

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

**Minutes**

Thursday, October 17, 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, October 17, 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 (by phone) and Terry Noble. Lori Burgin was not present. Also present were Daniel Napier and Charlene Ferris.
3. Discussion/Consideration/Action of Minutes from the August 15, 2024 regular meeting. Note: The Sept. 19 regular monthly meeting was canceled due to not having a quorum. Walter Armstrong motioned to approve the Minutes. Paul Laney seconded the motion, all aye.
4. Discussion/Consideration/Action of Minutes from the September 20, 2024 special meeting. Walter Armstrong motioned to approve the Minutes. Paul Laney seconded the motion, all aye.
5. Public comment. None.
6. Discussion/Action on review of Financials as prepared by Jack Roye. Walter Armstrong motioned to approve the Financials. Terry Noble seconded the motion, all aye.
7. Discussion/Action on consideration of payment of Invoices as prepared by Jack Roye. Walter Armstrong motioned to approve the Invoices. Paul Laney seconded the motion, all aye.
8. Vote to enter into Executive Session, as authorized by Title 25 O.S. Sec. 307, for the following:
  - a Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee. 25 O.S. Sec. 307(B)(1)Walter Armstrong motioned to enter into Executive Session at 12:00 p.m. Paul Laney seconded the motion, all aye.
9. Vote to return to Open Session. Walter Armstrong motioned to return to Open Session at 12:20 p.m. Terry Noble seconded the motion, all aye.

10. Discussion/Consideration/Action for RWD#16 to be placed on the Priority List for the DWSRF Principal Forgiveness Program for Public Waterline Improvement Project on a portion of the Wildcat system as presented by Aaron Mears, Mears Engineers LLC. Walter Armstrong motioned to approve being placed on the Priority List. Paul Laney seconded the motion, all aye.
11. Discussion/Consideration/Action to authorize attorney, John Young, to begin two contract negotiations with TUA; Rate Terms Contract and Lakewood Property Sale Price Contract. Walter Armstrong motioned to authorize John Young to begin contract negotiations with TUA. Terry Noble seconded the motion, all aye.
12. Discussion/Consideration/Action on Pre-Construction Scope of Operators for replacing steel lines in Chicken Creek and Woodhaven as presented by contractor, Mike Yerton, MJY Dirtworks. Walter Armstrong motioned to approve Scope of Operations. Terry Noble seconded the motion, all aye.
13. Discussion/Consideration/Action to authorize Armstrong Bank to issue a company credit card on Operating account x0011 to employee, Colin R. Tidwell Gonzalis; \$1,000 limit on point-of-sale transactions and zero access to ATM cash withdrawals. Upon issuance, employee will be required to sign an RWD#16 Credit Card Agreement. Terry Noble motioned to authorize Armstrong Bank to issue company credit card to employee, Colin R. Tidwell Gonzalis. Walter Armstrong seconded the motion, all aye.
14. Discussion/Consideration of Buckaroo Ranch DEQ approval letter. No Action.
15. Customer request to address the Board: Randy Gordon. Terry Noble motioned to approve a \$100 credit adjustment on the Gordon account. Walter Armstrong seconded the motion, all aye.
16. Customer request to address the Board: Thomas Terry. Mr. Terry was unable to attend. No action.
17. Customer request to address the Board: Dean Floyd. Terry Noble motioned to adjust the Floyd bill in question using his average usage plus base fee. Walter Armstrong seconded the motion, all aye.
18. Discussion/Consideration/Action on review of September/October Manager's Report. Terry Noble motioned to approve Manager's Report. Walter Armstrong seconded the motion, all aye.
19. Discussion/Consideration/Action on review of September/October Administrative Report. Walter Armstrong motioned to approve Administrative Report. Terry Noble seconded the motion, all aye.
20. Discussion/Consideration/Action on review of September/October New Benefit Units, Transfers and Forfeitures. Walter Armstrong motioned to approve New Benefit Units, Transfers and Forfeitures. Paul Laney seconded the motion, all aye.
21. Discussion/Consideration/Action on cost-of-living wage increases for staff. Terry Noble motioned to approve 6% cost-of-living wage increase plus a one-time December stipend for staff. Walter Armstrong seconded the motion, all aye.
22. Unforeseen business (for discussion only).
23. Adjourn. Walter Armstrong motioned to adjourn at 1:06 p.m. Paul Laney seconded the motion, all aye.