

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

Minutes

Thursday, August 17, 2023 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 17, 2023 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 Lori Burgin. Present were Paul Laney, Walter Armstrong, Lori Burgin, and Terry Noble. Laci Klinger was not present. Also present were Daniel Napier and Charlene Ferris.
3. Discussion/Action on consideration of Minutes from the July 20, 2023 regular meeting. Lori Burgin motioned to approve the Minutes. Walter Armstrong seconded the motion, all I.
4. Public comment - none.
5. Discussion/Update on Canoe Mountain by JR Welch, OK Alliance Consultants. JR Welch not present; no action taken.
6. Discussion/Action concerning application with Armstrong Bank for issuance of company credit cards; identify authorized users and set card limits. Walter Armstrong motioned for Daniel Napier and Charlene Ferris to develop a District Credit Card Policy based on state statutes and present for review/approval at the September Board Meeting. Furthermore, item is tabled until finalization/approval of District Credit Card Policy. Terry Noble seconded the motion, all I.
7. Discussion/Action to approve amended Bylaws as it pertains to when Annual Meeting will be held each year. It was approved at Annual Meeting on January 9, 2023 that Annual Meeting will be held each year immediately following the December monthly Board Meeting. Bylaws have been updated accordingly and were submitted for approval. Lori Burgin motioned to approve the amended Bylaws. Paul Laney seconded the motion, all I.
8. Discussion/Action on review of Manager's Report. Terry Noble motioned to approve Manager's Report. Lori Burgin seconded the motion, all I.
9. Discussion/Action on review of Administrative Report. Walter Armstrong motioned to approve Administrative Report with the reversal of bullet 4; Secretary of State Filing, and provide update on next month's Administrative Report. Lori Burgin seconded the motion, all I.
10. Discussion/Action on consideration of New Benefit Units, Transfers and Forfeitures. Walter Armstrong motioned to approve New Benefit Units, Transfers and Forfeitures. Lori Burgin seconded the motion, all I.

11. Discussion/Action on review of Financials as prepared by Jack Roye w/Mike Green CPA Firm. Walter Armstrong motioned to approve the Financials. Lori Burgin seconded the motion, all I.
12. Discussion/Action on consideration of payment of August Invoices as prepared by Jack Roye w/Mike Green CPA Firm. Walter Armstrong motioned to approve the August Invoices. Lori Burgin seconded the motion, all I.
13. Unforeseen business (for discussion only).
14. Terry Noble motioned to adjourn the meeting at 12:39 p.m. Walter Armstrong seconded the motion, all I.