

# BOARD OF DIRECTOR'S MEETING

McIntosh County Rural Water District #13

Henryetta, Oklahoma

October 10, 2022 – 7:00pm

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

DIRECTORS ABSENT: None (Stretch May, Secretary/Treasurer joined the meeting at 7:08 p.m.)

OTHERS PRESENT: Rhonda Roberts      Jamie Long  
Scott Gillin      Trevor McCormack  
*F. C. W.*  
*ans*

## 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 regularly 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 07, 2022.

## 2. Roll Call

All directors were present after 7:08 p.m.

## 3. Consent Agenda

- a. *Approval of the Minutes of the September 12, 2022 Regular Meeting*
- b. *Consideration of and Possible Action on Financial Reports for Period Ending September 30, 2022. The Board reviewed the Financial Reports for the period ending September 30, 2022 attached hereto.*
- c. *O.W.R.B. Monthly Operating Statement –9/1/22 to 9/30/22*
- d. *Consideration of and Possible Action on Field Manager's Report for September, 2022.*
- e. *Consideration of and Possible Action on Office Manager's Report for September, 2022*

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

## 4. Personal Appearances

None.

## 5. Consideration of and Possible Action on 2022-2023 Annual Budget

Discussion: Mr. Williams asked Rhonda if this was for the new year. Her response was yes sir. Rhonda explained that with the new rates being in effect that the total would increase a lot by the ending of next year. Also, the rising cost of inflation we increased our budget to reflect this. With the accounts payable and payroll coming out of the budget we have been maintaining an amount anywhere from \$70,000.00 to \$100,000.00. The Chairman stated that he like to hear this since we had to borrow from the depreciation account in the past just to make payroll. Jamie explained the total income coming in and what was our expenses. (Stretch May joined the meeting at this time). Rhonda also stated that we increased our budget

because our building is falling apart and we are fixing it step by step. No work has been done on this building since it was built in the 90's stated Mr. May.

Action taken: Mr. Secor made the motion to approve the 2022-2023 Annual Budget as presented. Seconded by Mr. Berry; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

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

Discussion: Mr. May asked if we were expecting a crowd this year. (HaHaHa)

Action taken: Mr. Secor made the motion to accept Ryal School Annual Meeting Building Use with a donation of \$200.00. Seconded by Mr. Barber. Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

7. Consideration of and Possible Action on 2022 Annual Drinking Water Report

Discussion: Rhonda informed the Board that DEQ sends a notice in June about the DWR to send out to our members. We have until September to inform all members. I didn't want to wait until then so I posted the link on the July, 2022 bills and we sent them out. It wasn't until later that I seen that it needed to be approved by the Board. So that's why it's on the agenda now.

Action taken: Mr. May made the motion to approve the 2022 Annual Drinking Water Report that was already sent out. Seconded by Mr. Secor; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

8. Consideration of and Possible Action on Settling Mitch Ogden, Deceased, Account #662 for a Portion of the Balance

Discussion: Rhonda explained to the board that this elderly couple that lived down the road had a really bad water leak once and it fell over into the next month. The bill was \$8,235.68 together. Mr. Ogden had cancer at the time but managed to fix their leak. They came and requested a payment plan which was approved by the board. They paid as they were supposed to and then Mr. Ogden died. His sister said that she was willing to pay her brothers account but not \$7,000.00. She asked that if the Board agreed to settle for a lesser amount that she could pay so that his wife could then afford to pay her monthly bill. His wife is not on the account and would have to do a probate to get everything. His wife is 75 and on a fixed income. If we didn't the only one it would hurt would be the widow. (The next day I told her \$4,500.00 and she agreed and she sent the check that same week). Then write the rest of the account off.

Action taken: Mr. May made the motion to approve the above Settling Mitch Ogden, Deceased, account with the sister and write the remaining balance off so no hardship on the widow. Seconded by Mr. Secor; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

9. Consideration of and Possible Action on Things to Know Article to be Placed on our Website Under About Us

Discussion: Jamie explained that it was a statement about the water business.

Action taken: Mr. May made the motion to approve the above paragraph being placed on our website pertaining to Water District #13. Seconded by Mr. Berry; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

10. Consideration of and Possible Action on Adopting the Present Safety Policy

Discussion: Jamie and Mr. Barber stated that this needs to be updated for our insurance.

Mr. Williams stated that we should have one already. We need to find this one and compare and put them together to make it better.

Action taken: Mr. May made the motion to Table the above Action and revisit it next month so that it can be revised to work for the district. Seconded by Mr. Barber; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

11. Consideration of and Possible Action on Amending and Adopting the Rules and Regulations as Presented

Discussion: Changes were made and printed out in red so that the Board Members could easily read. Mr. May said that it seems to be straight forward.

Action taken: Mr. May made the motion to add the changes to our Rules and Regulations as presented. Seconded by Mr. Berry; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

12. Consideration of and Possible Action on Approving November 13, 2023 and December 11, 2023 to Add to 2023 Fiscal Year Schedule

Discussion: Rhonda explained that we have always sent the approved fiscal year schedule to the McIntosh Count clerk. This year they called and said that they do not go by fiscal year but by calendar year January thru December. Therefore, these two dates need approval so that Rhonda can send them to the County Clerk. Having this done we will not need any special meetings for our regular schedule meetings for the year 2023. However, this year for November 14, 2022 and December 12, 2022 we will have to send the agenda and notice to the County Clerk's office as special meetings.

Action taken: Mr. Berry made the motion to approve the above meeting dates. Seconded by Mr. May; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

13. Consideration of and Possible Action on Adopting the Updated Personnel Policy Manual

Discussion: The changes were highlighted. This policy needed to be update. The last time the manual was updated was in 2010. The discussion was mainly on the Vacation Leave, Sick Leave, comp time and how its accrued and taken. All seem to talk it out and agreed on changes.

Action taken: Mr. Secor made the motion to approve the Updated Personnel Policy Manual as presented. Seconded by Mr. Barber; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

14. Consideration of and Possible Action on Granting Permission for Jamie Long and Rhonda Roberts to Sign Up for On-Line Banking for Viewing Only on All Three (3) Accounts

Discussion: Mr. May said that it sounds like a good idea. Mr. Berry said I agree.

Action taken: Mr. Berry made the motion to approve Permission for Jamie Long and Rhonda Roberts to sign up for On-Line Banking for Viewing Only on all Three (3) Accounts as presented. Seconded by Mr. May; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

15. Consideration of and Possible Action on Approving 1 of 3 Quotes for Well House Roof Removal and Replacement

Discussion: Mr. May asked Scott about how he felt about the guys that he talked to. Scott replied that the cheapest quote was not in the running. However the other two were good but one had a warranty of 5 years that he liked and the other didn't. One was willing to take the antenna off the roof where as the other two didn't want to bother with it. Mr. May also liked that the one with the warranty paid attention to detail as far as putting the decking on. Mr. Williams also agreed with Mr. May and he liked that it had a warranty also. Mr. Secor asked Scott to have them use the 26 gage for the roof and Scott agreed that he would.

Action taken: Mr. Secor made the motion to approve Shawn Coy Construction for the Well House Roof Removal and Replacement. Seconded by Mr. Barber; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

16. New Memberships – Transfers – Forfeitures – Reinstatements – Payment Plan

a. Voluntary Forfeiture of Membership – Robert Miller – Acct. #466

Discussion: Mr. Williams asked Rhonda if everything was in order. Her response was yes sir everything is in order.

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

17. Executive Session – Employee Performance Evaluation/Raises

Discussion: Went into Executive Session at 8:12 p.m. Reconvened at 8:31 p.m.


Action taken: Mr. Berry made the motion to approve 3.5 % raise for each employee. Seconded by Mr. Secor; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.


18. New Business

Discussion: None. Mr. May had a question pertaining to old business and all agreed that he could ask. He asked about Henryetta water purchase charge from July. Scott told him that it was right and that we had used a lot of water. It will be paid at the end of the month.

19. Adjournment

Action Taken: Mr. Berry made a motion to adjourn the meeting at 8:35 p.m.; seconded by Mr. Secor; Aye votes; Secor, Barber, May, Berry and Williams. Nay votes: none. Motion carried.

  
Vice Chairman

  
Secretary/Treasurer