

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

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 November 21st, 2024 per the agenda posted November 19th, 2024 at 1:00 p.m. pursuant to public notice requirements thereof in writing and posted on the gate of the Business office.

**ROLL CALL**

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

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

Guests: Jack Roye (Mike Green CPA), Jonathan Pipkins (Myers Engineering), Sherri Lemons, Jennifer Smith, Sandy Perry

The meeting was duly called to order by Cory Beights at 1:03 p.m. The following items of business were resolved:

**CONSENT AGENDA**

**Discussion, Action, Report:**

1. After review of the Consent Agenda for October 2024; Motion to approve September 2024 Meeting Minutes-Norman Shipley, 2<sup>nd</sup>, Susan Cresswell, motion carried to wit: Cory Beights, aye, Pat Williams, aye, Tim Bowmar, aye.
2. Payment of claims presented by Jack Roye: \$162,000.00 to Filmtech for filter skid- paid by loan Motion: Susan Cresswell made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Cory Beights, aye, Norman Shipley, aye, Tim Bowmar, aye.
3. Financial Report: presented by Jack Roye: As of October (83% of the year) the District has collected 82% of the proposed budget. Operating cash/savings \$132,000.00. OWRB loan will be paid off December 1, 2024. The remaining \$24,000.00 will be moved to the new money market account. Mr. Roye noted a positive financial swing over the last year for the District. Motion to accept: Norman Shipley, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye, Tim Bowmar.
4. Cutoffs: Presented by Hisham Sokhun Motion: Pat Williams to accept, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Tim Bowmar, aye, Cory Beights, aye, Susan Cresswell, aye.
5. Adjustments: None this period
6. Forfeitures: 2036- Ennis Motion: to accept Cory Beights, 2<sup>nd</sup>: Susan Cresswell, motion carried to wit: Pat Williams, aye, Tim Bowmar, aye, Norman Shipley.
7. New Memberships/Transfers for approval- 2096 MacIver, 2098 Sanders, 1327 Steven Cross (transfer) Motion to accept: Norman Shipley, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Cresswell, aye, Cory Beights, aye, Tim Bowmar.

**UNFINISHED BUSINESS**

**Discussion, Action, Report:**

1. Operator's report – Jesse Dry  
The plant is running smoothly, primarily chasing leaks generated by the Hwy project. We need to check prices on citric acid heater for the filter system. There was a discussion concerning water loss and moving to new digital meters. The \$375.00 per each new meter would largely be offset by decreased production costs after eliminating water loss.
2. Office Report- Brian Blair  
Completed water loss audit report and emergency response plan thus completing the Oklahoma Environment Quality assessment for the DWSRF loan process. Reminded the Board that per Article 13 Section 1 of our bylaws calls for a Board meeting on the first Wednesday in December to adopt a budget for the coming year- The Board unanimously agreed to schedule a special budget meeting for December 4<sup>th</sup>.

**NEW BUSINESS**

**Discussion, Action, Report:**

1. Discuss and possible action reference Jonathan Pipkins (Myers Engineering) - Update on current projects. Discuss possible action regarding the current Hwy project, the intake dock project and the new storage tank project. The first section of the Hwy project is now complete. They are now working on the 4" line north of Elk Creek. 400' of 4" poly + fittings will be bypassed per plan addendum. ODOT will pay for the already delivered materials which will become property of the District. Dock project- piping plan for intake discussed- We will be simplifying by reducing parts/valves in addition to saving more money on screening. The plan will be updated. The project will start within 2 weeks after we receive attorney approval of the contract. The project will then be put out for bid for electric and piping. K&N gave credit for previous temporary dock payment that was deducted from the cost of the new contract. Thomas Keener (electric engineer) will visit the plant soon to review the new filter skid and intake plan.
2. Discuss and possible action concerning approval of ODOT pay application #1 for Hwy project J/P 32097 B&H Construction LLC and ODOT Claim #11 with Myers Engineering. Susan Cresswell made a motion to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Cory Beights, aye, Norman Shipley, aye, Tim Bowmar, aye.
3. Discuss and possible action concerning removing Jacque Cialone from the Armstrong Bank credit card xxxxx-8087 and replacing with Hisham Sokhun as an authorized user. Susan Cresswell made a motion to approve, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Tim Bowmar, aye, Cory Beights, aye, Pat Williams, aye.

4. Discuss and possible action concerning changing the cost of a new membership/meter to one that better reflects current actual costs to the district. Due to rising costs of parts, man hours, fuel and engineering hydraulic studies- the Board considered increasing the cost of new memberships/meter installation. After discussion, the current charge of \$1200.00 will be increased to \$1,600.00 for a ¾” residential meter and \$2,000.00 for a 1” commercial meter. The new charges will take affect December 1, 2024. Susan Cresswell made a motion to approve, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Tim Bowmar, aye, Cory Beights, aye, Pat Williams, aye.
5. Discuss and possible action concerning waiver of deposit for existing members opening additional accounts, especially those with deposits already refunded for prompt payment history. The motion was denied by unanimous consent of the Board
6. Discuss and possible action concerning one time pay adjustment/stipend for employees. Norman Shipley made a motion to give a one time merit based pay adjustment/stipend to all 3 District employees for \$700.00 net, 2<sup>nd</sup>: Susan Cresswell, motion carried to wit: Tim Bowmar, aye, Cory Beights, aye, Pat Williams, aye.

**Executive Session:**

The regular meeting was called to Executive Session at 2:25 pm to discuss personnel matter concerning the merit based pay rate increase for Jesse Dry and Brian Blair pursuant to 25 O.S. 2021, § 307(B)(1).

Susan Cresswell made a motion to adjourn executive session at 2:58 pm. and return to regular session, 2<sup>nd</sup>: Norman Shipley, motion carried to wit: Tim Bowmar, aye, Cory Beights, aye, Pat Williams, aye.

reentered regular session

Pat Williams made a motion to approve action considered in the executive session discussion effective November 30, 2024, 2<sup>nd</sup>: Tim Bowmar. Motion carried to wit: Susan Cresswell, aye, Norman Shipley, aye, Cory Beights, aye.

**ADJOURNMENT:**

There being no further business before the Board, **the meeting adjourned at 3:01 p.m.** Motion: Susan Cresswell to adjourn, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Norman Shipley, aye, Cory Beights, aye, Tim Bowmar, aye.

Respectfully Submitted,

*Brian Blair*

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Brian Blair, Office

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Susan Cresswell, Board Secretary