

**RURAL WATER ADVISORY BOARD MEETING**  
**AGENDA**  
 JANUARY 16, 2025



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

1. Call Meeting to Order
2. General Orders

The board/committee/commission 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 board/committee/commission 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 board/committee/commission.

a.	Election of Chair.
b.	Election of Vice-Chair.
c.	Consider approval of the July 18, 2024, minutes
d.	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>
iv.	Proposed schedule of new Yost Tower, water line, and pump station <i>(No action will be taken on this item.)</i>
v.	Water testing for PFOA <i>(No action will be taken on this item.)</i>
vi.	Yost pressure zone service conditions <i>(No action will be taken on this item.)</i>

vii.	Capital Improvements Report
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3. Reports from Officers and Boards

a.	Discussion and possible action on future meetings: <ul style="list-style-type: none"><li>• Next regular meeting is April 17, 2025.</li></ul>
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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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**RURAL WATER ADVISORY BOARD  
MEETING SUMMARY  
THURSDAY, JULY 18, 2024**

Members present: Chairman Robert Sitton, Jr., Greg Pickens, Bill Furman

Others present: Assistant City Attorney Ashlyn Garis, Deputy Director of Engineering Bill Millis, Engineer Ben Jenkins, Engineering Technician Saiyed Nori, Administrative Assistant Casi Jackson, Administrative Manager Cindy Gibson as Recording Secretary

**1. Call Meeting to Order**

Chairman Robert Sitton, Jr., called the meeting to order at 12:00 pm and asked for roll call.

Roll Call:	Sitton	Pickens	Wick	Campbell	Furman
	Present	Present	Absent	Absent	Present

Quorum established.

**2.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.**

No action taken.

**2.b. Consider approval of the April 18, 2024, minutes.**

Mr. Furman moved to approve minutes; Mr. Pickens seconded.

Roll Call:	Sitton	Furman	Pickens
	Yes	Yes	Yes

Motion passed 3-0.

**2.c.i. Items, including leaks and repairs, affecting Rural Water Corp #3 Customers**

- Deputy Director of Engineering Bill Millis introduced new Engineering Admin Casi Jackson, Engineer Ben Jenkins, and Engineering Technician Saiyed Nori.
- Bill Millis did not have any leaks or repairs to report.  
No action taken.

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

- Bill Millis provided update on the Yost project, which is in design and involves construction of a new pump station and part of the finished water \$25 million pump station at the water treatment plant.

- Mr. Furman raised concern about the need for updated models to reflect the new pumps and their impact on the system's performance.
- Ben Jenkins reported that the pump curves have been updated in the model, and they have seen in real life and on actual SCADA data that City can keep the tower fuller more of the time; it does not drop like it used to, which is an improvement.
- Ben Jenkins further reported that the City replaced the water model approximately two years ago, and industry standard is to calibrate every five years for a very large system, and probably 10 for a system the size of Stillwater.
- Mr. Furman raised concerns about the process for applying for new water meters and the need for individual case reviews to ensure system integrity.
- Bill Millis explained the current process and the challenges of meeting DEQ minimum pressure requirements.
- Mr. Furman suggested the need for a committee to review meter applications on a case-by-case basis to address specific situations.
- Mr. Sitton requested an updated timeline for the Exhibit C project, which includes the rebuild of the pump station and the water tower.
- Ben Jenkins provided a detailed schedule for the project, including geotechnical borings scheduled for that day, design completion and advertisement by the end of the year, and the expected timeline for construction, which, for the tower, could take up to two years.  
No action taken.

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

- Bill Millis stated that there are three different pieces of one project running parallel: the pump station at the plant, the tower, and the water line.
- Mr. Sitton requested a financial breakdown of the annual budget for water projects, similar to what was provided in previous years.
- Bill Millis explained that the water budget is a standalone budget and should be available online.  
No action taken.

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

- Mr. Sitton suggested reviewing the budget report to ensure transparency and accountability and requested that this be included on the next meeting's agenda.  
No action taken.

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

- There was no discussion, and no recommendations were made.  
No action taken.

**3.a. Chair report on the Payne County Rural Water Corp #3 (PCRWC#3) mission statement.**

- Mr. Sitton presented the Payne County Rural Water Corp #3 mission statement.
- Mr. Sitton requested three reports from the City that he can take back to the PCRWC#3 meeting: (1) a possible time frame for the Yost pump station; (2) any head pressure reports to see how much electricity is being saved; and (3) a copy of the hydraulic modeling in the northwest pressure zone that David Barth presented to City Council approximately a year ago.

No action taken

**3.b.i. Discussion and possible action of future meetings.**

- Next meeting scheduled for October 17, 2024.

**4. Adjourn**

Chairman Sitton asked if there were any further comments or questions; none responded. Mr. Furman moved to adjourn; Mr. Pickens seconded.

Roll Call:	Sitton	Pickens	Furman
	Yes	Yes	Yes

Motion passed 3-0.

- Meeting adjourned at 12:46 pm.

DRAFT

M e m o r a n d u m

**Date:** 1/16/2025

**Subject:** Rural Water Advisory Board agenda item 2.d.i. – *Items, including leaks and repairs, affecting Rural Water Corp #3 Customers*

**Reported Rural Data for Last Quarter of 2024**

Mainline Repairs:	1
Service Line Repairs:	1
New Meters Set:	6
Water Quality Flushes:	382
Gallons Flushed:	4,403,055
Line Locates Completed:	710