

Minutes of Meeting of Directors
Cherokee County RWD 13
20102 W Cookson Bend Rd - Cookson, OK 74427
Thursday, May 16th, 2024 at 1:00 pm

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

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

Guests: Jack Roye CPA, Jonathan Pipkins, Sandra Epperly, Sandra Perry, Jennifer Smith, Sherri Lemons, Aaron Willard, Mary Westbrook, Larry Westbrook, David LaBrue

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 May 16th, 2024 per the agenda posted May 14th, 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 April 2024;

1. Approval of minutes for April regular and 2024 Annual meetings: Motion: Cory Beights made a motion to approve, 2nd: Susan Cresswell, motion carried to wit: Norman Shipley, aye, Pat Williams, aye, Tim Bowmar, aye.
2. Payment of claims presented by Jack Roye: Motion: Cory Beights to approve, 2nd: Susan Cresswell, motion carried to wit: Tim Bowmar, aye, Norman Shipley, aye, Pat Williams, aye.
3. Financial Report: presented by Jack Roye: Operating cash remains consistent. Motion: Susan Cresswell to accept, 2nd: Cory Beights, motion carried to wit: Norman Shipley, aye, Tim Bowmar, aye, Pat Williams, aye.
4. Cutoffs: Presented by Hisham Sokhun, (71, 118, 174, 1224, 1330, 1395, 1581, 1627, 1682, 1770, 1784) Motion: Cory Beights to approve, 2nd: Norman Shipley, motion carried to wit: Tim Bowmar, aye, Susan Cresswell, aye, Pat Williams, aye.
5. Forfeitures: Yahola 1389, Singh 1554, Labrue voluntary 1858, 1905, 1906 Motion to accept 1389 and 1554 only: Tim Bowmar to approve, 2nd: Pat Williams, motion carried to wit: Norm Shipley, aye, Susan Cresswell, Cory Beights, aye. Acceptance of 1858, 1905 and 1906 TABLED till next meeting

UNFINISHED BUSINESS

Discussion, Action, Report:

1. Operator's report - Jesse Dry
Four leaks fixed this period.
2. Office Report- Brian Blair
The Highway project permit was approved by the DEQ
Only 1 check mailed to office this period
Two bids were submitted for the surplus trailer so far with bidding ending at 1500 hrs this date. The board agreed to accept the highest bid which turned out to be from Aaron Willard/ Hickory Construction \$2001.00 Motion to accept the highest bid: Susan Cresswell to accept, 2nd: Cory Beights, motion carried to wit: Norman Shipley, aye, Tim Bowmar, aye, Pat Williams, aye.
Brian Blair will be out of the office WOP May 21- June 7

NEW BUSINESS

Discussion, Action, Report

- 1 Discuss possible action/acceptance of Annual Audit Report from Jaci Taylor, NEO Accounting: No significant problems Susan Cresswell, 2nd: Pat Williams, motion carried to wit: Norman Shipley, aye, Tim Bowmar, aye, Cory Beights, aye.
- 2 Jonathan Pipkins/ Meyers Engineering report: Is aware of six possible bidders for ODOT project, bids open May 29 at Meyers office. Estimated cost of \$950,000- seemingly high due to excessive rock. The intake structure engineering report has been submitted to DEQ Drinking Water Fund for possible reimbursement and to construction permitting. CCRWD13 needs engineering report to apply for new RIG grant. Already preparing bidding proposal to start bidding process for intake. The timeline for pending water plant project is estimated at a "couple of weeks". Mr Pipkins was asked about engineering performance overrun insurance- he replied that Meyers will cover overruns on engineering contracts due to previous lack of production.
- 3 Discuss possible action concerning simplifying and unifying the billing process for customers with previously allowed special rates to clarify different users possibly including but not limited to: residential, commercial, agricultural and special meter rates:
We currently have 9 special rate customer meters. Suggested that everyone be on the new billing rate except 1288 and give them a flat 42% rate increase to make every customer equal. We are still waiting on Attorney's opinion concerning bylaws and benefit unit definitions. TABLED till next meeting
- 4 Discuss possible action concerning updating the new customer deposit to better represent the average 90 day billing amount: Need

wording changed in the bylaws- TABLED till next meeting.

- 5 Discuss possible action to add Brian Blair to Armstrong Bank account to allow remote deposits, monthly ACH transfers, downloading of Lockbox information and monthly transfers from operating account to loan payment account. The board agreed that Brian Blair should be authorized access of CCRWD 13 Armstrong Bank account to perform regular job functions. Motion to accept: Tim Bowmar to approve, 2nd: Norman Shipley, motion carried to wit: Pat Williams, aye, Susan Cresswell, Cory Beights, aye.
- 6 Discuss possible action to elect a Chairman, Vice Chairman, Secretary and Treasurer from among the current Board Members per Article 7 Section 2 of the District Bylaws: After discussion, the following positions were filled

Chairman-	Corey Beights	<u>Bowmar motion to approve, Cresswell 2nd, Williams aye, Shipley aye</u>
Vice Chairman-	Norman Shipley	<u>Cresswell motion to approve, Bowmar 2nd, Williams aye, Beights aye</u>
Treasurer-	Tim Bowmar	<u>Cresswell motion to approve, Beights 2nd, Williams aye, Shipley aye</u>
Secretary-	Susan Cresswell	<u>Bowmar motion to approve, Beights 2nd, Williams aye, Shipley aye</u>

ADJOURNMENT:

There being no further business before the Board, **Pat Williams made a motion to adjourn, Tim Bowmar seconded, motion carried unanimously. Meeting adjourned at 2:35 p.m.**

Respectfully Submitted,

Brian Blair

Brian Blair, Office



Board Director



Board Director

Board Director

Board Director

Board Director