

## **SAPULPA MUNICIPAL AUTHORITY MEETING**

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, DECEMBER 17, 2018

MEETING PROCEDURE: Comments from the public are welcome at two different times during the course of the meeting. A Sign in Sheet is located at the back of the room. Those wishing to address the Municipal Authority are to sign in prior to the start of the meeting and identify the item(s) they wish to address. Comments concerning items scheduled on the Agenda will be heard immediately following the presentation by staff or petitioner and Comments concerning items not scheduled on the Agenda will only be heard under the Public Comments section. The Municipal Authority will act on an Item after all comments have been heard.

**PLEASE COME TO THE PODIUM WHEN THE CHAIRMAN CALLS YOUR NAME**

### **- AGENDA -**

1. **CALL TO ORDER.**
2. **ROLL CALL.**
3. **MINUTES.**
  - A. Consider approving the minutes of the December 3, 2018, regular municipal authority meeting.
4. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**
5. **CONSENT ITEMS:** All matters under “Consent” are considered by the Municipal Authority to be routine and will be enacted by one motion. Any Municipal Authority Trustee may, however, remove an item from consent by request.
  - A. Consider approving Claims in the amount of \$ 517,894.01 (Refer to: Purchase Order Claim Register with City Agenda.)
6. **PUBLIC HEARINGS.**
7. **ADMINISTRATION.**
  - A. Discussion and possible action regarding acceptance of Quit Claim Deed from Zink Ranch LLC to the Sapulpa Municipal Authority/Sand Springs Municipal Authority for land to construct new SRWCS One Way Surge Tank at no cost.
8. **NEW BUSINESS.**

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

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

10. **PUBLIC COMMENTS:** The purpose of the Public Comments Section of the Agenda is for members of the public to speak to the Municipal Authority on any subject not scheduled on the Regular Agenda. The Municipal Authority shall make no decision or action, except to direct the Trust Manager to take action, or to schedule the matter for Municipal Authority discussion at a later date.

*Please come to the podium when the Chairman calls your name and keep your comments as brief as possible.*

11. **ADJOURNMENT.**

Posted this 14th day of December, 2018 at or before 5:00 p.m., at the Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Name: *Mikaila Stepp*

Title: *Administrative Assistant*



**AGENDA ITEM**

**Municipal Authority Regular**

**3.A.**

**Meeting Date:** December 17, 2018

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

**Department:** City Clerk

**Presented By:**

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**SUBJECT:**

Consider approving the minutes of the December 3, 2018, regular municipal authority meeting.

**BACKGROUND:**

**RECOMMENDATION:**

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**Attachments**

minutes.12-03-2018 sma

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**SAPULPA MUNICIPAL AUTHORITY**  
TRUST PROCEEDINGS  
Meeting of December 3, 2018

The Board of Trustees of the Sapulpa Municipal Trust Authority met in regular session Monday, December 3, 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  
Craig Henderson, Trustee  
Hugo Naifeh, Trustee

Absent: Wes Galloway, Trustee  
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 AND CONSENT ITEMS.**

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

- A.** Approve minutes for the November 19, 2018, municipal authority meeting;
- B.** Approve claims in the amount of \$137,969.96;
- C.** Approve the schedule of meetings for calendar year 2019.

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

**2. PUBLIC COMMENTS:**

There were no comments made to the board.

3. **ADJOURNMENT.**

There being no further business, the meeting adjourned.

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Chairman

Attest:

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Secretary



**Consent Agenda 5.A.**

**Municipal Authority Regular**

**Meeting Date:** December 17, 2018

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

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**SUBJECT:**

Consider approving Claims in the amount of \$ 517,894.01  
(Refer to: Purchase Order Claim Register with City Agenda.)

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**AGENDA ITEM**

**Administration 7.A.**

**Municipal Authority Regular**

**Meeting Date:** December 17, 2018

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

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

**Department:** Assistant City Manager

**Presented By:** Rick Rumsey

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**SUBJECT:**

Discussion and possible action regarding acceptance of Quit Claim Deed from Zink Ranch LLC to the Sapulpa Municipal Authority/Sand Springs Municipal Authority for land to construct new SRWCS One Way Surge Tank at no cost.

**BACKGROUND:**

Zink Ranch, LLC has donated the land to allow for construction of the new One Way Surge Tank on the Skiatook Raw Water Conveyance System, as previously approved by the City of Sapulpa.

**RECOMMENDATION:**

Staff recommends Trustees accept the Deed and authorize Chairman to execute same.

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**Attachments**

Quit Claim Deed

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**QUIT CLAIM DEED**

This Indenture made this \_\_\_\_ day of \_\_\_\_\_, 2018, between Zink Ranch, LLC, an Oklahoma Limited Liability Company, herein called "Grantor" and the Sand Springs Municipal Authority and the Sapulpa Municipal Authority, herein called "Grantees."

WITNESSETH, That in consideration of the sum of Ten and no/100 DOLLARS (\$10.00), receipt of which is hereby acknowledged, Grantor does, by these presents, quit claim, grant, bargain, sell and convey unto Grantees, their successors and assigns all of its interest in the following described real estate, situated in Osage County, State of Oklahoma, to-wit:

See attached Exhibit "A" which is incorporated herein by this reference (the "Land").

TO HAVE AND TO HOLD THE SAME, together with all of Grantor's right, title and interest, together with all and singular the tenements, hereditaments and appurtenances thereto belonging or in any wise appertaining forever, EXCEPT, if one or both of the Grantees cease to use the property for a water utility conveyance system, the ownership of the property shall revert to Grantor.

IN WITNESS WHEREOF, Grantor has hereunto set its hands the day and year above written.

ZINK RANCH, LLC  
An Oklahoma limited liability company

By: \_\_\_\_\_  
MANAGER

**EXHIBIT "A"**

Legal Description of Land

A TRACT OF LAND IN THE NORTHWEST QUARTER (NW/4) OF SECTION 11, TOWNSHIP 21 NORTH, RANGE 11 EAST OF THE INDIAN BASE AND MERIDIAN IN OSAGE COUNTY, STATE OF OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SAID SECTION 11; THENCE SOUTH 89°02'03" WEST ALONG THE SOUTH LINE OF SAID NW/4 FOR A DISTANCE OF 1030.04 FEET; THENCE NORTH 35°14'26" E ALONG THE WESTERLY LINE RIGHT OF WAY LINE OF LAKE ROAD FOR A DISTANCE OF 760.48 FEET; THENCE NORTH 28°07'07" EAST ALONG SAID WESTERLY RIGHT OF WAY FOR A DISTANCE OF 349.96 FEET TO THE POINT OF BEGINNING; THENCE NORTH 47°38'15" WEST FOR A DISTANCE OF 86.17 FEET; THENCE NORTH 41°44'31" EAST FOR A DISTANCE OF 85.00 FEET; THENCE SOUTH 47°38'15" EAST FOR A DISTANCE OF 74.01 FEET TO A POINT ON SAID WESTERLY RIGHT OF WAY LINE; THENCE SOUTH 42°21'45" WEST ALONG SAID WESTERLY RIGHT OF WAY LINE FOR A DISTANCE OF 33.48 FEET; THENCE SOUTH 28°07'07" WEST ALONG SAID WESTERLY RIGHT OF WAY LINE FOR A DISTANCE OF 53.16 FEET TO THE POINT OF BEGINNING.

SAID TRACT CONTAINING 6,589 SQUARE FEET OR 0.151 ACRES MORE OR LESS

ACKNOWLEDGMENT

STATE OF OKLAHOMA    )  
  ) ss.  
COUNTY OF TULSA     )

I, the undersigned, a notary public in and for Tulsa County, Oklahoma, do hereby certify that \_\_\_\_\_ personally known to me to be the manager of ZINK RANCH, LLC, an Oklahoma Limited Liability Company, and personally known to me to be the same person(s) whose name (s) is/are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that as Manager, he/they signed and delivered the said instrument, pursuant to authority given by the Operating Agreement of said limited liability company, as their fee and voluntary act, and as the free and voluntary act of said company, for the uses and purposes set forth herein.

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_

ACCEPTANCE OF INTEREST  
AND ACKNOWLEDGMENT OF REVERSIONARY INTEREST

The Sand Springs Municipal Authority hereby accepts the conveyance of land set forth herein and acknowledges that if it ceases to use the property for a water utility conveyance system, the ownership of the property shall revert to Grantor.

SAND SPRINGS MUNICIPAL AUTHORITY



Janice L. Almy  
Janice L. Almy, Trust Clerk

Approved as to Form:

David L. Weatherford

David L. Weatherford, Trust Attorney

Mike Burdge  
Mike Burdge, Chairman

ACCEPTANCE OF INTEREST  
AND ACKNOWLEDGMENT OF REVERSIONARY INTEREST

The Sapulpa Municipal Authority hereby accepts the conveyance of land set forth herein and acknowledges that if it ceases to use the property for a water utility conveyance system, the ownership of the property shall revert to Grantor.

SAPULPA MUNICIPAL AUTHORITY

\_\_\_\_\_  
Reg Green, Chairman

ATTEST:

\_\_\_\_\_  
Shirley Burzio, Trust Clerk

Approved as to Form:

\_\_\_\_\_  
David Widdoes, Trust Attorney



**Municipal Authority Regular**

**9.A.**

**Meeting Date:** December 17, 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**

Status Report 12-17-2018

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

**TETRA TECH, INC.**  
**PROJECT STATUS REPORT**  
**SAPULPA, OKLAHOMA**  
**DECEMBER 17, 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		Preliminary design on hold. Additional survey and geotech anticipated due to lift station relocation and adjusting force main alignment. Amendment for additional services upcoming.	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 complete.	Advertise for bids.
5.	Hobson Street Study	Josh Muskopf, P.E.	P		Draft technical memo submitted to City of Sapulpa week of December 10-14.	None.
6.	Frankoma Road Sanitary Sewer Extension	Josh Muskopf, P.E.	P		Survey and geotech complete. Potholing scheduled. Alignment layout and lift station design underway.	None.