

**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 & 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 | Ms. Latosha Steeley, Customer Service Manager | Mr. Rick Patrick, Electric | Mr. Maxwell Taylor, Tenkiller WTP | Mr. David Lindsey & Mr. Brandon Wallace, Special Services | Mr. Matthew Wilson, Purchasing Agent | Ms. Sheila Wade, TPWA Employee | Mayor Suzanne Myers, Mr. Taylor Tannehill (City Administrator), Mr. Ray Hammons (Emergency Management), Mr. Casey Baker (Fire Chief), Mr. Nate King (Police Chief), & Mr. John Tyler Hammons (City Attorney) from the City of Tahlequah | Ms. Lee Guthrie from the Tahlequah Daily Press | Mr. Steve Tolar & Mr. Greg Armstrong from Holloway, Updike, and Bellen | Dr. Mark Smith, Former Board Member | Mr. Tanner Large, Warren CAT | Mr. Ben Yoder, ASCO

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 December 20, 2024 Regular Board Meeting**
- 2. Financial Report for December 2024**

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. 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. Wright entertained a motion to adjourn, so moved by Ms. Baker, seconded by Ms. Long.

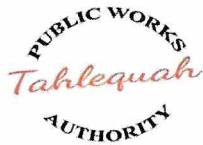
Roll Call: AYE: Ms. Long, Ms. Baker, Mr. Wright, Mr. Gish

NAY: None

Meeting adjourned at 9:03 AM.

 2-21-25

Chairman



**Meeting Minutes**

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 | Ms. Latosha Steeley, Customer Service Manager | Mr. Rick Patrick, Electric | Mr. Maxwell Taylor, Tenkiller WTP | Mr. David Lindsey & Mr. Brandon Wallace, Special Services | Mr. Matthew Wilson, Purchasing Agent | Ms. Sheila Wade, TPWA Employee | Mayor Suzanne Myers, Mr. Taylor Tannehill (City Administrator), Mr. Ray Hammons (Emergency Management), Mr. Casey Baker (Fire Chief), Mr. Nate King (Police Chief), & Mr. John Tyler Hammons (City Attorney) from the City of Tahlequah | Ms. Lee Guthrie from the Tahlequah Daily Press | Mr. Steve Tolar & Mr. Greg Armstrong from Holloway, Updike, and Bellen | Dr. Mark Smith, Former Board Member | Mr. Tanner Large, Warren CAT | Mr. Ben Yoder, ASCO | Yellowhouse/John Deere representative did not sign-in, but arrived at 9:10 AM.

**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 December 20, 2024 Regular Board Meeting**
- 2. Approve regular claims and debit card expenditures**

Mr. Gish made a motion to approve the Consent Agenda and Ms. Long seconded.
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Roll Call:            AYE: Mr. Wright, Mr. Gish, Ms. Long, Ms. Baker	NAY: None
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**REGULAR AGENDA**

**1. Introduction of guests**

Mr. Doublehead welcomed Mr. Tanner Large (Warren CAT), Mr. Ben Yoder (ASCO), Mr. John Tyler Hammons (City Attorney), Mayor Suzanne Myers, Mr. Taylor Tannehill (City Administrator), Dr. Mark Smith (former Board Member), Mr. Nate King (Police Chief), Ms. Lee Guthrie (Tahlequah Daily Press), Mr. Ray Hammons (Emergency Management), and Mr. Casey Baker (Fire Chief).

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

a) Ms. Bailey reported the financials as follows:

<p><b><u>Electric Department</u></b> Net income: \$143,505.00</p>	<p><b><u>Warehouse</u></b> <i>(Reallocated to Electric 40%   Water 30%   Sewer 30%)</i> Expenditures: \$85,331.15</p>
<p><b><u>Water System/Water Treatment Plant</u></b> Net loss: \$53,954.56</p>	<p><b><u>Sewer System &amp; Wastewater Treatment Plant</u></b> Net loss: \$16,965.49</p>
<p><b><u>Administration</u></b> <i>(Reallocated to Electric 50%   Water 25%   Sewer 25%)</i> City of Tahlequah Apportionment: \$116,700.36</p>	

Admin expenditures: \$133,524.38

**Total net income for all departments: \$50,452.94**

Electric: \$5,291.20

Water Systems & Treatment Plants: \$635,515.52

Sewer System & Treatment Plant: \$23,500.00

Admin/Warehouse: \$0.00

**Total capital expenditures: \$664,306.72**

Ms. Baker made a motion to approve the financial report for December 2024, seconded by Mr. Gish.

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

NAY: None

**3. Discussion & Possible Action to approve bid for bulldozer**

Mr. David Lindsey explained the bulldozer to be replaced is 15+ years old and will be listed as surplus when the new one is received. The new bulldozer will be split between Electric, Water, and Sewer departments. Based on the bids received, Mr. Lindsey recommended the 2025 bulldozer from Warren CAT for \$157,845.00.

Ms. Long made a motion to approve the bid for a 2025 bulldozer from Warren CAT for \$157,845.00 seconded by Ms. Baker.

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

ABSTAIN: Mr. Gish

NAY: None

**4. Discussion RE: Long Range Water and Wastewater Capital Improvements Plan**

Mr. Steve Tolar reported on the following plans:

Teehee WTP Rehabilitation: Preliminary design has begun and will cost approximately \$4.4 million.

Water Storage Tank Rehabilitation: project is underway. Wheeler Tank is completed and NE Standpipe will be starting in the Spring. After these tanks are completed, Stick Ross and Northeast Elevated tanks will be next.

Industrial Park Sewer Extension: Mr. Greg Armstrong stated these plans are at least 80% complete on the design portion.

Southwest Sewer Expansion: This project will expand sewer to Cherokee Nation Complex and gain approximately 600 acres for future sewer expansion.

Westside High Elevation Pressure Zone: Recently approved and Mr. Jay Updike is working on design. This will increase the water pressure to the area and is a regulatory update.

Tenkiller WTP Expansion: This will increase the MGD from three (3) to six (6). This Plant was recently increase from 1.5 MGD to 3 MGD and the growth of the city has led to a need to upgrade again. This project is in the conceptual stage, but will be needed sooner than expected.

WWTP SBR & Blower then Effluent Filter Rehabilitations: While the WWTP project is ongoing, there are more needs in the future to upgrade the SBR, blower, and effluent filter. The SBR has a 15-year expected life and this one is on year 15. This project is in the conceptual stage as well.

WWTP Relocation: With the changing regulations on discharging treated wastewater into scenic rivers, relocating the WWTP to another location in town will be necessary. This project will be broken down into three (3) phases to ensure a smooth transition and is in the conceptual stage. Location for the new plant is foreseen to be in the Pecan Creek/west service area.



Mr. Doublehead asked Mr. Tolar for the grand total of the projects planned and Mr. Tolar said the estimate construction cost of all projects, at this time, is approximately \$140 million. The project to discharge treated wastewater to the new location is about eight (8) miles to avoid the Illinois River and will cost \$16 million. Mr. Doublehead reminded the Board that these project costs do not include the need to upgrade equipment for the company (i.e. bucket trucks, heavy equipment, etc.) that needs to be replaced on a rotating schedule.

#### 5. Engineer's Report

Mr. 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
- Kick off meeting at 11:00 AM with Cook Consulting for the Southside Sewer Project Phase II

Next, Mr. Armstrong updated the Board on his projects.

- Muskogee Ave waterline: in-service and finishing road cuts and driveways
- Hwy 82 Water Relocation: completed
- Hwy 82 Sewer Relocation: boring is still not completed. Stronghand has been working on the bore for about three (3) months and have had equipment issues.
- Industrial Park Sewer Line: Design is complete and pipe has been ordered. Project is funded from an award grant.
- Tank Rehabilitation: Wheeler Tank is complete but NE Tank is paused until Spring with Grandview RWD's supply needs. Contractor agreed to hold his price.
- Trunk Sewer near Cherokee Nation: design is underway

#### 6. Discussion & Possible Action to approve HUB Invoice #7 for Highway 82 Waterline Relocation totaling \$2,597.50

Mr. Tolar recommended payment for the construction-based services that are reimbursed by ODOT.

Mr. Gish made a motion to approve HUB Invoice #7, seconded by Ms. Long.

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

#### 7. Discussion & Possible Action to approve HUB Invoice #11 for Highway 82 Sewer Line Relocation totaling \$1,630.00

Mr. Tolar recommended payment for the construction-based services that are reimbursed by ODOT.

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

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

#### 8. Discussion & Possible Action to approve HUB Invoice #14 for Muskogee Waterline Relocation totaling \$1,400.00

Mr. Tolar recommended payment for the construction-based services.

Ms. Long made a motion to approve HUB Invoice #14, seconded by Mr. Gish.

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

NAY: None

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

Mr. Doublehead stated this was a tabled item from the December Board Meeting. Mr. Wright said there have been conversations with the City of Tahlequah regarding an agreement and it is now in the hands of the attorneys. There was no action taken. Mr. Chaffin added that research is ongoing regarding approval by bondholders.

**10. EXECUTIVE SESSION: As provided for in the 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 and approval of obtaining outside legal counsel.**

Mr. Harvey Chaffin recommended the Executive Session.

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

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

NAY: None

\*\* Executive Session began at 9:50 AM.

Mr. Gish made a motion to return to Regular Session, seconded by Ms. Baker.

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

NAY: None

\*\* Executive Session ended at 11:03 AM.

**11. Possible Action on Executive Session**

Mr. Chaffin recommended hiring Mr. Ken Williams, Jr. from Hall Estill as outside counsel to represent and advise the Tahlequah Public Works Authority, so moved by Ms. Long and seconded by Mr. Gish.

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

NAY: None

**12. General Manager's Report**

- Mr. Doublehead congratulated Ms. Bree Long on her engagement.
- Mr. Doublehead recognized the new GRDA Customer Group Officers:
  - Mr. Brad White from Skiatook will be the Secretary of Treasure
  - Mr. Loren Smith from Stillwater will be the Vice Chairman, and
  - Ms. Kim Dorr was elected as the Chairman
- Mr. Doublehead attended the Joint Action Agency in Scottsdale, AZ. The discussion was around ideas from other public power providers in what they do for their communities.
- Offices will be closed on Monday for Martin Luther King, Jr. Day.

- Mr. Doublehead congratulated employees on their years of service and welcomed a new hire:

Employee	Department	DOH	Yrs
Jason Hall	Electric	01/16/2007	18
Kurt Fisher	Water Distribution	01/20/2009	16
Erin Butler	Administration	01/06/2014	11
Brett Miller	Water Plant	01/02/2015	10
Josephus Wisdom	Water Plant	01/02/2015	10
Ronald Haikey	Water Plant	01/27/2021	4
Colt McCully	WWTP	01/21/2022	3
William Hooper	Tenkiller WTP	12/30/2024	New Hire
Colton Risley	Lineman	01/06/2025	New Hire
Kidman Fleming	Brush Crew	01/13/2025	New Hire
Nick Chism	Brush Crew	01/13/2025	New Hire

### 13. Attorney's Report

- No report.

### 14. 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 11:08 AM.

 2-2-25  
Chairman



Special Meeting Minutes

Mr. Scott Wright, Chairman, called the meeting to order at 1:00 PM in the Board Room of the TPWA Office at 710 W. Choctaw St. All Board Members except Ms. Sherry Baker were present.

Mr. Wright entertained a motion to excuse her absence, so moved by Ms. Long and the second by Mr. Gish.

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

Other Attendees: Ms. Kim Dorr, Assistant GM | Ms. Erin Butler, Executive Assistant | Ms. Lacy Creech, Human Resources | Mr. Barry Tucker, Wastewater Collections | Ms. Latosha Steeley, Customer Service Manager | Mr. Rick Patrick, Electric | Mr. David Lindsey & Mr. Brandon Wallace, Special Services | Mr. Ray Hammons (Emergency Management) from the City of Tahlequah | Attorney Ken Williams, Hall Estill

REGULAR AGENDA

1. Introduction of guests

Ms. Kim Dorr welcomed Mr. Ken Williams from Hall Estill and Mr. Ray Hammons (Emergency Management) from the City of Tahlequah.

- 2. EXECUTIVE SESSION: As provided for in the 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. Chaffin recommended the Executive Session.

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

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

\* Executive Session began at 1:03 PM.

\*\* Ms. Sherry Baker arrived at 1:10 PM and entered the Executive Session.

Mr. Taylor Tannehill from the City of Tahlequah arrived at 1:44 PM and left at 2:01 PM.

Ms. Long made a motion to return to Regular Session, seconded by Ms. Baker.

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

\* Executive Session ended at 2:44 PM.

5. Possible Action on Executive Session

Mr. Gish made a motion to authorize legal counsel for Tahlequah Public Works Authority to negotiate with the City of Tahlequah to reach an agreement to resolve the legal issues between the City and Tahlequah Public Works Authority and to present any proposed agreement to Tahlequah Public Works Authority Board for consideration, seconded by Ms. Baker.

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


NAY: None

ADJOURNMENT: Mr. Wright called for a motion to adjourn, so moved by Ms. Long, seconded by Ms. Baker.

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

NAY: None

Meeting adjourned at 2:46 PM.

 2-21-25  
Chairman