

**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: Tuesday November 9, 2021 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 12, 2021 regular meeting.
5. Discuss and Consider the Estimate for the AMR Update to the Neptune 360 Module Meter Reading Software.
6. Discuss Employee Bonuses.
7. Discuss Upgrading the Employee Manual Marijuana Policy and Acknowledgement Form.
8. Discuss Approving Terri Holt to make Bank Transactions and Inquiries at all Bank establishments.
9. Approve Annual Meeting Post Cards.
10. Consider and sign the Memorandum of Extreme Winter Storm Cost-Recovery Method from Oklahoma Works Ordinance Authority.
11. Sign and Approve Letter Stating desire to use Bartlett & West as Engineer on Project J/P 28891(06) Utilities Mayes County, SH-28.
12. Executive Session if necessary.
13. Unforeseen Old Business:
14. Unforeseen New Business:

**REPORTS AND REGULAR MONTHLY BUSINESS ITEMS**

15. Reports from Office Manager
  - Mapping - Meter Readings - Web page-
  - Printed Report; Water Customers Aging Report, 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. Requests to Discontinue Service
- H. Approve and sign Agenda

16. Reports from System Manager Caleb Green and Operator Rudy Rudd
  - A. Presentation of Daily Log Book
  - B. Presentation of Completed and Open Work Order Reports
  - C. Discuss maintenance and repairs and any issues needing attention
  - D. Discuss any current or upcoming construction projects
17. Consider the next regular meeting at the District Office on Tuesday December14, 2021 at 4:00 p.m.
18. Motion and Vote to adjourn.

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Gene Miller, Chairman

Posted by Terri Holt at 4:00 p.m. November 4, 2021 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 32 hours before a regular or 56 hours before a special meeting date (excluding weekends) 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.