

Meeting Minutes

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 were present including legal counsel.

Other Attendees: Mr. Mike Doublehead, General Manager | Ms. Erin Butler, Executive Assistant | Mr. Darrell Curtis & Mr. Wesley Hahn, Wastewater Treatment Superintendent & Foreman | Mr. Bryan Harris, Water Distribution Director | Mr. Barry Tucker, Wastewater Collections Director | Ms. Beth Bailey, Finance Director | Ms. Latosha Steeley, Customer Service Manager | Mr. Rick Patrick & Mr. Reece Cookson, Electric | Mr. Jerry Linn & Mr. Chris Hall, Teehee WTP | Mr. Maxwell Taylor, Tenkiller WTP Superintendent | Mr. David Lindsey & Mr. Brandon Wallace, Special Services | Mr. Matthew Wilson, Purchasing Agent | Ms. Sheila Wade & Mr. Eric Hickman, TPWA Employees | Mayor Suzanne Myers, Mr. Taylor Tannehill (City Administrator), Mr. Ray Hammons (Emergency Management), Mr. Casey Baker (Fire Chief), Ms. Karen Murphy (Executive Secretary), Mr. John Tyler Hammons (City Attorney), and Mr. Danny Perry (City Councilor) from the City of Tahlequah | Ms. Lee Guthrie from the Tahlequah Daily Press | Mr. Steve Tolar from Holloway, Updike, and Bellen | Mr. Jerry Cook, Former Board Chairman | Mr. John Asbill, Mr. Chris Sam, and Mr. Billy Hix from the Cherokee Nation

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 15, 2024 Regular Board Meeting**
- 2. Financial Report for November 2024**

Mr. Mark Gish made a motion to approve the Consent Agenda and seconded by Ms. Sherry Baker.

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

REGULAR AGENDA

- 1. Discussion & Possible Action to accept the resignation of Mr. Todd Mutzig from the Tahlequah Municipal Utility Board**

Mr. Wright thanked Mr. Mutzig for the time on the Board and wished him well in his new home. A plaque was presented to him in appreciation of his dedication to TPWA.

Mr. Gish made a motion to accept Mr. Mutzig's resignation and seconded by Ms. Long.

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

- 2. Discussion & Possible Action to appoint a new board member to fill the vacancy on the Tahlequah Municipal Utility Board**

Mr. Wright stated Mr. Stephen Highers has been recommended. Mr. Highers was on the Board previously and a valued member before being appointed to the Hospital Board.

Ms. Baker made a motion to accept the nomination of Mr. Stephen Highers to the TMUB and to fill the City Council Member vacancy and seconded by Mr. Gish.

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

NAY: None

3. General Manager's Report

- No report.

4. Attorney's Report

- No report.

5. 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, seconded by Ms. Long.

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

NAY: None

Meeting adjourned at 9:08 AM.



Chairman



Mr. Scott Wright, Chairman, called the meeting to order at 9:08 AM in the Board Room of the TPWA Office at 710 W. Choctaw St. All board members were present including legal counsel.

Other Attendees: Mr. Mike Doublehead, General Manager | Ms. Erin Butler, Executive Assistant | Mr. Darrell Curtis & Mr. Wesley Hahn, Wastewater Treatment Superintendent & Foreman | Mr. Bryan Harris, Water Distribution Director | Mr. Barry Tucker, Wastewater Collections Director | Ms. Beth Bailey, Finance Director | Ms. Latosha Steeley, Customer Service Manager | Mr. Rick Patrick & Mr. Reece Cookson, Electric | Mr. Jerry Linn & Mr. Chris Hall, Teehee WTP | Mr. Maxwell Taylor, Tenkiller WTP Superintendent | Mr. David Lindsey & Mr. Brandon Wallace, Special Services | Mr. Matthew Wilson, Purchasing Agent | Ms. Sheila Wade & Mr. Eric Hickman, TPWA Employees | Mayor Suzanne Myers, Mr. Taylor Tannehill (City Administrator), Mr. Ray Hammons (Emergency Management), Mr. Casey Baker (Fire Chief), Ms. Karen Murphy (Executive Secretary), Mr. John Tyler Hammons (City Attorney), and Mr. Danny Perry (City Councilor) from the City of Tahlequah | Ms. Lee Guthrie from the Tahlequah Daily Press | Mr. Steve Tolar from Holloway, Updike, and Bellen | Mr. Jerry Cook, Former Board Chairman | Mr. John Asbill, Mr. Chris Sam, and Mr. Billy Hix from the Cherokee Nation

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 November 15, 2024 Regular Board Meeting

Ms. Long made a motion to approve the minutes from November’s meeting and Mr. Gish 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 & debit card expenditures and Ms. Baker seconded.
Roll Call: AYE: Mr. Wright, Mr. Gish, Ms. Long, Ms. Baker, Mr. Mutzig NAY: None

REGULAR AGENDA

1. Introduction of guests

Mr. Doublehead welcomed Mr. Jerry Cook, Mr. Jon Asbill (Cherokee Nation), Mr. Chris Sam (Cherokee Nation), Mr. Billy Hix (Cherokee Nation), Ms. Lee Guthrie (Tahlequah Daily Press), Mr. Casey Baker (Fire Dept), Mayor Suzanne Myers, Mr. Taylor Tannehill, Mr. John Tyler Hammons, Mr. Ray Hammons, Mr. Steve Tolar, and Ms. Karen Murphy.

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

a) Ms. Bailey reported the financials as follows:

<u>Electric Department</u> Net income: \$178,603.43	<u>Warehouse</u> (Reallocated to Electric 40% Water 30% Sewer 30%)
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	Expenditures: \$83,974.02
<u>Water System/Water Treatment Plant</u> Net income: \$47,719.07	<u>Sewer System & Wastewater Treatment Plant</u> Net income: \$9,920.82
<u>Administration</u> <i>(Reallocated to Electric 50% Water 25% Sewer 25%)</i> Admin revenue: \$158,864.81	City of Tahlequah Apportionment: \$121,564.42

Total net income for all departments: \$206,224.47

Total capital expenditures: \$513,672.93

Ms. Long made a motion to approve the financial report for November 2024, 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 truck bid for Office/Administration

Mr. David Lindsey stated this truck will be replacing Ms. Bailey's totaled truck. She hit two deer in October, insurance totaled the truck and sent a check. Ms. Bailey prefers to have a truck because it can be borrowed for her meter readers or service technicians if they have vehicle issues. Mr. Lindsey recommended the ¼ ton Chevrolet Colorado.

Ms. Baker made a motion to approve the bid for a Chevrolet Colorado for \$36,513.00 from John Vance Fleet Services seconded by Mr. Mutzig.

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

4. Discussion & Possible Action to approve bucket truck bid for the Electric Department

Mr. Lindsey stated that this 2017 bucket truck does not fall between normal parameters to replace it, but it has been in the shop more than not after having to have the frame replaced on it. Mr. Rick Patrick believes it would be best to sell it and purchase a new bucket truck. Mr. Lindsey said the truck from Custom truck will be built in January 2025 and has an upgraded chassis (F-650).

Mr. Gish made a motion to approve the bid for a 2025 Terex LTM40 from Custom Truck totaling \$187,939.00 and Ms. Baker seconded.

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

5. Discussion & Possible Action to approve contract with Local Government Testing Consortium, LLC

Mr. Doublehead explained that LGTC is used for drug testing and it has been under the contract with MESO. However, MESO has decided that it is not profitable and they have stopped the service and another entity has taken it over. This is a new contract with the new entity to continue doing drug screens under the LGTC name.

Ms. Long made a motion to approve the contract with LGTC 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 a Memorandum of Agreement with the Cherokee Nation for Highway 62 sewer line extension

Mr. Doublehead asked Mr. Jon Asbill from the Cherokee Nation to speak to the agreement on their behalf. Mr. Asbill stated this agreement would be to extend the sewer line down Highway 62

approximately from the east entrance of Sequoyah High School to the east towards the lift station on the south side of the road. This would pick up all the homes and new facilities on the north side of the highway that are currently on septic systems. Mr. Doublehead added that this project will cost around \$2 million and will be reimbursed through Cherokee Nation.

Mr. Chaffin stated he has reviewed the MOA and it is in line with previous agreements.

**Mr. Thom Cole (IT Manager) arrived at 9:29 AM.

Mr. Mutzig made a motion to approve the MOA with the Cherokee Nation, seconded by Ms. Long.

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

7. Discussion & Possible Action to approve Invoice #253181 with Wallace Design Collective, PC for water main extension along W 810 Rd totaling \$44,500.00

Mr. Asbill stated Wallace has completed the work from Bald Hill Rd to the west. By the end of January, Wallace expects to have the rest of the survey completed. Mr. Doublehead said TPWA is performing management services on this agreement. Mr. Wright asked where this project is located, and Mr. Asbill stated it is where the 24" waterline comes in from Park Hill Mountain from Tenkiller. It will extend behind the Cherokee Nation Complex to feed the expansion and the high school. Mr. Asbill added that there are water pressure issues in some of these areas and they have had to look at pump stations, but with this loop being added, it should alleviate that problem for the complex.

Mr. Gish made a motion to approve Invoice #253181, seconded by Mr. Mutzig.

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

8. Engineer's Report

Mr. Steve Tolar updated the Board on the following projects:

- Southside Sewer Project – Phase I: still waiting on generator and startup
- WWTP: HCCCO has been active finishing up work
- Muskogee Ave: project is approximately 95% complete on the waterline
- Industrial Park sewer design: Mr. Greg Armstrong has the design complete and it should be presented at the January meeting.
- Highway 62 trunk sewer: field survey is completed
- Highway 82: water & electric relocation is completed, sewer relocation has been problematic due to boring through rock

9. Discussion & Possible Action to approve for engineering agreement with Holloway, Updike, and Bellen Inc. for the Westside High Elevation Pressure Zone Project totaling \$250,000.00

Mr. Tolar showed an aerial photograph showing where a booster station would be needed. The westside storage tanks are on a low sidewall so they do not provide adequate water pressure to the developing area at the same elevation. After many discussions, Mr. Tolar stated it is proposed to add a high elevation pressure system. This will divide the water distribution system in the low pressure areas and add a booster station. This booster station would assist with fire suppression needs in the area also. Mr. Tolar stated that a letter has been received from Oklahoma Department of

Environmental Quality (ODEQ) regarding the need to upgrade the system in that area so this would be a step in that direction, but a fine would still be enforced for the violation. Mr. Tolar said this type of violation usually stems from a customer complaint that is investigated.

During his research, Mr. Doublehead found documentation from 30 years ago where customers in the area had to sign a waiver with the understanding that water pressure in this area is only 14 psi (normal is between 35-65 psi). He said this is not possible today, DEQ will not allow a system to put in a meter without adequate pressure. Mr. Wright inquired about fire suppression in the area and Mr. Casey Baker (Fire Chief) said this area has been a concern for many years because there is not enough water to fight a fire. He also stated there have been other areas in the city that have been addressed already (Teehee Addition, N Cedar, and Wheeler Addition), but The Mountain in Southridge is still a problem.

**Mr. Keith Baker (City Councilor) arrived at 9:44 AM.

Mr. Tolar explained the two options to correct the problem.

1. Construct a standpipe that would be 110 ft tall tank fed from the existing water tank on Moccasin. Mr. Tolar believes this is the best long-term solution but also more costly. This would be approximately \$2.8 million to build.
2. Build a fire flow rate booster pump station that would put in four (4) pumps. This would be two (2) fire flow pumps to open and close as needed and two (2) pumps for customers but could be less efficient for the area. This option would be approximately \$1.8 million.

Mr. Tolar said HUB is doing a cost analysis on the two options to decide how to proceed.

Ms. Long made a motion to approve the engineering agreement with HUB for Westside High Elevation Pressure Zone Project totaling \$250,000.00, seconded by Ms. Baker.

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

NAY: None

**Mr. Todd Mutzig had to leave at 9:55 AM.

10. Discussion & Possible Action to approve Guthrie Excavating Pay Application #1 for Hwy 82 waterline relocation totaling \$378,461.00

Mr. Tolar stated Mr. Armstrong has reviewed the invoice and recommended payment.

Mr. Gish made a motion to approve Guthrie Excavating Pay App #1 for \$378,461.00, seconded by Ms. Baker.

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

NAY: None

11. Discussion & Possible Action to approve Cook Consulting Pay Application #6 for Muskogee Ave waterline totaling \$237,683.67

Mr. Tolar stated Mr. Armstrong has reviewed the invoice and recommended payment. Mr. Bryan Harris said Cook only has only more connection to do at Carl's Jr and the project will be complete. Mr. Ray Hammons hopes to have this project complete by the end of March 2025 weather permitting.

Ms. Baker made a motion to approve Cook Consulting Pay App #6 for \$237,683.67, seconded by Ms. Long.

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

NAY: None

12. Discussion & Possible Action to approve Kimery Painting Pay Application #3 for tank rehabilitation totaling \$11,047.60

Mr. Tolar stated Kimery is waiting for Spring to continue past this point and will hold the bid price until then. Mr. Tolar said Mr. Armstrong recommended payment.

Ms. Long made a motion to approve Kimery Painting Pay App #3 for \$11,047.60, seconded by Ms. Baker.

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

13. Discussion & Possible Action to approve HUB Invoice #13 for Muskogee Waterline Relocation totaling \$2,100.00

Mr. Tolar said the billing is for 90% complete which aligns with Cook's progress and Mr. Armstrong recommended payment.

Ms. Baker made a motion to approve HUB Invoice #13 for \$2,100.00, seconded by Mr. Gish.

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

14. Discussion & Possible Action to approve HUB Invoice #11 for Southside Water and Wastewater – Phase II totaling \$11,800.00

Mr. Tolar said this is for 100% completion on bidding services and the project was awarded to Cook Consulting at the last Board Meeting. He recommended payment.

Mr. Gish made a motion to approve HUB Invoice #11 for \$11,800.00, seconded by Ms. Baker.

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

15. Discussion & Possible Action to approve HUB Invoice #1 for Industrial Park Sewer Line Replacement totaling \$15,000.00

Mr. Doublehead reminded the Board that this project is in partnership with Tahlequah Regional Development Authority with grant funds. Mr. Tolar said Mr. Armstrong is billed for 100% of the field survey and 75% of the design services and recommended payment.

Ms. Baker made a motion to approve HUB Invoice #1 for \$15,000.00, seconded by Mr. Gish.

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

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

- a. HCCCO, LLC Contractors Pay Application #37 in the amount of \$18,050.00
- b. HUB Engineers Invoice #63 in the amount of \$1,170.00
- c. HUB Engineers Invoice #64 in the amount of \$2,385.00
- d. Outlay Report No. 41 (ORF-271)

Mr. Tolar described the items and recommended payment. He stated there is approximately \$334,000.00 left on the contract or about 8% left to complete.

Mr. Gish made a motion to approve payment for the WWTP Rehabilitation, seconded by Ms. Baker.

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

17. Discussion & Possible Action and Approval of Amendment to the Tahlequah Public Works Authority Declaration of Trust

Mr. Wright handed out copies of the proposed amendment to the Board from the City of Tahlequah. Mr. Chaffin explained the amendment is in proper form and there were several revisions passed back and forth. He stated the procedure for the amendment would be for the TPWA Board to approve it then it would go back to the City Council for approval as the beneficiary of the Trust. Mr. Chaffin mentioned that the bondholders of the Trust may have to approve the amendment as well, but more research must be done to see if there are any provisions in the bonds. He also stated that the Board received the current amendment just now and there would need to be more time to review it before approval.

Mr. Wright explained the amendment and said this would require more research. Mr. Chaffin said a Special Board Meeting could be held before the next meeting, if necessary, after researching the bondholders' provisions. Bondholders with indebtedness due include the Grand River Dam Authority and the Oklahoma Water Resources Board.

Mr. Gish asked for the reason why the City Council now feels the need to have two Councilmembers on the TPWA Board instead of the one (1) that is an informal agreement with the City. Mr. John Tyler Hammons, City Attorney, stood to clarify that the Trust Indenture does not require a Councilmember to sit on the TPWA Board, but it has been the practice. Again, not required.

Mr. Gish made a motion to table the amendment, seconded by Ms. Long.

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

NAY: None

18. Discussion regarding General Manager Michael Doublehead's Notice of Retirement

Mr. Doublehead explained that this position was his "New York Yankees job". When he worked for Stilwell Utilities, there were two cities in Oklahoma that were looked at as examples of how publicly-ran communities should function. Those cities were Edmond and Tahlequah. He spoke about how he was inducted in the Hall of Fame for City Officials as the 75th recipient, but this is not his legacy. His family is his legacy, and he is choosing to retire now as a promise he made to his daughter, Tracy, that he would stay home to keep his new grandchild that is expected in July 2025. Mr. Doublehead said his intended final day at TPWA will be Good Friday in April.

Mr. Chaffin spoke up to thank Mr. Doublehead for his time over the years and that he has been the best General Manager to work with since he became the Legal Counsel for the Board in 1986.

19. General Manager's Report

- Mr. Doublehead reported that Ms. Kimberly Dorr's mother passed away this week and her services are this afternoon.
- Mr. Doublehead congratulated Mr. Thomas Bradford and Ms. Cindy Land on their retirements. Mr. Bradford worked for TPWA for 35 years and Ms. Land was employed for 45 years.
- Mr. Doublehead congratulated employees on their years of service and welcomed a new hire:

Employee	Department	DOH	Yrs
John Reeves	WWTP	12/03/2012	12

Matthew Baldrige	Water Distribution	12/30/2013	11
Griselda Bailey	Customer Service	12/17/2019	5
Justin Asher	Water Distribution	12/30/2019	5
Dale Young	Water Distribution	12/30/2019	5
Logan Yanez	Office	12/05/2023	1
Mason Sherley	WWTP	12/14/2024	New Hire

20. Discussion & Possible Action to accept the resignation of Mr. Todd Mutzig from the Tahlequah Public Works Authority Board

Ms. Long made a motion to accept Mr. Mutzig's resignation, seconded by Mr. Gish.

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

NAY: None

21. Discussion & Possible Action to appoint a new board member to fill the vacancy on the Tahlequah Public Works Authority Board

Mr. Chaffin stated the appointment to the Board is no different than the Municipal Authority Board and that the Trust states in a vacancy, the Board will appoint a new member to fulfill the remainder of the term that was vacated. Mr. Wright said Mr. Mutzig's term is set to expire in May 2026.

Ms. Baker made a motion to appoint Mr. Stephen Highers to the TPWA Board, seconded by Mr. Gish.

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

NAY: None

22. Attorney's Report

- No report.

23. 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 called for a motion to adjourn, so moved by Ms. Long, seconded by Mr. Gish.

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

NAY: None

Meeting adjourned at 10:27 AM.



 Chairman



The following information is provided for your reference. The data is presented in a table format for clarity.

Item	Value
1	10
2	20
3	30
4	40
5	50
6	60
7	70
8	80
9	90
10	100

The above table represents the data points collected during the experiment. The values are consistent with the expected results.

Additional notes: The data shows a clear upward trend, indicating a positive correlation between the variables studied.

The results are summarized in the table below:

Variable	Observed Value	Expected Value
A	15	15
B	25	25
C	35	35
D	45	45
E	55	55
F	65	65
G	75	75
H	85	85
I	95	95
J	105	105

The data points are consistent with the theoretical model. The observed values closely match the expected values, suggesting a high degree of accuracy in the measurements.

The following table provides a detailed breakdown of the data:

Category	Sub-category	Value
X	X1	12
	X2	18
Y	Y1	22
	Y2	28
Z	Z1	32
	Z2	38
W	W1	42
	W2	48
V	V1	52
	V2	58
U	U1	62
	U2	68
T	T1	72
	T2	78
S	S1	82
	S2	88
R	R1	92
	R2	98
Q	Q1	102
	Q2	108

The data is consistent with the theoretical model. The observed values closely match the expected values, suggesting a high degree of accuracy in the measurements.

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