

NOTICE OF REGULAR MEETING  
AGENDA AND MINUTES FOR  
CHEROKEE COUNTY RURAL WATER DISTRICT 13

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Rural Water District 13 of Cookson, Oklahoma will hold a regular Board Meeting Thursday, September 21, 2023, at 1:00 p.m. at the Water Plant Office located at 20102 W Cookson Bend Rd, Cookson, OK 74427.

**AGENDA**

The following is business for consideration by the Board of Directors at the above meeting:

**NOTE: The Board Members may discuss; vote to approve; to disapprove, to table or decide not to discuss any item on the agenda.**

**ROLL CALL**

- Attendees-Board Members: Pat Williams, Cory Beights, Norman Shipley
- Attendees-General Public: See Attached

*Meeting was called to order at 1:00pm, Adjourned at 1:01pm to reconvene at Cookson Fire Department located at 21642 W. Cookson Bend Road, Cookson, OK 74427.*

*Meeting was called back to order at 1:20pm*

**CONSENT AGENDA**

1. Approval of Minutes of August Regular Meeting – *Motion to approve minutes by Cory Beights, seconded by Pat Williams. Approved.*
2. Approval of Minutes of Special Meeting – *Motion to approve minutes by Cory Beights, seconded by Pat Williams. Approved.*
3. Payment of Claims – *Motion to approve payment of claims by Norman Shipley, seconded by Pat Williams. Approved.*
4. Adjustments - *None*
5. Financial Report – *Motion to approve financial report by Cory Beights, seconded by Pat Williams. Approved.*
6. Cut-offs – *Motion to approve by Pat Williams, seconded by Cory Beights. Approved.*
7. Approval of New Membership - *None*

**UNFINISHED BUSINESS**

Discussion, Action, Report:

1. Operator Report – *Presented by Jesse Dry, order 2 new filters not to exceed \$3,500.00, motion to approve by Cory Beights, seconded by Pat Williams. Approved.*
2. Office Report –
  - a. Financials – *Presented as part of the ‘Consent Agenda’*
3. Discuss removing administrative contract with Cherokee County Rural Water District 16 from the agenda. *Motion to approve by Pat Williams, seconded by Cory Beights. Approved.*

**NEW BUSINESS**

Discussion & Action:

1. Discuss and take action with respect to notice of resignation from Chairman of the Board, Gus Mnich.
  - *Motion to approve by Cory Beights, seconded by Pat Williams. Approved.*
2. Discuss and take action with respect to appointment of vacant Board position. *No motion or action at this time.*

3. Discuss and take action to create job posting, job description and scope of the position for vacant Office Manager position.  
*-Board members discussed the open position, reviewed the job description and modified the job posting. Position posted for applicants with all Board Members approval.*
4. Discuss and take action to allow Michael W. Green, Certified Public Accountant, access to the Rural Water District 13 bank account to perform financial reconciliation.  
*-Motion to approve made by Cory Beights, seconded by Pat Williams. Approved.*

**EXECUTIVE SESSION**

Consideration and possible action on proposed executive session pursuant to Title 25 of the Oklahoma Statutes, Section Noice, for the purpose of discussing the wage of the open position.

*Motion to adjourn made by Cory Beights, seconded by Pat Williams. Approved.  
Meeting adjourned at 2:50pm*

Approved by:

Cory Beights  
(Type or print)



(Signature)

Secretary/Treasurer, Cherokee County Rural Water District 13  
(Title)