

**Minutes of the Regular Monthly Meeting  
Of  
Rural Water District No. 5 Mayes County**

Date: November 10, 2025

1. Chairman Gene Miller called the meeting to order at 4:03 p.m.
2. Curt Stutzman led in prayer and pledged to the flag of the United States of America.
3. Attending the meeting were Board Members: Gene Miller, Terrell Hamill, Curt Stutzman, Jim Armontrout, Damon Bowlin, and Joe Delozier; Employees: Christy Hopper and Dennis Hull. David Lunkwitz and Mason Hudson with Trece.
4. Jim Armontrout made a motion to approve the minutes of the October 14, 2025 regular meeting as presented. Terrell Hamill seconded the motion and the Board approved unanimously.
5. Mason Hudson with Trece discussed that the fire hydrants have been shut off since they were installed. It was concluded that the hydrants being left shut off were an oversight by a former RWD5 Employee. Going forward the hydrants will be checked on a regular basis by either RWD5 or the local fire department.
6. David Lunkwitz discussed invoice RA-250805 and explained why it was \$3,113.58 over the original quote of \$6,000.00 to get the electric hooked up to the new generator at Chelsea pump station. David agreed to reduce the man-power hours to 10 reducing the bill by \$1200.00. Terrell Hamill made a motion to pay the revised invoice. Jim Armontrout seconded the motion and the Board approved unanimously.
7. Dennis Hull System Manager will be getting prices for 2 fire hydrants with valves for the Bowlin area for Damon Bowlin.
8. Terrell Hamill made a motion to approve the new Bore Policy as amended. Joe Delozier seconded the motion and Board approved unanimously.
9. Damon Bowlin made a motion to approve the new Past Due Accounts and Large Leak Payment Deferrals as amended. Joe Delozier seconded the motion and Board approved unanimously.
10. Joe Delozier made a motion to approve a \$1.00 raise per hour for Caleb Green and Matthew Carathers for completing 6 months of work. Jim Armontrout seconded the motion and Board approved unanimously.
11. Jim Armontrout made a motion to approve a \$1.00 raise per hour for Caleb Green for obtaining his Class C license. Joe Delozier seconded the motion and Board approved unanimously.
12. Joe Delozier made a motion to approve the agenda for the annual meeting cards. Terrell Hamill seconded the motion and Board approved unanimously.
13. Jim Armontrout made a motion to approve the 2026 Board Meeting Schedule. Terrell Hamill seconded the motion and Board approved unanimously.

14. Jim Armontrout made a motion to approve the 2026 Holiday Schedule. Damon Bowlin seconded the motion and Board approved unanimously.
15. Damon Bowlin made a motion to approve a \$500.00 Christmas bonus for each employee. Jim Armontrout seconded the motion and Board approved unanimously.
16. The annual Christmas dinner will be held on December 9 after the regular meeting.
17. Jim Armontrout made a motion to sign the Audit Engagement Letter for Ober & Littlefield to conduct the audit for 2025. Joe Delozier seconded the motion and Board approved unanimously.
18. Terrell Hamill made a motion to approve and sign ODOT Claim #18 28891(06) HWY 28. Seconded by Joe Delozier and Board approved unanimously.
19. Damon Bowlin made a motion to approve and sign ODOT Claim #19 28891(06) HWY 28. Seconded by Joe Delozier and Board approved unanimously.
20. Executive Session: Not exercised
21. Unforeseen Old Business:
22. Unforeseen New Business:
23. The Office Manager presented printed reports of Water loss, Aging and Monthly Report items A. through H for Board approval.

A. Accounts Payable and Payroll Claims and Checks

B. Monthly Financial Reports

C. New Membership:

- |   |            |
|---|------------|
| 1. #795 Josh & Melanie Marihugh-2738 N 435 RD, Pryor  | \$1,500.00 |
| 2. #266 Teagan Stein-.33W of N 434 on W 430 RD, Adair | \$1,500.00 |

D. Transfers

- |  |                          |
|--|--------------------------|
| 1. #1041 John Fuller-1101 N 4345, Pryor          | To: Brett & Ella Carloss |
| 2. #408 Carl & Teagan Stein-4801 W 410 RD, Adair | To: James Wilkerson      |

E. Deferred Payment Plan Request:

#676 John Halgat-Leak bill amount of \$2,366.68, average bill prior to leak was \$62.00

F. Locked Meters for 90 day forfeiture letters:

1. #456 E J Bertolotto-NW corner of 429 & E 270, Chelsea
2. #1384 Diana Derossett-983 W 462 RD, Pryor

G. Request for Service Discontinuance:

1. #1573 Justin Friesen-1322 W 420 RD, Adair

Note in Minutes:

#1685 Dwin & Kristy Thompson-Due to forfeit 11/16/2025

H. Approve and sign Agenda

Jim Armontrout made a motion to approve Office Report Items A- H with the exception of item E Deferred Payment for John Halgat. The Board voted in the new Past Due/Leak Bill Policy and Mr. Halgat will need to abide by the new policy guidelines to pay back his leak bill. Christy Hopper updated the Board with monthly activities and also briefed the board on anything new going on. Damon Bowlin seconded the motion and the Board approved unanimously.

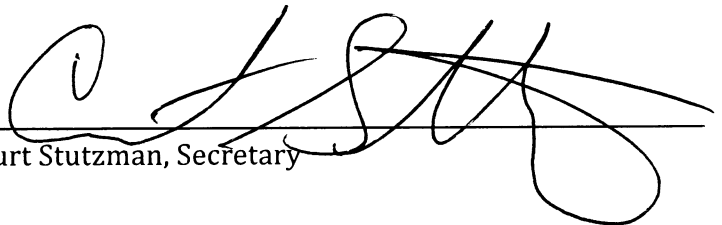
#### Operators Reports

24. System Manager presents: Dennis Hull presented the board with a report. Crews working hard and doing well.

- Water Loss at 46.1%
- Presentation of Open Work Order Reports.
- Discuss maintenance & repairs and any issues needing attention.

25. The Board considered the next regular meeting Tuesday, December 9, 2025 at 4:00pm at the District Office.

26. Jim Armontrout made a motion to adjourn the meeting. The motion was seconded by Terrell Hamill and was approved unanimously by the Board. The meeting adjourned at 6:15 p.m.



Curt Stutzman, Secretary