

**Meeting Minutes**

**August 18, 2023**

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. All Board Members and legal counsel were present.

Other Attendees: Mr. Mike Doublehead, General Manager | Ms. Kim Dorr, Assistant General Manager | Erin Butler, Executive Assistant | Ms. Lacy Creech, Human Resources Generalist | Mr. Frank Macario, Director of Water Distribution | Mr. Gary Stephens, Electric Superintendent | Ms. Beth Bailey, Financial Director | Ms. Latosha Steeley, Customer Service Manager | Mr. Barry Tucker, Director of Wastewater Collections | Mr. Darrell Curtis, Wastewater Treatment Superintendent | Mr. Jerry Linn, Teehee Water Treatment Plant Superintendent | Mr. Chris Hall, Teehee WTP Foreman | Mr. Michael Richardson, Director of Special Projects | Ms. Rhonda Baber, Mapping Tech | Mr. Jason Hall, Water Distribution Technician | Mr. Steve Tolar, HUB | Ms. Lee Guthrie, Tahlequah Daily Press | Ms. Suzanne Myers, Mayor of Tahlequah | Mr. Matt Hendrix, Carson Community Bank | Mr. Ed Brocksmith

**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 July 21, 2023 Regular Board Meeting**

Mr. Gish made a motion to approve the minutes from the July 21, 2023 Board Meeting, seconded by Ms. Long.

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

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

Meeting adjourned at 9:03AM.

  
Chairman



## Meeting Minutes

August 18, 2023

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. All Board Members and legal counsel were present.

Other Attendees: Mr. Mike Doublehead, General Manager | Ms. Kim Dorr, Assistant General Manager | Erin Butler, Executive Assistant | Ms. Lacy Creech, Human Resources Generalist | Mr. Frank Macario, Director of Water Distribution | Mr. Gary Stephens, Electric Superintendent | Ms. Beth Bailey, Financial Director | Ms. Latosha Steeley, Customer Service Manager | Mr. Barry Tucker, Director of Wastewater Collections | Mr. Darrell Curtis, Wastewater Treatment Superintendent | Mr. Jerry Linn, Teehee Water Treatment Plant Superintendent | Mr. Chris Hall, Teehee WTP Foreman | Mr. Michael Richardson, Director of Special Projects | Ms. Rhonda Baber, Mapping Tech | Mr. Jason Hall, Water Distribution Technician | Mr. Steve Tolar, HUB | Ms. Lee Guthrie, Tahlequah Daily Press | Ms. Suzanne Myers, Mayor of Tahlequah | Mr. Matt Hendrix, Carson Community Bank | Mr. Ed Brocksmith & guest

### 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 July 21, 2023 Regular Board Meeting**
2. **Approve regular claims and debit card expenditures**

Mr. Gish made a motion to approve the Consent Agenda, seconded by Ms. Long.

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

### REGULAR AGENDA

1. **Introduction of guests**

Mr. Doublehead welcomed Ms. Lee Guthrie from the Tahlequah Daily Press, Ms. Suzanne Myers from City of Tahlequah, Ms. Carla Hubbert (citizen), Mr. Matt Hendrix from Carson Community Bank, and Mr. Ed Brocksmith.

2. **Discussion & Possible Action to approve Financial Report for July 2023**

- Ms. Bailey reported the financials as follows:

<b><u>Electric Department</u></b> Operating revenue: \$2,567,008.30 Operating expenditures: \$1,912,106.67 Net income: <b>\$654,901.63</b>	<b><u>Warehouse</u></b> (Reallocated to Electric 40% Water 30% Sewer 30%) Expenditures: \$69,455.87
<b><u>Water System/Water Treatment Plant</u></b> Operating revenue: \$591,728.63 Water operating expenditures: \$350,967.94 Teehee operating expenditures: \$158,619.05 Tenkiller operating expenditures: \$53,734.00 Net income: <b>\$28,407.64</b>	<b><u>Sewer System &amp; Wastewater Treatment Plant</u></b> Operating revenue: \$330,543.86 Sewer operating expenditures: \$165,827.12 WWTP expenditures: \$205,251.63, Net loss: <b>\$40,534.89</b>
<b><u>Administration</u></b> (Reallocated to Electric 50% Water 25% Sewer 25%) Admin operating revenue: \$16,676.03 Admin operating expenditures: \$233,882.81	Non-operating revenue: \$65,552.90 City of Tahlequah Apportionment: \$100,959.58

**Total net income for all departments in June: **\$607,367.70****

▪ **Capital expenditures for July**

Electric Department: \$0.00

Sewer & WWTP: \$0.00

Water System & Plant: \$7,160.82

Administration Department: \$9,100.00

**Total Capital Expenditures: \$16,260.82**

Ms. Long made a motion to approve the Financial Report for July 2023 and seconded by Mr. Mutzig.

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

**3. Discussion & Possible Action to approve the bid for a skid steer with mulcher to be divided between Electric, Water, & Sewer departments**

Mr. Gish asked if this bid was for a skid steer with tracks and Mr. Mike Richardson stated this was re-bid this month to change the requirements to have tracks. Mr. Frank Macario added that the current skid steer has been used for a few years, but is not large enough for a mulcher that would be very helpful for clearing right-of-ways.

Mr. Gish made a motion to approve the bid for a Kubota skid steer with mulcher from Springdale Tractor totaling \$134,068.24 and it was seconded by Mr. Mutzig.

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

**4. Discussion & Possible Action to approve the bid for a 2024 Ford F-250 for the Warehouse**

Mr. Macario said this truck would be used by the welder and a larger truck is not necessary. The truck will be replacing a 2008 Ford F250 flat bed and will be used to haul the welding machine to project sites. Mr. Richardson said the trucks on the agenda are not in stock and the wait time is about 14 weeks per truck.

Ms. Long made a motion to approve the bid from Bob Moore for a 2024 Ford F-250 for the Warehouse totaling \$46,361.00, Ms. Baker seconded.

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

**5. Discussion & Possible Action to approve the bid for a 2024 Ford F-450 for the Warehouse**

Mr. Macario stated this truck would be replacing a 2004 truck used by Mr. Emmanuel Deckard, the lead garage mechanic, and he needs it to be capable of hauling heavy equipment.

Mr. Gish made a motion to approve the bid from Bob Moore for a 2024 Ford F-450 for the Warehouse totaling \$64,795.00, Ms. Long seconded.

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

**6. Discussion & Possible Action to approve the bid for a 2024 Ford F-350 for the Wastewater Collections**

Ms. Bailey stated this truck will be replacing a 2015 F-350 that is starting to need multiple repairs. It has been used to haul heavy equipment to sites over the city and has been well used.

Mr. Mutzig made a motion to approve the bid from Bob Moore for a 2024 Ford F-350 for the Wastewater Collections totaling \$62,107.00 and seconded by Ms. Baker.

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

**7. Discussion & Possible Action to approve engineering services with C.H. Guernsey & Company for Load Studies and Recommendations for Cherokee Nation Facility Additions**

Mr. Doublehead spoke to how the Cherokee Nation is adding to their facility south of town and this will be a need to determine how to proceed in rebuilding electric lines to the area for the load expected. This part needs to be completed before contracting with a company to build out the electric lines and the reconductor. Mr. Gish confirmed this was a preliminary study and the approval is for the fee schedule provided by Guernsey, but the total estimated cost is not available today. Mr. Doublehead agreed to his statement and said he would contact



Doug with Guernsey to get an estimate of total cost for the project to be presented to the Board as soon as possible. Mr. Doublehead added to the explanation that Substation 2 is at approximately 80% capacity and GRDA is looking to expand that substation in the near future as well. Mr. Doublehead also added that while this will benefit the Cherokee Nation, it will also help TPWA in expanding services.

Mr. Gish made a motion to approve engineering services with C.H. Guernsey for Cherokee Nation Facility Additions contingent to learning the estimated cost from Guernsey and seconded Ms. Long.

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

**8. Engineer's Report**

Mr. Tolar said an engineering agreement for Indian Meadows and Whitmore Addition was approved and surveying has started. HUB will be working on the design phase now.

He stated Cook Construction was working on the lift station for the southside wastewater project.

**9. Discussion & Possible Action to approve a Memorandum of Agreement with Cherokee Nation for installation of waterlines for Indian Meadows & Whitmore Addition and sanitary sewer lines for Whitmore Addition**

Mr. Tolar said this a separate MOA with Cherokee Nation, but a continuance of the Indian Meadows project and will construct water services for Indian Meadows and Whitmore Additions as well as adding sewer lines for Whitmore Addition. Once the lines are constructed, TPWA will have ownership.

Mr. Gish made a motion to approve the MOA with Cherokee Nation for installation of waterline for Indian Meadows & Whitmore Addition and sewer lines for Whitmore Addition and seconded by Ms. Baker.

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

**10. Discussion & Possible Action to approve Change Order No. 2 for the Wastewater Treatment Plant Rehabilitation project to HCCCO, LLC., in the amount of \$165,535.65**

Mr. Tolar stated that part of this Change Order was to extend the canopy for the headworks system while item #2 is a safety improvement on the bar screen. Actuators will be installed to help the operators move the valves and to operate them safely in storm conditions instead of being in the inclement weather.

Mr. Tolar said this change will set back the completion date, but he believes it will be no longer than six (6) months so it is predicted to be completed by May 31, 2024.

Mr. Mutzig made a motion to approve Change Order No. 2 in the amount of \$165,535.65 and seconded by Ms. Long.

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

**11. Discussion & Possible Action to approve payments for Wastewater Treatment Plant Rehabilitation project**

- **HCCCO, LLC Contractors Pay Application #28 in the amount of \$75,110.67**
- **HUB Engineers Invoice #49 in the amount of \$3,960.00**
- **Outlay Report No. 32 (ORF-271)**

Mr. Tolar briefly explained the listed items on the agenda. These are routine items approved for this project monthly. The first item is for HCCCO work completed, the second is billed inspection hours, and the last is the report that is sent for the request from the CWSRF.

Mr. Gish made a motion to approve payments and Ms. Baker seconded.

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

**12. Discussion & Possible Action to approve a Memorandum of Agreement with Carson Community Bank to relocate a 12" waterline**

Mr. Wright explained the issue with this property comes from an unreleased blanket easement across the lot. This MOA is to relocate and remove a 70-year-old 12" waterline and release the easement that runs from

Oakwood Addition (Cedar Street) east to WW Hastings Hospital (between Ross St & First Baptist Church). The agreement will be to terminate approximately 1,000 feet of the old waterline, construct 285 feet of new waterline, and release the blanket easement over the properties. New easements were established many years ago, but this blanket easement was never released. The cost for this project will be covered by the property owners in this area.

Ms. Long made a motion to approve the MOA with Carson Community Bank and Mr. Mutzig seconded.

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

NAY: None

### 13. General Manager's Report

- Mr. Doublehead began his report by recognizing Ms. Cindy Land for her 44 years of service with TPWA. Then congratulated other employees with anniversaries in August as well as new hires and rehires.

Employee	Department	Date of Hire	Years
Cindy Land	Office	8/15/1979	44
Barry Tucker	WWC	8/6/1984	39
Sheila Wade	Office	8/29/2002	21
Bobby Hutson	Electric	8/1/2006	17
Jory Morrell	Water Distribution	8/1/2006	17
Emmanuel Deckard	Garage	8/11/2009	14
Rhonda Baber	Special Projects	8/21/2012	11
Jesse Morrison	Electric	8/22/2016	7
TJ Jones	Office	8/31/2020	3
Josh Wofford	WWC	8/2/2022	1
Lacy Creech	Human Resources	8/15/2022	1

NEW HIRES		
Justin Scott	WWTP	7/27/2023
Robert Kupsick ( <i>Rehire</i> )	WWC	7/27/2023
Tyler Hardbarger	Electric	7/31/2023
Austin Wood	WWTP	8/3/2023

- Mr. Doublehead continued with an update on the Wastewater Treatment Plant issue.
- GRDA is exploring new generation technologies and is planning to retire GREC-4 (coal-fired plant). They will be moving towards a natural gas generation facility and looking at financing for that project.
- Mr. Doublehead said the selections for the Advanced Metering Infrastructure (AMI) are narrowed down to two (2) options and they are doing their due diligence to ensure the systems integrate with Caselle.
- He spoke about reports of water taste and smell concerns regarding water pumps being down and the need to pull from the off-system reservoirs. While the ponds are safe, it can cause a smell or taste difference than pulling water directly from the lake or river. Mr. Jerry Linn informed the Board of a missing pallet of pump parts that has caused a delay in repairing the broken pumps.
- Mr. Doublehead announced the Employee Appreciation Banquet will be held on November 18<sup>th</sup>.

### 14. Attorney's Report

- No report.

### 15. 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 the meeting, so moved by Ms. Baker and second by Mr. Mutzig.

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

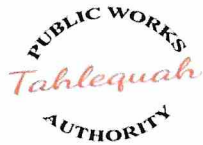
NAY: None

Meeting adjourned at 10:21AM.



Chairman

9-15-23



Tahlequah Public Works Authority Board  
PO Box 29 – Tahlequah, Oklahoma 74465  
(918) 456-2564

## Meeting Minutes

August 24, 2023

Mr. Scott Wright, Chairman, called the meeting to order at 12:01 PM in the Board Room of the TPWA Office at 710 W. Choctaw St. Board Members except Ms. Bree Long and legal counsel, Mr. Harvey Chaffin, were present.

Mr. Mutzig made a motion to excuse Ms. Long's absence and Mr. Gish seconded.

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

NAY: None

Other Attendees: Mr. Mike Doublehead, General Manager | Ms. Kim Dorr, Assistant General Manager | Erin Butler, Executive Assistant | Ms. Lacy Creech, Human Resources Generalist | Mr. Gary Stephens, Electric Superintendent | Ms. Beth Bailey, Financial Director | Mr. Michael Richardson, Director of Special Projects | Ms. Rhonda Baber, Mapping Tech | Mr. Eric Hickman, Electric Journeyman Lineman

### REGULAR AGENDA

#### 1. Introduction of guests

Mr. Doublehead introduced Electric employee, Mr. Eric Hickman.

#### 2. Discussion & Possible Action to approve a purchase of a new 55' bucket truck for the Electric Department

Mr. Stephens stated the budgeted amount for a new 55' bucket truck is \$400,000.00, but the in-stock bucket truck found in South Dakota is \$260,000.00. This would be replacing a 2012 Altec truck.

Mr. Gish made a motion to purchase the 55' Terex TC55 Optima from Ring Power Utility Equipment for \$260,000.00 and Ms. Baker seconded.

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

NAY: None

#### 3. Discussion & Possible Action to approve a purchase of a new 40' bucket truck for the Electric Department

Mr. Stephens stated this truck will be used while a 2012 small bucket truck is in the shop for a recall repair on a crack in the frame. This new 40' truck was quoted prior to the knowledge of the crack in the 2012 truck.

Mr. Mutzig made a motion to purchase the 40' Terex LT40 from Ring Power Utility Equipment for \$169,950.00 and Ms. Baker seconded.

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

NAY: None

ADJOURNMENT: Mr. Wright called for a motion to adjourn. It was moved by Ms. Baker and seconded by Mr. Mutzig

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

NAY: None

Meeting adjourned at 12:15 PM.

A blue ink signature, likely of the Chairman, Mr. Scott Wright, written over a horizontal line.

Chairman