

**Minutes of Meeting of Directors
Cherokee County RWD 13
20102 W Cookson Bend Rd - Cookson, OK 74427
Thursday, February 15, 2024 at 1:00 pm**

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

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

Members: Jack Royce CPA, Julie Hudgins, Mary Westbrook, Larry Westbrook, John Cresswell, Don Johnson, Donna Johnson, Aaron Willard, John Carn, Sandra Baker, Jeri Bowmar, Jacob Marvin, Ryan Biggers, Mike Snell, Cindy Nickel, Kayla Hanson, Jeanette Rushing, Stan Adkins, Suzanne Adkins, Pam Bacus, Mike Bacus, Linda Hammond, Mark Mathison ORWA, Charlene U.L.N

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 February 15, 2024 per the agenda posted February 13, 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 February 2024;

1. Approval of minutes for January regular and special meetings: Cory Beights made a motion to approve, 2nd: Pat Williams, motion carried to wit: Susan Creswell, aye; Tim Bowmar, aye; Norman Shipley, aye.
2. Payment of claims presented by Jack Royce: Motion to accept: Cory Beights to approve, 2nd: Norman Shipley, motion carried to wit: Pat Williams, aye; Susan Cresswell, aye; Tim Bowmar, aye.
3. Financial Report: presented by Jack Royce: Our operating cash balance continues at a steady pace while expenditures continue to increase. See Item 1. Under New business below.
Motion: Cory Beights to accept, 2nd: Susan Cresswell, motion carried to wit: Pat Williams, aye; Norman Shipley, aye; Tim Bowmar, aye.
4. Adjustments: Rushing/ leak adjustment. 2nd within a year. Advised to pay current bill and deal with contractor who caused damage
Motion to move forward: Cory Beights to approve, 2nd: Norman Shipley, motion carried to wit: Susan Creswell, aye; Pat Williams, aye; Tim Bowmar, aye.
5. Forfeitures: Kelley 1217 moved with \$441.83. Last payment 8/8/23 Motion to move forward: Cory Beights to approve, 2nd: Pat Williams, motion carried to wit: Susan Creswell, aye; Norman Shipley, aye; Tim Bowmar, aye.

UNFINISHED BUSINESS

Discussion, Action, Report:

1. Operator's report - Jesse Dry
Still struggling with plant filters, will not keep up when demand increases. Need to order new filter skid now as there is a long wait and price will only increase. Bid for new filters and installation \$82,000 shipping and tax not included- submit to Cherokee Nation for assistance. Get FOB for shipping price
Need toolbox for new truck, credit card limit prevented ordering. Sham agrees to purchase and be re-imbursed
Multiple line meters, valves fixed/replaced to reduce overall loss. One leak 10,000 gallons per day near plant
Motion to contact Myers Engineering and begin ordering filter skid and also to agree to re-imburse Sham for tool box by Susan Cresswell, 2nd: Norman Shipley, motion carried to wit: Tim Bowmar, aye; Pat Williams, aye; Cory Beights, aye.
2. Office Report- Brian Blair
55 payments still made at office this month
Spoke with Jonathan Pipkins of Myers Engineering: Matt Coe no longer works there. Dock project will be handled by Mike Anderson, HWY project will be handled by Jonathan Pipkins
ODOT line relocation bids will close 2/28
3. Discuss approval for purchase of new filter skid tabled from January meeting:
Cost has increased since original bid has expired. Manufactured in Australia/ ship to port of Muskogee. Need to hire a manager for the project: Approved during Operator's report above
Julie Hudgins with Communities Unlimited can assist with oversight at no fee and can work with the board.

NEW BUSINESS

Discussion, Action, Report

- 1 Mark Mathison ORWA rate study with input from accountant Jack Royce: Debt to Income ratio for new operating budget stands at 40% needs to be around 25% or less. Need to set aside enough money for grant matching funds applied for. Need to prepare for expenditures and capital repairs to all increase. It currently costs the District \$32.91 to produce 1000 gallons of water. Suggests increase

minimum from \$49 to \$55 monthly with a sliding scale per 1000 gallons used.

- 2 Discuss rate increase per December meeting minutes: discussed cost to replace current membrane system with a sand based filter vs perceived maintenance costs. Compared current rates vs new rates suggested by ORWA rate study. Allowed public input/interaction from multiple guests.

Motion to approve ORWA suggested rate increase with April billing cycle: Pat Williams, 2nd: Susan Cresswell, motion carried to wit: Corey Beights, aye; Tim Bowmar, aye; Norman Shipley, aye.

- 3 Discuss policy and procedure updates:

Move to Annual Meeting to allow vote of entire membership

- 4 Discuss increase/decrease for customer deposits (ACH, reconnect)

Motion to leave deposits as/is: Susan Cresswell, 2nd: Pat Williams, motion carried to wit: Corey Beights, aye; Tim Bowmar, aye; Norman Shipley, aye.

- 5 Discuss policy on cutoffs:

Item skipped

- 6 Discuss Annual Audit: Jack Royce recommends hiring Jackie Taylor (NE Oklahoma Accounting) as in previous years to conduct the annual audit. Motion to approve: Pat Williams, 2nd: Susan Cresswell, motion carried to wit: Corey Beights, aye; Tim Bowmar, aye; Norman Shipley, aye.

ADJOIURNMENT:

There being no further business before the Board, **Norman Shipley made a motion to adjourn, Pat Williams seconded, motion carried unanimously. Meeting adjourned at 2:50 p.m.**

Respectfully Submitted,

Brian Blair

Brian Blair, Office

T. C. B.

Board Director

Susan Cresswell

Board Director

Norman Shipley

Board Director

Board Director

Board Director