

**REGULAR MEETING
OF THE BOARD OF DIRECTORS
Rural Water, Sewer, Gas and Solid Waste Management District #16
Cherokee County, Oklahoma**

Minutes

Thursday, August 20, 2026 at 11:30 a.m.

The Directors of the Rural Water, Sewer, Gas and Solid Waste Management District #16 held a regular meeting at 11:30 a.m., Thursday, August 20, 2026, at Nancy's Homemade Pies in Park Hill Oklahoma. Location address is 26380 S. Indian Road, Park Hill, OK, 74451, (918) 458-6141.

The minutes for said meeting are as follows:

1. Meeting called to order at 11:30 a.m. by Walter Armstrong.
2. Roll call and quorum declared present by Charlene Ferris. Present were Walter Armstrong, Paul Laney, Linda McDonald and Jessica VanSickle. Laci Klinger was not present. Also present were Daniel Napier and Charlene Ferris.
3. Discussion/Consideration/Action of Minutes from the July 16, 2026 monthly meeting. Jessica VanSickle motioned to approve the July 16, 2026 minutes. Linda McDonald seconded the motion, all aye.
4. Opportunity for public comment. During public comments, Daniel Napier was presented with a 15-year Service Award.
5. Discussion/Consideration/Action on review of Financials as prepared by Jack Roye, Mike Green CPA firm. Paul Laney motioned to approve the Financials. Linda McDonald seconded the motion, all aye.
6. Discussion/Consideration/Action on payment of Invoices as prepared by Jack Roye, Mike Green CPA firm. Linda McDonald motioned to approve the Invoices. Paul Laney seconded the motion, all aye.
7. Discussion/Consideration/Action requesting Board review and approval of employee retirement benefits. Jessica VanSickle motioned to approve an increase in employee 401(k) match from 3% to 6%. Paul Laney seconded the motion, all aye.
8. Discussion/Consideration/Action by member, Terry Blackford, who addressed the Board about our water lines crossing his property. No action.
9. Discussion/Consideration/Action concerning RWD#16's seat on the Tenkiller Utilities Authority (TUA) Board of Directors. Linda McDonald motioned for John Young to research the TUA Board seat and bylaws, and for Daniel Napier to attend the monthly meetings. Jessica VanSickle seconded the motion, all aye.
10. Discussion/Consideration/Action concerning update on Wildcat Point Residential Project 24-77 by Aaron Mears, Mears Engineers, LLC, and contractor, Pinney Dozer. No action.

11. Discussion/Consideration/Action to review and approve Pinney Dozer's Change Order #5 as it pertains to the Wildcat Steele Line Replacement Project as overseen by Aaron Mears, Mears Engineers, LLC. Linda McDonald motioned to approve Pinney Dozer's Change Order #5 as it pertains to the Wildcat Steele Line Replacement Project as overseen by Aaron Mears, Mears Engineers, LLC. Jessica VanSickle seconded the motion, all aye.
12. Discussion/Consideration/Action to approve Contractor's Application for Payment (Pay App No. 3) for Pinney Dozer, in the amount of \$43,909.00, which has been reviewed and approved by Aaron Mears, Mears Engineers, LLC as reflected in fully executed DW-415 Invoice Affidavit. Jessica VanSickle motioned to approve Contractor's Application for Payment (Pay App No. 3) for Pinney Dozer, in the amount of \$43,909.00, which has been reviewed and approved by Aaron Mears, Mears Engineers, LLC as reflected in fully executed DW-415 Invoice Affidavit. Linda McDonald seconded the motion, all aye.
13. Discussion/Consideration/Action to approve Contractor's Application for Payment (Pay App No. 1) for MJY Dirtworks, Public Waterline Improvement Project 25-04, in the amount of \$33,266.62, which has been reviewed and approved by Aaron Mears, Mears Engineers, LLC. Jessica VanSickle motioned to approve Contractor's Application for Payment (Pay App No. 1) for MJY Dirtworks, Public Waterline Improvement Project 25-04, in the amount of \$33,266.62, which has been reviewed and approved by Aaron Mears, Mears Engineers, LLC. Linda McDonald seconded the motion, all aye.
14. Discussion/Consideration/Action on review of August Manager's Report. Walter Armstrong motioned to approve the August Manager's Report. Paul Laney seconded the motion, all aye.
15. Discussion/Consideration/Action on review of August Administrative Report. Walter Armstrong motioned to approve the August Administrative Report. Paul Laney seconded the motion, all aye.
16. Discussion/Consideration/Action on review of August New Benefit Units, Transfers and Forfeitures. Linda McDonald motioned to approve the August New Benefit Units, Transfers and Forfeitures. Jessica VanSickle seconded the motion, all aye.
17. Unforeseen business (for discussion only).
18. Adjourn. Paul Laney motioned to adjourn at 1:28 p.m. Linda McDonald seconded the motion, all aye.