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A M E N D E D
 STILLWATER RURAL WATER ADVIORY BOARD **SPECIAL** MEETING AGENDA
 OCTOBER 26, 2023
 723 S Lewis Street
 Room 1112 B
 Stillwater, OK 74074
 12:00 P.M.

1. Call Meeting to Order

2. General Orders

The Advisory Board may hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Advisory Board unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Advisory Board.

a.	Consider approval of July 20, 2023 meeting minutes	
b.	Consider approval of the 2024 Rural Water Advisory Board meeting schedule	
c.	Staff report on the following: i. Items, including leaks and repairs, affecting Rural Water Corp #3 customers <i>(No action will be taken on this item)</i> ii. Update on Rural Water Corp #3 Agreement, Exhibit C Phase I and Phase II Projects <i>(No action will be taken on this item)</i> iii. Update on current water utility projects affecting Rural Water Corp #3 <i>(No action will be taken on this item)</i>	David Barth
d.	Discussion on the Rural Water Advisory Board semi-annual report <i>(No action will be taken on this item)</i>	Robert Sitton
e.	Discussion and recommendations on matters pertaining to the operation and maintenance of Rural Water Corp #3 to the SUA <i>(No action will be taken on this item)</i>	Robert Sitton

3. Public Comment / Input on Rural Water Corp #3

No action will be taken by the Board on items presented by the public at this meeting.

4. Reports from Board Members and Staff

Announcements and remarks of general interest may be made by Board members or staff. Items of business that may require discussion or action, including a vote or series of votes, are listed below.

- a. Discussion and possible action on future meetings
 - i. Next meeting January 18, 2024

5. Adjourn

On _____ at _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S Lewis Street, Stillwater, OK.

The City of Stillwater encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager's office at least 48 hours prior to the meeting by calling 405.742.8209.

**STILLWATER RURAL WATER ADVISORY BOARD MEETING SUMMARY
July 20, 2023, Regular Meeting**

The Stillwater Rural Water Advisory Board met for a regular meeting on Thursday, July 20, 2023, at 12:00 pm in Room 1122-B of the Stillwater Municipal Building at 723 S. Lewis Street

Members present: Robert Sitton Jr., Bryce Campbell, Stephen Mayo, Danny Wick, and Kent Bradley.

Others present: David Barth, Division Manager, Water Utilities Engineering; Angela David, Administrative Assistant - Engineering Dept., as recording secretary.

Others absent: Lowell Barto, counsel for Rural Water Corp. #3.

1. CALL MEETING TO ORDER

Robert Sitton Jr. began the meeting at 12:00 pm.

2. APPROVAL OF MINUTES

Mr. Sitton asks if there were any changes and/or edits to the April 20, 2023 minutes; none were noted.

Mr. Wick moved, Mr. Campbell seconded to approve the meeting summary of April 20, 2023.

	Sitton	Campbell	Bradley	Clark	Wick
Roll Call:	Yes	Yes	Absent*	Yes	Yes

*Mr. Bradley arrived at 12:15 pm.

3. GENERAL ORDERS

- A.** Staff Report to Board on Miscellaneous Items (no action to be taken by the Board on this item)

Mr. David Barth reported that he took a report to City Council concerning the Yost pressure zone and the struggles to maintain the pressure, especially during high demand periods. COS is not issuing new water meters in the area until the improvements are made because of the potential of pressure dropping below the DEQ minimums.

Mr. Barth reported that the existing pumps inside the Yost Pumping Station will be replaced with larger pumps that will sustain the system until the new Pump Station is completed. These pumps will not increase the pressure, but will sustain the pressure. The project should be advertised in the next few weeks and installed rather quickly.

Mr. Barth reported that the new Yost Pumping Station will be advertised in the next three weeks. He hopes to open the bids in October. It will take a couple of years to build the project. Mr. Barth reported that the new water tower and pipeline is being designed by Garver Engineers. Things are still on track for that project to be bid in the summer of 2024. It will take two years to build the project.

Mr. Mayo asked for the size of the temporary pumps. Mr. Barth reported that he did not have that information with him. He reported that the new pumps will have variable frequency drives, which will allow for better control and the ability to sustain the pressure. Mr. Mayo expressed interest in seeing the details on the new pumps.

Mr. Barth mentioned that the Yost area is very large (approximately $\frac{3}{4}$ the size of the City of Stillwater) but only has 400 meters. Mr. Mayo commented that the number has been kept artificially small because new meters are not being issued.

B. Review and Discuss Rural Water Advisory Board Semi-Annual Report

Mr. Sitton reported that the City Council accepted his report. Mr. Sitton believes that there is some confusion about the history of the COS/Rural Water Corp #3 relationship and has attempted to reach out to the mayor to share information.

C. Exhibit C of the Agreement Between the City of Stillwater and Rural Water Corp #3 Phase I Projects and Phase II Projects - Update

Mr. Sitton commented that Mr. Barth has already covered topics "C" and "D".

D. Yost Road Booster Pump Station Improvement Project - Update

No additional comments.

E. Recommendations by the Rural Water Advisory Board to SUA

Mr. Sitton asked if there were any information the Board wanted him to add to his report to the SUA. He stated that he has not been receiving updates on water usage, billing, & customers. He is going to go to Council for direction on obtaining this information.

Mr. Barth asked Mr. Sitton for a list of the information he would like to receive. Discussion ensued about the data requested. Mr. Barth asked about the purpose for the data. Mr. Sitton stated that they belong to the Oklahoma Rural Water Association. The information allows them to see how they compare to other rural water systems. Mr. Mayo stated that the data allows them to give information to their members. It allows them to see the history of the health of the system.

Mr. Barth asked Mr. Sitton to send him directly a list of the reports he needs. There was a discussion about ways to maintain a consistent delivery of reports amidst staff changes. The need for open communication between the RWAB and COS was

emphasized. Mr. Sitton stated that the RWAB exists because the customers in RWD3 have no say in the elections in Stillwater and have no other voice.

F. Next regular meeting is scheduled for Thursday, October 19, 2023

4. REPORTS FROM OFFICERS AND BOARDS

Mr. Sitton asked if there were any other reports.

Mr. Mayo reported that the RWAB has worked with James Driskel to understand the “bottlenecks” in the system and they have created a report to help their members understand the issues with RWD3.

Mr. Campbell asked about the status of a water tower that has issues with the land owner. A discussion followed concerning the different water towers in the RWD3 system and their status.

Mr. Campbell stated the he had comments. He reported that his parent’s home and many of his rental properties frequently experience low water pressure, or no water at all. He expressed frustration about many issues within the COS. He felt that many projects in the COS lack long range planning. He asked about the long range goals for the new system designs. He wants the COS to plan for the needs for 20 to 30 years into the future. Mr. Barth reported that the new tower, water line and pump station were designed to meet long term needs. He reminded the RWAB that these plans are contingent on funding from the SUA.

5. ADJOURN

Mr. Wick moved to adjourn, Mr. Bradley seconded.

	Sitton	Campbell	Bradley	Clark	Wick
Roll Call:	Yes	Yes	Yes	Yes	Yes

The meeting adjourned at 1:05 pm.

**SCHEDULE OF REGULAR MEETINGS
FOR THE CALENDAR YEAR OF 2024**

RURAL WATER ADVISORY BOARD

DATE	TIME	MEETING LOCATION
January 18	12 noon	Conference Room 1112-B, Municipal Building
April 18	12 noon	Conference Room 1112-B, Municipal Building
July 18	12 noon	Conference Room 1112-B, Municipal Building
October 17	12 noon	Conference Room 1112-B, Municipal Building

City of Stillwater
Municipal Building
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Filed in the Office of the City Clerk, City of Stillwater, Oklahoma on the ___ day of November, 2023.