REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

JANUARY 18, 2019

Mr. Herb Rozell, Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members & Legal Counsel were present with the exception of Dr. Baker. Mr. Rozell entertained a motion to excuse her absence, so moved by Mr. Highers and seconded by Mr. Wright.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Rozell, and Mr. Highers NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Ms. Gail Dotson, Office Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Darrell Curtis, Wastewater Treatment Plant Foreman, Mr. Barry Tucker, Wastewater Collections Director, Ms. Latosha Steeley, Executive Assistant, Ms. Erin Butler, Human Resources, Ms. Beth Bailey, Accountant, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Thom Cole, IT Manager, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Matt Wilson, Purchasing Agent, Mr. Stephen Tolar from HUB, and Ms. Dana Eversole.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of December 21, 2018 Regular Board Meeting.

Mr. Rozell entertained a motion to approve the Consent Agenda, so moved by Mr. Spears and seconded by Mr. Wright.
Roll Call: AYE: Mr. Rozell, Mr. Highers, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. General Manager's Report – No report.

2. Attorney's Report – No report.

3. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Rozell entertained a motion to adjourn the meeting, so moved by Mr. Wright and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

Meeting adjourned at 9:03AM.

Herb Rozell
Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

JANUARY 18, 2019

Mr. Herb Rozell, Chairman, called the meeting to order at 9:05AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members & Legal Counsel were present with the exception of Dr. Baker. Mr. Rozell entertained a motion to excuse her absence, so moved by Mr. Wright and seconded by Mr. Spears. Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Rozell, and Mr. Highers NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Ms. Gail Dotson, Office Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Darrell Curtis, Wastewater Treatment Plant Foreman, Mr. Barry Tucker, Wastewater Collections Director, Ms. Latosha Steeley, Executive Assistant, Ms. Erin Butler, Human Resources, Ms. Beth Bailey, Accountant, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Thom Cole, IT Manager, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Matt Wilson, Purchasing Agent, Mr. Stephen Tolar from HUB, and Ms. Dana Eversole.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of December 21, 2018 Regular Board Meeting.
2. Approve regular claims.
3. Approve debit card expenditures.

The itemized list of claims for a total of $1,701,772.90 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
12/20/2018 through 01/17/2019

AT&T	$2,759.47
AT&T Long Distance	$61.36
Aramark (uniforms)	$363.46
Arvest Equipment Finance	$1,461.99
BancFirst	$2,534.80
BancFirst Trust & Investment	$500.00
Cintas Corporation	$1,420.17
City, Light & Water	$2,700.00
Compu-Time Corporation	$841.94
Cox Business	$908.57
The Public Finance Law	$84,500.00
Employee Benefits	$356.40
Dana Boren	$1,000.00
Consolidated Communication	$365.00
FAO, USACE, Tulsa Dis	$48,365.21
Gerald Halpain	$6,448.00
Government Account (Pikepass)	$5.80
Grand River Dam Authority	$766,740.69

Harvey Chaffin, Attorney	$41,000.00
JD Young	$96.25
Lake Region Electric	$7,172.61
Northeast Okla Public Facilities Auth	$2,595.21
Raymond Bandy	$1,195.00
Robert Patrick	$7,807.95
Tahlequah Cable Television	$196.32
Tahlequah Public Works Authority	$80,425.81
US Postmaster	$4,675.53
Verizon Wireless	$12,011.55
Dish	$155.98
Municipal Finance Service	$84,500.00
AT&T	$1,150.11
AT&T (Tenkiller T-Line)	$812.30
Advance Auto Parts	$1,332.44
American Municipal	$357.73
Aramark (uniforms)	$654.10
Arvest Equipment Finance	$4,748.49
Arvest Bank Loan	$5,523.91
BancFirst	$2,890.09
Cintas Corporation	$946.78
City, Light & Water	$71,637.82
City of Tahlequah - City Treasurer	$178,254.71
Cove Environmental	$1,382.00
Holloway, Updike & Bellen, Inc	$81,800.00
Lowes Home Improvement	$39.02
VOY Construction, LLC	$85,967.88
Oklahoma Rural Water Association	$3,200.00
Roy Kliest	$2,072.82
Tahlequah Daily Press	$259.20
Tahlequah Public Works Authority	$4,633.81
Ty Fountain	$2,475.00
Payroll	$302,278.80
Less	$213,809.18
TOTAL	$1,701,772.90

Mr. Spears moved to approve the Consent Agenda and seconded by Mr. Wright.
Roll Call: AYE: Mr. Highers, Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – There were no guest present.

2. Discussion & Possible Action to approve financial report for December 2018 – Ms. Gail Dotson, Office Manager, reported the Electric Department revenue was $1,082,653.41; operating expenditures were $1,058,271.58 leaving a net income of $24,381.83. The Water System and Water Treatment Plant

operating revenue was $292,144.86; operating expenditures for the Water Department were $231,317.96; the operating expenditures for the Water Treatment Plant were $159,647.20 leaving a net loss of $98,820.30. The Sewer System & Wastewater Treatment Plant operating revenue was $241,718.54; the operating expenditures for the Sewer Department expenditures were $113,119.77; expenditures for the Wastewater Treatment Plant were $134,105.86 leaving a net loss of $5,507.09. Warehouse expenditures was $47,114.36 and that was reallocated to Electric, Water, and Sewer. Administrative revenue was $20,045.27 and that was also reallocated to Electric, Water, and Sewer. The non-operating revenue for Administrative was $137,355.04. The Administration operating expenditures were $133,341.67. The non-operating expenditures were $71,637.82 leaving a net income of $65,717.22 for Administration. Total net loss for all departments is $14,228.34.

Capital Expenditures for December in the Electric Department was $10,093.85; Water Department was zero; Sewer Department was zero; Wastewater Treatment Plant was $81,800.00; Administration was $89,143.78; Warehouse was zero, and Water Treatment Plant was $210,500.00 making a total for Capital Expenditures of $391,537.63.

Pages 36-46 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

Ms. Dotson informed the Board the CDAR account for the Meter Fund L & W is out for bid. It is currently with Arvest Bank and has matured. Bids are expected to be in by Tuesday, January 22, 2019 and will be re-invested.

Mr. Rozell asked if the Electric Department only made money every once in a while, and if the other Departments made money. Mr. Doublehead answered from time to time. The Water and Sewer Departments typically cover their own cost and historically has not been a revenue stream for the Authority. Last year during this month there was an approximate $105,000.00 loss in the month of December. Mr. Doublehead believes part of the difference is due to the water and sewer rates being increased, which has had a positive impact on the financials. He further stated the Finance Committee will begin meetings next month.

Mr. Rozell further asked if a study to compare electric rates would be completed. Mr. Doublehead replied an internal study would be conducted.

Mr. Highers asked when expenses are being reallocated from the Warehouse and Administration, how are we picking where the monies are being put back into. Ms. Dotson explained the reallocation was established by the Board several years ago. Former Board member, JD Carey who is a CPA, helped come up with a formula to reallocate the monies every month. For example, Administration the percentage is 50% to electric, 25% to Water, and 25% to Sewer. The Warehouse is calculated the same way, just with a different percentage.

Mr. Rozell asked for an update on the Auditors request on the Asset Management. Ms. Dotson reported for the past two weeks she has spent time out in the field, with several of the departments inventorying all pieces of assets as far as trucks and equipment. Inventory on the buildings has yet to be completed. She further stated she was trying to compare the Asset list in Asset Management to the list in the General Ledger. This will be a long process, and she has received a few phone calls with the Auditor, and she has assured us the corrections will take longer than a year to clean up the assets.

Mr. Rozell entertained a motion to approve the financial report for December 2018, so moved by Mr. Wright and seconded by Mr. Highers.

Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Rozell, and Mr. Highers NAY: None.

3. Discussion & Possible Action regarding Funding in accordance with Reserve Fund Policy. RE: Primary & Secondary Reserve – Ms. Dotson stated this policy was adopted by the Board approximately 8 years ago. When the Policy was adopted, the auditors were on board with this which allowed monies to be set aside. The auditors explained at one point in time we would reach a point to where money would not be able to be set aside. The formula used to find the net gain, it shows $805,593.00 net gain for the previous year when in fact we actually lost money. Due to the formula the net gain amount is before any expenses is shown. It also reflects the $2 million adjusting entries from the auditors. Ms. Dotson further stated based on realization we did not make money last year the Primary and Secondary Reserve Funds CDARS will mature at the end of January. Also, based on the Policy when the CDARS mature 50% of the Secondary Funds will roll to the Primary Reserve Fund. 25 % of the Secondary Fund will remain in the Secondary Funds and 25% is at the Boards discretion.

   Ms. Dotson and Mr. Doublehead recommend to the Board to not follow the Policy this year and to leave the other 25% of the Boards discretion in the Secondary Reserve Fund.

   Mr. Rozell requested to look further into the Funds and make sure we are not defeating our purpose of the Funds.

   Mr. Highers asked how the numbers work in regard to the obligation to the City of Tahlequah. The percentage was dropped from 6% to 4%, in theory there is not extra money but on paper it looks as though we do have extra money. Mr. Doublehead stated these numbers reflect the contribution of 6%, these are last year numbers. We have yet had a year of history to compare the numbers by adding the 2% back into the utility operation. He further stated without the proper years' worth of data he could not accurately answer the question.

   Ms. Dotson further commented the net gain shown on paper does not reflect the Capital Expenditures or any Bond payments.

Mr. Highers moved to table the action regarding Funding in accordance with Reserve Fund Policy. RE: Primary & Secondary Reserve until next month's Board Meeting and seconded by Mr. Wright.
Roll Call: AYE: Mr. Wright, Mr. Rozell, Mr. Highers, and Mr. Spears NAY: None.

4. Discussion & Possible Action to approve Disbursement Request #1 from DWSRF for Reimbursement of Expenses for Bond Counsel Fee and Expenses (The Public Finance Law Group, LLC), Local Counsel Fee (Harvey Chaffin, ESQ Attorney at Law), Financial Advisor Fee and Expenses (Municipal Finance Services, INC.), and Trustee Fee (BancFirst) totaling $210,000.00 – Mr. Doublehead explained these are items that have already been expended in securing the loan. This is just a request for Tahlequah Public Works Authority to be reimbursed for these fees.

Mr. Highers made a motion to approve Disbursement Request #1 from DWSRF for Reimbursement of Expenses for Bond Counsel Fee and Expenses (The Public Finance Law Group, LLC), Local Counsel Fee (Harvey Chaffin, ESQ Attorney at Law), Financial Advisor Fee and Expenses (Municipal Finance Services, INC.), and Trustee Fee (BancFirst) totaling $210,000.00 and seconded by Mr. Wright.
Roll Call: AYE: Mr. Rozell, Mr. Highers, Mr. Spears, and Mr. Wright NAY: None.

5. Discussion & Possible Action to approve Invoice # 2 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $68,400.00 – Mr. Tolar stated the Invoice is for Engineering services for continuing progress for the Wastewater Treatment Plant. Mr. Tolar reported drawings and

specs are approximately 70% complete. Bruce Brown with Brown Engineering and Electrical Consultants met with Jay Updike on site in the past week to walk through all the proposals for the new facility to determine how to provide power with a heat powered generator backup on the electrical side. Once the electrical designs are in Mr. Tolar expects the plans to be closer to 95% completion ready for staff review in late March.

Mr. Rozell entertained a motion to approve Invoice # 2 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $68,400.00, so moved by Mr. Spears and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

6. Discussion & Possible Action to regarding Federal Employees affected by Federal Government Shut down – Mr. Rozell asked Mr. Chaffin to explain this agenda item. Mr. Harvey stated a request was received to consideration to the Federal Employees due to the Government Shut down. The issue he foresees is the Oklahoma Constitution has a provision that does not allow any public funds or public entities to be used for private purposes. In his opinion, if consideration was granted to the Federal Employee customers that our other customers are not currently receiving it could be considered using public funds for private purposes. Mr. Chaffin has advised Mr. Doublehead to seek an opinion from the Attorney General's Office stating this would be lawful, we could certainly grant consideration.

   Mr. Doublehead commented an opinion has been requested from the Attorney General's Office and as of this morning no answer has been received. He has also reached out to Matt Meredith's Office again this morning to see if he had heard anything on the matter but was not able to get a response.

   Mr. Chaffin stated we could offer the same payment plan that is offered to all other customers.

   Mr. Highers asked if there have been any residents to come in and ask for the consideration. Mr. Doublehead replied there has only been the one request. Ms. Dotson also replied there has only been the one request from a customer, but several letters have been received from various offices one specifically from the Human Resources office at the Cherokee Nation.

   Mr. Rozell suggested for Mr. Doublehead and Mr. Chaffin to form a written response to those who have submitted a letter to explain our current abilities until an opinion is received from the Attorney General's Office.

Mr. Wright made a motion to have the Attorney and General Manager to make an appropriate response regarding Federal Employees affected by the Federal Government Shut down and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Rozell, and Mr. Highers NAY: None.

7. Discussion & Possible Action to approve bids for two new Water Distribution Trucks – Mr. Doublehead stated Mr. Macario had some slides to present but due to the televisions in the Board Room not functioning he is unable to do so. Instead there are photographs of the vehicles, on page 56 in the Board Packet, he is wishing to replace. He also informed the Board both of the vehicles are budgeted items.

   Mr. Macario added the bids received are under the state contract. Mr. Doublehead recommend going with Carter Chevrolet considering they submitted the lower bid.

Mr. Wright made a motion to approve the bid from Carter Chevrolet for two new Water Distribution Trucks and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Rozell, and Mr. Highers NAY: None.

8. Engineer's Report – Mr. Tolar began his report by updating the Board on the Wastewater Treatment Plant and the Environmental documents. Dr. Henry, the archeologist, revisited and performed a more detailed cultural analysis survey. Instead of six test holes he dug over a hundred and twenty holes looking for artifacts and anything that would of insignificants. Dr. Henry has resubmitted his findings to the Water Resources Board. In return the Water Resources Board has provided a copy to the Historical Society and the Cherokee Nation. Dr. Henry's findings reflect nothing of significant impact was found. As of this morning, the Water Resources Board is still waiting for a response to Dr. Henry's report from the Historical Society and the Cherokee Nation.

   Mr. Tolar also followed up on the Water Plants. Contract documents have been received back from both contractors. A pre-work meeting is scheduled for Thursday, January 24, 2019 at the Tahlequah Public Works Authority Board Room. Tenkiller Plant will be first at 1:30PM followed by Teehee Plant at 2:30PM. The meeting dates will remain as reoccurring dates, every fourth Thursday, going forward for the next 14 to 15 months to update the progress of the projects. The site of the meetings could possibly change from month to month.

9. General Manager's Report – Mr. Doublehead informed the Board he would be attending a meeting on How to Work with FEMA and the Oklahoma Emergency Management Team with Gary Stephens and Michael Richardson this coming Wednesday, January 23, 2019 in Oklahoma City.

   Dr. Baker has been transferred to Hillcrest in Tulsa, she continues to improve.

   Jody Stewart has announced her retirement, effective March 1, 2019. Jody has been with us for several years. Wanda Jones has also announced her retirement effective the end of March or sooner if she feels like it. We will have continued retirement announcements ongoing, which will create new opportunities within the organization. This past Friday, representatives from the Social Security Administration and Arvest bank came to speak with individuals who are looking to retire over the next couple of years. It gave our employees an opportunity to ask questions they might have regarding signing up for Social Security benefits, Medicare, Medicaid, etc. There were 15 participants who attended. The meeting was a very productive and informative meeting, and we are thankful to the Social Security Administration for sending a representative.

   Kevin Fletcher has given his notice he will be leaving Tahlequah Public Works Authority to become a law enforcement officer.

   In closing, Mr. Doublehead informed the Board the office will be closed on Monday, January 21, 2019 in observance of Martin Luther King, Jr. Day.

10. Attorney's Report – No report.

11. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Mr. Rozell entertained a motion to adjourn, so moved by Mr. Wright and seconded by Mr. Highers.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Rozell, and Mr. Highers NAY: None.

Meeting adjourned at 10:14AM.

Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

FEBRUARY 15, 2019

Mr. Herb Rozell, Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members & Legal Counsel were present with the exception of Dr. Baker and Mr. Spears. Mr. Rozell entertained a motion to excuse their absence, so moved by Mr. Wright and seconded by Mr. Highers.
Roll Call: AYE: Mr. Rozell, Mr. Highers, and Mr. Wright NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Ms. Gail Dotson, Office Manager, Mr. Steve Jeffery, Electric Foreman, Mr. Frank Macario, Water Distribution Director, Mr. Darrell Curtis, Wastewater Treatment Plant Foreman, Mr. Barry Tucker, Wastewater Collections Director, Ms. Latosha Steeley, Executive Assistant, Ms. Erin Butler, Human Resources, Ms. Beth Bailey, Accountant, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Jay Updike from HUB, and Ms. Dana Eversole.

CONSENT AGENDA:
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1. Approve minutes of January 18, 2019 Regular Board Meeting.

Mr. Rozell entertained a motion to approve the Consent Agenda, so moved by Mr. Wright and seconded by Mr. Highers.
Roll Call: AYE: Mr. Rozell, Mr. Highers, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. General Manager's Report – No report.

2. Attorney's Report – No report.

3. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Rozell entertained a motion to adjourn the meeting, so moved by Mr. Highers and seconded by Mr. Wright
Roll Call: AYE: Mr. Highers, Mr. Wright, and Mr. Rozell NAY: None.

Meeting adjourned at 9:04AM.

Herb Rozell
Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

FEBRUARY 15, 2019

Mr. Herb Rozell, Chairman, called the meeting to order at 9:05AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members & Legal Counsel were present with the exception of Dr. Baker and Mr. Spears. Mr. Rozell entertained a motion to excuse their absence, so moved by Mr. Wright and seconded by Mr. Highers
Roll Call: AYE: Mr. Wright, Mr. Rozell, and Mr. Highers NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Ms. Gail Dotson, Office Manager, Mr. Steve Jeffery, Electric Foreman, Mr. Frank Macario, Water Distribution Director, Mr. Darrell Curtis, Wastewater Treatment Plant Foreman, Mr. Barry Tucker, Wastewater Collections Director, Ms. Latosha Steeley, Executive Assistant, Ms. Erin Butler, Human Resources, Ms. Beth Bailey, Accountant, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Jay Updike from HUB, and Ms. Dana Eversole.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of January 18, 2019 Regular Board Meeting.
2. Approve regular claims.
3. Approve debit card expenditures.

The itemized list of claims for a total of $1,378,579.74 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
01/17/2019 through 02/14/2019

AT&T	$259.59
AT&T Long Distance	$52.72
Alerus Financial	$400.00
Aramark (uniforms)	$578.34
Arvest Equipment Finance	$1,461.99
Arkansas Electric Co.	$11,719.82
BancFirst	$2,534.80
Cintas Corporation	$946.78
City, Light & Water	$2,700.00
City of Tahlequah - City Treasurer	$6,758.54
Compu-Time Corporation	$257.75
Cox Business	$2,182.05
Cox Drug	$939.53
Department of Environmental	$124.00
Dana Boren	$1,000.00
Consolidated Communication	$365.00
Government Account (Pikepass)	$1.40
Lake Region Electric	$8,333.61
Northeast Okla Public Facilities Auth	$4,175.88

Software House International	$1,854.96
Systems Control SP	$997.20
Tahlequah Cable Television	$196.32
Tahlequah Public Works Authority	$65,522.02
US Postmaster	$3,712.51
Verizon Wireless	$1,109.72
Dish	$155.98
Mean's Furniture	$47.44
AT&T	$623.06
AT&T Long Distance	$62.85
AT&T (Tenkiller T-Line)	$810.40
Accurate Environment	$240.00
Alerus Financial	$4,068.13
American Municipal	$277.27
Aramark (uniforms)	$367.85
Arvest Equipment Finance	$4,748.49
Arvest Wealth Management	$4,742.41
Arvest Bank Loan	$5,523.91
Arkansas Electric Co.	$15,365.14
BancFirst	$2,890.09
Cherokee Termite & Pest Control	$190.00
Cintas Corporation	$946.78
City, Light & Water	$60,405.05
City of Tahlequah - City Treasurer	$168,889.59
Compu-Time Corporation	$255.00
Department of Environmental	$62.00
Employee Benefits	$347.60
Gerald Halpain	$288.00
Grand River Dam Authority	$799,920.23
Holloway, Updike & Bellen, Inc	$68,400.00
Infinisource	$1,199.95
JD Young	$61.67
Lake Region Electric	$412.46
Mail Mart	$19.23
NCL of Wisconsin	$337.39
Oklahoma Municipal	$499.00
Oklahoma One Call System	$741.25
OMUSA	$3,661.00
Pitney Bowes	$234.99
Raymond Bandy	$234.20
Roy Kliest	$2,072.82
Tahlequah Public Works Authority	$18,290.48
US Postmaster	$249.01
Verizon Wireless	$589.46
Payroll	$301,873.94

Less	$209,708.91
TOTAL	$1,378,579.74

Mr. Rozell entertained a motion to approve the Consent Agenda, so moved by Mr. Wright and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Mr. Wright, and Mr. Rozell NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – There were no guest present.

2. Discussion & Possible Action to approve financial report for January 2019 – Ms. Gail Dotson, Office Manager, reported the Electric Department revenue was $1,322,798.03; operating expenditures were $1,148,326.40 leaving a net income of $174,471.63. The Water System and Water Treatment Plant operating revenue was $314,240.09; operating expenditures for the Water Department were $228,157.44; the operating expenditures for the Water Treatment Plant were $114,250.75 leaving a net loss of $28,168.10. The Sewer System & Wastewater Treatment Plant operating revenue was $236,865.09; the operating expenditures for the Sewer Department expenditures were $113,145.02; expenditures for the Wastewater Treatment Plant were $122,044.57 leaving a net income of $1,675.50. Warehouse expenditures was $45,237.81 and that was reallocated to Electric, Water, and Sewer. Administrative revenue was $10,804.17 and that was also reallocated to Electric, Water, and Sewer. The non-operating revenue for Administrative was $158,343.01. The Administration operating expenditures were $139,500.66. The non-operating expenditures were $60,405.05 leaving a net income of $97,937.96 for Administration. Total net income for all departments is $245,916.99.

   Capital Expenditures for January in the Electric Department was $9,302.89; Water Department was zero; Sewer Department was $1,603.99; Wastewater Treatment Plant was $68,400.00; Administration was $2,263.71; Warehouse was zero, and Water Treatment Plant was zero making a total for Capital Expenditures of $81,570.59.

   Pages 37-47 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

   Ms. Dotson noted there would be three vehicles on the lease purchase report pay off in the month of March.

Mr. Rozell entertained a motion to approve the financial report for January 2019, so moved by Mr. Wright and seconded by Mr. Highers.
Roll Call: AYE: Mr. Wright, Mr. Rozell, and Mr. Highers NAY: None.

3. Discussion & Possible Action regarding Funding in accordance with Reserve Fund Policy. RE: Primary & Secondary Reserve – Mr. Doublehead stated per the policy, in the past the amounts have been invested in the Reserves. His recommendation along with Ms. Dotson, is to not put the monies in Reserves, instead leave it in the General Fund. Mr. Doublehead further stated his understanding when the policies were set up there would be times it would be necessary to leave the monies in the General Fund versus moving the funds.

Mr. Wright made a motion to approve leaving the $103,971.69 in the General Fund as per the recommendation of the General Manager and the Office Manager and seconded by Mr. Highers.
Roll Call: AYE: Mr. Wright, Mr. Rozell, and Mr. Highers NAY: None.

4. Discussion & Possible Action to approve Disbursement Request #2 from DWSRF for Reimbursement of Expenses for Engineering Expenses (Holloway, Updike and Bellen, Inc.) totaling $38,769.99 – Mr. Doublehead explained these expenditures reflect the amounts to be reimbursed for Engineering services from the Drinking Water State Revolving Fund.

Mr. Highers made a motion to approve Disbursement Request #2 from DWSRF for Reimbursement of Expenses for Engineering Expenses (Holloway, Updike and Bellen, Ince.) totaling $38,769.99 and seconded by Mr. Wright.
Roll Call: AYE: Mr. Rozell, Mr. Highers, and Mr. Wright NAY: None.

5. Discussion & Possible Action to approve Invoice # 3 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $45,950.00 – Mr. Updike passed out a packet outlining the drawings and specs for the Wastewater Improvements.

   ** Dr. Baker arrived at the meeting at 9:18 AM.

   Mr. Updike reported the Electric lines to and from the flow equalization #2 will need to be modified. He has spoken with GRDA regarding the relocation of the poles without having the move the lines. Mr. Updike also reported they are still working on the environmental issues.

Mr. Rozell entertained a motion to approve Invoice # 3 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $45,950.00, so moved by Mr. Wright and seconded by Dr. Baker.
Roll Call: AYE: Mr. Highers, Dr. Baker, Mr. Wright, and Mr. Rozell NAY: None.

6. Engineer's Report – Mr. Updike started his report by updating the Board on the Water Treatment Plant. The loans have been closed and the pre-construction conferences with the contractors have been held. The contractors will be mobilizing within the coming weeks. Mr. Updike has begun reviewing their equipment submittals. He has received a schedule of work from Huffman Construction that lays out the work to be completed by structure along with expected completion dates of each task.

7. General Manager's Report – Mr. Doublehead informed the Board that Tahlequah Public Works Authority claimed the 2019 title of America's Best Tasting Drinking Water at the 20th Anniversary of the Great American Water Taste Test, held Feb. 6, in Washington, D.C., as part of the Rural Water Rally. He also stated he has received a letter from a customer, Mr. Stephens, extending his thanks and appreciation to the tree trimming crew.

   Mr. Doublehead reported meetings have gotten underway regarding the rate structure with more scheduled within the following weeks. Mr. Rick Smith will be sending calculations to compare to. A meeting with the GRDA Customer Group is schedule for Tuesday, February 19, 2019 in Claremore, Oklahoma.

   **Mr. Jerry Linn, Water Treatment Plant Superintendent arrived at the meeting at 9:24 AM.

   In closing, Mr. Doublehead informed the Board the office will be closed on Monday, February 18, 2019 in observance of President's Day.

8. Attorney's Report – No report.

9. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Mr. Rozell entertained a motion to adjourn, so moved by Mr. Wright and seconded by Mr. Rozell.

Roll Call: AYE: Mr. Wright, Mr. Rozell, Mr. Highers, and Dr. Baker NAY: None.

Meeting adjourned at 9:34AM.

Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

MARCH 15, 2019

Mr. Herb Rozell, Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members were present, including Legal Counsel.

Other Attendees: Mr. Mike Doublehead, General Manager, Ms. Gail Dotson, Office Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Darrell Curtis, Wastewater Treatment Plant Foreman, Mr. Barry Tucker, Wastewater Collections Director, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Erin Butler, Human Resources, Ms. Beth Bailey, Accountant, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Chris Hall, WTP, Mr. Jay Updike/Mr. Steve Tolar from HUB, Mr. Dan Sullivan/Mr. Jerry Cook/Mr. Ed Fite from GRDA, Ms. Sue Catron, Mayor Elect, and Ms. Dana Eversole.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of February 15, 2019 Regular Board Meeting.

Mr. Spears made a motion to approve the Consent Agenda and seconded by Mr. Highers.
Roll Call: AYE: Mr. Rozell, Mr. Highers, Dr. Baker, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. General Manager's Report – No report.

2. Attorney's Report – No report.

3. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Rozell entertained a motion to adjourn the meeting, so moved by Mr. Highers and seconded by Mr. Wright
Roll Call: AYE: Mr. Highers, Dr. Baker, Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

Meeting adjourned at 9:03AM.

Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

MARCH 15, 2019

Mr. Herb Rozell, Chairman, called the meeting to order at 9:05AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members were present, including Legal Counsel.

Other Attendees: Mr. Mike Doublehead, General Manager, Ms. Gail Dotson, Office Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Darrell Curtis, Wastewater Treatment Plant Foreman, Mr. Barry Tucker, Wastewater Collections Director, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Erin Butler, Human Resources, Ms. Beth Bailey, Accountant, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Nick Grogan, Wastewater Collections Foreman, Mr. Chris Hall, WTP, Mr. Jay Updike/Mr. Steve Tolar from HUB, Mr. Dan Sullivan/Mr. Jerry Cook/Mr. Ed Fite from GRDA, Ms. Sue Catron, Mayor Elect, and Ms. Dana Eversole.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of February 15, 2019 Regular Board Meeting.
2. Approve regular claims.
3. Approve debit card expenditures.

The itemized list of claims for a total of $1,497,810.86 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
02/14/2019 through 03/14/2019

AT&T	$49.63
Aramark (uniforms)	$179.27
Arvest Equipment Finance	$1,461.99
BancFirst	$2,534.80
Brite Window Cleaning	$472.00
Cintas Corporation	$473.39
City, Light & Water	$2,700.00
Cox Business	$2,182.08
England Ford, INC	$96,323.00
Dana Eversole	$1,000.00
Government Account (Pikepass)	$6.15
Lake Region Electric	$7,769.61
Northeast Okla Public Facilities Auth	$4,662.43
Oklahoma Water Resource	$150.00
Oklahoma Rural Water Conference	$750.00
OMUSA	$70.00
Tahlequah Public Works Authority	$64,091.01
US Postmaster	$1,918.00
Verizon Wireless	$175.21
Dish	$163.50

AT&T	$618.98
AT&T (Tenkiller T-Line)	$810.40
Aramark (uniforms)	$176.79
Arvest Equipment Finance	$4,748.49
Arvest Bank Loan	$5,523.91
BancFirst	$2,890.09
Cintas Corporation	$1,420.17
City, Light & Water	$67,330.18
City of Tahlequah - City Treasurer	$165,053.40
Department of Environmental	$124.00
Employee Benefits	$352.00
Grand River Dam Authority	$873,325.84
Holloway, Updike & Bellen, Inc	$45,950.00
Lake Region Electric	$108.94
Oklahoma Tax Commission	$93.00
Roy Kliest	$2,072.82
Tahlequah Public Works Authority	$23,574.84
Trail Quip Plus, LLC	$8,560.00
US Postmaster	$2,141.02
Payroll	$299,230.03
Less	$193,426.11
TOTAL	$1,497,810.86

Mr. Rozell entertained a motion to approve the Consent Agenda, so moved by Mr. Highers and seconded by Mr. Wright.
Roll Call: AYE: Mr. Highers, Dr. Baker, Mr. Wright, and Mr. Rozell NAY: None ABSTAIN: Mr. Spears.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Rozell welcomed Mr. Dan Sullivan, Mr. Jerry Cook, Mr. Ed Fite, and Ms. Sue Catron.

2. Discussion & Possible Action to approve financial report for February 2019 – Ms. Gail Dotson, Office Manager, reported the Electric Department revenue was $1,448,536.11; operating expenditures were $957,854.62 leaving a net income of $490,681.49. The Water System and Water Treatment Plant operating revenue was $328,255.63; operating expenditures for the Water Department were $180,108.20; the operating expenditures for the Water Treatment Plant were $99,963.32 leaving a net income of $48,184.11. The Sewer System & Wastewater Treatment Plant operating revenue was $270,476.09; the operating expenditures for the Sewer Department expenditures were $65,067.08; expenditures for the Wastewater Treatment Plant were $142,677.36 leaving a net income of $62,731.65. Warehouse expenditures was $39,283.19 and was reallocated to Electric, Water, and Sewer. Administrative revenue was $14,170.29 and was also reallocated to Electric, Water, and Sewer. The non-operating revenue for Administrative was $41,572.07. The Administration operating expenditures were $127,546.01. The non-operating expenditures were $67,330.18 leaving a net loss of $25,758.11 for Administration. Total net income for all departments is $423,180.23.

   Capital Expenditures for February in the Electric Department was $11.26; Water Department was $55,076.00; Sewer Department was $51,023.39; Wastewater Treatment Plant was $45,950.00;

Administration was $1,593.65; Warehouse was zero, and Water Treatment Plant was $22,857.49 making a total for Capital Expenditures of $176,511.79.

Pages 31-41 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

Ms. Dotson noted the lower amount on the non-operating revenue for Administration is due to not receiving the cities check for the sales tax and bond payment for the month of February. She further noted we have since received the check for the month of February and will reflect in the March Financial statement.

Mr. Rozell entertained a motion to approve the financial report for February 2019, so moved by Dr. Baker and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Rozell, Mr. Highers, and Dr. Baker NAY: None.

3. Discussion & Possible Action regarding Surplus Bid Items – Mr. Rozell stated these items were from the house that was tore down in order for the Administration office to be constructed.

   Mr. Doublehead's recommendation would be to award the surplus bid to the highest bidder. Mathew Wheeler with a top bid of $381.00 for the garage doors, Wesley Hahn with a top bid of $1,227.13 for the HVAC, Michael Richardson with a top bid of $5.00 for the Lights, Herbert Littleton Properties with a top bid of $16.00 for the Oven, and Cassie Wilkinson with a top bid of $75.00 for the Water Heater. There were no bids for the Cabinet doors/drawers or the Doors.

Mr. Spears made a motion to approve the sale of the Surplus Bid Items to the highest bidder and seconded by Mr. Wright.
Roll Call: AYE: Mr. Wright, Mr. Rozell, Mr. Highers, Dr. Baker, and Mr. Spears NAY: None.

4. Discussion & Possible Action to approve Disbursement Request #3 from DWSRF for Reimbursement of Expenses for Engineering Expenses (Holloway, Updike and Bellen, Inc.) totaling $4,610.00 – Mr. Updike explained these expenditures reflect the amounts invoiced in January to be reimbursed for Engineering services from the Drinking Water State Revolving Fund.

Mr. Highers made a motion to approve Disbursement Request #3 from DWSRF for Reimbursement of Expenses for Engineering Expenses (Holloway, Updike and Bellen, Ince.) totaling $4,610.00 and seconded by Mr. Wright.
Roll Call: AYE: Mr. Rozell, Mr. Highers, Dr. Baker, Mr. Spears, and Mr. Wright NAY: None.

5. Discussion & Possible Action to approve Disbursement Request #4 from DWSRF for Reimbursement of Expenses for Engineering Expenses (Holloway, Updike and Bellen, Inc.) totaling $6,755.00 – Mr. Updike explained these expenditures reflect the amounts invoiced in February to be reimbursed for Engineering services from the Drinking Water State Revolving Fund.

Mr. Highers made a motion to approve Disbursement Request #4 from DWSRF for Reimbursement of Expenses for Engineering Expenses (Holloway, Updike and Bellen, Ince.) totaling $6,755.00 and seconded by Mr. Wright.
Roll Call: AYE: Mr. Highers, Dr. Baker, Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

6. Engineer's Report – Mr. Tolar started his report by updating the Board on the Water Treatment Plants. Crossland Construction, who has the Tenkiller Plant Project, is anticipating being mobilized towards the end of April. Crossland Construction has submitted their equipment submittals and HUB is half way through the review process. Huffman Construction at the Teehee Plant has mobilized. Huffman staff

has been on the site for a few weeks and construction for the foundation on the new chemical feed building, has begun.

Mr. Updike reported the Wastewater Treatment Plant is approximately 60% through the final plans. A meeting is scheduled for Thursday, March 21, 2019 at noon with the Historical Society, the Archeology Society, the Cherokee Nation, TPWA and Mr. Updike at the WWTP site to evaluate the concerned impact of the project on the historical site adjacent to the WWTP. Mr. Updike does not predict any impact on the historical site. He also stated a response has been received from the Archeology Society on Dr. Henry's report. The letter states the Archeology Society is satisfied with Dr. Henry's finding of no significant impact.

As far as the specs and plans for the WWTP, the Electrical Engineer is still making revisions and is hoping to finish around June of this year. After the plans are complete, they will be submitted to the DEQ for approval and hopefully be going out for bids this fall.

7. General Manager's Report – Mr. Doublehead reported the ongoing meetings on the rate structures. This past week the financial committee met with Mr. Spears and are hoping to meet with Mr. Highers after spring break to get their input. He also reported the process for budgeting has begun.

   Mr. Doublehead is pleased to announce Brittany Canard has returned to work from maternity leave and glad to have her back on board. Ms. Miranda King has transferred to the Billing Department to fill the vacancy of Ms. Donna Stewart who has retired. Ms. Wanda Jones's retirement party is scheduled for Thursday, March 28, 2019 at noon in the board room, everyone is welcome to attend. Additionally, Ms. Gail Dotson has submitted her letter of intent to retire on July 05, 2019

   Mr. Doublehead stated GRDA is present, and Mr. Dan Sullivan would like a moment to speak to the board with their approval. Mr. Rozell granted Mr. Sullivan permission.

   Mr. Sullivan thanked the city of Tahlequah for their continued partnership with GRDA. His hope for cities like Tahlequah, who has been a customer of GRDA's since 1947 continues to be successful. Mr. Sullivan stated the Board of GRDA recently put in place effective April 01, 2019, a new rate structure. He explained this new policy is not a rate increase but a restructuring of how they will calculate the rates for all of their customers due to the growing demand of other energy sources. In closing, Mr. Sullivan thanked everyone again and asked to keep in touch on how GRDA can better serve TPWA so TPWA can continue to serve our community.

   Mr. Doublehead stated he did not have anything else to report.

8. Attorney's Report – No report.

9. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Mr. Rozell entertained a motion to adjourn, so moved by Mr. Highers and seconded by Mr. Wright.
Roll Call: AYE: Dr. Baker, Mr. Spears, Mr. Wright, Mr. Rozell, and Mr. Highers NAY: None.

Meeting adjourned at 9:46AM.

Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

APRIL 19, 2019

Mr. Herb Rozell, Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members and Legal Counsel were present, with the exception of Mr. Highers. Mr. Rozell entertained a motion to excuse his absence, so moved by Mr. Spears and seconded by Mr. Wright.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Ms. Gail Dotson, Office Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Darrell Curtis, Wastewater Treatment Plant Foreman, Mr. Nick Grogan, Wastewater Collections Foreman, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Accountant, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Matt Wilson, Purchasing Agent, Mr. Jay Updike with HUB, Mr. Jerry Cook with GRDA, Mr. Chuck Paine/Mr. Pete Towne with Gallagher Insurance, Mr. Ed Brocksmith with Save the Illinois River, and Ms. Dana Eversole.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of March 15, 2019 Regular Board Meeting.

Mr. Wright made a motion to approve the Consent Agenda and seconded by Mr. Spears.
Roll Call: AYE: Mr. Rozell, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. Discussion & Possible Action to accept the resignation of Dr. Isabel Baker – Mr. Doublehead stated a copy of the letter received from Dr. Isabel is in the Board Packet. In her letter, she states for personal and health issues it is in her best interest she should resign.

   Mr. Rozell recommended for the Board to write a letter of appreciation for her services and wish her well.

Mr. Wright made a motion to accept the resignation of Dr. Isabel Baker and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Rozell NAY: None.

2. General Manager's Report – No report.

3. Attorney's Report – No report.

4. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Rozell entertained a motion to adjourn the meeting, so moved by Mr. Wright and seconded by Mr. Spears.

Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

Meeting adjourned at 9:04AM.

Jack L. Spears

Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

APRIL 19, 2019

Mr. Herb Rozell, Chairman, called the meeting to order at 9:05AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members and Legal Counsel were present, with the exception of Mr. Highers. Mr. Rozell entertained a motion to excuse his absence, so moved by Mr. Wright and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Ms. Gail Dotson, Office Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Darrell Curtis, Wastewater Treatment Plant Foreman, Mr. Nick Grogan, Wastewater Collections Foreman, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Accountant, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Matt Wilson, Purchasing Agent, Mr. Jay Updike with HUB, Mr. Jerry Cook with GRDA, Mr. Chuck Paine/Mr. Pete Towne with Gallagher Insurance, Mr. Ed Brocksmith with Save the Illinois River, and Ms. Dana Eversole.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of March 15, 2019 Regular Board Meeting.
2. Approve regular claims.
3. Approve debit card expenditures.

The itemized list of claims for a total of $1,342,488.93 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
03/14/2019 through 04/18/2019

AT&T	$240.70
AT&T Long Distance	$27.76
Alerus Financial	$500.00
American Municipal	$314.14
Aramark (uniforms)	$746.15
Arvest Equipment Finance	$1,461.99
BancFirst	$2,534.80
Caselle, INC	$2,543.00
Cintas Corporation	$473.44
City, Light & Water	$2,700.00
Compu-Time Corp.	$255.00
Cox Business	$2,178.62
Dana Boren	$1,000.00
Government Account (Pikepass)	$19.50
Lake Region Electric	$7,676.61
Northeast Okla Public Facilities Auth	$5,848.81
Oklahoma Municipal	$2,817.00

Oklahoma Water Resource	$957.88
Oklahoma Rural Water Association	$250.00
Tahlequah Cable Television	$194.36
Tahlequah Daily Press	$19.43
Tahlequah Public Works Authority	$73,675.58
Bill Knight Ford	$37,732.00
US Postmaster	$2,179.43
Andrew Wilcoxen	$1,020.00
Wight Office Machines	$164.34
Itron, INC.	$4,414.42
Verizon Wireless	$895.71
Dish	$163.50
AT&T	$696.67
AT&T (Tenkiller T-Line)	$810.40
Aramark (uniforms)	$190.10
Arvest Equipment Finance	$567.62
Arvest Bank Loan	$5,523.91
APAC-CENTRAL, INC.	$465.78
BancFirst	$2,890.09
Cintas Corporation	$1,420.17
City, Light & Water	$70,614.90
City of Tahlequah - City Treasurer	$173,430.19
CNA SURETY	$1,475.09
Department of Environmental	$248.00
Employee Benefits	$352.00
Gerald Halpain	$600.00
Grand River Dam Authority	$800,759.75
JD Young	$105.60
Lake Region Electric	$108.94
NCL of Wisconsin	$3,453.02
Oklahoma Tax Commission	$44.00
Tahlequah Public Works Authority	$7,187.86
Tommy Nix Auto Group	$91.16
Shelly Turtle	$70.00
US Postmaster	$2,138.27
Wight Office Machines	$109.00
Green Country Shredding	$175.00
Payroll	$300,705.99
Less	$184,748.75
TOTAL	$1,342,488.93

Mr. Rozell entertained a motion to approve the Consent Agenda, so moved by Mr. Wright and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Rozell welcomed Mr. Ed Brocksmith, Mr. Chuck Paine, Mr. Pete Towne, and Mr. Jerry Cook.

2. Discussion & Possible Action to accept the resignation of Dr. Isabel Baker – Mr. Doublehead stated it has been a pleasure to have Dr. Baker on the Board and will be missed.

   Mr. Rozell commented that it has been a pleasure to work with now and in the past.

Mr. Spears made a motion to accept the resignation of Dr. Isabel Baker and seconded by Mr. Wright.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Rozell NAY: None.

3. Discussion & Possible Action to approve financial report for March 2019 – Ms. Beth Bailey, Accountant, reported the Electric Department revenue was $1,344,995.28; operating expenditures were $1,143,536.74 leaving a net income of $201,458.54. The Water System and Water Treatment Plant operating revenue was $261,406.86; operating expenditures for the Water Department were $294,159.26; the operating expenditures for the Water Treatment Plant were $158,610.08 leaving a net loss of $191,362.48. The Sewer System & Wastewater Treatment Plant operating revenue was $231,655.84; the operating expenditures for the Sewer Department expenditures were $141,522.84; expenditures for the Wastewater Treatment Plant were $181,173.61 leaving a net loss of $91,040.61. Warehouse expenditures was $53,727.95 and was reallocated to Electric, Water, and Sewer. Administrative revenue was $16,995.65 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were $181,638.40 and also reallocated to Electric, Water, and Sewer leaving a net operating loss of $164,642.75. The non-operating revenue for Administrative was $268,533.64. The non-operating expenditures were $70,614.90 leaving a net income of $197,918.74 for Administration. Total net income for all departments is $116,974.19.

   Capital Expenditures for March in the Electric Department was zero; Water Department was zero; Sewer Department was $328.00; Wastewater Treatment Plant was zero; Administration was $2,507.77; Warehouse was zero, and Water Treatment Plant was $37,732.00 making a total for Capital Expenditures of $40,567.77.

   Pages 35-45 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

   Ms. Bailey noted this month Board members have a copy of the Investment Report.

   Mr. Wright asked if the billing error they were notified of reflected in this Financial Report. Ms. Bailey stated this Financial Statement reflects the correct numbers after the billing error was corrected. He further asked if there was a procedure in place in the system that denotes if there is a higher than normal usage. Ms. Bailey replied not within the system, but the Billing Department has taken extra measures to checking accounts to avoid another occurrence in the future.

Mr. Rozell entertained a motion to approve the financial report for March 2019, so moved by Mr. Wright and seconded by Mr. Spears
Roll Call: AYE: Mr. Wright, Mr. Rozell, and Mr. Spears NAY: None.

4. Discussion & Possible Action to approve Health Insurance coverage for 2019-2020 – Mr. Chuck Paine passed out a binder for all Board Members explaining the coverages for 2019-2020. He stated

Community Care started out with a 13% increase and he has been able to negotiate it down to a 9% increase. There are two plans in place currently. The first one is with Insure Oklahoma which is for employees who qualify based off income and family size. Last year the reimbursement from Insure Oklahoma was approximately $140,000.00. The second plan represents what 90% of employees are on. It is a higher $6,350.00 deductible plan where the employees pay the first $1,000.00 of the deductible and the other $4,000.00 is reimbursable to the employee.

Mr. Paine explained the second page covers the HMO plan Community Care provides. He explained the HMO plan is where the employee picks a primary care physician and able to see any specialist of their choice. By adding this product, it will reduce the renewal rate down to 6%.

The third page covers the proposal from Blue Cross Blue Shield. He stated the Blue Cross and Blue Shield is the plan he is recommending TPWA to move to. This plan is almost identical to the plan TPWA currently has with Community Care but with a few differences.

Mr. Rozell asked what the overall savings would be by switching back to Blue Cross Blue Shield. Mr. Paine replied it would be a 2.5% difference or a $75,000.00 savings a year. Mr. Rozell further asked if by switching would there be a problem with a member who is currently using the plan. Mr. Paine stated there has not been any in the past and does not anticipate any this time if the Board decides to change. He further stated another benefit for switching to Blue Cross Blue Shield for example if a member needed to visit the Mayo Clinic in Florida or elsewhere the member will be able to use their plan due to Blue Cross having a nationwide network.

Mr. Paine concluded his presentation briefly informing the Board he also received quotes from United Health Care which came in 16% higher on their PPO Plan and slightly lower on their HMO Plan but is very restricted. Aetna declined a quote due to them not being able to be competitive. In closing he recommended to stay with MetLife for Dental and Vision.

Mr. Towne briefly spoke about the voluntary benefits available to the employees. His recommendation would be to switch from Aflac to Guardian. In his opinion, Guardian will provide the employees more money in their pocket.

Mr. Rozell entertain a motion to approve the Health Insurance Coverage through Blue Cross Blue Shield of Oklahoma for 2019-2020, so moved by Mr. Wright and seconded by Mr. Spears.
Roll Call: AYE: Mr. Rozell, Mr. Spears, and Mr. Wright NAY: None.

5. Discussion & Possible Action regarding Economic Development Rider Service Agreement with GRDA – Mr. Jerry Cook stated GRDA has excess compacity that is being underutilized. The GRDA Board has adopted by recommendation of the staff to offer a limited time compacity agreement. The agreement is set up where cities can sign up for one of two programs. EDRS 1 has an opportunity for communities to apply for a $1.50 demand credit on any new manager 500kw business. This plan is for cities who are recruiting and expanding in industrial parks or large businesses. The EDRS 2 is for any new load, whether it is a business or residential, that starts in the month of the acceptance of this agreement will be credited a $1.50 per kw.

   Mr. Cook's recommendation would be to accept the Economic Development Rider Service Agreement II.

Mr. Rozell entertained a motion to approve the Economic Development Rider Service Agreement WP-EDSR-II with GRDA, so moved by Mr. Wright and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

6. Discussion & Possible Action to approve Roof Replacement on The Light Plant Building at 625 W. Keetoowah Street – Mr. Doublehead stated two bids were submitted from ABBCO Roofing with a bid of $58,750.00 and Today's Roofing bid at $58,150.00. Mr. Doublehead asked Mr. Mike Richardson if both companies were qualified bidders and meet all the bid requirements. Mr. Richardson replied both bidders were qualified but he did not add the bonding on the requirements.

   Mr. Rozell asked why bonding requirements were not included in the sealed bid. Mr. Richardson said they were able to get a better price without requiring a bond. Mr. Harvey stated in the competitive bidding act when the amount exceeds $50,000.00 companies are required to be bonded. Mr. Harvey recommend tabling the agenda item and begin the bid process over and require bonding.

Mr. Rozell entertained a motion to table the action to approve Roof Replacement on The Light Plant Building at 625 W. Keetoowah Street, so moved by Mr. Wright and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

7. Discussion & Possible Action to approve Disbursement Request #5 from DWSRF for Reimbursement of Expenses for Engineering and Inspection Services (Holloway, Updike and Bellen, Inc.) totaling $14,800.00 – Mr. Updike explained these expenditures reflect the monthly bill for the Construction Phase and Inspection Services for both Water Treatment Plants.

Mr. Rozell entertained a motion to approve Disbursement Request #5 from DWSRF for Reimbursement of Expenses for Engineering and Inspection Services totaling $14,800.00, so moved by Mr. Spears and seconded by Mr. Wright.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

8. Discussion & Possible Action to approve Contractors Application for Payment #1 from DWSRF for Reimbursement of Expenses for Huffman Construction, LLC totaling $275,894.44 – Mr. Updike stated this is the first payment request from Huffman Construction for the Teehee Water Plant. Huffman Construction has mobilized and has the foundation for the storage building formed and ready to pour concrete. They have also installed some chemical feed and electrical lines.

Mr. Rozell entertained a motion to approve Contractors Application for Payment #1 from DWSRF for Reimbursement of Expenses for Huffman Construction, LLC totaling $275,894.44, so moved by Mr. Wright and seconded by Mr. Spears.
Roll Call: AYE: Mr. Wright, Mr. Rozell, and Mr. Spears NAY: None.

9. Discussion & Possible Action to approve Invoice #4 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $25,050.00 – Mr. Updike explained this invoice reflects the amounts invoiced in March for Engineering Services on the Preliminary Design for the Wastewater Treatment Plant. He expects the final design to be finished within the next three months.

Mr. Wright made a motion to approve Invoice #4 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $25,050.00 and seconded by Mr. Spears.
Roll Call: AYE: Mr. Rozell, Mr. Spears, and Mr. Wright NAY: None.

10. Discussion & Possible Action to approve Invoice #5 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $26,000.00 – Mr. Updike stated this Invoice reflects 20% of the cost of the Final Design for the Wastewater Treatment Plant Improvements.

Mr. Wright made a motion to approve Invoice #5 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $26,000.00 and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

11. Discussion & Possible Action to Consider Amendment No. 1 to Agreement for Engineering Services with Holloway, Updike and Bellen, INC to prepare the Environmental Information Document as required by the Oklahoma Water Resources Board for the proposed improvements to the Wastewater Treatment Plant totaling $22,500.00 – Mr. Updike stated he has meet with the Historical Society, Archeological Society, and the Cherokee Nation. A mitigation project was proposed to plant trees along the West side of the property. The Cherokee Nation liked the idea but requested a few changes. The original plan had Pine trees to be planted. Their recommendation was a combination of Oak and Pecan trees along with some Cane plants. Mr. Updike stated they have changed the design to meet the Nations request and has submitted it the Nation for their approval.

    Mr. Updike further stated the Amendment is a requirement of the Oklahoma Water Resources Board for Applicants applying for Federal Money for the Improvements of Wastewater Treatment. This agreement will allow HUB to prepare the Environmental Information Document on behalf of TPWA. The outline they plan to follow is similar to what they have done in the past for other Wastewater Plant projects. His office will contact 26 different agencies to gather comments on the project along with a public hearing.

Mr. Rozell entertained a motion to approve the Amendment No. 1 to Agreement for Engineering Services with Holloway, Updike and Bellen, INC to prepare the Environmental Information Document as required by the Oklahoma Water Resources Board for the proposed improvements to the Wastewater Treatment Plant totaling $22,500.00, so moved by Mr. Wright and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

12. EXECUTIVE SESSION: As provided for in the Open Meetings Act Title 25, Section 307b.3 regarding the purchase or appraisal of real property. RE: Young Property

    Mr. Chaffin stated it was in his opinion and recommendation to enter into Executive Session for this topic.

Mr. Rozell entertained a motion to enter Executive Session at 10:15AM, so moved by Mr. Spears and seconded by Mr. Wright.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

At 10:39AM, Mr. Wright made a motion to enter Regular Session and seconded by Mr. Spears.
Roll Call: AYE: Mr. Wright, Mr. Rozell, and Mr. Rozell NAY: None.

13. Possible Action on Executive Session item Purchase or appraisal of real property RE: Young Property – Mr. Rozell stated that no action was taken on the Young Property.

14. Engineer's Report – Mr. Updike stated his report consisted of information covered in agenda items number 7 through 11.

15. General Manager's Report – Mr. Doublehead began his report by thanking Mr. Rozell for his service on Tahlequah Public Works Authority Board. He presented the Board the Gold Medal Award that was accepted during the Oklahoma Rural Water Association Conference for the 2019 Best Tasting Water in the United States of America.

Mr. Doublehead also stated Mark Gish has recently been appointed to serve on the TPWA Board and will look for him to join during the May Meeting. Congratulations to Mr. Darrell Curtis for filling the roll and responsibilities of Wanda Jones as the Wastewater Superintendent. He would also like to congratulate David Lindsey and his wife on the birth of Ryan Keith, who was born on April 14, 2019.

To conclude his report Mr. Doublehead stated TPWA would not settle for being number 1 last year but will continue with the efforts to provide the community with the Best Water in the United States.

16. Attorney's Report – No report.

Mr. Rozell stated it has been a pleasure to work with good people. To the staff, it has been a great pleasure. He learned along time ago, if you have a successful business of any sort the staff people are the ones that makes the difference. Without a good staff you will accomplish nothing. In closing, he thanked the Board and Legal Counsel for all their hard work and friendship.

17. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Mr. Rozell entertained a final motion to adjourn, so moved by Mr. Wright and seconded by Mr. Spears.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Rozell NAY: None.

Meeting adjourned at 10:46AM.

Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

MAY 17, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members were present, with the exception of, Legal Counsel, Mr. Chaffin. Mr. Spears entertained a motion to excuse his absence, so moved by Mr. Wright and seconded by Mr. Highers.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Highers NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Accountant, Ms. Erin Butler, Human Resources, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar with HUB, Mr. Jerry Cook with GRDA, Mr. Mason Mulry with GRDA, Mr. Ed Fite with GRDA, Mr. Craig Cromley with AT&T, Mr. Kelly Matheson with ORWA, Mr. Cory Beights with ODEQ, Ms. Dana Eversole, Mr. Mark Gish, and Ms. Patty Skinner.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of April 19, 2019 Regular Board Meeting.

Mr. Highers made a motion to approve the Consent Agenda and seconded by Mr. Wright
Roll Call: AYE: Mr. Highers, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. Discussion & Possible Action to appoint Board Member Mr. Mark Gish – Mr. Spears stated the Mayor has chosen Mr. Gish to replace Mr. Rozell's seat on the Board.

Mr. Wright made a motion to accept the appointment of Mark Gish to the Tahlequah Municipal Utility Board and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Mr. Spears, and Mr. Wright NAY: None.

Mr. Doublehead asked if Mr. Gish would join Ms. Steeley to the podium. Ms. Steeley presented Mr. Gish with the Loyalty Oath to recite and swear to in her presence. After reciting the Oath, Mr. Gish and Ms. Steeley signed the document and his appointment was made official.

2. Discussion & Possible Action to appoint a Board Member to replace Dr. Isabel Baker – Mr. Wright made a motion to appoint Patty Skinner as a replacement for Dr. Isabel Baker on the Tahlequah Municipal Utility Board and seconded by Mr. Highers.

Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

Mr. Doublehead asked if Ms. Skinner would join Ms. Steeley to the podium. Ms. Steeley presented Ms. Skinner with the Loyalty Oath to recite and swear to in her presence. After reciting the Oath, Ms. Skinner and Ms. Steeley signed the document and her appointment was made official.

3. General Manager's Report – No report.

4. Attorney's Report – No report.

5. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Wright made a motion to adjourn the meeting and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

Meeting adjourned at 9:06AM.

Jack L. Spears
Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

MAY 17, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:07AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members were present, with the exception of, Legal Counsel, Mr. Chaffin. Mr. Wright made a motion to excuse his absence and seconded by Mr. Highers.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Highers NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Accountant, Ms. Erin Butler, Human Resources, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar with HUB, Mr. Jerry Cook with GRDA, Mr. Mason Mulry with GRDA, Mr. Ed Fite with GRDA, Mr. Craig Cromley with AT&T, Mr. Kelly Matheson with ORWA, Mr. Cory Beights with ODEQ, Ms. Dana Eversole, Mr. Mark Gish, and Ms. Patty Skinner.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of April 19, 2019 Regular Board Meeting.
2. Approve regular claims.
3. Approve debit card expenditures.

The itemized list of claims for a total of $1,490,376.91 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
04/18/2019 through 05/16/2019

AT&T	$150.45
AT&T Long Distance	$23.00
Advance Auto Parts	$806.63
American Municipal	$489.51
Aramark (uniforms)	$381.77
Arvest Equipment Finance	$1,461.99
AT&T One Net	$3.83
BancFirst	$2,534.80
Carter Chevrolet	$59,594.00
Cintas Corporation	$473.99
City, Light & Water	$2,200.00
Compu-Time Corp.	$260.50
Cox Business	$2,183.13
Department of Environmental	$62.00
DEQ - Administrative	$124.00
Employee Benefits	$343.20
Dana Eversole	$1,144.00

Guard Tronic, INC	$19.95
Government Account (Pikepass)	$16.25
Keys Lawn and Garden	$260.35
IMSA	$1,138.00
Lake Region Electric	$7,430.00
Lake Region Electric	$429.55
Northeast Okla Public Facilities Auth	$5,043.28
Oklahoma Tax Commission	$260.00
Pitney Bowes	$1,020.99
Raymond Bandy	$1,716.18
Roy Kliest	$2,072.82
Sadler Paper Company	$602.24
Solomon Corporation	$19,200.00
Tahlequah Cable Television	$198.82
Tahlequah Public Works Authority	$71,737.52
US Postmaster	$3,729.60
Verizon Wireless	$834.71
Dish	$163.50
AT&T	$579.04
AT&T (Tenkiller T-Line)	$810.40
Alerus Financial	$4,405.60
Arvest Equipment Finance	$567.62
Arvest Wealth Management	$5,149.38
Arvest Bank Loan	$5,523.91
BancFirst	$2,890.09
City, Light & Water	$73,956.91
City of Tahlequah - City Treasurer	$181,320.12
Grand River Dam Authority	$809,659.61
Holloway, Updike & Bellen, INC	$73,550.00
Robert Patrick	$2,638.00
Roy Kliest	$2,072.82
Tahlequah Public Works Authority	$13,242.00
US Postmaster	$242.07
Utility Supply Company	$31,116.72
Xerox Corporation	$39.22
Payroll	$308,711.80
Less	$214,208.97
TOTAL	$1,490,376.90

Mr. Spears entertained a motion to approve the Consent Agenda, so moved by Mr. Highers and seconded by Mr. Wright.

Roll Call: AYE: Mr. Highers, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Spears welcomed Mr. Jerry Cook, Mr. Mason Mulry, Mr. Craig Cromley, Mr. Kelly Matheson, Mr. Cory Beights, and Mr. Ed Fite.

2. Discussion & Possible Action to appoint Board Member Mr. Mark Gish – Mr. Spears stated the Mayor has chosen Mr. Gish to replace Mr. Rozell's seat on the Board.

Mr. Highers made a motion to accept the appointment of Mark Gish to the Tahlequah Public Works Authority Board and seconded by Mr. Highers.
Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Highers NAY: None.

Mr. Doublehead asked if Mr. Gish would join Ms. Steeley to the podium. Ms. Steeley presented Mr. Gish with the Loyalty Oath to recite and swear to in her presence. After reciting the Oath, Mr. Gish and Ms. Steeley signed the document and his appointment was made official.

3. Discussion & Possible Action to appoint a Board Member to replace Dr. Isabel Baker – Mr. Wright made a motion to appoint Patty Skinner as a replacement for Dr. Isabel Baker on the Tahlequah Public Works Authority Board and seconded by Mr. Highers.

Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, and Mr. Spears NAY: None.

Mr. Doublehead asked if Ms. Skinner would join Ms. Steeley to the podium. Ms. Steeley presented Ms. Skinner with the Loyalty Oath to recite and swear to in her presence. After reciting the Oath, Ms. Skinner and Ms. Steeley signed the document and her appointment was made official.

**Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent arrived at the meeting at 9:20AM.

4. Discussion & Possible Action to approve Financial Report for April 2019 – Ms. Beth Bailey, Accountant, reported the Electric Department revenue was $983,961.49; operating expenditures were $942,678.05 leaving a net income of $41,283.44. The Water System and Water Treatment Plant operating revenue was $266,251.22; operating expenditures for the Water Department were $243,716.75; the operating expenditures for the Water Treatment Plant were $113,135.00 leaving a net loss of $90,600.53. The Sewer System & Wastewater Treatment Plant operating revenue was $234,130.24; the operating expenditures for the Sewer Department expenditures were $111,627.94; expenditures for the Wastewater Treatment Plant were $189,236.35 leaving a net loss of $66,734.05. Warehouse expenditures was $50,632.03 and was reallocated to Electric, Water, and Sewer. Administrative revenue was $12,765.36 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were $137,405.11 and also reallocated to Electric, Water, and Sewer leaving a net operating loss of $124,639.75. The non-operating revenue for Administrative was $144,142.04. The non-operating expenditures were $73,956.91 leaving a net income of $70,185.13 for Administration. Total net loss for all departments is $45,866.01.

   Capital Expenditures for April in the Electric Department was $12,589.03; Water Department was $5,384.22; Sewer Department was zero; Wastewater Treatment Plant was zero; Administration was $66.57; Warehouse was zero, and Water Treatment Plant was $11,365.00 making a total for Capital Expenditures of $40,567.77.

   Pages 47-56 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

Mr. Spears entertained a motion to approve the financial report for April 2019, so moved by Mr. Wright and seconded by Mr. Gish
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

**Mr. Jerry Linn, Water Treatment Plant Superintendent arrived at the meeting at 9:28AM.

5. Discussion & Possible Action to approve cleaning services with On Site through May 2020 – Mr. Doublehead stated this is an annual one-year renewal for cleaning services from the current company which has been cleaning for the past 7 years.

Mr. Wright made a motion to approve the contract for cleaning services with On Site through May 2020 and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

6. Discussion & Possible Action to approve Info Send Master Service Agreement for Data Processing, Printing and Mailing Service on monthly utility bills – Mr. Doublehead stated Ms. Bailey and her team has compiled an analysis to compare in house cost versus outsourcing cost. He explained meter reading, the calculating of the bills in house. The average cost of continuing to print statements and shut off notices in house per year is $16,379.84. The average cost of electronically outsourcing with Info Send per year is $13,962.60. Mr. Doublehead further pointed out that if the Board decided not to approve the current Folder/Stuffer machine is due to be replaced at an estimated $20,000.00 cost. It is his recommendation to approve the Service Agreement with Info Send upon the approval from Mr. Harvey Chaffin, legal counsel, of the language in the contract.

Mr. Spears entertained a motion to approve Info Send Master Agreement for Data Processing, Printing and Mailing Service on monthly utility bills subject to the final approval from Mr. Chaffin, so moved by Mr. Wright and seconded by Mr. Gish.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

7. Discussion & Presentation by AT&T regarding proposed tower site – Mr. Cromley thanked the Board for allowing him to present a PowerPoint presentation. He stated AT&T is in the process of proposing a new cell site in Tahlequah. The purpose of the new site is due to the growth in Tahlequah has moved AT&T's wireless network to a critical level. He further stated there are two purposes for cell sites, one is to handle coverage and the other is to cover capacity. Coverage relates to the footprint of the signal and capacity relates to the amount of speed and latency within the footprint.

   Mr. Cromley explained the projected cell site will be located next to the 911 center on the AT&T property. If approved all of Cherokee County citizens will benefit from a safety perspective and future technology capabilities along with all first responders.

8. Discussion & Possible Action to acknowledge receipt of permit # WL000011190278 for construction of 12" and 8" water line and all appurtenances to serve the College of Osteopathic Medicine at the Cherokee Nation – Mr. Doublehead stated this permit has been approved by the ODEQ so construction can begin for the College of Osteopathic once it has been acknowledge from the Board.

Mr. Wright made a motion to approve receipt of permit # WL000011190278 for construction of 12" and 8" water line and all appurtenances to serve the College of Osteopathic Medicine at the Cherokee Nation and seconded by Mr. Highers.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

9. Discussion & Possible Action to approve Disbursement Request #6 from DWSRF for Reimbursement of Expenses for Engineering and Resident Project Representation Services (Holloway, Updike and Bellen, Inc.) totaling $14,685.00 – Mr. Tolar stated this is the monthly invoice for construction administration services for the two ongoing projects with the Water Treatment Plants.

Mr. Wright made a motion to approve Disbursement Request #6 from DWSRF for Reimbursement of Expenses for Engineering and Resident Project Representation Services (Holloway, Updike and Bellen, Inc.) totaling $14,685.00 and seconded by Mr. Gish.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Spears, Mr. Highers, and Ms. Skinner NAY: None.

10. Discussion & Possible Action to approve Contractors Application for Payment #2 from DWSRF for Reimbursement of Expenses for Huffman Construction, LLC totaling $153,755.60 – Mr. Tolar explained this item is for the Contractor at the Teehee Water Plant. This is a monthly payment request for reimbursement of expenses, Mr. Tolar said he has inspected the paperwork and found it appropriate and completed for payment.

Mr. Spears entertained a motion to approve Contractors Application for Payment #2 from DWSRF for Reimbursement of Expenses for Huffman Construction, LLC totaling $153,755.60, so moved by Mr. Highers and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

11. Discussion & Possible Action to approve Contractors Application for Payment #1 from DWSRF for Reimbursement of Expenses for Crossland Heavy Contractors, Inc. totaling $264,575.00 – Mr. Tolar stated Crossland Heavy Contractors is the contractor performing the expansion project at the Tenkiller Water Plant. Crossland has not mobilized on site yet but are expecting to be mobilized sometime in the month of June. These expenses were incurred in preparation for mobilization to take place and for the membrane equipment, which requires payment to be made up front before delivery.

Mr. Wright made a motion to approve Contractors Application for Payment #1 from DWSRF for Reimbursement of Expenses for Crossland Heavy Contractors, Inc. totaling $264,575.00 and seconded by Mr. Gish.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

12. Discussion & Possible Action to approve Invoice #7 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $28,400.00 – Mr. Tolar stated the invoice is for design and work on the Environmental Informational document. The design phase is approximately 85% complete with the plans.

    Mr. Wright asked for an update on the status of the Environmental issues. Mr. Tolar replied everything has been worked out between all parties. He stated the Environmental Information document has been drafted and has mailed out the contact letters to approximately 27 Federal and State Agencies. Once correspondence is received back from the Agencies a public hearing will be scheduled. He further stated HUB is waiting for OWRB to formulize our agreements with the memorandum of agreement.

Mr. Wright made a motion to approve Invoice #7 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $28,400.00 and seconded by Ms. Skinner.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

13. Discussion & Presentation by Oklahoma Rural Water Association – Mr. Matheson congratulated TPWA on behalf of the Oklahoma Rural Water Association for being among the elite to have received the

award for the best tasting water in the United States of America. He presented the Board with a Certificate of Recognition.

14. Engineer's Report – Mr. Tolar stated his report consisted of information covered in agenda items number 9 through 12.

15. General Manager's Report – Mr. Doublehead started his report by congratulating the staff for their hard work to receive the award for the best tasting water. He also recognized Ms. Dana Eversole for being awarded the Oklahoma Chapter of Society of Professional Journalism Educator of the Year award. He also congratulated Mr. Brandon Qualls for being recognized as the Volunteer Fire Fighter of the Year.

    Mr. Doublehead announced Ms. Dotson would be returning to work on May 21, 2019 after recovering from surgery. He informed the Board he had a meeting with the Mayor, Sue Catron, to discuss some of her goals for the City. The Tahlequah Leadership Class toured a few of the facilities yesterday which turned out well and gave them a closer insight to what we do at Tahlequah Public Works Authority.

    In closing Mr. Doublehead stated Mr. David Lindsey has been promoted to the position of Wastewater Treatment Plant Foreman to take Mr. Darrell Curtis place. As a reminder the offices will be close Monday, May 27, 2019 in observance for Memorial Day.

16. Attorney's Report – No report.

17. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Mr. Spears entertained a motion to adjourn, so moved by Mr. Gish and seconded by Ms. Skinner. Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

Meeting adjourned at 10:12AM.

Jack L. Spears
Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

JUNE 21, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members were present, including Legal Counsel.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Steve Jeffrey, Electric Foreman, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Accountant, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins, WTP Foreman, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar with HUB, Mr. Greg Armstrong with HUB, Mr. Jerry Cook with GRDA, Mrs. Barbara Cook, Mr. Bobby McAlpine with Armstrong Bank, Ms. Dana Eversole.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of May 17, 2019 Regular Board Meeting.

Mr. Highers made a motion to approve the Consent Agenda and seconded by Mr. Wright
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. General Manager's Report – No report.

2. Attorney's Report – No report.

3. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Spears entertained a motion to adjourn the meeting, so moved by Ms. Skinner and seconded by Mr. Gish.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

Meeting adjourned at 9:03AM.

Jack L. Spears
Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

JUNE 21, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:05AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members were present, including Legal Counsel.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Steve Jeffrey, Electric Foreman, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Accountant, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins, WTP Foreman, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar with HUB, Mr. Greg Armstrong with HUB, Mr. Jerry Cook with GRDA, Mrs. Barbara Cook, Mr. Bobby McAlpine with Armstrong Bank, Ms. Dana Eversole.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of May 17, 2019 Regular Board Meeting.
2. Approve regular claims.
3. Approve debit card expenditures.

The itemized list of claims for a total of $1,404,637.42 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
05/16/2019 through 06/20/2019

AT&T	$239.97
AT&T Long Distance	$220.30
American Municipal	$386.18
Aramark (uniforms)	$454.22
Arvest Equipment Finance	$1,461.99
BancFirst	$2,534.80
Bogle & Sons Electric	$4,350.00
Brite Window Cleaning	$472.00
Cintas Corporation	$948.20
City, Light & Water	$2,700.00
Cox Business	$2,190.09
Dana Boren	$1,000.00
Government Account (Pikepass)	$40.20
Interstate Electric	$69,714.00
Lake Region Electric	$6,235.00
Lake Region Electric	$429.55
Latosha Steeley	$97.20
MESO	$2,125.00
Northeast Okla Public Facilities Auth	$1,313.44

Oklahoma Municipal	$30.00
Oklahoma Economic	$195.00
OMUSA	$1,364.75
Pitney Bowes	$234.99
Raymond Bandy	$847.00
Tahlequah Cable Television	$198.82
Tahlequah Public Works Authority	$48,272.50
US Postmaster	$3,757.10
Verizon Wireless	$834.29
Dish	$163.50
AT&T	$670.76
AT&T Long Distance	$147.52
AT&T (Tenkiller T-Line)	$810.40
Aramark (uniforms)	$775.99
Arvest Bank Loan	$5,523.91
BancFirst	$2,890.09
City, Light & Water	$51,041.28
City of Tahlequah - City Treasurer	$176,560.01
Compu-Time Corp.	$260.50
Employee Benefits	$343.20
Gerald Halpain	$5,804.00
Grand River Dam Authority	$681,582.93
Holloway, Updike & Bellen, INC	$28,400.00
Pitney Bowes	$1,190.97
Roy Kliest	$2,072.82
Tahlequah Public Works Authority	$23,471.86
US Postmaster	$296.38
Verizon Wireless	$834.29
American Native Vent	$16,750.00
Payroll	$450,118.17
Less	$197,717.75
TOTAL	$1,404,637.42

Mr. Highers made a motion to approve the Consent Agenda and seconded by Mr. Wright.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Spears welcomed Mr. Jerry and Barbara Cook, and Mr. Greg Armstrong.

2. Discussion & Possible Action to approve Financial Report for May 2019 – Ms. Beth Bailey, Accountant, reported the Electric Department revenue was $1,152,108.10; operating expenditures were $1,072,683.40 leaving a net income of $79,424.70. The Water System and Water Treatment Plant operating revenue was $327,603.47; operating expenditures for the Water Department were $240,146.88; the operating expenditures for the Water Treatment Plant were $111,070.77 leaving a net loss of $23,614.18. The Sewer System & Wastewater Treatment Plant operating revenue was $260,123.81; the operating expenditures for the Sewer Department expenditures were $110,270.51; expenditures for the Wastewater Treatment Plant were $139,914.77 leaving a net income of $9,938.53.

Warehouse expenditures was $45,574.19 and was reallocated to Electric, Water, and Sewer. Administrative operating revenue was $11,717.68 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were $133,473.76 and also reallocated to Electric, Water, and Sewer leaving a net operating loss of $164,642.75. The non-operating revenue for Administrative was $146,581.32. The non-operating expenditures were $51,041.28 leaving a net non-operating income of $95,540.04 for Administration. Total net income for all departments is $161,289.09.

Capital Expenditures for May in the Electric Department was $8,502.98; Water Department was $1,697.64; Sewer Department was zero; Wastewater Treatment Plant was $28,400.00; Administration was $49,581.68; Warehouse was zero, and Water Treatment Plant was zero making a total for Capital Expenditures of $88,182.30.

Pages 39-49 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

Mr. Wright made a motion to approve the financial report for May 2019 and seconded by Ms. Skinner
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

Mr. Bobby McAlpine, representing Armstrong Bank arrived to the meeting at approximately 9:20 AM.

3. Discussion & Possible Action to approve Roof Replacement on The Light Plant Building at 625 W. Keetoowah Street – Mr. Doublehead stated Mr. Tolar and his team assisted in putting together a bid packet for submittal. Cantrell Exterior Finishes was the low bid at $57,000.00 and are qualified to do the work. Mr. Doublehead further stated he would recommend Cantrell Exterior Finishes for approval.

Mr. Spears entertained a motion to approve Roof Replacement on the Light Plant Building at 625 W. Keetoowah Street to Cantrell Exterior Finishes in the amount of $57,000.00, so moved by Mr. Gish and seconded by Mr. Wright.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

4. Discussion & Possible Action to select a bank bid for checking account and related services for FY 2019-2020 – Ms. Bailey stated only two bids were received, Armstrong Bank and Arvest Bank. She noted we are currently utilizing Armstrong Banks services. From the bids received Armstrong is offering all services at no charge and a higher interest rate compared to Arvest Bank bid at a monthly cost per service and a lower interest rate. Ms. Bailey's recommendation would be to stay with Armstrong Bank.

Mr. Highers made a motion to remain with Armstrong Bank for the FY 2019-2020 and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

5. Discussion & Possible Action to approve FY 2019-2020 Budget – Mr. Doublehead stated the budget presented to the Board comes in at a slight increase in revenue in just over 2% compared to last year's budget. The projected net utility revenue this year is $26,414,406.00 as we are a zero-balance budget. He informed the Board the budget packet that was discussed in person did not include the roof replacement of $57,00.00. The reason is was not in the original discussion is due to it being budgeted in the current fiscal year. Even though it was just approved while in the current fiscal year the expenditure won't take place until the next fiscal year. The cost will be split 3 ways between the departments and will come from the Primary Reserves.

Mr. Doublehead asked the Board to consider a $.50 per hour pay increase, the increase has been

included in the budget. He stated the Department heads budgeted a little more to allow employees to get or renew their licenses.

Mr. Spears complimented the Department Heads for their diligence and their consciousness of the monies that are expended for the public.

Mr. Spears entertained a motion to approve FY 2019-2020 budget, so moved by Mr. Gish and seconded by Mr. Wright.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

6. Discussion & Possible Action to approve 2019 Audit Engagement Letter for the year ending June 30, 2019 from Arledge & Associates in the amount of $21,575.00 – Ms. Bailey noted Arledge & Associates has performed the audits for the past several years. They do several municipal audits and are familiar with our line of work. She recommended to stay with Arledge & Associates for another year.

Mr. Wright made a motion to approve the 2019 Audit Engagement Letter for the year ending June 30, 2019 from Arledge & Associates and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

7. Discussion & Possible Action to approve General Liability & Auto Insurance for FY 2019-2020 totaling $54,729.00 – Mr. Doublehead stated the amount in the invoice amount in the board packet is a different amount of $54,829.00. OMAG explained the $100.00 difference is due to a new vehicle was added to the policy after the renewal was sent to TPWA. OMAG has agreed to waive the $100.00 cost leaving the balance due at $54,729.00.

Mr. Highers made a motion to approve the General liability & Auto Insurance for FY 2019-2020 totaling $54,729.00 and seconded by Mr. Wright.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

8. Discussion & Possible Action to approve the Workers' Compensation Renewal for FY 2019-2020 totaling $138,841.00 – Mr. Doublehead noted Worker's Comp is provided by a company that works under the umbrella with OMAG. The modification rate has not gone up, we continue to stress the importance of safety and our Workers' Comp rate reflects that.

Mr. Spears entertained a motion to approve the Workers' Compensation Renewal for FY 2019-2020 totaling $138,841.00, so moved by Mr. Highers and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

9. Discussion & Possible Action to approve the Property Renewal for FY 2019-2020 totaling $85,523.00 – Mr. Doublehead explained there was not an increase in the rate, but due to the addition of the Administration Building the cost has slightly raised. OMAG has performed an audit of all the Facilities on the policy to ensure adequate coverage.

Mr. Spears entertained a motion to approve the Property Renewal for FY 2019-2020 totaling $85,523.00, so moved by Mr. Wright and seconded by Mr. Gish.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

10. Discussion & Possible Action to approve Disbursement Request #7 from DWSRF for Reimbursement of Expenses for Teehee Water Treatment Plant Construction Contract, Construction Phase Services, Inspection Services, Trustee Fee, and Geotechnical/Testing (Holloway, Updike and Bellen, Inc.) totaling

$133,009.75 – Mr. Tolar indicated the total amount due would not be going to HUB, it is instead an amount going to the contractor's for their pay application request. There was not a pay application from Crossland Construction for the Tenkiller Project. Crossland has mobilized within the last week and have already begun moving dirt and will expect a pay request for next month.

Ms. Skinner made a motion to approve Disbursement Request #7 from DWSRF for Reimbursement of Expenses for Teehee Water Treatment Plant Construction Contract, Construction Phase Services, Inspection Services, Trustee Fee, and Geotechnical/Testing (Holloway, Updike and Bellen, Inc.) totaling $133,009.75 and seconded by Mr. Highers.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

11. Discussion & Possible Action to approve Invoice #8 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $32,500.00 – Mr. Tolar stated the invoice is for Engineering Design for services related to the expansion of the Wastewater Treatment Plant project. The design plans are over 90% complete and expects the design to be complete within the next 30-60 days. The application for a construction permit has been submitted to the ODEQ.

Mr. Wright made a motion to approve Invoice #8 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $32,500.00 and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

12. Engineer's Report – Mr. Tolar gave an updated on the monthly construction progress meeting for the Water Treatment Plants. Despite the wet weather, Huffman has been awarded two additional workdays. At the Tenkiller Plant, Crossland has begun excavation on the new building going next to the main treatment plant. Staff is scheduling a shut down within the next month to take down a clarifier and other structures to allow for construction to continue.

13. Discussion & Possible Action to approve new Customer Rate Charges – Mr. Doublehead informed the Board the hesitancy to raise the rates but as our cost continue to increase at some point in time, we are forced to address those charges and raise the rates to our customers. TPWA has not had a base electric rate increase since 2004. He recommended if the Board approved the changes, they allow at least a 60-day notice to all customers before the changes go into effect. Notifications will be included in with their monthly statements, the newspaper, and social media.

    Mr. Wright confirmed this rate increase is not a utility rate increase but a base charge increase. Mr. Doublehead affirmed he was correct.

    Mr. Doublehead invited Mr. Jerry Cook to the podium to address any comments or questions. Mr. Cook stated several years back a contract was done to begin an in-depth study analysis on the rate structure. Since the studies completion, no changes in the rates were implemented. We are now 15 years down the road revisiting the rate structure again. He explained that across the nation, public power utilities are putting a base charge on their services to cover the fixed cost of supplying equipment for said services.

BASE RATE SCHEDULE

	CURRENT RATE	PROPOSED RATE
ELECTRIC		
Residential	$7.40	$10.00
All Electric	$6.71	$10.00
Small Commercial	$8.06	$20.00
Large Commercial LC-1	$51.30	$57.00
Large Commercial LC-2	$185.00	$185.00
Large Commercial LC-3	$500.00	$500.00
Academic	$0.00	$10.00
NSU	$0.00	$10.00
City Services	$0.00	$10.00

WATER		
Inside City	$4.50	$8.00
Outside City	$5.25	$10.00
NSU	$4.50	$4.50

SEWER		
Residential	$7.67	$8.00
All other Connections	$10.95	$12.00

Mr. Wright made a motion to approve the base Customer Rate Charges per the schedule provided to the Board and seconded by Mr. Gish.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

14. EXECUTIVE SESSION: As provided for in the Open Meetings Act Title 25, Section 307b.4 regarding confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. Re: Tort Claim – Tony Duckworth.

Mr. Chaffin stated it was in his opinion and recommendation to enter into Executive Session for this Agenda item.

Mr. Wright made a motion to enter Executive Session at 10:10AM and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

At 10:32AM Mr. Spears entertained a motion to enter Regular Session, so moved by Mr. Wright and seconded by Ms. Skinner.

Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

15. Possible Action on Executive Session item. Re: Tort Claim – Tony Duckworth

Mr. Gish made a motion to deny the Tort Claim from Tony Duckworth and seconded by Mr. Wright.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

16. General Manager's Report – Mr. Doublehead gave a brief report by congratulating Preston Ward for placing 3rd at the Oklahoma Rural Water Association Heavy Equipment Operators Contest in Stillwater. He invited everyone to attend Ms. Gail Dotson's retirement celebration on July 03, 2019 at 2:00PM in the TPWA Board Room.

    In closing Mr. Doublehead reminded the Board he would be on vacation the week of June 24 – June 28, 2019.

17. Attorney's Report – Mr. Chaffin reported he has reviewed the Info Send Master Service Agreement for Data Processing, Printing and Mailing Service on monthly utility bills. He stated the contract is in proper form and pointed out a few items. First item, the contract is for a three (3) year period of an initial term and then renews for successive 2-year periods unless within 60 days prior to the end of the term notice is given to not extend the term. Second item, if at any time TPWA becomes dissatisfied with the services TPWA can cancel the contract at any time during the term but will have to pay an equivalent of 2 months service fee.

18. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Mr. Spears entertained a motion to adjourn, so moved by Mr. Highers and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

Meeting adjourned at 10:52AM.

Jack L. Spears
Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

JULY 19, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members were present, with the exception of Legal Counsel. Mr. Wright made a motion to excuse Mr. Chaffin's absence from the meeting and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Steve Jeffrey, Electric Foreman, Mr. Frank Macario, Water Distribution Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Office Manager, Ms. Erin Butler, Human Resources, Mr. Mike Richardson, Special Services, Mr. Thom Cole, IT Manager, Mr. Max Taylor, WTP Foreman, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Matt Wilson, Purchasing Agent, Mr. Jay Updike with HUB, Ms. Sue Catron, Mayor of Tahlequah, Ms. Dana Boren-Boer, and Mr. Greg Alkire, a new citizen to the City of Tahlequah.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of June 21, 2019 Regular Board Meeting.

Mr. Wright made a motion to approve the Consent Agenda and seconded by Mr. Gish
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. Discussion & Possible Action to elect Officers to the Tahlequah Municipal Utility Board – Mr. Highers made a motion to nominate Mr. Spears for the Chairman position and seconded by Ms. Skinner.

Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

**Mr. Chaffin arrived at the meeting at 9:04AM **

Mr. Highers made a motion to nominate Mr. Wright for the Vice Chairman position and seconded by Mr. Gish.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

2. General Manager's Report – No report.

3. Attorney's Report – No report.

4. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Spears entertained a motion to adjourn the meeting, so moved by Mr. Wright and seconded by Ms. Skinner.

Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

Meeting adjourned at 9:07AM.

Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

JULY 19, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:07AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members were present, including Legal Counsel.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Steve Jeffrey, Electric Foreman, Mr. Frank Macario, Water Distribution Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Office Manager, Ms. Erin Butler, Human Resources, Mr. Mike Richardson, Special Services, Mr. Thom Cole, IT Manager, Mr. Max Taylor, WTP Foreman, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Matt Wilson, Purchasing Agent, Mr. Jay Updike with HUB, Ms. Sue Catron, Mayor of Tahlequah, Ms. Dana Boren-Boer, and Mr. Greg Alkire, a new citizen to the City of Tahlequah.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of June 21, 2019 Regular Board Meeting.
2. Approve regular claims.

The itemized list of claims for a total of $1,735,124.25 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
06/20/2019 through 07/18/2019

AT&T	$718.67
AT&T (Tenkiller T-Line)	$810.40
American Municipal	$163.21
Aramark (uniforms)	$780.30
Arvest Equipment Finance	$1,461.99
Arvest Bank Loan	$5,523.91
BancFirst	$5,424.89
Central States Crane	$3,094.90
Cintas Corporation	$44.24
City, Light & Water	$2,700.00
Cox Business	$2,182.79
Department of Environmental	$12,807.27
Employee Benefits	$347.60
Dana Eversole	$1,000.00
Government Account (Pikepass)	$25.45
Grand River Dam Authority	$814,267.93
Lake Region Electric	$5,050.27
Lake Region Fiber	$326.61
Northeast Okla Public Facilities Auth	$491.00
Oklahoma Municipal	$140,252.00
Oklahoma Tax Commission	$30.00
Precision Admin, Inc.	$300.00

Tahlequah Cable Television	$198.82
Tahlequah Public Works Authority	$78,872.51
US Postmaster	$4,054.86
X-Press Equipment Rentals	$1,559.03
Dish	$67.90
Accurate Environmental	$3,120.00
APAC-CENTRAL, Inc.	$635.14
Atwoods	$827.29
Bandit Industries, Inc.	$460.34
Brenntag Southwest	$10,255.45
Connections, Inc.	$210.00
David's Discount Tire	$632.08
Davis Oil Company	$8,794.31
Department of Environmental	$7,466.09
EVOQUA Water Techn	$1,800.00
Farmers Co-op	$20.00
Fastenal	$889.05
FIZZ-O Water Company	$32.40
Keys Lawn and Garden	$111.95
Haynes Equipment Company	$3,234.54
Improved Construction	$1,134.00
Interstate Electric	$4,820.00
Kemp Stone, Inc.	$313.16
Larry Gleitz	$195.00
Locke Supply Company	$40.64
Lowes Home Improvement	$353.53
Mail-Mart	$152.73
Fleet Pride	$319.60
O'Reilly Auto Parts	$248.15
Roy Kliest	$2,072.82
Solid Waste Services	$197.55
Steve's Wholesale	$335.78
Stuart C Irby Company	$4,090.00
The Lawn Mower Shop	$493.35
United Ford	$5,351.00
Waste Management - Muskogee	$24,596.07
Xerox Corporation	$61.77
Wight Office Machine	$47.90
VIP Technology Solutions	$1,248.04
AT&T	$94.50
AT&T Long Distance	$219.93
Aramark (uniforms)	$368.56
Cintas Corporation	$11.06
City, Light & Water	$51,462.08
City of Tahlequah - City Treasurer	$167,131.81

Holloway, Updike & Bellen, INC	$32,500.00
Oklahoma Municipal	$138,841.00
Tahlequah Public Works Authority	$23,600.24
Payroll	$350,324.84
Less	$196,546.05
TOTAL	$1,735,124.25

3. Approve debit card expenditures – Debit card expenditures totaled $611.02
4. Approve bid # 071019 for Water and Sewer Materials

** Mr. Nick Grogan, Wastewater Collections Foreman arrived at the meeting at 9:11AM **

Mr. Wright questioned the base rate schedule table provided in the minutes. He stated, as an example, the intent for the residential electric to be $10, $11, and $12 with a progression each year. He asked if the progression should be noted in the table.

Mr. Doublehead replied he was not aware they wanted it noted in the next year out and the following year. He stated he was under the impression that each year would be voted on if an increase was needed for the progression. If it is noted now it will become and automatic raise each year without discussion.

Mr. Wright said he understood.

Mr. Chaffin stated the motion was to approve the base rate charges per the schedule provided to the Board. The question is which schedule was provided to the Board that was voted on at the last meeting. He further stated, that if in fact the schedule provided included the progression an action would need to be presented on the next agenda to correct the minutes to show the progression due to not being able to amend the minutes to reflect something that was not actually done at the meeting.

Mr. Chaffin suggested since there is confusion and questions on whether the motion included the progression would be to approve the minutes as is so the adoption of Septembers rates will go in effect as planned and add the progression years on next months agenda if needed after the clarification of the audio.

Mr. Wright made a motion to approve the Consent Agenda and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Spears welcomed Ms. Sue Catron, Mayor of Tahlequah, Ms. Dana Boren-Boer, Mr. Greg Alkire, new citizen of Tahlequah.

2. Discussion & Possible Action to elect officers to Tahlequah Public Works Authority Board – Mr. Wright made a motion to nominate Mr. Spears for the Chairman position and seconded by Mr. Gish.

Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, Mr. Highers NAY: None.

Ms. Skinner made a motion to nominate Mr. Wright for the Vice Chairman position and seconded by Mr. Gish.

Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, Mr. Highers, Ms. Skinner NAY: None.

3. Discussion & Possible Action to approve Financial Report for June 2019 – Ms. Beth Bailey, Office Manager, reported the Electric Department revenue was $1,336,326.81; operating expenditures were $1,267,990.97 leaving a net income of $68,335.84. The Water System and Water Treatment Plant operating revenue was $340,898.00; operating expenditures for the Water Department were $323,005.76; the operating expenditures for the Water Treatment Plant were $216,671.44 leaving a net loss of $198,779.20. The Sewer System & Wastewater Treatment Plant operating revenue was $253,713.69; the operating expenditures for the Sewer Department expenditures were $156,717.40; expenditures for the Wastewater Treatment Plant were $253,702.89 leaving a net loss of $156,706.60. Warehouse expenditures was $65,157.00 and was reallocated to Electric, Water, and Sewer. Administrative operating revenue was $11,456.91 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were $175,464.98 and also reallocated to Electric, Water, and Sewer leaving a net operating loss of $164,008.07. The non-operating revenue for Administrative was $152,902.58. The non-operating expenditures were $51,462.08 leaving a net non-operating income of $101,440.50 for Administration. Total net loss for all departments is $185,709.46.

   Capital Expenditures for June in the Electric Department was zero; Water Department was zero; Sewer Department was $555.96; Wastewater Treatment Plant was zero; Administration was $66.57; Warehouse was zero, and Water Treatment Plant was $11,365.00 making a total for Capital Expenditures of $11,987.53.

   Pages 42-52 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

   Mr. Highers asked if there were additional expenses this month that is not normal to June.

   Mr. Doublehead replied this month's financials are in alignment with last June's report. He said part of the additional expenses in the Wastewater Treatment Plant with extra sludge hauling due to the excessive rain this Spring. June is also the month the accrued Sick Leave is paid out.

Ms. Skinner made a motion to approve the financial report for June 2019 and seconded by Mr. Wright.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

4. Discussion & Possible Action to acknowledge receipt of permit # SL000011190503 for construction of 592 linear feet of 8" PVC sewer line and all appurtenances to serve Lots 1-4 Woodridge Addition – Mr. Doublehead stated the permit has been approved by the DEQ and needs to be acknowledged of receipt of the permit.

Mr. Wright made a motion to acknowledge receipt of permit # SL000011190503 for construction of 592 linear feet of 8" PVC sewer line and all appurtenances to serve Lots 1-4 Woodridge Addition and seconded by Mr. Highers.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

5. Discussion & Possible Action to approve bid for new Special Services Truck – Mr. Doublehead stated the approval of this truck will replace the 2002 Ford F-150 that currently has 185,664 miles. If approved Bob Howard Dodge came in with the lowest bid of $27,626.00 with a 6 to 8-week estimated delivery date. Followed by Vance Dodge with a bid of $27,638.00, Carter Chevrolet with a bid of $30,293.00, and last Vance Chevrolet with a bid of $30,553.00.

   Mr. Spears asked if this was a CNG vehicle. Mr. Doublehead stated this vehicle was not a CNG but a gasoline vehicle.

Mr. Gish made a motion to approve the bid for new Special Services Truck from Bob Howard Dodge for $27,626.00 and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

6. Discussion & Possible Action to approve bid for new Electric Department Truck – Mr. Doublehead stated the approval of this truck would replace Electric Superintendent Gary Stephens truck which is a 2008 Ford F-150 with 140,000 miles. Again, Bob Howard Dodge came in with the lowest bid of $27,626.00 with a 6 to 8-week estimated delivery date. Followed by Vance Dodge with a bid of $27,638.00, Carter Chevrolet with a bid of $30,293.00, and last Vance Chevrolet with a bid of $30,553.00. It is his recommendation to go with Bob Howard Dodge.

   Mr. Wright asked what happens to these vehicles we are replacing. Mr. Doublehead replied it is essentially the Boards decision to declare them surplused and then the Board has a decision to either sell, trade in or donate to the City if they have a need for them.

Mr. Wright made a motion to approve the bid for new Electric Department Truck from Bob Howard Dodge for $27,626.00 and seconded by Mr. Highers.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

7. Discussion & Possible Action to approve Disbursement Request #8 from DWSRF for Reimbursement of Expenses for Teehee Water Treatment Plant Construction Contract, Tenkiller Water Treatment Plant Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellen, Inc.) totaling $914,432.17 – Mr. Updike stated Tenkiller Plant work is well under way. The purchase of the Membrane being replaced is included in the total, which is the most expensive with this project. Teehee Plant workers are working on the chemical building and starting work on both side stream storage basins.

Mr. Wright made a motion to approve Disbursement Request #8 from DWSRF for Reimbursement of Expenses for Teehee Water Treatment Plant Construction Contract, Tenkiller Water Treatment Plant Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellen, Inc.) totaling $914,432.17 and seconded by Mr. Highers.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

8. Discussion & Possible Action to approve Invoice #9 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $14,600.00 – Mr. Updike explained the invoice is for Engineering Design for services related to the expansion of the Wastewater Treatment Plant project. The design plans are almost complete, the electrician has his part of the plans completed and waiting to be approved. He expects the project to be out for bids within the next few months.

Mr. Highers made a motion to approve Invoice #9 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $14,600.00 and seconded by Mr. Wright.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

9. Engineer's Report – Mr. Updike reported the Teehee Plant project, located on the river, is coming along and is about 10 percent complete. The Tenkiller Plant project, located by Cherokee Landing, will go from a 1.5 million gallon a day plant to a 3.0 million gallons per day when upgrades are complete. The work currently being completed is the membranes being replaced, covering the clarifier will begin within the next month. The third project, Wastewater Treatment Plant is purposely as far along as the Water Treatment Plant due to a different funding source. It will be another low interest rate loan from the state through the Water Resources Board and DEQ. The plan specifications on the project are complete

and have been sent to the DEQ for their review and should be issuing a construction permit within the next few weeks. Once the permit has been received, he will be getting in touch with the financial department to move along the application for funding.

Mr. Updike stated several years ago a potential project list was submitted to partner with Cherokee Nation for funding. Mr. Hix with the Environmental Department at Cherokee Nation, called and said funds were available to proceed with the Indian Meadows sewer project. The cost and preliminary work has been updated. Indian Meadows is off of East Willis road and occupies 56 homes that are currently receiving TPWA water services. Within the next couple of months, a Cherokee Nation representative will be at the meeting presenting a memorandum of agreement to provide funding to move forward with the sewer addition to Indian Meadows.

10. EXECUTIVE SESSION: As provided for in the Open Meetings Act Title 25, Section 307b.4 regarding confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. Re: Tort Claim – Tonia & Wes Williams.

11. EXECUTIVE SESSION: As provided for in the Open Meetings Act Title 25, Section 307b.4 regarding confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. Re: Looney vs TPWA

Mr. Chaffin stated it was in his opinion and recommendation to enter into Executive Session for this Agenda item.

Mr. Wright made a motion to enter Executive Session at 10:04AM and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

At 10:28AM Mr. Wright made a motion to enter Regular Session and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

12. Possible Action on Executive Session item. Re: Tort Claim – Tonia & Wes Williams

Mr. Gish made a motion to deny the Tort Claim from Tonia & Wes Williams and seconded by Mr. Wright.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

13. Possible Action on Executive Session item. Re: Looney vs TPWA – Mr. Spears stated that no action was taken.

Mr. Wright made a motion to take no action on the agenda item and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Highers, and Ms. Skinner ABSTAIN: Mr. Gish NAY: None.

14. General Manager's Report – Mr. Doublehead reported he would be attending the Stand Up for Rural America Seminar July 24 & 25, 2019 in Tulsa.

He has meet with representative with Luttrell Apartments this week regarding the utilities to the complex North of the community. The project is beginning to move into Phase 1 with the development of 16 apartments.

Ms. Dotson's retirement party went well and was attended by many members of her family and friends and several TPWA staff. Ms. Dotson will continue working with TPWA part time while we fill the Accounting position.

Meetings are schedule to proceed with the Cherokee Nation to provide sewer services for Indian Meadows housing addition.

Mr. Doublehead further informed the Board he would be joining GRDA staff for a joint meeting with the Legislature July 20, at the Shangri-La Resort.

In closing on a positive note Mr. Doublehead congratulated Shane Owens on his recent marriage.

15. Attorney's Report – No Report.

16. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Mr. Spears entertained a motion to adjourn, so moved by Ms. Skinner and seconded by Mr. Highers.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

Meeting adjourned at 10:34AM.

Jack L. Spears
Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

AUGUST 16, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members were present, with the exception of Mr. Wright and Legal Counsel. Mr. Highers made a motion to excuse Mr. Chaffin and Mr. Wright's absence from the meeting and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Spears, Mr. Gish, Ms. Skinner, and Mr. Highers NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Office Manager, Ms. Erin Butler, Human Resources, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Nick Grogan, Wastewater Collections Foreman, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar with HUB, Ms. Dana Eversole, Sue Catron, Mayor of Tahlequah, Mr. Jerry Cook with GRDA, Dr. John Uzzo, and Ms. Keri Thornton from the Tahlequah Daily Press.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of July 19, 2019 Regular Board Meeting.

Mr. Gish made a motion to approve the Consent Agenda and seconded by Ms. Skinner
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

REGULAR AGENDA:

1. General Manager's Report – No report.

2. Attorney's Report – No report.

3. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Spears entertained a motion to adjourn the meeting, so moved by Ms. Skinner and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Gish NAY: None.

Meeting adjourned at 9:03AM.

Jack L. Spears
Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

AUGUST 16, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:05AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members were present, including Legal Counsel, with the exception of Mr. Wright. Mr. Spears entertained a motion to excuse his absence, so moved by Mr. Highers and seconded by Mr. Gish.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Gish, and Mr. Highers NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Office Manager, Ms. Erin Butler, Human Resources, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Nick Grogan, Wastewater Collections Foreman, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar with HUB, Ms. Dana Eversole, Sue Catron, Mayor of Tahlequah, Mr. Jerry Cook with GRDA, Dr. John Uzzo, and Ms. Keri Thornton from the Tahlequah Daily Press.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of July 19, 2019 Regular Board Meeting.
2. Approve regular claims.

The itemized list of claims for a total of $1,492,619.50 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
07/18/2019 through 08/15/2019

AT&T	$150.79
Arvest Equipment Finance	$1,461.99
Arvest Wealth Management	$5,235.44
BancFirst	$2,534.80
Brite Window Cleaning	$472.00
City, Light & Water	$2,700.00
CNA Surety	$100.00
Compu-Time Corp	$521.00
Cox Business	$2,297.34
Dana Boren	$1,000.00
Consolidated Communications	$365.00
Gerald Halpain	$133.00
Government Account (Pikepass)	$18.55
IMSA	$200.00
Lake Region Electric	$5,855.00
Lake Region Fiber	$326.61
Northeast Okla Public Facilities Auth	$207.26
Oklahoma Tax Commission	$238.00

Software House International	$11,765.54
Tahlequah Cable Television	$198.83
Tahlequah Public Works Authority	$60,707.63
US Postmaster	$3,770.11
Verizon Wireless	$834.29
Dish	$67.90
National Business Furniture	$2,802.12
AT&T	$702.74
AT&T Long Distance	$215.02
AT&T (Tenkiller T-Line)	$810.40
Advance Auto Parts	$298.53
Alerus Financial	$4,333.09
American Safety Utility	$220.80
American Municipal	$267.91
Aramark (uniforms)	$381.83
Arvest Bank Loan	$5,523.91
BancFirst	$2,890.09
Bridgewell Resources	$9,987.60
Caselle, Inc	$1,350.00
Cherokee Termite & Pest	$95.00
Cintas Corporation	$11.06
City, Light & Water	$61,229.24
City of Tahlequah - City Treasurer	$178,779.10
Davis Oil Company	$7,002.57
Gerald Halpain	$40.00
Grand River Dam Authority	$942,088.31
HACH Company	$559.92
Holloway, Updike & Bellen, INC	$14,600.00
Kemp Stone, INC	$349.26
Morgan Services	$475.00
Northern Safety Company	$397.43
O'Reilly Auto Parts	$18.99
Pitney Bowes	$1,265.97
Roy Kliest	$2,072.82
Stuteville Ford of Tahlequah	$2,683.09
Systems Control	$4,798.00
Tahlequah Public Works Authority	$105,171.84
United States Treasury	$193.55
US Postmaster	$258.15
Utility Supply Company	$655.27
Payroll	$322,880.75
Less	$283,950.94
TOTAL	$1,492,619.50

3. Approve debit card expenditures – Debit card expenditures totaled $2,807.87

Mr. Gish asked in regard to the rate schedule, was a determination made of whether it was progressive? Mr. Doublehead replied it was not progressive, when the motion was made, the question was so are we approving the rates that were addressed and spoken out loud by each category and the response was yes. Mr. Wright listened to the audio on the recorded minutes, the only other discussion that was talked about was the residential being a progression and Mr. Wright's intent was all the categories would be a progression. After speaking with Mr. Highers, the item was not included on this agenda due to Mr. Wright going to be absent from this meeting and needing to clarify to the public if there is a progression for each category.

Mr. Gish made a motion to approve the Consent Agenda and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Spears welcomed Mr. Jerry Cook, Ms. Sue Catron, Mayor of Tahlequah, Ms. Keri Thornton with the Tahlequah Daily Press, Dr. John Uzzo and Ms. Dana Eversole.

2. Discussion & Possible Action to approve Financial Report for July 2019 – Ms. Beth Bailey, Office Manager, reported the Electric Department revenue was $1,575,540.66; operating expenditures were $1,303,964.95 leaving a net income of $271,575.71. The Water System and Water Treatment Plant operating revenue was $343,604.93; operating expenditures for the Water Department were $247,295.16; the operating expenditures for the Water Treatment Plant were $121,533.45 leaving a net loss of $25,223.68. The Sewer System & Wastewater Treatment Plant operating revenue was $239,652.80; the operating expenditures for the Sewer Department expenditures were $114,404.24; expenditures for the Wastewater Treatment Plant were $136,828.98 leaving a net loss of $11,580.42. Warehouse expenditures was $42,968.71 and was reallocated to Electric, Water, and Sewer. Administrative operating revenue was $9,898.85 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were $155,465.40 and also reallocated to Electric, Water, and Sewer leaving a net operating loss of $145,566.55. The non-operating revenue for Administrative was $154,006.59. The non-operating expenditures were $61,229.24 leaving a net non-operating income of $92,777.35 for Administration. Total net income for all departments is $327,548.96.

   Capital Expenditures for July in the Electric Department was $2,365.07; Water Department was $3,896.14; Sewer Department was $1,781.11; Wastewater Treatment Plant was zero; Administration was zero; Warehouse was zero, and Water Treatment Plant was $132,509.75 making a total for Capital Expenditures of $140,552.07.

   Pages 41-51 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

Mr. Gish made a motion to approve the financial report for July 2019 and seconded by Ms. Skinner.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Gish, Mr. Highers NAY: None.

3. Discussion & Possible Action to approve bid for a Forklift for the Warehouse – Mr. Spears noted the lowest bid came in from Discount Forklift for a used unit. Mr. Doublehead commented the next to lowest bid came from Southern Material Handling Company for a new unit at an additional $440.00 above the lowest bid amount. Mr. Doublehead'S recommendation would be to approve the next to the lowest bid.

Mr. Gish made a motion to approve the bid from Southern Material Handling Company for a total cost of $13,390.00 for a new Forklift for the Warehouse and seconded by Ms. Skinner.

Roll Call: AYE: Mr. Spears, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

4. Discussion & Possible Action to approve bid for Skid Steer Compact Track Loader for the Electric, Water, and Sewer Departments – Mr. Doublehead stated the recommendation from the department heads is to approve the Case TR270 from OCT Equipment, which is also the lowest bid at $43,106.00.

Mr. Spears entertained a motion to approve the bid for a new Skid Steer Compact Track Loader for the Electric, Water, and Sewer Departments from OCT Equipment at a cost of $43,406.00, so moved by Ms. Skinner and seconded by Mr. Gish.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

5. Discussion & Possible Action to approve a partial payment for Invoice # 1391 to the Cantrell Exterior Finishes, LLC for Re-Roof of the Light Plant Building at 625 W. Keetoowah Street totaling $26,180.76 – Mr. Doublehead stated the re-roof project is progressing along and is near 80% complete. He expects the job to be completed by the next month's board meeting.

Mr. Gish made a motion to approve the partial payment for Invoice # 1391 to the Cantrell Exterior Finishes, LLC for RE-Roof of the Light Plant Building at 625 W. Keetoowah Street totaling $26,180.76 and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

6. Discussion & Possible Action to acknowledge receipt of permit # ST000011190511 for construction of a third flow equalization basin, 10-MGD wet weather pump station rehabilitation, new headworks building to include two (2) mechanical bar screens and two (2) vortex grit chambers, repair the two (2) existing digesters and equip them with new coarse bubble diffusers and new blowers, yard piping, and all appurtenances to serve Tahlequah Public Works Authority Wastewater Treatment Plant Improvements – Mr. Tolar stated this item is acknowledging receipt of the completed and approved construction permit from ODEQ on the Wastewater Treatment Plant Improvements. Final design of the improvements is wrapping up and ready to advertise for bids as early as next month pending the Environmental clearance.

Mr. Gish made a motion to acknowledge receipt of permit # ST000011190511 for construction of a third flow equalization basin, 10-MGD wet weather pump station rehabilitation, new headworks building to include two (2) mechanical bar screens and two (2) vortex grit chambers, repair the two (2) existing digesters and equip them with new coarse bubble diffusers and new blowers, yard piping, and all appurtenances to serve Tahlequah Public Works Authority Wastewater Treatment Plant Improvements and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Gish NAY: None.

7. Discussion & Possible Action to approve a resolution adopting the Environmental Information Document for Improvements to the Wastewater Treatment Plant as required for Funding from the Oklahoma Water Resources Board – Mr. Tolar stated the Environmental Information Document is a document, prepared by HUB, and summarizes all the Environmental impacts and hearings applicant required to construct the projects. The documents are complete, the last step in the process is to hold a formal public hearing which was held on August 15, 2019 at the Tahlequah Public Works Board Room. There was no public participation at the meeting. The document will now be submitted to the DEQ Water Board.

Mr. Highers made a motion to approve a resolution adopting the Environmental Information Document for Improvements to the Wastewater Treatment Plant as required for Funding from the Oklahoma Water Resources Board and seconded by Mr. Gish.

Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Gish, and Mr. Highers NAY: None.

8. Discussion & Possible Action to approve Disbursement Request #9 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Tenkiller WTP Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellen, INC) totaling $164,848.55 – Mr. Tolar stated this is the monthly distribution request that goes to the Oklahoma Water Resource Board for approval of payment request from Crossland Construction at the Tenkiller Plant and Huffman Construction at the Teehee Plant, and Engineering services. HUB has reviewed the contractors pay applications and the testing Invoices from Quality Testing and recommends payment.

Mr. Gish made a motion to approve Disbursement Request #9 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Tenkiller WTP Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellen, INC) totaling $164,848.55 and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Spears, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

9. Discussion & Possible Action to approve Invoice #10 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $27,600.00 – Mr. Tolar stated this invoice is for design services for the Wastewater Plant. Final design is wrapping up and invoicing for the final design is 95% complete.

Mr. Gish made a motion to approve Invoice #10 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling $27,600.00 and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

10. Engineer's Report – Mr. Tolar began his report on the Tenkiller Plant project is halfway complete with the month long shut down while Crossland works on the clarifier. The dome covering the clarifier has been installed and will begin pouring a concrete structure to add on to the clarifier in the coming week. Once the clarifier is complete crews will move inside to begin working on the membrane filtration system. The Teehee Plant project is a little behind schedule and is about 25-30 percent complete. Huffman Construction has indicated they are intentionally back loading the project. A lot of the value in the work effort that needs done is in the filter area.

    Mr. Doublehead stated Mr. Rick Smith with the Municipal Financial Services would be here this coming Monday to request financial documents before we submit for the loan on the Wastewater Treatment Plant.

11. EXECUTIVE SESSION: As provided for in the Open Meetings Act Title 25, Section 307b.4 regarding confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. Re: Tort Claim – Geraldine & Sammy Gandy.

Mr. Chaffin stated it was in his opinion and recommendation to enter into Executive Session for this Agenda item.

Ms. Skinner made a motion to enter Executive Session at 9:37AM and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Gish NAY: None.

At 9:54M Mr. Gish made a motion to enter Regular Session and seconded by Ms. Skinner.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Gish, and Mr. Highers NAY: None.

12. Possible Action on Executive Session item. Re: Tort Claim – Geraldine & Sammy Gandy

Mr. Highers made a motion to deny the Tort Claim from Geraldine & Sammy Gandy based upon recommendation from OMAG and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Spears, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

13. General Manager's Report – Mr. Doublehead stated Mr. Jerry Cook has some information he would like to share with the Board in regard to the Substation work that will be performed here in Tahlequah.

    Mr. Cook gave a brief presentation on the future plans to update the Tahlequah Interconnect located off Nally Road. The facility was built over 50 years ago and along the way has had a few updates and enhancements, but it is now time to do a complete replacement of the Interconnect. Bids were submitted for the work and a contract was awarded to Re-Con Company, INC.

    Mr. Doublehead noted Congressman Mark Wayne Mullin visited the office last week and discussed the upcoming Wastewater Treatment Plant Improvements as well as the Water Plant Improvements.

    The MESO Board Meeting will be a two-day meeting and will be held here at the office next week. Also, on August 21, 2019, Kristy McKie will be joining our staff filling the accountant position.

    In closing on a positive note Mr. Doublehead doted on the announcement of his daughter announcing her pregnancy with a baby boy.

14. Attorney's Report – No Report.

15. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Ms. Spears entertained a motion to adjourn, so moved by Ms. Skinner and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Gish NAY: None.

Meeting adjourned at 10:09AM.

Jack L. Spears
Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

SEPTEMBER 20, 2019

Mr. Jack Spears, Chairman, called the meeting to order at 9:01AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members were present, including Legal Counsel, with the exception of Ms. Skinner. Mr. Highers made a motion to excuse Ms. Skinner's absence from the meeting and seconded by Mr. Wright.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Office Manager, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Arlis Collins, WTP Foreman, Mr. Thom Cole, IT Manager, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar with HUB, Ms. Dana Eversole, Bree Long, City of Tahlequah Councilor for Ward 1, Mr. Lloyd Cole, Attorney, Mr. Andrew Wilcoxen, Attorney.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of August 16, 2019 Regular Board Meeting.

Mr. Highers made a motion to approve the Consent Agenda and seconded by Mr. Gish
Roll Call: AYE: Mr. Gish, Mr. Highers, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. General Manager's Report – No report.

2. Attorney's Report – No report.

3. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Spears entertained a motion to adjourn the meeting, so moved by Mr. Gish and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Mr. Spears, Mr. Wright and Mr. Gish NAY: None.

Meeting adjourned at 9:04AM.

Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

SEPTEMBER 20, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:07AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members were present, including Legal Counsel, with the exception of Ms. Skinner. Mr. Gish made a motion to excuse Ms. Skinner's absence from the meeting and seconded by Mr. Wright.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Office Manager, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Arlis Collins, WTP Foreman, Mr. Thom Cole, IT Manager, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar with HUB, Ms. Dana Eversole, Bree Long, City of Tahlequah Councilor for Ward 1, Mr. Lloyd Cole, Attorney, Mr. Andrew Wilcoxen, Attorney.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of August 16, 2019 Regular Board Meeting.
2. Approve regular claims.

The itemized list of claims for a total of $1,801,741.75 is as follows:

PAID INVOICES/AND INVOICES TO BE APPROVED

08/15/2019 through 09/19/2019

AT&T	$157.15
AT&T Mobility	$8.74
American Lock Shop	$8.76
Arvest Equipment Finance	$1,461.99
AT&T One Net	$2.58
BancFirst	$2,534.80
City, Light & Water	$2,700.00
Compu-Time Corp	$271.50
Cove Environmental	$1,382.00
Cox Business	$1,711.64
Davis Oil Company	$530.87
Department of Environmental	$62.00
Dana Eversol	$1,000.00
Consolidated Communications	$365.00
Government Account (Pikepass)	$14.25
InfoSend	$7,660.00
Lake Region Electric	$4,328.00
Lake Region Fiber	$492.05
Northeast Okla Public Facilities Auth	$168.49

Tahlequah Public Works Authority	$61,616.72
US Postmaster	$1,946.41
Andrew Wilcoxen	$1,120.00
Verizon Wireless	$840.59
Dish Network	$67.90
AT&T	$492.91
AT&T Long Distance	$143.57
AT&T (Tenkiller T-Line)	$810.40
American Municipal	$265.98
Aramark (uniforms)	$867.81
Arvest Bank Loan	$5,523.91
BancFirst	$2,890.09
Cintas Corporation	$338.74
City, Light & Water	$67,413.72
City of Tahlequah - City Treasurer	$162,993.05
Grand River Dam Authority	$1,036,641.71
Holloway, Updike & Bellen, INC	$27,600.00
Mail Mart	$9.05
National Meter	$11,983.61
OCT Equipment, INC.	$43,106.00
Oklahoma Water Resources	$500.00
Oklahoma Municipal	$275.00
Pitney Bowes	$254.97
Roy Kliest	$2,072.82
Tahlequah Public Works Authority	$46,869.45
Wight Office Machine	$605.00
Verizon Wireless	$659.50
Cantrell Exterior Roofing	$26,180.76
Payroll	$316,141.01
Less	$43,348.75
TOTAL	$1,801,741.75

3. Approve debit card expenditures – Debit card expenditures totaled $916.99

Mr. Spears entertained a motion to approve the Consent Agenda, so moved by Mr. Gish and seconded by Mr. Highers.
Roll Call: AYE: Mr. Gish, Mr. Highers, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Spears welcomed Mr. Lloyd Cole, Mr. Andrew Wilcoxen, Ms. Bree Long, Mr. Ed Fite and Ms. Dana Eversole.

2. Discussion & Possible Action to approve Financial Report for August 2019 – Ms. Beth Bailey, Office Manager, reported the Electric Department revenue was $1,577,940.68; operating expenditures were $1,336,478.64 leaving a net income of $241,462.04. The Water System and Water Treatment Plant operating revenue was $407,189.23; operating expenditures for the Water Department were

$290,568.64; the operating expenditures for the Water Treatment Plant were $113,836.56 leaving a net loss of $2,784.03. The Sewer System & Wastewater Treatment Plant operating revenue was $249,736.21; the operating expenditures for the Sewer Department expenditures were $112,042.07; expenditures for the Wastewater Treatment Plant were $121,313.00 leaving a net loss of $16,381.14. Warehouse expenditures was $50,915.64 and was reallocated to Electric, Water, and Sewer. Administrative operating revenue was $18,429.41 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were $138,279.78 and also reallocated to Electric, Water, and Sewer leaving a net operating loss of $119,850.37. The non-operating revenue for Administrative was $160,935.97. The non-operating expenditures were $67,413.72 leaving a net non-operating income of $93,522.25 for Administration. Total net income for all departments is $354,149.46.

Capital Expenditures for August in the Electric Department was $26,885.89; Water Department was $39,778.95; Sewer Department was $26,494.77; Wastewater Treatment Plant was $27,600.00; Administration was zero; Warehouse was zero, and Water Treatment Plant was $154,255.60 making a total for Capital Expenditures of $275,015.21.

Pages 41-51 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

Mr. Wright made a motion to approve the financial report for August 2019 and seconded by Mr. Highers.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

** Mr. Ed Fite with GRDA arrived to the meeting at 9:19AM **

3. Discussion & Possible Action to approve final payment for Invoice #1422 to the Cantrell Exterior Finishes, LLC for Re-Roof of the Light Plant Building at 625 W. Keetoowah Street totaling $30,819.24 – Mr. Doublehead checked with the Supervisors to make sure the roof was not leaking, they all responded they have not noticed any leaks. Mr. Doublehead made recommendation for approval of payment.

Mr. Wright made a motion to approve the final payment for Invoice #1422 to the Cantrell Exterior Finishes, LLC for Re-Roof of the Light Plant Building at 625 W. Keetoowah Street totaling $30,819.24 and seconded by Mr. Gish.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

4. Discussion & Possible Action to approve a Bid for Tree Trimming Services – Mr. Doublehead stated Mr. Stephens would be presenting this item. Mr. Stephens stated five (5) bid forms were sent out and only three (3) were returned. McCoy Tree Surgery Company returned a bid of a proposed hourly rate of $140 with the option of straight time only. Riggs Tree Service, Inc returned bid of a proposed hourly rate of $158.00. The last bid received from Davey Tree Surgery Co. proposed an hourly rate of $169.98. He also stated this item was included in his budget for the year. Mr. Stephens recommendation would be to approve the lower bid with McCoy Tree Surgery Co.

   Mr. Highers asked if the crew would be working every day during the work week? Mr. Stephens replied they will work Monday through Friday during the Electric crews' normal business hours with weather permitting. Mr. Doublehead further stated that he and Gary will continue to look into whether it would be more cost effective to add more staff to the tree trimming crew rather than having to outsource.

Mr. Gish made a motion to approve the bid from McCoy Tree Surgery Co. at a proposed hourly rate of $140.000 with the option of straight time for tree trimming Services and seconded by Mr. Wright.

Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, and Mr. Spears NAY: None.

5. Discussion & Possible Action to approve a Bid for a Lowboy Equipment Trailer (35 Ton) for the Electric, Water, and Sewer Departments – Mr. Macario stated this item is a split cost amongst the three departments. The trailer will be used for the Excavators and other large equipment and will replace the older model on inventory. The last time our trailer was utilized the OHP stopped the driver an informed him to park the trailer and to not be using it on the roads anymore. The departments have been currently relying on the Tahlequah Street Department to move the equipment.

   Mr. Highers noted the price difference in each of the bids. Mr. Wright followed with the concern in the different model numbers and asked if the specs were the same for each bid submitted. Mr. Setters confirmed the specs were the same for each bidder.

   Mr. Macario recommendation would to select the 2020 Kaufman model from Irwin Trailer Company for $37,310.00

Mr. Gish made a motion to approve the Irwin Trailer Company bid totaling $37,310.00 and seconded by Mr. Highers.
Roll Call: AYE: Mr. Gish, Mr. Highers, Mr. Spears, and Mr. Wright NAY: None.

6. Discussion & Possible Action to approve bid for a ¾ Ton Crew Cab 4X4 Pickup with Service Bed for the Wastewater Collections Department – Mr. Tucker stated this pickup would be replacing a 2005 pickup that has started requiring more maintenance to run.

   Mr. Gish questioned whether the local dealers were invited to bid, or did they not offer this specific model. Mr. Setters replied they have been invited in the past but was not this time. Generally, their bids are higher than other bidders. All of the bidders for the pickup are on state contract.

Mr. Spears entertained a motion to approve the bid for the ¾ Ton Crew Cab 4X4 Pickup from Carter Chevrolet totaling $36,647.00, so moved by Mr. Highers and seconded by Mr. Gish.
Roll Call: AYE: Mr. Spears, Mr. Highers, Mr. Wright, and Mr. Gish NAY: None.

7. Discussion & Possible Action to approve Bid for a Compact Wheel Loader for the Wastewater Treatment Plant – Mr. Curtis explained the Compost operation is having a lot of issues with using the backhoes to move the compost. The radiator grill on a backhoe is on the front of the equipment which causes it to collect dust and mold from the wood chips are requiring extra maintenance to keep the filters clean for the backhoe to operate efficiently. The compact wheel loader would be beneficial due to the radiator grill being located in the rear of the equipment.

   Mr. Wright asked how many backhoes are being utilized at the Plant? Mr. Curtis replied they are currently using a backhoe that is older, around 2003 or 2004 model. They also have a2013 model and plan to surplus the older model if the compact wheel loader is approved.

   Mr. Spears asked if the Loader was a budgeted item? Mr. Doublehead stated it was a budgeted item and New Holland is a well-known entity.

Mr. Wright made a motion to approve the Tulsa New Holland bid for the Compact Wheel Loader for $76,100.00 and seconded by Mr. Gish.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

8. Discussion & Possible Action to approve Memorandum of Agreement with the Cherokee Nation. Re: Indian Meadows Wastewater Collection – Mr. Doublehead stated prior to the meeting he submitted a copy of the Agreement to Mr. Chaffin for his review. In the past, Tahlequah Public Works Authority has entered into Agreements similar to this with the Nation. This project is a cost reimbursement.

   Mr. Chaffin summarized the basic terms of the Agreement. The Agreement is to install a sewer system within the Indian Meadows Housing Addition and a lift station. Total contribution from the Nation is $1,134,000.00 including our labor and material. Tahlequah Public Works Authority's responsibility will be to provide all of the rights-of-way that are necessary, Engineering Services, and publicly bid all work not completed by the Authority.

   Mr. Chaffin further stated the Agreement is a standard agreement and well balanced. Tahlequah Public Works Authority will submit monthly invoices for reimbursement for labor and material. The requirements for the Tahlequah Public Works Authority will be to provide the Nation with a copy of the annual audit within six (6) months of closing the fiscal year. Also, to provide monthly progress reports and shall preserve and make available records and reports related to the project for five (5) years form the date of program close out.

   Mr. Tolar added the project is beneficial to all parties and customers in the area. Phase I of the project is funded through the Memorandum of Agreement with the Cherokee Nation and Phase II of the project will extend Sanitary Sewer on Park Hill Road. With the approval of the Agreement, HUB will provide an Engineer Services Agreement to present at next month's meeting.

   Mr. Highers asked if all the lots in Indian Meadows were on septic tanks and if so, is there any remediation in getting the septic tanks out once they are hooked up to the new system? Mr. Tolar replied the removal of the septic tanks are not included in the cost of installing the sewer system, due to the work being done on private property, it will be the responsibility of the homeowners to remove or fill in the tanks with sand or dirt.

Mr. Wright made a motion to approve the Memorandum of Agreement with the Cherokee Nation. Re: Indian Meadows Wastewater Collection and seconded by Mr. Highers.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

9. Discussion & Possible Action to approve Disbursement Request #10 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Tenkiller WTP Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellen, INC.) totaling $700,124.93 – Mr. Tolar stated this is the monthly reimbursement request from the Drinking Water State Revolving Fund that goes to the Oklahoma Water Resource Board for approval of payment request from Crossland Construction for the Tenkiller Plant and Huffman Construction for the Teehee Plant. All documents submitted by both Contractors have been reviewed and Mr. Tolar recommends approval.

Mr. Wright made a motion to approve Disbursement Request #10 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Tenkiller WTP Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellin, INC) totaling $700,124.93 and seconded by Mr. Gish.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, and Mr. Spears NAY: None.

10. Discussion & Possible Action to approve Invoice #11 to HUB for Engineering Services for Wastewater Treatment Plant Improvements totaling $6,500.00 – Mr. Tolar explained this request is for the balance

on the final design portion of the Engineering Agreement for the Wastewater Treatment Plant Expansion. The memorandum of agreement to address the Environmental Mitigation has had little progress over the last month. He said they have received assurance from the environmental expert this will not hold up the overall funding portion of the project and as of now he is anticipating submitting the loan application to the Water Resources Board in January.

Mr. Spears entertained a motion to approve Invoice #11 to HUB for Engineering Services for Wastewater Treatment Plant Improvements totaling $6,500.00, so moved by Mr. Gish and seconded by Mr. Highers.
Roll Call: AYE: Mr. Gish, Mr. Highers, Mr. Spears, and Mr. Wright NAY: None

11. Engineer's Report – Mr. Tolar began his report on the Tenkiller Plant project is progressing well. They have moved to work inside in the Treatment Facility Building. Work includes pumps, piping and valves, and other work not related to the clarifier. Crossland Construction is ahead of schedule and continue to perform well.

    Mr. Tolar stated he still has some concern with Huffman Construction at the Teehee Plant. During the last progress meeting Huffman has assured us they are waiting on valve equipment to arrive to get started. Recently the valves needed for the filter rehabilitation work has been delivered. Mr. Tolar expects to see some progress from here on out.

    Mr. Tolar passed out a handout to all Board Members from the last progress meeting. A large portion of the rehabilitation to the Teehee Plant is related to the side stream storage water reservoir. Work is currently being done in the North basin; a majority of the concrete has been removed. Forms are being erected to begin the process of installing new concrete and concrete liners. However, once the water levels were brought down it has become noticeable that there is more concrete damage than estimated. It is also noticeable, once the sub soil under the slabs has dried there is rapid and immediate failure of the existing concrete determined to remain. It is expected to spend approximately $454,000.00 of the original bid of $627,100.00 to address the concrete in the North basin. If the work is intended to be completed in the South basin as well, he is estimating to run over the contract amount by $137,000.00. The Contractor will complete the work in the North basin and once the numbers are up to date the Board can decide on how to proceed with the South basin at a later date with several options available. Construction can continue as intended with the Boards approval and understanding the amount will over run the contracted amount. We could also choose not to do the work in the South basin and re-bid it a later date or look at some other options for the South basin in a cheaper way by not using as much concrete and more riprap.

    Mr. Wright asked when the installation date was on the concrete that is now being removed? Mr. Tolar replied the last plans he has seen shows it to be installed in the early 1980's. Mr. Wright asked if it could be done differently due to the pictures shown it looks to be sliding down. Mr. Tolar explained there is a 2-1 slope that was done with river sand and no toe, just a floating slab. The new design will entail a 2-foot toe at the end of the slope along with riprap to anchor it with a smaller toe at the top. Also, the concrete that has been removed did not have steel to reinforce the sturdiness, the new slab will have steel.

12. EXECUTIVE SESSION: As provided for in the Open Meetings Act Title 25, Section 307b.4 regarding confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. Re: Tort Claim – Randolph Hoerschgen.

13. EXECUTIVE SESSION: As provided for in the Open Meetings Act Title 25, Section 307b.4 regarding confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. Re: Looney vs. TPWA.

14. EXECUTIVE SESSION: As provided for in the Open Meetings Act Title 25, Section 307b.1 regarding the employment, hiring, appointment, promotion, demotion, discipling or resignation of any individual salaried public officer or employee. Re: Apprentice I.

Mr. Chaffin stated it was in his opinion and recommendation to enter into Executive Session for the Agenda items.

Mr. Wright made a motion to enter Executive Session at 10:02AM and seconded by Mr. Gish.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

At 11:12AM Mr. Highers made a motion to enter Regular Session and seconded by Mr. Wright.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

15. Possible Action on Executive Session item. Re: Tort Claim – Randolph Hoerschgen

Mr. Gish made a motion to authorize Mr. Doublehead to pay $456.97 for his claim in exchange for a full release and seconded by Mr. Highers.
Roll Call: AYE: Mr. Gish, Mr. Highers, Mr. Spears, and Mr. Wright NAY: None.

16. Possible Action on Executive Session item. Re: Looney vs TPWA

Mr. Wright made a motion to authorize Mr. Doublehead and attorney to proceed with negotiations regarding the Looney condemnation and seconded by Mr. Highers.
Roll Call: AYE: Mr. Highers, Mr. Spears, and Mr. Wright NAY: None ABSTAIN: Mr. Gish.

17. Possible Action on Executive Session item. Re: Apprentice I

Mr. Wright made a motion to authorize Mr. Doublehead to take appropriate action with the proper authority regarding separation of Apprentice I and seconded by Mr. Gish.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

18. General Manager's Report – Mr. Doublehead stated he spent part of the week at the Oklahoma Municipal League Annual Conference in Tulsa. Ms. McKie has begun work and seems to be picking up the duties of the accountant position. Two other positions have since been filled, Brady Smith and Tanner Crow will be joining our staff within the next few weeks. However, there are still a few job openings currently with the brush crew and wastewater equipment operator.

    In closing, unfortunately, Mr. Larry Setters has made the decision to move his career forward and go to work with another company within our community.

19. Attorney's Report – No Report.

20. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Ms. Spears entertained a motion to adjourn, so moved by Mr. Wright and seconded by Mr. Highers.

Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, and Mr. Spears NAY: None.

Meeting adjourned at 11:16AM.

Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

OCTOBER 18, 2019

Mr. Scott Wright, Vice-Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members were present, including Legal Counsel, with the exception of Mr. Spears. Ms. Skinner made a motion to excuse Mr. Spear's absence from the meeting and seconded by Mr. Highers.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Liza Champlain, Office Assistant Manager, Ms. Erin Butler, Human Resources, Mr. Mike Richardson, Special Services, Mr. Thom Cole, IT Manager, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Chris Hall, Water Treatment Plant, Mr. Jay Updike, HUB Engineers, Mr. Allan Brooks, Public Finance Law Group, Mr. Chris Wolff, Municipal Financial Services, Ms. Dana Eversole, Ms. Sue Catron, City of Tahlequah Mayor, Ms. Keri Thornton with the Tahlequah Daily Press, and Mr. John Uzzo, City of Tahlequah citizen.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of September 20, 2019 Regular Board Meeting.

Mr. Gish made a motion to approve the Consent Agenda and seconded by Ms. Skinner
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. General Manager's Report – No report.

2. Attorney's Report – No report.

3. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Highers made a motion to adjourn the meeting and seconded by Mr. Gish.
Roll Call: AYE: Ms. Skinner, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

Meeting adjourned at 9:05AM.

Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

OCTOBER 18, 2019

Mr. Scott Wright, Vice-Chairman, called the meeting to order at 9:06AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members were present, including Legal Counsel, with the exception of Mr. Spears. Ms. Skinner made a motion to excuse Mr. Spear's absence from the meeting and seconded by Mr. Highers.
Roll Call: AYE: Mr. Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Liza Champlain, Office Assistant Manager, Ms. Erin Butler, Human Resources, Mr. Mike Richardson, Special Services, Mr. Thom Cole, IT Manager, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Chris Hall, Water Treatment Plant, Mr. Jay Updike, HUB Engineers, Mr. Allan Brooks, Public Finance Law Group, Mr. Chris Wolff, Municipal Financial Services, Ms. Dana Eversole, Ms. Sue Catron, City of Tahlequah Mayor, Ms. Keri Thornton with the Tahlequah Daily Press, and Mr. John Uzzo, City of Tahlequah citizen.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of September 20, 2019 Regular Board Meeting.
2. Approve regular claims.

The itemized list of claims for a total of $1,593,419.80 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
09/19/2019 through 10/17/2019

AT&T	$572.27
AT&T Mobility	$44.69
Aramark (uniforms)	$754.23
Arvest Equipment Finance	$1,461.99
APAC Central, INC	$953.80
AT&T One Net	$0.66
BancFirst	$2,534.80
City, Light & Water	$2,700.00
Cox Business	$2,980.47
Eric Hickman	$241.86
Dana Boren	$1,000.00
Government Account (Pikepass)	$22.10
Grand River Dam Authority	$1,072,214.74
House to House Plumbing	$529.50
Lake Region Electric	$3,260.00
Lake Region Fiber	$326.61
Northeast Okla Public Facilities Auth	$186.64

Oklahoma Municipal	$424.00
Red Hawk Fire & Security	$985.00
Richard Corn	$2,993.56
Select GCR	$2,000.00
Tahlequah Cable TV	$198.83
Tahlequah Public Works Authority	$61,943.38
US Postmaster	$134.73
Verizon Wireless	$181.09
Dish Network	$67.90
Kelsei Morgan	$114.00
AT&T	$102.40
AT&T Long Distance	$188.23
American Municipal	$269.34
Aramark (uniforms)	$648.96
Arvest Bank Loan	$5,523.91
BancFirst	$2,890.09
Cintas Corporation	$291.23
City, Light & Water	$68,362.89
City of Tahlequah - City Treasurer	$179,306.01
Holloway, Updike & Bellen, INC	$6,500.00
Oklahoma Water Resources	$15,414.69
Roy Kliest	$2,072.82
Tahlequah Public Works Authority	$25,128.91
Cantrell Exterior Roofing	$30,819.24
Payroll	$307,131.85
Less	$210,057.62
TOTAL	$1,593,419.80

3. Approve debit card expenditures – Debit card expenditures totaled $1,472.24

Mr. Gish made a motion to approve the Consent Agenda and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Doublehead welcomed Ms. Keri Thornton, Mr. Allan Brooks, Mr. Chris Wolff, Ms. Sue Catron, Mr. John Uzzo, and Ms. Dana Eversole.

2. Discussion & Possible Action to approve Financial Report for September 2019 – Mr. Doublehead stated Ms. Bailey was not present and the Financials were not complete at this time but will be to the Board by next week.

   Mr. Gish asked if the software issue was resolved? Mr. Doublehead stated it is in the works to be resolved. During the Caselle Conference last week there were several cities and communities with the same issue due to a software update.

Ms. Skinner made a motion to table the Financial Report for September 2019 and seconded by Mr. Highers.

Roll Call: AYE: Ms. Skinner, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

3. Discussion & Possible Action regarding the apportionment from TPWA to the City of Tahlequah – Mr. Doublehead stated it has been a year since the apportionment was changed from 6% to 4%. If the Board decides to go back to the 6%, Mr. Doublehead reminded the Board the increase was not added into the budget for the current fiscal year. An action item would be added to the next Board Meeting to amend the budget if approved. He further stated he understood the need from the City of Tahlequah's side for the apportionment. The amount of contribution to the city since 2009 is $14.1 million to the City's General Fund.

   Mr. Gish asked if the apportionment percentage of total revenues? Mr. Doublehead stated the percentage is for metered sales only and the total is gross sales not net sales. Mr. Gish asked what the 2% would mean to Tahlequah Public Works Authority and the City of Tahlequah? Mr. Doublehead stated the 2% alone would estimate around $400,000.00. Prior to September 2018, when the percentage was at the 6% the contribution was approximately around $1.2 million a year. Mr. Gish followed with asking if there were any other public trusts contributing to the City? Mr. Doublehead replied not to his knowledge. Mr. Highers stated he did not believe there were any as well, but there is not any other trust set up the same as TPWA. Meaning TPWA is a revenue generating trust to where other trusts are not. Mr. Highers stated Tahlequah is unique in the way it is set up with its utility system, in that they are a stand-alone system. In a lot of other towns or municipalities, the utility management normally falls under the City management.

   Mr. Wright asked what kind of stress would it put on TPWA if voted to go back to the 6%? Mr. Doublehead stated by going back to the 6% it would be manageable if when street widening projects take place if there is an avenue that TPWA is able to fund the cost of the materials or contracting those services out. TPWA has got hurt in years prior due to TPWA budgeting for the 6% and also having to cover the expenses to re-locate utilities for the City's street widening projects. Half a million dollars on West Fourth Street for example, the Bonds were not written as such that it was covered under the Bond so TPWA had to come up with the money out of their Operating Funds to cover that expense. It is a debt expense because the utilities are already in place and there are not any system efficiency improvements just simply moving lines for customers who already existing.

   Mr. Highers stated it is a new day in the City and those conversations had before regarding the street widening projects, Muskogee Avenue he believes is the only one projected for this year. Any other street widening projects set to happen in the short term should not be done as a bond with the City passing a new sales tax bond.

   Ms. Sue Catron, City of Tahlequah Mayor, stated the announced upcoming street widening projects is South Muskogee Avenue that is apart of the bond projects and in the plans since 2013. Initial conversations about the location of services down Muskogee and she has been assured the Electrical services are not coming down the center of the road as expected. She expects some re-location of services but not to the extent of West Fourth Street. She further stated the plans have been revised and the next step will be to have meetings with the Utility Companies to discuss the re-location of services. She reiterated on Mr. Highers comments in that the relationship with the City and TPWA is a component unit of the City. We are one in the same while we have separate governing boards, we have similar goals and want to work together.

   Mr. Doublehead stated TPWA has always been involved within the City's projects and he certainly understands the need to work together. That has always existed here at TPWA and will continue. When

it comes down to the financing of how we go about is obviously the Boards decision, but everyday operations our staff has been ready to assist and help.

Mr. Wright asked if the cost were known for the South Muskogee Avenue widening project? Mr. Doublehead stated some numbers have been run and discussions of running all Electric underground as opposed to overhead totaling a $2 million dollar addend. Sewer will also have to be moved but doesn't not have the numbers for the cost.

Mr. Tucker stated his crews have already spent close to $60,000.00 just to move one section and expects the rest of everything to be on the outside depending on how far the project runs down South Muskogee Avenue.

Mr. Doublehead asked Mr. Macario if he knew the cost for the water? Mr. Updike stated at one time there was a pre-liminary lay out of the re-location and there was substantial water line re-location required, the current line is 12". He stated it has been awhile and suggested to update the cost estimates.

Mr. Highers noted the conversation on Muskogee Avenue is happening and can continue to happen, but it does not necessarily affect this item agenda. Regardless of what happens there TPWA can still move to approve the 6% and still be a work together deal with the City and if that means the City has to help or push back some of that to work, he believes it will benefit the working relationship.

Mr. Chaffin stated with having two new Board members he feels it would be helpful to them if he outlined the legal relationship between the City and the Trust. The Trust of Tahlequah Public Works Authority is a public trust, a state entity created by some individuals approved by the City then approved by the Governor. The beneficiary of that Trust is the City of Tahlequah. The City Utility Board, also known as the Tahlequah Municipal Utility Board, was created under the charter of the City of Tahlequah. Duties of the Utility Board, prior to the establishment of the Trust, was to run the utilities. There are some Cities who still operate that way. There are a lot of Cities who have used the vehicle of a Public Trust, primarily for purposes of financing because the Oklahoma Constitution prohibits the Cities from incurring indebtedness for more than one year. The Trust is a separate legal entity to the City the only association the Trust has with the City is under the Trust document the members who are appointed to the Tahlequah Municipal Utility Board automatically become a member of the Tahlequah Public Works Authority Board. The meeting for the Utility Board still existent and occurs every month prior to the Tahlequah Public Works Authority Board Meeting. It has to stay in existent in order to provide members for the Public Works Authority Board. The Utility Board function now is to take care of the Street lights within the City. The Public Works makes distributions to the Utility Board to pay for those contingents and also pays the expenses of the Board Members for their statutory fees. The Trust itself is the Governing document in which the Tahlequah Public Works Authority operates. However, the Trust does have some provisions. To summarize the provisions, the City is the beneficiary, this Board will determine the needs of the Tahlequah Public Works Authority's for operating expenses, future expansion and determine if there are any surplus funds. If there are surplus funds, they would be given to the City up until about ten (10) or fifteen (15) years ago, this Board never gave any funds to the City.

In closing, Mr. Chaffin stated it is in the discretion of this Board whether funds are given to the City and how much. Members duties as Trustees is to ensure to keep enough funds to operate the facilities and make provisions for expansion.

Mr. Gish asked to clarify the term surplus funds because to him it means net. Mr. Chaffin replied yes surplus is not considered a percentage or set amount. It is an amount the members feel they can afford

to give and still perform the operations and provide for future expansion. Mr. Gish stated if the Board agrees to raise the apportionment the budget will have to be re-worked. He also stated it is apparent the City has been agreeable in the past to reduce the rate if need be in order to reimburse TPWA for those expenses and if a similar situation arose down the road the City would reconsider to dropping the percentage again. He then asked if the budget could be re-worked and TPWA afford the increase? Mr. Doublehead replied yes it could be made to work but that would require looking at possibly raising the rates and having less expenditures.

Ms. Skinner asked if this item should be revisited once a year? Mr. Doublehead answered he thinks as long as we are in growth mode it will have to be revisited every year. He doesn't expect the growth to slow down anytime soon but both us and the City will have to learn to manage the growth year in and year out.

Mr. Gish stated the Board needs to recognize now if they agree to raise the percentage the budget will have to be revised and if that means re-visiting the utility rates then we need to do so. Mr. Highers stated the utility rate schedule is already in place. Mr. Gish asked if that alone would be enough? Mr. Highers said the schedule is a three-phase schedule.

Mr. Highers made a motion to raise the apportionment from Tahlequah Public Works Authority to the City of Tahlequah from 4 to 6% and seconded by Mr. Gish.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

4. Discussion & Possible Action to approve a Bid for a Side by Side Sport Utility Vehicle for Teehee Water Treatment Plant – Mr. Linn stated item number four (4) and five (5) were budgeted items. The Teehee Plant currently does not have a sport utility vehicle. He feels it would be useful for getting around different areas of the plant and would minimize damage to yards.

   Mr. Doublehead stated according to the bid tabs Motor Sports of Muskogee did not meet tow capacity specifications. His recommendation would be to go with P & K Equipment who came in with the lowest and best bidder with a John Deere unit.

Ms. Skinner made a motion to approve the bid from P & K Equipment for a John Deere Sport Utility Vehicle in the amount of $13,034.95 and seconded by Mr. Gish.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner and Mr. Wright NAY: None.

5. Discussion & Possible Action to approve a Bid for a Side by Side Sport Utility Vehicle for Tenkiller Water Treatment Plant – Mr. Doublehead stated he would also recommend P & K Equipment.

   Mr. Wright asked what Utility vehicle does Tenkiller have currently? Mr. Linn stated it is a John Deere gator and is seven (7) years old. Mr. Wright asked if the vehicle had reached its life expectancy? Mr. Linn stated it has not and originally asked for trade in value which come back around $3,850.00. Since getting the trade in value he has learned the Wastewater Treatment Plant would like to have the used vehicle if the item is approved for a new one.

Mr. Gish made a motion to approve the P & K Equipment bid for a Side by Side Sport Utility Vehicle for Tenkiller Wastewater Treatment Plant in the amount of $13,034.95 seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Wright NAY: None.

6. Discussion & Possible Action to approve a Resolution authorizing the Tahlequah Public Works Authority (the "authority") to issue its utility system revenue note, taxable series 2019 (the "note") in the

aggregate principal amount of not to exceed $12,850,000; waiving competitive bidding and authorizing the note to be sold on a negotiated basis; approving and authorizing execution of a general bond indenture and supplemental note indenture authorizing the issuance and securing the payment of the note; providing that the organizational document creating the authority is subject to the provisions of the indenture; ratifying and confirming a lease by and between the city of Tahlequah, Oklahoma (the "city") and the authority pertaining to the city's water, sanitary sewer, electric, and street lighting systems; authorizing and directing the distribution of information in connection with the placement of the note and authorizing the execution of the note and other documents relating to the transaction, including professional services agreements, a parity agreement, and an escrow agreement; and containing other provisions relating thereto – Mr. Brooks stated he had received a call from the Oklahoma Water Resources Board indicating they were looking at re-funding for there outstanding bond issues. The Oklahoma Water Resources Board has the opportunity to restructure or refinance their bonds based on lowering the interest rate and in return allow communities to restructure their debt or pay off. On this item, the loan was closed in 2010 with a major water line project, the principle amount was $16,320,000.00. After re-evaluating the transaction, it appeared by re-financing it would save the Authority money. In order to take advantage of this offer there are some conditions to take into consideration. The Water Board is pre-liminary indicated the closing and money delivered to them by December 1, 2019. He expects a final word from the Water Board within the following week stating whether they will allow Tahlequah Public Works Authority to prepay their debt. Mr. Brooks is assuming an interest in connection to the re-financing transaction that has not been locked down. In the resolution it is asking to approve the transaction subject to the interest of not to exceed 2.75%.

Mr. Wolff began by handing out two (2) reports. The first report is an overview of the 2010 loan, the interest is locked and fixed for the life of the loan at 3.49% on a thirty (30) year loan. The principal outstanding is approximately $12,850,000.00. The amount of accrued interest shown in the report is assuming to set aside an escrow amount out to the call date of the bond, which is in April 2021. The report shows a worst case or lower savings scenario but is hopeful to be able to accrue the interest through the closing date of the re-financing in mid-December. However, if the interest has to be escrowed out to 2021 the accrued interest amount to make good on is approximately $670,000.00 which makes the total funds required to be around $13,520,000.00. TPWA's current debt service fund held by the Trustee Bank is approximately $143,000.00. They will contribute that amount to the source of funds for the re-financing along with the Authority's cash contribution of about $472,000.00 to make the total sources of funds of a little under $13,500,000.00.

Mr. Wolff stated in order to fund the escrow is to fund the escrow amount sufficient to pay off the $13,500,000.00 funds required figure. In order to accomplish that is to take the Note Proceeds, the Debt Service Funds, and the cash contribution and put them in an open market security that are called treasury notes. Treasury notes are essentially a fixed income or discounted securities that does not pay interest, but we buy them at a discount and at the time we call the bonds or note in the amount enough will be sufficient to pay the $13,500,000.00.

The second hand out shows a table of the savings analysis. It is laid out to show the existing debt services of the 2010 note in comparison to the 2019 loan. In the first column it has the payments scheduled for the maturity of the note to be a little over $858,000.00. The next column shows the credit of $143,000 already paid to the Trustee. Next to it is the net existing debt services balance due. The fourth column shows the 2019 loan, the payments will increase about $47,000.00 on average all the way to 2037. The savings on this note are by virtue of lowering the interest rate and shortening the note by 4 years. Starting in 2038 all the way through 2041 the savings is about $860,000.00 a year just by virtue of not having the payment. At the bottom of the chart is shows the total annual difference is around

$2.1 million and take out the cash contributions to show the net debt services savings to be $1.6 million. The savings in present value or today's dollar is just above $602,000.00.

Mr. Wolff further stated if we were only required to escrow out to the Water Resources Board closing date of mid-December it will reduce the cash contribution required by half to around $200,000.00 which will jump the savings up even more.

Mr. Gish and Mr. Highers asked a few questions to clear up their understanding of the numbers presented. Mr. Wolff confirmed they understandings of the numbers were correct.

Mr. Highers then asked if we are looking at present day cash flow, if approved will increase the payment every year for the next several years he believes this is potentially good it is also increase cash that will have to be put into this over the next several years. Mr. Doublehead referred Mr. Highers to look at the lease purchase report, the lease purchases coming off in February of 2020 amount to $5,381.00. He believes we have that monthly obligation now that will cover the $4,000.00 a month cash contribution with those vehicles no longer being purchased.

Mr. Wright then asked what the economical remaining life of the vehicles are? Mr. Doublehead replied they would continue doing what they have been since the last lease purchase in 2017 and that would to be to pay cash for any new equipment. He expects the life on the backhoe to be around another ten (10) years, pickup trucks anywhere from 7-10 years. Mr. Highers then asked where the cash contribution would come from. Mr. Doublehead stated the funds would come from contingencies.

As a final comment Mr. Brooks stated for this type of action under state law it will require four (4) yes votes.

Mr. Gish made a motion to approve the resolution as described in agenda item number six (6) as written and seconded Ms. Skinner.
Roll Call: AYE: Ms. Skinner, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

7. Discussion & Possible Action to approve Discussion & Possible Action to approve a Resolution approving and authorizing a Clean Water SRF Loan from the Oklahoma Water Resources Board in the total aggregate principal amount of not to exceed $6,750,000; approving the issuance of a promissory note in the total aggregate principal amount of not to exceed $6,750,000, secured by a pledge of revenues and authorizing its execution; approving and authorizing the execution of a loan agreement for Clean Water SRF Loan; designating a local trustee and approving and authorizing the execution of a trust agreement; approving and authorizing the execution of a security agreement; ratifying and confirming a lease, whereby the City of Tahlequah leased its water, sanitary sewer, electric and street lighting systems to the Tahlequah Public Works Authority; approving various covenants; approving and authorizing payment of fees and expenses; and containing other provisions relating thereto – Mr. Wolff stated this item covers the Wastewater Treatment Plant Improvement project. This $6,750,000 is the remainder of the $2.1 million bond passed this past November for the wastewater. The loan application was submitted on September 5, 2019 to the Oklahoma Water Resources Board. They are expected to include the application for their December 5, 2019 board meeting for approval. Current interest rates are expected to be around 2.1%, the interest rate will be set about ten (10) days before closing and will be fixed for the life of the loan. The loan shows to mature in 2049 and will function as a line of credit, same as the DWSRF loan for the Water Treatment Plant. TPWA will be authorized to spend the $6,750,000 but will only borrow the amount drawn down for the project. During the construction period, TPWA will only be paying interest payments on the funds that have been drawn down during that period. Between the estimated closing date of December 15,2019 and March of 2022 there will not

be any principal payments made. Payments are set to begin March of 2022 with an annual payment amount of $338,000.00. The payment schedule has been structured to wrap around some of the existing debt which will defer the larger principal payments out until 2024.

Mr. Gish pointed out that he would like to vote on this agenda item although he is an employee of the bank that also happens to be the Trustee. He also stated his position with the bank has nothing to do with the Trust department.

Mr. Chaffin asked if the bond council would have an objection to Mr. Gish's vote? Mr. Brooks stated at this point they do not have a choice in the sense the Trustee Bank was set in place prior to Mr. Gish being appointed to the Board.

Mr. Highers made a motion to approve the Resolution as written authorizing a Clean Water SRF Loan from the Oklahoma Water Resources Board in the total aggregate principal amount of not to exceed $6,750,000 and seconded by Ms. Skinner.
Roll Call: AYE: Ms. Skinner, Mr. Wright, Mr. Highers, and Mr. Gish NAY: None.

8. Discussion & Possible Action to approve Agreement for Engineering Services for Southside Water and Wastewater System Improvements – Mr. Updike explained this agreement goes along with the Indian Meadows agreement with the Cherokee Nation. The agreement will authorize HUB Engineers to proceed with the design. After speaking with Mr. Macario there is a need to replace the 2-inch water lines. A cost estimate has been submitted to the Cherokee Nation to see if funding would be available as well. Replacing the water lines would be beneficial to the residents of Indian Meadows due to the area being dense with a lot of septic tank issues and no fire protection.

   The agreement is a standard engineering contract which includes the pre-liminary and final designs, survey and easements, bid phase services, and construction phase for a total fee of $114,000.00.

   Mr. Highers asked if TPWA was the intermediary since the Tribe would be reimbursing TPWA for doing the project? Mr. Updike replied when any bills are received, they will go to the Tribe and they will reimburse TPWA for the expense.

Mr. Highers made a motion to approve the Agreement for Engineering Services for Southside Water and Wastewater System Improvements and seconded by Mr. Gish.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner ABSTAIN: Mr. Wright NAY: None.
Mr. Wright abstained due to him owning three homes in Indian Meadows.

9. Discussion & Possible Action to approve Change Order Number 1 for Teehee Water Treatment Plant Rehabilitation totaling $46,487.00 – Mr. Updike stated the change order included five (5) items. These items have been reviewed by the staff and some have been requested by the staff. In the loan with the DEQ and Water Resources Board there were contingencies added in for items such as this. The project is close to 50% complete and do not expect any other changes in the horizon and believe we are in good shape within the budget to add these items.

   Mr. Gish asked if Mr. Updike was okay with the additional 73 days requested to complete the project. Mr. Updike replied he was okay with the additional days requested due to all the wet weather recently. He said they keep track of the days and use the ODOT system to determine if work is permissible.

   Mr. Highers asked a question on item number five (5) on whether it was included in the original bid? Mr. Updike stated it was in the original bid, but we are taking something out of the work. In the

chemical feed building each of the tanks will have a concrete wall around them. In the original bid a liner was included in case one of the tanks failed but we have since decided the concrete would be sufficient for any containment.

Mr. Highers made a motion to approve the Change Order Number 1 for Teehee Water Treatment Plant Rehabilitation totaling $46,487.00 and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

10. Discussion & Possible Action to approve Disbursement Request #11 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Tenkiller WTP Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellen, INC.) totaling $1,023,789.82 – Mr. Updike gave the breakdown for each item. The Tenkiller Plant is about 80 percent complete. The Teehee Plant is a little more complex, work is about 25 percent complete and dollar amount is about 40 percent complete. Mr. Updike recommended approval of this item to reimburse Tahlequah Public Works Authority for these bills.

Mr. Highers made a motion to approve Disbursement Request #11 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Tenkiller WTP Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellin, INC) totaling $1,023,789.82 and seconded by Mr. Gish.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Wright NAY: None.

11. Engineer's Report – Mr. Updike reported the Wastewater Treatment Plant Rehabilitation is ready to bid once the Oklahoma Resource Board approves the loan sometime in February of 2020.

    Mr. Doublehead asked if all of the Environmental Responses were back? Mr. Updike replied not quite. With the Environmental Information document, they are supposed to issue a finding of know within the next few days. The Memorandum of Agreement on the litigation of the trees should be released very soon. There will be four (4) people who will have to approve it, those being TPWA, the Tribe, the Historical Society and the Archeological Society.

12. General Manager's Report – Mr. Doublehead stated he, Latosha Steeley and Thom Cole attended the Caselle Conference last week. In regard to the software updates as mentioned earlier, Xpress Bill Pay continues to improve their applications and has announced real time payments. Mobile applications are something he thinks TPWA will be seeing in the near future as many of our younger customers aren't wanting to drive down to the office to sign up or disconnect services. He informed the Board he would be attending the Energy Resource town hall meetings put on by the Oklahoma Academy this Sunday through Wednesday at the request of Mr. Highers. The employee appreciation banquet is being held on November 22, 2019 at 6pm.

    In closing, he announced Adeline June Doublehead was born September 27, 2019 making grandbaby number six and will be spoiled by the end of this year.

13. Attorney's Report – No Report.

14. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Ms. Skinner made a motion to adjourn and seconded by Mr. Highers.
Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

Meeting adjourned at 10:52AM.

Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

NOVEMBER 15, 2019

Mr. Jack Spears, Chairman, called the meeting to order at 9:01AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members were present, including Legal Counsel.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Barry Tucker, Wastewater Collections Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Office Manager, Ms. Erin Butler, Human Resources, Mr. Mike Richardson, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins, Water Treatment Plant Foreman, Ms. Rhonda Baber, Special Services/Mapping, Mr. Steve Tolar, HUB Engineers, Ms. Dana Eversole, Ms. Sue Catron, City of Tahlequah Mayor, Ms. Keri Thornton with the Tahlequah Daily Press.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of October 18, 2019 Regular Board Meeting.
2. Approve 2020 Board Meetings & Holidays.

Mr. Spears entertained a motion to approve the Consent Agenda, so moved by Mr. Wright and seconded by Mr. Highers
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. General Manager's Report – No report.

2. Attorney's Report – No report.

3. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Spears entertained a motion to adjourn the meeting, so moved by Ms. Skinner and seconded by Mr. Gish.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

Meeting adjourned at 9:07AM.

Jack Spears
Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

NOVEMBER 15, 2019

Mr. Jack Spears, Chairman, called the meeting to order at 9:08AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members were present, including Legal Counsel.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Barry Tucker, Wastewater Collections Director, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Office Manager, Ms. Erin Butler, Human Resources, Mr. Mike Richardson, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins, Water Treatment Plant Foreman, Ms. Rhonda Baber, Special Services/Mapping, Mr. Steve Tolar, HUB Engineers, Ms. Dana Eversole, Ms. Sue Catron, City of Tahlequah Mayor, Ms. Keri Thornton with the Tahlequah Daily Press.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of October 18, 2019 Regular Board Meeting.
2. Approve regular claims.

The itemized list of claims for a total of $1,717,414.20 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
10/17/2019 through 11/14/2019

AT&T	$158.97
AT&T Mobility	$44.69
Aramark (uniforms)	$203.10
Arvest Equipment Finance	$1,461.99
AT&T One Net	$0.66
Atwoods	$69.73
BancFirst	$2,534.80
Bob Howard Dodge	$55,252.00
Cherokee Casino	$400.00
Cintas Corporation	$68.21
City, Light & Water	$2,700.00
Compu-Time Corporation	$529.25
Cox Business	$2,277.66
Department of Environment	$62.00
Dana Eversole	$1,000.00
Consolidated Commu	$365.00
Government Account (Pikepass)	$41.65
Jeremy Ellis	$990.00
Lake Region Electric	$2,873.00
Lake Region Fiber	$492.05
MESO	$825.00
Northeast Okla Public Facilities Auth	$169.51

Oklahoma Municipal	$85.00
OMUSA	$1,034.50
Tahlequah Cable TV	$198.82
Tahlequah Public Works Authority	$62,194.13
Whitekiller Surveying	$2,500.00
Wight Office Machine	$299.98
Verizon Wireless	$840.59
Dish Network	$67.86
AT&T	$632.58
Alerus Financial	$4,368.37
American Municipal	$329.42
Appriver, LLC	$6,469.80
Aramark (uniforms)	$981.67
Arvest Wealth Management	$5,156.34
Arvest Bank Loan	$5,523.91
Arledge & Associate	$16,800.00
BancFirst	$2,890.09
Brite Window Cleaning	$472.00
Cintas Corporation	$127.28
City, Light & Water	$87,886.82
City of Tahlequah - City Treasurer	$171,000.60
G & L Carports	$2,900.00
Grand River Dam Authority	$954,998.28
OCT Equipment, INC	$6,159.07
Oklahoma Sign Company	$1,600.00
Oklahoma Tax Commission	$100.00
Robert Patrick	$1,194.00
Roy Kliest	$2,072.82
Tahlequah Public Works Authority	$30,563.22
The UPS Store	$47.89
Andrew Wilcoxen	$1,600.00
Payroll	$472,142.51
Less	$198,342.62
TOTAL	$1,717,414.20

3. Approve debit card expenditures – Debit card expenditures totaled $2,333.83.
4. Approve 2020 Board Meetings & Holidays.

Mr. Gish made a motion to approve the Consent Agenda and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Wright NAY: None ABSTAIN: Mr. Spears.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Spears welcomed Ms. Keri Thornton, Ms. Sue Catron, Mr. Steve Tolar, and Ms. Dana Eversole.

2. Discussion & Possible Action to approve Financial Report for September 2019 – Ms. Beth Bailey, Office Manager, reported the Electric Department revenue was $1,843,772.59; operating expenditures were $1,315,831.04 leaving a net income of $527,941.55. The Water System and Water Treatment Plant operating revenue was $384,828.85; operating expenditures for the Water Department were $305,241.22; the operating expenditures for the Water Treatment Plant were $150,280.46 leaving a net loss of $70,692.83. The Sewer System & Wastewater Treatment Plant operating revenue was $263,909.66; the operating expenditures for the Sewer Department expenditures were $156,765.11; expenditures for the Wastewater Treatment Plant were $113,837.29 leaving a net loss of $6,692.74. Warehouse expenditures was $61,239.25 and was reallocated to Electric, Water, and Sewer. Administrative operating revenue was $8,126.91 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were $177,176.87 and also reallocated to Electric, Water, and Sewer leaving a net operating loss of $169,049.96. The non-operating revenue for Administrative was $155,410.31. The non-operating expenditures were $68,362.89 leaving a net non-operating income of $87,047.42 for Administration. Total net income for all departments is $537,603.40.

   Capital Expenditures for September in the Electric Department was $15,756.72; Water Department was $15,185.67; Sewer Department was $12,125.73; Wastewater Treatment Plant was $6,500.00; Administration was zero; Warehouse was zero, and Water Treatment Plant was $1,079,280.72 making a total for Capital Expenditures of $1,128,848.84.

Mr. Highers made a motion to approve the Financial Report for September 2019 and seconded by Mr. Wright.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers NAY: None.

3. Discussion & Possible Action to approve Financial Report for October 2019 - Ms. Beth Bailey, Office Manager, reported the Electric Department revenue was $1,545,629.97; operating expenditures were $1,107,578.50 leaving a net income of $438,051.47. The Water System and Water Treatment Plant operating revenue was $411,144.51; operating expenditures for the Water Department were $239,594.08; the operating expenditures for the Water Treatment Plant were $112,417.32 leaving a net income of $59,133.11. The Sewer System & Wastewater Treatment Plant operating revenue was $275,646.39; the operating expenditures for the Sewer Department expenditures were $117,295.56; expenditures for the Wastewater Treatment Plant were $130,032.62 leaving a net income of $28,318.21. Warehouse expenditures was $43,252.80 and was reallocated to Electric, Water, and Sewer. Administrative operating revenue was $17,826.70 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were $162,494.68 and also reallocated to Electric, Water, and Sewer leaving a net operating loss of $144,667.98. The non-operating revenue for Administrative was $158,399.64. The non-operating expenditures were $87,886.82 leaving a net non-operating income of $70,512.82 for Administration. Total net income for all departments is $596,015.61.

   Pages 47-57 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

   Mr. Gish asked if there were any Capital Expenditures for the month of October? Ms. Bailey replied they were not ready at the time of the meeting but would have them available by next week.

Mr. Gish made a motion to approve the Financial Report for October 2019 and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner NAY: None.

4. Discussion & Possible Action to approve a proposal for Electric Cost of Service and Rate Design Study with Utility Financial Solutions, LLC totaling $28,900.00 – Mr. Doublehead stated in the past there have

been discussions on having an Electric cost of service and rate design study done. He feels the need exists and has used Utility Financial a few years ago. The advantages they have are their familiarity with TPWA's numbers, operating systems, and have done work for GRDA and other surrounding cities.

Mr. Doublehead also noted, there is an agreement with GRDA. Once the bill is paid to Utility Financial, GRDA will reimburse TPWA $10,000.00 for having the electric rate study done. The net cost to TPWA will be $18,900.00. The timeline on this project is approximately twelve (12) weeks.

Mr. Highers asked in the agreement it states $28,900.00 but then has some asterisks? Mr. Doublehead replied the asterisks are if TPWA were to choose to have a solar study performed along with the electric rate study at an additional cost of $6,800.00. The second asterisk would be for if TPWA had Utility Financial come to Tahlequah to present the study, those cost are not included so there could be some travel time incurred. He does not anticipate it but if we do it would be at the end of the project. As far as the solar study he does not feel TPWA is ready for a solar study to be done. He believes GRDA is looking at what the cost of solar will do system wide throughout the other customers they serve.

Ms. Skinner asked if this is a study that is done on a yearly basis? Mr. Doublehead stated it is a study that should be completed every five (5) years.

Mr. Spears entertained a motion to approve the proposal for the Electric Cost of Service and Rate Design Study with Utility Financial Solutions, LLC totaling $28,900.00, so moved by Mr. Wright and seconded by Ms. Skinner. Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, Ms. Skinner, and Mr. Spears NAY: None.

5. Discussion & Possible Action to approve Disbursement Request #12 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Tenkiller WTP Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellen, INC.) totaling $242,645.87 – Mr. Tolar gave a breakdown for each item. Crossland Heavy Contractors has an interesting pay request this month due them using the stored materials on hand and has nothing to do with work not getting done. The Teehee Plant progress continues to be at a minimal.

   Mr. Highers asked if the work is not progressing as scheduled will the contractor meet the completion deadline? Mr. Tolar stated they more than likely will run past the deadline. He feels they currently have work that is capable of being completed but according to Huffman representatives they are waiting on a shipment of valves for the filters to arrive. Mr. Highers followed by asking about the clause in the contract? Mr. Tolar stated the owner's protection for work that runs beyond schedule will follow under the liquidated damages and will be assessed at the end of the contract. They will continue to address the issues at the monthly progress meetings. Mr. Wright asked Mr. Tolar if he was comfortable at this point with their performance? Mr. Tolar replied he is and in general they are capable of doing the work. There will be other factors to incorporate into the contract for example weather days that will be owed to them.

   Mr. Tolar also brought up another concern they have come across. They are concerned that Huffman Construction may be experiencing some financial difficulties. His office has received calls from multiple vendors and sub-contractors that claim they have not been paid going back as far as April. He had informed Mr. Chaffin, before the Board Meeting, and he will be doing some research and looking to see what TPWA options are in handling this situation. Every contact his office gets whether it is a vendor or subcontractor they provide them with the bonding information for Huffman so they can file an action against the bond.

Under the contract we do not have an option to not pay the payment application, we are diligent in making sure we are not paying them more than what the contractor is due. The stored materials portion are for materials TPWA has in their possession, so if they were to default on the contract, TPWA has the material and equipment to use.

Mr. Doublehead asked if DWSRF has been notified and if they have any concerns as the lending agency? Mr. Tolar replied DWSRF has been notified and currently do not have any concerns. Mr. Tolar reiterated they would continue to do research TPWA's options and recommended approval of this pay application, not paying them only makes the situation worse.

Mr. Chaffin stated he would review the contract and get with Mr. Doublehead and come up with a recommendation from a legal standpoint on how to proceed.

Mr. Wright made a motion to approve Disbursement Request #12 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Tenkiller WTP Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellin, INC) totaling $242,645.87 and seconded by Mr. Gish.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

6. Engineer's Report – Mr. Tolar reported Mr. Updike is halfway done with the preliminary design for the Indian Meadows project. He is expecting to have the plans done by the January meeting. The Wastewater Treatment Plant Rehabilitation is waiting on the Memorandum of Agreement regarding the litigation. The loan is set to go before the Oklahoma Water Resource Board at their December meeting. Once the request is approved his office will then get authorization to advertise for bids.

   Mr. Doublehead stated he is trying to get a meeting with some representatives with the Cherokee Nation, to help resolve the hold up with the Memorandum of Agreement. He stated they are uncertain of what exactly the Nation is asking for in addition to the tree barrier along the property.

7. General Manager's Report – Mr. Doublehead noted he is working to redefine a mutual aid agreement with the Municipal Electric Systems of Oklahoma. The current agreement is for mutual aid only when a community suffers from tornadoes or other storm related damage. The goal is to allow cities to assist one other in emergency construction that is not related to tornadoes or other storm related damage. It will allow work to be done in communities and receive reimbursement as opposed to those cities hiring contractors to perform those services. The long-term goals are knowing the communities are getting qualified people to help in the community and typically municipalities can perform the work at a fraction of the cost than an outside contractor.

   Mr. Doublehead stated he and Mr. Spears met with Mr. Allan Brooks on Wednesday to sign the final closing agreement. Since then he has received the final closing documents from the Municipal Finance Services. The final amount refinanced was $12,850,000.00 and the interest rate was locked in at 2.65%. The total savings was $2.7 million over the life of the loan versus $1.7 million. TPWA's portion came to $220,000.00 instead of over $400,000.00.

   There have been some additional hires. Brady Smith in the Water Distribution Department, Tanner Crow as a Meter Reader, Nathaniel Galdamez at the Wastewater Treatment Plant, and Clay Thompson in the Brush Crew.

The employee appreciation banquet is next Friday night at the Cherokee Casino in the Chota Banquet Room beginning at 6pm. Frank Macario, who is absent today, is unfortunately experiencing some health issues and as soon as more information comes in Mr. Doublehead will keep the Board updated.

In closing, James (J.T.) Taylor has announced his retirement after almost 35 years with Tahlequah Public Works Authority. If Mr. Taylor were present, he would pull out his phone and tell you how many days, minutes and seconds he has before his retirement will begin. We wish him the best and will certainly miss him.

8. Attorney's Report – No Report.

9. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Mr. Spears entertained a motion to adjourn, so moved by Ms. Skinner and seconded by Mr. Wright.
Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

Meeting adjourned at 9:50AM.

Jack Spears
Chairman

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

DECEMBER 20, 2019

Mr. Jack Spears, Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members were present, including Legal Counsel.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Steve Jeffrey, Electric Foreman, Mr. Frank Macario, Water Distribution Superintendent, Mr. Barry Tucker, Wastewater Collections Superintendent, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Office Manager, Ms. Erin Butler, Human Resources, Mr. Mike Richardson, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins/Max Taylor, Water Treatment Plant Foreman, Mr. Bryan Harris, Water Distribution Department, Ms. Dana Eversole, Ms. Sue Catron, City of Tahlequah Mayor, Ms. Bree Long, City of Tahlequah Ward 1 Councilor, Ms. Keri Thornton, Tahlequah Daily Press, Mr. Chuck Hoskin Jr, Cherokee Nation Principle Chief, Mr. Bryan Warner, Cherokee Nation Deputy Chief, Mr. Todd Enlow, Cherokee Nation, Ms. Julie Hubbard, Cherokee Nation, Mr. Wes Nofire, Cherokee Nation, Mr. Chris Sams, Cherokee Nation, Mr. Billy Hix, Cherokee Nation, Mr. Gerald Wofford, Cherokee Nation, Mr. Dustin Geasland, Cherokee Nation, Ms. Tina Glory-Jordan, Cherokee Nation Secretary of State.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Municipal Utility Board, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of November 15, 2019 Regular Board Meeting.

Ms. Skinner made a motion to approve the Consent Agenda and seconded by Mr. Highers.
Roll Call: AYE: Mr. Gish, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. Discussion & Possible Action to accept the resignation of Mr. Stephen Highers – Mr. Spears stated Mr. Highers resigned as of November 30, 2019. Mr. Doublehead noted the date was correct and on page 31 of the Board Packet is a copy of Mr. Highers resignation letter.

Mr. Spears entertained a motion to accept Mr. Highers resignation, so moved by Mr. Wright and seconded by Mr. Gish.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

2. Discussion & Possible Action to appoint a Board Member to replace Mr. Stephen Highers – Mr. Doublehead stated according to the Charter, when a board member resigns, and time is still to be served it is the Boards prerogative to appoint a replacement. A recommendation from Ms. Sue Catron, City of Tahlequah Mayor, would be Ms. Bree Long.

   Mr. Spears stated he sees no reason to hesitate on her recommendation unless there is an objection from the other Trustees.

Mr. Gish made a motion to accept the appointment of Ms. Bree Long to the Tahlequah Municipal Utility Board and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Ms. Skinner NAY: None.

Mr. Doublehead asked if Ms. Long would join Ms. Steeley to the podium. Ms. Steeley presented Ms. Long with the Loyalty Oath to recite and swear to in her presence. After reciting the Oath, Ms. Long and Ms. Steeley signed the document and her appointment was made official.

3. General Manager's Report – No report.

4. Attorney's Report – No report.

5. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

Adjournment – Mr. Spears entertained a motion to adjourn the meeting, so moved by Ms. Skinner and seconded by Mr. Wright.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Ms. Long NAY: None.

Meeting adjourned at 9:10AM.

Jack L. Spears
Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

DECEMBER 20, 2019

Mr. Jack Spears, Chairman, called the meeting to order at 9:11AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members were present, including Legal Counsel.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Steve Jeffrey, Electric Foreman, Mr. Frank Macario, Water Distribution Superintendent, Mr. Barry Tucker, Wastewater Collections Superintendent, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Superintendent, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Office Manager, Ms. Erin Butler, Human Resources, Mr. Mike Richardson, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins/Max Taylor, Water Treatment Plant Foreman, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar, HUB Engineers, Ms. Dana Eversole, Ms. Sue Catron, City of Tahlequah Mayor, Ms. Bree Long, City of Tahlequah Ward 1 Councilor, Ms. Keri Thornton, Tahlequah Daily Press, Mr. Chuck Hoskin Jr, Cherokee Nation Principle Chief, Mr. Bryan Warner, Cherokee Nation Deputy Chief, Mr. Todd Enlow, Cherokee Nation, Ms. Julie Hubbard, Cherokee Nation, Mr. Wes Nofire, Cherokee Nation, Mr. Chris Sams, Cherokee Nation, Mr. Billy Hix, Cherokee Nation, Mr. Gerald Wofford, Cherokee Nation, Mr. Dustin Geasland, Cherokee Nation, Ms. Tina Glory-Jordan, Cherokee Nation Secretary of State.

CONSENT AGENDA:
These items are placed on the Consent Agenda so that Board Members of Tahlequah Public Works Authority, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with approval of all Board Members may be tabled until next Regular Board Meeting.

1. Approve minutes of November 15, 2019 Regular Board Meeting.
2. Approve regular claims.

The itemized list of claims for a total of $1,537,324.05 is as follows:
PAID INVOICES/AND INVOICES TO BE APPROVED
11/14/2019 through 12/19/2019

AT&T	$51.86
AT&T Mobility	$44.71
Aramark (uniforms)	$802.56
Arvest Equipment Finance	$1,461.99
AT&T One Net	$0.66
BancFirst	$2,534.80
Cintas Corporation	$68.57
City, Light & Water	$2,700.00
City of Tahlequah - City Treasurer	$17,483.60
Compu-Time Corporation	$3,144.00
Cox Business	$2,286.69
Department of Environment	$62.00
Consolidated Commu	$365.00
Government Account (Pikepass)	$56.75
Lake Region Electric	$3,646.00
Lake Region Fiber	$326.61
Northeast Okla Public Facilities Auth	$168.12

OMUSA	$825.00
Tahlequah Cable TV	$201.82
Tahlequah Printing Company	$472.58
Tahlequah Public Works Authority	$59,273.57
Verizon Wireless	$840.80
Dish Network	$67.86
AT&T	$720.32
American Stamp	$69.07
Arvest Bank Loan	$5,523.91
BancFirst	$2,890.09
BancFirst Trust	$333.34
Brown Electric Service	$7,070.00
Cintas Corporation	$11.07
City, Light & Water	$91,549.35
City of Tahlequah - City Treasurer	$159,846.83
Employee Benefits	$1,721.20
Dana Boren	$1,000.00
Grand River Dam Authority	$809,994.87
InfoSend	$9,321.59
Lake Region Fiber	$165.44
Meso	$2,139.75
MHC Kenworth	$85.26
Oklahoma Tax Commission	$67.00
Roy Kliest	$2,072.82
Southern Material	$13,390.00
Tahlequah Printing Company	$2,040.00
Tahlequah Public Works Authority	$16,183.69
Irwin Trailer Company	$37,310.00
Payroll	$449,659.64
Less	$172,726.74
TOTAL	$1,537,324.05

3. Approve debit card expenditures – Debit card expenditures totaled $2,358.86.

Mr. Gish made a motion to approve the Consent Agenda and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Spears welcomed Mr. Chuck Hoskin Jr, Cherokee Nation Principle Chief, Mr. Bryan Warner, Cherokee Nation Deputy Chief, Mr. Todd Enlow, Ms. Julie Hubbard, Mr. Wes Nofire, Mr. Chris Sams, Mr. Billy Hix, Mr. Gerald Wofford, Ms. Tina Glory-Jordan, Mr. Dustin Geasland, Ms. Sue Catron, Mr. Steve Tolar, Ms. Keri Thornton, Ms. Dana Eversole and Ms. Bree Long.

2. Discussion & Presentation by Cherokee Nation regarding Memorandum of Agreement for southside Wastewater System Improvements at Indian Meadows Housing Addition – Mr. Doublehead stated this is a project that has been discussed for multiple years. Mr. Hix, Mr. Sams and Mr. Tucker have been

diligently pursuing this project. There have been numerous experiences working as partners with the Cherokee Nation, such as the Jack Brown Center and mostly recently the Sequoyah High School project.

Mr. Doublehead asked Chief Hoskins if he had any words he would like to add? Mr. Hoskins stated his appreciation to the Tahlequah Public Works Authority for partnering with the Cherokee Nation to better serve the community. This project will provide approximately 42 families, and many future generations, better sanitary conditions than the generation before them. By partnering together, it allows the opportunity for growth within the community and the Cherokee Nation. With growth comes additional job opportunities and an environment people want to live in and raise their families.

Mr. Doublehead stated it would be a good opportunity for a memorial be made in the form of a photograph between our Board and the Cherokee Nation, if that is acceptable to the Board. Mr. Spears welcomed the Cherokee Nation to take a picture with the Board Members.

3. Discussion & Possible Action to accept the resignation of Mr. Stephen Highers – Mr. Doublehead stated Mr. Highers resignation letter was read in the minutes earlier. He is grateful to Mr. Highers for his service to the Tahlequah Public Works Authority and asked the Board to accept his resignation.

Ms. Skinner made a motion to accept Mr. Highers resignation effective November 30, 2019 and seconded by Mr. Wright.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

4. Discussion & Possible Action to appoint a Board Member to replace Mr. Stephen Highers – Mr. Wright made a motion to appoint Bree Long as a replacement for Mr. Highers on the Tahlequah Public Works Authority Board and seconded by Mr. Gish.

Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Ms. Skinner NAY: None.

Mr. Doublehead asked if Ms. Long would join Ms. Steeley to the podium. Ms. Steeley presented Ms. Long with the Loyalty Oath to recite and swear to in her presence. After reciting the Oath, Ms. Long and Ms. Steeley signed the document and her appointment was made official.

** Mr. Steve Tolar with Holloway, Updike & Bellen arrived at the meeting at 9:23AM.

5. Discussion & Possible Action to approve Financial Report for November 2019 – Ms. Beth Bailey, Office Manager, reported the Electric Department revenue was $1,238,371.59; operating expenditures were $1,001,989.11 leaving a net income of $236,382.48. The Water System and Water Treatment Plant operating revenue was $362,383.62; operating expenditures for the Water Department were $338,346.68; the operating expenditures for the Water Treatment Plant were $135,589.84 leaving a net loss of $111,552.90. The Sewer System & Wastewater Treatment Plant operating revenue was $264,055.00; the operating expenditures for the Sewer Department expenditures were $134,606.06; expenditures for the Wastewater Treatment Plant were $141,368.22 leaving a net loss of $11,919.28. Warehouse expenditures was $49,699.39 and was reallocated to Electric, Water, and Sewer. Administrative operating revenue was $16,348.23 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were $169,063.53 and also reallocated to Electric, Water, and Sewer leaving a net operating loss of $152,715.30. The non-operating revenue for Administrative was $146,780.83. The non-operating expenditures were $91,549.35 leaving a net non-operating income of $55,231.48 for Administration. Total net income for all departments is $168,141.78.

Capital Expenditures for November in the Electric Department was $12,436.66; Water Department was $15,081.09; Sewer Department was $13,012.51; Wastewater Treatment Plant was zero; Administration was zero; Warehouse was $13,390.00, and Water Treatment Plant was $26,553.40 making a total for Capital Expenditures of $80,473.66.

Pages 37-47 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

Mr. Wright asked Mr. Doublehead if the base service availability fee would be reflected in the financial reporting? Mr. Doublehead replied only one billing cycle for the month is reflected in this month's report. The second cycle will not reflect until December.

Mr. Wright made a motion to approve the Financial Report for November 2019 and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Wright, Mr. Gish, Ms. Long, Ms. Skinner, and Mr. Spears NAY: None.

6. Discussion & Possible Action to approve the addition of a new position in Office, RE: Service Tech – Mr. Doublehead stated staff has met with the Personal Committee which consist of Mr. Wright and Mr. Gish. As the community continues to grow and expand the workload for the current service techs also increases.

   Mr. Gish stated, Ms. Bailey had a compelling case for the need of the additional position. He further stated he did not know of any other organization that has experienced this type of growth of about nine (9) years and not added additional positions. He commended the staff for making it this long before adding the new position.

Mr. Wright made a motion to approve the addition of a new position in Office, RE: Service Tech and seconded by Mr. Gish.
Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

7. Discussion & Possible Action to approve a bid for Water System Proactive Maintenance Leak Detection – Mr. Doublehead stated the staff has been on an aggressive campaign to address the water leaks and issues among the Water Distribution System.

   Mr. Macario stated they went out for quotes for the leak detection maintenance. Utility Services is the company who has been used in the past. A leak survey was not performed last year due to restraints in the budget. His recommendation would be to approve their quote for the leak detection survey.

   Mr. Macario further stated the Oklahoma Department of Environmental Quality contacted Mr. Doublehead to inform him per their calculations Tahlequah Public Works Authority has the lowest percentage of water loss in the state of Oklahoma. This would not be possible if we did not continue to maintain and survey the distribution lines on a yearly basis.

   Mr. Wright asked what the benchmark normal on water loss? Mr. Macario replied 18% is the average. According to our own calculations we are showing around 20% loss but per the DEQ calculations we are less than 2%. The DEQ's calculations account for the miles of lines, size of piping, and size of storage capacity. Our calculations are based on what the water treatment plant produces compared to what we sold the previous month.

   Mr. Gish asked if in the Utility Service bid the amount was a minimal price quote with a stipulation of any amendments, they would propose the adjustment in writing. Will the amendments be required to

be approved by the Board? Mr. Doublehead replied if there happens to be any amendments or additional charges the Board would have to approve them. Mr. Macario followed with in the past the quote Utility Service gives us is usually the cost, he has not ever seen where they have requested any amendments.

Mr. Wright asked about how many leaks are normally found during the survey? Mr. Macario stated they will normally find anywhere from forty-five (45) to eighty (80) leaks in the system before they are done and will take approximately three (3) months to survey the entire system. Mr. Doublehead added most of the leaks detected, depending on the size, are repaired the same day they are discovered or within a day or two. Mr. Macario stated according to Utility Services we are about the only system they have been to that repairs leaks as quick as our crews.

Mr. Wright made a motion to approve the bid from Utility Services for the Water System Proactive Maintenance Leak Detection in the amount of $90,553.48 and seconded by Ms. Long.
Roll Call: AYE: Ms. Long, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

8. Discussion & Possible Action to approve a bid for a new Backhoe for the Water Distribution Department – Mr. Doublehead stated this item is more complex in the type of equipment and the requirement specifications needed. Mr. Macario explained the specifications are for a stick-controlled machine and very few manufacturers offer the stick-controlled machines. Most manufactures have gone to the joystick or wobble stick control. The difference between the two machines is most work sites the crews are working at are tight and muddy. If they were to get the machine stuck with a stick controlled the operator would be able to work the back end of the backhoe and the front bucket at the same time to where the wobble stick control you can only work one part. Another reason for the stick-controlled machine is most manufactures like John Deere and Caterpillar, the equipment will not fit on our trailers because they are too wide. The machine that is being replaced is a 1998 model and is not operational for the past year due to the transmission being out. Mr. Macario's recommendation would be to accept the bid from OCT Equipment.

   Mr. Doublehead asked for clarification on going out for bids and not able to secure three bids from Mr. Chaffin. Yellow House and OCT Equipment are the only ones who could meet the specifications. There is roughly a $300.00 difference between the bid amounts, however Yellow House did not submit a timely bid. Bids were due on Friday and their bid was not received until Monday. Mr. Chaffin stated with the two received bids you do not have to accept the low bid but can accept the lowest and best bid. If you accept the lowest and best bid over the lower amount bid, you have to state the reason why you are choosing the best and it be recorded in the minutes.

Mr. Spears entertained a motion to approve the bid from OCT Equipment for the Case backhoe which is considered the best bid under the circumstances provided by Mr. Macario in the amount of $98,881.00, so moved by Mr. Wright and seconded by Ms. Skinner.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Ms. Long NAY: None.

9. Discussion & Possible Action to acknowledge receipt of permit # WL000011190835 for the construction of 1,375 linear feet of six-inch (6") PVC potable waterlines and all appurtenances to serve the Woodridge Addition, Cherokee County, Oklahoma – Mr. Doublehead stated Woodridge Addition is off of Kim Street and Cedar Avenue.

Mr. Spears entertained a motion to acknowledge the receipt of permit # WL000011190835 for the construction of 1,375 linear feet of six-inch (6") PVC potable waterlines and all appurtenances to serve the Woodridge, Addition, Cherokee County, Oklahoma, so moved by Mr. Wright and seconded by Ms. Long.

Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, Ms. Long, and Ms. Skinner NAY: None.

10. Discussion & Possible Action to acknowledge receipt of permit # SL000011190834 for the construction of 345 linear feet of eight-inch (8") PVC sanitary sewer, and all other appurtenances to serve the Southridge East 2nd Addition, Cherokee County, Oklahoma – No questions or comments.

Mr. Gish made a motion to acknowledge receipt of permit # SL000011190834 for the construction of 345 linear feet of eight-inch (8") PVC sanitary sewer, and all other appurtenances to serve the Southridge East 2nd Addition, Cherokee County, Oklahoma and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Wright, Mr. Gish, Ms. Long, Ms. Skinner, and Mr. Spears NAY: None.

11. Discussion & Possible Action to acknowledge receipt of permit # SL000011190735 for the construction of 2,290 linear feet of eight (8") inch PVC sanitary sewer, and all other appurtenances to serve the Luttrell Apartments, Cherokee County, Oklahoma – No questions or comments.

Mr. Wright made a motion to acknowledge receipt of permit # SL000011190735 for the construction of 2,290 linear feet of eight (8") inch PVC sanitary sewer, and all other appurtenances to serve the Luttrell Apartments, Cherokee County, Oklahoma and seconded by Ms. Long.
Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

12. Discussion & Possible action to approve Invoice #1 to HUB for Engineering services for Southside Water and Wastewater System Improvements, RE: Indian Meadows totaling $10,300.00 – Mr. Tolar stated the invoice is for the Indian Meadows Project. Design on the project is approximately 50% complete. Preliminary plans and staff review are expected sometime in January.

Mr. Gish made a motion to approve Invoice #1 to HUB for Engineering services for Southside Water and Wastewater System Improvements, RE: Indian Meadows totaling $10,300.00 and seconded by Mr. Wright.
Roll Call: AYE: Ms. Long, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish NAY: None.

13. Discussion & Possible Action to approve Invoice #2 to HUB for Engineering services for Southside Water and Wastewater System Improvements, RE: Indian Meadows totaling $13,000.00 – Mr. Tolar stated this is the same as last agenda item, just have an instance where two billing cycles ended on the same months agenda.

Ms. Skinner made a motion to approve Invoice #2 to HUB for Engineering services for Southside Water and Wastewater System Improvements, RE: Indian Meadows totaling $13,000.00 and seconded by Mr. Wright.
Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Ms. Long NAY: None.

14. Discussion & Possible Action to approve Change Order Number 1 for Tenkiller Water Treatment Plant Improvements totaling $11,704.16 – Mr. Tolar stated during the monthly progress meeting this past Wednesday a walk through was completed and a final inspection punch list. The change order includes some odd and end changes made during the portion of the project. Details of the change order include replacing equipment at the request of the owner, adding a removable hatch to the clarifier vault. Original plans were to pull the roof off of the disinfection building in order to replace the sodium chlorite tank but through work with the contractor a solution was made to make a hole in the wall instead and put a removeable panel in its place so if needed in the future the panel could be removed.

    Mr. Gish asked if the 30 additional days added to the contract was reasonable? Mr. Tolar replied in his opinion it was reasonable. The fabrication of the aluminum cover will take 4 weeks to complete.

Mr. Wright made a motion to approve Change Order Number 1 for Tenkiller Water Treatment Plant Improvements totaling $11,704.16 and seconded by Ms. Long.
Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, Ms. Long, and Ms. Skinner NAY: None.

15. Discussion & Possible Action to approve Disbursement Request #13 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Tenkiller WTP Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellen, INC.) totaling $337,638.57 – Mr. Tolar explained this is an all-inclusive request to drawn down funds on construction payment applications from the contractors at the Teehee and Tenkiller water plants, engineering and inspection services, and testing cost. HUB has reviewed all payment applications and recommend approval of payment.

    Mr. Doublehead asked Mr. Tolar to brief Ms. Long on the back history on this project. Mr. Tolar gave Ms. Long a background of each project and the changes being made, how funding was obtained, and the process of payment applications.

    Mr. Gish made the comment that the bulk of this payment is going to Huffman Construction. Mr. Tolar stated they have yet to see any resolution to the lack of performance from Huffman Construction. A payment application was submitted to their office and after review they requested Huffman to correct the application which reduced the amount by approximately $30,000.00. HUB will continue to closely track their monthly payment applications. Tenkiller Water Treatment is still using stored material on site. Crossland continues to work diligently and making good progress.

    As mentioned last month, a letter has been drafted and sent to the bonding company notifying them of all vendors who have not been paid at this point. The Bonding Company has given a response of no action would be taken at this point. Huffman Construction has responded as well and stated the Bonding Company has directed them to direct Tahlequah Public Works Authority to include the Bonding Company on all correspondence for the Contractor.

    Mr. Doublehead stated he specifically asked the Bonding Company where the payment for the application needed to be sent. The Bonding Company replied back directing payment to be sent to Huffman Construction. He will continue the process with this payment as well to confirm where payment is to be sent so it will be on record.

    Mr. Tolar further commented that about a week after last month's meeting his office received a letter from the Electrical Sub stating they would be demobilizing from the job site until payment was received for work that has been completed. This action will complicate the Contractors ability to proceed with the work they need to complete. Their next large amount of work will be replacing filter valves. Mr. Tolar has contacted Huffman via email directing them filters will not be taken out of service until written confirmation has been received that the electrical sub has re-mobilized on site. Huffman continues to be non-responsive to emails, however an email was received from one of their managing partners addressing HUB to send correspondence with the Bonding Company. They did cancel the progress meeting that was scheduled for this past Wednesday. Hub has requested project schedules for the past several weeks and have yet to receive any updated project schedules. While they still have workers on site and continue to chew off little portions of work, they are not addressing the overall project. In his opinion, he believes it is appropriate to pay Huffman for work they have completed.

    Mr. Gish asked if it would be inappropriate to hold payment until updated project schedules have been submitted? Mr. Tolar stated he thinks it would be appropriate, but then we get into the situation of it not being a part of their contract. Mr. Chaffin stated he would need to review the contract.

Mr. Chaffin asked about the letter received from Huffman requesting an additional workday? Mr. Tolar stated the additional day is a weather day and per the contract it is an appropriate request.

Mr. Spears entertained a motion to approve Disbursement Request #13 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Tenkiller WTP Construction Contract, Construction Phase Services, Inspection Services, and Geotechnical/Testing (Holloway, Updike and Bellin, INC) totaling $337,638.57, so moved by Mr. Gish and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Wright, Mr. Gish, Ms. Long, Ms. Skinner, and Mr. Spears NAY: None.

16. Engineer's Report – Mr. Tolar began his report by giving a brief update to Ms. Long on the Wastewater Treatment Improvements. He stated all comments for the litigation on the Memorandum of Agreement have been received back. He also has received some comments from the Cherokee Nation and the Oklahoma Historical Society with regard to the new flow equalization basin. One of the items we are requesting to be changed is the Historical Preservation Offices are wanting the Visual Barrier Implementation process to be completed before construction begins, but Mr. Updike feels it needs to a part of construction.

    Mr. Wright asked what is the cost of litigation to do it in advance? Mr. Tolar stated he did not have the figures on hand, Mr. Updike has been handling this portion. Mr. Doublehead stated it was not an insignificant amount and he did not expect it to exceed $50-60,000.00 depending on what type of barrier is agreed upon. Mr. Doublehead also stated the other thing that complicates the litigation, while it is the campground where the trail ended, the Nation does not own the property. The property is currently owned by a private individual, and our comment was we would not expend any public funds on private property. The barrier would have to only be on property Tahlequah Public Works Authority owns which is on the east side of the creek.

17. General Manager's Report – Mr. Doublehead noted he attended the Oklahoma Water Resources Board meeting on December 05, 2019 in which the loan for the Wastewater Treatment Plant Improvements was approved for $6,750,000.00. At this time, we still do not have an interest rate locked in. We have received the binding commitment letter that will need to be signed.

    Mr. Doublehead complimented Ms. Bailey and the office team on their food drive this year. They donated over 400 pounds of items to the Zoe Institution for their food pantry. Ms. Griselda Bailey, no relation to Ms. Bailey, has joined the office team as a customer service representative replacing Ms. Brittany Canard who left for a job at the Cherokee Nation.

    Mr. James Taylor's (JT) retirement celebration will be December 31, 2019 from 1 to 3pm here in the Board Room. He has served Tahlequah Public Works Authority and the community for 34 years. Mr. Luke Jackson, who also dedicated many years of his life to Tahlequah Public Works Authority, recently passed away. Our condolences to his family and Mr. Brandon Qualls. His services are today at 2:00PM at Reed & Culver Funeral Home. A celebration of life for Ms. Wanda Jones will be on January 18, 2020 at the Keys Community Building from 1-3PM.

    Ending on a positive note, Mr. Garrett Clement and wife Sarah welcome baby boy James Dewayne Clement, weighed 7 pounds and 3 ounces and 19 ½ inches long. The Clement's also recently adopted a child because they were told they could not have children on their own.

18. Attorney's Report – No Report.

19. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

Adjournment – Mr. Spears entertained a motion to adjourn, so moved by Mr. Wright and seconded by Ms. Skinner.
Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Skinner, Mr. Spears, and Mr. Wright NAY: None.

Meeting adjourned at 10:23AM.

John L. Spears
Chairman