

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

FEBRUARY 18, 2022

Mr. Scott Wright, 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 Ms. Skinner.

Mr. Wright entertained a motion to approve Ms. Skinner's absence, so moved by Ms. Long and seconded by Mr. Mutzig.

ROLL CALL: AYE: Mr. Mutzig, Mr. Wright, Mr. Gish, and Ms. Long

NAY: None.

Other Attendees: Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Director of Field Operations, Ms. Beth Bailey, Financial Director, Mr. Darrell Curtis, Wastewater Treatment Plant Supervisor, Mr. Jerry Linn, Water Treatment Plant Supervisor, Mr. Nick Grogan, Wastewater Distribution Foreman, Ms. Kim Dorr, Executive Assistant, Ms. Erin Butler, Human Resources Manager, Mr. Mike Richardson, Director of Special Services, Ms. Rhonda Baber, Mapping Tech, Mr. Steve Tolar, HUB Engineers, 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 the next Regular Board Meeting.

1. Approve the minutes of January 21, 2022, Regular Board Meeting.

Ms. Long made a motion to approve the Consent Agenda and seconded by Mr. Mutzig.

Roll Call: AYE: Mr. Gish, Ms. Long, Mr. Mutzig, 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. Wright entertained a motion to adjourn the meeting, so moved by Mr. Gish and seconded by Mr. Mutzig.

Roll Call: AYE: Mr. Mutzig, Mr. Wright, Mr. Gish, and Ms. Long

NAY: None.

Meeting adjourned at 9:04AM.


Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

FEBRUARY 18, 2022

Mr. Scott Wright, 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 with the exception of Ms. Skinner.

Mr. Mutzig made a motion to approve Ms. Skinner's absence and seconded by Mr. Gish.

ROLL CALL: AYE: Mr. Mutzig, Mr. Wright, Mr. Gish, and Ms. Long

NAY: None.

Other Attendees: Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Director of Field Operations, Ms. Beth Bailey, Financial Director, Mr. Darrell Curtis, Wastewater Treatment Plant Supervisor, Mr. Jerry Linn, Water Treatment Plant Supervisor, Mr. Nick Grogan, Wastewater Distribution Foreman, Ms. Kim Dorr, Executive Assistant, Ms. Erin Butler, Human Resources Manager, Mr. Mike Richardson, Director of Special Services, Ms. Rhonda Baber, Mapping Tech, Mr. Steve Tolar, HUB Engineers, 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 the next Regular Board Meeting.

1. Approve the minutes of January 21, 2022 Regular Board Meeting.
2. Approve regular claims. Pages 8 - 22 of the agenda packets lists all claims to be approved.
3. Approve debit card expenditures – Debit card expenditures totaling \$3,327.28.

Mr. Gish made a motion to approve the Consent Agenda and seconded by Mr. Mutzig.

Roll Call: AYE: Mr. Wright, Mr. Gish, Ms. Long, and Mr. Mutzig

NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – Ms. Dorr welcomed Mr. Steve Haught, Keys Rural Water District 2, Mr. Jerry Cook, GRDA, and Ms. Keri Thornton with the Tahlequah Daily Press.
2. Discussion & Possible Action to approve Financial Report for January 2022 – Ms. Bailey reported the Electric Department revenue was \$1,435,461.17; operating expenditures were \$1,416,777.75 leaving a net income of \$18,683.42. The Water System and Water Treatment Plant operating revenue was \$371,827.34; operating expenditures for the Water Department were \$335,243.81; the operating expenditures for the Water Treatment Plant were \$190,765.54 leaving a net loss of \$154,182.01. The Sewer System & Wastewater Treatment Plant operating revenue was \$273,179.44; the operating expenditures for the Sewer Department expenditures were \$335,243.81; expenditures for the Wastewater Treatment Plant were \$190,275.89 leaving a net loss of \$56,281.11. Warehouse expenditures were \$62,294.44 and was reallocated to Electric, Water, and Sewer. Administrative operating revenue was \$11,015.42 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were \$204,227.33 and reallocated to Electric, Water, and Sewer leaving a net operating loss of \$193,211.91. The non-operating revenue for Administrative was \$3,107.25. The non-operating expenditures were \$66,010.10 leaving a net non-operating loss of \$62,902.85 for Administration. Total net loss for all departments is \$254,682.55.

Capital expenditures for the Electric Department were \$0.00, the Water System & Plant were \$138,987.65, for the Sewer & Wastewater Treatment Plant were \$85,668.83, and for the Administration Department were \$857.50 for the month of January 2022. Total Capital Expenditures \$225,513.98.

Ms. Bailey also informed the Board the audit was not finished and assured them it was nearing completion.

Mr. Mutzig made a motion to approve the Financial Report for January 2022 and seconded by Ms. Long.

Roll Call: AYE: Mr. Mutzig, Mr. Wright, Mr. Gish, Ms. Long

NAY: None.

3. Discussion & Possible Action to approve the Rural Water District 2 Purchase Contract.

Mr. Macario addressed the Board regarding Rural Water District 2's usage and this contract would allow them to go from emergency use only to full purchase of TPWA water. Mr. Macario and Ms. Bailey also answered questions from the Board about the set purchase rate and how often the rate is evaluated.

Mr. Haught added the Rural Water District 2 would not be immediately purchasing 100% of the water usage because they needed to adjust their rates first. He will contact Mr. Macario when this change over occurs.

Mr. Mutzig made a motion to approve the Rural Water District 2 Purchase Contract ending December 31, 2022 and seconded by Mr. Gish.

Roll Call: AYE: Mr. Mutzig, Mr. Wright, Mr. Gish, and Ms. Long

NAY: None.

4. Discussion & Possible Action to approve Invoice #41 to HUB for Engineering Services for Teehee Water Treatment Plant Rehabilitation totaling \$5,894.00.

Mr. Tolar explained the invoice is a standard monthly invoice for engineering/inspection services and gave an update on construction at the Teehee Water Treatment Plant.

Mr. Mutzig made a motion to approve Invoice #41 to HUB for Engineering Services for Teehee Water Treatment Plant Rehabilitation totaling \$5,894.00 and seconded by Ms. Long

Roll Call: AYE: Mr. Wright, Mr. Gish, Ms. Long, and Mr. Mutzig

NAY: None.

5. Discussion & Possible Action to approve Disbursement Request #54 from DWSRF for Reimbursement of Expenses for Teehee Water Treatment Plant Completion Contract, Inspection Services, Construction Phase Services (Holloway, Updike & Bellen, Inc.) totaling \$106,111.28.

Mr. Tolar gave a brief description of the construction and services covered by this disbursement request.

Mr. Gish made a motion to approve Disbursement Request #35 from DWSRF for Reimbursement of Expenses for Teehee Water Treatment Plant Completion Contract, Inspection Services, Construction Phase Services (Holloway, Updike & Bellen, Inc.) totaling \$106,111.28 and seconded by Mr. Mutzig.

Roll Call: AYE: Mr. Gish, Ms. Long, Mr. Mutzig, and Mr. Wright

NAY: None.

6. Discussion & Possible Action to approve Invoice #32 to HUB for Engineering Services for Wastewater Treatment Plant improvement totaling \$7,315.00.

Mr. Tolar provided a brief description of engineering and inspection services included in this invoice. He also included construction information.

Mr. Mutzig made a motion to approve Invoice #32 to HUB for Engineering Services for Wastewater Treatment Plant improvement totaling \$7,315.00 and seconded by Ms. Long.

Roll Call: AYE: Ms. Long, Mr. Mutzig, Mr. Wright, and Mr. Gish

NAY: None.

7. Discussion & Possible Action to approve Invoice #12 to HUB for Engineering Services for Westside Wastewater Lift Station Replacement/Southside Lift Station totaling \$4,520.00.

Mr. Tolar explained the items included in this invoice, provided a construction update to the Board, and updated that this is near completion.

Mr. Mutzig made a motion to approve Invoice #12 to HUB for Engineering Services for West Side Wastewater Lift Station Replacement/Southside Lift Station totaling \$4,520.00 and seconded by Ms. Long.

Roll Call: AYE: Mr. Mutzig, Mr. Wright, Mr. Gish and Ms. Long

NAY: None.

8. Discussion & Possible Action to approve Disbursement Request #17 from CWSRF for Reimbursement of Expenses for Wastewater Treatment Plant Construction, Engineering, and Testing – Completion Contract (Holloway, Updike, & Bellen, Inc.) totaling \$13,951.00

Mr. Tolar provided a construction update and inspection services of the Wastewater Treatment Plant West Side Lift Station/Southside Lift Station.

Ms. Long made a motion to approve Disbursement Request #17 from CWSRF for Reimbursement of Expenses for Wastewater Treatment Plant Construction, Engineering, and Testing – Completion Contract (Holloway, Updike, & Bellen, Inc.) totaling \$13,951.00 and seconded by Mr. Gish.

Roll Call: AYE: Mr. Mutzig, Mr. Wright, Mr. Gish, and Ms. Long

NAY: None.

9. Engineer's Report – HUB, Inc – Mr. Tolar stated he initiated a new Engineering Update meeting with HUB and TPWA staff members that went well. This meeting will be held as needed to provide an opportunity for all members to stay updated on the progress status of current projects and upcoming capital improvements. The Southside Lift Station at Indian Meadows is ready to bid and will be an agenda item at a future Board Meeting.

*Ms. Long exited the meeting at 9:45am

10. General Manager's Report – Mr. Doublehead was out sick, and Ms. Dorr relayed his General Manager's Report.

Mr. Macario was invited to update the Board on the water loss topic from the January 2022 Board Meeting. The Water Distribution Crews were able to locate and repair a leak in a 24inch line near Park Hill Road.

Mr. Cook was invited to speak about the PCA, PCA-X, and natural gas pricing on behalf of GRDA. He also talked about the GRDA AMI project that is moving forward and another Customer Group Meeting is scheduled for Tuesday, March 22, 2022.

Ms. Dorr reminded the Board that the audit could be complete soon and advised of a possible special meeting if Arledge & Associates completes the audit in a timely manner. She also advised the TPWA Offices would be closed for President's Day on Monday, February 21, 2022.

Ms. Dorr announced Taylor Murphy was hired at the Water Plant on February 7, 2022. Also, the employee anniversaries for the month of February were:

Reece Cookson	25 Years
John Feathers	16 Years
James Webster	3 Years
Stephen Hoffman	1 Year

Ms. Dorr ended the General Manager's Report by announcing the birth of Jaxton Wayne Hood to Billing Clerk, Hali Wyatt. Jaxton was born on 2/2/2022, weighing 7 lbs 11 oz, and 20 inches long.

11. Attorney's Report – No report.

12. 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. Mutzig made a motion to adjourn and seconded by Mr. Gish.

Roll Call: AYE: Mr. Gish, Mr. Mutzig, and Mr. Wright

NAY: None.

Meeting adjourned at 10:13AM.



Chairman

