



**STILLWATER RURAL WATER ADVISORY BOARD MEETING SUMMARY
January 19, 2023, Regular Meeting**

The Stillwater Rural Water Advisory Board met for a regular meeting on Thursday, January 19, 2023, at 12:00 pm in Room 1122-B of the Stillwater Municipal Building at 723 S. Lewis Street

Members present: Robert Sitton Jr., Kent Bradley, and Stephen Mayo

Members absent: Bryce Campbell, Danny Wick

Others present: James Driskel, Director Water Utilities; Angela David, Administrative Assistant as recording secretary.

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

1. CALL MEETING TO ORDER

Robert Sitton, Jr. begins the meeting at 12.04 pm

Mr. Sitton introduces Mr. Stephen Mayo as a new member of the board, appointed to a three year term. He was presented to the SUA board in December and was approved. Mr. Mayo is taking the place of Cory Clark, whose term expired at the end of 2022. Mr. Mayo will begin voting today.

2. APPROVAL OF MINUTES

a) Regular Meeting of October 20, 2022:

Mr. Sitton asks if there are any changes and/or edits; none are noted.

Mr. Bradley moves, Mr. Sitton seconds to approve the meeting summary of October 20, 2022.

	Sitton	Campbell	Bradley	Mayo	Wick
Roll Call:	Yes	Absent	Yes	Yes	Absent

3. GENERAL ORDERS

a) Staff Report to Board on Miscellaneous Items (no action to be taken by the Board on this item)

1. Mr. James Driskel presents a map showing RWC3 water meter installation locations color coded by year of installation and the locations of denied meter applications. He points out that there may be some discrepancy in the 2007 – 2010 numbers because

there was not a distinction made between in-city limits installations and rural installations at that time.

2. Mr. Driskel presents the Turn-Over in Customers list. This list does not necessarily indicate new service locations, but a change in the occupants of existing location.
3. Mr. Driskel presents the monthly reports from Kelley Hitch, Distribution Supervisor. The reports distinguish between in-city and rural work done by the city's Water Distribution crews.
4. Mr. Driskel presents the RWC3 Consumption Reports.

b) Review and Discuss Rural Water Advisory Board Semi-Annual Report

Mr. Sitton states that he presented his report to the SUA Board in December and they accepted the report. Mr. Sitton reports that the SUA board confirmed that lack of manpower is the major obstacle to moving forward with projects.

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. Driskel states that there is nothing to report.

d) Yost Road Booster Pump Station Improvement Project – Update

Mr. Driskel reports that they are currently working with Corrollo to do some short-term fixes to update the pumps to help meet current demand while we wait for the longer term project to be completed. As part of those fixes, CREC will be upgrading the electrical service to meet the needs of the upgraded pumps. The longer term project includes a new pump station located at the water treatment plant. Staff is preparing to restart a separate project, replacing the pipeline to the tower, and replacement of the Yost tower.

Mr. Mayo asks about the water pressure requirements. Mr. Driskel explains that the DEQ's minimum required pressure is 25 psi. If pressure falls below 25 psi, there is a danger of back-siphoning contaminated water into the system.

e) Recommendations by Rural Water Advisory Board to SUA.

1. Mr. Sitton states that he will continue to remind the SUA that there are 160 acres for sale at the intersection of Country Club and Lakeview. There needs to be adequate water volume and water pressure to issue water meters for new construction.
2. Mr. Bradley wants the water pressure issues in the northwest zone noted.

f) Next regular meeting is scheduled for Thursday, April 20, 2023

4. REPORTS FROM OFFICERS AND BOARDS

Mr. Sitton asks if there are any other reports.

- a) **Mr. Bradley states that the 2023 Calendar has not been voted on and approved. Mr. Bradley makes a motion to accept the 2023 Calendar. Mr. Sitton seconds the motion.**

	Sitton	Campbell	Bradley	Mayo	Wick
Roll Call:	Yes	Absent	Yes	Yes	Absent

- b) **Mr. Bradley states that officers have not been voted on for the 2023 session. Mr. Bradley nominates Robert Sitton as chairman and Stephen Mayo as Vice-Chairman of the Rural Water Advisory Board. Mr. Sitton seconds.**

	Sitton	Campbell	Bradley	Mayo	Wick
Roll Call:	Yes	Absent	Yes	Yes	Absent

5. ADJOURN

Mr. Bradley moves to adjourn, Mr. Sitton seconds.

	Sitton	Campbell	Bradley	Mayo	Wick
Roll Call:	Yes	Absent	Yes	Yes	Absent

The meeting adjourns at 12:39 pm.

Prepared by Angela David, recording secretary.