

Minutes of Meeting of Directors
Cherokee County RWD 13
20102 W Cookson Bend Rd - Cookson, OK 74427
Thursday January 15, 2026 at 1:00 pm

Directors: Pat Williams, Susan Cresswell, Norman Shipley
Staff: Jesse Dry – Plant Manager, Hisham Sokhun- Operator, Ginger Garde- Office
Guests: Jack Roye, Melissa Ross

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 January 15, 2026 per the agenda posted January 13, 2026 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 Norman Shipley at 1:00 p.m. The following items of business were resolved:

CONSENT AGENDA

1. Approval of December minutes. Approval motion made by Pat to accept the regular meeting minutes of December 18, 2025. Motion 2nd by Susan. No dissenting votes.
2. Approval of 2026 Budget Meeting Minutes Approval motion made by Susan to accept the minutes from the November Budget Meeting. Motion 2nd by Pat. No dissenting votes.
3. Payment of Claims Payment of Claims was presented by Jack Roye. Motion to approve made by Susan. Motion 2nd by Pat. No Dissenting votes.
4. Financial Report -Jack Roye The previously approved contract with Drew Kimble for audit services was signed by Norman Shipley. Jack Roye states we are in good shape financially. A motion to accept the financial report was made by Susan. Motion was 2nd by Pat. Approved.
5. Cutoffs Sham reported there were no new cutoffs to report since the meeting was being held on the actual water bill due date.
6. Forfeitures There were no forfeitures to report this month.
7. Adjustments There were no adjustments to be report this month

UNFINISHED BUSINESS

Discussion, Action, Report:

1. Operator Report – Jesse Dry (plant operations/line maintenance)
Jesse reported that currently we charge \$500 (based minutes from 2019) for meter moves, but he quoted a requesting customer \$1000 as it was basically a two-meter move. It was discussed that we need to look at the meter move fee and update the fee if necessary. This will be placed on the February 2026 meeting agenda. The board agreed and approved this quote.
2. Office- Ginger reported that all seems to be going well in the office. Lots of training going on and procedures being written.

NEW BUSINESS

Discussion & Action:

Melissa Ross requested an adjustment to her water bill due to a broken pipe over the Thanksgiving holiday. There was discussion concerning adjustments only being made after a leak is fixed as well as the timing of the water shutoff due to the holiday. The homeowner advised that the home is a total loss and the leak will not be fixed. Sham advised that the adjustment discussed would be \$559.98 leaving a balance due of \$361.56. The board also informed Melissa that if the leak is fixed and the water is turned back on at a later date, a new meter fee would be required. Motion to make the adjustment was made by Pat and 2nd by Susan.

ADJOURNMENT:

There being no further business before the Board, Susan made motion to adjourn at 1:40 pm, which was 2nd by Pat.

Respectfully Submitted,

Ginger Garde

Ginger Garde, Office

Susan Cresswell
Board Secretary