

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building:

Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon

Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2:

Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building:

Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon

Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2:

Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building:

Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions:

Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

**Bryan County Rural Water, Sewer and Solid Waste Management
District No. 2**

9077 U.S. Hwy 70
P. O. Box 119
Mead, OK 73449-0119
Website: ruralwater2.com

Telephone (580) 924-8517
Fax (580) 931-3911
711 (TDD)
Email: rwd2@totalnet.us

MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS, Bryan Co. Rural Water Dist. #2, which was held on **Monday, March 8, 2021** at 5:30 P.M. Notice and Agenda was posted on the outside bulletin board of the Rural Water Office at 2:00 PM and recorded with the County Clerk's Office at 2:52 P.M. and on March 4, 2021 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefler, Treasurer Linda Henderson, Assist. Sec-Treasurer Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, and Field Superintendent Merle Pearce.

Call for approval of the February 8, 2021 Minutes – Regular Meeting. Minutes approved as mail.

MANAGER'S REPORT (See Attach #2)

FIELD SUPERINTENDENT'S REPORT (See Attach #3)

BUSINESS:

Consideration of and Take Possible Action regarding 2019/20 Audit: CPA, Eric Bledsoe, could not be present for meeting. Manager Clinton requested that he send a summary of his findings (See Attach #4). After reviewing the audit and Mr. Bledsoe's summary, motion was made by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefler, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve audit as presented.

Consideration of and Take Possible Action regarding alternatives to serving Durant Victory Subdivision: Manager Clinton informed the Board that she had searched for the easement for the line crossing Donna Tyler's property, but nothing was found. She also contacted the attorney. She suggested to the Board that we come up with an alternative way of looping this line. Option 1: Board advised Superintendent Pearce to contact Mrs. Tyler again and ask her to sign the easement as a courtesy and benefit to the Water District and explain to her that the subdivision will get water whether she signs the easement or not; Option 2: Field Superintendent Pearce stated that we could 45 off the 6" line and get easement from Durant Victory; Option 3: Wait until Tyler's property sells and try to deal with the new owner. Item postponed for Field Superintendent to speak with Mrs. Tyler again.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability or familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Dept. of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or by fax to (202) 690-7442 or email at program.intake@usda.gov

Consideration of and Take Possible Action regarding entering into an agreement for Professional Services with Parkhill, Smith & Cooper, Inc. for the CDBG Grant

Administrative Services: Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Treasurer Henderson, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to enter into agreement.

Consideration of and Take Possible Action regarding Don Lyles request for a Membership & Installation in exchange for easement across his property located on South Ranchette Rd:

Motion by Secretary Hoefler, 2nd by Treasurer Henderson, YES by Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to stay with past policies – Installation Fee – YES; Membership Fee – NO.

Consideration of and Take Possible Action regarding serving water to Spencer Barnett – Developing 5 Lots:

Board reviewed the engineer's recommendation and motion was made by Vice-Chairperson Smith, 2nd by Treasurer Henderson, YES by Secretary Hoefler, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to set all meters on Lake Durant Rd and let him be responsible for the service line as per engineer's recommendation (See Attach #5).

Consideration of and Take Possible Action regarding serving water to Brent Lyday – Developing 4 Lots:

Motion by Secretary Hoefler, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve as per engineer's recommendations (See Attach #6).

Consideration of and Take Possible Action regarding Mark McClain's remarks in reference to the electrical system for Water Well #2: Field Superintendent Pearce informed the Board that Mark McClain with McClain Electrical had contacted him and informed him that Layne Christensen had called him to get a quote for the electrical for Well #2. Mr. McClain stated that he feels that the specs for the electrical are calling for too much. He feels that there are a lot of items we can cut and save money (See Attach #7). After reviewing Mr. McClain's notes, Assist Sec-Treasurer Bourne stated that some of the items that Mr. McClain has suggested to cut can add longevity. Board advised that we have Engineer Henderson look over the specs and get his opinion, wait for bids to come in and then re-evaluate. Item Postponed.

Consideration of and Take Possible Action regarding possibly purchasing a generator for the Office Building: Board advised Manager Clinton to move forward on getting information for a generator and the electrical to get it hooked up to the office. They suggested contacting Gary Hall and Chris Pearson for the electrical. Need to budget for next year.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss:

Manager Regina Clinton and Field Superintendent Merle Pearce Mid-Year Evaluations

Vote to Reconvene to Regular Session

Consideration of and Take Possible Action regarding actions to be taken based upon Executive Session discussions: Board told Manager Clinton to plan a pizza party and buy each employee a \$50 gift card in appreciation of the great job they did in keeping customers in water during the snowstorm.

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)

Consideration of and Take Possible Action regarding providing water service to Brewer Property – 14 to 41 Lots: After discussing Engineer Henderson’s review of area, motion was made by Treasurer Henderson, 2nd by Director Rudolf, YES by Secretary Hoefer, Director Butlan, Vice-Chairperson Smith, Assist Sec-Treasurer Bourne and Chairperson Lewis to follow engineer’s recommendations (See Attach #8).

Consideration of and Take Possible Action regarding providing water service to Crosswind Acres: Field Superintendent Pearce informed the Board that Daryl Burkett has told him that Jay Mauck will do all installation of the waterlines on Max Rd east to Ranchette Rd and north to Crosswind Acres. Engineer Henderson reviewed this area, and his recommendation is attached. Motion made by Secretary Hoefer, 2nd by Director Butlan, YES by Vice-Chairperson Smith, Treasurer Henderson, Assist Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve Option 2 of the engineer’s recommendations plus engineering (See Attach #9).

OTHER BUSINESS:

Acknowledged receipt of DEQ Permit #WL000007210027 – Lake Meadow North Addition.

Board approval of checks written in February: Motion by Treasurer Henderson, 2nd by Vice-Chairperson Smith, YES by Director Butlan, Secretary Hoefer, Assist. Sec-Treasurer Bourne, Director Rudolf and Chairperson Lewis to approve checks.

FINANCIAL REPORT – February (See Attach #10 thru #15)

JERRY LEWIS, Chairperson

MARK SMITH, Vice- Chairperson

JOHN HOEFER, Secretary

TERRY BOURNE Assist. Sec-Treasurer

BRETT BUTLAN, Director

DUSTIN RUDOLF, Director

LINDA HENDERSON, Treasurer

- Attach #1 Recorded Notice & Agenda
- Attach #2 Manager’s Report
- Attach #3 Field Superintendent’s Report
- Attach #4 CPA’s summary of 2019/2020 Audit
- Attach #5 Engineering review for Spencer Barnett Property
- Attach #6 Engineering review for Brent Lyday Property
- Attach #7 Mark McClain’s review of electrical specs for water well #2
- Attach #8 Engineer’s review for Brewer Property
- Attach #9 Engineer’s review for Crosswind Acres
- Attach #10 thru #15 – February Financial Reports

