

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 & Legal Counsel were present.

Other Attendees: Mr. Mike Doublehead, General Manager | Ms. Kim Dorr, Assistant GM | 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 | Mr. Rick Patrick, Electric | Mr. Jerry Linn (Superintendent) & Mr. Chris Hall (Foreman), Teehee WTP | Mr. Maxwell Taylor, Tenkiller WTP | Mr. David Lindsey & Mr. Brandon Wallace, Special Services | Mayor Suzanne Myers, Mr. Taylor Tannehill (City Administrator), Mr. Ray Hammons (Project Coordinator) from the City of Tahlequah | Ms. Lee Guthrie from the Tahlequah Daily Press | Mr. Steve Tolar from Holloway, Updike, and Bellen | Mr. Ken Williams, Hall Estill | Ms. McKinley Taylor (daughter of Mr. Max Taylor)

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 January 17, 2025 Regular Board Meeting**
- 2. Financial Report for January 2025**

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

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

NAY: None

REGULAR AGENDA

- 1. Affirmation of Loyalty Oath for Mr. Stephen Highers administered by Ms. Lacy Creech**
- 2. General Manager's Report**
 - No report.
- 3. Attorney's Report**
 - No report.
- 4. 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. Wright entertained a motion to adjourn, so moved by Ms. Baker, seconded by Ms. Long.

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

NAY: None

Meeting adjourned at 9:05 AM.


Chairman



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 & Legal Counsel were present.

Other Attendees: Mr. Mike Doublehead, General Manager | Ms. Kim Dorr, Assistant GM | 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 | Mr. Rick Patrick, Electric | Mr. Jerry Linn (Superintendent) & Mr. Chris Hall (Foreman), Teehee WTP | Mr. Maxwell Taylor, Tenkiller WTP | Mr. David Lindsey & Mr. Brandon Wallace, Special Services | Mayor Suzanne Myers, Mr. Taylor Tannehill (City Administrator), Mr. Ray Hammons (Project Coordinator) from the City of Tahlequah | Ms. Lee Guthrie from the Tahlequah Daily Press | Mr. Steve Tolar from Holloway, Updike, and Bellen | Mr. Ken Williams, Hall Estill | Ms. McKinley Taylor (daughter of Mr. Max Taylor)

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 January 17, 2025 Regular Board Meeting**
- 2. **Approve minutes of the January 28, 2025 Special Board Meeting**

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

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

- 3. **Approve regular claims and debit card expenditures**

Mr. Gish made a motion to approve the regular claims and debit card expenditures and Ms. Long seconded.

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

REGULAR AGENDA

- 1. **Introduction of guests**

Mr. Doublehead welcomed Ms. Lee Guthrie, Mayor Suzanne Myers, Mr. Ray Hammons, Mr. Taylor Tannehill, Mr. Ken Williams, Mr. Steve Tolar, and Ms. McKinley Taylor.

- 2. **Affirmation of Loyalty Oath for Mr. Stephen Highers administered by Ms. Lacy Creech**

*Due to a scheduling conflict with Mr. Ken Williams, the Executive Session was moved up to accommodate.

13. EXECUTIVE SESSION:

- a) **As provided for in the Open Meetings Act Title 25, Section 307b.1: Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee. RE: General Manager**
- b) **Open Meetings Act Title 25, Section 307b.4 regarding confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. RE: Any pending legal issues between the Trust and its beneficiary**

Mr. Harvey Chaffin recommended the Executive Session.

Ms. Long made a motion to enter into Executive Session, seconded by Ms. Baker.

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

Executive Session began at 9:13 AM.

Ms. Long made a motion to re-enter into Regular Session, and Mr. Highers seconded.

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

Regular Session recommenced at 10:09 AM.

3. Discussion & Possible Action to approve Financial Report for January 2025

a) Ms. Bailey reported the financials as follows:

<u>Electric Department</u> Net loss: \$29,333.34	<u>Warehouse</u> <i>(Reallocated to Electric 40% Water 30% Sewer 30%)</i> Expenditures: \$65,353.75
<u>Water System/Water Treatment Plant</u> Net loss: \$315,445.11	<u>Sewer System & Wastewater Treatment Plant</u> Net income: \$19,839.55
<u>Administration</u> <i>(Reallocated to Electric 50% Water 25% Sewer 25%)</i> Admin revenue: \$100,879.45 Admin expenditures: \$238,234.06	City of Tahlequah Apportionment: \$110,529.17

Total net loss for all departments: \$334,588.62

Electric: \$10,137.88

Water Systems & Treatment Plants: \$49,032.20

Sewer System & Treatment Plant: \$21,641.00

Admin/Warehouse: \$0.00

Total capital expenditures: \$80,811.08

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

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

4. Discussion & Possible Action to approve surplus items

- a) Case Trenching Machine e) 2024 truck bed and bumper
- b) 2011 Ford F-250 (Unit #142) f) Black flat bed
- c) 2009 Case M series backhoe E-68 g) Used traffic signal heads
- d) 2008 Ford F-350 (Unit #154)

Mr. David Lindsey recommended declaring the items as surplus after describing each item.

Ms. Baker made a motion to approve surplus items listed, seconded by Ms. Long.

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

5. Discussion & Possible Action to approve bid for two (2) 10-wheel dump trucks

Mr. Lindsey explained that one truck will be for Wastewater Treatment Plant and one for Water Distribution. From the bids received, he recommended the 2026 Freightliner 10-wheel dump truck from Premier Truck Group for \$163,587.32 each.

Ms. Long made a motion to approve the bid for two (2) 10-wheel dump trucks from Premier Truck Group totaling \$163,587.32 each, seconded by Ms. Baker.

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

NAY: None

6. Discussion & Possible Action to approve bid for 2000 kVA transformer

Mr. Rick Patrick explained that this would be for the Cherokee Nation Career Services and that the Cherokee Nation will also be buying the same transformer to have a backup in stock. The recommendation was made to purchase the 2000 kVA three-phase pad mount transformer from Sunbelt Solomon for \$99,995.00

Ms. Long made a motion to approve the bid for the transformer from Sunbelt Solomon totaling \$99,995.00, seconded by Mr. Gish.

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

NAY: None

7. Discussion & Possible Action to approve clothing contract for Electric Department

Mr. Lindsey described concerns with flame-resistant (FR) clothing for the Electric Department. He explained that Wohali will supply the shirts and pants with embroidery cost included while Boot Barn was higher in cost and did not include the embroidery. Mr. Lindsey recommended approval of the Wohali contract for FR clothing in the Electric Department.

Ms. Baker made a motion to approve the clothing contract with Wohali, seconded by Mr. Gish.

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

NAY: None

8. Discussion & Possible Action to approve contract with Xpress Bill Pay

Ms. Beth Bailey described problems faced with Invoice Cloud and the lack of customer support. She explained the reason for the change from Xpress Bill Pay to Invoice Cloud (connectivity problems), but Ms. Bailey has spoken to Xpress Bill Pay customers regarding the issues. She was assured the concerns have been resolved and she recommended approving the contract with Xpress Bill Pay.

Ms. Baker made a motion to approve the contract with Xpress Bill Pay, seconded by Ms. Long.

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

NAY: None

9. Discussion & Possible Action to acknowledge receipt of DEQ Permit #: SL000011240964 for the construction of 1,537 linear feet of eight (8) inch PVC gravity sewer line and all appurtenances for Sequoyah High School

Mr. Tolar explained the permit is through Wallace Design for the sewer line extension at Sequoyah High School and stated the item is to acknowledge the receipt.

Mr. Gish made a motion to acknowledge receipt of the DEQ Permit, seconded by Ms. Baker.

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

NAY: None

10. Engineer's Report

Mr. Tolar updated the Board on the following projects:

- WWTP
 - Project with HCCCO: waiting for final inspection and ready to close soon
 - Making progress on storage cover
 - Bid set to advertise for new UV system
- Southside Sewer Phase I: generator is finished

- Southside Sewer Phase II: mobilized for waterline work
- Muskogee Waterline Project: Cook Consulting is approximately 99.5% complete

11. Discussion & Possible Action to award a bid to Guthrie Excavation for electrical line boring on Hwy 82 relocation project totaling \$99,910.00

Mr. Tolar recommended awarding the bid to Guthrie Excavation totaling \$99,910.00.

Ms. Gish made a motion to award Guthrie Excavation for the electrical line boring on Hwy 82 relocation project totaling \$99,910.00, seconded by Ms. Long.

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

12. Discussion & Possible Action to approve HUB Invoice #1 for Westside High Elevation Pressure Zone project totaling \$18,300.00

Mr. Tolar recommended payment.

Ms. Baker made a motion to approve HUB Invoice #1, seconded by Mr. Gish.

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

13. Moved to the beginning of the meeting to aid with a scheduling conflict.

14. Possible Action on Executive Session item a) RE: General Manager

Mr. Gish made a motion to offer Ms. Kimberly Dorr the General Manager position, seconded by Ms. Long.

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

15. Possible Action on Executive Session item b) RE: Pending legal issues between the Trust and its beneficiary

No action was taken.

16. Discussion & Possible Action to approve a policy regarding City Councilors serving as Trustees

Ms. Baker read Resolution 25-01 out loud stating no more than two (2) City Councilors can serve on the Tahlequah Public Works Authority Board at one time. See the signed attached document for the full resolution.

Mr. Gish moved to approve Resolution 25-01 and Ms. Baker seconded.

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

17. Discussion & Possible Action to accept Board resignation from Ms. Bree Long

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

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

18. Discussion & Possible Action to accept Board resignation from Ms. Sherry Roberston-Baker

Mr. Gish made a motion to accept Ms. Baker's resignation, seconded by Mr. Highers.

Roll Call: AYE: Mr. Highers, Mr. Wright, Mr. Gish NAY: None

19. Discussion & Possible Action to appoint Ms. Sherry Robertson-Baker to fulfill the unexpired term of Ms. Bree Long

Mr. Highers made a motion to appoint Ms. Baker to the unexpired term, seconded by Mr. Gish.

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

20. General Manager's Report

- Mr. Doublehead reported that four (4) staff members will be attending OMAG's Storm Preparedness Training for the upcoming storm season.
- He mentioned that TPWA has been reimbursed for the mutual aid given to Claremore and Wagoner.
- GRDA is seeking additional bonding in the legislature and staff may be called to meet with the legislative team to discuss the need.
- Mr. Jared Crisp (Pryor General Manager) has been selected by the MESO Board to represent the Customer Group on the GRDA Board.
- Mr. Doublehead congratulated employees on their years of service and welcomed a new hire:

Employee	Department	DOH	Yrs
Reece Cookson	Electric	02/13/1997	28
John Feathers	Warehouse	02/01/2006	19
James Webster	Electric	02/25/2019	6
Taylor Murphy	Water Plant	02/07/2022	3
Brandon Wallace	Special Projects	02/27/2023	2
Johnny Sloan	Mechanic	02/05/2024	1

21. Attorney's Report

- No report.

22. 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 Mr. Highers, seconded by Ms. Baker.
 Roll Call: AYE: Mr. Wright, Mr. Gish, Ms. Baker, Mr. Highers NAY: None

Meeting adjourned at 11:00 AM.

Chairman