

SPECIAL BOARD OF DIRECTOR'S MEETING

McIntosh County Rural Water District #13

Henryetta, Oklahoma

December 12, 2022 – 7:00pm

DIRECTORS PRESENT: Stretch May, Secretary/Treasurer
R. Wyatt Secor, Director
Brock Barber, Director

DIRECTORS ABSENT: Vincent Williams, Chairman
David Berry, Vice-Chairman

OTHERS PRESENT: Rhonda Roberts Jamie Long
Scott Gillin Trevor McCormack
Chris Gullekson

1. Meeting Called to Order

The meeting was held in the District office and called to order by the Secretary/Treasurer of the Board at 7:00 p.m. He noted that this was a Special 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 December 09, 2022.

2. Roll Call

All directors were present except for Vincent Williams, Chairman and David Berry, Vice-Chairman

3. Consent Agenda

- a. *Approval of the Minutes of the November 14, 2022 Special Meeting*
- b. *Consideration of and Possible Action on Financial Reports for Period Ending November 30, 2022. The Board reviewed the Financial Reports for the period ending November 30, 2022 attached hereto.*
- c. *O.W.R.B. Monthly Operating Statement –11/1/22 to 11/30/22*
- d. *Consideration of and Possible Action on Field Manager's Report for November, 2022.*
- e. *Consideration of and Possible Action on Office Manager's Report for November, 2022*

Discussion: Mr. May 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. Barber. Aye votes: Barber, Secor and May. Nay votes: none. Motion carried.

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

- a. New Membership- Charles & Debra Brumley – Acct. #726
- b. Forfeiture of Membership – Phillip Williams – Acct. #422
- c. Transfer – Jacky Fowler to The Jamie A. Bennett & Bon B. Bennett Joint Trust – Acct. #246
- d. Payment Plan – Karen Stapp – Acct. #503
- e. Payment Plan – Hickory Grounds Tribal/George Thompson – Acct. #127

Discussion: Mr. May asked Rhonda if everything was in order. Her response was yes sir everything is in order. We are also adding e now here at the Board Meeting because they were done after the agenda was made. They came in today. Everything for them is in order.

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

5. Personal Appearances

None.

6. Consideration of and Possible Action on 2022 Year-End Audit Review – Chris Gullekson

Discussion: Mr. Gullekson stated, I wanted to go over the Audit with as much detail as I can especially since this is the first one that they have done for McIntosh #13. I would like to put names with faces. We do a lot of them by phone. However, once you all go over them you are welcome to give us a call and we would be happy to answer any question that you have. I'm going to go over what I think is important and they are on pages 2-3-4. The first is the Independent Auditor' Report which is the standard audit opinion where it auditing the financial statements of the District. You will be able to read what I'm going over. Our opinion was a modify opinion which is the highest one we can give. Mr. May stated his opinion about what we should have gotten in the past and never gave a report that indicated a problem. Mr. Gullekson said that the audit that they do is not a forensic audit. Which was a way to indicate fraud. You have a small system. Thus, are duties that are done by just a few. Mr. Gullekson said that when he received the call from Rhonda about doing the audit he was a bit hesitated because of what had happened. He was a little worried about doing it but when he checked the records, they were very good. He suggests that the district should go to accrual which he could help get to that point. He said that what he observed its better than most. Going forward he thinks that Jamie and Rhonda do an outstanding job. Something new from other audits which is called MDA – Management's Discussion and Analysis just extra. This is where you can add stuff in layman's terms. I encourage you to read this. Bank reconciliation were very good. Page 14 needs to be adjusted because it still shows the theft of the previous years. He will work with Jamie to get us to start fresh. Kind of went through the rest of the audit waiting for questions if any. We are here to help you succeed. Mr. May said that he appreciated that they were able to do our audit for us. Mr. Gullekson said that he was worried when he walked in the door but he feels like they have an A client. We are happy to work with us going forward. The girls in the office did great getting us what we needed and their work was very good keeping records. Mr. May asked for a motion to accept (approve).

Action taken: Mr. Secor made the motion to accept (approve) 2022 Year-End Audit Review as presented. Seconded by Mr. Barber; Aye votes; Secor, Barber and, May. Nay votes: none. Motion carried.

7. Consideration of and Possible Action on ODOT – State Job No. 33845 (4) UTILITIES: Utility Relocation for Widening, Resurfacing and Bridges, SH-84, Okfuskee County, OK Field Meeting #1

Discussion: Mr. Gillin said that what they are doing is they are making two new different bridges over by our water plant. He would find out more at the meeting tomorrow. They are needing us to move our water line. Mr. May suggested that we table this until the next meeting.

Action taken: Mr. Secor made the motion to table the ODOT item until the next meeting. Seconded by Mr. Barber. Aye votes; Secor, Barber and May. Nay votes: none. Motion carried.

8. Consideration of and Possible Action on Presenting the Director's that couldn't Attend the Director/Employee Dinner with a \$100.00 Restaurant Gift Card

Discussion: Mr. May said that this all came about to get the Board members and the employees in the same place at the same time to share a meal together. If you can't make it that's would be on you. Rhonda said that she felt that the restaurant couldn't accommodate us on the Saturday so we want to make it right. We could make it closer for you all to go so that you wouldn't have far to go like at Rustler's. Mr. May said that he didn't need to but he couldn't talk for the other.

Action taken: Mr. Secor made the motion to approve Presenting the Director's that couldn't Attend the Director/Employee Dinner with a \$100.00 Restaurant Gift Card from Rustler's BarB-Q. Seconded by Mr. Barber; Aye votes; Secor and Barber. Nay votes: May. Motion carried.

9. Consideration of and Possible Action on Appointing a By-Law Committee to do the 3 Year By-Law Review

Discussion: Rhonda said the last one that was done was in 2010. Mr. May said that it was a chore trying to get someone to do it. But now there may be some changes needed. Rhonda said that her and Jamie had an idea for at least two people to do this. One would be Beverley Kuykendall and Gail Fowler. Do you all have any suggestions. We could find another one given time. Even if there were no changes at least we can have it recorded that we did do it. We could make the date every five years. Mr. May said that he thought it was good to have it every 5 years. If there is any suggestions, we could make we could help them. Mr. May said that Rhonda and Jamie could find someone.

Action taken: Mr. Secor made the motion to Let Rhonda and Jamie Appoint a By-Law Committee to do the 3 Year By-Law Review. Seconded by Mr. Barber; Aye votes; Secor, Barber and May. Nay votes: none. Motion carried.

10. Executive Session: a. Individual Employee Reviews
b. Annual Employee Reward

Discussion: Mr. May asked Rhonda if she talked to Vincent, Chairman about dropping this off the agenda and she told him yes, she did and he said to go ahead and drop it. Mr. May said how about item b and Rhonda said no (lol).

Convened: at 8:04
Reconvened: at 8:12


Mr. May said that we do not remember what we did last year and Rhonda said that it was \$500.00.

Action taken: Mr. Secor made the motion to drop item a from the agenda and to Give the Employees a Reward the same as last year in the amount of \$500.00. Seconded by Mr. Barber; Aye votes; Secor, Barber and May. Nay votes: none. Motion carried.

13. New Business
Discussion: None.

14. Adjournment

Action Taken: Mr. Secor made a motion to adjourn the meeting at 8:15 p.m.; seconded by Mr. Barber; Aye votes; Secor, Barber and May. Nay votes: none. Motion carried.



Chairman



Secretary/Treasurer