

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
<hr/> TOTAL	<hr/> \$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 surplus 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.

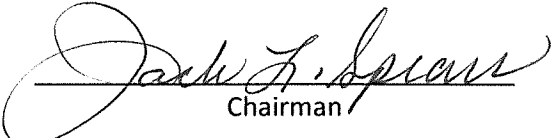
16. New businesses, if any, which has arisen since the posting of the agenda and could not have been anticipated prior to the time of posting – No new business.

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.


Chairman

