

Mr. Mark Gish, Vice 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 were present, except Mr. Scott Wright.

Mr. Gish entertained a motion to excuse his absence, moved by Ms. Sherry Baker and seconded by Mr. Stephen Highers.

Roll Call: AYE: Ms. Baker, Mr. Highers, Mr. Gish, Mr. Perry

NAY: None

Other Attendees: Ms. Kimberly Dorr, General Manager | Ms. Erin Butler, Executive Assistant | Ms. Lacy Creech, Human Resources | Mr. Darrell Curtis, Wastewater Treatment | Mr. Bryan Harris, Water Distribution | Mr. Barry Tucker, Wastewater Collections | Ms. Beth Bailey, Finance Director | Ms. Latosha Steele, Customer Service | Mr. Rick Patrick, Electric | Mr. Jerry Linn & Mr. Chris Hall, Teehee WTP | Mr. Maxwell Taylor, Tenkiller WTP | Mr. David Lindsey & Mr. Brandon Wallace, Special Services | Mayor Suzanne Myers & Mr. Taylor Tannehill (City Administrator) from the City of Tahlequah | Ms. Lee Guthrie from the Tahlequah Daily Press | Mr. Steve Tolar from Holloway, Updike, and Bellen | Mr. Danny Baldwin, Wallace Design Collective | Ms. Kim Johnson & Ms. Caitlin Hinman from HUB (Benefits Broker)

Mr. Gish showed appreciation to the TPWA Electric Lineman. April 18th is a day to recognize all electric distribution linemen. Electric employees present for the beginning of the meeting are Mr. Jesse Morrison, Mr. Reece Cookson, Mr. Troy McColpin, Mr. Kane Teague, Mr. Gary Davis, Mr. Brent Childs, Mr. James Webster, Mr. Joshua Munoz, Mr. TJ Jones, and Mr. Colton Risley.

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 approval of all Board Members may be tabled until the next Regular Board Meeting.

1. **Approve minutes of the March 21, 2025 Regular Board Meeting**
2. **Financial Report for March 2025**

Mr. Highers made a motion to approve the Consent Agenda and seconded by Ms. Baker.

Roll Call: AYE: Mr. Gish, Ms. Baker, Mr. Perry, Mr. Highers

NAY: None

REGULAR AGENDA

1. **General Manager's Report**
 - No report.
2. **Attorney's Report**
 - No report.
3. **New business, if any, 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. Gish entertained a motion to adjourn, so moved by Ms. Baker, seconded by Mr. Highers.

Roll Call: AYE: Mr. Gish, Mr. Perry, Ms. Baker, Mr. Highers

NAY: None

Meeting adjourned at 9:05 AM.


Chairman



Meeting Minutes

Mr. Mark Gish, 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 were present, except Mr. Scott Wright.

Mr. Gish entertained a motion to excuse his absence, moved by Ms. Sherry Baker and seconded by Mr. Stephen Highers.

Roll Call: AYE: Mr. Highers, Mr. Gish, Mr. Perry, Ms. Baker

NAY: None

Other Attendees: Ms. Kimberly Dorr, General Manager | Ms. Erin Butler, Executive Assistant | Ms. Lacy Creech, Human Resources | Mr. Darrell Curtis, Wastewater Treatment | Mr. Bryan Harris, Water Distribution | Mr. Barry Tucker, Wastewater Collections | Ms. Beth Bailey, Finance Director | Ms. Latosha Steeley, Customer Service | Mr. Rick Patrick, Electric | Mr. Jerry Linn & Mr. Chris Hall, Teehee WTP | Mr. Maxwell Taylor, Tenkiller WTP | Mr. David Lindsey & Mr. Brandon Wallace, Special Services | Mayor Suzanne Myers & Mr. Taylor Tannehill (City Administrator) from the City of Tahlequah | Ms. Lee Guthrie from the Tahlequah Daily Press | Mr. Steve Tolar from Holloway, Updike, and Bellen | Mr. Danny Baldwin, Wallace Design Collective | Ms. Kim Johnson & Ms. Caitlin Hinman from HUB (Benefits Broker)

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 approval of all Board Members may be tabled until the next Regular Board Meeting.

1. **Approve minutes of the March 21, 2025 Regular Board Meeting**
2. **Approve the minutes of the April 7, 2025 Special Board Meeting**
3. **Approve regular claims and debit card expenditures**

Mr. Highers made a motion to approve the Consent Agenda and Mr. Perry seconded.

Roll Call: AYE: Mr. Gish, Mr. Perry, Ms. Baker, Mr. Highers

NAY: None

REGULAR AGENDA

1. **Introduction of guests**

Ms. Kimberly Dorr welcomed Mr. Danny Baldwin from Wallace Design Collective, Ms. Caitlin Hinman & Ms. Kim Johnson from HUB International, and Mayor Suzanne Myers & Mr. Taylor Tannehill from the City of Tahlequah.

2. **Discussion & Possible Action to approve Financial Report for March 2025**

a) Ms. Bailey reported the financials as follows:

<u>Electric Department</u> Net Income: \$812,261.03	<u>Warehouse</u> (Reallocated to Electric 40% Water 30% Sewer 30%) Expenditures: \$60,528.70
<u>Water System/Water Treatment Plant</u> Net Loss: \$24,147.79	<u>Sewer System & Wastewater Treatment Plant</u> Net Income: \$44,664.64
<u>Administration</u> (Reallocated to Electric 50% Water 25% Sewer 25%) Net Operating Loss: \$203,085.18 Non-Operating Revenue: \$80,306.25	City of Tahlequah Apportionment: \$133,452.16

Total net income for all departments: \$779,631.97

Electric: \$4,102.32

Sewer System & Treatment Plant: \$18,967.93

Water Systems & Treatment Plants: \$103,391.61

Admin: \$57,513.00

Total capital expenditures: \$183,974.86

Ms. Baker made a motion to approve the financial report for March 2025, seconded by Mr. Highers.

Roll Call: AYE: Mr. Highers, Mr. Gish, Mr. Perry, Ms. Baker

NAY: None

3. Discussion & Possible Action to approve healthcare coverages for June 2025-May 2026

Ms. Kimberly Johnson and Ms. Caitlin Hinman presented the comparisons to the healthcare coverages after going to market and negotiating with the carriers. In the end, the recommendations from Ms. Johnson and Ms. Lacy Creech were to continue coverage with Blue Cross, Blue Shield, but move the Dental, Vision, Life Insurance, and Long Term Disability coverages to Guardian for a decrease in cost compared Metlife. Metlife has had some complications with the administration side and Ms. Johnson has had good luck with Guardian on these coverages. BCBS had a 17% increase but was negotiated to a 12% increase for the next year. Guardian has offered their rates until Open Enrollment June 2027.

Ms. Baker made a motion to approve the healthcare coverages as recommended, seconded by Mr. Perry.

Roll Call: AYE: Mr. Gish, Mr. Perry, Ms. Baker, Mr. Highers

NAY: None

4. Discussion & Possible Action to approve bid for new chipper truck

Mr. David Lindsey presented the bids received and recommended the new 2023 Chevrolet 6500 from Custom Truck One Source for \$96,030.00. The truck is available on the lot and will have factory warranties. Ms. Baker asked Mr. Lindsey to confirm that Custom Truck will guarantee the operating condition since the diesel truck has been sitting on the lot for a while.

Ms. Baker made a motion to approve the bid from Custom Truck totaling \$96,030.00, seconded by Mr. Perry.

Roll Call: AYE: Mr. Gish, Mr. Perry, Ms. Baker, Mr. Highers

NAY: None

5. Discussion & Possible Action to approve surplus items

a) **2007 Case 550H Bulldozer**

b) **2009 Case M Series Backhoe**

c) **2017 Ford F-550 Bucket Truck**

Mr. Gish explained that the City of Tahlequah has requested a donation of the bulldozer and the backhoe while Tahlequah Public Schools requested a donation of the bucket truck. Mr. Gish is happy the schools and the City can use the equipment, but he also requested a letter from both entities with an estimated value for the donated items for our records.

Mr. Highers made a motion to approve the listed surplus items, seconded by Mr. Perry.

Roll Call: AYE: Mr. Perry, Ms. Baker, Mr. Highers, Mr. Gish

NAY: None

6. Discussion & Possible Action to approve invoices for Wallace Design Collective, PC re: Cherokee Nation Waterline Extensions totaling \$130,250.00

a) **Invoice #255400: \$44,500.00*** (*corrected error from the agenda)

b) **Invoice #256777: \$24,500.00**

c) **Invoice #258869: \$61,250.00**

Mr. Danny Baldwin updated the Board on the progress of the waterline extension and the work completed on the invoices. Mr. Highers inquired about a possible scrivener's error on the agenda item. The total on Item A should be \$44,500.00. Mr. Baldwin was unsure of the total statement amount and contacted his office to clarify what invoices are outstanding.

Mr. Highers made a motion to approve the invoices listed not to exceed \$130,250.00, seconded by Ms. Baker.

Roll Call: AYE: Mr. Gish, Mr. Perry, Ms. Baker, Mr. Highers

NAY: None

7. Engineer's Report

Mr. Tolar updated the Board on the following projects:

- WWTP: HCCCO's bonding company has requested that HUB submit all invoices to them. He said the contractor is still confident in completing the project. Mr. Tolar recommended TPWA sends a letter stating a final completion date and to specify if the project is not completed in a reasonable amount of time, the contract would be terminated. The punch list is down to only seven (7) items left to complete. Mr. Tolar recommended allowing the contractor six (6) weeks to complete the project.
- High Elevation Pressure Zone: Mr. Jay Updike is approximately 90% complete with design.
- Southside Water & Sewer: Phase II: First monthly progress meeting will be next week.
- Highway 82 Street Boring: On the sewer boring part of the project, the boring equipment is stuck under the highway and Stronghand LLC is unable to retrieve it. ODOT has told the contractor to cease work, and they are requesting quotes from a qualified boring contractor to complete the work.
- Industrial Park Sewer Extension: DEQ approval has been received, and the project will move forward.
- Highway 62 Sewer Extension: The final design is ready to be submitted next month.
- Environmental Barrier at WWTP: Ms. Baker inquired about a resolution to the problem and what can be done about GRDA spraying pesticides on what was planted. Mr. Tolar stated the decision is in the Cherokee Nation's hands. GRDA has said the easement is theirs and they are not bound to the MOA with Cherokee Nation. Ms. Baker said she would try to get it resolved with the Cherokee Nation.

8. Discussion & Possible Action to approve HUB Invoice #3 for Westside High Elevation Pressure Zone project totaling \$36,800.00

Mr. Tolar stated Mr. Updike is billing for 90% complete on preliminary design/survey and some work on the standpipe design. He recommended payment.

Ms. Baker made a motion to approve HUB Invoice #3, seconded by Mr. Highers.

Roll Call: AYE: Ms. Baker, Mr. Highers, Mr. Gish, Mr. Perry

NAY: None

9. Discussion & Possible Action to approve HUB Invoice #13 for Southside Water & Wastewater – Phase II totaling \$5,690.00

Mr. Tolar said this invoice is for 20% complete on construction phase services and recommended payment.

Mr. Highers made a motion to approve HUB Invoice #13, seconded by Mr. Perry.

Roll Call: AYE: Mr. Highers, Mr. Gish, Mr. Perry, Ms. Baker

NAY: None

10. General Manager's Report

- Ms. Dorr pointed out the remodel happening in the Board Room. She is hoping the project will be completed before the next Board Meeting.

- Ms. Dorr congratulated employees on their years of service and a new hire:

Employee	Department	DOH	Yrs
Brent Childs	Electric	04/03/2009	16
Shannon Hamby	Warehouse	04/22/2013	12
Wesley Hahn	WWTP	04/06/2015	10
Austin Samples	Water Treatment	04/15/2019	6
Kennith Dallis	Electric	04/06/2020	5
Kimberly Dorr	Admin	04/20/2020	5
Jermiah Gatewood	Mechanic	04/19/2021	4
Gary Davis	Electric	04/01/2024	1
Raymond McGee	Brush Crew	03/24/2025	New Hire

- Ms. Dorr & Mr. Mike Doublehead attended the GRDA 90th Celebration on April 9th.
- MESO Public Power Conference is April 27-29th and several staff members will be attending.
- Ms. Dorr stated that substation planning is continuing with GRDA on bi-weekly calls. TPWA will be getting the gravel bins removed from the area in hopes of a June start on the redesign & upgrade for Sub 1.
- Next week, staff will meet with HUB regarding water and wastewater improvements Phase II.
- Ms. Dorr announced a flex work schedule that will begin on Monday, April 23rd. Customer Service will not be changing operating hours so the business hours will not change. The majority of the other departments will be working nine (9) hour days Monday-Thursday and a four (4) hour day on Friday.
- Ms. Dorr congratulated Mr. Kennith Dallis on received his ACRT – Line Clearance Certification.
- She concluded her report on Mr. Doublehead's retirement party last week and stated he is currently on vacation with his family at Walt Disney World to celebrate his retirement.

11. Attorney's Report

- No report.

12. 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. Gish called for a motion to adjourn, so moved by Ms. Baker, seconded by Mr. Perry.

Roll Call: AYE: Mr. Gish, Mr. Perry, Ms. Baker, Mr. Highers

NAY: None

Meeting adjourned at 10:24 AM.



Chairman

