

**MINUTES**  
**SAND SPRINGS/SAPULPA JOINT BOARD MEETING**  
Meeting of April 19, 2022

The Sand Springs/Sapulpa Joint Board met in regular session on Tuesday, April 19, 2022, at 1:30 o'clock P.M. in the Sapulpa City Hall Conference Room, 1st Floor, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Craig Henderson, City of Sapulpa  
Mike Carter , City of Sand Springs  
Jim Spoon, City of Sand Springs  
Staff Frank Weigle, City of Sand Springs; Rick Sauer, Tetra Tech;  
Present: Alexie Kendrick, Tetra Tech; Shirley Burzio, City Clerk

1. Call to Order

Chairman Craig Henderson called the meeting to order.

2. Minutes

A. Consider approval, denial, amendment, or revision of minutes for the January 18, 2022, regular Sand Springs/Sapulpa Joint Board meeting.

Motion was made by Jim Spoon, seconded by Craig Henderson to approve the minutes for the January 18, 2022, regular Sand Springs/Sapulpa Joint Board meeting.

**VOTE - AYE:** Craig Henderson, Mike Carter, Jim Spoon

**3 - 0 MOTION CARRIED**

3. Business

- A. Discuss and consider recommendation of approval, denial, amendment, or revision to respective municipal trust authorities of an agreement for engineering services with Tetra Tech for operations and maintenance of the jointly owned Skiatook Raw Water Conveyance System during Fiscal Year 2022-2023 in the total amount of \$354,973.00 without further authorization.

Motion was made by Jim Spoon, seconded by Craig Henderson to recommend to the respective municipal trust authorities the approval of an agreement for engineering services with Tetra Tech for operations and maintenance of the jointly owned Skiatook Raw Water Conveyance System during Fiscal Year 2022-2023 in the total amount of \$354,973.00.

**VOTE - AYE:** Craig Henderson, Mike Carter, Jim Spoon

**3 - 0 MOTION CARRIED**

- B. Discuss and consider recommendation of approval, denial, amendment, or revision to respective municipal trust authorities an agreement for engineering services with Tetra Tech aiding the Sand Springs/Sapulpa Joint Board in the recommendation for a new Skiatook Raw Water Conveyance System operation and maintenance professional services provider. The agreement will include development and distribution of a Request for Qualifications (RFQ), and other due diligence considerations aiding the selection process of a new Engineer/Professional Services Provider beginning with Fiscal Year 2023-2024. Total maximum billing shall not exceed \$12,982.00 without further authorization.

Frank Weigle reported that Rick Sauer will be retiring, and Tetra Tech has given notice that they will not be able to provide operations and maintenance services for the Skiatook Raw Water Conveyance System for the Fiscal Year 2023-2024. They have offered their assistance in soliciting a new operation firm and the development of Request for Qualifications (RFQ). They will also aid the new operator in budget development for Fiscal Year 2023-2024.

Motion was made by Craig Henderson, seconded by Jim Spoon to recommend to the respective municipal trust authorities the approval of an agreement for engineering services with Tetra Tech to aid the Sand Springs/Sapulpa Joint Board in the recommendation for a new Skiatook Raw Water Conveyance System operation and maintenance professional services provider, including development and distribution of a Request for Qualification (RFQ) and other due diligence considerations aiding the selection process of a new engineer/professional services provider beginning with Fiscal Year 2023-2024 with a maximum billing not to exceed \$12,982.00.

**VOTE - AYE:** Craig Henderson, Mike Carter, Jim Spoon

**3 - 0 MOTION CARRIED**

4. Staff Reports

A. Possible discussion of construction status for one-way surge tank.

According to Frank Weigle, the construction project for the one-way surge water tank has been constructed and ready to go. All that remains is the construction inspection and fence. The project is on budget.

There was no action taken by the board.

B. Possible discussion of Skiatook Raw Water Conveyance System Status Report of April 6, 2022, by Tetra Tech.

A written status report from Tetra Tech, dated April 6, 2022, was submitted for review and discussion.

There was no action taken by the board.

5. Correspondence

A. Tetra Tech letters of notice to Derek Campbell, Sand Springs, and Steve Hardt, Sapulpa.

A letter dated April 8, 2022, from Tetra Tech giving notice to the municipal trust authorities of their intent to no longer provide operations and maintenance services for the Skiatook Raw Water Conveyance System due to the retirement of Rick Sauer was presented for review and discussion.

There was no action taken by the board.

6. Adjournment

Motion was made by Craig Henderson, seconded by Jim Spoon to adjourn the meeting.

**VOTE - AYE:** Craig Henderson, Mike Carter, Jim Spoon

**3 - 0 MOTION CARRIED**

**VICE** Chairman

