

**COMANCHE COUNTY RURAL WATER DISTRICT NO. 3  
NOTICE OF MONTHLY MEETING AND AGENDA**

As required by Oklahoma Statute Title 25, Section 311, notice is hereby given, the Board of Directors of Comanche County Rural Water District No. 3 will hold a regular monthly meeting on **Tuesday, May 4, 2021** at **7:00 pm** to be held at the district office, located at 5845 SE 90<sup>th</sup> Street, Lawton, OK

**AGENDA**

Call the Meeting to Order at 7:00 pm

Read and Approve the Minutes of the April 6, 2021 Monthly Meeting.

**FIRST ORDER OF BUSINESS:** Gary Brickley Report on Water Project with Cotton Co. RWD #2.

**SECOND ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on Bids for the Purchase of a District Truck.

**THIRD ORDER OF BUSINESS:** Review Financial Report for 2020-2021 and Proposed Budget for 2021-2022.

**FOURTH ORDER OF BUSINESS:** Discuss Annual Meeting to be held on May 17, 2021.

**FIFTH ORDER OF BUSINESS:** Examine the 2021 Phase 2 SOC Test Results.

**SIXTH ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on Membership Sales.

**SEVENTH ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on Membership Transfers.

**EIGHTH ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on Expenditures to be Paid in May 2021.

**NINTH ORDER OF BUSINESS:** Examine & Discuss Office and Financial Reports for April 2021.

**TENTH ORDER OF BUSINESS:** Discuss and Take Appropriate Action on Any New Business.

**ELEVENTH ORDER OF BUSINESS:** Discuss and Take Appropriate Action on Any Old Business.

**TWELFTH ORDER OF BUSINESS:** Adjournment.

**COMANCHE COUNTY RURAL WATER DISTRICT NO. 3**  
**BOARD MEETING MINUTES**  
**April 6, 2021**

**Roll Call Present:** Dee Davis, Michael Parks, Weston Hoodenpyle, Robert Griggs, Marty New

**Absent:** None

**Others:** Andi Davis, Wayne & Karen Bishop

The Board of Directors of Comanche County Rural Water District No. 3 met at the district office located at 5845 SE 90<sup>th</sup> Street, Lawton, Oklahoma, pursuant to public notice as on file in the office of the Comanche and Cotton County Clerk. The meeting notice and agenda were posted on the front door of the office and on the district website at 11.42 am, April 5, 2021. The minutes of the March 2, 2021 meeting and the agenda for the April 6, 2021 meeting were emailed/faxed to all board members at 11:38 am, April 5, 2021.

Determining a quorum of the board members were present; Chairman Dee Davis called the meeting to order at 7:00 pm. Due to prior examination, Chairman Davis asked for corrections to the minutes of the March 2, 2021 monthly meeting.

Motion was made by Robert Griggs to accept the minutes as published.

Second by: Weston Hoodenpyle

Motion Carried: Davis-Yes, Parks-Yes, Hoodenpyle-Yes, Griggs-Yes, and New-Yes                      No-None

**FIRST ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on the Letter from New Salem Baptist Church (#110) and from Rebecca Henson Collings (#183) Requesting a Billing Adjustment Due to Broken Water Lines Caused by the Freezing Weather.

The Board examined the letter from New Salem Baptist Church requesting an adjustment to account #110 due to a broken water line caused by freezing weather. The Board also examined a printout of the billing/payment history for account #110. Discussion followed.

Motion was made by Marty New to adjust the account by \$96.80 per the district policy.

Second by: Michael Parks

Motion Carried: Davis-Yes, Parks-Yes, Hoodenpyle-Yes, Griggs-Yes, New-Yes                      No-None

The Board examined the letter from Rebecca Henson Collings requesting an adjustment to account #183 due to broken water pipes caused by freezing weather. The Board also examined a printout of the billing/payment history for account #110. Discussion followed.

Motion was made by Dee Davis to adjust the account by \$1,196.08 per the district policy.

Second by: Robert Griggs

Motion Carried: Davis-Yes, Parks-Yes, Hoodenpyle-Yes, Griggs-Yes, New-Yes                      No-None

**SECOND ORDER OF BUSINESS:** Discuss Possible Changes to the Developers Resolution and Agreement. The Board discussed updating the Developers Resolution and Agreement.

**THIRD ORDER OF BUSINESS:** Review Preliminary Financial Report for 2020-2021 and Proposed Budget for 2021-2022.

Karen Bishop submitted a preliminary financial report for 2020-2021 and a draft of the proposed budget for 2021-2022. Discussion followed.

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**FOURTH ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on Projects to include in the 2021-2022 Budget.

The Board examined the list of proposed projects for the 2021-2022 budget. Discussion followed on completing the SE 90<sup>th</sup> & Goodin Rd project, installation of 1 mile of 6" PVC from SE Bishop Rd & SH #65 to SE Coombs Rd, the purchase of a new district pick-up, purchase of a 2<sup>nd</sup> computer for the office & updating billing software, and water purchase & tie-in with Cotton Co. RWD #2.

**FIFTH ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on Membership Sales.

Karen Bishop submitted 4 applications for service: 1) Jake Conners for 2 meters, 2) Lee & Teresa Carter, and 3) Rodney and Lorri Jackson. Bishop stated the documents were in order and had received written approval from attorney, Hyman Copeland.

Motion was made by Marty New to approve the membership sales. Second by: Michael Parks  
Motion Carried: Davis-Yes, Parks-Yes, Hoodenpyle-Yes, Griggs-Yes, New-Yes No-None

**SIXTH ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on Membership Transfers. Karen Bishop submitted 5 memberships for transfer: 1) #197 from Thad Beckendorf to Nicholas & Morgan Richard, 2) #402 from Dustin Nelson to Bruce Vescovi, 3) #565 from the Elza M. Queen Revocable Trust Agreement to Collin Langford, 4) #961 from Karen Hicks to Leigh M. Henager and 5) #971 from Randy & Vicki Epp to Michael & Bree Medcalf.. Bishop stated the transfers were in order and recommended approval.

Motion was made by Robert Griggs to transfer the memberships. Second by: Dee Davis  
Motion Carried: Davis-Yes, Parks-Yes, Hoodenpyle-Yes, Griggs-Yes, New-Yes No-None

**SEVENTH ORDER OF BUSINESS:** Examine the 2021 1<sup>st</sup> Quarter Nitrate and Annual VOC Test Results. The Board examined the 2021 1st Qtr Nitrate test results from the State DEQ lab. The nitrate sample was collected and submitted on 3/10/2021. The test result was 7.64 mg/l. The Board also examined the test results of the annual VOC sample that was collected and submitted to the State DEQ lab on 3/10/2021.

**EIGHTH ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on Expenditures to be Paid in April 2021.

The Board examined the list of expenditures to be paid during the month of April 2021.

Motion was made by Michael Parks to approve payment of the expenditures as presented.  
Second by: Weston Hoodenpyle.  
Motion Carried: Roll Call: Davis-Yes, Parks-Yes, Hoodenpyle-Yes, Griggs-Yes, New-Yes No-None

**NINTH ORDER OF BUSINESS:** Examine and Discuss Office and Financial Reports for the Month of April 2021.

The Board examined the office report, financial reports, monthly recap report and top 10 high usage report for the month ending March 30, 2021. Discussion followed.

**TENTH ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on New Business.  
None

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**ELEVENTH ORDER OF BUSINESS:** Examine, Discuss and Take Appropriate Action on Old Business.  
None

**TWELFTH ORDER OF BUSINESS:** Adjournment  
There being no other business:

Motion was made by Robert Griggs to adjourn the meeting.                      Second by: Marty New  
Motion Carried: Davis-Yes, Parks-Yes, Hoodenpyle-Yes, Griggs-Yes, New-Yes                      No-None

The April 6, 2021, board meeting was adjourned at 8:04 pm