

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

**Minutes**

Thursday, November 21, 2024 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 21, 2024, 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 Paul Laney.
2. Roll call and quorum declared present by Charlene Ferris (in Board Secretary's absence). Present were Paul Laney, Walter Armstrong, Laci Klinger and Terry Noble. Lori Burgin was not present. Charlene Ferris was also present.
3. Discussion/Consideration/Action of Minutes from the October 17, 2024 regular meeting. Laci Klinger motioned to approve the Minutes. Terry Noble seconded the motion, all aye.
4. Public comment. None.
5. Discussion/Action on review of Financials as prepared by Jack Roye w/Mike Green CPA Firm. Laci Klinger motioned to approve the Financials. Terry Noble seconded the motion, all aye.
6. Discussion/Action on consideration of payment of Invoices as prepared by Jack Roye w/Mike Green CPA Firm. Walter Armstrong motioned to approve the Invoices. Paul Laney seconded the motion, all aye.
7. Discussion/Consideration/Action to approve plat and water line extension plan for Cookson Ridge Development as presented by Developer, Wayne Brayton, and Engineer, Mike Kelly. Plans have been reviewed and approved by Aaron Mears w/Mears Engineers, LLC. Walter Armstrong motioned to approve the plat and water line extension plan for Cookson Ridge Development. Laci Klinger seconded the motion, all aye.
8. Discussion/Consideration/Action to approve the Robert St. Pierre Audit Engagement Letter for December 31, 2024. Laci Klinger motioned to approve the Robert St. Pierre Audit Engagement Letter for December 31, 2024. Paul Laney seconded the motion, all aye.
9. Discussion/Consideration/Action on making the part-time Administrative Customer Service position into a full-time position. Laci Klinger motioned to approve making the part-time Administrative Customer Service position into a full-time position at the beginning of the next pay cycle; December 2, 2024. Walter Armstrong seconded the motion, all aye.

10. Discussion/Consideration/Action on review of November Manager's Report. Terry Noble motioned to approve Manager's Report. Paul Laney seconded the motion, all aye.
11. Discussion/Consideration/Action on review of November Administrative Report. Laci Klinger motioned to approve Administrative Report. Walter Armstrong seconded the motion, all aye.
12. Discussion/Consideration/Action on review of November New Benefit Units, Transfers and Forfeitures. Laci Klinger motioned to approve New Benefit Units, Transfers and Forfeitures. Terry Noble seconded the motion, all aye.
13. Unforeseen business (for discussion only).
14. Adjourn. Laci Klinger motioned to adjourn at 12:13 p.m. Terry Noble seconded the motion, all aye.