

Minutes of Meeting of Directors
Cherokee County RWD 13
20102 W Cookson Bend Rd - Cookson, OK 74427
Thursday, December 19th, 2024 at 1:00 pm

Directors: Norman Shipley, Cory Beights, Pat Williams

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

Guests: Jack Roye, Jonathan Pipkins, Mark Vance

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 19th, 2024 per the agenda posted December 17th, 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 wave any meeting notice that may be required. The meeting was duly called to order by Cory Beights at 1:04 p.m. The following items of business were resolved:

CONSENT AGENDA

Discussion, Action, Report:

After review of the Consent Agenda for November 2024;

1. Approval of minutes for November regular meeting and December Annual Budget meeting minutes: Motion: Norman Shipley made a motion to approve both, 2nd: Pat Williams, motion carried to wit: Cory Beights, aye.
2. Payment of claims presented by Jack Roye: Motion: Norman Shipley made a motion to approve, 2nd: Pat Williams, motion carried to wit: Cory Beights, aye.
3. Financial Report: presented by Jack Roye: Motion: Norman Shipley made a motion to approve, 2nd: Pat Williams, motion carried to wit: Cory Beights, aye.
4. Cutoffs: N/A due to holiday
5. Forfeitures: 2007 and 1351 Echols/ voluntary: Motion: Norman Shipley made a motion to approve, 2nd: Pat Williams, motion carried to wit: Cory Beights, aye.
6. Adjustments: N/A
7. New Memberships/Transfers: 1006 Grimes NEW- 1026,1027 (Cookson Store) to Riverstone Cookson Resorts TRANSFER, 1901 Pierson TRANSFER. Motion: Norman Shipley made a motion to approve, 2nd: Pat Williams, motion carried to wit: Cory Beights, aye.

UNFINISHED BUSINESS

Discussion, Action, Report:

1. Operator's report - Jesse Dry
Has primarily been following the Hwy Project. Installed 4 new master meters and has been replacing old meters with new digital meters for testing. Has 12 installed with 16 more in stock.
2. Office Report- Brian Blair
The lead line inventory notification was sent per ODEQ. Will begin drafting a new policy and procedure manual for the District with Julie Hudgens. We have a check lost in the mail- tracking shows it last at an OKC post office. (later located and delivered to proper destination)

NEW BUSINESS

Discussion, Action, Report

1. Jonathan Pipkins/ Meyers Engineering report: With Mark Vance K&M Dock Service. Will utilize existing partial dock instead of manufacturing a complete new structure changing the dimensions from planned 21X40 to 20X40. The dock can be added to later if need be. The dock will need a walkway. We need a new bid sheet from K&M for "Phase 1" to begin when we get OWRB approval. "Phase 2" will need to be sent out to bidding. We can have walkway and deck ready for electric/piping below the \$100,000 bidding requirement. Phase 2 will consist of fencing, pumps, security, shoreline plumbing and electrical. Bidders will need to be bonded. Hwy Project- the pressure test is complete for the first section and section 2 (Elk Creek to Stones Throw) is underway.
2. Discuss possible action concerning Michael Green CPA Engagement- TABLED until January Meeting.
3. Discuss possible action concerning the purchase of a dump trailer for the District- TABLED until January Meeting .
4. Discuss possible action concerning approval of Addendum to October 2024 Meeting Minutes to reword Item 4. Under Unfinished Business; to specifically state that District 13 Armstrong Bank accounts 30040505 and 60688718 be closed and those moneys transferred to a new Armstrong Bank money market account with the full Cherokee County Rural Water District 13 Board of Directors (Cory Beights, Norman Shipley, William "Pat" Williams, Susan Cresswell and Tim Bowmar) as signatories. Online access to the new Armstrong Bank money market account for transfers will be Hisham Sokhun and Brian Blair including access for initial transfer. All listed Board of Directors and CCRWD employees will have information access regarding the new Armstrong Bank money market account. Mike Green CPA Accounting office will have online view access of the new money market account as well. Motion: Cory Beights made a motion to approve, 2nd: Norman Shipley, motion carried to wit: Pat Williams, aye.

ADJOURNMENT:

There being no further business before the Board, Cory Beights made a motion to adjourn, Pat Williams seconded, motion carried unanimously. Meeting adjourned at 1:46 p.m.

Respectfully Submitted,

Brian Blair

Brian Blair, Office

Susan Cresswell
Susan Cresswell, Board Secretary