

**Minutes of Meeting of Directors**  
**Cherokee County RWD 13**  
**20102 W Cookson Bend Rd - Cookson, OK 74427**  
**Thursday, December 21, 2023, at 1:00 pm**

Directors: Cory Beights, Pat Williams, Susan Creswell, Tim Bowmar

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

Guests: Mike Green CPA, Aaron Willard, 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 December 21, 2023, per the agenda posted December 19, 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 wave 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 December 2023,

1. Approval of minutes for October and November regular meetings: Motion: Pat Williams made a motion to approve, 2<sup>nd</sup>: Cory Beights motion carried to wit: Susan Creswell, aye; Tim Bowmar, aye.
2. Payment of claims presented by Mike Green: Motion: Pat Williams to approve, 2<sup>nd</sup>: Susan Creswell, motion carried to wit: Cory Beights, aye; Tim Bowmar, aye.
3. Financial Report: presented by Mike Green:  
Operating cash declining largely due to new projects. If no increase in operating cash, we will run out in near future. When the ORWB loan renews operating cash needs to be at 140% of expenditures. Currently \$26,000 deficit or -2% instead of +40%. Suggests revenue needs to increase 42% to meet demand. Suggests 40% rate increase. Discussed capital repair needs, obtaining grants and the need to raise matching funds. Discussed feasibility of stepped rate hikes vs all at once. Discussed OWRB loan audit/ rate study- recommended taking rate increase action before loan audit to show good faith. Discussed increased fee for new meters \*Put rate increase on February 2024 agenda\* Motion: Susan Creswell to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Cory Beights, aye; Tim Bowmar, aye.
4. New memberships: Two new membership requests presented by Hisham Sokhun Motion: Cory Beights to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Susan Creswell, aye; Tim Bowmar, aye.

**UNFINISHED BUSINESS**

**Discussion, Action, Report:**

1. Operator's report – Jesse Dry
  - a. one 4" line leak and three meter leaks this period. No significant problems

**NEW BUSINESS**

**Discussion, Action, Report**

- 1 Chris Sams/ Cherokee Nation: Bumped to January Meeting
- 2 Discuss authorizing the two new board members to sign checks/ replace Jacque on account and debit card Motion: Cory Beights to approve, 2<sup>nd</sup>: Pat Williams Take approved December Minutes to Armstrong bank/ change authorized names. Move to January
- 3 Discussion closing of extra Armstrong bank account, no longer used with \$8.00 per month fee. Motion: Cory Beights to approve, 2<sup>nd</sup>: Susan Creswell, motion carried to wit: Pat Williams, aye; Tim Bowmar, aye
- 4 Discuss payment of bills that come due prior to board meeting/ approval: Bring to nearest board member for signature then send to accountant. No Action Needed
- 5 Discuss payments still not being sent to new payment address, including drop box: Discussed prepaid return envelope/ declined. Discussed removal of drop box by March 31, 2024 (3 months). No Action Needed- attach notice to drop box and post on website/facebook
- 6 Discussion of RJ Robbins adding commercial meter. Need hydraulic engineering report/ backflow protection \$250.00 fee if unobtainable. 3 chicken houses, up to 11,000 per each, up to 800-1200 gallons/day during hot weather. This would be no problem with new tower/ at least 6 months out
- 7 Discuss sale of surplus trailer. Can't use anymore, already have \$2,000.00 offer. Post notice, motion to accept sealed bids beginning with \$2,000.00 minimum. Motion: Tim Bowmar to approve, 2<sup>nd</sup> Susan Creswell, motion carried to wit: Pat Williams, aye; Cory Beights, aye.
- 8 Discuss acceptance of help from Cherokee Nation/ 120 Water. DEQ grants to replace old lines, check for lead/copper. Discussed customer privacy issues. Due next fall. Move to January
- 9 Discuss approval of 2024 Meeting dates. Discussed changing Annual Meeting from Saturday/ Change bylaws. Motion: Susan Creswell to approve, 2<sup>nd</sup>: Pat Williams, motion carried to wit: Cory Beights, aye; Tim Bowmar, aye.

**ADJOURNMENT:**

There being no further business before the Board, **Cory Beights made a motion to adjourn, Pat Williams seconded, motion carried unanimously. Meeting adjourned at 2:50 p.m.**

Respectfully Submitted,

Brian Blair

Brian Blair, Office

T. J. C. B.

Board Director

W. J. Smith

Board Director

Dequan Shiple

Board Director

Susan Crosswell

Board Director

[Signature]

Board Director