

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: November 12, 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 October 08, 2019 regular meeting.
5. Unforeseen Old Business:
6. Unforeseen New Business:
7. New Business: Aaron Farbro to discuss and request extending the District line ½ mile east of 4260 Rd and 250 Rd in Craig County for 1 tap.
8. Approve and sign Audit Engagement and Confirmation Letters from Hood and Associates.
9. Discuss and consider revising the employee manual to include the adoption of the Family Medical Leave Act and Drug Policy as proposed by Attorney for the District, Steve Harris.
10. Discuss and consider annual employee Bonuses.

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. Sign 2nd Qrt 941 employee tax withholding report
- I. 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

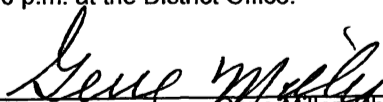
13. Executive Session if Necessary if necessary

Next Meeting Date

14. Consider the next regular meeting date December 10, 2019 to will be at 4:00 p.m. at the District Office.

Adjournment

15. Motion and Vote to adjourn


Gene Miller, Chairman

Posted by Carol Maddoux at 12:00 p.m. November 7, 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.