

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

**Minutes**

Thursday, October 19, 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, October 19, 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 11:32 a.m. by Paul Laney.
2. Roll call and quorum declared present by Lori Burgin. Present were Paul Laney, Walter Armstrong, and Lori Burgin. Laci Klinger and Terry Noble were not present. Also present were Daniel Napier and Charlene Ferris.
3. Discussion/Action on consideration of Minutes from the September 21, 2023 regular meeting. Walter Armstrong motioned to approve the Minutes. Lori Burgin seconded the motion, all I.
4. Public comment – Woodhaven resident suggested that RWD#16 post Board Meeting Agendas & Minutes on local community Facebook pages. Daniel Napier thanked them for the suggestion.
5. Discussion/Update on Canoe Mountain by Aaron Mears, Mears Engineering. Aaron Mears was not present. Item tabled.
6. Discussion/Action concerning application with Armstrong Bank for issuance of company credit cards; approve District Credit Card Policy (prepared by RWD#16 legal counsel), identify authorized users and set card limits. Walter Armstrong made motion to approve District Credit Card Policy with the following changes to policy verbiage:
  - Section II, Item C: strike “unless the employee gets prior approval from the Manager.” and replace with “under any circumstances.”
  - Section III, Item E: strike “make payment in a timely manner” and replace with “make monthly payment of full balance according to State Statute”

In addition, Walter Armstrong made motion to approve credit cards to be issued to the following employees with the specified credit limits and individual signing of Credit Cardholder Account Agreement (to be prepared by RWD#16 legal counsel):

- Daniel Napier - \$5,000 credit limit
- Charlene Ferris - \$5,000 credit limit
- Michael Gray, II - \$1,000 credit limit
- Chance Lewis - \$1,000 credit limit
- Lane Hall - \$1,000 credit limit

It was also specified that Daniel Napier & Charlene Ferris will retain current debit cards, but all other employees will turn theirs in to be replaced by credit cards. Lori Burgin seconded the motion, all I.

7. Discussion/Action to amend the Bylaws to add Article 12, Section 2 allowing Board participation by telephonic means. Walter Armstrong motioned to approve amendment to Bylaws as presented. Lori Burgin seconded the motion, all I. Vote of the membership was held, all voted aye and no votes against.
8. Discussion/Update concerning Grant Management Agreement as presented by Jack Roye. It was proposed by Jack Roye that item should be removed from agenda until future date when he is further along in launching Grant Management business. No action taken by Board.
9. Discussion/Action on review of MuniBilling contract renewal. Walter Armstrong motioned to approve the MuniBilling contract renewal authorizing Daniel Napier to sign the contract. Lori Burgin seconded the motion, all I.
10. Discussion/Consideration to initiate land transaction and any leases due with Tenkiller Utilities authority "TUA". Paul Laney motioned to approve action to initiate discussion of land transaction and wants to see purchase agreement from TUA. Lori Burgin Seconded the motion, all I.
11. Discussion/Action on review of Manager's Report. Lori Burgin motioned to approve Manager's Report. Paul Laney seconded the motion, all I.
12. Discussion/Action on review of Administrative Report. Walter Armstrong motioned to approve Administrative Report. Lori Burgin seconded the motion, all I.
13. 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.
14. 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.
15. Discussion/Action on consideration of payment of October Invoices as prepared by Jack Roye w/Mike Green CPA Firm. Walter Armstrong motioned to approve the October Invoices. Lori Burgin seconded the motion, all I.
16. Vote to enter into Executive Session, as authorized by Title 25 O.S. Sec. 307, was made at 12:49 p.m. Walter Armstrong motioned to enter into Executive Session. Lori Burgin seconded the motion, all I.
17. Vote to return to Open Session was made at 1:03 p.m. Walter Armstrong motioned to return to Open Session. Lori Burgin seconded the motion, all I.
18. Unforeseen business (for discussion only).
19. Walter Armstrong motioned to adjourn the meeting at 1:06 p.m. Lori Burgin seconded the motion, all I.