

Meeting Minutes

February 16, 2024

Mr. Scott Wright, Chairman, called the meeting to order at 9:00 AM in the Board Room of the TPWA Office at 710 W. Choctaw St, beginning with the Salute to the American Flag.

Ms. Baker made a motion to excuse their absence, seconded by Ms. Long.

Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Baker

NAY: None

Other Attendees: Mr. Mike Doublehead, General Manager | Ms. Erin Butler, Executive Assistant | Ms. Lacy Creech, Human Resources Generalist | Mr. Frank Macario, Water Distribution Director | Mr. Darrell Curtis, Wastewater Treatment Superintendent | Mr. Barry Tucker, Director of Wastewater Collections | Ms. Beth Bailey, Finance Director | Ms. Latosha Steeley, Customer Service Manager | Mr. Rick Patrick, Electric Foreman | Mr. Jerry Linn, Teehee Water Treatment Plant Superintendent | Mr. Thom Cole, Information Technology Manager | Mr. David Lindsey, Director of Special Services | Mr. Brandon Wallace, GIS Mapping Tech | Mr. Steve Tolar, HUB | Ms. Lee Guthrie, Tahlequah Daily Press | Mr. Jason Hall, Water Technician

CONSENT AGENDA

These items are placed on the Consent Agenda so that Board Members of the 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 the next Regular Board Meeting.

1. Approve minutes of the January 19, 2024 Regular Board Meeting

Ms. Long made a motion to approve the minutes from the January 19, 2024 Board Meeting with the attendance correction, seconded by Ms. Baker.

Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Baker

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.

- No new business.

ADJOURNMENT: Mr. Wright entertained a motion to adjourn, so moved by Ms. Long, seconded by Ms. Baker.

Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Baker

NAY: None

Meeting adjourned at 9:03AM.


Chairman



Meeting Minutes

January 19, 2024

Mr. Scott Wright, Chairman, called the meeting to order at 9:05 AM in the Board Room of the TPWA Office at 710 W. Choctaw St.

Ms. Long made a motion to excuse their absence, seconded by Ms. Baker.

Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Baker

NAY: None

Other Attendees: Mr. Mike Doublehead, General Manager | Ms. Erin Butler, Executive Assistant | Ms. Lacy Creech, Human Resources Generalist | Mr. Frank Macario, Water Distribution Director | Mr. Darrell Curtis, Wastewater Treatment Superintendent | Mr. Barry Tucker, Director of Wastewater Collections | Ms. Beth Bailey, Finance Director | Ms. Latosha Steele, Customer Service Manager | Mr. Rick Patrick, Electric Foreman | Mr. Jerry Linn, Teehee Water Treatment Plant Superintendent | Mr. Thom Cole, Information Technology Manager | Mr. David Lindsey, Director of Special Services | Mr. Brandon Wallace, GIS Mapping Tech | Mr. Steve Tolar, HUB | Ms. Lee Guthrie, Tahlequah Daily Press | Mr. Jason Hall, Water Technician

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 the next Regular Board Meeting.

- 1. Approve minutes of the January 19, 2024 Regular Board Meeting**
- 2. Approve regular claims and debit card expenditures**

Ms. Baker made a motion to approve the Consent Agenda, Ms. Long seconded.

Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Baker

NAY: None

REGULAR AGENDA

- 1. Introduction of guests**
Mr. Doublehead welcomed Ms. Lee Guthrie from the Tahlequah Daily Press.
- 2. Discussion & Possible Action to approve Financial Report for January 2024**
 - Ms. Bailey reported the financials as follows:

| | |
|--|--|
| <u>Electric Department</u> Operating revenue: \$1,283,563.02 Operating expenditures: \$1,355,216.73 Net loss: \$71,653.71 | <u>Warehouse</u> (Reallocated to Electric 40% Water 30% Sewer 30%) Expenditures: \$80,020.95 |
| <u>Water System/Water Treatment Plant</u> Operating revenue: \$524,272.38 Water operating expenditures: \$302,790.86 Teehee operating expenditures: \$119,240.32 Tenkiller operating expenditures: \$155,999.81 | <u>Sewer System & Wastewater Treatment Plant</u> Operating revenue: \$333,104.03 Sewer operating expenditures: \$179,273.78 WWTP expenditures: \$149,881.68 Net gain: \$3,948.57 |

| | |
|------------------------------|--|
| Net loss: \$53,758.61 | |
|------------------------------|--|

| | |
|-----------------------|--|
| Administration | |
|-----------------------|--|

| | |
|---|--|
| (Reallocated to Electric 50%/Water 25%/Sewer 25%) | |
|---|--|

| | |
|-------------------------------------|--|
| Admin operating revenue: \$8,064.49 | |
|-------------------------------------|--|

| | |
|--|--|
| Admin operating expenditures: \$262,364.34 | |
|--|--|

| |
|------------------------------------|
| Non-operating revenue: \$59,309.74 |
|------------------------------------|

| |
|--|
| City of Tahlequah Apportionment: \$89,768.29 |
|--|

Total net loss for all departments in December: \$151,922.30

| |
|---|
| Ms. Baker made a motion to approve the Financial Report for December 2023 and seconded by Ms. Long. |
|---|

| |
|---|
| Roll Call: AYE: Ms. Baker, Mr. Gish, Ms. Long |
|---|

| |
|-----------|
| NAY: None |
|-----------|

3. Discussion & Possible Action to approve Memorandum of Understanding with the Cherokee Nation on the Career Services waterline

Mr. Doublehead explained this memorandum is a standard agreement with Cherokee Nation for a waterline south of town. He also stated there was a discussion with Mr. Alan Turner about the timeline and, depending on weather, it may need to be extended. Mr. Turner said it would not be a problem. Mr. Gish confirmed it will be a \$381,000.00 project for TPWA that Cherokee Nation will be paying for.

| |
|--|
| Ms. Long made a motion to approve the Memorandum of Understanding with the Cherokee Nation, Ms. Long seconded. |
|--|

| |
|---|
| Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Baker |
|---|

| |
|-----------|
| NAY: None |
|-----------|

4. Engineer's Report

Mr. Steve Tolar reported that the WWTP had no significant activity, but the freezing weather caused some issues with the headworks system that needs to be addressed.

The building projects are approximately 65% completed on design and nearly ready to share with staff and Mr. Doublehead.

Mr. Jay Updike is essentially finished with the Southside Sewer Improvements Phase II. Mr. Tolar believes this project should be ready to advertise for bids in February or March.

Muskogee waterline project is underway and Mr. Doublehead asked if Mr. Tolar had a timeframe on when the road will be under construction to provide enough notice to Tahlequah residents. Mr. Tolar said he would check with Mr. Greg Armstrong.

5. Discussion & Possible Action to approve HUB Invoice #3 for FY '24 Wastewater and Electrical Building Improvements totaling \$3,300.00

Mr. Tolar stated this is an invoice for design services and it was allocated by department.

| |
|--|
| Ms. Baker made a motion to approve HUB Invoice #3 total of \$3,300.00 and Ms. Long seconded. |
|--|

| |
|---|
| Roll Call: AYE: Ms. Baker, Mr. Gish, Ms. Long |
|---|

| |
|-----------|
| NAY: None |
|-----------|

6. Discussion & Possible Action to approve HUB Invoice #6 for Muskogee 12" Waterline Relocation totaling \$2,200.00

Mr. Tolar stated the cost is a partial payment for construction services.

| |
|---|
| Ms. Long made a motion to approve HUB Invoice #6 for \$2,200.00 and seconded Ms. Baker. |
|---|

| |
|---|
| Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Baker |
|---|

| |
|-----------|
| NAY: None |
|-----------|

7. Discussion & Possible Action to approve payments for Wastewater Treatment Plant Rehabilitation Project

- i. HCCCO, LLC Contractors Pay Application #32 in the amount of \$35,474.90
- ii. HUB Engineers Invoice #54 in the amount of \$1,170.00
- iii. Outlay Report No. 36 (ORF-271)

Mr. Tolar stated the Contractors Pay Application is a standard invoice for services and included concrete for headworks system. The HUB Invoice is for sporadic inspection hours as the project nears completion. Mr. Tolar stated the project is approximately 98% complete. Ms. Long pointed out a typing error on the Outlay Report number from the Board Packet agenda and clarified that the report is #36 instead of #3.

Ms. Baker made a motion to approve payments to the WWTP Rehabilitation Project, second by Ms. Long.

Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Baker

NAY: None

8. EXECUTIVE SESSION: As provided for in the Open Meetings Act Title 25, Section 307b.3 regarding discussion of the purchase or appraisal of real property Re: Teague property

Ms. Long made a motion to enter Executive Session, Ms. Baker seconded at 9:26am.

Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Baker

NAY: None

Ms. Long made a motion to enter Regular Session and seconded by Ms. Baker at 9:44am.

Roll Call: AYE: Mr. Gish, Ms. Long, Ms. Baker

NAY: None

9. Possible Action on Executive Session item regarding the purchase or appraisal of real property

Ms. Baker made a motion to authorize the General Manager and the Chairman to negotiate purchase of the Teague property at a price not to exceed the appraisal and Ms. Long seconded.

Roll Call: AYE: Ms. Long, Ms. Baker, Mr. Gish

NAY: None

10. General Manager's Report

- Mr. Doublehead announced Mr. Frank Macario's retirement from TPWA after 46 years of service and Mr. Gary Stephens resignation after 29 years of service.
- Cook Construction has began road boring on the South Muskogee Ave project and the location of the new Chick-Fil-A.
- Ms. Kim Dorr will be attending the GRDA Customer Service Meeting next Tuesday and Mr. Doublehead will be attending the City Managers Association of Oklahoma next week.
- AMI vendors are narrowed down to two options and attorneys are reviewing the contracts. He is hoping to have an agenda item for February's meeting.
- He congratulated employees on their years of service:

| Employee | Department | DOH | Yrs |
|---------------|---------------------|------------|-----|
| Gary Stephens | Electric | 01/30/1995 | 29 |
| Jason Hall | Water Distribution | 01/16/2007 | 17 |
| Kurt Fisher | Water Distribution | 01/20/2009 | 15 |
| Erin Butler | Executive Assistant | 01/06/2014 | 10 |
| Brett Miler | Water Treatment | 01/02/2015 | 9 |

| | | | |
|----------------|--------------------|------------|---|
| Joe Wisdom | Water Treatment | 01/02/2015 | 9 |
| Clinton Sparks | Water Distribution | 01/21/2020 | 4 |
| Ronald Haikey | Water Treatment | 01/27/2021 | 3 |
| Colt McCully | WWTP | 01/21/2022 | 2 |
| John Sloan | WWC | NEW HIRE | |

- Mr. Doublehead

11. Attorney's Report

- No report.

12. 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.

- No report.

ADJOURNMENT: Mr. Wright called for a motion to adjourn, so moved by Ms. Baker and second by Ms. Long.

Roll Call: AYE: Ms. Baker, Mr. Gish, Ms. Long

NAY: None

Meeting adjourned at 9:51AM.



Chairman

