

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


Date: November 13, 2018

- I. Chairman Gene Miller called the meeting to order at 4:00 p.m.
- II. Charles Bowlin led in invocation prayer.
- III. Attending the meeting were: Board Members; Gene Miller, Curt Stutzman, Terrell Hamill, George Peper, E. J. Snider, Charles Bowlin and Jim Armontrout; Employees Carol Maddoux, Lisa Johnson, Rudy Rudd, and Tyler Lee. Also attending was guest Blake Peper.
- IV. Charles Bowlin made a motion to approve the minutes of the October 9, 2018 regular meeting. Terrell Hamill seconded the motion and the Board voted unanimously to approve it.
- V. Unforeseen Old Business: None
- VI. Unforeseen New Business:
 - A. Charles Bowlin made a motion to hire Ralph Osborn CPA to perform arbitrage audit of District Oklahoma Water Resource Board Loan. Terrell Hamill seconded the motion and the Board approved unanimously.
 - B. Terrell Hamill made a motion to authorize chairman Gene Miller to sign a letter to the County Commissioner to use the District's Engineering Firm Bartlett & West for the engineering, surveying, and project management for Utility Relocation Mayes County True Road Phase 1 7 2 J/P No. 31161(04). Charles Bowlin seconded the motion and the Board approved unanimously.
- VII. George Peper presented a letter of resignation to the Board resigning after nearly 45 years serving as a Board member. E.J. Snider made a motion to accept the letter effective today 11/13/2018 immediately after this meeting adjourns. Jim Armontrout seconded the motion and the Board approved unanimously.
- VIII. The Board discussed appointing Blake Peper to fill the vacancy on the Board created by George's resignation. Jim Armontrout made a motion to appoint Blake Peper to fill the vacant seat on the Board effective November 14, 2018 until the annual meeting of the membership. Curt Stutzman seconded the motion and the Board approved unanimously.
- IX. The Board discussed Pay Application No. 4 from Contractor Jerry Halpain for Project II in the amount of \$32,571.46 Terrell Hamill made a motion to approve the pay request. Jim Armontrout seconded the motion and the Board approved it unanimously.
- X. The Board discussed and considered changing the office phone carrier from TDS to Bolt. The decision was tabled until next meeting to acquire more information about fees.
- XI. The Board reviewed the prepared annual meeting card listing Agenda items, location at Oak Grove Church, time 7:00 p.m. and date January 14, 2019. All were in approval no changes require.

- XII.** The Board considered the annual Board and Staff dinner and tentatively set the date for December 6th or 7th at 6 p.m. depending on the availability of the dining establishment. The Office Manager was instructed to call and make arrangements and send out notifications.
- XIII.** The Board discussed and considered annual employee bonuses. E. J. Snider made a motion to give the 5 current employees \$500 each as Christmas bonuses. Charles Bowlin seconded the motion and the Board approved unanimously.
- XIV.** Office Clerk Carol Maddoux provided an update of the District's office activities. She and Clerk Lisa Johnson presented the following reports.
- Mapping, meter reading, and webpage are up to date
 - The water loss as of 10-23-18 was 53.8%
 - 12 meters locked all but 4 paid and been unlocked
 - Presented Letters for chairman to sign for auditor and attorney to disclose to auditor
 - Presented the following Items; A through H for the Boards consideration and approval.
- A.** Accounts Payable and Payroll Claims and Checks
- B.** Monthly Financial Reports
- C.** New Memberships
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| 1. #1370 Jared Hamill – NW corner of W 410 & N 4320, Adair | Paid \$1250.00 |
| #1370 Agricultural Agreement | |
| 2. #29 Beau & Misty Kester – 1409 N 438 RD, Pryor | Paid \$1250.00 |
| #29 Construcion Agreement | |
- D.** Transfers
- | | |
|---|--------------------------------|
| 1. #972 Greg Wallis – 457 W 500 RD, Pryor | To: C W Ingram |
| 2. #1232 Louis & Teri Nel - 28940 S 4310 RD, Vinita | To: Calvin Wilkins Trust |
| 3. #410 Gary & Teresa Roberts – 20405 E HWY 28, Chelsea | To: Chris & Dana Clay |
| 4. #1533 Ben Stutzman – 407 E 498 Circle, Pryor | To: Robert Dodd |
| 5. #1592 Brett Fleak – 73 E 498 Circle, Pryor | To: Randall & Christina Pickup |
| 6. #195 Marshall McKinney – 1249 S 435 RD, Pryor | To: Melissa & Matthew Brown |
| 7. #115 Leo Ragsdale – 2421 E 440 RD, Adair | To: Carl & Lynnsey Monk |
- E.** Deferred Payment Plan Request
1. #1234 Carol Gowett – 7909 S HWY 28, Chelsea
- F.** Request for Service Discontinuance
1. #948 Frank Hatfield – 24157 E Oak St, Chelsea
- G.** 90 day forfeit
1. #15 Jack Howell - 6218 W 420 RD, Adair
 2. #1145 Arthur Downing – 27456 S 4280 RD, Chelsea
 3. #1446 James & Shari Pilant – 1314 S 4305 RD, Big Cabin
- H.** Approve and sign Agenda

Charles Bowlin made a motion to approve the Items A through H: financial reports, accounts payable, claims, sign checks, new memberships, transfers, pay plans, discontinuance of service, 90 day forfeiture letters, and agenda, as listed. Jim Armontrout seconded the motion and the Board approved it unanimously.

- XV.** Water System Operators; Rudy Rudd and Tyler Lee presented the following:
- A list of 16 open and 74 completed Work Orders since the last meeting.
 - Rudy discussed the problems with the repairs to the trailer ramps and brakes with the Board.
 - A slide show of the Project 2 Carbide 12 inch line installation was played and Rudy and Tyler discussed the job and the fact that the system is operating much more efficiently since the new line was put in service. Clean up is not complete at this time.
- XVI.** The Board considered the next meeting date of December 11, 2018, 4:00 pm., at the District office. No change.
- XVII.** George Peper made a motion to adjourn the meeting. Jim Armontrout seconded the motion and the Board voted unanimously to adjourn. The meeting adjourned at 5:45 p.m.

A handwritten signature in black ink, appearing to read 'Curt Stutzman', is written over a horizontal line.

Curt Stutzman, Secretary