

## REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

January 15, 2021

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 and Legal Counsel were present.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Frank Macario, Director of Field Operations for Water Distribution, Mr. Barry Tucker, Director of Field Operations for Wastewater Collections, Ms. Beth Bailey, Director of Finance, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Supervisor, Mr. Chris Hall, Teehee Water Treatment Plant Foreman, Ms. Latosha Steeley, Customer Service Manager, Ms. Kim Dorr, Executive Assistant, Ms. Erin Butler, Human Resources Manager, Mr. Mike Richardson, Director of Special Services, Ms. Rhonda Baber, Mapping Tech., Ms. Dana Eversole, and Mr. Steve Tolar from HUB Engineers.

### 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 December 18, 2020 Regular Board Meeting.

Ms. Skinner made a motion to approve the December 18, 2020 minutes and seconded by Mr. Gish.

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

NAY: None.

### REGULAR AGENDA:

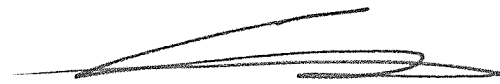
1. General Manager's Report – No report.
2. Attorney's Report – No report.
3. New Business, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting. – There was no new business for discussion.

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

Roll Call: AYE: Ms. Skinner, 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

January 15, 2021

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, including Legal Counsel.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Frank Macario, Director of Field Operations for Water Distribution, Mr. Barry Tucker, Director of Field Operations for Wastewater Collections, Ms. Beth Bailey, Director of Finance, Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent, Mr. Jerry Linn, Water Treatment Plant Supervisor, Mr. Chris Hall, Teehee Water Treatment Plant Foreman, Ms. Latosha Steeley, Customer Service Manager, Ms. Kim Dorr, Executive Assistant, Ms. Erin Butler, Human Resources Manager, Mr. Mike Richardson, Director of Special Services, Ms. Rhonda Baber, Mapping Tech., Ms. Dana Eversole, and Mr. Steve Tolar from HUB Engineers.

### 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 December 18, 2020 Regular Board Meeting

Motion to approve the minutes of the December 18, 2020 Regular Board Meeting by Ms. Skinner and seconded by Mr. Mutzig.

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

2. Approve regular claims. Pages 8 – 22 of the agenda packets lists all claims to be approved. Mr. Wright inquired about the cellular phone charges. Mr. Doublehead answered by explaining the amount paid and which employees receive the stipend.

Mr. Gish asked about the membership renewal to Oklahoma Rural Water Association. Mr. Doublehead answered by explaining how the membership fee is calculated.

Mr. Gish made a motion to approve Regular Claims and Ms. Skinner provided the second.

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

3. Approve debit card expenditures – Debit card expenditures totaled \$1,397.39.

Ms. Skinner made a motion to approve the Debit Card Expenditures and seconded by Ms. Long.

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

### REGULAR AGENDA:

1. Introduction of Guests – Mr. Doublehead welcomed Mr. Jerry Cook, GRDA, Ms. Keri Thornton, Tahlequah Daily Press, Dr. Dana Eversole, and Mr. Steve Tolar, HUB Engineers.
2. Discussion & Possible Action to approve Financial Report for December 2020 – Ms. Beth Bailey, Director of Finance, reported the Electric Department revenue was \$1,065,287.89; operating expenditures were \$1,022,717.92 leaving a net income of \$42,569.97. The Water System and Water Treatment Plant operating revenue was \$382,154.07; operating expenditures for the Water Department were

\$258,533.03; the operating expenditures for the Water Treatment Plant were \$142,404.10 leaving a net loss of \$18,783.06. The Sewer System & Wastewater Treatment Plant operating revenue was \$286,676.21; the operating expenditures for the Sewer Department expenditures were \$106,864.27; expenditures for the Wastewater Treatment Plant were \$130,592.90 leaving a net income of \$49,219.04. Warehouse expenditures were \$49,392.64 and was reallocated to Electric, Water, and Sewer. Administrative operating revenue was \$10,996.10 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were \$131,476.15 and reallocated to Electric, Water, and Sewer leaving a net operating loss of \$120,480.05. The non-operating revenue for Administrative was \$6,807.16. The non-operating expenditures were \$97,702.81 leaving a net non-operating loss of \$90,895.65 for Administration. Total net loss for all departments is \$17,889.70.

Capital expenditures for the Electric Department were \$0.00, for the Water System and Water Plant the expenditures were \$1,515.30, and for the Sewer System and Wastewater Treatment Plant were \$0.00. Total Capital Expenditures were \$1,515.30.

Pages 24–36 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, current lease purchases and compost sales.

Mr. Gish commented on the ebb and flow of the net loss and net income. Ms. Bailey stated that this is the first net loss of the fiscal year. Mr. Gish also commented on the net write-offs for calendar year 2020 and the low percentage based on the annual revenue.

Mr. Doublehead pointed out the loss from last year was more, this was due to refinancing long term debts with a lower interest rate.

Mr. Wright entertained a motion to approve the Financial Report for December 2020, so moved by Mr. Gish and seconded by Ms. Long.

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

NAY: None.

3. Discussion & Possible Action to accept the Fiscal Year 2020 Audit Report from Arledge & Associates. Mr. Doublehead explained to the Board that Arledge is needing more information to complete the audit. All information that has been requested has been provided by Tahlequah Public Works Authority, and a conference call has been scheduled to clarify any miscommunications.

No Action was taken on this agenda item.

4. Discussion & Possible Action to approve Disbursement Request #22 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Inspection Services, and Construction Phase Services – Completion Contract (Holloway, Updike & Bellen, Inc.) totaling \$312,315.45 – Mr. Tolar addressed the Board with a positive status update for construction at this site, however there are some small issues that will be presented next month.

Ms. Skinner made a motion to approve Disbursement Request #22 from DWSRF for Reimbursement of Expenses for Teehee WTP Construction Contract, Inspection Services, and Construction Phase Services – Completion Contract (Holloway, Updike & Bellen, Inc.) totaling \$312,315.45 and seconded by Ms. Long.

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

NAY: None.

5. Discussion & Possible Action to approve Invoice #28 to HUB for Engineering Services for Teehee Plant Rehabilitation totaling \$9,155.00 – Mr. Tolar explained the invoice details and recommended payment.

Mr. Wright entertained a motion to approve Invoice #28 to HUB for Engineering Services for Teehee Plant Rehabilitation totaling \$9,155.00, so moved by Ms. Long and seconded by Mr. Gish.

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

NAY: None.

6. Discussion & Possible Action to approve Disbursement Request #4 from CWSRF for Reimbursement of Expenses for Wastewater Treatment Plant Construction, Engineering, and Testing – Completion Contract (Holloway, Updike & Bellen, Inc.) totaling \$85,445.00 – Mr. Tolar provided a construction status update on this project.

A motion to approve Disbursement Request #4 from CWSRF for Reimbursement of Expenses for Wastewater Treatment Plant Construction, Engineering, and Testing – Completion Contract (Holloway, Updike & Bellen, Inc.) totaling \$85,445.00, so moved by Ms. Skinner and seconded by Mr. Gish.

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

NAY: None.

7. Discussion & Possible Action to approve Invoice #19 to HUB for Engineering Services for Wastewater Treatment Plant improvement totaling \$6,950.00.

Mr. Gish made a motion to approve Invoice #19 to HUB for Engineering Services for Wastewater Treatment Plant improvement totaling \$6,950.00 and second provided by Ms. Skinner.

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

NAY: None.

8. Engineer's report – HUB, Inc. – Mr. Tolar stated that all was reported on in the previous agenda items. He also informed the Board that the Westside Lift Station is out for bid, there was a lot of participation from general contractors in the pre-bid meeting and site visit, and the bid approval should be on the agenda for February.
9. General Manager's Report – Mr. Doublehead asked Mr. Jerry Cook to speak about GRDA projects. Mr. Cook discussed projects GRDA is working on, including community solar, automated metering infrastructure, renewable energy credits and possibility of an opportunity for TPWA to purchase renewable energy credits. Mr. Doublehead added that TPWA has been looking into cost estimates, grants and preliminary engineering to provide solar energy to the Tahlequah community.

Mr. Doublehead announced that TPWA is now 50 years old and the Light Plant will turn 100 in March of 2021.

Ms. Latosha Steeley reported on the impact of Covid-19 on paid accounts, stating that cut-offs and non-pay are close to a normal range compared to previous years.

Mr. Doublehead reported that TPWA currently has 3 employees in quarantine and we are working with Northeastern Health System, City of Tahlequah and EMS to get the vaccine provided to TPWA employees that have signed up to receive it.

Mr. Doublehead updated the Board on the Looney project; the tie-in is complete and will be finalized next week.

Mr. Doublehead announced to the Board that there has been an article in the Tahlequah Daily Press about fiber to the home. This is a collaborative project with TPWA, Lake Region, City of Tahlequah, and Cherokee Nation, this will provide fiber technology to homes in the city.

Mr. Doublehead presented a letter from Oklahoma Water Resources Board authorizing TPWA to advertise and open bids for the Westside Pump Station.

Mr. Doublehead ended his report announcing Mr. Steve Jeffrey's retirement after 29 years of service to Tahlequah Public Works Authority. Also, offices will be closed on Monday, January 18 to observe 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 – Ms. Skinner made a motion to adjourn and seconded by Ms. Long.

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

NAY: None.

Meeting adjourned at 9:53AM.



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Chairman

