

**REGULAR BOARD OF DIRECTOR'S MEETING MINUTES**  
McIntosh County Rural Water District #13  
Henryetta, Oklahoma  
October 09, 2023 – 7:00pm

**DIRECTORS PRESENT:** David Berry, Vice-Chairman  
Stretch May, Secretary/Treasurer  
Brock Barber, Director  
R. Wyatt Secor, Director

**DIRECTORS ABSENT:** Vincent Williams, Chairman

**OTHERS PRESENT:** Rhonda Roberts            Jamie Long  
Scott Gillin                        Trevor McCormack  
April Bogan

**1. Meeting Called to Order**

The meeting was held in the District office and called to order by the Vice-Chairman of the Board at 7:03 p.m. He noted that this was a Regular scheduled meeting and is in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Sections 301 & following. Notice of this meeting is on file with the County Clerk, with a copy of the agenda being filed in a public place at 395977 E. 1150 Rd., Henryetta, on October 06, 2023.

**2. Roll Call**

All directors were present except for Vincent Williams, Chairman.

**3. Consent Agenda**

- a. *Approval of the Minutes of the September 11, 2023 Regular Meeting Minutes*
- b. *Consideration of and Possible Action on Financial Reports for Period Ending September 30, 2023. The Board reviewed the Financial Reports for the period ending September 30, 2023 attached hereto.*
- c. *O.W.R.B. Monthly Operating Statement –9/1/23 to 9/30/23*
- d. *Consideration of and Possible Action on Field Manager's Report for September, 2023.*
- e. *Consideration of and Possible Action on Office Manager's Report for September, 2023*

Discussion: Mr. Berry asked if everyone had a chance to look over the Consent Agenda? Asked if there was any item in the consent again that the members wanted to talk about. If not, we need a motion

Action Taken: Mr. Secor made a motion to approve the consent agenda as presented. Seconded by Mr. Berry. Aye votes: Secor, Barber, May and Berry. Nay votes: none. Motion carried.

**4. New Memberships – Transfers – Forfeitures – Reinstatements – Payment Plan**

- a. New Membership – Quinton &/or Arael Short – Acct. #733
- b. Transfer – 7 Point Land Co, LLC to Cuzzalino Cattle LLC/Cuzzalino Properties LLC – Acct. #604
- c. Transfer – Justin Coyle &/or Peyton Hill to Willard & Kiesha Hill – Acct. #328
- d. Transfer – Jim Owens Estate/Shona Owens to Natalie Owens – Acct. #61
- e. Transfer- Shona Owens to Natalie Owens – Acct. #62
- f. Payment Plan – Charles &/or Chris Akin (Clove Berry) – Acct. #402
- g. Voluntary Forfeiture – Charles & Debra Brumley – Acct. #726
- h. Reinstatement – Linda Hicks Estate (Jared Hicks) – Acct. #148
- i. Transfer – Brian McGirt to Quinn &/or Charlene McGirt Gambler – Acct. #584

Discussion: Mr. Berry ask if everything was taken care of and in order. Rhonda's response was yes sir everything is in order. However, we need to add a transfer (Item i) they came at the end of the day on Friday, October 6, 2023.

Action taken: Mr. Berry made the motion to approve the above New Memberships, Transfers, Forfeiture, Voluntary Forfeitures, Reinstatements and Payment Plans as presented with the one addition. Seconded by Mr. Secor; Aye votes: Secor, Barber, May and Berry. Nay votes: none. Motion carried.

5. Personal Appearance – Limited to three Minutes – Mr. Roy Miller's daughter came to represent him. Her name is April Bogan.

Discussion: Mrs. Bogan stated that her dad's water has been disconnected because she ran a line from his house to the cabin that she's been working on the outside of the cabin. His water has been off for a couple of weeks, So, I am hoping to rectify that. Mr. May wanted to know what the story was on that from Scott but it was Trevor that saw and reported it. Trevor then stated that what he had gathered up he found the line and he inspected it and took pictures of it and I came to the conclusion that it was an illegal hookup. Mr. May replied that it was an additional line on one meter. Trevor's respond was yes. Mrs. Bogan said that it was ran to the building but there was nothing hooked up. Mr. May said that if it was just a remote hydrant then it is not illegal. However, if it was connected with a water hose it is illegal. Mr. May stated that the regulations states that there has to be an inspected and approved septic system before water can be connected to the home. Mrs. Bogan said that she was aware of that because she called and received all the information to get one its just that she wasn't finished with her cabin yet. Mr. May said that I'm just one person but I really don't see anything illegal. However, it will have to be up to the Operators on what they see. We are using it up there for fire in case one starts. Mr. May asked if there was anything that the Operators needed to add and Scott said that one thing that concerned him was that when he drove back by, he noticed that there was a building there. When Mr. Miller first received the water meter, he had a camper and now the camper is gone. We do not have an inspected septic system for him. On how Mr. Miller was able to get a field tap was that he was staying in a RV camper at the time. So now that the RV Camper is gone and no approved septic system, he's not sure about unlocking it. Rhonda asked if there was one dwelling there or two and she said that there is two, well there is going to be two. I'm still working on mine. Rhonda then asked if there were two dwellings hooked to one meter and she said yes just the outside hydrant. Trevor said that he thought that he seen it hooked up on a sink but Mrs. Bogan said no that it wasn't. Mr. Berry said that her father's meter will not be unlocked until we get a DEQ final septic system approval. He will have to get us one. He will have to have someone come and put one in or if he has one just go get the paper work from DEQ. But I don't know if one is there. Rhonda asked that if Mr. Miller brought her a DEQ approval and she could verify it I can have the guys to go unlock his meter and the Vice-Chairman said yes. Rhonda told Mrs. Bogan the steps that her dad would have to take and that if she could fill out the application and have all her paperwork done and the fee paid that we could put hers in. She said that she would work on getting it done. Mr. May said that we could then put her a hydrant in at her place and Rhonda stress to her that it could not be hooked to the house until the septic system is installed and approved. Mr. Barber said that there was one in Henryetta.

Action taken: None – Waiting on their paperwork

6. Consideration of and Possible Action on 2023-2024 Annual Budget

Discussion: Rhonda stated that our budget went up \$30,000.00 in Professional Fees and Services because we are paying for the Myer's services, however we will be paid back once the funding is approved. We have also increased in all line items because everything is going up. We received a letter from one of the electric companies saying that the electric will be going up as well. We also put more money into the legal fees because when the new project starts, we will be responsible for the legal fees.

Action taken: Mr. Secor made the motion to accept the 2023-2024 Annual Budget. Seconded by Mr. Barber; Aye votes; Secor, Barber, May and Berry. Nay votes: none. Motion carried.

7. Consideration of and Possible Action on Ryal School Annual Meeting Building Use

Discussion: Mr. Berry asked if the fee will be the same and Rhonda replied yes, its \$200.00.

Action taken: Mr. Secor made the motion to Approve the Ryal School Annual Meeting Building Use. Seconded by Mr. Barber; Aye votes; Secor, Barber, May and Berry. Nay votes: none. Motion carried.

8. Consideration of and Possible Action on Annual Director/Employee Dinner

Discussion: Rhonda explained that when we have scheduled this in the past everyone tries to plan around their Holiday events. So, Jamie and I were thinking let's do it earlier and put our reservations in and then they can work around our reservation instead of us trying to work around the restaurants schedule. If we were to get this approved tonight then we could make our reservations tomorrow with Captain Johns in Eufaula or McAlester. Last year was so frustrating that we tried to accommodate everyone then the restaurant changed the date on us. Mr. May said that in the past it was always geared to the end of the year but then the Holiday events are happening so I think that in November would be a good time to have it.

Action taken: Mr. Secor made the motion to Approve Annual Director/Employee Dinner for November 18, 2023 at Captain John's. Seconded by Mr. Barber. Aye votes; Secor, Barber, May and Berry. Nay votes: none. Motion carried.

9. Consideration of and Possible Action on Year 2024 Schedule of Annual/Regular Board Meetings (Dates and Times)

Discussion: Mr. May asked if this was like usual and Rhonda replied yes.

Action taken: Mr. May made the motion to Accept the Year 2024 Schedule of Annual/Regular Board Meetings (Dates and Times) as presented. Seconded by Mr. Secor. Aye votes; Secor, Barber, May and Berry. Nay votes: none. Motion carried.

10. Consideration of and Possible Action on Approving Myers Engineering Invoice (45% Complete) For McIntosh 13 – 2023 DWSRF Project

Discussion: Rhonda explained that this was what she was talking about when the funding comes in that this will be what we will be refunded to the District at the 100% mark. The lady from Myer's wanted it to be on the agenda for approval.

Action taken: Mr. May made the motion to Approve Myers Engineering Invoice (45% Complete) for McIntosh 13 – 2023 DWSRF Project. Seconded by Mr. Secor. Aye votes; Secor, Barber, May and Berry. Nay votes: none. Motion carried.

11. Consideration of and Possible Action on Letter to the Fire Departments Requesting Monthly Reports

Discussion: Due to the water loss and accountability for water usage we are requiring the Fire Departments within our District on our water system to send a monthly report of water usage from the Hydrants and the Blow Offs. It should include the date and reason for the usage. Reports will need to be received the first of every month for review at the Board Meeting.

Action taken: Mr. May made the motion to Approve a Letter to the Fire Departments Requesting Monthly Reports. Seconded by Mr. Secor. Aye votes; Secor, Barber, May and Berry. Nay votes: none. Motion carried.

12. Consideration of and Possible Action on Changing Our Bill Paying System from PSN to SSCI -

### Nexbillpay

Discussion: Jamie explained that this is a Sequoyah Software teamed company that will help members save money by being able to pay multiple accounts without being charged each time a convenience fee. It will also help us because it is in real time when anyone makes a payment. It has so much positive aspects than the one we currently use such as notifying the member of water leaks, late notices, working on leaks etc. Everything geared to what a Rural water district encounters. Mr. May asked that if he could be able to do it would it be easy for him. Jamie replied yes. The member doesn't need to make up an account unless they want to, they will be able to pay just by logging into the link.

Action taken: Mr. May made the motion to Approve Changing Our Bill Paying System from PSN to SSCI - Nexbillpay. Seconded by Mr. Secor. Aye votes; Secor, Barber, May and Berry. Nay votes: none. Motion carried.

### 13. Executive Session

Mr. Secor made a motion to go into executive session at 7:58 p.m., seconded by Mr. May. Aye votes: Secor, Barber, May and Berry. Nay votes: none. Motion carried.

Mr. Secor made a motion to go back into Regular session at 8:43 p.m., seconded by Mr. May. Aye votes: Secor, Barber, May and Berry. Nay votes: none. Motion carried.

#### a. Consideration of and Possible Action on Employee Performance Evaluation/COLA Raises

Discussion: Mr. Berry said that they appreciate the job that we all do and decided to give everyone a 3.5% raise. Mr. Berry also stated that since Scott getting his Class C Lab license, he would get a 10% increase.

Action taken: Mr. May made the motion to give each employee a 3.5% raise and an additional 10% raise to Scott Gillin for acquiring his Class C Lab License. Seconded by Mr. Secor. Aye votes; Secor, Barber, May and Berry. Nay votes: none. Motion carried.

- a. Scott Gillin – 3.5% raise – increasing his salary to \$3,725.29/monthly
- b. Trevor McCormack – 3.5% raise – increasing his salary to \$2,838.32/monthly
- c. Rhonda Roberts – 3.5% raise – increasing her wages to \$22.16/hour
- d. Jamie Long – 3.5% raise – increasing her wages to \$16.63/hour
- e. Scott Gillin – 10% raise (C Lab) increasing his salary to \$4,097.82/monthly

#### b. Consideration of and Possible Action on Trevor McCormack Salary Increase

Discussion: Mr. Berry stated that during their research there wasn't anything documented that there would be anything extra promising Trevor a raise after his probation period. He also said that there were ways to increase his payroll check by changing his dedications and they informed him that if he chose to acquire his Class C Lab License, he would get a salary increase. Mr. May stated that since he has started work here, he has received a raise every year.

Action taken: Mr. May made the motion to Not Approving Trevor McCormack Salary Increase other than the 3.5% increase that was giving to all the employees. Seconded by Mr. Secor. Aye votes; Secor, Barber, May and Berry. Nay votes: none. Motion carried.

### 14. New Business

Discussion: Rhonda asked about Myer's and IHS Project. There is something that she needs clarification on. Mr. Berry told her to call Andrew Banta first and talk with him and also ask him to come to our meeting so we could get answers

### 15. Adjournment

Action Taken: Mr. May made a motion to adjourn the meeting at 9:15 p.m.; seconded by Mr. Secor; Aye votes; Secor, Barber, May and Berry. Nay votes: none. Motion carried.



Chairman



Secretary/Treasurer