

**Minutes of Meeting of Directors**  
**Cherokee County RWD 13**  
**20102 W Cookson Bend Rd - Cookson, OK 74427**  
**Thursday, February 20, 2025 at 1:00 pm**

Directors: Norman Shipley, Cory Beights, Pat Williams, Susan Cresswell, Tim Bowmar  
Staff: Jesse Dry- Plant Superintendent; Hisham Sokhun- Operator; Brian Blair- Office

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 20th, 2025 per the agenda posted February 18th, 2025 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. The meeting was duly called to order by Cory Beights at 1:02 p.m. The following items of business were resolved:

**CONSENT AGENDA**

**Discussion, Action, Report:**

After review of the Consent Agenda for December 2024;

1. Approval of minutes for January regular and special meetings: Motion: Norman Shipley made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Cory Beights, aye, Susan Cresswell, aye, Tim Bowmar, aye.
2. Payment of claims: Motion: Tim Bowmar made a motion to approve, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Cory Beights, aye, Pat Williams, aye, Susan Cresswell, aye.
3. Financial Report: Financials continue to improve. Motion: Tim Bowmar made a motion to approve, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Cory Beights, aye, Pat Williams, aye, Susan Cresswell, aye.
4. Cutoffs: Discuss and take action regarding change in policy regarding cutoffs. Policy says cutoffs occur on the 1<sup>st</sup> day of the next month following the missed due date. Cutoffs currently occur after the 10<sup>th</sup> due to our billing software not producing the cutoff list until that date. The billing software will be adjusted and the policy will be adhered to beginning June 1, 2025. Notices of change will be sent with March and April bills.
5. Forfeitures: Bruner 1036/1110, McClure 1386- Motion: Susan Cresswell made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Norman Shipley, aye, Cory Beights, aye, Tim Bowmar, aye.
6. Adjustments: Discuss and possible action concerning adjustments policy. For a confirmed leak, show proof of repair. Customer pays current cost of water plus the \$55.00 minimum. The customer has responsibility to shut off if not in use for extended period (summer house). There is only one adjustment allowed within a year's time. 1904 Cookson Marina \$384.78, Motion: Tim Bowmar made a motion to adopt and approve Cookson Marina adjustment, 2<sup>nd</sup>: Susan Cresswell, motion carried to wit: Cory Beights, aye, Pat Williams, aye, Norman Shipley, aye.
7. New Memberships/Transfers: Brantley 1111 (Transfer), Logan 30275 and 30285 S 550 Rd (New Builds): The Board noted that the Engineer's hydraulic report allows for 4 new memberships within the newly proposed development on 550 Rd. Logans will be two of those. Motion: Tim Bowmar made a motion to approve, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Cory Beights, aye, Pat Williams, aye, Susan Cresswell, aye.

**UNFINISHED BUSINESS**

**Discussion, Action, Report:**

1. Operator's report - Jesse Dry  
We are currently testing new leak detectors. Had one significant leak this period with 100' of line dug up on Molly Brown Rd
2. Office Report- Brian Blair  
-we need Board signatures to activate our new Armstrong Bank money market account.  
-we need an upgrade for customer account management added to our Starnik billing software to allow easier access to online payments. We have been offered a significant discount to add the service. This would increase our annual payment to Starnik from \$4500.00 to \$5000.00 annual. Motion: Tim Bowmar made a motion to approve, 2<sup>nd</sup>: Susan Cresswell, motion carried to wit: Cory Beights, aye, Pat Williams, aye, Norman Shipley, aye.

**NEW BUSINESS**

**Discussion, Action, Report**

1. Discuss and possible action reference Curtis Warren Forfeiture: Mr Warren did not show
2. Discuss and possible action reference Jonathan Pipkins (Myers Engineering) - Update on current projects. Discuss possible action regarding the current Hwy project, filter installation, RIG grant and the intake dock project: Mr Pipkins was unable to attend. The Board discussed the need for Bill Myers to attend the March Regular Meeting to discuss current issues
3. Discuss and possible action concerning the purchase of a dump trailer, CIP heater and a leak detector for the District: We have 3 bids for a 14' bumper pull dump trailer and 3 bids for a gooseneck. We are unable to get answers on prices for new CIP heaters but Hayne's Equipment was deemed to be too expensive. (CIP heater tabled till March) We are still testing various leak detectors. Motion: Susan Cresswell made a motion to approve the purchase of a 14' dump trailer not to exceed \$11,000.00, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Pat Williams, aye, Cory Beights, aye, Tim Bowmar, aye.

**ADJOURNMENT:**

There being no further business before the Board, Norman Shipley made a motion to adjourn, Pat Williams seconded, motion carried unanimously. Meeting adjourned at 2:59 p.m.

Respectfully Submitted,

*Brian Blair*

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Brian Blair, Office

*Susan Cresswell*

Susan Cresswell, Board Secretary