

MINUTES OF MEETING
BOARD OF
RURAL WATER DISTRICT NO. 4
December 15, 2025

Mr. Kelly Brown called the Board of Directors of Rural Water District No. 4, Mayes County, Oklahoma to order at 6:00pm on December 15, 2025. Members present were Curtis Collins, Charles Dryden, Wayne Carmen, Steven Brown, Rodney Raper, Tim Courtney, Kelly Brown, Jerry Bennett, and Alex Rupprecht. Employees present were Bill Kleeman.

Motion made by Steven Brown to accept the minutes. Curtis Collins seconded the motion. Motion, carried by all.

New Business:

- A. Discussion and possible action concerning Penny Neal, tap 244 and 1361. Jerry Bennett made a motion to not refund the reconnection fee, Alex Rupprecht seconded the motion. Motion carried by all.
- B. Discussion and possible action concerning tap 75, James Steward, 840 N 425. We locked the wrong meter at the same address. He cut the lock off instead of contacting the office. Tim Courtney made a motion not to charge for this action. Curtis Collins seconded the motion. Wayne Carman voted against the motion. The motion was carried by majority.
- C. Discussion and possible action concerning tap 654, Terisue Williams, 196 Elm Dr. No action taken
- D. Discussion, consideration and possible action concerning tap 175, Alexandra Shelby. Kelly Brown made a motion to table this, Rodney Raper seconded the motion. Motion carried by all.
- E. Discussion, consideration, and possible action regarding adding the option for the board to waive or shorten the current 90-day trial period before receiving benefits. No action
- F. Discussion, consideration and possible action concerning purchasing a laptop for the district. No action
- G. Discussion, consideration and possible action regarding Metron meter sale. December, Metron is offering by 100 meters get 10 free. Motion made by Tim Courtney for 100 meters, motion was seconded by Rodney Raper. Alex Rupprecht and Jerry Bennett against. Motion carried by majority
- H. Discussion, consideration and possible action regarding taps being installed/put in and the amount of time before the customer is charged for water. No action
- I. Discussion, consideration and possible action regarding implementing a process to phase out pennies. No action
- J. Discussion, consideration and possible action regarding implementing a formal policy of \$1000 fine for tampering with meters, equipment, locks, etc. No action

3) Executive Session

Motion to leave regular session and enter into executive session. Motion made by Kelly Brown at 8:00 pm, was seconded by Steve Brown. Motion carried by all

Executive Session as authorized by the Oklahoma Open Meeting Act in Section 307(B)(1) of Title 25 of the Oklahoma Statutes for the discussion and possible action for the purpose of staffing; employment, hiring, salary, benefits, etcetera for the purpose of filling the district manager and operator position. The candidates at this time are Kelly Brown, Mitchell Godwin, and Jacob Mokate-Ludovico

Motion to leave executive session and enter into regular session at 8:34 pm made by Charles Dryden, motion seconded by Tim Courtney. Motion carried by all.

Motion and possible action concerning any and all matters that were discussed in executive session, pertaining to staffing. Tim Courtney made a motion to hire Kelly Brown at \$35 per hour, wave the 90 days for benefits. Benefits starting January 5th, 2026. No raises for C & D licensing. The motion was seconded by Curtis Collins. Motion carried by all.

4) Old Business: None

5) District Manager Report: No action

6) Office Manager Report: No action

7) Approval of Payment of Claims for month of November 2025. Kelly Brown made a motion to approve the Payment of Claims for month of November 2025. Jerry Bennett seconded the motion. Carried by All.

8) Discuss and approve financial statements for November 2025. Charles Dryden made a motion to approve the financial statements for November 2025, the motion was seconded by Rodney Raper. The motion was carried by all.

9) made a motion to approve the financial statement for October 2025, Steven Brown seconded the motion, and the motion was carried by All.

The Board approved one (1) new benefit unit, transfer of eleven (11) Benefit Units, forty-two (42) lockouts, one (0) cancelled/pulled units, and twenty-nine (29) reinstated units.

New

1. # 1783 Jessica Jacobs

Approval of New Benefit Units Kelly Brown made a motion to approve the New Benefit Units. Rodney Raper seconded the motion. Motion carried by all.

Transfer

1. #1207 From Jim Lyons to Jarrod Melugin
2. #1206 From Jim Lyons to Jarrod Melugin
3. #41 From Dake Properties to Cathy Harmon
4. #48 From Sue Newby (Deceased) to Roger & Renita Moore
5. #491 From Billy Payne & Sherry Payne (Deceased) to Jeremy Tharp

6. #1323 From Jack Wilson (Deceased) to Roy Reed (Jack Wilson executor)
7. #1158 From Clean Mind Dirty Hands Ministries to Nancy Banuelos (Landlord)
then to new tenant Candace Hamilton
8. #1187 From Ira Joe Hough (deceased) & Rose Marie Hough to Rose Marie Hough
and
Julia Hough (daughter)
9. #1757 From Novelene West Trust (Lesa Ritchie, trustee) to Drew & Taylor
McCollough
10. #1206 From Jim Lyons to Jarred Melugin
11. #1207 From Jim Lyons to Jarred Melugin

Lockouts

- | | |
|---------------------------------|--------------------------------|
| 1) #5 Wesley Bost | 22) #1445 Chad Marlin |
| 2) #608 Crypto Sandbox | 23) #697 Dylan Marlin |
| 3) #1162 Allan Davis | 24) #242 Patricia Maxwell |
| 4) #51 Do More Investments | 25) #1174 Greg McKinney |
| 5) #1415 Do More
Investments | 26) #765 Marty Moorehead |
| 6) #565 Eaton Ranch | 27) #244 Penny Neal |
| 7) #1254 Mike Eaton | 28) # 620 Tyler Nofsinger |
| 8) #852 Robert Erwin | 29) #1767 JB Payne |
| 9) #1155 Robert Erwin | 30) #1502 Nikki Pryor |
| 10) #1041 Chris Ezell | 31) #442 William Scott |
| 11) #977 Peter Heino | 32) #816 William Scott |
| 12) #1650 Shana Hunter | 33) #1750 Alexandra Shelby |
| 13) #3 Kayla Ingle | 34) #893 Steven Shellenberger |
| 14) #513 Chance Johnson | 35) #449 Crystal Shellenberger |
| 15) #1238 Billy Kilgore | 36) #1452 Cole Spencer |
| 16) #310 Andrew King | 37) #78 Ray Steward |
| 17) #508 Chris Knight | 38) #757 Josh Walker |
| 18) #315 Daniel Littledave | 39) # 814 Michael Walker |
| 19) #681 Jacob Lovelee | 40) #279 Samantha Walker |
| 20) #236 Chad Marlin | 41) #1323 Jack Wilson |
| 21) #1077 Chad Marlin | 42) #1040 Kelly Youngwolfe |

Cancel/Pulled

- 1) None

Reinstated

- | | |
|----------------------------|-------------------------------|
| 1) #608 Crypto Sandbox | 14) #244 Penny Neal |
| 2) #1162 Allan Davis | 15) #1502 Nikki Pryor |
| 3) #852 Robert Erwin | 16) #442 William Scott |
| 4) #1041 Chris Ezell | 17) #816 William Scott |
| 5) #1650 Shana Hunter | 18) #893 Steven Shellenberger |
| 6) #3 Kayla Ingle | 19) #1452 Cole Spencer |
| 7) #513 Chance Johnson | 20) #757 Josh Walker |
| 8) #1238 Billy Kilgore | 21) # 814 Michael Walker |
| 9) #508 Chris Knight | 22) #279 Samantha Walker |
| 10) #315 Daniel Littledave | 23) #1323 Jack Wilson |
| 11) #697 Dylan Marlin | 24) #1040 Kelly Youngwolfe |
| 12) #242 Patricia Maxwell | 25) #681 Jacob Lovelee |
| 13) #1174 Greg McKinney | 26) #1077 Chad Marlin |

- 27) #310 Andrew King
- 28) #1650 Shana Hunter
- 29) #765 Marty Moorehead

New Business (any matter which could not have been reasonably foreseen prior to the posting of this agenda)

Wayne Carman put in his resignation letter effective 1/1/2026

Charles Dryden moved to adjourn. The motion was seconded by Jerry Bennett, motion carried by All. The meeting was adjourned at 9:00 pm

Steve Brown

Secretary/Treasurer

Executive Session Minutes
Board of Rural Water District No. 4
October 20, 2025

8:23 pm to 8:44 pm

Executive session as authorized by the Oklahoma Open Meeting Act in Section 307(B)(1) of Title 25 of the Oklahoma Statutes, for discussion and possible action for the purpose of discussing employment, hiring, appointment, promotion, demotion, disciplining or resignation of employment.

Kelly Brown made a motion to leave regular session at 8:23 pm. The motion was seconded by Tim Courtney and carried by All.

Kelly Brown made a motion to come out of Executive Session at 7:03 pm. The motion was seconded by Charles Dryden, the motion was carried by All.

Motion to leave executive session and enter into regular session was made by Kelly Brown at 8:44 pm and seconded by Steven Brown and carried by all.

Motion, and possible action concerning the items discussed in the executive session.