

Minutes of Meeting of Directors
Cherokee County RWD 13
20102 W Cookson Bend Rd - Cookson, OK 74427
Thursday, September 19th, 2024 at 1:00 pm

Directors: Norm Shipley, Susan Creswell, Pat Willaims

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

Guests: Jack Roye CPA, Jonathan Pipkins, Mary Westbrook, Larry 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 September 19th, 2024 per the agenda posted September 17th, 2024 at 1:00 p.m. pursuant to public notice requirements thereof in writing and posted on the gate of the Business office.

The meeting was duly called to order by Norm 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 July 2024;

1. Approval of minutes for August regular meeting: Motion: Susan Cresswell made a motion to approve, 2nd: Pat Williams , motion carried to wit: Norm Shipley, aye.
2. Payment of claims presented by Jack Roye: The Board had questions on expenditures, specifically: New GPS device, truck repairs and data monitor that were explained by Hisham Sokun. Motion: Susan Cresswell made a motion to approve, 2nd: Pat Williams , motion carried to wit: Norm Shipley, aye.
3. Financial Report: presented by Jack Roye: The District continues to move in the right direction financially. Recommended opening a money market account for cash and adding \$10,000 a month and to close out a dormant savings account. Motion: Norm Shipley to accept, 2nd: Pat Williams, motion carried to wit: Susan Cresswell, aye.
4. Cutoffs- Not generated
5. Forfeitures: none

UNFINISHED BUSINESS

Discussion, Action, Report:

1. Operator's report - Jesse Dry
Has primarily spent this month working with the Hwy project/ fixing a multitude of leaks caused by construction. Had to take the trackhoe to DitchWitch for warranty work after a malfunction. The plant filter replacement will occur October 1-3. We have one estimate to repair the shop truck which was damaged in a trailer accident. Bill's Body Shop \$5471.00 with a \$1000 deductible- Issue tabled for next meeting pending more estimates
2. Office Report- Brian Blair
Sign and notarize ODOT Claim form #8 for reimbursement from the State. The office spent \$551.61 for billing postage this period after postage increase. Digitizing files continues. We will have a meeting with Jamie Henson (OKDEQ) on 9/24 to work on asset management plan for loan compliance. The Board chose to keep ORWA Workers Comp deductible at \$1000.00. **The new intake/dock project DEQ permit has been approved to begin July 30, 2024 and is underway.**

NEW BUSINESS

Discussion, Action, Report

1. Jonathan Pipkins/ Meyers Engineering: Myers has a Hwy project inspector on scene monitoring progress. We need change orders 2 (poly casing for bores instead of steel/ lowers price, lasts longer) and 3 (Double HPDE for creek bores/ raises price but makes it much easier to repair) approved/signed Motion: Susan Cresswell made a motion to approve, 2nd: Pat Williams , motion carried to wit: Norm Shipley, aye. Need confirmation for necessity of vents (Sham has set up a new account with WinWater for supplies) Intake Project is moving forward. K&M certificate of insurance should be here within the week. Performance and Maintenance Bond will be provided by K&M. The project will start as soon as OWRB approves K&M as sole sourcing. We plan to enlarge the current 6X8 landing as the best location for intake controls. We will have a complete new platform and walkway. Mr Pipkins has questions concerning the electrical and mechanical submittal for the new treatment plant- He will get with Sham and Jesse to discuss but the matter will need Board approval.
2. Discuss possible action concerning outstanding balance on 3 accounts accrued while forfeiture was disputed with Cookson Marina: The Board agreed to write off the balances since no water was actually received and the matter was under discussion. Motion: Susan Cresswell made a motion to approve, 2nd: Pat Williams , motion carried to wit: Norm Shipley, aye.
3. Discuss possible action concerning approval of daily deposit limit increase to \$25,000.00 for ACH accounts with Armstrong bank. Motion: Pat Williams made a motion to approve, 2nd: Susan Cresswell, motion carried to wit: Norm Shipley, aye.
4. Discuss and possible action updating the existing policy to require members to have their own shutoff valve on their side of the meter: Tabled until next meeting

Executive Session:

The regular meeting was called to Executive Session at 1:59 pm to discuss personnel matter concerning the pay rate for Jesse Dry. No action was taken with the matter tabled until October 17th.

ADJOURNMENT:

There being no further business before the Board, **the meeting adjourned at 2:05 p.m.**

Respectfully Submitted,

Brian Blair

Brian Blair, Office