

**Minutes of Meeting of Directors**  
**Cherokee County RWD 13**  
**20102 W Cookson Bend Rd - Cookson, OK 74427**  
**Thursday October 16th, 2025 at 1:00 pm**

Directors: Cory Beights, Susan Cresswell, Norman Shipley  
Staff: Hisham Sokhun- Operator, Brian Blair- Office  
Guests: Jack Roye, Jaci Taylor, Larry and Mary Westbrook

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 October 16th, 2025 per the agenda posted October 14th, 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**

1. Approval of Minutes from September Regular Meeting: Motion: Susan Cresswell to approve, 2<sup>nd</sup>:Norman Shipley, motion carried to wit: Cory Beights, aye.
2. Payment of Claims- Noted the last ODOT payment has been made and a large payment for the independent audit- Motion: Norman Shipley to approve, 2<sup>nd</sup>: Susan Cresswell, motion carried to wit: Cory Beights, aye.
3. Financial Report- Operating cash up to \$356,000 which does not include the last OWRB loan payment to Quicksilver. There is a good loan reserve left for a project (recommends new meters). Expenses continue to be under budget. Revenue is up around \$60,000 YTD Motion: Motion: Susan Cresswell to approve, 2<sup>nd</sup>:Norman Shipley, motion carried to wit: Cory Beights, aye.
4. Cut-offs: N/A
5. Forfeitures: - None
6. Adjustments- 1308 Dickehut 168.38/306.67 Motion: Susan Cresswell to approve, 2<sup>nd</sup>:Norman Shipley, motion carried to wit: Cory Beights, aye.
7. New Memberships/Transfers for approval- none

**UNFINISHED BUSINESS**

Discussion, Action, Report:

1. Operator Report – Jesse Dry (plant operations/line maintenance)  
Jesse on vacation
  2. Office- Brian Blair
- K&M Welding Change Order #5
  - Revised 271 #17 (signed by the Chairman)
  - Myers Engineering Invoices 223015-11 & 223177-10
  - Quicksilver Pay Application #4 Final (signed by Cherokee #13)
  - K &M Welding Pay Application #4 (signed by Cherokee #13)
  - Budget Revision Letter –moves all of contingencies to the construction budget (signed by Chairman)
  - Quicksilver will have one more pay application for retainage in the amount of \$26,180.50 – (this is amount will be paid from the remaining balance of the construction budget on the 271)
  - This 271 will pay K&M \$65,608.79 of pay application #4 – the remaining amount of \$67,911.29 will be paid by the RIG Grant or using some of the interest accrued from the FAP loan.

**NEW BUSINESS**

Discussion & Action:

Discuss and possible action reference Jaci Taylor with NEO Accounting independent 2024 Audit:  
Advised of a clean audit report opinion and recommended two minor adjustments. Day to day operations in the black and are better than a lot of local water district comparisons. No discrepancy with Mike Green accounting. No material weaknesses with internal controls. Need to add audit engagement letter for 2025 to November agenda.

**ADJOURNMENT:**

There being no further business before the Board, **Cory Beights called the meeting adjourned at 1:35 p.m.**

Respectfully Submitted,

Brian Blair

Brian Blair, Office

Susan Cresswell  
Board Secretary