

NOTICE OF MEETING AND AGENDA OF THE BOARD OF DIRECTORS  
OF  
RURAL WATER DISTRICT NO. 5 MAYES COUNTY, OKLAHOMA

Pursuant to the Oklahoma Open Meeting Act Title 25 Oklahoma Statutes, Section 303, notice is hereby given that the Board of Directors of Rural Water District No. 5, Mayes County, will hold the regular meeting as follows:

DATE: January 13, 2020 TIME: 8:00 p.m. or directly following the **annual meeting**  
LOCATION: District Office 5607 HWY 28 WEST ADAIR, OK 74330

AGENDA

1. Call to Order.
2. Invocation and Pledge of Allegiance to USA Flag
3. New Business: Election of Officers for 2020 year.
4. Record Attendees:
5. Approve of the Minutes of the December 10, 2019 regular meeting.
6. Unforeseen Old Business:
7. Unforeseen New Business:
8. Vote on Appointment of Representative to Board of Directors Grand Gateway Development Association.
9. Vote to authorize Chairman to sign 2019 4th quarter **941 Tax** forms, 2019 **W3 Tax** forms and 2019 **1096 Tax** forms.
10. Vote to authorize Chairman to sign Early Bird discount Insurance renewal packet for District Insurance renewal.

REPORTS AND REGULAR MONTHLY BUSINESS ITEMS

11. Reports from Office Manager Carol Maddoux and Clerk Lisa Johnson
- Mapping - Meter Readings -
  - Web page-
  - Water Loss –Printed Report
  - Water Customers Aging Report- Printed Report
  - Presentation of Printed Reports of the District Monthly financial activity including Accounts Receivable, Accounts Payable, Payroll, Insurance. The following items presented for Board consideration and approval.

CONSIDER, DISCUSS AND TAKE ACTION TO APPROVING THE FOLLOWING ITEMS AS PRESENTED:

- A. Accounts Payable and Payroll Claims and Checks
- B. Approve and sign Monthly Financial Reports
- C. New Membership applications
- D. Transfer of Memberships
- E. Request for Deferred pay plan
- F. 90 Day Forfeiture Notices
- G. Discontinuance of Service Request
- H. Approve and sign Agenda

12. Report from Water System Operators Caleb Green, Rudy Rudd and Tyler Lee
1. Presentation of Daily Log Book
  2. Presentation of Completed and Open Work Order Reports
  3. Discuss maintenance and repairs and any issues needing attention
  4. Discuss any current or upcoming construction projects

13. Executive Session if Necessary if necessary

Next Meeting Date

14. Consider the next regular meeting date Tuesday February 11, 2020 to will be at the District Office.

Adjournment

15. Motion and Vote to adjourn

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Chairman

Posted by Carol Maddoux at 4:00 p.m. January 9, 2020 in east window of District office  
WITH THE EXCEPTION OF ITEM I THE BOARD RESERVES THE RIGHT TO TAKE UP ANY AGENDA ITEM IN ANY ORDER REGARDLESS OF HOW ITEMS ARE LISTED. THIS IS AN OPEN, PUBLIC MEETING HELD IN ACCORDANCE WITH THE OPEN MEETING LAWS OF THE STATE OF OKLAHOMA. THE PURPOSE OF THIS MEETING IS TO CONDUCT THE BUSINESS OF THE DISTRICT. AS THE ELECTED REPRESENTATIVES OF THE DISTRICT'S PATRONS, THE BOARD MEMBERS WILL BE MAKING DECISIONS CONCERNING THE OPERATION OF THE DISTRICT.  
NOTE: DURING ANY PROPERLY SCHEDULED OPEN MEETING THE BOARD MAY DISCUSS, MAKE MOTIONS, VOTE TO APPROVE OR DISAPPROVE, VOTE TO TABLE, ADOPT, REJECT, REAFFIRM, RESCIND, OR TAKE NO ACTION ON ANY AGENDA MATTER AND VOTE TO CONVENE IN EXECUTIVE SESSION WHEN APPROPRIATE.  
Persons wishing to be added to the agenda to address the Board for consideration of a matter must present their request to the District's office by 2 p.m. on Thursday if Monday meeting or Friday if Tuesday before the meeting date if a Tuesday meeting in order to be put on the Agenda. Any person not listed on the agenda may at Board discretion be allowed to speak for a limited time.