

**Minutes of Meeting of Directors**  
**Cherokee County RWD 13**  
**20102 W Cookson Bend Rd - Cookson, OK 74427**  
**Thursday, November 16, 2023, at 1:00 pm**

Directors: Norman Shipley, Cory Beights, Pat Williams, Susan Creswell

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

Guests: Mike Green CPA, Aaron Willard, Sondya Baker, Tim Bowmar, Jeri Bowmar, Pat Hanson, Kayla Hanson, Larry Westbrook 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 November 16, 2023, per the agenda posted November 14, 2023, 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 Cory Beights at 1:03 p.m. The following items of business were resolved:

**CONSENT AGENDA**

**Discussion, Action, Report:**

After review of the Consent Agenda for October 2023,

1. Approval of minutes for October regular meeting: Motion: Cory Beights made a motion to bump this item to the December meeting, 2<sup>nd</sup>: Pat Williams motion carried to wit: Susan Creswell, aye; Norman Shipley, aye.
2. Payment of claims presented by Mike Green: Motion: Cory Beights to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Creswell, aye; Norman Shipley, aye.
3. Adjustments: One adjustment presented by Hisham Sokhun for a leak. Motion: Cory Beights to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Creswell, aye; Norman Shipley, aye.
4. Financial Report: presented by Mike Green:  
Cash on hand is consistent with history but low for current expenses. Mr Green pointed out that the recent rate increase is not keeping pace with the current project cost increase. Current collections are meeting current budget projections but operating costs are higher than expected. Discussed need for rate study and items of concern for future operating budget increases. Motion: Cory Beights to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Creswell, aye; Norman Shipley, aye.
5. Cutoffs: 30 delinquent accounts for cutoff presented by Hisham Sokhun Motion: Cory Beights to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Creswell, aye; Norman Shipley, aye.
6. New memberships: One new membership request presented by Hisham Sokhun Motion: Cory Beights to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Creswell, aye; Norman Shipley, aye.

**UNFINISHED BUSINESS**

**Discussion, Action, Report:**

1. Operator's report – Jesse Dry
  - a. one major leak this period, repaired.
  - b. Has not found anyone to repair a customer's damaged rock wall. Suggested that we agree to reimburse up to \$500.00 for repair by contractor of customer's choice. Motion: Cory Beights to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Creswell, aye; Norman Shipley, aye.
2. Office Report –
  - Discussion concerning updating customer files to include easements, DEQ approval, membership applications and new meter applications.
  - Discussion on generating a new form concerning language to prevent future construction on or near CCRWD 13 lines and meters.
  - Discussion of USDA and OWRB grant applications for new projects and inquiring with Cherokee Nation for funding assistance

**NEW BUSINESS**

**Discussion, Action, Report**

1. Forfeitures: 3 presented by Hisham Sokhun Motion: Cory Beights to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Creswell, aye; Norman Shipley, aye.
2. Discuss Myers Engineering/ water tower construction: \$4,650 for core drilling to determine feasibility and to obtain proper permits Motion: Cory Beights to approve, 2<sup>nd</sup>: Susan Creswell, motion carried to wit: Pat Williams, aye; Norman Shipley, aye.
3. Discussion of adding Cookson Fire Department staffers to next bill reminding members to pay fire dues Motion: Pat Williams to approve, 2<sup>nd</sup>: Susan Creswell, motion carried to wit: Cory Beights, aye; Norman Shipley, aye
4. Adding 5<sup>th</sup> member to CCRWD 13 Board: Tim Bowmar was approved unopposed
5. Discuss adding new charge accounts: presented by Hisham Sokhun reference CPG Fuel cards (monthly auto draft) for district vehicles

- and equipment to replace the current charge account at Jimmy Houston's store. Also suggested a charge account with Arkola in Tahlequah for concrete and gravel for road repairs when replacing damaged lines (no service charge). Motion: Cory Beights to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Creswell, aye; Norman Shipley, aye
- 6 Discussion of ORWA studies for leaks, rates and energy: Last rate study conducted in 2012, Last leak study in 2022. New leak and meter studies already underway. Mike Green recommended new rate study which comes at no cost. Motion: Susan Creswell to approve, 2<sup>nd</sup>: Cory Beights, motion carried to wit: Pat Williams, aye; Norman Shipley, aye.

### Executive Session

The Board of Directors went into executive session at 2:27 to discuss personnel matters, and returned to the regular meeting at 3:00 pm.

### ADJOIURNMENT:

There being no further business before the Board, **Cory Beights made a motion to adjourn, Norman Shipley seconded, motion carried unanimously. Meeting adjourned at 3:01 p.m.**

Respectfully Submitted,

*Brian Blair*

Brian Blair, Office



Board Director