

**MINUTES OF THE MEEETING OF THE  
TONKAWA MUNICIPAL AUTHORITY  
April 21, 2026**

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. 7<sup>th</sup> Street, with Chairman Stacy Burns presiding.

**Present:** Stacy Burns, Chairman  
Keith Denton, Trustee  
Charles Conaghan, Trustee  
Reece Simpson, Trustee  
Kenneth Smith, Trustee  
Nicholas Payne, Trust Manager  
Brenda Wooderson, Trust Secretary  
Lee Stout, Trust Attorney

**Absent:**

1. CALL TO ORDER

Chairman Stacy Burns called the Tonkawa Municipal Authority meeting to order at 6:25 p.m.

**\*\*CEREMONIES AND PROCLAMATIONS\*\***

2. Proclamation – Safe Digging Month.

**\*\*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 #3 through #5 non-controversial and routine in nature.

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

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

3. Consider and vote upon the minutes of the Tonkawa Municipal Authority Meeting held March 17, 2026.

4. Consider and vote upon the March Payment of Claims.

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

5. None.

**\*\*REPORTS\*\***

6. Parkhill Engineering Update.

Travis Archer sent an update report which was presented by Nick and copies were provided to the Council. The report is attached.

**\*\*NEW BUSINESS\*\***

7. Consider and vote upon approval to advertise for sealed bid of a Westinghouse 67000-7560/13090Y Volt, 3-Phase 60 Cycle Sub Transformer, serial #6533407, remanufactured by U.S. Transformer in September of 1994, approximate weight 100,200 pounds.

City Manager Nick Payne said the transformer was not being used.

Motion Made By: Conaghan to go out for sealed bid.  
Motion Seconded By: Simpson.

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

8. Consider and vote to approve an application for payment to S2O Contracting LLC for Tonkawa Lift Station Guiderails in the amount of \$20,191.88.

City Manager Nick Payne presented the item.  
Discussion ensued.

Motion Made By: Conaghan to pay the invoice.  
Motion Seconded By: Burns.

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

9. Consider and vote to approve Parkhill Invoice No. 04150523.00-4 for Tonkawa TO#2 – 2023 ODOT Waterline Relocation-04111623.00 in the amount of \$33,417.91.

City Manager Nick Payne stated that the waterline relocation was complete and that the gas company is working on their part now.

Motion Made By: Conaghan to pay the invoice.  
 Motion Seconded By: Simpson.

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

10. Consider and vote to approve Parkhill Invoice No. 01036720.00-25 for Tonkawa FAP Loan – Wells, Treatment Plant, Waterlines and Standpipe in the amount of \$35,265.45.

City Manager Nick Payne stated this was for routine professional services.

Motion Made By: Conaghan to pay the invoice.  
 Motion Seconded By: Simpson.

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

11. Consider and vote to approve a quote for a new wet pit pump for lagoon irrigation. Quote #1 from Worth Hydrochem is \$59,830.00 and Quote #2 from Edwards Equipment is \$79,833.00.

City Manager Nick Payne advised that Worth Hydrochem had included the cost of two technicians to help install the pump in their quote.

Motion Made By: Conaghan to go with the Worth quote.  
 Motion Seconded By: Simpson.

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

12. Consider and vote to approve Pay Applications #2 and #3 to B&H Construction for completion of Project Tonkawa US HWY 77 ODOT Waterline Relocation, JP-33362 in the amounts of \$430,542.90 and \$75,127.40.

City Manager Nick Payne mentioned that this was paying for the completion of the waterline location.

Motion Made By: Simpson to approve pay apps 2 and 3 to B&H.  
 Motion Seconded By: Conaghan.

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

13. Discussion and possible action to award Tonkawa WWTP Irrigation Improvements bid to Romaine Environmental in the amount of \$226,014.00.

City Manager Nick Payne stated this was the bid that came in for the irrigation pivot.

Motion Made By: Conaghan to approve bid from Romaine Environmental.  
 Motion Seconded By: Simpson.

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

14. Discussion and possible action to award bid to Lambert Construction Co. in the amount of \$1,559,000.00 – (base bid and alternate #1) for Wastewater System Improvements #19759 CDBG 25 based on the grant budget modification approval by the Okla. Department of Commerce.

Base bid: \$1,209,000.00, Alternate #1 \$350,000.00.

City Manager Nick Payne presented the item and advised the Council that the alternate bid was for sludge removal of the East cell only.

Motion Made By: Simpson to approve base bid and alternate #1 from Lambert Construction.

Motion Seconded By: Conaghan.

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

15. ADJOURN.

Chairman Burns adjourned the Tonkawa Municipal Authority meeting at 7:06 p.m.

*PASSED IN SESSION AND APPROVED THIS 19th DAY OF MAY 2026.*

ATTEST:

*Brenda K. Wooderson*  
SECRETARY



*Stacy Burns*  
CHAIRMAN



---

## MEMO

**TO:** Nick Payne, City Manager  
**FROM:** Travis Archer, PE, Project Manager  
**PROJECT NAME:** Tonkawa Monthly Project Update  
**PROJECT NOS.:** 0367.20; 40726.24; 46675.25  
**DATE:** April 21, 2026

---

The following summary provides the current status of City of Tonkawa projects that Parkhill has been contracted to perform:

### **Parkhill Project No. 0367.20 – Well Field, Treatment Plant, and Waterlines**

- 60% Design Plans were submitted to Owner for review on 2/28/2026. No Owner comments were received following the 3/17/2026 Council Meeting.
- Final Design Phase will commence upon completion of Geotechnical Investigation.
  - Parkhill has requested proposals for completing this work.
  - A revised schedule will be distributed when the expected duration of this activity is known.
- Parkhill Contract Amendment 002
  - Will be offered in May 2026.
  - First amendment since 2021.
  - The scope of the amendment is Professional Fee Adjustment. Details to be provided during May 2026 council presentation.

### **Parkhill Project No. 40726.24 – CDBG WWTP Improvements**

- Project was Advertised, Mandatory Pre-Bid Meeting Held, and Bid Opening Completed.
- Bid Opening was held 10 days earlier than originally planned, completed on 4/10/2026.
- Recommendation for Award Letter issued.
- Following award, Change Order 001 negotiations will begin in accordance with the meeting held on 4/16/2026 and upon notification from the City Manager to proceed.
- Pre-Construction Conference to be scheduled in May 2026 following receipt of necessary information from Contractor post-Notice of Award.

### **Parkhill Project No. 46675.25 – WWTP Irrigation Improvements**

- Advertisement/Pre-Bid/Bid Opening were performed concurrently with 40726.24.
- Recommendation for Award Letter issued.
- Pre-Construction Conference to be scheduled in May 2026 following receipt of necessary information from Contractor post-Notice of Award.

As expected, April 2026 was a busy month for the above-described projects. May – Sept 2026 are anticipated to be very active as well.

Parkhill would also like to thank the City of Tonkawa for the opportunity to provide our professional services in support of these projects.

