

Minutes of Meeting of Directors
2024 Annual Budget Meeting
Cherokee County RWD 13
20102 W Cookson Bend Rd - Cookson, OK 74427
Wednesday, December 4th, 2024 at 1:00 pm

Pursuant to the laws of the state in which this corporation is organized, and its bylaws, a meeting of the Directors of the Corporation was held at CCRWD 13 20102 W Cookson Bend Rd, Cookson, OK on December 4th, 2024 per the agenda posted December 2nd, 2024 at 1:00 p.m. pursuant to public notice requirements thereof in writing and posted on the gate of the Business office.

ROLL CALL

Directors: Cory Beights, Susan Creswell, Pat Willaims, Norman Shipley
Staff: Jesse Dry- Superintendent, Hisham Sokhun- Operator, Brian Blair- Office
Guests: Jack Roye (Mike Green CPA)

The meeting was duly called to order by Cory Beights at 1:01 p.m. The following items of business were resolved:

NEW BUSINESS

Discussion, Action, Report:

2025 posed budget presented by Jack Roye

1. The District has analyzed revenues and expenses for January to October 2024 and forecasted, for each line item, the 12 month totals. This forecast has been analyzed to project the budget estimate required by Title 82 of Oklahoma Statutes.
2. The District is aware of the impact inflation is having on the cost of operations. This budget estimate is prepared based on costs incurred in 2024 and is not adjusted for inflation.
3. The debt service budget encompasses current required principal payments.
4. The capital budget includes the known required capital repairs and estimated matching funds for anticipated grant awards.
5. The District has signed a loan agreement with Oklahoma Water Resources Board (OWRB), which requires a "Super Debt Coverage Covenant" equal to operating revenues being 140% of operating expenditures (less depreciation).
This debt ratio requirement is being met due to the rate increase established in April 2024.

The proposed budget includes the possibility of hiring one new employee.
The Districts reserve accounts are increasing should they be needed for emergencies/ infrastructure improvements
The District needs a dump trailer * add to December regular meeting agenda*

Norman Shipley made a motion to approve the 2025 budget as proposed, 2nd: Pat Williams, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye.

ADJOURNMENT:

There being no further business before the Board, **the meeting adjourned at 1:45 p.m.**

Respectfully Submitted,

Brian Blair

Brian Blair, Office

Susan Cresswell, Board Secretary

RURAL WATER DISTRICT No. 13
CHEROKEE COUNTY OKLAHOMA
ANNUAL OPERATING BUDGET ESTIMATE
FOR FISCAL YEAR JANUARY 1st TO DECEMBER 31st, 2025

2024/2025

OPERATING BUDGET

Operating Revenues

Water Sales \$ 923,043 \$ 952,900
Late Fees 14,626 14,000
New Benefit Unit 27,264 24,000
Reconnect Fee 5,680 6,000
Other Charges 1,122 2,000
Transfer Fee 2,485 2,000
Total Operating Revenues 974,219 1,000,900

Operating Expenses

Automobile Expense 22,000 20,000
Bank Service Charges 500 500
Chemicals & Testing 18,000 23,000
Contract Labor 40,000 -
Insurance Expense 20,750 21,000
Licenses 2,000 12,000
Membership & Dues 10,500 5,500
Office Supplies & Postage 29,000 30,000
Payroll Expenses 115,019 174,900
Professional Fees 34,000 36,000
Repairs and Maintenance 30,000 30,000
Security 750 975
Supplies 88,150 88,150
Telephone & Utilities 59,000 59,000
Equipment Rental 2,100 -
Depreciation Expense 158,000 175,350
Interest Expense 101,364 91,320
Loan Admin Fees 8,000 8,000
Total Operating Expenses 696,133 775,695
TOTAL OPERATING GAIN (LOSS) 278,086 225,205
Add Back Deprecation 158,000 175,350
NET OPERATING CASH FLOWS \$ 393,086 \$ 400,555 40.02%
DEBT SERVICE BUDGET

PRINCIPAL PAYMENTS OWRB 2012 (140,000) -
PRINCIPAL PAYMENTS OWRB 2023 - (135,000)
PRINCIPAL PAYMENTS NEW TRUCK WELCH STATE BANK (10,880) (10,528)
Total Debt Service Budget (150,528) (145,880)

CAPITAL BUDGET

CAPITAL REPAIRS (20,000) (40,000)
REPLACE VEHICLE - LESS INSURANCE REIMBURSEMENT (25,000) -
RESERVE ACCOUNT (120,000) (120,000)
MATCHING GRANT FUNDS (60,000) (90,000)
Total Capital Budget (225,000) (250,000)

FREE CASH FLOWS FROM OPERATING, DEBT
AND CAPITAL BUDGETS \$ 17,558 \$ 4,675

CASH AVAILABLE FOR OPERATIONS AT NOVEMBER 30, 2023 \$ 72,080 \$ 116,000
BUDGETED CASH FOR OPERATIONS AT DECEMBER 31, 2024 \$ 89,638 \$ 120,675
WORKING BUDGET

2025 BASE PAY @ OT @ 1.5X FICA MATCH 2024 PAYROLL
RATE 2080 50 7.65% BUDGET
JESSE 60,000.00 4,590.00 - 64,590.00
SHAM 38,720.00 2,962.08 - 41,682.08

BRIAN 18,750.00 15.00 - 1,434.38 20,184.38

Additional Employee 45,000.00 - 3,442.50 48,442.50

162,470.00 12,428.96 - 174,898.96

2025 BASE PAY @ OT @ 1.5X FICA MATCH RETIREMENT PTO INSURANCE 2024 PAYROLL
RATE 2080 40 7.65% 3.00% 80 ANNUAL ANALYSIS

JESSE 60,000.00 4,590.00 - 1,800.00 6,000.00 - 72,390.00

SHAM 38,720.00 2,962.08 - 1,161.60 6,000.00 - 48,843.68

BRIAN 15.00000 18,750.00 1,434.38 - 562.50 1,200.00 6,000.00 27,946.88

Additional Employee 45,000.00 3,442.50 - 1,350.00 6,000.00 - 55,792.50

162,470.00 12,428.96 - 4,874.10 1,200.00 24,000.00 204,973.06

ESTIMATED COST OF BENEFITS 30,074.10

2025 BUDGETED

2025 AUGUST ANALYSIS

ESTIMATE FOR TOTAL COST
OF PLAN \$0.00

3% MATCHING

WORKING BUDGET