

# REGULAR BOARD OF DIRECTOR'S MEETING MINUTES

McIntosh County Rural Water District #13

Henryetta, Oklahoma

September 11, 2023 – 7:00pm

DIRECTORS PRESENT: Vincent Williams, Chairman  
David Berry, Vice-Chairman  
Brock Barber, Director  
R. Wyatt Secor, Director

DIRECTORS ABSENT: Stretch May, Secretary/Treasurer

OTHERS PRESENT: Rhonda Roberts      Jamie Long  
Scott Gillin      Trevor McCormack

## 1. Meeting Called to Order

The meeting was held in the District office and called to order by the Chairman of the Board at 7:00 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 September 08, 2023.

## 2. Roll Call

All directors were present except for Stretch May, Secretary/Treasurer.

## 3. Consent Agenda

- a. *Approval of the Minutes of the August 14, 2023 Regular Meeting Minutes*
- b. *Consideration of and Possible Action on Financial Reports for Period Ending August 31, 2023. The Board reviewed the Financial Reports for the period ending August 31, 2023 attached hereto.*
- c. *O.W.R.B. Monthly Operating Statement –8/1/23 to 8/31/23*
- d. *Consideration of and Possible Action on Field Manager's Report for August, 2023.*
- e. *Consideration of and Possible Action on Office Manager's Report for August, 2023*

Discussion: Mr. Williams 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, Berry and Williams. Nay votes: none. Motion carried.

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

- a. Transfer – Anita Wilson to Christopher &/or Melissa Garrison – Acct. #222
- b. Forfeiture of Membership – Linda Hicks Estate – Acct. #148

Discussion: Mr. Williams ask if everything was taken care of and in order. Rhonda's response was yes sir everything is in order.

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

5. Personal Appearance – Limited to three Minutes - None

Discussion: None.  
Action taken: None

6. Consideration of and Possible Action on Water Loss

Discussion: Chairman states that the water loss dropped to 30% and says good job. Scott said thank you! Chairman said I know that you had found a leak at Carson. Scott said yes, he sure did and it is not reflected on this month's water loss. He has found leaks all over and fixed them. This one was anywhere from 10 to 12 thousand gallons on average per day. This was a leak in a creek with chest high grass all around it and couldn't be seen. They knew it was in the area and Trevor stepped off in it. The chairman asked if the check meters were put in and Scott replied that they were put in also. Chairman said good job to both of you.

Action taken: Mr. Berry made the motion to accept the Improvement of the Water Loss. Seconded by Mr. Barber; Aye votes; Secor, Barber, Berry and Williams. Nay votes: none. Motion carried.

7. Consideration of and Possible Action on 2023 Annual Drinking Water (Consumer Confidence Report – 2023 Calendar Year - 2022

Discussion: Rhonda informed the board that the CCR has been received and the link has been sent out on the bills.

Action taken: Mr. Berry made the motion to Approve the 2023 Drinking Water (CCR) Report. Seconded by Mr. Barbere. Aye votes; Secor, Barber, Berry and Williams. Nay votes: none. Motion carried.

8. Consideration of and Possible Action on Approving Myers Engineering Invoice (22% Complete) For McIntosh 13 – 2023 DWSRF Project

Discussion: Rhonda explained that Myers had included this amount on the budget that was submitted and approved for their work on the upgrade of our system. They will be submitting invoices until complete. I have a call in to speak with Bill to see if this is covered in the DWSRF budget.

Action taken: Mr. Berry made the motion to Approve and Pay Myers Engineering Invoice (22% Complete) for McIntosh 13 – 2023 DWSRF Project. Seconded by Mr. Secor. Aye votes; Secor, Barber, Berry and Williams. Nay votes: none. Motion carried.

9. Consideration of and Possible Action on Reserve Certificate Pay Back from ORWAAG

Discussion: Rhonda said that Risa Reagan explained to her that McIntosh Co. RWD #13 contributed \$1,000 to help build the Assurance Group way back in the day! Reserve interest has always been paid bi-annually and over the last couple of years, annually. Some of the checks were very small amounts (based on the monthly federal interest rates), and the interest rates now are not high enough anymore to make a difference for these investments. The ORWAAG board has voted to offer the initial investment back plus an incentive so the districts may be able to vest or use the money in a better way. They will also include the interest for two months August and September 2023.

Action taken: Mr. Secor made the motion to Accept the Reserve Certificate Pay Back from ORWAAG. Seconded by Mr. Barber. Aye votes; Secor, Barber, Berry and Williams. Nay votes: none. Motion carried.

10. New Business

Discussion: Trevor requested to see if he could talk with the Board members about a salary raise. The Chairman asked Rhonda if they could. Rhonda said that they could but they couldn't vote on anything. She also said however since it's a personnel issue maybe it should be in executive session.

Action taken: Mr. Berry made the motion to convene to Executive Session. Seconded by Mr. Barber. Aye votes; Secor, Barber, Berry and Williams. Nay votes: none. Motion carried.

The Board convened to Executive session at 7:30.  
Reconvened at 7:33.

The Chairman stated that they talked with Trevor about after his probation period ending and no increase was giving. No changes were made or anything however they would like for Rhonda to look up the minutes of when Trevor was hired to see what was said. The Chairman asked Rhonda to place Trevor on the October 2023 Agenda for a possible salary increase.

11. Adjournment

Action Taken: Mr. Berry made a motion to adjourn the meeting at 7:35 p.m.; seconded by Mr. Secor; Aye votes; Secor, Barber, Berry and Williams. Nay votes: none. Motion carried.

  
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via Chairman

  
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Secretary/Treasurer