

**Meeting Minutes**

**December 15, 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. Erin Butler, Executive Assistant | Ms. Lacy Creech, Human Resources Generalist | Mr. Frank Macario, Water Distribution Director | Mr. Darrell Curtis, Wastewater Treatment Superintendent | Mr. Barry Tucker, Director of Wastewater Collections | Ms. Beth Bailey, Finance Director | Ms. Latosha Steeley, Customer Service Manager | Mr. Gary Stephens, Electric Superintendent | Mr. Jerry Linn, Teehee Water Treatment Plant Superintendent | Mr. Max Taylor, Tenkiller Water Treatment Plant Superintendent | Mr. Thom Cole, Information Technology Manager | Mr. Michael Richardson, Director of Special Services | Mr. David Lindsey, Special Services | Mr. Brandon Wallace, GIS Mapping Tech | Mr. Steve Tolar, HUB | Ms. Lee Guthrie, Tahlequah Daily Press | Mr. Jason Hall, Water Technician | Ms. Marilyn Mike, LREC | Mr. Greg Armstrong, HUB

**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 November 17, 2023 Regular Board Meeting**

Mr. Mutzig made a motion to approve the minutes from the November 17, 2023 Board Meeting with the attendance correction, 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 Mr. Mutzig, seconded by Mr. Gish.

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

NAY: None

Meeting adjourned at 9:03AM.

  
Vice Chairman



Water operating expenditures: \$389,495.25 Teehee operating expenditures: \$142,019.12 Tenkiller operating expenditures: \$74,535.06 <b>Net loss: \$94,839.90</b>	Sewer operating expenditures: \$197,317.44 WWTP expenditures: \$160,391.04 <b>Net loss: \$21,619.85</b>
<b><u>Administration</u></b> <i>(Reallocated to Electric 50% / Water 25% / Sewer 25%)</i> Admin operating revenue: \$15,859.65 Admin operating expenditures: \$236,141.10	
Non-operating revenue: \$54,332.07 City of Tahlequah Apportionment: \$148,982.66	

**Total net loss for all departments in December: \$177,934.23**

**Capital expenditures for December**

Electric Department: \$2,497.62	Sewer & WWTP: \$91,526.17
Water System & Plant: \$0.00	Administration Department: \$1,650.00
<b>Total Capital Expenditures: \$95,673.79</b>	

Mr. Mutzig made a motion to approve the Financial Report for November 2023 and seconded by Mr. Gish.		
Roll Call:	AYE: Mr. Mutzig, Mr. Wright, Mr. Gish, Ms. Long, Ms. Baker	NAY: None

**3. Discussion & Possible Action to approve bid for Tenkiller WTP sludge removal**

Mr. David Lindsey presented the bids to the Board and recommended Denali Water Solutions, LLC.

Ms. Baker made a motion to approve the bid for Tenkiller WTP sludge removal to Denali Water Solutions LLC. for \$79,000.00, Mr. Mutzig seconded.		
Roll Call:	AYE: Mr. Wright, Mr. Gish, Ms. Long, Ms. Baker, Mr. Mutzig	NAY: None

**4. Engineer's Report**

Mr. Tolar reported that HCCCO continues to finish up the WWTP Rehabilitation, and HUB is working on preliminary plans for a Cherokee Nation project. On Indian Meadows, Cook Construction should begin working on Phase II at the beginning of the year.

**5. Discussion & Possible Action to approve HUB Invoice #2 for FY '24 Wastewater and Electrical Building Improvements totaling \$4,950.00**

Mr. Tolar stated this is an invoice for design services and it was allocated by department.

Ms. Long made a motion to approve HUB Invoice #2 total of \$4,950.00 and Mr. Gish seconded.		
Roll Call:	AYE: Ms. Long, Ms. Baker, Mr. Mutzig, Mr. Wright, Mr. Gish	NAY: None

**6. Discussion & Possible Action to approve HUB Invoice #4 for Muskogee 12" Waterline Relocation totaling \$3,402.94**

Mr. Greg Armstrong reminded the Board that the bid was awarded to Cook Construction and they are ready to get started. Pre-construction meeting is next week. City of Tahlequah has decided not to award the lowest bid for the road project stating it was not the lowest and best bid and it was awarded to the second lowest and best bid. The first bidder, Glover & Associates, has now sued the City of Tahlequah for not being selected. TPWA has been asked to postpone the waterline relocation to lessen the damages for business owners in the area, but to move forward with boring the street.

Mr. Gish made a motion to approve HUB Invoice #4 for \$3,402.94 and seconded Ms. Baker.		
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Roll Call: AYE: Ms. Baker, Mr. Mutzig, Mr. Wright, Mr. Gish, Ms. Long

NAY: None

**7. Discussion & Possible Action to approve payments for Wastewater Treatment Plant Rehabilitation Project**

- i. HCCCO, LLC Contractors Pay Application #31 in the amount of \$47,284.83
- ii. HUB Engineers Invoice #53 in the amount of \$2,925.00
- iii. Outlay Report No. 35 (ORF-271)

Mr. Tolar stated the Contractors Pay Application is a standard invoice for services. Project is nearing completion with the construction. The HUB Invoice is for inspection service hours.

Mr. Gish made a motion to approve payments to the WWTP Rehabilitation Project, second by Ms. Long.

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

NAY: None

**8. General Manager's Report**

- Mr. Doublehead welcomed Mr. Brandon Wallace on his new position as GIS Mapping Technician to replace Ms. Rhonda Baber who resigned last month.
- He congratulated employees on their years of service and announced a new Meter Reader.

Employee	Department	DOH	Yrs
John Reeves	WWTP	12/03/2012	11
Matt Baldridge	Water Distribution	12/30/2013	10
Griselda Bailey	Customer Service	12/17/2019	4
Justin Asher	Water Distribution	12/30/2019	4
Dale Young	Water Distribution	12/30/2019	4
Cody Lockwood	Brush Crew	12/12/2022	1
Logan Yanez	Office	12/05/2023	New Hire

- Mr. Doublehead presented pictures of cosmetic updates to the Teehee WTP and TPWA Christmas Parade float.
- Finally, he announced Mr. Mike Richardson's retirement party set for December 21<sup>st</sup>.

**9. Attorney's Report**

- No report.

**10. 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 Mr. Mutzig.

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

NAY: None

Meeting adjourned at 9:43AM.

  
Vice Chairman