

## **MINUTES OF THE DECEMBER 3, 2025, REGULAR BOARD MEETING COVINGTON UTILITIES AUTHORITY**

Pursuant to the Oklahoma 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 December 3, 2025, in the Municipal Building, Covington, Oklahoma.

1. Chairman Snyder called the meeting to order at 7:40 p.m.
2. Roll call indicated the following members present declaring a quorum: Chairman Jack Snyder, Presiding. Vice Chairman Mistie Thayer. Members: Zandy Halcomb and Zach Chartier. Others Present: Mike Schram, Utilities Superintendent; Krystle Winters, Utilities Secretary; Randy West, Police Chief; Tiffany Metcalfe, Treasurer. Absent: Member Neil Kirk.
3. Thayer made a motion seconded by Chartier to approve the November 5, 2025 Regular Meeting Minutes. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
4. Chartier made a motion to approve the Treasurer's report, subject to audit, seconded by Thayer. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
5. Thayer made a motion seconded by Halcomb to approve purchase orders in the amount of \$18,938.23. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
6. Discussion and possible action on past due accounts.
7. Public Forum.
8. Thayer made a motion seconded by Chartier to approve Myers Engineering invoice #224035-6 for \$4,725.00 using NODA REAP funds for REAP Grant #GA24-2. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
9. Halcomb made a motion, seconded by Thayer to approve Patriot Construction pay application #1 for \$56,209.60 using OWRB REAP Grant funds for OWRB REAP Grant #FAP-25-0018-R. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
10. Thayer made a motion seconded by Halcomb to approve the 2026 monthly meeting schedule. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
11. Halcomb made a motion seconded by Chartier to approve the 2026 holiday leave schedule. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
12. Thayer made a motion seconded by Chartier to approve a \$100 Christmas bonus to employees. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.
13. Report of Department Heads:
  1. Utility Superintendent
14. Other New Business
15. Remarks and Inquiries by the Governing Body Members.
16. At 7:57 p.m. Halcomb made a motion to adjourn, seconded by Chartier. Thayer, yes; Halcomb, yes; Snyder, yes; Chartier, yes; Kirk, absent.