

MINUTES OF MEETING
BOARD OF
RURAL WATER DISTRICT NO. 4
May 19th, 2025

Mr. Kelly Brown called the Board of Directors of Rural Water District No. 4, Mayes County, Oklahoma, to order at 6:00 P.M. on May 19, 2025. Members present were Curtis Collins, Wayne Carman, Steve Brown, Rodney Raper, Tim Courtney, Kelly Brown, Jerry Bennett, and Alex Rupprecht. Members absent were Charles Dryden. Employees present were Bill Kleeman. Others present were Matt Payne, Travis Couch, Vicktor Casey, and Seth Line.

Steve Brown read the minutes of the previous meeting. Kelly Brown made a motion to accept the minutes as amended. Tim Courtney seconded the motion. Motion carried by all.

- A. #1258 – Jeana Large - Water standing in ditch. Bill has been out and has it on his list to check again.
- B. Discussion and possible action concerning 25/26 GPE policy with The Burrow Agency. Motion made by Alex Rupprecht to accept GPE. Seconded by Tim Courtney. Moving forward for next year get three quotes for insurance. Carried by all.
- C. Discussion and possible action concerning using contractors to catch up on work orders. Motion to use contractor till leaks are caught up by Curtis Collins. Seconded by Alex Rupprecht. Motion carried by all.
- D. Discuss, consider and possible action concerning hiring new employee. No Action
- E. Discussion and possible action concerning purchasing another office computer. No Action
- F. Discussion and possible action concerning going to a cloud-based system for Sequoyah Software. Kelly Brown made a motion for 3 – 5 users. Seconded by Tim Courtney. Motion carried by all.
- G. Discuss, consider and possible action concerning Matt Payne District #8. Willing to help where needed.
- H. Tabled - Discussion and possible action concerning the water loss bonus for all employees. Tabled
- I. Tabled - Discussion and possible action concerning a forensic audit. Kelly Brown made a motion to strike. Seconded by Jerry Bennett. Carried by all.
- J. Tabled - Discussion and possible action concerning the purchase of a new excavator. Kelly Brown made a motion to strike. Seconded by Jerry Bennett. Carried by all.
- K. Tabled - Discussion and possible action concerning purchase of new pickup. Kelly Brown made a motion to strike. Seconded by Jerry Bennett. Carried by all.
- L. Tabled - Discussion and possible action concerning the purchase of line-locating equipment. Kelly Brown made a motion to table. Seconded by Wayne Carman. Carried by all.
- M. District Manager Report: 28.54% water loss
- N. Office Manager's Report: No Action
- O. Kelly Brown made a motion to approve the claims for the month of May 2025. Steve Brown seconded the motion. Motion carried by all.
- P. Kelly Brown made a motion to approve the financial statement for the month of April 2025. Steve Brown seconded the motion. Motion carried by all.
- Q. Executive Session:

Kelly Brown made a motion to go into executive session at 8:25 pm. Seconded by Tim Courtney. Carried by all.

Motion to leave regular session and to enter into executive session for the purpose of, Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.

Motion to leave executive session and enter into regular session. Curtis Collins made a motion to come out of executive session at 9:04 pm. Kelly Brown seconded the motion. Carried by all.

Motion and possible action concerning any and all matters that were discussed in executive session, pertaining to, Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of an individual salaried public officer or employee.

Motion made to hire Travis Couch as 90-day employee with possibility of full-time employment at \$25.00 per hour. Seconded by Alex Rupprecht. Carried by all.

The Board approved the application for four (4) New Units, Transfer of nine (9) Benefit Units, one (1) Lockouts, four (4) Cancelled/Pulled Units, and zero (0) Reinstated Units.

New

- 1) #1421 Skylor Burton
- 2) #1749 Justin Murray
- 3) #1750 Alexandra Shelby
- 4) #1751 Shawn Muhammad Bhuiyan & Sonia Husband

Kelly Brown made a motion to approve all new water taps depending on Brian Kellogg. Rodney Raper seconded the motion. Motion carried by all.

Transfers

- 1) #270 Pryor Creek Homes to Stephanie Gaines
- 2) #718 Sheryl Shearer to Brody Hibbs
- 3) #729 Elmer Stipes to Linda Stipes
- 4) #1324 All Homes, LLC to Blake Locklear
- 5) #1641 Cody & Rachel Melton to Trent & Taylor Pollard
- 6) #1730 Dake Properties Inc. to Mike & Marlo Baker
- 7) #1731 Dake Properties Inc. to Justin & Amanda Byers
- 8) #1732 Dake Properties Inc. to Marc Phillips & Cheryl Brown
- 9) #1734 Trent Short to Clarence Sears

Lockouts

- 1) #78 Ray Steward

Cancel/Pulled

- 1) #334 LaDonna Cunningham
- 2) #1169 LaDonna Cunningham
- 3) #1212 Caroline Whitman
- 4) #1381 Caroline Whitman

Reinstated

- 1) None

Kelly Brown made a motion to adjourn the meeting. Tim Courtney seconded the motion. Motion carried by all. The meeting was adjourned at 9:43 p.m.

Steve Brown
Secretary/Treasurer

P. Approval of Payment of Claims for Month of July 2025

Q. Discuss and approve financial statement June 2025

Water Taps (New, Transfer, Lockouts, Cancelled/Pulled, and Reinstated)

New

- 1) #1769 Lena Unruh
- 2) #1760 Scott Lackey
- 3) #1768 Lacy Jamison
- 4) #1312 Steven Gates (Stated it was approved previously a work order was in issued 7/1/2025)

Transfer

- 1) #1505 Diana Walker to Manuel Regalado
- 2) #968 Sheriffs Sale to Pryor Creek Properties
- 3) #196 Patrick O'Bannon to Wyatt & Sherry Mullin
- 4) #1084 David Breshears (deceased) to Abel Carillo Barajas
- 5) #1339 VLMC Inc to Zoua Vue
- 6) #993 Gerald & Peggy Parson, trust to Cray Barnett & Shelby Perry
- 7) #1347 Dakota & Kiersten Ketcher to Nathaniel & Shelbi Bosteder
- 8) #670 Antonio Britto to Terry Walters
- 9) #611 Don Chamberlain (deceased) to Janice & Cliff Chamberlain
- 10) #1307 Joseph & Lauren Dwyer to Randall & Shari Buchanan
- 11) #1663 Kaleb Cutsinger to Richard & Laura Dyer
- 12) #114 Landon Blackwell to Golda Sherwood
- 13) #1505 Diana Walker to Elizabeth Anne Yates, as attorney in fact for Manuel Regalado
- 14) #1190 Homesite Properties, LLC to Kyle Harvey
- 15) #952 Linda Dodson to Dodson Family Farms
- 16) #328 Kevin Dodson to Dodson Family Farms
- 17) #358 Johnny Dodson to Dodson Family Farms
- 18) #103 Hunter Parsons to Dodson Family Farms

Locked Meters

- 1) #23 David Drake
- 2) #1063 William L Kilgore
- 3) #250 Lorrie Sorenson

Cancel/Pulled

- 1) None

Reinstated

- 1) None

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