

**NOTICE OF REGULAR MEETING  
ADAIR COUNTY RURAL WATER DISTRICT NO.5**

As required by 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Directors of Rural Water District #5 will hold a meeting as listed below.

**DATE:** Thursday, January 2, 2025  
**TIME:** 6:00 P.M.  
**PLACE:** RWD No. 5 Office; 73198 South 4670 Road, Westville, OK 74457

**AGENDA**

**I. CALL TO ORDER**

1. Roll call & Establish quorum

Vickie Harvey	Chairman of the Board
Megan Langley	Vice Chairman
Kris Kirk	Secretary/Treasurer
Kevin Hooper	Member
Rod Garman	Member
2. Approval of Notice
3. Public Comments (Refer to public comment policy. Board Meeting Participants can be provided a copy.)

STATE OF OKLAHOMA, Adair County, Filed for record  
on this day at 4:00 pm  
Book \_\_\_\_\_, at Page \_\_\_\_\_

DEC 31 2024

Documentary Stamps: \$ \_\_\_\_\_  
Timothy Fishhawk, Adair County Clerk  
By TK Deputy

**II. BUSINESS**

1. Discussion and possible action: Minutes
2. Discussion and possible action:
  - a. Transfers, Payouts or Relinquishments
  - b. Meter reading and Billing Report
    - i. Monthly Billing Operations Schedule for 2025
    - ii. Office Schedule for 2025 (Holidays/Closures)
  - c. Adjustment/Corrections
3. Bylaws and Rules and Regulations: Doyle Harris Davis & Haughey
  - a. Discussion and possible action: Bylaws and Rules and Regulations and any other related matters for the District.
  - b. Discussion and possible action: Special Member meeting to Update and/or Amend the District Bylaws
4. Financial Report- NEO Accounting Services, Jaci Taylor
  - a. Discussion and possible action: Financial Report
  - b. Discussion and possible action: Payment of Claims
  - c. Discussion and possible action: IRS Notice
  - d. Discussion and possible action: SAM.gov registration
  - e. Discussion and possible action: Petty Cash & Authorization
  - f. Discussion and possible action: Purchase Order System
  - g. Discussion and possible action: List of Pre-approved or Autopay 2025 Payment of Claims
5. Funding and Audit Status
  - a. Discussion and possible action: Draft Audit Status
  - b. Discussion and possible action: 2025 NEO Accounting Engagement
  - c. Discussion and possible action: 2023 Audit Engagement, 2024 Audit Engagement
  - d. Discussion and possible action: ORWA RIG Grant Status
  - e. Discussion and possible action: REAP Grant application update



6. Office Operations Report- Vickie Harvey
  - a. Discussion and possible action: Task List
  - b. Discussion and possible action: Postage
  - c. Discussion and possible action: EPA Lead Testing Certification
  - d. Discussion and possible action: DEQ NOV Certification
  - e. Discussion and possible action: Paystation ACH update
  - f. Discussion and possible action: Phone system auto attendant update
  - g. Discussion and possible action: Facebook Administrator(s)
7. OKAC Report- JR Welch
  - a. Discussion and possible action: Final Report
8. Operator Report- John Turtle (report attached with invoice)
  - a. Discussion and possible action: Work order status
  - b. Discussion and possible action: Extreme Utilities- Harvey Tate
  - c. Discussion and possible action: ODOT Christie Bridge Project
9. ORWA Report- Doug Hall
10. Possible Executive Session
  - A. Motion to vote to convene into executive session pursuant to 25 O.S. §307(B)(1) & (7) for the purpose of
    1. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee;
    2. Discussing negotiations concerning employees and representatives of employee groups;
    3. Discussing the purchase or appraisal of real property;
    4. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigations, or processing in the public interest.
  - B. Motion and vote to return to open session.
  - C. Minutes compliance announcement: No vote or action taken during executive session.
11. Discussion and possible action: Job Descriptions and Instructions to staff
12. DEQ- Rocky Overgaard and Dakota Farris
  - a. Discussion and possible action: DEQ Inspection Report (5/20/2024)
  - b. Discussion and possible action: Consent Order Status
13. Discussion and possible action: Cherokee Nation Report and Proposal [MOA expired 11/30/24]
14. Discussion and possible action: SDCRWD Agreement
15. Discussion and possible action: OKAC Agreement

### **III. NEW BUSINESS**

This item is provided on the agenda for any discussion of business brought before the board after the agenda was filed and posted.

### **IV. ADJOURNMENT**