

Minutes of Meeting of Directors
Cherokee County RWD 13
20102 W Cookson Bend Rd - Cookson, OK 74427
Thursday, March 21, 2024 at 1:00 pm

Directors: Norm Shipley, Cory Beights (late), Susan Creswell, Tim Bowmar

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

Guests: Jack Roye CPA, Jonathan Pipkins (Myers Engineering), Mary Westbrook, Larry Westbrook, David LaBrue, Steve Ennis, Kathy Ennis, Jeff ? LNU

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 21, 2024 per the agenda posted March 19, 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 Norman Shipley at 1:00 p.m. The following items of business were resolved:

CONSENT AGENDA

Discussion, Action, Report:

After review of the Consent Agenda for February 2024;

1. Approval of minutes for February regular and special meetings: Motion: Susan Creswell made a motion to approve, 2nd: Tim Bowmar, motion carried to wit: Norman Shipley, aye.
2. Payment of claims presented by Jack Roye: Motion to accept: Tim Bowmar to approve, 2nd: Norman Shipley, motion carried to wit: Susan Creswell, aye.
3. Financial Report: presented by Jack Roye: Expenses up for the month, some paid by grant. Operating cash remains consistent at approx. \$30,000 Motion: Tim Bowmar to accept, 2nd: Susan Creswell, motion carried to wit: Norman Shipley, aye.
4. Adjustments: Rushing/ leak adjustment. Leak fixed by a plumber but utility company refuses to reimburse due to lack of proof when leak actually began. Board agrees that we cannot adjust Motion to move forward: Susan Creswell to approve, 2nd: Tim Bowmar, motion carried to wit: Norm Shipley, aye.
5. Forfeitures: Eight voluntary forfeitures 1925, 1107, 114, 1695, 1698, 1722, 1724, 1767 Motion to accept: Susan Creswell to approve, 2nd: Tim Bowmar, motion carried to wit: Norm Shipley, aye.

UNFINISHED BUSINESS

Discussion, Action, Report:

1. Operator's report - Jesse Dry
Cleared 500,000 gallons in leaks/ Sham located an old unmarked line constantly running. ORWA sonic listening located a leak on Molly Brown Rd
2. Office Report- Brian Blair
Brian will be out of the office April 15-18
Last month for in-office payments.
No bids received for Hwy project, hopefully reopen in April.
Reminded Board members of upcoming ORWA training March 25-26

Discuss possible action regarding payments received in office after April 1, 2024 with lockbox available and dropbox removed.

The Board decided that regular payments mailed to Cookson address will be returned to sender with proper instructions and dropbox payments at the office will be refused. Only emergency reconnect payments and new member/transfer payments or deposit set up accepted at office. Motion to accept: Susan Creswell to approve, 2nd: Tim Bowmar, motion carried to wit: Norm Shipley, aye.

NEW BUSINESS

Discussion, Action, Report

- 1 Jonathan Pipkins (Myers Engineering) update on current projects. Discuss possible action regarding the current Hwy project and the intake dock project. Jonathan outlined specifications for Hwy project to include parts specifications (piping, valves etc...) ODOT pays 100% of line movement within project but we can upgrade materials used at our own expense. We received no bids- preparing for second round. Advised that the state requires awarding to lowest vetted bidder. The trees need to be cleared (right of way) prior to April 1 due to bats in the area. He will consult with the gas line relocation contractor to get it done for us. The water line relocation project is slated to be completed by August 1.

Also advised that Mike Anderson is no longer with Myers and our intake project will be taken over by Mr Myers. DEQ needs environmental review in 30 days. The project is funded and will possibly begin in October

- 2 David LaBrue- discussion of possible action concerning Cookson Marina Billing. Advised that his current water bills total approximately \$8,000 per year and estimates it will double next year due to rate increase. Wants to sleep inactive meters to avoid minimum and combine multiple benefit units to one meter. Mr LaBrue was advised that both of those actions were against CCRWD13 bylaws and were not allowed. The Board agreed to study the matter and table for a future meeting.
- 3 Discuss possible action concerning inclusion of payment assistance information being placed on water bills. Add DHS, Catholic Charities, Cherokee Nation and Salvation Army contact information to future bills for possible assistance. Motion: Tim Bowmar to approve, 2nd: Susan Cresswell, motion carried to wit: Norman Shipley, aye.

ADJOIURNMENT:

There being no further business before the Board, **Norman Shipley made a motion to adjourn, Susan Cresswell seconded, motion carried unanimously. Meeting adjourned at 2:41 p.m.**

Respectfully Submitted,

Brian Blair

Brian Blair, Office



Board Director



Board Director

Susan Cresswell

Board Director



Board Director



Board Director