

**MINUTES OF THE AUGUST 6, 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 August 6, 2025, in the Municipal Building, Covington, Oklahoma.

1. Chairman Snyder called the meeting to order at 7:18 p.m.
2. Roll call indicated the following members present declaring a quorum: Chairman Jack Snyder, Presiding. Members Zach Chartier and Neil Kirk. Others present: Krystle Winters, Utilities Secretary; Tiffany Metcalfe, Treasurer; Randy West, Police Chief. Absent: Vice Chairman, Mistie Thayer; Mike Schram, Utilities Superintendent.
3. Kirk made a motion and was seconded by Chartier to approve the July 2, 2025 Regular meeting minutes. 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. 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 Chartier to approve the purchase orders in the amount of \$19,575.24. 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, seconded by Kirk to appoint Zandy Halcomb to the Covington Utilities Board to fill a vacancy until the next general election. Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent. Roll indicated the following Members present declaring a quorum: Chairman Jack Snyder, Members Zach Chartier, Neil Kirk, and Zandy Halcomb. Absent: Vice Chairman Mistie Thayer.
9. Chartier made a motion seconded by Kirk to approve Myers Engineering Invoice 224035-2 for \$3,550.00 using NODA REAP funds for REAP Grant # GA24-2. Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.
10. Kirk made a motion seconded by Chartier to sign an agreement contract for the OWRB REAP Grant #FAP-25-0018-R for sewer line replacement. Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.
11. Chartier made a motion and seconded by Kirk to approve payment of the Pioneer Supply invoice #SO164037 using CWSRF funds for CWSRF #ORF-22-0147-CW. Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.
12. Kirk made a motion seconded by Halcomb to approve the Mayor and the Town Clerk to sign the Covington ORF-271 #8 reimbursement form for CWSRF #ORF-22-0147-CW. Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.
13. Halcomb made a motion, seconded by Chartier to approve the CWSRF project as complete and sign the combined closeout form for CWSRF #ORF-22-0147-CW. Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.
14. Report of Department Heads:
  1. UTILITY SUPERINTENDENT
15. Other New Business.
16. Remarks and Inquiries by Governing Body Members.
17. At 7:33 p.m. Kirk made a motion to adjourn, seconded by Chartier. Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, yes; Thayer, absent.