

**SAPULPA MUNICIPAL AUTHORITY**  
**TRUST PROCEEDINGS**  
Meeting of October 1, 2018

The Board of Trustees of the Sapulpa Municipal Trust Authority met in regular session Monday, October 1, 2018, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Reg Green, Chairman  
Louis Martin, Jr., Vice-Chairman  
John Anderson, Trustee  
Bruce Bledsoe, Trustee  
Marty Cummins, Trustee  
Carla Gunn, Trustee  
Wes Galloway, Trustee  
Craig Henderson, Trustee  
Hugo Naifeh, Trustee

Absent: Carla Stinnett, Trustee

Staff Present: Joan Riley, Trust Manager; Rick Rumsey, Assistant Trust Manager; Pam Vann, Trust Treasurer; David Widdoes, Trust Attorney; Shirley Burzio, Secretary

**1. MINUTES, CONSENT ITEM, AND ADMINISTRATION.**

Motion was made by Vice-Chairman Louis Martin, seconded by Trustee Hugo Naifeh, to approve the following items of business:

- A.** Consider approving the minutes of the September 17, 2018, regular municipal authority meeting;
- B.** Approve claims in the amount of \$152,672.79;

- C. Approve adoption of a resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, amending the FY 2018-2019 annual budget by increasing budgeted beginning fund balance in the cumulative amount of \$137,185.00, revenues in the amount of \$9,709,399.00, and appropriations in the amount of \$9,695,338.00 in various funds for the purpose of rolling forward FY 2017-2018 funds for items that were expected to be received or expensed in FY 2017-2018 but were not received until after June 30, 2018, the end of FY 2017-2018. (Resolution No. 4547)

ROLL CALL: AYE-John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Reg Green, Carla Gunn, Craig Henderson, Louis Martin, Hugo Naifeh. NAY-None. Motion carried 9-0.

2. **INFORMATIONAL ITEMS FROM CHAIRMAN, BOARD OF TRUSTEES, TRUST MANAGER, OR TRUST ATTORNEY.**

- A. The status report from Tetra Tech regarding various City and SMA projects was presented for discussion only. There was no action taken by the board.

3. **PUBLIC COMMENTS:**

There were no comments made to the board.

4. **ADJOURNMENT.**

There being no further business, motion was made by Trustee Craig Henderson, seconded by Vice-Chairman Louis Martin, to adjourn the meeting. Motion carried unanimously.

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Chairman

Attest:

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Secretary



**AGENDA ITEM**

**Municipal Authority Regular**

**3.A.**

**Meeting Date:** October 1, 2018

**Submitted By:** Shirley Burzio, City Clerk

**Department:** City Clerk

**Presented By:**

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**SUBJECT:**

Consider approving the minutes of the September 17, 2018, regular Municipal Authority meeting.

**BACKGROUND:**

**RECOMMENDATION:**

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**Attachments**

minutes.09-17-2018 sma

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**SAPULPA MUNICIPAL AUTHORITY**  
**TRUST PROCEEDINGS**  
Meeting of September 17, 2018

The Board of Trustees of the Sapulpa Municipal Trust Authority met in regular session Monday, September 17, 2018, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Reg Green, Chairman  
Louis Martin, Jr., Vice-Chairman  
John Anderson, Trustee  
Marty Cummins, Trustee  
Wes Galloway, Trustee  
Craig Henderson, Trustee  
Hugo Naifeh, Trustee  
Carla Stinnett, Trustee

Absent: Bruce Bledsoe, Trustee  
Charles Stephens, Trustee

Staff Present: Joan Riley, Trust Manager; Rick Rumsey, Assistant Trust Manager; Pam Vann, Trust Treasurer; David Widdoes, Trust Attorney; Shirley Burzio, Secretary

**1. MINUTES, CONSENT ITEM, ADMINISTRATION.**

Motion was made by Vice-Chairman Louis Martin, seconded by Trustee Hugo Naifeh, to approve the following items of business:

- A.** Approve the minutes of the September 4, 2018, regular municipal authority meeting;
- B.** Approve claims in the amount of \$540,626.51;
- C.** Approve the Professional Services Agreement for Engineering Services with Tetra Tech for the Wastewater Treatment Plant Improvements Project in the amount of \$607,500.00.

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Louis Martin, Hugo Naifeh, Carla Stinnett.  
NAY-None. Motion carried 8-0.

**2. PUBLIC COMMENTS:**

There were no comments made to the board.

**3. ADJOURNMENT.**

There being no further business to consider, motion was made by Vice-Chairman Louis Martin, seconded by Trustee John Anderson, to adjourn the meeting. Motion carried unanimously.

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Chairman

Attest:

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Secretary



**Consent Agenda 5.A.**

**Municipal Authority Regular**

**Meeting Date:** October 1, 2018

**Submitted By:** Amber Fisher, Accounts Payable Clerk

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**SUBJECT:**

Consider approving Claims in the amount of \$152,672.79

(Refer to: Purchase Order Claim Register with City Agenda.)

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**AGENDA ITEM**

**Administration 7.A.**

**Municipal Authority Regular**

**Meeting Date:** October 1, 2018

**Submitted By:** Pam Vann, Finance Director

**Department:** Finance

**Presented By:** Pam Vann

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**SUBJECT:**

Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, amending the FY 2018-2019 annual budget by increasing budgeted beginning fund balance in the cumulative amount of \$137,185.00, revenues in the amount of \$9,709,399.00, and appropriations in the amount of \$9,695,338.00 in various funds for the purpose of rolling forward FY 2017-2018 funds for items that were expected to be received or expensed in FY 2017-2018 but were not received until after June 30, 2018, the end of FY 2017-2018.

**BACKGROUND:**

The City of Sapulpa has financial commitments by means of contracts, projects, grants, and/or purchase orders which were not completed or received by June 30, 2018. The funds identified for such commitments should be rolled forward from FY 2017-2018 to the FY 2018-2019 budget. (see attached with City Agenda)

**RECOMMENDATION:**

Staff recommends approval of this resolution.

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**Municipal Authority Regular**

**9.A.**

**Meeting Date:** October 1, 2018

**Submitted For:** Rick Rumsey, Assistant City Manager

**Submitted By:** Amy Hoehner, Legal Assistant

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**SUBJECT:**

Status Report from Tetra Tech regarding various City and SMA projects.

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**Attachments**

Tetra Tech Status Report

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**STATUS****O = Operations****P = Planning****E = Engineering Design****C = Construction**

**TETRA TECH, INC.**  
**PROJECT STATUS REPORT**  
**SAPULPA, OKLAHOMA**  
**SEPTEMBER 4, 2018**

PROJECT		TETRA TECH CONTACT	STATUS	FUNDING	COMMENTS	RECOMMENDED ACTION
1.	Water Atlas Creation	Ryan Mittasch, P.E.	P		Tetra Tech is waiting for atlas markups from city staff to document facilities that were not in the plans previously provided.	City to review draft atlas and provide updated information to Tetra Tech for data entry.
2.	N02-N04 Lift Station, Force Main, and Gravity	Ryan Mittasch, P.E.	E		Construction has begun.	None.
3.	SeneGence/Westside Sewer Plan	Josh Muskopf, P.E.	E		Survey and geotech complete. Potholing of conflicting utilities upcoming. Preliminary design on hold. Meeting with SeneGence representatives pending.	None.
4.	Sapulpa Fire Training Facility Waterline	Josh Muskopf, P.E.	E		Permit approvals from ODOT, ODEQ, and Stillwater Central Railway received. Bid package production underway.	Advertise for bids.
5.	Hobson Street Study	Josh Muskopf, P.E.	P		Study area flow monitoring complete. Survey complete. Study area draft deliverable anticipated completion date is November 30, 2018.	None.
6.	Frankoma Road Sanitary Sewer Extension	Josh Muskopf, P.E.	P		Survey complete. Geotech and potholing upcoming. Environmental information document and engineering report anticipated complete near the end of September.	None.