

NOTICE OF SPECIAL MEETING  
AGENDA & 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 Special Meeting Friday, October 13, 2023, at 9:00 a.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.**

*Meeting called to order at 9:00am*

**ROLL CALL**

- *Attendees-Board Members: Pat Williams, Cory Beights, Norman Shipley*

**NEW BUSINESS**

Discussion & Action:

1. Discuss and take action on new Board Member selection.  
*Susan Creswell was appointed to take the open Board position. Motion made by Cory Beights, seconded by Pat Williams, all approved.*
2. Discuss and take action on invoices.  
*Invoices were reviewed and signed for approval.*
3. Discuss and take action on new membership Tim Knight  
*Discussed Tim Knight as new member. Motion made by Cory Beights, seconded by Pat Williams, all approved.*
4. Discuss and take action regarding grant opportunity.  
*No action taken at this time.*
5. Discuss and take action on lock box.  
*No action taken at this time.*
6. Discuss amendments to the cut off policy.  
*The Board Members reviewed the policy and made recommendations for action to be taken during the annual board meeting.*
7. Discuss policy development for rental property meter and responsible party.  
*The Board Members reviewed tenant rental form to be used for water meter deposit. Motion made by Cory Beights, seconded by Pat Williams, all approved.*

*Meeting adjourned at 9:50am, motion by Cory Beights, seconded by Pat Williams, all approved.*

Name of person posting this Notice: Cory Beights  
(Type or print)

  
(Signature)

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