

REGULAR MEETING OF TAHLEQUAH MUNICIPAL UTILITY BOARD

MAY 17, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:00AM in the Board Room of the Utility Building at 710 West Choctaw Street beginning with the Salute to the American Flag. All Board Members were present, with the exception of, Legal Counsel, Mr. Chaffin. Mr. Spears entertained a motion to excuse his absence, so moved by Mr. Wright and seconded by Mr. Highers.

Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Highers

NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Accountant, Ms. Erin Butler, Human Resources, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar with HUB, Mr. Jerry Cook with GRDA, Mr. Mason Mulry with GRDA, Mr. Ed Fite with GRDA, Mr. Craig Cromley with AT&T, Mr. Kelly Matheson with ORWA, Mr. Cory Beights with ODEQ, Ms. Dana Eversole, Mr. Mark Gish, and Ms. Patty Skinner.

CONSENT AGENDA:

These items are placed on the Consent Agenda so that Board Members of 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 next Regular Board Meeting.

1. Approve minutes of April 19, 2019 Regular Board Meeting.

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

Roll Call: AYE: Mr. Highers, Mr. Spears, and Mr. Wright

NAY: None.

REGULAR AGENDA:

1. Discussion & Possible Action to appoint Board Member Mr. Mark Gish – Mr. Spears stated the Mayor has chosen Mr. Gish to replace Mr. Rozell's seat on the Board.

Mr. Wright made a motion to accept the appointment of Mark Gish to the Tahlequah Municipal Utility Board and seconded by Mr. Highers.

Roll Call: AYE: Mr. Highers, Mr. Spears, and Mr. Wright

NAY: None.

Mr. Doublehead asked if Mr. Gish would join Ms. Steeley to the podium. Ms. Steeley presented Mr. Gish with the Loyalty Oath to recite and swear to in her presence. After reciting the Oath, Mr. Gish and Ms. Steeley signed the document and his appointment was made official.

2. Discussion & Possible Action to appoint a Board Member to replace Dr. Isabel Baker – Mr. Wright made a motion to appoint Patty Skinner as a replacement for Dr. Isabel Baker on the Tahlequah Municipal Utility Board and seconded by Mr. Highers.

Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers

NAY: None.

Mr. Doublehead asked if Ms. Skinner would join Ms. Steeley to the podium. Ms. Steeley presented Ms. Skinner with the Loyalty Oath to recite and swear to in her presence. After reciting the Oath, Ms. Skinner and Ms. Steeley signed the document and her appointment was made official.

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. – There was no new business for discussion.

Adjournment – Mr. Wright made a motion to adjourn the meeting and seconded by Mr. Highers.

Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish

NAY: None.

Meeting adjourned at 9:06AM.


Chairman

REGULAR MEETING OF TAHLEQUAH PUBLIC WORKS AUTHORITY BOARD

MAY 17, 2019

Mr. Jack Spears, Vice-Chairman, called the meeting to order at 9:07AM in the Board Room of the Utility Building at 710 West Choctaw Street. All Board Members were present, with the exception of, Legal Counsel, Mr. Chaffin. Mr. Wright made a motion to excuse his absence and seconded by Mr. Highers.

Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Highers

NAY: None.

Other Attendees: Mr. Mike Doublehead, General Manager, Mr. Gary Stephens, Electric Superintendent, Mr. Frank Macario, Water Distribution Director, Mr. Barry Tucker, Wastewater Collections Director, Ms. Latosha Steeley, Executive Assistant, Ms. Beth Bailey, Accountant, Ms. Erin Butler, Human Resources, Mr. Mike Richardson/Mr. Larry Setters, Special Services, Mr. Thom Cole, IT Manager, Mr. Arlis Collins/Mr. Max Taylor, WTP Foreman, Mr. Brandon Qualls, Water Distribution Foreman, Mr. Bryan Harris, Water Distribution Department, Mr. Steve Tolar with HUB, Mr. Jerry Cook with GRDA, Mr. Mason Mulry with GRDA, Mr. Ed Fite with GRDA, Mr. Craig Cromley with AT&T, Mr. Kelly Matheson with ORWA, Mr. Cory Beights with ODEQ, Ms. Dana Eversole, Mr. Mark Gish, and Ms. Patty Skinner.

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 next Regular Board Meeting.

1. Approve minutes of April 19, 2019 Regular Board Meeting.
2. Approve regular claims.
3. Approve debit card expenditures.

The itemized list of claims for a total of \$1,490,376.91 is as follows:

PAID INVOICES/AND INVOICES TO BE APPROVED

04/18/2019 through 05/16/2019

AT&T	\$150.45
AT&T Long Distance	\$23.00
Advance Auto Parts	\$806.63
American Municipal	\$489.51
Aramark (uniforms)	\$381.77
Arvest Equipment Finance	\$1,461.99
AT&T One Net	\$3.83
BancFirst	\$2,534.80
Carter Chevrolet	\$59,594.00
Cintas Corporation	\$473.99
City, Light & Water	\$2,200.00
Compu-Time Corp.	\$260.50
Cox Business	\$2,183.13
Department of Environmental	\$62.00
DEQ - Administrative	\$124.00
Employee Benefits	\$343.20
Dana Eversole	\$1,144.00

Guard Tronic, INC	\$19.95
Government Account (Pikepass)	\$16.25
Keys Lawn and Garden	\$260.35
IMSA	\$1,138.00
Lake Region Electric	\$7,430.00
Lake Region Electric	\$429.55
Northeast Okla Public Facilities Auth	\$5,043.28
Oklahoma Tax Commission	\$260.00
Pitney Bowes	\$1,020.99
Raymond Bandy	\$1,716.18
Roy Kliest	\$2,072.82
Sadler Paper Company	\$602.24
Solomon Corporation	\$19,200.00
Tahlequah Cable Television	\$198.82
Tahlequah Public Works Authority	\$71,737.52
US Postmaster	\$3,729.60
Verizon Wireless	\$834.71
Dish	\$163.50
AT&T	\$579.04
AT&T (Tenkiller T-Line)	\$810.40
Alerus Financial	\$4,405.60
Arvest Equipment Finance	\$567.62
Arvest Wealth Management	\$5,149.38
Arvest Bank Loan	\$5,523.91
BancFirst	\$2,890.09
City, Light & Water	\$73,956.91
City of Tahlequah - City Treasurer	\$181,320.12
Grand River Dam Authority	\$809,659.61
Holloway, Updike & Bellen, INC	\$73,550.00
Robert Patrick	\$2,638.00
Roy Kliest	\$2,072.82
Tahlequah Public Works Authority	\$13,242.00
US Postmaster	\$242.07
Utility Supply Company	\$31,116.72
Xerox Corporation	\$39.22
Payroll	\$308,711.80
Less	\$214,208.97
TOTAL	\$1,490,376.90

Mr. Spears entertained a motion to approve the Consent Agenda, so moved by Mr. Highers and seconded by Mr. Wright.

Roll Call: AYE: Mr. Highers, Mr. Spears, and Mr. Wright

NAY: None.

REGULAR AGENDA:

1. Introduction of Guests – Mr. Spears welcomed Mr. Jerry Cook, Mr. Mason Mulry, Mr. Craig Cromley, Mr. Kelly Matheson, Mr. Cory Beights, and Mr. Ed Fite.
2. Discussion & Possible Action to appoint Board Member Mr. Mark Gish – Mr. Spears stated the Mayor has chosen Mr. Gish to replace Mr. Rozell’s seat on the Board.

Mr. Highers made a motion to accept the appointment of Mark Gish to the Tahlequah Public Works Authority Board and seconded by Mr. Highers.

Roll Call: AYE: Mr. Spears, Mr. Wright, and Mr. Highers

NAY: None.

Mr. Doublehead asked if Mr. Gish would join Ms. Steeley to the podium. Ms. Steeley presented Mr. Gish with the Loyalty Oath to recite and swear to in her presence. After reciting the Oath, Mr. Gish and Ms. Steeley signed the document and his appointment was made official.

3. Discussion & Possible Action to appoint a Board Member to replace Dr. Isabel Baker – Mr. Wright made a motion to appoint Patty Skinner as a replacement for Dr. Isabel Baker on the Tahlequah Public Works Authority Board and seconded by Mr. Highers.

Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Highers, and Mr. Spears

NAY: None.

Mr. Doublehead asked if Ms. Skinner would join Ms. Steeley to the podium. Ms. Steeley presented Ms. Skinner with the Loyalty Oath to recite and swear to in her presence. After reciting the Oath, Ms. Skinner and Ms. Steeley signed the document and her appointment was made official.

****Mr. Darrell Curtis, Wastewater Treatment Plant Superintendent arrived at the meeting at 9:20AM.**

4. Discussion & Possible Action to approve Financial Report for April 2019 – Ms. Beth Bailey, Accountant, reported the Electric Department revenue was \$983,961.49; operating expenditures were \$942,678.05 leaving a net income of \$41,283.44. The Water System and Water Treatment Plant operating revenue was \$266,251.22; operating expenditures for the Water Department were \$243,716.75; the operating expenditures for the Water Treatment Plant were \$113,135.00 leaving a net loss of \$90,600.53. The Sewer System & Wastewater Treatment Plant operating revenue was \$234,130.24; the operating expenditures for the Sewer Department expenditures were \$111,627.94; expenditures for the Wastewater Treatment Plant were \$189,236.35 leaving a net loss of \$66,734.05. Warehouse expenditures was \$50,632.03 and was reallocated to Electric, Water, and Sewer. Administrative revenue was \$12,765.36 and was also reallocated to Electric, Water, and Sewer. The Administration operating expenditures were \$137,405.11 and also reallocated to Electric, Water, and Sewer leaving a net operating loss of \$124,639.75. The non-operating revenue for Administrative was \$144,142.04. The non-operating expenditures were \$73,956.91 leaving a net income of \$70,185.13 for Administration. Total net loss for all departments is \$45,866.01.

Capital Expenditures for April in the Electric Department was \$12,589.03; Water Department was \$5,384.22; Sewer Department was zero; Wastewater Treatment Plant was zero; Administration was \$66.57; Warehouse was zero, and Water Treatment Plant was \$11,365.00 making a total for Capital Expenditures of \$40,567.77.

Pages 47-56 were the aging report, write-offs & collections for the month, the monthly Water/Electric/Sewer reports, GRDA reports, and current lease purchases.

Mr. Spears entertained a motion to approve the financial report for April 2019, so moved by Mr. Wright and seconded by Mr. Gish

Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright

NAY: None.

**Mr. Jerry Linn, Water Treatment Plant Superintendent arrived at the meeting at 9:28AM.

5. Discussion & Possible Action to approve cleaning services with On Site through May 2020 – Mr. Doublehead stated this is an annual one-year renewal for cleaning services from the current company which has been cleaning for the past 7 years.

Mr. Wright made a motion to approve the contract for cleaning services with On Site through May 2020 and seconded by Ms. Skinner.

Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish

NAY: None.

6. Discussion & Possible Action to approve Info Send Master Service Agreement for Data Processing, Printing and Mailing Service on monthly utility bills – Mr. Doublehead stated Ms. Bailey and her team has compiled an analysis to compare in house cost versus outsourcing cost. He explained meter reading, the calculating of the bills in house. The average cost of continuing to print statements and shut off notices in house per year is \$16,379.84. The average cost of electronically outsourcing with Info Send per year is \$13,962.60. Mr. Doublehead further pointed out that if the Board decided not to approve the current Folder/Stuffer machine is due to be replaced at an estimated \$20,000.00 cost. It is his recommendation to approve the Service Agreement with Info Send upon the approval from Mr. Harvey Chaffin, legal counsel, of the language in the contract.

Mr. Spears entertained a motion to approve Info Send Master Agreement for Data Processing, Printing and Mailing Service on monthly utility bills subject to the final approval from Mr. Chaffin, so moved by Mr. Wright and seconded by Mr. Gish.

Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers

NAY: None.

7. Discussion & Presentation by AT&T regarding proposed tower site – Mr. Cromley thanked the Board for allowing him to present a PowerPoint presentation. He stated AT&T is in the process of proposing a new cell site in Tahlequah. The purpose of the new site is due to the growth in Tahlequah has moved AT&T's wireless network to a critical level. He further stated there are two purposes for cell sites, one is to handle coverage and the other is to cover capacity. Coverage relates to the footprint of the signal and capacity relates to the amount of speed and latency within the footprint.

Mr. Cromley explained the projected cell site will be located next to the 911 center on the AT&T property. If approved all of Cherokee County citizens will benefit from a safety perspective and future technology capabilities along with all first responders.

8. Discussion & Possible Action to acknowledge receipt of permit # WL000011190278 for construction of 12" and 8" water line and all appurtenances to serve the College of Osteopathic Medicine at the Cherokee Nation – Mr. Doublehead stated this permit has been approved by the ODEQ so construction can begin for the College of Osteopathic once it has been acknowledge from the Board.

Mr. Wright made a motion to approve receipt of permit # WL000011190278 for construction of 12" and 8" water line and all appurtenances to serve the College of Osteopathic Medicine at the Cherokee Nation and seconded by Mr. Highers.

Roll Call: AYE: Mr. Spears, Mr. Wright, Mr. Gish, Mr. Highers, and Ms. Skinner

NAY: None.

9. Discussion & Possible Action to approve Disbursement Request #6 from DWSRF for Reimbursement of Expenses for Engineering and Resident Project Representation Services (Holloway, Updike and Bellen, Inc.) totaling \$14,685.00 – Mr. Tolar stated this is the monthly invoice for construction administration services for the two ongoing projects with the Water Treatment Plants.

Mr. Wright made a motion to approve Disbursement Request #6 from DWSRF for Reimbursement of Expenses for Engineering and Resident Project Representation Services (Holloway, Updike and Bellen, Inc.) totaling \$14,685.00 and seconded by Mr. Gish.

Roll Call: AYE: Mr. Wright, Mr. Gish, Mr. Spears, Mr. Highers, and Ms. Skinner

NAY: None.

10. Discussion & Possible Action to approve Contractors Application for Payment #2 from DWSRF for Reimbursement of Expenses for Huffman Construction, LLC totaling \$153,755.60 – Mr. Tolar explained this item is for the Contractor at the Teehee Water Plant. This is a monthly payment request for reimbursement of expenses, Mr. Tolar said he has inspected the paperwork and found it appropriate and completed for payment.

Mr. Spears entertained a motion to approve Contractors Application for Payment #2 from DWSRF for Reimbursement of Expenses for Huffman Construction, LLC totaling \$153,755.60, so moved by Mr. Highers and seconded by Ms. Skinner.

Roll Call: AYE: Mr. Gish, Mr. Highers, Ms. Skinner, Mr. Spears, and Mr. Wright

NAY: None.

11. Discussion & Possible Action to approve Contractors Application for Payment #1 from DWSRF for Reimbursement of Expenses for Crossland Heavy Contractors, Inc. totaling \$264,575.00 – Mr. Tolar stated Crossland Heavy Contractors is the contractor performing the expansion project at the Tenkiller Water Plant. Crossland has not mobilized on site yet but are expecting to be mobilized sometime in the month of June. These expenses were incurred in preparation for mobilization to take place and for the membrane equipment, which requires payment to be made up front before delivery.

Mr. Wright made a motion to approve Contractors Application for Payment #1 from DWSRF for Reimbursement of Expenses for Crossland Heavy Contractors, Inc. totaling \$264,575.00 and seconded by Mr. Gish.

Roll Call: AYE: Mr. Highers, Ms. Skinner, Mr. Spears, Mr. Wright, and Mr. Gish

NAY: None.

12. Discussion & Possible Action to approve Invoice #7 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling \$28,400.00 – Mr. Tolar stated the invoice is for design and work on the Environmental Informational document. The design phase is approximately 85% complete with the plans.

Mr. Wright asked for an update on the status of the Environmental issues. Mr. Tolar replied everything has been worked out between all parties. He stated the Environmental Information document has been drafted and has mailed out the contact letters to approximately 27 Federal and State Agencies. Once correspondence is received back from the Agencies a public hearing will be scheduled. He further stated HUB is waiting for OWRB to formalize our agreements with the memorandum of agreement.

Mr. Wright made a motion to approve Invoice #7 to HUB for Engineering services for Wastewater Treatment Plant Improvements totaling \$28,400.00 and seconded by Ms. Skinner.

Roll Call: AYE: Ms. Skinner, Mr. Spears, Mr. Wright, Mr. Gish, and Mr. Highers

NAY: None.

13. Discussion & Presentation by Oklahoma Rural Water Association – Mr. Matheson congratulated TPWA on behalf of the Oklahoma Rural Water Association for being among the elite to have received the

