

**Bryan County Rural Water, Sewer and Solid Waste Management  
District No. 2**

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**MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS**, Bryan Co. Rural Water Dist. #2, which was held on Monday, November 10, 2025 at 5:30 P.M. Notice and Agenda were recorded at the County Clerk's Office at 10:17 AM and posted on the front door of the Rural Water Office at 5:00 PM on November 6, 2025 (See Attach #1 for recorded Notice & Agenda).

Meeting was called to order at 5:30 P.M. and roll was called. Those Present: Chairperson Jerry Lewis, Vice-Chairperson Mark Smith, Secretary John Hoefer, Treasurer Linda Henderson, Assist. Sec-Treas Terry Bourne, Director Brett Butlan, Director Dustin Rudolf, Manager Regina Clinton, Reporter Nancy Parry, Field Superintendent Merle Pearce and Plant Superintendent Ryan Brown. Others Present: Engineer JK Evicks (See Attach #2 for Sign In sheet).

Call for approval of the October 13, 2025 Minutes – Regular Meeting. Minutes approved as mail.

**MANAGER'S REPORT** (See Attach #3)

**FIELD SUPERINTENDENT'S REPORT** (See Attach #4)

**PLANT SUPERINTENDENT'S REPORT** (See Attach #5)

**BUSINESS:**

**Consideration of and Take Possible Action regarding Garver Work Order #2502326 for Elevated Storage Tank Construction Phase Services:** JK with Garver explained to the Board that this Work Order covers Construction Administrative Services and Construction Observation Services for 40 hours a week to be on site for the tower only for the full length of the contract, which is about 350 days. They will take pictures, and we will be giving updates daily or weekly along with an Operational and Maintenance Manual. Total for these services is \$644,100.00. Motion made by Secretary Hoefer, 2<sup>nd</sup> by Vice-Chairperson Smith, Yes by Treasurer Henderson, Asst. Sec-Treasurer Bourne, Director Butlan, Director Rudolf and Chairperson Lewis to approve Work Order #2502326.

**Update on the pipeline and Water Treatment Plant Project:** JK with Garver informed the Board that the DEQ Permit to Construct should be about 3 to 4 Weeks. We are looking at March or April for funding and then we can move forward in advertising and going out for bids. Water treatment plant project is looking like maybe a 2-years completion time.

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Consideration of and Take Possible Action regarding repairing the 2010 Ford Escape or replacing it: Died due to no action

Consideration of and Take Possible Action regarding allowing Anthony Hoffman to move into the house at the Water Treatment Plant: Plant Superintendent Brown discussed with the Board that he feels that it would be beneficial to have a plant operator on site to may rounds and be there in case power goes out or any other issue that may occur overnight. Board asked Manager Clinton to contact our attorney and have him draw up a legal binding contract. It was suggested that whoever moves in will be required to pay some kind of rent. This will be revisited next month.

**NEW BUSINESS** (under the Open Meeting Act, this agenda item is authorized only for matters not known about or which could not have been reasonably foreseen prior to the time of posting the agenda or any revised agenda)

Manager Clinton informed the Board that she received an e-mail about more the possibility of there being some ARPA money available for projects that have been completed since March 2021.

Vote to Convene to proposed Executive Session under Title 24, Section 307.B.1 of the Oklahoma Statutes to discuss the following:

Employee Christmas Bonuses;

Motion made by Treasurer Henderson, 2<sup>nd</sup> by Asst. Sec-Treasurer Bourne, Yes by Vice-Chairperson Smith, Secretary Hoefer, Director Butlan, Director Rudolf and Chairperson Lewis to convene into Executive Session.

Vote to Reconvene to Regular Session

Motion made by Treasurer Henderson, 2<sup>nd</sup> by Asst. Sec-Treasurer Bourne, Yes by Vice-Chairperson Smith, Secretary Hoefer, Director Butlan, Director Rudolf and Chairperson Lewis to reconvene to regular meeting.

Consideration of and Take Possible Action regarding Employee Christmas Bonuses:  
Motion made by Vice-Chairperson Smith, 2<sup>nd</sup> by Director Rudolf, Yes by Secretary Hoefer, Treasurer Henderson, Asst. Sec-Treasurer Bourne, Director Butlan, and Chairperson Lewis to approve Employee Christmas Bonuses as per attachment #6.

**OTHER BUSINESS:**

Board approval of checks written in October: Motion made by Treasurer Henderson, 2<sup>nd</sup> by Asst. Sec-Treasurer Bourne, Yes by Vice-Chairperson Smith, Secretary Hoefer, Director Butlan, Director Rudolf and Chairperson Lewis to approve checks written in October.

**FINANCIAL REPORT – October (See Attach #7 thru #10)**

**ADJOURNMENT 6:20 P.M.**

JERRY LEWIS, Chairperson

  
Jerry Lewis

JOHN HOEFER, Secretary

  
John Hoefer

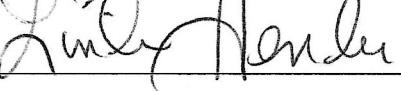
TERRY BOURNE, Asst. Sec-Treasurer

  
Terry Bourne

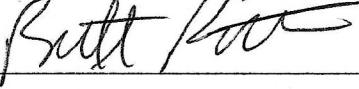
MARK SMITH, Vice- Chairperson

  
Mark Smith

LINDA HENDERSON, Treasurer

  
Linda Henderson

BRETT BUTLAN, Director

  
Brett Butlan

DUSTIN RUDOLF, Director

  
Dustin Rudolf

- Attach #1 Notice & Agenda
- Attach #2 Sign in Sheet
- Attach #3 Manager's Report
- Attach #4 Field Superintendent's Report
- Attach #5 Plant Superintendent's Report
- Attach #6 Employee's Christmas Bonus
- Attach #7 thru #10 --- Financial Reports (October)