

**Minutes of Meeting of Directors**  
**Cherokee County RWD 13**  
**20102 W Cookson Bend Rd - Cookson, OK 74427**  
**Thursday, January 16, 2025 at 1:00 pm**

Directors: Norman Shipley, Cory Beights, Pat Williams, Susan Cresswell  
Staff: Jesse Dry- Plant Superintendent; Hisham Sokhun- Operator  
Guests: Jack Roye, Jonathan Pipkins, John Young, Karen Nickles

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 16th, 2025 per the agenda posted January 10th, 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 1:03 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 December regular meeting: Motion: Cory Beights made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Norman Shipley, aye, Susan Cresswell, aye.
2. Payment of claims presented by Jack Roye: Motion: Susan Cresswell made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Cory Beights, aye, Norman Shipley, aye.
3. Financial Report: presented by Jack Roye: Estimate to do mandatory audit of 2012 promissory note not to exceed \$3,000.00 by Bachelor Integrity Accounting. Motion: Cory Beights made a motion to approve, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Pat Williams, aye, Susan Cresswell, aye. Operating cash has improved, Money Market to be set up at \$10,000.00 per month. Motion: Norman Shipley made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Cory Beights, aye, Susan Cresswell, aye.
4. Cutoffs: Put on next month's agenda- discuss and take action regarding change in policy regarding cutoffs
5. Forfeitures: 1649/Warren, 1709/ Wallace- Motion: Susan Cresswell made a motion to approve, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Pat Williams, aye, Cory Beights, aye.
6. Adjustments: Karen Nickles requested a second adjustment reference a previous water leak. The previous adjustment was \$369.00 in May of 2024 that left an outstanding balance of \$261.50. discussion held regarding the water leak being on her side of the meter. Motion: Susan Cresswell made a motion to adjust the bill \$100.00 noting that this will be the only adjustment for this account for 2025, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Pat Williams, aye, Cory Beights, aye.
7. New Memberships/Transfers: New 1545/Singh (forfeited in 2015), Transfer 171/Manes to Nathan Fritze: Motion: Norman Shipley made a motion to approve, Cory Beights 2<sup>nd</sup>: motion carried to wit: Pat Williams, aye, Susan Cresswell, aye.

**UNFINISHED BUSINESS**

**Discussion, Action, Report:**

1. Operator's report - Jesse Dry  
The highway project is complete. We have ordered a valve for the backwash sequence. 47% water loss. No quote on the CIP heater yet.
2. Office Report- Brian Blair  
N/A

**NEW BUSINESS**

**Discussion, Action, Report**

1. Jonathan Pipkins/ Meyers Engineering report: ODOT project wrapped up, the walk-through is complete. There is some clean up still needed. The unused materials have been turned over to the District (Jesse advises there is some pipe and casing material that still needs to be turned over). INTAKE: Pipkins suggests we put the entire structure out for bid. Discussion was held as to why the 2-bid process was not done in the first place. Corey Beights pointed out that there is already a contract with K&M and they have obtained their bonds and are out money that we currently owe. The Board and Financial Advisor expressed extreme dissatisfaction with the way the dock project has been handled by Myers Engineering as we are now almost three years into the project and nothing has been done; no bid package and our costs have increased from the original \$243,000 to the current \$378,000. Pipkins advised he needs two weeks to put together a total bid package. The Board will conduct a Special Meeting January 31, 2025 to review and vote on plans for the intake to be sent out for competitive bid. It was pointed out by our financial advisor that we were advised by Pipkins (representing Myers Engineering) that the contract with K&M Welding and Dock Services was a good contract and did not need to be placed for bid.
2. Discuss and possible action concerning the purchase of a dump trailer and CIP Heater for the District: TABLED until February 2025 Meeting. Include the purchase of a CIP Heater, Dump Trailer and a Leak Detector for the District in the next regular meeting agenda.
3. Cory Beights made a motion to enter executive session at 3:06 p.m., 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Pat Williams, aye, Susan Cresswell, aye.

4. Motion to exit executive session at 3:57 p.m. Motion made by Susan Cresswell to direct legal counsel to initiate discussion with Myers Engineering regarding the K&M Welding and Dock Service contract. 2<sup>nd</sup>: Cory Beights, Norman Shipley, motion carried to wit: Pat Williams, aye

**ADJOURNMENT:**

There being no further business before the Board, **Susan Cresswell made a motion to adjourn, Pat Williams seconded, motion carried unanimously. Meeting adjourned at 4:05 p.m.**

Respectfully Submitted,

*Brian Blair*

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Brian Blair, Office

*Susan Cresswell*  
Susan Cresswell, Board Secretary