

**Minutes of Meeting of Directors**  
**Cherokee County RWD 13**  
**20102 W Cookson Bend Rd - Cookson, OK 74427**  
**Thursday, July 18th, 2024 at 1:00 pm**

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

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

Guests: Julie Hudgins, Jonathan Pipkins, Sandra Epperly, Sandra Perry, Jennifer Smith, Sherri Lemons, Aaron Willard, David LaBrue, Mark Nickel, Terry Stowers, Mark Vance, Mike Bacus

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 July 18th, 2024 per the agenda posted July 16<sup>th</sup>, 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 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 July 2024;

1. Approval of minutes for June regular meeting: Motion: Norman Shipley made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye, Tim Bowmar, aye.
2. Payment of claims: Motion: Pat Williams to approve, 2<sup>nd</sup>: Susan Cresswell, motion carried to wit: Tim Bowmar, aye, Norman Shipley, aye, Cory Beights, aye.
3. Financial Report: Norman Shipley made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye, Tim Bowmar, aye. Tim Bowmar requested we have a copy of the previous month's financials at future meetings for comparison
4. Cutoffs: Presented by Hisham Sokhun, Motion: Norman Shipley to approve, 2<sup>nd</sup>: Susan Cresswell, motion carried to wit: Tim Bowmar, aye, Cory Beights, aye, Pat Williams, aye.
5. Forfeitures: None this period

**UNFINISHED BUSINESS**

**Discussion, Action, Report:**

1. Operator's report - Jesse Dry  
Repaired/ replaced one break  
The plant is limping along with compromised filters/ faulty pumps. The backup pump is working, waiting on parts for High Service pump, the lake pump replacement is one week out. The backup pump will be changed to Peerless cast iron impeller due to chlorine corrosion at a cost of \$3,600.00. Hoping to change filters in October when the demand is less so the downtime will have less effect. Getting new quotes for that timeline/ will also contact Cherokee Nation for possible assistance. New filters will be stored at Ziesse/ need to be rotated periodically. The Board and staff agreed that it is our responsibility to fix Globe Life Rd will also repair road in Whitetail Run Trailer Park. Participants noted a need for a dump trailer for the District.
2. Office Report- Brian Blair  
No checks sent to office for first time since rule change.

**NEW BUSINESS**

**Discussion, Action, Report**

1 Discuss possible action concerning presentation by Julie Hudgins (Communities Unlimited) regarding the Technical Assistance Work Plan for the USDA WEP grant regarding 2022 flood event. She is looking for funding for water conservation WEP grant that is still available after the initial distribution. Has nonbinding contract/ grant application. We have approximately \$350,000 in qualifying expenditures from the 2022 flooding incident. Julie will continue to work with Sham on this matter to collect needed items. The application is open until 2026 but we need to move as soon as possible. Norman Shipley made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye, Tim Bowmar, aye.

Discuss possible action reference acceptance of contract by K&M Welding and Dock Services to construct new intake dock structure at a cost of \$243,000.00: Norman Shipley made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye, Tim Bowmar, aye.

3 Discuss possible action reference Jonathan Pipkins (Myers Engineering) update on current projects, the Hwy project, the intake dock project and status of filter installation and RIG grant. Need approval for ODOT project invoice. Intake project now approved to begin. K&M will complete everything but plumbing, electric and the pumps. They will build the primary structure then we will add electric/plumbing once the dock is on site. We have a new raw water intake pump on order. The current pump will be installed with the new pump as reserve. The permit request has been made to DEQ, we will hopefully have approval by August with bidding beginning in September for intake. Sham noted that we can order pumps directly at substantial savings over contract bid price. Everyone agreed that was the best route to take ODOT project- The gas company discovered that a bid 3 inch line is actually 4 inches when they dug it up. We have made plan adjustments. They also found a 2 inch line that needs moved. He will prepare a change order and get the final plans approved.

We need 10% down payment to Haynes to begin second plant filter for redundancy. He has confirmed that shipping is included in the original bid which saves the District thousands of dollars over what was originally thought.

4 Discuss possible action concerning the three active meters bypassed at Cookson Bend Marina: A conversation was had to include that the District agreed to forfeit inactive meters. All parties agreed that certain lines were consolidated. It was suggested that the "Transfer of Membership" form was a binding contract and agreed to by both parties which was signed by Heidi LaBrue. Then the matter was TABLED after Terry Stowers offered comment as legal council for the Marina without the District's attorney being present.

5 Discuss possible action concerning bringing Cookson Village/ The Deck to current billing standards: The billing rate for this customer was flawed in that it did not include over Tier 2 billing and was therefore capped at \$556.00. It was suggested that the Deck be adjusted to 2 meters plus usage which would increase the bill but not as bad as originally thought. We need to explore master meter rates with other districts as we still have six or seven customers that need adjustment for multiple lines/meters. Beginning with the next billing cycle, the Board voted and approved to charge Cookson Village/ the Deck for 2 meters plus current usage rate. Susan Cresswell made a motion to approve, 2<sup>nd</sup>: Tim Bowmar, motion carried to wit: Norman Shipley, aye, Cory Beights, aye, Pat Williams, aye.

6 Discuss possible action concerning members who have multiple services on a single meter: This item needs to be TABLED until August meeting. We need to send notification letters to all affected parties and work to streamline multiple lines/ meters to all be the same in compliance with current rate schedule.

7 Discuss possible action concerning inclusion of "Key Points to Remember" form for new members: The Key Points to Remember form needs updating. We need to remove the Easement form from the website and combine the New Member app packet to include points to remember. Also needs to be included for transfers. Tim Bowmar made a motion to approve, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye, Pat Williams, aye.

8 Discuss possible action concerning customer Karen Nickels (1320) request for second leak adjustment. The Board considered a packet submitted by Karen Nickels but ultimately decided that the rules prevented a second adjustment within one year and this account already had an adjustment of \$369.28 from 5/26/2024 Norman Shipley made a motion to deny a second adjustment, 2<sup>nd</sup>: Tim Bowmar, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye, Pat Williams, aye.

9 Discuss possible action concerning increased limit for Armstrong Business credit card: Due to rising cost of parts/ supplies, Sham asked for an increase. The Board agreed that the credit limit be raised from \$1,000.00 to \$3,000.00. Norman Shipley made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye, Tim Bowmar, aye. Cory Beights was authorized to sign the application.

10 Discuss possible action/acceptance of new AG meter application for Nathan Fritze/ 33099 S 548 Rd. Norman Shipley made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye, Tim Bowmar, aye.

11 Discuss possible action regarding feasibility request from Mathew Thomas/ 3-D Conservation Group reference 20 acres on S 550 Rd to be developed into 16 lots. The property currently contains meter 134: This item was referred to the engineer for analysis. Sham agreed to contact the petitioner

**OURNMENT:**

There being no further business before the Board, **Cory Beights** made a motion to adjourn, **Tim Bowmar** seconded, motion carried unanimously. Meeting adjourned at 2:56 p.m.

Respectfully Submitted,

*Brian Blair*

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Brian Blair, Office

*Susan Cresswell*

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Board Director

*T. B.*

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Board Director

*C. Beights*

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Board Director

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Board Director

*[Signature]*

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Board Director