

**MINUTES OF THE JUNE 4, 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 June 4, 2025, in the Municipal Building, Covington, Oklahoma.

1. Mayor Snyder called the meeting to order at 7:27 p.m.
2. Roll call indicated the following Members present declaring a quorum: Chairman Jack Snyder, Presiding. Vice Chairman, Mistie Thayer. Member Zach Chartier. Others present: Mike Schram, Utilities Superintendent; Krystle Winters, Utilities Secretary; Tiffany Metcalfe, Treasurer. Absent: Members Reanna Moore and Neil Kirk. Police Chief, Randy West.
3. Thayer made a motion and seconded by Chartier to approve the May 7, 2025 Regular meeting minutes. Thayer, yes; Snyder, yes; Chartier, yes; Kirk, absent; Moore, absent.
4. Thayer made a motion seconded by Chartier to approve the Treasurers report, subject to audit. Thayer, yes; Snyder, yes; Chartier, yes; Kirk, absent; Moore, absent.
5. Thayer made a motion seconded by Chartier to approve the CUA Budget Amendment #25-4. Thayer, yes; Snyder, yes; Chartier, yes; Kirk, absent; Moore, absent.
6. Chartier made a motion and seconded by Thayer to approve the purchase orders in the amount of \$22,121.90. Thayer, yes; Snyder, yes; Chartier, yes; Kirk, absent; Moore, absent.
7. Discussion and possible action on past due accounts.
8. Public Forum
9. Thayer made a motion seconded by Chartier to approve the FY 2025-2026 Covington Utilities Authority Proposed Budget. Thayer, yes; Snyder, yes; Chartier, yes; Kirk, absent; Moore, absent.
10. Thayer made a motion seconded by Chartier to approve services provided per the engagement letter sent by Crawford and Associates. These services include accounting, consulting services, and Agreed Upon Procedures for FY 2025-2026. Thayer, yes; Snyder, yes; Chartier, yes; Kirk, absent; Moore, absent.
11. Thayer made a motion seconded by Chartier to approve Contract Amendment No.1 with Myers Engineering on NODA REAP Sewer System Improvements project GA24-2. Thayer, yes; Snyder, yes; Chartier, yes; Kirk, absent; Moore, absent.
12. Chartier made a motion seconded by Thayer to approve a Natural Gas contract with Clearwater Enterprises, LLC. Thayer, yes; Snyder, yes; Chartier, yes; Kirk, absent; Moore, absent.
13. Chartier made a motion and seconded by Thayer to approve a 3% cost of living raise for the full time employees Mike Schram, Utilities Superintendent and Krystle Winters, Utility Secretary. Thayer, yes; Snyder, yes; Chartier, yes; Kirk, absent; Moore, absent.
14. Report of Department Heads
 1. UTILITY SUPERINTENDENT
15. Other New Business.
16. Remarks and Inquiries by Governing Body Members.
17. At 8:00 p.m., Thayer made the motion to adjourn, seconded by Chartier. Thayer, yes; Snyder, yes; Chartier, yes; Kirk, absent; Moore, absent.