by acclamation. Mr. Adam Bindrum made motion to elect Mr. Charles Stinnett, Mrs. Sandi Mullins seconded the motion. All respondents answered aye, no objection was entered. The motion carried.

## **Annual Audit Report**

Mr. Thomas Faulk 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, 2022 through June 30<sup>th</sup> 2023; 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, 2023 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. Adam Bindrum entered a Motion that the board approve the Audit Report as entered into the record; Mrs. Sandi Mullins 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**

Mr. Rick Lang turned the floor to Mr. Ryan Smith representing Kimey-Horn, Inc. to present the Engineer's Report 2023 [Tab 8]. He briefly reviewed the history of Kimley-Horn, Inc. 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 2023 and future Projects and developments, eleven (11), hydraulic analyses this past year: Dollar General (101<sup>st</sup> & 193<sup>rd</sup>), Oneta Mini Storage, Sunbelt Rentals, Albany 40, The Reserve at Timber Creek, Unnamed 29 Acres at 23426 E. 91<sup>st</sup> Street, Lancaster Park Phase1, Flint Hills Phase 2, Unnamed 80 Acres on 225<sup>th</sup> near 121<sup>st</sup> Street, Carter Residential, and Mountainwood Estates.

209<sup>th</sup> Waterline Relocations (61<sup>st</sup> to 81<sup>st</sup>) will consist of approximately  $\frac{3}{4}$  mile of 12-inch waterline. The second phase of this relocation, from 61<sup>st</sup> to 71<sup>st</sup>, consists of approximately 2,800 feet of 12-inch waterline

and will occur in the future. These waterline projects are included in the roadway improvements projects and paid for by the City of Broken Arrow.

OWRB Wastewater Treatment Plant is currently in the construction phase, the proposed mechanical wastewater treatment plant will have a design capacity of 0.98 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 began on January 31<sup>st</sup>, 2022 and is scheduled to end in September of 2024. This project is approximately 74% complete.

193<sup>rd</sup> E Ave from 51<sup>st</sup> to 61<sup>st</sup> streets, Broken Arrow is in the process of widening this roadway. There are minor relocations to box 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.

193<sup>rd</sup> E Ave from 41<sup>st</sup> and 51<sup>st</sup> Street Intersections. These intersections will soon be reconstructed to a roundabout design. There will be minor relocations of the District's waterlines at these intersections to accommodate the improvements and will be paid for by the County. The waterline relocations for the 51<sup>st</sup> Street intersection are currently under construction and are approximately 75% complete. These projects are paid 100% by Tulsa County.

Water Treatment Plant Chloramine Conversion/Filter Optimization is currently being evaluated to optimize water production rates. Already underway are efforts to replace the expended filter media, as well as perform testing to optimize the chemical composition of the water treatment process. The results to these analyses will culminate in a meeting with the State of Oklahoma's Department of Environmental Quality. Ultimately, we will work with ODEQ to complete an engineering report to implement treatment changes and a conversion of secondary disinfection from chlorine to chloramines. These changes will help insure the District meets current and future EPA requirements and allows the treatment plant to realize its full capacity.

Oak Grove Road Widening (Admiral Place to 21<sup>st</sup> Street). The waterline design for approximately 1,800 feet of 6-inch waterline relocation is underway to accommodate roadway improvements. We anticipate completing these improvements and moving to construction in the late part of 2023.

71<sup>st</sup> to 101<sup>st</sup> Street, Oak Grove will also be widened from 71<sup>st</sup> to 101<sup>st</sup> Streets that will likely impact multiple District waterlines. The roadway design team recently completed their 40% submission and in the near future waterline relocation design will begin.

SH-51 & 91<sup>st</sup> Street Intersection, this project consists of waterline relocations to accommodate intersection improvements at SH-51 and 91<sup>st</sup> Street. This project began construction on September 11<sup>th</sup>, 2023 and will be completed before the end of the year. It consists of approximately 1,000 feet of 6" waterline and about 800 feet of 4" waterline will need to be relocated. The 800 feet of 4" is proposed to be upgraded to 12" to accommodate future growth. This relocation will be paid for by ODOT, except for the upgrade from 4" to 12".

City of Broken Arrow Permanent/Temporary Connections. Two temporary connections with the City of Broken Arrow are currently in place, one at Evans & Kenosha and one at Highland Ridge at Quincy Place (near Highland Park Elementary). A permanent connection, at 81<sup>st</sup> & 209<sup>th</sup>, will be constructed in the near future. These connections provide the District supplemental water during high usage in the summer months.

ARPA Waterline Project (61<sup>st</sup> Street & Midway Road). This project consists of 2 miles of 16" waterline on 61<sup>st</sup> Street between 225<sup>th</sup> and 257<sup>th</sup> East Avenue and 1 mile of 8" waterline along 241<sup>st</sup> East Avenue between 51<sup>st</sup> and 61<sup>st</sup> Streets. This project has cleared the environmental review and engineering report phase, has been 100% designed and awaits construction in the future. ARPA funds were not allotted to this project, and it will be shelved until further funding options have been arranged.

Mr. Smith then presented a synopsis of the sanitary sewer system, noting that waste water is currently being collected and processed from thirty-four (34) subdivisions and pumped through twenty-two (22) sewer lift stations. He related that the sanitary sewer system is chlorination/de-chlorination that can currently handle up to 500,000 gallons per day. This facility will be upgraded to 980,000 gallons per day with higher treatment quality by the project currently under construction. Mr. Adam Bindrum entered a Motion that the Board accept the Engineer's Report as entered into the record: Mrs. Sandi Mullins 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. Faulk 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. Faulk stated that he had no new business.

**Adjournment.**

With no further business to conduct, Mr. Adam Bindrum entered a Motion to Adjourn and Mrs. Sandi Mullins 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.**