

RURAL WATER ADVISORY BOARD MEETING  
AGENDA  
JULY 18, 2024



723 S. Lewis Street  
Room 1112-B  
Stillwater, OK 74074  
12:00 PM

1. Call Meeting to Order

2. General Orders

The Advisory Board will hear a staff presentation and take action including a vote or series of votes on each item listed as presented or as amended or revised by members of the Advisory Board unless the agenda entry specifically states 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.	Introduction of newly appointed board member, Mr. Greg Pickens and Chair presentation on Rural Water Advisory Board powers and duties as set forth in City Code Section 2-352. <i>(No action will be taken on this item.)</i>
b.	Consider approval of the April 18, 2024, minutes.
c.	Staff update 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 the 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>
d.	Discussion on Rural Water Advisory Board semi-annual report. <i>(No action will be taken on this item.)</i>
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>

3. Reports from Officers and Boards

a.	Chair report on the Payne County Rural Water Corp #3 (PCRWC#3) mission
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	statement.
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b.	Discussion and possible action on future meetings.
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i.	Next meeting October 17, 2024.
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4. 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.

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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.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at Agendas and Minutes
- Official minutes are archived in the City Clerk's office.

**STILLWATER RURAL WATER ADVISORY BOARD MEETING SUMMARY**  
**October 26, 2023, Regular Meeting**

The Stillwater Rural Water Advisory Board met for a regular meeting on Thursday, April 18, 2024, at 12:00 pm in Room 1112-B of the Stillwater Municipal Building at 723 S. Lewis Street.

Members present: Chairman Robert Sitton Jr., Vice-Chairman Stephen Mayo, Bryce Campbell, Danny Wick and Bill Furman.

Others present: Kimberly Carnley, City Attorney, Ashlyn Garis, Assistant City Attorney; Candy Staring, Director City Engineering, David Barth, Division Manager-Water Utilities Engineering; James Driskel, Water Utilities Director; Cindy Gibson, Administrative Services Manager, as recording secretary.

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

**1. CALL MEETING TO ORDER**

Mr. Sitton began the meeting at 12:06 pm.

**2. GENERAL ORDERS:**

**a. Open Meetings Act Training.**

Mrs. Kimberly Carnley, City Attorney explains the roll of their office in providing staff attorneys for boards to ensure compliance with the Open Meetings Act and provide guidance to boards in general; discusses the training that Assistant Attorney, Ashlyn Garis, will provide does guidance on how to hold the meeting but doesn't provide on how to conduct the meeting. Mrs. Carnley further explains that the city code covers rules for debate, discussion and rules of decorum; participation on a city board comes with an expectation that all members will be respectful and professional; robust discussion is encouraged; discussion should remain productive; tools available from a procedural perspective, not covered in the meetings act, would be a Motion to Recess and a Motion to Adjourn.

Mrs. Carnley explains that a Motion to Recess allows a "pause or time out" to allow time to review material not previously presented that is pertinent to an agenda item, allow staff time to print materials needed or just take a break as needed; and if there is an item that is requested to be discussed that is not on the agenda, which can't be done under the Open Meetings Act, then start a Motion to Adjourn and request that item be placed on the next agenda or call a special meeting.

Mrs. Carnley expresses thanks to the board members who volunteer of their time to come be involved with City government and participate in good, beneficial advise to take to City Council.

Ashlyn Garis, Assistant City Attorney does a presentation on the Open Meetings Act which included information on purpose of the act, when it is triggered, what you have to do comply with it, what action must be taken during a meeting and why you should comply with the act.

Mr. Mayo asked about when three members get together to talk about fertilizer if that isn't considered a meeting; Ms. Garis confirms in as long as you aren't talking about Rural Water Board business.

Mr. Mayo asked about conversations held regarding the corporation board and an advisory board; Mrs. Carnley responds that this is a unique board specifically charged under the ordinance to provide advise and make recommendations to the City Council on the operation of the rural water system which may have some overlap, however, it is viewed as when you are here as a quorum, you are discussing the advisory board business and when you are there as a quorum, you are discussing specifically that board business.

Discussion is held regarding public comments and input and where appropriate when referenced on the agenda.

Ms. Garis ask if there are any questions

Discussion is held regarding recent agenda issues with some municipalities as well as state entities and some legal issues because of the agenda wording.

**b. Consider approval of the January 18, 2024 meeting minutes.**

Mr. Sitton asked if there were any changes and/or edits to the January 18, 2024 minutes; none were noted.

**Mr. Sitton moved to approve the January 18, 2024 meeting minutes, Mr. Mayo seconded.**

	<b>Sitton</b>	<b>Mayo</b>	<b>Campbell</b>	<b>Wick</b>	<b>Furman</b>
Roll Call:	Yes	Yes	Yes	Yes	Absent

**c. Staff Report on the following:**

**i. Items, including leaks and repairs, affecting Rural Water Corp #3 customers.**

David Barth, Division Manager-Water Utilities Engineering introduces James Driskell, Water Utilities Director.

James Driskel, Water Utilities Director comments that eight (8) water leaks have been repaired in the last quarter; performed 160 flushes which equals approximately

3.575m gallons; set three (3) water meters; and completed 1,001 line locates in the rural system.

## **ii. Update on Rural Water Corp #3 Agreement, Exhibit C Phase I and Phase II Projects**

David Barth, Division Manager-Water Utilities Engineering comments that staff has completed replacing the pumps at the Yost Booster Pump Station; project was a huge success; pumps have VFDs on them to keep tower more full more continuously; this is a temporary fix until new station is completed.

Mr. Barth comments on the following:

- Working on new water line and tower in Yost area for design
- Looking at putting several of the Exhibit C projects into larger project plan to outsource its management

Mr. Mayo asked if the electric size was increased for the new pumps; Mr. Barth responds yes. Mr. Mayo asked if the pump curves are identical; Mr. Barth responds no, he can confirm the size but knows they aren't the same. Mr. Driskel states that the pumps were limited to keep from tripping the electric for one pump running full time and now have the ability to run two with no electrical issue.

Discussion is held regarding the cycling of water level up and down to keep water fresh; head pressure, previous inability to maintain water levels with both pumps, attempt to maintain water levels and timing of cycling; and installation of new meters in the Yost Zone being direction impacted by net head pressure.

## **iii. Update on current water utility projects affecting Rural Water Corp #3.**

Mr. Barth comments on the following project that will impact service in RWC3 area:

- Upgrade to Yost Pump Station
- Project to build new water line and tower

Mr. Barth comments that is all he has on Item C.

Mr. Mayo asked about the anticipated construction date for the tower; Mrs. Staring and Mr. Barth comment that the project is still in design and funding; staff believes plans are at 30% design; and having been put on hold due to staffing issues.

Mr. Mayo talks about property value being directly connected to the number of water meters available.

## **d. Discussion on the Rural Water Advisory Board semi-annual report.**

Mr. Sitton asked if there is anything that needs to be added; none respond at this time.

**e. Discussion and recommendations on matters pertaining to the operation and maintenance of Rural Water Corp #3 to the SUA.**

No one is ready to add anything at this time.

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

Mr. Sitton asked Mr. Pickens if he has comments; Mr. Pickens responded not at this time.

Mr. Jim Rogers states he wishes to speak and he comments on the following:

- Current resident of Rural Water Corp. 3 for the last 25 years
- What was mentioned on Yost and the impact to him for property value is about a \$30k - \$40k loss because they can't get water meter
- Off of the Range Road area and sold three (10) ten-acre tracts and can't get meters so they are going to have to drill wells
- City purchase Rural Water #3 and provide service when needed but it hasn't occurred
- 2012 – told it was going to another 5 to 7 years and now 12 years has gone by and it hasn't happened and pressure still isn't good within half mile of the tower
- Third user on the line that loops around from the tower
- the water pressure is still not good even with the new pump if he is within half mile maybe
- What is going to take to get better pressure

Mrs. Staring responds that it is a tower and water line project, in process but stalled due to insufficient staff to carry work load and also the determination of the City Council whether or not we spend money on those customers at that time or whether that money is better spent for existing customers.

**4. Reports from the Board Members and Staff**

Mr. Mayo asked about a project previously item of interest that was a horse facility and water provided there; further investigation found that they drilled two (2) water well; and that location was right below the dam on McMurtrey.

Mr. Mayo had a meeting on doing pressure survey; still have yet to prepare that report but thinks its an active issue that should be looked at; water meters are being denied based on water modeling but wants to see the models and supporting pressure survey; and has done pressure surveys to support models.

Mr. Barth comments that the model used by City was based off of the water model Mr. Mayo references and further developed by City's consultant with supporting data from field crews to calibrate the City's model. Mr. Mayo states that he would like to see that report.

Mrs. Staring comments how the model is used for new water meter applications and how it guides staff to evaluate potential drops in pressure below the 25 psi the system is required to maintain.

Mr. Sitton states that it is a pressure issue in the Southwest zone; and how the board went together with staff to develop a plan for upgrading; and it took 10 to 12 years to get that accomplished.

Mr. Barth adds that it isn't only the model but also areas that are close to the minimum 25 psi and impacts of adding another meter in that area.

Mr. Sitton reminds the board that they are beyond the report from Officers and Board scope and asked if Mr. Mayo would like to see this pressure survey.

Mr. Mayo asked to see the pressure survey that supports the model; and Mr. Barth advises that the model they would see would be for the whole city.

Mr. Sitton comments about receiving the insert in his utility bill regarding the Water Quality report; Mr. Driskel responds that it was to advise account holders of a major leak and potential issue.

**a. Discussion and possible action on future meetings**

- i. Next meeting July 18, 2024

**5. Adjourn**

**Mr. Mayo moved to adjourn the meeting; Mr. Wick seconded.**

	<b>Sitton</b>	<b>Mayo</b>	<b>Campbell</b>	<b>Wick</b>	<b>Furman</b>
Roll Call:	Yes	Yes	Yes	Yes	Absent

The meeting adjourned at 12:59.