

Minutes of Special Meeting of Directors
Cherokee County RWD 13
20102 W Cookson Bend Rd - Cookson, OK 74427
Friday April 26, 2024 at 10:00 am

Directors: Norm Shipley, Cory Beights, Susan Creswell, Tim Bowmar and Pat Williams

Off: Jesse Dry- Plant Superintendent; Hisham Sokhun- Operator; Brian Blair- office

Guests: Jonathan Pipkins and Bill Myers (Myers Engineering), Sandy Perry, Jennifer Smith, Sherri Lemons, Georgia Bilby, Ryan Biggers, Emmett Hutson

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 26, 2024 per the agenda posted April 24, 2024 at 10:00 a.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 10:03 a.m. The following items of business were resolved:

CONSENT AGENDA

Discussion, Action, Report:

After review of the Consent Agenda for February 2024;

1. Approval of minutes from April 18, 2024 Regular Meeting: Motion: Norman Shipley made a motion to approve, 2nd: Susan Cresswell, motion carried to wit: Tim Bowmar, aye, Pat Williams, aye, Cory Beights, aye.

NEW BUSINESS

Discussion, Action, Report

- 1 Jonathan Pipkins and Bill Myers (Myers Engineering) update on current projects- Myers has been in contact with Allan Boyles/ODOT reference completion of the tree clearance for the highway project near the Princess Drive in. They will adjust the bid to clear the small remaining area and coordinate with the electric line project. We will submit for project re-bid as soon as trees are cleared- there have been at least two contractors who have expressed interest. The line might need to be bored instead of trenched if the trees can't be removed.
DEQ has approved to plans for the new raw water intake and connective piping with the new standpipe structure. Bill Myers will now take over as the principal engineer with Jonathan Pipkins.
Need to submit a new filter project to DEQ, the new filter skid has not yet been ordered and the old bid has expired. Also need to submit construction permit application to DEQ for new, mirrored filter skid and apply for DEQ grant funding. Would like to refigure projects and submit to DEQ before regular meeting on May 16 for updates.
The board asked Mr Myers to expedite the dock/raw water intake project then prioritize the filter skid and standpipe in that order. DWSRF funding is possible for these projects but not guaranteed. The funds are very project specific.
The board asked for updated budget information for the dock project to submit for a new RIG grant.
Mr Myers apologized for the delays due to personnel issues and advised that he has streamlined the system to make it right moving forward.
- 2 Discuss possible action for putting our surplus trailer up for re-bid after failing to sell from previous bid cycle: The board agreed to repost the surplus trailer and leave bid open for two weeks with no minimum
- 3 Discuss possible action for charging a document fee for open records requests and possible per page rates: after discussion, the board agreed to establish a .25 per sheet charge for documents with \$1.00 per sheet for certified copies as outlined in Oklahoma title 51 Open Meetings Act. Motion: Pat Williams to accept, 2nd Tim Bowmar, motion carried to wit: Susan Cresswell, aye, Norman Shipley, aye, and Cory Beights, aye.
- 4 Discuss possible action for hiring attorney John Young for legal reviews: Mr Young represents CCRWD16 and is knowledgeable in water district legal issues. The board decided there would be no conflict with District 16. All agreed that we need to update our by-laws and there should only be one Board member for contact. Mr Young does not require a retainer and relies on per hour billing. Motion: Susan Cresswell to hire John Young for district legal representation and to declare Tim Bowmar as the point of contact with the Board, 2nd: Cory Beights, motion carried to wit: Norman Shipley, aye, Pat Williams, aye, Tim Bowmar, aye.
- 5 Discuss possible action for the new billing rates concerning current accounts with multiple dwellings on single meters: The Board discussed the need to standardize rate rules to include everyone. Some businesses have different rates and there are multiple accounts with odd rates as established over the years. The Board discussed the implementation of a commercial rate and requested a list of all rated meters. This matter was tabled for discussion at the next regular Board Meeting

ADJOURNMENT:

There being no further business before the Board, **Cory Beights made a motion to adjourn, Susan Cresswell seconded, motion carried unanimously. Meeting adjourned at 11:40 pm**

Respectfully Submitted,

Brian Blair

Brian Blair, Office