

**Minutes of Meeting of Directors**  
**Cherokee County RWD 13**  
**20102 W Cookson Bend Rd - Cookson, OK 74427**  
**Thursday, April 18th, 2024 at 1:00 pm**

Directors: Norm Shipley, Cory Beights, Susan Creswell, Tim Bowmar, Pat Williams  
Off: Jesse Dry- Plant Superintendent; Hisham Sokhun- Operator; Brian Blair- office  
Guests: Jack Roye CPA, Mary Westbrook, Larry Westbrook, David LaBrue

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 April 18th, 2024 per the agenda posted April 11th, 2024 at 1:00 p.m. pursuant to public notice requirements thereof in writing and posted on the gate of the Business office. Present at the meeting was a quorum of Directors and have signed their names below. As evidenced by their signature the directors hereby waive any meeting notice that may be required. The meeting was duly called to order by Norman Shipley at 1:00 p.m. The following items of business were resolved:

**CONSENT AGENDA**

**Discussion, Action, Report:**

After review of the Consent Agenda for April 2024;

1. Approval of minutes for March regular and special meetings: Motion: Cory Beights made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Norman Shipley, aye, Susan Creswell, aye, Tim Bowmar, aye.
2. Payment of claims presented by Jack Roye: Motion to accept: Cory Beights to approve, 2<sup>nd</sup>: Tim Bowmar, motion carried to wit: Susan Creswell, aye, Norman Shipley, aye, Pat Williams, aye.
3. Financial Report: presented by Jack Roye: Operating cash up a little at approx. \$49,000 but will be affected by seasonal bills. We need to refigure special projects costs due to inflation over original loan amount- he's worried the final cost will greatly exceed the loan amount. Suggested the Board needs to hire an attorney to relook at contracts and set up a meeting with Myers Engineering to explore the overrun liability insurance included in the contracts. Motion: Tim Bowmar to accept, 2<sup>nd</sup>: Susan Creswell, motion carried to wit: Norman Shipley, aye, Cory Beights, aye, Pat Williams, aye.
4. Adjustments: Warren 1649, \$28.00 and Hammons 1964, \$42.00 both leaks fixed Motion to approve: Pat Williams to approve, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Tim Bowmar, aye, Susan Creswell, aye, Cory Beights, aye.
5. Forfeitures: Two voluntary forfeitures, Labrue 1908 1910, Hallford 1203, Walker 1305, Adams 1041 Motion to accept: Cory Beights to approve, 2<sup>nd</sup>: Tim Bowmar, motion carried to wit: Norm Shipley, aye, Susan Creswell, Pat Williams, aye.

**UNFINISHED BUSINESS**

**Discussion, Action, Report:**

1. Operator's report - Jesse Dry  
The new filter skid has been ordered, should be here mid June, will hopefully be installed before the heaviest use season. Will require plant shutdown for 2 days. Will try to complete the work late at night to minimize effect on customers. Have been replacing several line meters recently and will have a much clearer accounting of new loss prevented soon. Also, have an air leak in the filter system. This is not affecting water quality but is slowing production- possibly due to large valve leaks in the system. Jesse has replaced one valve gate that had significant damage, unknown cause.
2. Office Report- Brian Blair  
The next bill will reflect the new rates, should be sent out by April 26<sup>th</sup>  
Only had to return 3 payments mistakenly sent to the office since last meeting  
Board member positions #1 and #5 up for election at the pending Annual Meeting. Susan Creswell has submitted a letter of Intent to remain in #5.

**NEW BUSINESS**

**Discussion, Action, Report**

- 1 David LaBrue- discussion of possible action concerning Cookson Marina Billing. Advised that he will be voluntarily forfeiting meters 1908 and 1910. (see Consent Agenda item #5 above). Would like to connect to multiple dwellings to single meters. He stated he has discussed with his plumber and plans to go from 6 active meters to 2. The Board notified him he could not do this without our approval. This would be a loss of \$2640.00 in annual revenue and this is needed to support our rate increase. We discussed other business and the use of a master meter. The Board did not take any action on Mr. Labrue's request. Motion to accept voluntary forfeitures: Susan Creswell, 2<sup>nd</sup>: Cory Beights, motion carried to wit: Norman Shipley, aye, Tim Bowmar, aye, Pat Williams, aye.
- 2 Discuss possible action to reimburse Hisham Sokhun for the Diamond Maps membership. The board agreed they could not reimburse Hisham for his membership and agreed to acquire a new membership for the District. The membership should cost approximately \$50.00 per month or \$600.00 per annual invoice. Motion: Susan Creswell to approve, 2<sup>nd</sup>: Cory Beights, motion carried to wit: Norm Shipley, aye, Tim Bowmar, Pat Williams, aye.
- 3 Discuss possible action concerning bonding employees- All current employees are bonded with the possible exception of Jesse Dry and is included in our ORWA annual insurance package. No action taken

**ADJOURNMENT:**

There being no further business before the Board, **Cory Beights made a motion to adjourn, Tim Bowmar seconded, motion carried unanimously. Meeting adjourned at 2:27 p.m.**


Respectfully Submitted,

*Brian Blair*

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Brian Blair, Office

  
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