

**Minutes of the Regular Monthly Meeting
Of
Rural Water District No. 5 Mayes County**

Date: November 09, 2021

Chairman Gene Miller called the meeting to order at 4:05 p.m.

Curt Stutzman led in prayer and pledge to the flag of the United States of America.

Attending the meeting were Board Members: Gene Miller, Curt Stutzman, Terrell Hamill, Charles Bowlin, Jim Armontrout, Blake Peper, and E. J. Snider; Employees: Carol Maddoux, Terri Holt, Lisa Johnson, Caleb Green, Rudy Rudd, Josh Hannon

Charles Bowlin made a motion to approve the minutes of October 12, 2021, regular meeting as presented. Jim Armontrout seconded the motion and the Board approved unanimously.

The Board considered and discussed the estimate for the AMR Update to the Neptune 360 Module Meter Reading Software. Terrell Hamill made a motion to approve the update at the cost of \$9280.00 plus the cost of an iPad. Jim Armontrout seconded the motion and the Board approved unanimously.

Discuss and Approve Employee Bonuses. Charles Bowlin made a motion to approve the bonuses to be \$500.00 for each Employee. Jim Armontrout seconded the motion and the board approved it unanimously.

Discuss Ammending the Employee Manual Marijuana Policy & Acknowledgment Forms. Charles Bowlin made a motion to approve the Amendment. Terrell Hamill seconded the motion and the Board approved unanimously. All Present Employees Signed.

Discuss Approving Terri Holt to make Bank Transactions & Inquiries at all bank Establishments. E. J. Snider made a motion to approve. Jim Armontrout seconded the motion and the board approved it unanimously.

Approve Annual Meeting Post Cards. Charles Bowlin made a motion to approve the cards. Jim Armontrout seconded the motion and the board approved it unanimously.

Consider & Sign the memorandum of Extreme Winter Storm Cost-Recovery Method. Jim Armontrout made a motion to Approve and Sign. Jim Armontrout seconded the motion and the board approved it unanimously.

Sign & Approve Letter Stating desire to use Bartlett & West as Engineer on SH-28 Project. Charles Bowlin made a motion to Approve and Sign. Jim Armontrout seconded the motion and the board approved it unanimously.

Executive Session if Necessary: N/A

Unforeseen Old Business: None

Unforeseen New Business: None

Office reports

Office Manager and clerk presented printed reports of Water loss, Aging and Monthly Report items A. through H. for Board approval.

A. Accounts Payable and Payroll Claims and Checks

B. Monthly Financial Reports

C. New Membership

1. N/A

D. Transfers

1. #630 C L Stroup – 612 W 480 RD, Pryor To: Ashley Bais

2. #154 Jenny Line – 2950 N 434 RD, Pryor To: Sherman Weaver

3. #1642 Jonathan Conner & Jane Fiveash – 7399 S HWY 28, Chelsea To: Adam Fiveash

E. Deferred Payment Plan Request:

1. N/A

F. Request for Service Discontinuance:

1. N/A

G. Locked Meters for 90 day forfeiture letters:

1. N/A

H. Approve and sign Agenda

Charles Bowlin made a motion to approve Office Report Items A – H as presented. Terri updated Board with monthly activities. Jim Armontrout seconded the motion and the Board approved unanimously.

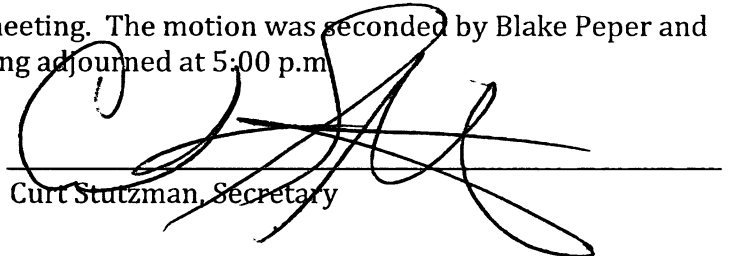
Operators Reports

Caleb Green reported:

- Monthly updates of districts operators.
- Crews working hard and doing well.
- Water Loss down to 37.1%
- Presentation of Completed and Open Work Order Reports.
- Discuss maintenance & repairs and any issues needing attention.
- Discuss any current or upcoming construction projects.
- Leak Detection crew is ready to start.
- Discuss contracting a crew to come help set the master meters while RWD5 operators focus on leaks.
- ODOT Meeting tomorrow.

The Board considered the next regular meeting at the District office December 14, 2021, at 4:00 p.m.
No change required.

Jim Armontrout made a motion to adjourn the meeting. The motion was seconded by Blake Peper and approved unanimously by the Board. The meeting adjourned at 5:00 p.m.



Curt Stutzman, Secretary