



January 04, 2016

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 4th day of January 2016 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Mayor Ross called the meeting to order at 6:13p.m.

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

CHAIRMAN AND TRUSTEES

PRESENT: Hank Ross, Mayor
 John Toland
 Kimberly Loggins
 Phylis Steelman
 Mike Sutterfield
 R.P. Ashanti-Alexander
 Howard Carpenter
 Christopher Ferguson
 Blake Elliott

STAFF

Alan Guard, Manager
David Perryman, Attorney
Lena Smith, Asst. City Manager/ HR Director
Gina Snedeker, Finance Director
Tina Smith, City Clerk
Brian Zalewski, Fire Chief
Stewart Steele, Police Chief
Steve Chapman, Park and Recreation Director
Susan Jones, Executive Assistant
Jim McClain, Public Works Director
Kathleen Easley, Community Development Director
Lillie Huckaby, Library Director

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

ITEM 2a. **Consider approving minutes December 07, 2015 regular meeting.**

Staff Recommendation: Approve minutes, and authorize filing thereof.

ITEM 2b. Consider approving the Purchase Order list ratifying special checks made on December 7, 2015 in the amount of \$496,028.82; Purchase order list ratifying utility payments made on December 11, 2015 in the amount of \$34,226.56; Purchase Order list ratifying utility payments made on December 28, 2015 in the amount of \$8,994.47; Purchase Order list for the last half of December 2015 in the amount of \$295,362.66.

The Purchase Order list ratifying special utility and miscellaneous payments dated December 07, 2015 in the amount of \$496,028.82; and the Purchase Order list for the last half of December 2015 in the amount of \$295,362.66 need approval by Mayor and Council.

Staff Recommendation: Approve the Purchase Order list ratifying special utility payments made on December 7, 2015 in the amount of \$496,028.82; Purchase Order list ratifying utility payments made on December 11, 2015 in the amount of \$34,226.56; Purchase Order list ratifying utility payments made on December 28, 2015 in the amount of \$8,994.47; and the Purchase Order list for the last half of December 2015 in the amount of \$295,362.66.

ITEM 2c. Consider authorizing Staff to solicit bids for roof repairs at Wastewater Treatment Plant and Lift station.

The roof on the RAS WAS and storage building at the wastewater treatment plant is leaking. And the roof at the lift station at 12th & Penn was damaged when a tree fell on it during the ice storm.

Staff Recommendation: Authorize Staff to solicit bids for the repair of the roofs on the wastewater treatment buildings.

ITEM 2d. Consider authorizing Olsson Associates to solicit bids for Upgrades/replacements of 8 Lift Stations

Olsson Associates have identified 5 lift stations that need to be upgraded. These 5 lift stations are as followed:

23rd & Iowa
23rd & Grand
Sentry
7th & Illinois
12th & Pennsylvania

Also, 3 lift stations have been identified as needing to be replaced due to their bad conditions. These lift stations are as followed:

Honda Lane
Harbors
Highland

Olsson (Engineer) would like to send out bids for these upgrades/replacements

The amount of this complete project is estimated at \$2,439,160.00 (Design and engineering included) This has a 20% contingency built in in case of any overages in the estimate.

Staff Recommendation: Authorize Olsson Associates to solicit bids for the upgrade/replacement/design and engineering of 8 lift stations

Pulled 2d.

ITEM 2e. Consider authorizing Guernsey to solicit bids for water line replacement

Guernsey is seeking approval from Council to solicit bids on replacing water lines from 4th and Kansas to 4th and Almar. 8' and 12' lines will be replaced. (approximately 2 miles with all fire hydrants, meter hookups, and valves as designed). The project reference number for this will be OK70057012. The project is estimated to be in the range of \$1,394,697.48

This was identified in the Water Master plan done by Guernsey and Associates.

Staff Recommendation: Authorize Guernsey to solicit bids for water line replacement.

6:13 P.M.

ITEM 2f. Consider authorizing Staff to solicit bids for the purchase of a 500-gallon pressurized water storage tank for the Lake Chickasha water system.

The Lake Chickasha water system currently runs off of two wet well and one 1,000-gallon pressure tank. The system is inadequate for the load that we place on it during the summer months.

This purchase will be used to add a second pressurized tank to the system to help maintain volume and pressure during our high demand times. When you get ready to install the new tank we will need to purchase a couple of pumps, pipe and incidental items for the installation. These purchases will not require bidding. At the same time, we will remove the old roof from the water plant building, install the new tank and add a new roof to the building. The roof will be a separate project and separate bid.

Bid specifications for this project are available for your review in the office of the Parks and Recreation Director.

Staff Recommendation: Authorize Staff to solicit bids for the purchase of a 500-gallon pressurized water storage tank for the Lake Chickasha water system.

ITEM 2g. Consider authorizing Staff to solicit bids for replacement of the Lake Water Treatment Plant Roof.

Staff is working on a project to add an additional pressure tank to the Lake Water Treatment Plant. As part of this project we will be removing the roof structure to assist with installation of the new tank. The roof structure will then be replaced.

The existing roof is an asphalt roof that has a split deck. The asphalt shingles are worn-out and are in need of replacement. Under this project we will adjust the new roof structure so that the roof covers the entire building on one plane and we will increase the roof pitch and use metal panels for the roof covering. This is a concrete block building that consists of approximately 360 square feet.

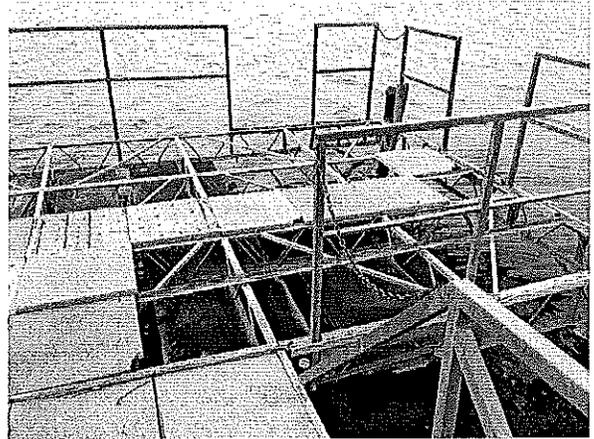
Bid specifications for this project are available for your review in the office of the Parks and Recreation Director.

Staff Recommendation: Authorize Staff to solicit bids for replacement of the Lake Water Treatment Plant Roof.

ITEM 2h. Consider authorizing Staff to solicit bids for the purchase of materials for the restoration of the north loading dock at Chickasha Lake.

The north loading dock at Chickasha Lake has been both damaged by the drought and vandalized. It is missing several of enclosed foam floats as well as a lot of the 2x2 concrete pavers. Most of these have been thrown in the lake.

Staff is going to replace the floats, remove the concrete pavers and replace them with composite decking like is on the new dock by the dam. We will also replace the bumper guard around the perimeter of the dock. Staff will provide the labor se we are only bidding out the materials. We will also remove the willows and weeds from the riprap leading out to the dock.



Bid specifications for this project are available for your review in the office of the Parks and Recreation Director.

Funds for this project will come from Parks and Recreation Lake Department budget.

Staff Recommendation: Authorize Staff to solicit bids for the purchase of materials for the restoration of the north loading dock at Chickasha Lake.

ITEM 2i. Consider authorizing Staff to solicit bids for the repair of the Maintenance Building at Lake Chickasha

The Maintenance Building at Lake Chickasha was built approximately 35 years ago. In the past few years the roof has developed several leaks. This proposed project will remove the three ridge vents from the roof, replace the fiberglass skylights and replace all of the roof metal attachment screws with oversized screws to stop leaks at the screw holes. We are also replacing the three overhead garage doors and trim.

Bid specifications for this project are available for your review in the office of the Parks and Recreation Director.

Staff Recommendation: Authorize Staff to solicit bids for the repair of the Lake Chickasha Maintenance Building.

ITEM 2j. Consider authorizing Staff to solicit bids for General Trenching and Boring Services.

Staff has plans for several projects this spring that will require trenches to be opened and closed for the installation of electrical lines and other infrastructure that will need to be buried. To expedite these projects Staff is requesting a general trenching and boring bid be solicited so we may have the services needed to complete projects as we get to them. The vast majority of the projects will be light projects in various parks where PSO will install the lights and electrical wires. We just have to open the ditches for them. We will also be adding some electrical services in the parks for festival and decoration use.

Bid specifications for this project are available for your review in the office of the Parks and Recreation Director.

Staff Recommendation: Authorize Staff to solicit bids for General Trenching and Boring Services.

Council Member Carpenter asked if the City Employees could open and close the ditches? Steve Chapman stated that the holes were deep and has lights and wire.

ITEM 2k. Consider authorizing Staff to solicit bids for the spaying of invasive Thistles on City property located south of the dam and designated as the Tree Farm.

State statutes require property owners to control invasive Thistle and other invasive weeds located upon their property. The area south of the dam that has been designated as the Tree Farm has a small infestation of Thistle. We are planning on tilling this area and the regulation will not let us turn the Thistle under. We can burn it or use herbicide. Due to the dry vegetation in the area burning is not an option at this time.

Staff wishes to solicit bids so that we may do two sprayings as recommended in the OSU Fact Sheet on this issue.

Bid specifications for this project are available for your review in the office of the Parks and Recreation Director.

Staff Recommendation: Authorize Staff to solicit bids for the spaying of invasive Thistles on City property located south of the dam and designated as the Tree Farm.

*Motion by Trustee Elliott, second by Trustee Sutterfield to approve Consent Docket: ITEM 2a through ITEM 2c, and ITEM 2e, through ITEM 2 k.

above the highest adjacent grade. Staff will require elevation certificates before, during and after construction.

Council requested staff prepare a checklist for determining city land donation/lien waiver requests:

Is the person requesting the property proposing to build/rebuild?	Yes
If yes, does the person requesting land/ waiver experienced with building/construction?	Yes*
Is it a buildable lot(s)?	Yes**
Zoning district?	R1***
Is it in the floodplain?	Yes****
What is the size of the lot?	8,250 sq. ft.

* SW Design Associates assisting with proposal

** Plan is to acquire and combine several lots to build a church

Staff Recommendation: Staff recommends approval in order to promote development of vacant property in the city.

TABLED moved to a work session

Motion by Trustee Sutterfield, second Trustee Elliott to table 4a a put on a work session.

Roll call vote:

“Ayes:” Toland, Ross, Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Ferguson, Loggins and Steelman

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 4b. Consider the donation of land located at 726 and 728 Frisco to Trent McKenna.

Trent McKenna is requesting the city donate or sell the property located at 726 and 728 Frisco: Lots 8 and 9 Block 18 Askew Addition. Lot 8 was deeded to the city in 2014 after Grady County acquired it in 2013 through a county treasurer’s resale deed. Lot 9 was deeded to the city in 2009 by the previous property owner. Mr. McKenna is not proposing to build on the property at this time, but is willing to maintain the property and plant some trees on it. He currently lives within the same block on

Oklahoma Avenue. The property is zoned R2 two-family residential. The property is within the special flood hazard zone AE. Any new construction in AE flood zone will require the lowest floor elevated at least one foot above the base flood elevation.

In addition to the acquisition of land, Mr. McKenna is requesting all liens be waived. The liens were placed on the property for public nuisance abatement due to negligence from previous owners in the amount of \$5,816.72 on 726 Frisco and \$1,629.14 on 728 Frisco.

Council requested staff prepare a checklist for determining city land donation/lien waiver requests:

Is the person requesting the property proposing to build/rebuild?	No
If yes, does the person requesting land/ waiver experienced with building/construction?	N/A
Is it a buildable lot(s)?	Yes
Zoning district?	R2
Is it in the floodplain?	Yes
What is the size of the lot(s)?	both are 8,250 sq. ft.

Staff Recommendation: Staff recommends approving the waiver of all liens and donation of 726 and 728 Frisco to Trent McKenna.

TABLED moved to work session

*Motion by Trustee Ferguson, second by Trustee Loggins to table and move to a work session. *

Roll call vote:

“Ayes:” Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Ferguson
Loggins, Steelman, Toland and Ross

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 4c. Consider authorizing Olsson Associates for design of a SCADA system for Water and Wastewater System

To assist in operations of the water and wastewater systems, and to solicit bids for this system

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Olsson Associates will design the system, and then solicit bids for this project.

SCADA (supervisory control and data acquisition) is a system that operates with coded signals over communication channels so as to provide control of remote equipment (using typically one communication channel per remote station). It controls the entire Water and Wastewater System from the beginning to the end. This deals with human interface systems and PLC's, much like a complete automobile electronic system does in the operation of a vehicle.

Estimated project total is \$261,790.00 (including engineering fees)

Staff Recommendation: Authorize Olsson Associates to design SCADA System and solicit bids for the system.

*Motion by Trustee Elliott, second by Trustee Sutterfield to approve Olsson Associates to design SCADA Systems and solicit bids for the systems. *

Roll call vote:

"Ayes:"	Sutterfield, Elliott, Ashanti-Alexander, Carpenter, Ferguson, Loggins, Steelman, Toland and Ross
"Nays:"	None
"Abstain:"	None
Motion carried.	9-0

ITEM 4d. Consider accepting the annual Chickasha Lake Dam Inspection Report.

Under Oklahoma Water Resources Board regulations the City is required to perform an annual dam inspection at Chickasha Lake.

For the past several years, Smith Roberts Baldiswiler, LLC. has performed this inspection for us. This year's inspection concluded that the dam is in good shape. We do need to work on the west end of the roadway to the dam. The asphalt has deteriorated and we anticipate removing the asphalt and extending this section of road to connect with the existing dirt road across the spillway on the west side of the dam. We also need to treat a rodent problem that has developed on the dam embankment. All of these issues will be addressed over the next few months. These are reoccurring problems that we will continue to work on.

A copy of the complete report is available in the Office of the Parks and Recreation Director. It may also be reviewed online at www.Chickasha.org.

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Staff Recommendation: Accept the annual Chickasha Lake Dam Inspection Report and authorize Staff to distribute copies to the required agencies.

Council Member Carpenter asked if it would be the road and Dam?
Chapman said he would look into it.

*Motion by Trustee Sutterfield, second by Trustee Loggins to accept the annual Chickasha Lake Dam inspection report. *

Roll call vote:

“Ayes:” Elliott, Ashanti-Alexander, Carpenter, Ferguson, Loggins,
Steelman, Toland, Ross and Sutterfield

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 4e. Consideration and discussion of an amendment to the contract with USWUG for the operations and maintenance of the water treatment plant and wastewater treatment plant.

Beginning July 1, 2015, the CMA entered into an agreement with USWUG to operate and maintain the City’s water and wastewater systems. During the first 60 days of the agreement USWUG staff completed a comprehensive review of the infrastructure and documented a number (over 100) of significant deficiencies that required significant additional investment and oversight.

As a result of this discovery USWUG has had to put significant resources toward the long term restoration of the system. This has included not only additional capital maintenance funds, but staff as well. City staff has met with USWUG and concurs that the additional resources are necessary to repair the significant deterioration that had occurred and that additional professional services are required to accomplish these repairs. These costs are beyond the original scope of work agreed upon in the original contract.

Staff is recommending the addition of approximately \$110,000 to the capital maintenance cap for Years 1 and 2 of the contract, and additional project management expense of approximately \$158,000 for Year 1 and \$257,000 for Year 2 of the contract to provide engineering and project oversight of approximately \$2 million of repairs and upgrades to the water and sewer systems.

Staff Recommendation: Approve the first contract amendment with USWUG..

Council Member Toland asked if it was in the budget, City Manager stated we will use the CMA reserve.

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*Motion by Trustee Sutterfield, second by Trustee Carpenter Consideration and discussion of an amendment to the contract with USWUG for the operations and maintenance of the water treatment plant and wastewater treatment plant. *

Roll call vote:

“Ayes:”	Ashanti-Alexander, Carpenter, Ferguson, Loggins, Steelman, Toland, Ross, Sutterfield and Elliott
“Nays:”	None
“Abstain:”	None
Motion carried.	9-0

ITEM 5. **Bid Opening and Awards:**

ITEM 5a.

Consider awarding bid for replacement of HW building roof at Wastewater Plant to Crawford Roofing Inc.

On December 9, 2015 Staff opened bid 2016-021 for replacement of headworks building roof at the Wastewater Plant.

There were 6 companies that bid on the project.

Crawford Roofing Inc.
Oklahoma Roofing and Sheet Metal, Inc.
Bordwine Development
Guardian Roofing and Sheet Metal, LLC.
Commercial Roof Solutions
Today's Roofing

The low bidder for this project has been identified as Crawford Roofing Inc. with a bid of \$9,783.00.

This project will be paid partially from the account 31-535-5205-001 in the amount of \$5,000.00 and the additional \$4,783.00 will be paid from the account 31-536-5205-004.

Staff Recommendation: Award bid 2016-021 to the lowest bidder, Crawford Roofing Inc. in the amount of \$9,783.00.

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Motion by Trustee Carpenter, second by Trustee Loggins to award bid for replacement of HW building roof at Wastewater Plant to Crawford Roofing Inc.

Roll call vote:

"Ayes:" Carpenter, Ferguson, Loggins, Steelman, Toland, Ross,
Sutterfield, Elliott and Ashanti-Alexander
"Nays:" None
"Abstain:" None
Motion carried. 9-0

Motion to Adjourn

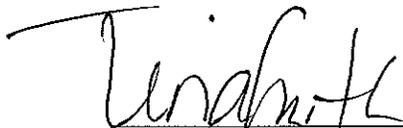
Mayor Ross reported no further business and that the meeting was adjourned.

TIME: 6:28 P.M.



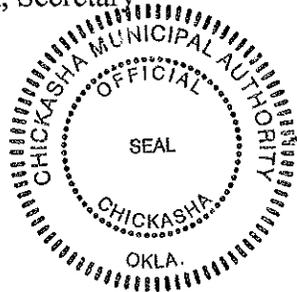
Hank Ross, Mayor

ATTEST:



Tina Smith, Secretary

(SEAL)



Approved this 19th day of January, 2015.