

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

Minutes

Thursday, December 21, 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, December 21, 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 11:31 a.m. by Paul Laney.
2. Roll call and quorum declared present by Lori Burgin. Present were Paul Laney, Walter Armstrong, Lori Burgin, and Laci Klinger (by phone). Terry Noble was not present. Also present were Daniel Napier and Charlene Ferris.
3. Discussion/Action on consideration of Minutes from the November 16, 2023 regular meeting. Walter Armstrong motioned to approve the Minutes. Lori Burgin 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. Walter Armstrong 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/Approval of proposed 2024 budget as prepared by Jack Roye w/Mike Green CPA Firm. No action by Board. Item tabled until correction is made on page 2; will present again for approval on January 18.
8. Review/Approval of Mears Engineering's proposal for Professional Services. No vote or approval necessary until Grant is approved.
9. Review/Approval of Robert St. Pierre CPA, PC, December 31, 2023 *Revised* Audit Engagement Letter. Walter Armstrong motioned to approve the Audit Engagement Letter. Lori Burgin seconded the motion, all I.
10. Review/Approval of District Credit Card Policy as prepared by attorney, John Young. No action required as item was previously approved by Board.

11. Discussion/Action on review of Manager's Report. Walter Armstrong motioned to approve Manager's Report. Lori Burgin 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. Unforeseen business (for discussion only).
15. Walter Armstrong motioned to adjourn the meeting at 12:00 p.m. Lori Burgin seconded the motion, all I.