

**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: September 10, 2019 TIME: 4:00 p.m.

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. Record Attendees:
4. Approve of the Minutes of the August 13, 2019 regular meeting.
5. Unforeseen Old Business:
6. Unforeseen New Business:
7. New Business: Discuss with guest from Jerry's Excavation, issues with bedding or pad material on new 12-inch Water Line on West Side of NS 435 Road, 17016 CDBG 17, also consideration, and possible action for the approval or disapproval of final pay claim #5 from Jerry's Excavation, with or without change orders 3 for adjustment of bedding or pad material.
8. Note sale of 2007 Excavator for \$16,500.
9. New Business: Discussion, consideration, and possible action to purchase a new 304E2 CR Mini Hydraulic Excavator currently being leased and a 249D Compact Track Loader from Warren Cat using \$16,500 received for sale of 2007 mini excavator towards the price and consider finance option for the remaining balance of \$72,670.00.
10. New Business: Approve line extension for Don and Mary Morgan for 1 tap on 40 acres along east side of N4260 RD between W370 and W375. Line extension will come from 370 and run south approximately 1300 feet.
11. New Business: Consider Fiscal Year End Audit and engaging auditor to audit the District finances.
12. New Business: Discuss, consider, review and take action to update the District's personnel benefits, policies and procedures.
13. Executive Session if deemed necessary to discuss any of the Agenda items 5 through 16.

REPORTS AND REGULAR MONTHLY BUSINESS ITEMS

14. 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.
 - Present list of current projects, equipment purchase and future projects and financing options.

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. Sign 2nd Qrt 941 employee tax withholding report
- I. Approve and sign Agenda

15. 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 upcoming construction projects
 5. Discuss quotes for new equipment
16. Consider the next regular meeting date October 8, 2019 to will be at 4:00 p.m. at the District Office.
17. Motion and Vote to adjourn

Gene Miller, Chairman

Posted by Carol Maddoux at 2:00 p.m. September 6, 2019 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 Friday before the meeting date 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.