

**Board of Directors,
Cleveland County Rural Water District #1**

Thursday, December 11, 2025
CCRWD#1 Office, 11341 SH 39 East
At 7pm

The agenda for the meeting was posted at the meeting location on December 9, 2025 @ 6:45pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 7:47pm. The Board members in attendance were Gary Koehn, Jeannie Salmon, Michael Morrissey, Robert Grisham, and Richard Murnan. Board member Jo Ann Miller was absent.

2. Accept minutes of past meeting(s).

- a. Minutes for November 13, 2025, Regular Meeting were reviewed and any changes were discussed. A motion was made by Gary Koehn and seconded by Jeannie Salmon to accept the November 13, 2025, Regular Meeting minutes with a minor correction (i.e., Elevated changed to elevated) made in agenda item 3c(i) and a date correction in agenda item 11. Voice vote was unanimous in favor, and the motion was carried.

3. Consider actions in support of construction.

- a. Regional water project:
 - i. The Board reviewed an April 16, 2025, EPA letter stating the successful waiver of matching fund requirements for a Congressionally Directed Community Grant.
 - ii. Robert Grisham is working on our Emergency Response Plan.
 - iii. Jo Ann Miller is working on our financial records in preparation of an Audit.
 - iv. Kim Hornbuckle is working on providing a milestone schedule.
 - v. A budget narrative is being created by Kim Hornbuckle to show a high-level breakdown of construction activities and anticipated costs.
 - vi. Spoke with Kody James with the Indian Health Service (IHS) concerning grant funds in support of the Regional Water Project. Mr. James reviewed their water/wastewater project list, and we currently are #28 in their priority list. I mentioned we will have several shovel ready projects in 2026 that could use any excess ARPA funds prior to the deadline of December 31, 2026. The IHS project listings has us with an increase in our grant amount of \$478,000 from previous conversations. The total has increased from \$922,000 to \$1,400,000.
- b. County ARPA project:
 - i. No activity since our November meeting.
- c. OWRB ARPA project:
 - i. Construction of the elevated water tower began on December 8, 2025, with mobilization by the concrete foundation contractor, Ozarka Mountain Concrete. This company has been working alongside Caldwell Tanks for several other Oklahoma water storage projects.

- ii. A project was completed to repair an access road that was partially washed out during the Spring 2025 rains. The work included replacement of a culvert and placement of additional gravel. Reimbursement for this project has been received from the OWRB in the amount of \$3,965.90.
 - iii. A project to install a fence around the 1.8 acres purchased adjacent to our standpipe was finished. Payment for this work has been received from OWRB in the amount of \$9737.85.
 - d. District Inspector position.
 - i. A motion was made by Richard Murnan and seconded by Gary Koehn to have Royce Hinkle serve as the District's Inspector for at the rate of \$65/hour. The roll call vote was unanimous in favor and the motion passed.
 - e. Consider action on constructing concrete pads for the stationary generators and propane tanks.
 - i. Concrete pads for a stationary generator and one propane tank have been completed for our office/shop.
 - f. Consider action on the advertising and bidding for the 3 wells along with transport/distribution water mains.
 - i. On November 10, 2025, ODEQ issued the construction permits for the 3 wells and transport/distribution water mains. With the two resolutions made in the October Board Meeting, we were able to move forward with the advertisement for both of these projects. The Advertisement for Bids ran in the Norman Transcript on November 21 and November 28, 2025, with a pre-bid virtual meeting held on December 3, 2025. Bids were opened at 10am on December 11, 2025.
 - ii. Our engineer provided recommendations from among the bids and selected the lowest bid in each instance. For the 3 water wells, Diversified Construction of Oklahoma was the lowest bid at \$3,443,735.00. For the transport/distribution water mains, M&T Septic and Backhoe Service, Inc. was the lowest bid at \$2,260,375.00.
 - g. Because the bid amounts exceeded the original project estimates, the Board discussed reducing the number of water wells to two and decreasing the scope of the water distribution mains. The project engineer provided revised cost projections reflecting these reductions, identified which distribution mains would remain, and confirmed that sufficient funding could be preserved to proceed with smaller water lines in Phase 2 to serve the small Public Water Systems in Slaughterville and areas south of Noble. A motion was made by Richard Murnan and seconded by Robert Grisham to explore this option. The roll call vote was unanimous in favor and the motion passed.
 - h. A need has developed to re-reroute the access to the Sherman property due to the anticipated water tower construction. The best option is to open a set of new steel gates along the east fence of the District's property using two "H" braces and two 14' gates. The existing gate can be reused and only one new gate is necessary. A motion was made by Michael Morrissey and seconded by Gary Koehn to purchase two fencing "H" braces and one 14' gate with a cost not to exceed \$670. The roll call vote was unanimous in favor and the motion passed.
 - i. No other items were introduced.

4. **Consider actions in support of operations.**

- a. The Monthly Operator's Report was provided by Royce Hinkle.
- b. An issue with the drive-by meter reading equipment occurred over the Thanksgiving holiday, resulting in December meter readings being estimated based on each customer's usage during the same period in the previous year. The computer for the drive-by system was shipped via UPS to a service technician in Broken Arrow, Oklahoma, for evaluation and repair.
- c. There are three possible new meter installations that await payment of fees and paperwork:
 - i. Leland Johnson at 16140 168th Street,
 - ii. Julie Kleckner at 19401 144th Street,
 - iii. Matthew and Janell Maral at 14600 Flat Armadillo Road,
- d. No additional vendors will be added to the routine monthly invoices.
- e. No other items were introduced.

5. **Consider requests for non-routine expenditure.**

- a. Two invoices for legal work dealing with land purchase were presented for attorney Cheryl Clayton, P.C. The invoice included two separate itemized charges. The first part of the invoice covered legal work ending on May 13, 2025, concerning purchasing 1.8 acres from Larry Standridge for \$1,635.00 (paid from the County ARPA account). The second part of the invoice also covered legal work ending on December 10, 2025, for a land purchase from Kay Sherman for \$1,125.00 (paid from the FFB Interest Only account). A motion was made by Michael Morrissey and seconded by Jo Ann Miller to pay the total \$2,760.00 for legal fees. A roll call vote was unanimous in favor and the motion passed.
- b. No additional requests were made.

6. **Review external interactions since last regular Board meeting.**

- a. Robert Grisham reported that he had several visits to electrical suppliers in preparation for installing transfer switches for our new generators.

7. **Chairman's report.**

- a. No other information was introduced that had not previously been discussed.

8. **Vice Chairman's report.**

- a. No other information was introduced that had not previously been discussed.

9. **Secretary's report.**

- a. No other information was introduced that had not previously been discussed.

10. **Treasurer's report.**

- a. The Board reviewed the December 2025 Treasurer's Report. A motion was made by Michael Morrissey and seconded by Robert Grisham to approve the report without any modifications. A roll call vote was unanimous in favor and the motion passed.

11. **Consider date and place of next regular meeting.**

- a. The next regular board meeting was scheduled for January 8, 2026. The meeting location will be at the District Office/Shop at 7pm.

12. **Identify prior actions and agenda items for next regular meeting.**

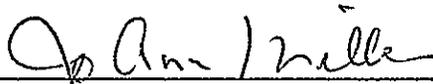
- a. Items that were mentioned:
 - i. Security system.

13. **Public comments.**

No visitors were present.

14. **Adjourn.**

The meeting was adjourned at 9:10pm with a motion by Jeannie Salmon and seconded by Michael Morrissey. Voice vote was unanimous in favor and the motion carried.



Jo Ann Miller, Secretary
Cleveland County Rural Water District #1