

**BUTLER WATER SUPPLY CORPORATION
REGULAR MONTHLY MEETING MINUTES
JANUARY 13, 2026**

The Regular Monthly Board of Directors meeting of the Butler Water Supply Corporation was held Tuesday, January 13, 2026, at the Butler Community Center.

President Billie Jarmon, Jr. established a quorum.

CALL TO ORDER:

The meeting was called to order by President Billie Jarmon, Jr. at 6:00 p.m.

Directors Present: Billie Jarmon, Jr., Opal Oliver, Lucy Durham, Jim Spivey, Dennis Lane and Robert Whisenant.

Absent: NONE

Staff present: Office Manager Kelly Tyus and Sr. Operator Rodney Watkins.

Members present: Tim Hillman

Guest: NONE

PUBLIC ACCESS:

NONE

UPDATES:

1. President Billie J. Jarmon, Jr:

President Billie J. Jarmon, Jr. reported (1) the new website for BWSC was activated in December 2025. www.butlerwatersupplycorp.com

(2) PayStar training for on-line payments will be held on January 22, 2026 at the office. Office Manager Kelly Tyus and William Owen, Owen Technologies, will attend.

REPORTS:

1. Review/Approval of December 9, 2025 Regular Monthly Meeting Minutes.

A motion to approve the December 9, 2025 Regular Monthly Meeting Minutes was made by Opal Oliver; seconded by Lucy Durham.

BOD Approval: 6 – YES; 0 – NO; 0 – ABSENT.

2. Financial Report for December 31, 2025.

A motion to approve the December 31, 2025 Month-End Financial Reports was made by Opal Oliver; seconded by Lucy Durham.

BOD Approval: 6 – YES; 0 – NO; 0 – ABSENT.

3. Review & Approve Invoices for Payment.

The Directors reviewed the invoices from December 9, 2025 to January 13, 2026 for payment.

A motion to approve the payment of invoices received from December 9, 2025 to January 13, 2026 was made by Opal Oliver; seconded by Lucy Durham.

BOD Approval: 6 – YES; 0 – NO; 0 – ABSENT.

4. Review Monthly Water Reports for December 2025.

December 2025	
Customers:	662
Water Sales:	\$39,667.95
Water Sold:	2,939,800 gallons
Flushed/BVFD:	22,800 gallons
Estimated Leak:	714,000 gallons
Well Pumped:	5,805,000 gallons
Gallons Diff:	2,128,400 gallons
Est Leak Loss:	47.67 GPM
Water Loss:	34 %

NO ACTION TAKEN.

5. Review Monthly Work Orders for December 2025.

NO ACTION TAKEN.

UNFINISHED BUSINESS:

NONE

NEW BUSINESS:

1. Discussion and possible action: Aged Receivables.

After the Directors reviewed the (1) Aged Receivables as of December 31, 2025; (2) Policy & Procedures, Item 28. Customer Payment Plan Policy and (3) Payment Commitment Letter.

A motion to approve all “Past Due” accounts to complete a “Payment Commitment Letter” was made by Opal Oliver; seconded by Lucy Durham

BOD Approval: 6 – YES; 0 – NO; 0 – ABSENT.

A second motion to approve an increase in the “Late Fee” from \$5.00 to \$10.00 effective February 1, 2026 was made by Jim Spivey; seconded by Dennis Lane.

BOD Approval: 6 – YES; 0 – NO; 0 – ABSENT.

CLOSED SESSION:

“Closed” Executive Session was called by President Billie J. Jarmon, Jr. on January 13, 2026 at 6:52 p.m.

“Closed” Executive Session was ended by President Billie J. Jarmon, Jr. on January 13, 2026 at 7:21 p.m.

OPEN SESSION:

1. Discussion and possible action: Personnel Matters.

- A. After discussion and reviewing BWSC Personnel Policy relating to Leave Time on Page 22; Item 7.

A motion to approve 5-days of paternity leave for Caleb Sries with pay was made by Opal Oliver; seconded by Lucy Durham.

BOD Approval: 6 – YES; 0 – NO; 0 – ABSENT.

- B. After discussion relating to a “reduced water rate” for Directors, a motion to approve a reduced water rate for BWSC Directors was made by Jim Spivey; seconded by Dennis Lane.

BOD Approval: 6 – YES; 0 – NO; 0 – ABSENT.

2. Discussion and possible action: Real Estate.

Director Opal Oliver updated the board on a proposed site for a new BWSC office and equipment storage.

After the discussion, a motion to TABLE any action at this time for further research was made by Opal Oliver; seconded by Dennis Lane.

BOD Approval: 6 – YES; 0 – NO; 0 – ABSENT.

Adjournment:

A motion of adjournment was made by Opal Oliver; seconded by Lucy Durham.

BOD Approval: 6 – YES; 0 – NO; 0 – ABSENT

The Regular Monthly Board of Directors meeting of January 13, 2026 adjourned at 7:35 p.m.

Attest: _____
Lucy Durham, Secretary/Treasurer
Butler Water Supply Corporation