

**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: **October 9, 2018 TIME: 4:00 p.m.**
LOCATION: **District Office 5607 HWY 28 WEST ADAIR, OK 74330**

AGENDA

- I. Call to Order.
- II. Invocation
- III. Record Attendees:
- IV. Approve of the Minutes of the September 11, 2018 regular meeting and the October 1, 2018 emergency meeting.
- V. Unforeseen Old Business:
- VI. Unforeseen New Business:
- VII. Discuss and consider Pay Application No. 3 from Jerry Halpain Construction, for Project II- 2 miles of 12 inch PVC water line along Carbide North of 69A to the pump house.
- VIII. Old Business Review the amended employee manual which includes an employee-write up sheet.
- IX. New Business: Note next 6 month 10-01-2018 to 3-30-2019 variable interest rate increase from 2.720% to 3.220% on the OWRB loan, increasing the loan payment by \$668.66 monthly.

REPORTS AND REGULAR MONTHLY BUSINESS ITEMS

- X. Reports from Office Manager Carol Maddoux and Clerk Lisa Johnson
- Mapping - up to date with exception of new 12 inch line and some valves
 - Meter Readings - September reading, 2 meters out of 1586 did not read and 2 read error, 1582 good readings.
 - Web page- up to date
 - Water Loss Aug. 21- Sept. 20 53.2%
 - Aging Report-9 meters locked on 10-3-2018
 - 2019 REAP application turned in to Grand Gateway on 10-2-2018
 - Attempting to get grant to replace the leaking line east of office and the line from Bowlin Tower east to 4280 Rd.
 - **Signature needed on Workers Compensation Insurance Renewal Packet**
 - **Signature needed on 3rd Quarter 941 FICA Report**
 - **Signature needed on Gas Tax exemption renewal form**
 - Presentation of 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

- XI. Report from Water System Operators Caleb Green, Rudy Rudd and Tyler Lee
- Presentation of Daily Log Book
 - Presentation of Completed and Open Work Order Reports
 - Discuss maintenance and repairs and any issues needing attention
 - Discuss any upcoming construction projects

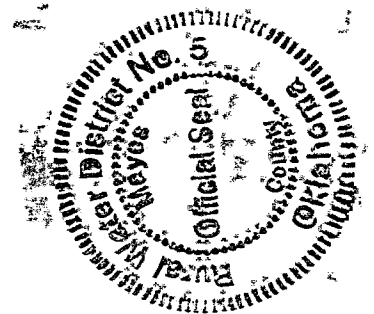
Next Meeting Date

- XII. Consider the next meeting date November 13, 2018 at 4:00 p.m. at District Office.

Adjournment

- XIII. Motion and Vote to adjourn


Gene Miller, Chairman



Posted 4:00 p.m. October 4, 2018 in east window of District office
By Office Manager Carol Maddoux

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 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.