

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

**Minutes**

Thursday, November 16, 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, November 16, 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 Walter Armstrong.
2. Roll call and quorum declared present by Lori Burgin. Present were Walter Armstrong, Lori Burgin, Laci Klinger (by phone) and Terry Noble. Paul Laney was not present. Also present were Daniel Napier and Charlene Ferris.
3. Discussion/Action on consideration of Minutes from the October 19, 2023 regular meeting. Lori Burgin motioned to approve the Minutes. Terry Noble seconded the motion, all I.
4. Public comment – none
5. Discussion/Action on review of Financials as prepared by Jack Roye w/Mike Green CPA Firm. Terry Noble motioned to approve the Financials. Lori Burgin seconded the motion, all I.
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. Lori Burgin seconded the motion, all I.
7. Review/Discussion of proposed budget in preparation of December review and approval. No action by Board. Item tabled until Annual Meeting when discussion can include rate study.
8. Discussion/Action on approval of RIG Grant application. Lori Burgin motioned to approve the RIG Grant application. Walter Armstrong seconded the motion, all I.
9. Discussion/Update on Canoe Mountain by Aaron Mears, Mears Engineering. Lori Burgin motioned to approve the Canoe Mountain Engineering Report with discussed modifications. Terry Noble seconded the motion, all I.
10. Review/Approval of Robert St. Pierre CPA, PC, December 31, 2023 Audit Engagement Letter. Item tabled until next meeting.

11. Review/Approval of District Credit Card Policy. Item tabled until next meeting.
12. Discussion/Action on review of Manager's Report. Terry Noble motioned to approve Manager's Report. Walter Armstrong seconded the motion, all I.
13. Discussion/Action on review of Administrative Report. Terry Noble motioned to approve Administrative Report. Walter Armstrong seconded the motion, all I.
14. 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.
15. Unforeseen business (for discussion only).
16. Lori Burgin motioned to adjourn the meeting at 12:49 p.m. Terry Noble seconded the motion, all I.