

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

Directors: Norman Shipley, Cory Beights, Pat Williams, Susan Cresswell

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

Guests: Steven Adams, Keith Garramone (ORWA), Jonathan Pipkin (Myers Engineering), Jack Royce, Larry and Mary Westbook, Mark Vance

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 March 20th, 2025 per the agenda posted March 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 1:01 p.m. The following items of business were resolved:

CONSENT AGENDA

Discussion, Action, Report:

After review of the Consent Agenda for February 25 Regular Meeting and March 25 Special Meeting;

1. Approval of minutes for February regular and March special meetings: Motion: Norman Shipley made a motion to approve both minutes, 2nd: Pat Williams, motion carried to wit: Cory Beights, aye, Susan Cresswell, aye.
2. Payment of claims: Motion: Susan Cresswell made a motion to approve, 2nd: Pat Williams, motion carried to wit: Norman Shipley, aye, Cory Beights, aye.
3. Financial Report: Cash on hand continues to improve but it is unknown what affect the current projects will have. Should ideally have \$one million set aside for contingency- we are a long way from that. The Minutes have been approved to set up a new money market account with Armstrong Bank. Jack Royce suggests setting it up with \$50,000 initially and add \$10,000 per month. Jack discussed the new engagement with Mike Green CPA Motion: Susan Cresswell made a motion to accept the engagement with Mike Green CPA, 2nd: Norman Shipley, motion carried to wit: Cory Beights, aye, Pat Williams, aye.
4. Cutoffs: A current list was provided by Hisham Sokhun. Susan Cresswell made a motion to approve, 2nd: Norman Shipley, motion carried to wit: Cory Beights, aye, Pat Williams, aye.
5. Forfeitures: Porter 1016, Helm 1916 (Voluntary)- Susan Cresswell made a motion to approve, 2nd: Norman Shipley, motion carried to wit: Cory Beights, aye, Pat Williams, aye.
6. Adjustments: Matthews 1394 \$61.42/\$259.70, Shipley 1773 \$250.72/\$512.98 Motion: Susan Cresswell made a motion to approve, 2nd: Pat Williams, motion carried to wit: Norman Shipley, aye, Cory Beights, aye.
7. New Memberships/Transfers: Robbins 899 Rd, Brooks Cookson Bend Rd, Arterberry 549 Rd, 3D Conservation Group 550 Rd lots 7&8, Boyd 550 Rd lot 9. Susan Cresswell made a motion to approve Robbins, Brooks and Boyd pending acceptance of road bore cost by Boyd and denied 3D Conservation group (no actual construction pending, wanted meter approved due to limited system availability). Arterberry tabled pending engineer's hydraulic report, 2nd: Norman Shipley, motion carried to wit: Cory Beights, aye, Pat Williams, aye.

UNFINISHED BUSINESS

Discussion, Action, Report:

1. Operator's report - Jesse Dry
This has been a relatively slow period, just a few small leaks repaired. Has been concentrating on changing to new digital meters and assisting ORWA with meter accuracy assessment.
2. Office Report- Brian Blair
No significant events to report

NEW BUSINESS

Discussion, Action, Report

1. Discuss and possible action reference ORWA meter accuracy assessment results: Last week we tested 95 meters, 10% of our 930 customers. Only 7 passed. The meters were tested at three rates of flow: .25 GPM, 2 GPM and 15 GPM for 10 minutes. Most all of the failures were during the low flow .25 rate which were not registering in the old meters. This flow shows as a leak in the main line and is accounted as water loss in the system (in favor of the customer and expense to the district). ORWA suggests that our next capital project be full meter replacement. Total cost estimated at \$400,000.00. We will begin looking into DSRF grants. Our current DSRF grant could be used for meters but we need the new tower infrastructure first. We will continue to replace meters as we go until funding is available. Each meter costs approximately \$385.00. We will also continue to research new meters to find the best fit for our needs.
2. Discuss and possible action reference Jonathan Pipkins, Bill Myers (Myers Engineering) - Update on current projects. Discuss possible action regarding the current Hwy project, filter installation, RIG grant and the intake dock project. We are ready to sign the new dock contract with K&M. The bonds have been acquired and mailed. Matt Cortez OWRB wants to be present at the pre-construction meeting. Notice to proceed/ start date needs to be addressed. Set the meeting for Wednesday March 26th when the Notice of award will be signed. The time frame was discussed from the signing to receiving payment for material. Jack Royce discussed dropping the tower project from the FAP loan with Matt Cortez and advised that was not a problem. Downtime from approval to payment to part delivery to actual start of project was discussed. We need to sign contracts, submit invoice, send bonds to Matt Cortez. We will need a 571 form from Myers Engineering to OWRB. Jonathan Pipkin provided an updated cost analysis of the dock project compared to the FAP loan. The Board then discussed the timeline on the new filter skid project and would like to go to bid next Thursday (March 27). It

was noted that the bid was supposed to go out March 13, 2025. All agreed to schedule start bid March 27th for two weeks closing April 10th. The skid has already been ordered and is scheduled to arrive May 17th. The Board was concerned that the skid was ordered in June 2024 and the installation has still not gone out to bid. They questioned Jonathan Pipkin on if any semi local contractors have been notified. Pipkin stated that Benico, Downey and Quicksilver are all aware.

The Board feels that Myers is responsible if filter is ruined from installation not being ready on time as the filters are only good for 28 days in transit and need rotated every 30 days. After delivery on May 17th there is only a four week window for installation.

The Board insisted we need a face to face meeting with Bill Myers. Pipkin suggested that Myers wants a TEAMS meeting and the Board declined noting that he (Myers) said we would be a priority after Matt Coe left and we haven't seen him since.

3. Discuss and possible action concerning bulk water sale rates: TABLED till next meeting
4. Discuss and possible action concerning the purchase of a CIP heater: The Board approved the purchase but still needs cost estimates. TABLED till next meeting

ADJOURNMENT:

There being no further business before the Board, **Cory Beights made a motion to adjourn, Pat Williams seconded, motion carried unanimously. Meeting adjourned at 2:04 p.m.**

Respectfully Submitted,

Brian Blair

Brian Blair, Office

X Susan Cresswell
Susan Cresswell, Board Secretary