

MINUTES OF THE JANUARY 7, 2026, REGULAR BOARD MEETING COVINGTON UTILITIES AUTHORITY

Pursuant to the Oklahoma Open Meeting Act, Oklahoma Statutes 25, and Sections 301-314 and in accordance with the posted agenda, the Members of the Board of the Covington Utilities Authority held the regular scheduled meeting January 7, 2026, in the Municipal Building, Covington, Oklahoma.

1. Chairman Snyder called the meeting to order at 7:22 p.m.
2. Roll call indicated the following members present declaring a quorum: Chairman Jack Snyder, Presiding. Vice Chairman, Mistie Thayer. Members: Zandy Halcomb, Zach Chartier, and Neil Kirk. Others present: Krystle Winters, Secretary; Mike Schram, Utility Superintendent; Randall West, Police Chief; Tiffany Metcalfe, Treasurer.
3. Kirk made a motion and seconded by Halcomb to approve the minutes of the December 3, 2025 regular board meeting. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes.
4. Thayer made a motion and seconded by Chartier to approve the treasurer's report subject to audit. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes.
5. Approval of Purchase Orders for Payment:
 1. CUA Gross Revenue - Thayer made a motion and seconded by Halcomb to approve the purchase orders in the amount of \$20,749.58. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes.
 2. Meter fund – N/A
6. Discussion only on past due accounts.
7. Public Forum
8. Chartier made a motion, seconded by Kirk to approve Change Order #2 with Patriot Construction, to extend contract completion date to January 21, 2026 for OWRB REAP Grant #FAP-25-0018-R. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes.
9. Halcomb made a motion, seconded by Chartier, to approve Myers Engineering invoice 224035-7 for \$4,425.00 using NODA REAP funds for NODA REAP Grant #GA24-2. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes.
10. Thayer made a motion, seconded by Chartier, to approve Patriot Construction pay application #2 for \$68,545.64 using OWRB REAP Grant funds for OWRB REAP Grant #FAP-25-0018-R. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes.
11. Halcomb made a motion, seconded by Chartier, to approve the Covington Utilities Authority Revised Utility Management Policy. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes.
12. Kirk made a motion seconded by Chartier, to approve a performance bonus for Utility Superintendent Mike Schram, \$3,000.00; Secretary Krystle Winters, \$1,750.00; Utility Helper Mike Mulligan, \$1,750.00; and Utility Treasurer Tiffany Metcalfe, \$500.00. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes.
13. Reports of Department Heads:
 1. Utility Superintendent
14. Other New Business
15. Remarks and Inquires by Governing Body Members
16. At 7:41 p.m. Chartier made a motion to adjourn, seconded by Kirk. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes.