



**STILLWATER RURAL WATER ADVISORY BOARD MEETING SUMMARY  
January 27, 2022 Special Meeting**

The Stillwater Rural Water Advisory Board met for a special meeting on Thursday, January 27, 2022 at 12:00 pm in Room 1122-B of the Stillwater Municipal Building at 723 S. Lewis Street

Members present: Robert Sitton Jr., J. Bryce Campbell (arrived at 12:07pm), Cory Clark and Danny Wick

Members absent: Kent Bradley

Others present: Bill Millis, City Engineering Deputy Director, Dennis McGrath, Assistant City Attorney, and Cindy Gibson, Administrative Services Manager as recording secretary.

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

**1. CALL MEETING TO ORDER**

Robert Sitton, Jr. began the meeting at 12:02 pm.

**2. APPROVAL OF MINUTES**

**a) Regular Meeting of October 21, 2021**

Discussion is held about possibly tabling this item as well as posting this agenda and all associated reports and attachments onto the City of Stillwater website for easier dissemination of the agenda packet and associated information.

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

**Mr. Clark moved, Mr. Sitton seconded to approve the meeting summary of October 21, 2021.**

	<b>Sitton</b>	<b>Campbell</b>	<b>Bradley</b>	<b>Clark</b>	<b>Wick</b>
Roll Call:	Yes	Yes	Absent	Yes	Yes

**2. GENERAL ORDERS**

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

Bill Millis speaks on the following:

- There is a small leak on Yost @ Range Road north of McMurtry. Water Utilities plans to start repair next week. Has been going for awhile, been small and is just now getting attention because of the other larger/major leaks causing outages.
- Mr. Sitton commented on having a seeper on Range and Lakeview where all of the valves but now it is dry. Not for sure if the valves were exercise or what happened. Bill comments that it could have been ground water that is now dried up.

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

Mr. Sitton states that he took the report by after the last meeting and turned it into City but the City Manager's Assistant never received it so the last report in September was accepted but the one for the first six (6) months of 2021 hasn't been accepted.

Mr. Sitton states that he needs to resend the report to CMO so that it can be scheduled for acceptance.

Mr. Sitton advises that the Board will submit a letter to the City Manager's Office stating that Kent Bradley and Bryce Campbell have been reappointed.

Bill comments that the numbers from July to December 2021 will be forwarded as soon as he has them available; hopefully, before the next meeting.

**c) Exhibit C of the Agreement between the City of Stillwater and Rural Water Corp #3 Phase I Projects and Phase II Projects – Update**

Bill states that Water 2040 addressed a number of these projects, besides Yost, there is no progress to report.

**d) Yost Road Booster Pump Station Improvement Project – Update**

Bill comments that the pump station is being designed with the new KAW Finished Water Pump Station and Water Treatment Plant. The Yost Road pump station currently is about a mile west of the plant; staff determined it is better, long term, to move it to the Water Plant to combine/rebuild the pump house there to have one building with a set of pumps to Yost zone and a set of pumps to go to the Central Zone and a set of pumps to go Northeast zone.

Bill comments on the design and improvements improving the reliability of the current system, will provide additional capacity with installation of waterlines and tower. Mr. Campbell asked what the timeline for this is. Bill responds that there is a current contract with an engineer, however, we don't have current staff to manage it so it is not progressing currently.

Bill comments about three projects being approved but the two for the WTP will take priority.

**e) Recommendations by Rural Water Advisory Board to SUA**

Mr. Sitton comments that one topic that we need to let the City Council members know that there is a need to be a big push on hiring adequate staff so that projects can move forward. Mr. Sitton comments that there are projects on the books but no staff to work them.

Mr. Campbell comments that the City has taken the approach that water lines, sewer and road construction that they wait until the developer goes out, pays for it all and that is not being a very successful way of handling it. Mr. Campbell believes that the City needs to be more proactive. Mr. Sitton adds that it seems that they are always putting out fires rather than completing projects to grow and expand.

Discussion is held about the City needing several staff members to go after grants and the potential to assist with growth and expansion.

**f) Discuss developer taps**

Bill presented the spreadsheet and explains the data collected; tier 1, 2, and 3, tracking of transfers, transfer of the taps has to be separate as the taps are tied to the land but require the City to have the ability to serve. Bill continues and explains that the taps can be transferred to heirs, sold to individuals as well as sold with the land but will reside within the appropriate rural water district; different amounts were paid at different times and purpose is believed to be to raise funds for the expansion of the water district. Bill explains that the amount the tap holder paid is applied as a credit to the Meter Tie-on Fee and there is the potential that if you paid in \$500 that you may not receive the full credit.

District 1 has benefit units which are similar but are different.

**g) Explanation of water meter application submittal, review and approval process**

Bill presents the Water Meter Application packet; submittal process to Community Development; review process for requirements as well as confirm their address is within City's service area; discussion is held about the Non-Domestic Water Use Agreement form; clarification of needed/required ODEQ forms for collection systems; collection system not required for livestock watering or irrigation; and after payment then it is the applicant's responsibility for staking and contacting Water Utilities to schedule installation.

Mr. Sitton and Bill discussed a contact regarding a water line extension on Marcus Road possibly eight (8) years ago; and Bill confirmed dead-ends are not allowed on the water system so loops are required.

Bill comments that the meter installation varies based upon parts availability, crews to complete installs and that 2 to 3 weeks is the typical lead time; and there are other factors that could potentially impact the installation such as larger meters take longer and if there is a need for a road bore.



Clarification that the term Sewer Meter Fees is intended to refer to the Sewer Capacity Fee and the form will be updated accordingly.

- h) Discuss improvement (Exhibit C – Item #32) Lakeview – Country Club to Range connect dead end by installation 5,300 feet of 6 in pipe

Bill wanted to confirm that this was a topic that was wanted to be discussed and asked if this item can be tabled to the next meeting. Mr. Wick states that Mr. Bradley is the one that brought up the subject.

Bill comments that Mr. Ken Alexander is installing improvements on Lakeview for approximately 300 feet east from County Club Road to acquire three (3) meters at Territory Lane; and this improvement is taking care of the additional demand placed on the system in this area by the additional two (2) meters.

Discussion is held regarding the City’s policy regarding development and the developer’s costs; the number of projects on the City’s List of To Do’s both water, sewer and street; balancing the projects based upon priority; and the challenges of hiring staff.

Mr. Sitton confirms that this item is tabled to the next regular meeting.

- i) Next regular meeting is scheduled for Thursday, April 21, 2022

**4. REPORTS FROM OFFICERS AND BOARDS**

Mr. Sitton asked the board if there are any reports; none respond.

**5. ADJOURN**

**Mr. Clark moved to adjourn, Mr. Campbell seconded.**

	<b>Sitton</b>	<b>Campbell</b>	<b>Bradley</b>	<b>Clark</b>	<b>Wick</b>
Roll Call:	Yes	Yes	Absent	Yes	Yes

The meeting adjourned at 1:13 pm.

Prepared by Cindy Gibson, recording secretary.