

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

**Minutes**

Thursday, November 20, 2025 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, November 20, 2025, 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 (in Secretary's absence). Present were Walter Armstrong, Paul Laney, Laci Klinger and Terry Noble. Bill Wilcoxon was not present. Also present were Daniel Napier and Charlene Ferris.
3. Discussion/Consideration/Action of Minutes from the October 16, 2025 regular meeting. Item tabled.
4. Discussion/Consideration/Action of Minutes from the October 31, 2025 special meeting. Paul Laney motioned to approve the minutes. Terry Noble seconded the motion, all aye.
5. Public comment. None.
6. Discussion/Consideration/Action on review of Financials as prepared by Jack Royce w/Mike Green CPA Firm. Terry Noble motioned to approve the Financials. Paul Laney seconded the motion, all aye.
7. Discussion/Consideration/Action on payment of Invoices as prepared by Jack Royce w/Mike Green CPA Firm. Paul Laney motioned to approve the Invoices. Terry Noble seconded the motion, all aye.
8. Discussion/Consideration/Action on approval of 2026 Budget as prepared by Jack Royce, Mike Green CPA Firm. Terry Noble motioned to approve the 2026 Budget. Paul Laney seconded the motion, all aye.
9. Discussion/Consideration/Action on employment, hiring, appointment, salary, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee. Terry Noble motioned for staff to receive a 4.5% salary increase and revisit additional increase in six months. Paul Laney seconded the motion, all aye.
10. Discussion/Consideration/Action at the request of Board Secretary, Bill Wilcoxon, concerning a \$500 stipend for administrative staff; Charlene Ferris and Jamie Christie. Terry Noble motioned to approve the \$500 stipend. Paul Laney seconded the motion, all aye.

11. Discussion/Consideration/Action requesting approval of new step required by DEQ for set up of New Benefit Units with completion and submission of “Environmental Complaints and Local Services Division Onsite Sewage Treatment System Inspection Report” form. Item tabled.
12. Discussion/Consideration/Action concerning H.I.P, LLC, Barnacle Bills Marina by member, Ron Hollaway. Item tabled for Daniel Napier to work with Ron Hollaway to come up with a plan to monitor his usage and notify him when it is high. To be presented at future meeting.
13. Discussion/Consideration/Action on review of November Manager’s Report. Terry Noble motioned to approve the Manager’s Report. Paul Laney seconded the motion, all aye.
14. Discussion/Consideration/Action on review of November Administrative Report. Paul Laney motioned to approve the Administrative Report. Terry Noble seconded the motion, all aye.
15. Discussion/Consideration/Action on review of November New Benefit Units, Transfers and Forfeitures. Paul Laney motioned to approve. Terry Noble seconded the motion, all aye.
16. Unforeseen business (for discussion only).
17. Adjourn. Terry Noble motioned to adjourn at 12:40 p.m. Paul Laney seconded the motion, all aye.