



**STILLWATER RURAL WATER ADVISORY BOARD MINUTES
January 21, 2016 Regular Meeting**

The Stillwater Rural Water Advisory Board met for a regular meeting on Thursday, January 21, 2016 at 12:00 pm in Conference Room 1112-B of the Stillwater Municipal Building at 723 S. Lewis, Stillwater, OK. The meeting was called to order by Chairman Robert Sitton Jr.

Members present: Robert Sitton Jr., Charles Rice, Jim George, Norman Durham and Jerry Horn.

Members absent: Ken McKinley and Adam VanDeventer.

Others present: William Millis, Water Utilities Director, Michael Dewings, Tetra Tech, Bill Darbe, Team Leader for Water Distribution and Wastewater Collection and Susan Hall, Water Utilities Administrative Assistant as recording secretary.

Others absent: Dennis McGrath, Assistant City Attorney, Lowell Barto, counsel for Rural Water Corp #3.

1. CALL MEETING TO ORDER

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

2. APPROVAL OF MINUTES

Motion by Horn, second by Durham to approve minutes of the November 19, 2015 Regular Meeting.

Voting aye: George, Horn, Rice, Durham, and Sitton. Abstaining vote: none. Voting no: none. Motion carried.

3. GENERAL ORDERS

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

Millis shared a copy of an internal email that is sent to some city staff, when crews are flushing hydrants around the city. The email information is helpful, so staff can be prepared answering calls from customers that could be experiencing low water pressure during this time. Millis added the same system is used when there are water line leaks or water line breaks. Since there was some interest from the Rural Water Advisory Board regarding the hydrant flushing and low water pressure that could occur at the same time, Millis stated he could arrange for staff to include email addresses of those on the Rural Water Advisory Board, so they would be notified as well. It was also mentioned there were plans to include the flushing schedule on the City's website on the Water Utilities page.

Millis noted the posted flushing schedule would be subject to change, depending on circumstances.

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

None.

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

Millis gave a brief update of the work on the 37th Avenue and Country Club Road project. The final drawings were received by staff and the engineer did obtain the last of the easements. Staff will be advertising for bids within the next few months.

D. Country Club Road Improvement Project - Update

Millis stated the Phase I Country Club Road waterline is complete. The final inspection on the waterline has been performed. Phase II-ODOT work began at the beginning of November, for the McElroy Road to Lakeview Road construction. There is still a road bore that needs to be done and then the tie-in.

E. Yost Road Booster Pump Station Improvement Project - Update

Millis stated there is no progress since the last meeting. Staff will soon solicit proposals for engineers to design the Yost Road Booster Pump Station Improvement project.

F. Water 2040 – Update

Millis gave an update on package A of the Water 2040 project. Millis stated design on the first two projects is progressing and those two projects could start in the Spring. Millis added staff put together the loan package and the environmental review will soon be finalized.

G. Recommendations by Rural Water Advisory Board to SUA

None.

H. Terms and Conditions of Service: Rural Water Service Rules

Millis stated he is still working on the Terms and Conditions of Service regarding the Rural Water Service Rules. Millis plans to clarify the system is not designed for fire protection. A lengthy discussion followed.

I. 2016 Rural Water Advisory Board Calendar of Regular Meetings

An approved 2016 Rural Water Advisory Board Calendar of Regular Meetings is included in the packet today. Millis reminded the Board staff will work with the City Attorney's office to propose a change to the current city ordinance. There was a short discussion on cancellation of meetings, if there was no new business to discuss.

4. REPORTS FROM OFFICERS AND BOARDS

None.

5. ADJOURN

Motion by Durham, second by Rice to adjourn.

Voting aye: Durham, Horn, Sitton, George and Rice. Abstaining vote: none. Voting no: none.
Motion carried.

The meeting adjourned at 1:22 pm.

Prepared by Susan Hall, recording secretary.