

CHICKASHA MUNICIPAL AUTHORITY

AGENDA

LOCATION OF MEETING
CITY HALL COUNCIL CHAMBERS
117 NORTH FOURTH STREET
CHICKASHA, OKLAHOMA 73018

TIME OF MEETING

6:30 P. M.

DATE OF MEETING

(TUESDAY) January 16, 2018

1. **Call to Order / Roll Call.**
2. **Consent Docket:**
 - a. Approve the minutes of the January 2, 2018, regular meeting.
 - b. Approve the Purchase Order list for utilities in the amount of \$16,523.28; and the Purchase Order list the last half of January 2018 in the amount of \$203,942.52.
 - c. Approve Contractor's Application for Payment to Luckinbill, Inc. in the amount of \$27,112.00 and accept project as completed for Project#2017-040 Replacement of the Variable Frequency Drive at Stand Pipe Project
3. **Discussion/Approval of Items Removed from Consent Docket:**
4. **Consideration and Discussion:**
 - a. Consideration and possible action to enter into a contract for engineering services with Olsson Associations for the design and services needed for the Waste Water Treatment Plant Headworks in the amount of \$42,000.
5. **Motion for Adjournment.**

CMA Action Form

Consent Item No. 2 a

Meeting Date:

January 16, 2018

Staff Contact:

Susan M. Jones. City Clerk

Agenda Item:

Consider approving the minutes of the January 2, 2018 regular meeting.

Department:

Finance

Recommendation:

Approve the minutes of the January 2, 2018 regular meeting and authorize filing thereof.

Attachment - Minutes

January 2, 2018

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 2nd day of January, 2018, as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Ross called the meeting to order at 6:41 p.m.

ITEM 1. **Call to Order / Roll Call**

CHAIRMAN AND TRUSTEES

PRESENT: Hank Ross, Chairman
 Kimberly Loggins, Vice-Chairman
 Jerry Pittman
 Jim Hopkins
 Cody Turpin
 Mark Keeling
 Blake Elliott
 R. P. Ashanti-Alexander
 Howard Carpenter

STAFF

PRESENT: Debi Sterkel, City Attorney
 John Noblitt, City Manager
 Gene Winsett, Community Development Director
 Brian Zalewski, Fire Chief
 G. G. Music, Interim Police Chief
 Susan Jones, City Clerk
 Rob Camp, Public Works Director
 Kamie Brookshire, HR Director
 Mary Kay Fuqua, Finance Director

ITEM 2. **Consent Docket: ITEM 2a through ITEM2e.**

- ITEM 2a.** **Consider approving the minutes of the December 4, 2017 regular Chickasha City Council meeting.**
- ITEM 2b.** **Approval of the December/January financials.**
- ITEM 2c.** **Authorizing Staff to solicit bids for janitorial supplies.**

Chickasha Municipal Authority Meeting 1-2-2018
6:41 P.M.

- ITEM 2d.** Approve Contractor's Application for Payment No. 2 to Slattery Construction in the amount of \$71,654.08 for Project #2017-008 Harbors Lift Station.
- ITEM 2e.** Authorize Change Order Number 1 for a Net Change of \$0.02 for the #2017-036 - 4th Street Water Line Abandonment Project.
- ITEM 2f.** Approve Contractor's Application for Payment to Danny Wick Excavating in the amount of \$260,356.35 and Accept Project as Completed for Project #2017-036 - 4th Street Water Line Abandonment.
- ITEM 2g.** Approve Contractor's Application for Payment No. 3 to Slattery Construction in the amount of \$85,617.13 for Project #2017-009 Highland Lift Station.
- ITEM 2h.** Approve Contractor's Application for Payment No. 1 to Imajenus, Inc in the amount of \$53,867.85 for Bid# #2017-028 – Chickasha WWTP Generator Upgrade.
- ITEM 2i.** Authorize change in bank signatories removing Tina Smith and adding Mary Kay Fuqua to all accounts held by the City of Chickasha, Chickasha Municipal Authority, Chickasha Municipal Airport Authority, Chickasha Industrial Authority, or any subsidiary or entity of the governing body of the City of Chickasha has possession of at the following banks:

- First National Bank
- Stillwater National Bank
- Arvest Bank
- Community Bank of Oklahoma
- Bank of Oklahoma

*Motion by Trustee Carpenter, second by Trustee Loggins to approve Consent Docket: ITEM 2a through ITEM 2j.

Roll call vote:

Ayes:" Elliott, Carpenter, Keeling, Pittman, Hopkins, Turpin, Loggins, Ross and Ashanti-Alexander

"Nays:" None

"Abstain:" None

Motion carried. 9-0

ITEM 3. **Discussion / Approval of Items Removed from Consent Docket:**

No action taken on Item 3.

ITEM 4. **Consideration and Discussion Items:**

ITEM 4a. Consider authorizing City Manager to acquire property appraisal for all Chickasha Municipal Authority along Grand

Chickasha Municipal Authority Meeting 1-2-2018
6:41 P.M.

Avenue, beginning immediately north of the Chickasha Sports Complex.

*Motion by Trustee Loggins, second by Trustee Elliott to authorize City Manager to acquire property appraisal for all Chickasha Municipal Authority along Grand Avenue, beginning immediately north of the Chickasha Sports Complex.

Roll call vote:

Ayes:" Carpenter, Keeling, Pittman, Hopkins, Turpin, Loggins, Ross, Ashanti-Alexander and Elliott,
"Nays:" None
"Abstain:" None
Motion carried. 9-0

ITEM 4b. Consider authorizing Change Order Number 1 for 2017-008 Harbors Lift Station Project in the amount of \$11,611.44 to install a manhole at 33rd Street and Grand.

*Motion by Trustee Elliott, second by Trustee Loggins to approve authorizing Change Order Number 1 for 2017-008 Harbors Lift Station Project in the amount of \$11,611.44 to install a manhole at 33rd Street and Grand.

Roll call vote:

Ayes:" Pittman, Hopkins, Turpin, Loggins, Ross, Ashanti-Alexander, Elliott, Carpenter and Keeling
"Nays:" None
"Abstain:" None
Motion carried. 9-0

ITEM 5 Motion to Adjourn.

Chairman Ross reported no further business and that the meeting was adjourned.

TIME: 6:43 P.M.

Hank Ross, Chairman

ATTEST:

Susan M. Jones, City Clerk

(SEAL)

Approved this _____ day of _____, 2018.

CMA Action Form

Consent Item No. 2 b

Meeting Date:

January 16, 2018

Staff Contact:

Mary Kay Fuqua, Finance Director

Agenda Item:

Consider approving the Purchase Order list for utilities in the amount of \$16,523.28; and the Purchase Order list the last half of January 2018 in the amount of \$203,942.52.

Department:

Finance

Staff Recommendation:

Approve the Purchase Order list for utilities in the amount of \$16,523.28; and the Purchase Order list the last half of January 2018 in the amount of \$203,942.52.

Attachments – Purchase Order Lists

PURCHASE ORDER LISTING

January 16, 2018 AGENDA

P.O.#	ORDER #	NAME	SUMMARY DESCRIPTION	DATE	AMOUNT	AMOUNT
DEPARTMENT: 15						
18-20159	99-67	ADJL CORPORATION	OFFICE SUPPLIES	1/2018	31715573299359	314.39
18-20160	99-0701	STAPLES CREDIT PLAN	OFFICE SUPPLIES	1/2018	1949128091	40.94
DEPARTMENT TOTAL:						355.33
DEPARTMENT: 32						
18-20137	99-1846	EXPRESS SERVICES INC	TEMP ADHER GSSI	1/2018	19993464-19980966	1,070.00
DEPARTMENT TOTAL:						1,070.00
DEPARTMENT: 33						
18-20166	99-0378	OC PRODUCTS	FUEL TREATMENT	1/2018	002958-SERVITATION	26.34
18-20165	99-577	RED ROCK DIST CO	DIESEL	1/2018	930786-SERVITATION	516.94
18-20167	99-9989	BASIS CONNECTIONS OF CHICAGO/STATION SERVICES		1/2018	809 2017	154,991.36
DEPARTMENT TOTAL:						156,534.64
DEPARTMENT: 34						
18-20143	99-0556	LUCASINI	REPLACEMENT OF 2 WASTABLE	1/2018	42878-1	27,112.00
18-20140	99-399	C I BODY	DUMP TRUCK RENTAL 5HRS	1/2018	849599	10,350.00
DEPARTMENT TOTAL:						37,462.00
DEPARTMENT: 36						
18-20166	99-0578	OC PRODUCTS	FUEL TREATMENT	1/2018	002958-HATER BOMI	69.96
18-20146	99-130	AMERICAN WATERWORKS SUPPLY	BRASS WATER LINE PAKES	1/2018	61705	2,161.00
18-20151	99-110	AMERICAN WATERWORKS SUPPLY	2" PSU	1/2018	61602	211.00
18-20163	99-110	AMERICAN WATERWORKS SUPPLY	10" REDUCERS	1/2018	61776	1,190.00
18-20165	99-577	RED ROCK DIST CO	DIESEL	1/2018	930786-HATER BOMI	1,430.49
18-20129	99-9773	UTILITY TECHNOLOGY SERVICES	SMMA CERTIFIED METER TEST	1/2018	310246924.001	767.00
18-20173	99-9773	UTILITY TECHNOLOGY SERVICES	SMMA CERTIFIED METER TEST	1/2018	3102469240.001	375.00
DEPARTMENT TOTAL:						5,204.45

P.O.#	DEPTOR #	NAME	SUMMARY DESCRIPTION	DATE	TRNDICE	AMOUNT
DEPARTMENT: 37 FISC CHICKASAW						
18-20166	99-0573	RC PRODUCTS	FUEL TREATMENT	1/2018	002958-LAKE	5.98
18-20165	99-577	RED BUCK OYST CO	DIESEL	1/2018	950706-LAKE	117.30
DEPARTMENT TOTAL:						123.28
DEPARTMENT: 38 INDUSTRIAL MAINTENANCE						
18-10772	99-0700	NATIONAL FACILITY SERVICES	MONTHLY SERVICE	1/2018	0152216-CITY GOV	2,045.00
18-20172	99-150	LOCKE SUPPLY CO.	BLANCH MOTOR	1/2018	31250865-00	147.74
DEPARTMENT TOTAL:						2,192.74
FUND TOTAL:						203,942.52

CMA Action Form

Consent Item No. 2 c

Meeting Date:

January 16, 2018

Staff Contact:

Robinson Camp, Director of Public Works

Agenda Item:

Approve Contractor's Application for Payment to Luckinbill, Inc. in the amount of \$27,112.00 and accept project as completed for Project#2017-040 Replacement of the Variable Frequency Drive at Stand Pipe Project

Department:

Public Works

Background/Description of Item:

- On September 5, 2017, the Chickasha Municipal Authority approved Bid #2017-040 - Replacement of the Variable Frequency Drive at Stand Pipe Project in the total amount of \$27,112.00.
- Luckinbill, Inc. has completed all the items needed to replace the variable frequency drive at the stand pipe.
- Luckinbill, Inc. has applied for an Application for Payment in the amount of \$27,112.00.
- In accordance with the Contract Documents, based on on-site observations and the data comprising this application the Public Works Director, Robinson Camp, certifies to the Chickasha Municipal Authority that to the best of his knowledge, information and belief the work has progressed as indicated the quantity and quality and quantity of Work in accordance with the Contract documents, and the subcontractor is entitled to payment of the amount requested.

Original Contract Sum	\$	27,112.00
Previous Payments	\$	-
Current Payment Due	\$	27,112.00
Amount Left in Contract	\$	-

Funding Source:

This project is funded through WPA Capital Improvements: 31-534-6400-020

Staff Recommendation:

Recommended Motion: Approve Contractor's Application for Payment to Luckinbill, Inc. in the amount of \$27,112.00 and accept project as completed for Project#2017-040 Replacement of the Variable Frequency Drive at Stand Pipe Project.



INVOICE DATE	INVOICE NUMBER
NOV 27, 2017	42878-1

PLEASE REMIT TO:
 LUCKINBILL, INC.
 PO BOX 186
 ENID, OK 73702-0186
 (580) 233-2026
 TERMS: Net 30 Days

BILL TO:

ATTN: CARLA A BUSBY
 CITY OF CHICKASHA
 117 N. 4TH STREET
 CHICKISHA OK 73018

DETAIL	AMOUNT
CITY OF CHICKASHA, 12TH & ALABAMA, CHICKASHA OK 73018 Work Order 42878 REPLACE 2 VFD'S 10-9-17 WORK PERFORMED: REMOVED OLD VFD	
10/24-10/25 WORK PERFORMED: INSTALLED NEW VFD'S.	
10-6-17 WORK PERFORMED: STARTED DEMO ON VFD'S QUOTE	
Work Order 42878 Total	27,112.00 27,112.00
<p>I hereby certify that the merchandise and/or services described have been satisfactorily received and that this invoice is now a true and just debt of this city. This invoice is therefore approved for consideration for payment by the governing board.</p> <p>Date <u>12/29/17</u></p> <p>Signature <u>[Handwritten Signature]</u></p>	
Subtotal	27,112.00
Tax	0.00
Invoice Total	27,112.00

Trans. Date	Description	Subtotal	Tax	Total
<u>Lump Sum Activity</u>				
11/27/2017	QUOTE	27112.00	.00	27112.00
	Work Order 42878 Total	27112.00	.00	27112.00
	Lump Sum Activity Total	27112.00	.00	27112.00
	Invoice Total	27112.00	.00	27112.00

Work Order 42878 REPLACE 2 VFD'S

QUOTE

11/27/2017

Work Order 42878 Total
Lump Sum Activity Total
Invoice Total

27112.00
27112.00
27112.00
27112.00

.00
.00
.00
.00

27112.00
27112.00
27112.00
27112.00

CMA Action Form

Consideration and Discussion Item No. 4 a

Meeting Date:

January 16, 2018

Staff Contact:

Robinson Camp, Public Works Director

Agenda Item:

Consider entering into a contract for engineering services with Olsson Associations for the design and services needed for the Waste Water Treatment Plant Headworks in the amount of \$42,000.

Department:

Public Works

Background/Description of Item:

- Currently, the Wastewater Treatment Plant (WWTP) Headworks does not function.
- In order to remove solids for the entry of the WWTP, personnel has to do it manually.
- Olsson Associations will design and help moderate the bidding and construction aspects of this project.
- Attached is a work order for the Engineering Services for \$42,000.00

Funding Source:

Wastewater Plant Improvements – 31-535-6400-018

Staff Recommendation:

Recommended Motion: Authorize Staff to Contract Engineering Services with Olsson Associations for the Design and Services Needed for the Waste Water Treatment Plant Headworks for \$42,000.00

MASTER AGREEMENT WORK ORDER #008

This exhibit is hereby attached to and made a part of the Master Agreement for Professional Services dated August 17, 2015 between Chickasha Municipal Authority ("Client") and Olsson Associates ("Olsson") providing for professional services. Olsson's Scope of Services for the Agreement is as indicated below.

GENERAL

Olsson has acquainted itself with the information provided by Client relative to the project and based upon such information offers to provide the services described below for the project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property.

PROJECT DESCRIPTION AND LOCATION

Project will be located at: Chickasha, Oklahoma

Project Description: Design and construction administration of Chickasha Wastewater Treatment Plant influent screen replacement.

SCOPE OF SERVICES

Olsson shall provide the following services (Scope of Services) to Client for the Project:

DESIGN SERVICES

Phase 100 – Preliminary Engineering Report

Task 101 - Project Initiation Meeting

Conduct a project initiation meeting with stakeholders to refine project scope, review the project site, identify specific goals, determine survey area, establish schedule for completion, and establish channels of communication. Olsson will prepare and distribute minutes of the meeting.

Task 102 - Design Memorandum

Olsson will perform the following design activities:

1. Review two equipment options for screen and screening compactor replacement.
2. Address the environmental and safety issues associated with the headworks.
3. Address Maintenance of Plant Operations during construction.
4. Provide estimated capital cost and operational cost for each alternative based on budget equipment quotes from the manufacturers.
5. The preferred option will be the basis of design and construction.

Phase 200 —Design Engineering Services

Task 201 - Final Design and Construction Documents

Olsson will perform the following design activities:

1. Kickoff meeting to determine the City's preferred option for replacement:

- a. Pre-selection/pre-purchase of a screen and compactor, which the design will be based upon so that the optimum bid for installation can be achieved.
 - b. Design a screen installation that would accommodate both screen alternatives from the design memo for bidding and to make field adjustments to fit the specific screen acquired.
2. Review of regulatory requirements and selection of materials, equipment, and facilities.
 3. Complete and present 90% plans, budget report to City for review and comment.
 4. Address design comments and complete the design.
 5. Complete regulatory review and permitting.
 6. Development of construction-ready documents for competitive bid.

Task 202 - Opinion of Probable Cost (OPC)

Olsson will prepare an OPC of project construction work at 90 percent and final design stages.

BIDDING SERVICES

Phase 300 — Bid Phase Services

Task 301 - Prepare Notice to Bidders and Issue Documents

Olsson will coordinate the issuance of notices to bidders and the production and distribution of bidding documents. Notices will be placed in the official publications directed by the Client, and in bidding services known to provide data to contractors in the area. In addition, invitations will be mailed directly to contractors whom Olsson and/or the Client know will be interested in the project. Documents will be available for inspection at Olsson offices. Olsson will coordinate answering questions raised by bidders. Addenda will be prepared, if needed, to provide clarification to questions. The Client will be informed on a regular basis of project changes resulting from bidders' questions.

Task 302 - Review and Evaluate Bids

Olsson will attend the bid opening. Bids properly received will be reviewed. Inconsistencies or irregularities found in the bids will be reported to the Client. Olsson will prepare a bid tabulation of bids received and will make the bid tabulation available to bidders. Olsson will evaluate the bids and make a written recommendation to the Client contract award.

CONSTRUCTION SERVICES

Phase 400 — Construction Phase Services

Task 401 - Construction Administration

Olsson shall perform the following construction administration services:

1. Conduct a pre-construction meeting. Olsson will prepare and distribute minutes of the
2. Receive, log and review contractor submittals (e.g., shop drawings, cut sheets).
3. Review contractor pay applications

4. Answer contractors' questions and interpret construction documents. Questions and interpretations will be answered with a written Request for Information (RFI) or similar process.

Task 402 - Project Close Out

Olsson will conduct a final walkthrough of the project. A "punch list" of deficiencies will be prepared and distributed.

Should Client request work in addition to the Scope of Services, Olsson shall prepare a supplemental agreement. Olsson shall not commence work on Additional Services without Client's prior approval in writing.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

SCHEDULE FOR OLSSON'S SERVICES

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

Anticipated Start Date: January 1, 2018
Anticipated Bidding Date: May 1, 2018
Anticipated Completion Date: February 1, 2019

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

COMPENSATION

Client shall pay to Olsson for the performance of the Scope of Services a fixed fee of \$42,000. Olsson's reimbursable expenses for this Project are included in the fixed fee. Olsson shall submit invoices on a monthly basis and payment is due within 30 calendar days of invoice date.

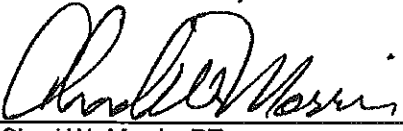
TERMS AND CONDITIONS OF SERVICE

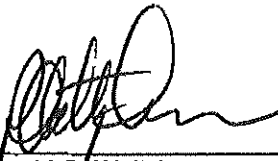
We have discussed with you the risks, rewards and benefits of the Project, the Scope of Services, and our fees for such services and the Agreement represents the entire understanding between Client and Olsson with respect to the Project. The Agreement may only be modified in writing signed by both parties.

Client's designated Project Representative shall be Rob Camp.

If this Work Order satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson. This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.

OLSSON ASSOCIATES, INC.

By 
Chad W. Morris, PE
Project Manager

By 
Ronald G. Weltzheimer, PE
Office Manager

By signing below, you acknowledge that you have full authority to bind Client to the terms of the Agreement. If you accept this Work Order, please sign:

CHICKASHA MUNICIPAL AUTHORITY

By _____
Signature

Print Name _____

Title _____

Dated: _____