

MINUTES OF THE FEBRUARY 5, 2025, 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 February 5, 2025, in the Municipal Building, Covington, Oklahoma.

1. Mayor Snyder called the meeting to order at 7:33 p.m.
2. Roll call indicated the following trustees present declaring a quorum: Chairman Jack Snyder, Presiding. Members Reanna Moore, Zach Chartier, and Neil Kirk. Others present; Krystle Winters, Utilities Secretary; Mike Schram, Utility Superintendent; Kasey Prince, Treasurer; Randy West, Police Chief. Absent: Vice Chairman, Mistie Thayer.
3. Kirk made a motion and seconded by Moore to approve the January 2, 2025 Regular meeting minutes. Moore, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.
4. Chartier made a motion to approve the treasurer's report subject to audit, seconded by Kirk. Moore, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.
5. Approval of purchase orders for payment
 1. General Fund – Kirk made a motion and seconded by Moore to approve the purchase orders in the amount of \$33,000.77. Moore, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.
 2. Fire Dept. Donation Fund – N/A
 3. Street & Alley – N/A
 4. Restricted Fund – N/A
 5. Grant Fund – N/A
6. Discussion and possible action on past due accounts.
7. Public Forum
8. Chartier made a motion and seconded by Moore to approve services provided per the engagement letter sent by Heidi Couch (PLLC) to prepare the FY 2023-2024 Town of Covington & Covington Utilities Authority, Agreed Upon Procedures. Moore, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.
9. Chartier made a motion seconded by Moore to approve a credit card procurement policy for the Town of Covington & Covington Utilities Authority. Moore, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.
10. Report of Department Heads
 1. UTILITY SUPERINTENDENT
11. Other New Business.
12. Remarks and Inquiries by Governing Body Members.
13. At 7:39 p.m., Kirk made the motion to adjourn, seconded by Chartier. Moore, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.