





**Meeting Minutes**

Mr. Scott Wright, Chairman, called the meeting to order at 9:0 AM in the Board Room of the TPWA Office at 710 W. Choctaw St. All board members were present, but Legal Counsel, Mr. Harvey Chaffin, was absent.

Other Attendees: Mr. Mike Doublehead, General Manager | Ms. Kimberly Dorr, Assistant General Manager | Ms. Erin Butler, Executive Assistant | Mr. Darrell Curtis, Wastewater Treatment Superintendent | Mr. Bryan Harris, Water Distribution Director | Mr. Nick Grogan, Wastewater Collections Foreman | Ms. Beth Bailey, Finance Director | Ms. Latosha Steeley, Customer Service Manager | Mr. Rick Patrick, Electric Superintendent | Mr. Chris Hall, Teehee WTP Foreman | Mr. David Lindsey, Director of Special Services | Mr. Patrick Krempin, Mapping Technician | Mr. Matthew Wilson, Purchasing Agent | Mr. Taylor Tannehill from the City of Tahlequah | Ms. Lee Guthrie from the Tahlequah Daily Press | Mr. Steve Tolar from Holloway, Updike, and Bellen |

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 September 20, 2024 Regular Board Meeting**

Mr. Mutzig made a motion to approve the minutes and Ms. Baker seconded.		
Roll Call:	AYE: Mr. Gish, Ms. Long, Ms. Baker, Mr. Mutzig, Mr. Wright	NAY: None

**2. Approve regular claims and debit card expenditures**

Mr. Gish made a motion to approve the regular claims and debit card expenditures and Ms. Baker seconded.		
Roll Call:	AYE: Ms. Long, Ms. Baker, Mr. Mutzig, Mr. Wright, Mr. Gish	NAY: None

REGULAR AGENDA

**1. Introduction of guests**

Mr. Doublehead welcomed Ms. Lee Guthrie (Tahlequah Daily Press) and Mr. Taylor Tannehill (City of Tahlequah).

**2. Discussion & Possible Action to approve Financial Report for September 2024**

a) Ms. Bailey reported the financials as follows:

<p><b>Electric Department</b></p> <p>Operating revenue: \$2,276,377.01</p> <p>Operating expenditures: \$1,431,967.54</p> <p><b>Net income: \$844,409.47</b></p>	<p><b>Warehouse</b></p> <p><i>(Reallocated to Electric 40%   Water 30%   Sewer 30%)</i></p> <p>Expenditures: \$63,245.22</p>
<p><b>Water System/Water Treatment Plant</b></p> <p>Operating revenue: \$637,562.73</p> <p>Water operating expenditures: \$265,222.70</p> <p>Teehee operating expenditures: \$159,824.32</p> <p>Tenkiller operating expenditures: \$75,026.18</p>	<p><b>Sewer System &amp; Wastewater Treatment Plant</b></p> <p>Operating revenue: \$358,506.22</p> <p>Sewer operating expenditures: \$134,500.86</p> <p>WWTP expenditures: \$187,970.05</p> <p><b>Net income: \$36,035.31</b></p>

<b>Net income: \$137,489.53</b>	
<b>Administration</b> <i>(Reallocated to Electric 50%/Water 25%/Sewer 25%)</i> Admin revenue: \$17,004.02	Operating expenditures: \$188,109.14 Non-operating revenue: \$94,967.82 City of Tahlequah Apportionment: \$142,924.41

**Total net income for all departments: \$969,977.72**

**Capital expenditures**

Electric Department: \$796.25	Sewer & WWTP: \$361,684.52
Water System & Plant: \$219,202.33	Administration: \$1,200.00

**Total Capital Expenditures: \$582,883.10**

Ms. Bailey also mentioned the mutual aid reimbursement was received last week from the Claremore tornado assistance and Mr. St. Pierre’s audit findings will be presented at the November Board Meeting.

Mr. Gish made a motion to approve the financial report for September 2024, seconded by Mr. Mutzig.

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

**3. Discussion & Possible Action to approve bid for two (2) 2024 Ram 1500 trucks**

Mr. David Lindsey said these trucks will be used to replace a Teehee Water Treatment Plant Escape and 2010 Wastewater Treatment Plant truck. The total for both trucks would be \$82,938.00.

Mr. Gish made a motion to accept the bid for two (2) 2024 Ram 1500 trucks from Bob Howard for \$41,469.00 each, seconded by Ms. Baker.

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

**4. Discussion & Possible Action to approve bid for one (1) Ram 5500 truck**

Mr. Rick Patrick explained that this truck will be for the new underground crew and replacing a truck that was involved in a wreck.

Mr. Gish made a motion to approve the bid for one (1) Ram 5500 from Bob Howard totaling \$68,907.00 and Ms. Long seconded.

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

**5. Discussion & Possible Action to declare surplus items**

- |                                |  |
|--------------------------------|--|
| a) <b>2006 Case Skid Steer</b> | d) <b>Three (3) light poles and fixtures</b> |
| b) <b>1995 Digger Derrick</b>  | e) <b>HP DesignJet T730 Plotter</b>          |
| c) <b>2014 Ford F-150</b>      |  |

Mr. Lindsey explained the items to the Board and recommended declaring them as surplus.

Mr. Gish made a motion to declare the items as surplus and Ms. Baker seconded.

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

**6. Discussion & Possible Action to approve a request from Rural Water District #8 (Briggs) for a user that will require more than 10,000 gallons/month in accordance with the Rural Water District Contract**

Mr. Doublehead stated he reached out to Attorney Grant Lloyd for advice since Mr. Harvey Chaffin is on the RWD #8's Board and cannot provide legal advice. Mr. Doublehead stated his concerns about approving the request because the potential customer would not have a primary source of water. Per the Rural Water District Contract, in a drought or extended period of time without rain flow, TPWA would have to curtail some of the usage from Rural Water Districts. With the company being an agriculture business and not having another source of water, it could harm their operations. Mr. Doublehead recommended Mr. Lloyd send a letter to RWD #8 stating TPWA does not have a problem serving that company, however, being a primary water provider is an issue based on the contract. If the customer has a primary source, TPWA could be a backup provider. Another concern noted is the ability for the district to provide adequate water to other residents if TPWA was the primary source.

Ms. Baker made a motion to approve Mr. Doublehead's recommendation of having Mr. Lloyd send a response to RWD #8 accepting the district's request with the stipulation that TPWA is a secondary water source, seconded by Mr. Gish.

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

NAY: None

## 7. Engineer's Report

Mr. Steve Tolar presented updates on the following:

- WWTP: HCCCO is working intermittently and having staffing issues with it and other jobs.
- Southside Sewer Improvements: Cook is making progress. The majority of the work is completed, and cleanup is taking place, however they are still waiting for the delivery of the generator.
- Southside Phase II: Easement issues are resolved, and it can move forward. It is out for bid.

## 8. Discussion & Possible Action to approve Pay Application #6 to Cook Construction for Southside Sewer System Improvements totaling \$331,725.86. The total amount includes payment of unit price bid item overruns in the amount of \$103,198.12, as provided in the Contract, for Owner authorized additional work.

Mr. Tolar said the Pay Application exceeded the contracted amount, but unit price bid items are being extended, which is acceptable with a change order. At the end of the project, there will be a reconciliatory change order to file the installed amount to match the contract amount. When the Cherokee Nation extended the project, Cook Consulting received a letter giving permission to exceed the original contract amount by approximately \$103,000.00. The Pay App shows the work completed for that amount and payment is recommended.

After the motion, Mr. Tolar added that the project will be closing out when the generator is installed.

Ms. Baker made a motion to approve Pay App #6 to Cook Construction for Southside Sewer System Improvements totaling \$331,725.86. The amount includes payment of unit price bid item overruns in the amount of \$103,198.12, as provided in the Contract, for Owner authorized additional work and seconded by Mr. Gish.

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

NAY: None

## 9. Discussion & Possible Action to approve Pay Application #2 to Stronghand LLC for Highway 82 sewer relocation totaling \$31,320.75

Mr. Tolar recommended payment and reminded the Board the project is reimbursed by ODOT.

Mr. Gish made a motion to approve Pay App #2 to Stronghand LLC for \$31,320.75, seconded by Ms. Long.

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

**10. Discussion & Possible Action to approve engineering services agreement with Holloway, Updike, and Bellen for 18" Trunk Sewer Line Extension Along SH-62 totaling \$84,000.00**

Mr. Tolar stated the project is to extend sewer along Highway 62 at the Cherokee Nation Complex. TPWA will cover the cost of engineering and the Cherokee Nation is covering all construction costs.

Mr. Gish made a motion to approve the engineering agreement with HUB for SH-62 trunk sewer line extension totaling \$84,000.00, seconded by Ms. Baker.

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

**11. Discussion & Possible Action to approve engineering services agreement with Holloway, Updike, and Bellen for Tahlequah Industrial Park Sanitary Sewer Extension totaling \$27,000.00**

Mr. Doublehead said this is following the approval of the agreement last month with TRDA. TRDA is administering a grant and covering the costs with what was awarded for improvements.

Mr. Gish made a motion to approve the engineering services agreement with HUB for Tahlequah Industrial Park Sewer Extension totaling \$27,000.00, seconded by Mr. Mutzig.

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

**12. Discussion & Possible Action to approve engineering services agreement with Holloway, Updike, and Bellen for Teehee Water Treatment Plant Phase 2 Rehabilitation totaling \$330,700.00**

Mr. Tolar explained what items would be included in the Phase 2 rehabilitation and reminded the Board this was presented in the Capital Improvements long-range plans a few years ago. He also provided pictures of key items to be rehabilitated.

Ms. Baker made a motion to approve the engineering services agreement with HUB for Teehee Water Treatment Plant Phase 2 Rehabilitation totaling \$330,700.00, seconded by Mr. Mutzig.

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

**13. Discussion & Possible Action to approve HUB Invoice #7 for Wastewater and Electrical Building Improvements totaling \$750.00**

Mr. Tolar recommended payment.

Mr. Gish made a motion to approve HUB Invoice #7 for \$750.00, seconded by Ms. Long.

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

**14. EXECUTIVE SESSION: As provided for in the Open Meetings Act Title 25, Section 307b.3 regarding discussion of the purchase of appraisal of real property Re: Purchases of utility easements**

- a) **Land Owner F: Southwest corner of Park Hill Rd & Murrel Rd**
- b) **Land Owner C: North along Park Hill Rd**

Ms. Long made a motion to enter Executive Session and Ms. Baker seconded.

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

Executive Session began at 10:14 AM.

\*\*Mr. Mutzig left the meeting at 10:55 AM

Mr. Gish made a motion to return to Regular Session and Ms. Baker seconded.

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

NAY: None

Executive Session ended at 10:56 AM.

#### 15. Possible Action on Executive Session regarding vacant land

a) **Land Owner F: Southwest corner of Park Hill Rd & Murrel Rd**

b) **Land Owner C: North along Park Hill Rd**

Ms. Baker made a motion to approve the purchase of utility easements for Item A (Land Owner F: Southwest corner of Park Hill Rd and Murrel Rd) and Item B (Land Owner C: North along Park Hill Rd). Mr. Gish seconded.

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

NAY: None

#### 16. General Manager's Report

- Mr. Doublehead stated he was asked to speak on a panel about the continuing growth of northeastern Oklahoma for GRDA in Oklahoma City. GRDA is looking at options on how to increase the operating capacity and one of the ways is extending contracts already in place with cities they supply to. Mr. Doublehead would not recommend that extension with today's market if it was asked. Current contracts are in place until 2042. He feels with the amount of generation required in the Mid-America Industrial Park, those businesses should be providing more to GRDA instead of the cities and towns extending contracts.
- Congratulated Mr. Jax Johnson, Mr. Rick Patrick, Mr. Brandon Wallace, and Mr. Derrick Williams for winning the annual employee golf tournament held on October 14<sup>th</sup>.
- Announced the Employee Appreciation Banquet will be held on Friday, November 15, 2024 at 6:00PM in the University Center Ballroom at NSU.
- Attended the Caselle Conference in Utah last week. Attendees included Mr. Matthew Wilson, Ms. Haley Applegate, and Ms. Latosha Steeley. Caselle has merged with an investment group recently and Mr. Doublehead hopes the customer service will not be affected.
- Mr. Doublehead congratulated employees on their years of service and welcomed new hires:

Employee	Department	DOH	Yrs
Michael Doublehead	Administration	10/29/2012	12
Christopher Hall	Teehee WTP	10/30/2012	12
Kane Teague	Electric	10/12/2021	3
Kim Bradford	Office	10/10/2023	1
Joshua Munoz	Electric	10/17/2023	1
Daniel Lyons	Water Distribution	10/23/2023	1

- A TPWA crew is returning home tonight from Tampa, Florida where they have been assisting with the efforts to restore power following the hurricane. Employees who went to Lakeland, FL include Mr. Reece Cookson, Mr. Mike Trammel, Mr. Gary Davis, Mr. James Webster, Mr. Brent Childs, and Mr. Josh Munoz. Lakeland is a public power utility similar to Tahlequah.

**17. Attorney's Report**

- No report.

**18. 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: Mr. Wright, Mr. Gish, Ms. Long, Ms. Baker

NAY: None

Meeting adjourned at 11:05 AM.

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Chairman