

**MINUTES OF THE MEEETING OF THE
TONKAWA MUNICIPAL AUTHORITY
November 18, 2025**

Pursuant to notice as required by law, the Board of Trustees of the Tonkawa Municipal Authority met in regular session at 5:30 p.m. in the City Council Room, 115 S. 7th Street, with Chairman Stacy Burns presiding.

Present: Charles Conaghan, Vice-Chairman
Reece Simpson, Trustee
Kenneth Smith, Trustee
Nicholas Payne, Trust Manager
Brenda Wooderson, Trust Secretary

Absent: Stacy Burns, Chairman
Brandt Harris, Trustee
Lee Stout, Trust Attorney

1. CALL TO ORDER

Vice-Chairman Conaghan called the meeting to order at 6:35 p.m.

****CONSENT AGENDA****

All items listed under the Consent agenda are deemed to be non-controversial and routine in nature by the governing body. They will be approved by one motion of the governing body. The items on the Consent Agenda will not be discussed. Any member of the governing body desiring to discuss an item on the Consent Agenda may request that it be removed from the Consent Agenda and be placed in its proper place on the Regular Agenda. It will then be considered at that time.

The Board of Trustees found items #2 through #5 non-controversial and routine in nature.

Motion Made By: Simpson to approve the consent agenda.
Motion Seconded By: Conaghan.

	Ayes	Nays	Abstain
Trustee Harris			
Trustee Conaghan	X		
Chairman Burns			
Trustee Simpson	X		
Trustee Smith	X		

2. Consider and vote upon the minutes of the Tonkawa Municipal Authority Meeting held October 21, 2025.
3. Consider and vote upon the October Payment of Claims.
4. Consider and vote upon the payment of Parkhill invoice #3 in the amount of \$25,993.75, Invoice #4 in the amount of \$15,993.75 and Invoice #7 in the amount of \$1,625.00.

5. Consider and vote upon having special budget work sessions in January, February and March of 2026 preparing for the Budget Hearings on April 21 and 22, 2026.

****ITEMS REMOVED FROM THE CONSENT AGENDA****

6. None.

****REPORTS****

7. Update On City Infrastructure Projects From Parkhill Engineering.

Ryan McDonald gave an update on the current engineering projects and Travis Archer gave the update on the irrigation project.

8. Presentation by Mareta Woodward on the CDBG Grant Award.

Mareta Woodward informed the Trust that the City had been awarded a \$600,000.00 CDBG Grant which had been applied for in May 2025 and outlined the process which would take place moving forward. She reviewed and explained each of the following grant related items, 10 through 14.

****NEW BUSINESS****

9. Discussion and possible action to approve Parkhill CDBG administration contract with Mareta Woodward in the amount of \$48,000.00.

Motion Made By: Conaghan to approve.
 Motion Seconded By: Simpson

	Ayes	Nays	Abstain
Trustee Harris			
Trustee Conaghan	X		
Chairman Burns			
Trustee Simpson	X		
Trustee Smith	X		

10. Discussion and possible action to approve Section 3 resolution #2025-11-01 adopting Section 3 plan for #19759 CDBG 25 – Wastewater System Improvements Project.

Motion Made By: Simpson to approve.
 Motion Seconded By: Conaghan.

	Ayes	Nays	Abstain
Trustee Harris			
Trustee Conaghan	X		
Chairman Burns			
Trustee Simpson	X		
Trustee Smith	X		

11. Discussion and possible action to approve Fair Housing Resolution #2025-11-02.

Motion Made By: Simpson to approve.
 Motion Seconded By: Smith.

	Ayes	Nays	Abstain
Trustee Harris			
Trustee Conaghan	X		
Chairman Burns			
Trustee Simpson	X		
Trustee Smith	X		

12. Discussion and possible action to approve 2026 Fair Housing Proclamation.

Motion Made By: Conaghan to approve.
 Motion Seconded By: Simpson

	Ayes	Nays	Abstain
Trustee Harris			
Trustee Conaghan	X		
Chairman Burns			
Trustee Simpson	X		
Trustee Smith	X		

13. Discussion and possible action to approve Anti Displacement and Relocation plan for #19759 CDBG 25 Wastewater System Improvements Project.

Motion Made By: Smith to approve.
 Motion Seconded By: Simpson.

	Ayes	Nays	Abstain
Trustee Harris			
Trustee Conaghan	X		
Chairman Burns			
Trustee Simpson	X		
Trustee Smith	X		

14. Discussion and possible action to approve Resolution # 2025-11-03 for #19759 CDBG 25 authorizing the Mayor and/or City Manager of the City of Tonkawa to approve and sign invoices related to the construction of the CDBG waste water system improvements project to expedite the process of CDBG funds draw down, with the understanding that said invoices will not be paid until the council approves the invoice in a formal meeting.

Motion Made By: Conaghan to approve.
 Motion Seconded By: Simpson.

	Ayes	Nays	Abstain
Trustee Harris			
Trustee Conaghan	X		
Chairman Burns			
Trustee Simpson	X		
Trustee Smith	X		

15. Consider and vote to approve Amendment 1 to the MSA Task Order dated November 10, 2023, for Task Order No. 2 Tonkawa 2023 ODOT Waterline Relocation JP-33362 for Professional Services under the MSA Agreement dated June 20, 2023, for Tonkawa Master Services Agreement.

Ryan McDonald with Parkhill Engineering reported that the extra charges were for surveys and professional services and would be reimbursed by ODOT.

Motion Made By: Smith to approve.
 Motion Seconded By: Simpson.

	Ayes	Nays	Abstain
Trustee Harris			
Trustee Conaghan	X		
Chairman Burns			
Trustee Simpson	X		
Trustee Smith	X		

16. ADJOURN.

Motion Made By: Conaghan to approve.
 Motion Seconded By: Smith.

	Ayes	Nays	Abstain
Trustee Harris			
Trustee Conaghan	X		
Chairman Burns			
Trustee Simpson	X		
Trustee Smith	X		

Vice-Chairman Conaghan adjourned the Tonkawa Municipal Authority meeting at 7:01 p.m.

PASSED IN SESSION AND APPROVED THIS 16th DAY OF DECEMBER 2025.

ATTEST:

CHAIRMAN

SECRETARY