

# **SAPULPA MUNICIPAL AUTHORITY MEETING**

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, MARCH 19, 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 March 5, 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 \$554,379.35.  
(Refer to: Purchase Order Claim Register with City Agenda)

**6. PUBLIC HEARINGS.**

**7. ADMINISTRATION.**

- A.** Discussion and possible action on an Agreement with the Sapulpa Chamber Foundation, doing business as Pride In Sapulpa (Pride) to conduct activities within the corporate limits of the City for the sum of \$2,500.00 per month.

- B. Discussion and possible action regarding Change Order No. 1 to the Agreement with Houchin Electric Co. Inc. for electrical renovations at the water pump station in the amount of \$15,156.00.

8. **NEW BUSINESS.**

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

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 16th day of March, 2018 at or before 5:00 p.m., at the Sapulpa City Hall, 425 East Dewey, Sapulpa, Oklahoma.

Name: *Anna Jo Fife*

Title: *Administrative Assistant*



**AGENDA ITEM**

**Municipal Authority Regular**

**3.A.**

**Meeting Date:** March 19, 2018

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

**Department:** City Clerk

**Presented By:**

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**SUBJECT:**

Consider approving the minutes of the March 5, 2018, regular municipal authority meeting.

**BACKGROUND:**

**RECOMMENDATION:**

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**Attachments**

minutes.03-05-2018 sma

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# DRAFT

**SAPULPA MUNICIPAL AUTHORITY**  
TRUST PROCEEDINGS  
Meeting of March 5, 2018

The Board of Trustees of the Sapulpa Municipal Trust Authority met in regular session Monday, March 5, 2018, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Chaiman Reg Green  
Vice-Chairman Louis Martin  
Trustee John Anderson  
Trustee Marty Cummins  
Trustee Craig Henderson  
Trustee Alan Jones  
Trustee Hugo Naifeh  
Trustee Charles Stephens  
Trustee Carla Stinnett

Absent: Trustee Wes Galloway

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 ITEMS AND 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 February 19, 2018, regular municipal authority meeting;
- B.** Approve claims in the amount of \$179,478.59;
- C.** Approve Amendment No. 1 to the Professional Services Agreement with Tetra Tech, Inc., for engineering services and additional required documentation needed for the construction of a water line running between the Golf Course and Johnson Street for the West Side Waterline Improvement Project;
- D.** Approve the Professional Services Agreement for engineering services with Tetra Tech, Inc., for the planning, design, and project management of the West Side/SeneGence Sanitary Sewer Extension Project;
- E.** Approve the lease agreement with Glass Design, Inc., for the property located at 8810 West 100th Street South, Sapulpa, Oklahoma;

- F. Approve the adoption of a Resolution agreeing to file application with the Oklahoma Water Resources Board (The "OWRB") for financial assistance through their various loan programs, with the loan proceeds being for the purpose of financing certain Wastewater System Improvements; and containing other provisions related thereto.  
(Resolution No. 4521)

ROLL CALL: AYE-John Anderson, Marty Cummins, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 9-0.

2. **PUBLIC COMMENTS:**

There were no comments made to the board.

3. **ADJOURNMENT.**

There being no further business to consider, motion was made by Trustee Charles Stephens, seconded by Vice-Chairman Louis Martin, 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:** March 19, 2018

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

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

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**SUBJECT:**

Consider approving Claims in the amount of \$554,379.35.  
(Refer to: Purchase Order Claim Register with City Agenda)

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**AGENDA ITEM**

**Administration 7.A.**

**Municipal Authority Regular**

**Meeting Date:** March 19, 2018

**Submitted For:** Joan Riley, City Manager

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

**Department:** City Manager

**Presented By:** Joan Riley

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**SUBJECT:**

Discussion and possible action on an Agreement with the Sapulpa Chamber Foundation, doing business as Pride In Sapulpa (Pride) to conduct activities within the corporate limits of the City for the sum of \$2,500.00 per month.

**BACKGROUND:**

This Agreement renews the existing agreement allowing Pride to conduct activities pertaining to clean-up and/or public improvements within the City of Sapulpa. The term of the Agreement is one (1) year but may be terminated by either party upon thirty (30) days notice. The Sapulpa Municipal Authority shall remit to the Chamber the sum of \$2,500.00 per month for these activities.

**RECOMMENDATION:**

Staff recommends the Municipal Authority approve the Agreement and authorize Chairman to execute same.

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**Fiscal Impact**

**Amount:** \$30,000.00

**To be paid from:** SMA Fund

**Account number:** 20-527-391

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**Attachments**

Chamber/Pride Agreement

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## BEAUTIFICATION AND CLEAN-UP AGREEMENT

This Agreement entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, between the Sapulpa Municipal Authority (SMA) and the Sapulpa Chamber Foundation, a 501(C)3 organization, doing business as Pride In Sapulpa (Pride).

NOW, therefore, the SMA and Pride hereby agree as follows:

1. Annual Funding. The SMA shall provide to Pride, through the Sapulpa Area Chamber Foundation, the sum of Two Thousand Five Hundred Dollars (\$2,500.00) per month to be used exclusively for public improvement projects, including but not limited to dead tree removal, demolition of unsightly or dilapidated structures after proper orders authorizing same for public benefit have been entered, fence repair, weed abatement, or other items pertaining to clean-up or improvements in the City of Sapulpa.

2. Term. The term of this agreement shall be for one (1) year from the effective date below, provided that either party may terminate upon thirty (30) days written notice.

3. Reporting. An accounting of the use of said funds shall be provided by Pride to the SMA on a quarterly basis with sufficient detail describing the use/expenditure of funds on a per project or per expense basis.

This Agreement shall be effected as of \_\_\_\_\_, 20\_\_\_\_.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2018.

SAPULPA MUNICIPAL AUTHORITY

SAPULPA AREA CHAMBER FOUNDATION,  
INC. d/b/a Pride In Sapulpa

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Approved as to Form:

\_\_\_\_\_  
Trust Attorney



**AGENDA ITEM**

**Administration 7.B.**

**Municipal Authority Regular**

**Meeting Date:** March 19, 2018

**Submitted For:** Bobby Petitt, Water Treatment Supervisor

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

**Department:** Water Treatment

**Presented By:** Bobby Petitt

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**SUBJECT:**

Discussion and possible action regarding Change Order No. 1 to the Agreement with Houchin Electric Co. Inc. for electrical renovations at the water pump station in the amount of \$15,156.00.

**BACKGROUND:**

This change order comes at the request of the contractor, Houchin Electric, and the engineers, Lee & Browne. The requested work will eliminate mechanical splices in existing main feeders and eliminate junction in existing motor control box and remove existing wireway under existing MDP. This will correct code violations that were not visible until after work had begun at the site. For further information, please see attachments.

**RECOMMENDATION:**

Staff recommends the Municipal Authority approve Change Order No. 1 and authorize Chair to execute same.

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**Fiscal Impact**

**Amount:** \$15,156.00

**To be paid from:** G.O. Bond Fund

**Account number:** 83-576-405B

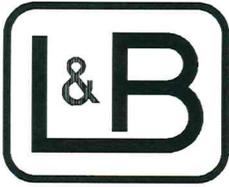
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**Attachments**

Lee & Browne Field Report

Change Order No. 1

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**Lee & Browne**  
Consulting Engineers, Inc.  
1207 South Sheridan Road  
Tulsa, OK 74112-5405  
(918) 836-0271

L&B Job #6271

## ELECTRICAL RENOVATIONS - FIELD OBSERVATION REPORT

WATER PUMP STATION, SAPULPA, OKLAHOMA

OBSERVATION NUMBER: E2

OBSERVATION DATE AND TIME: December 29, 2017 08:30-09:30 (approx.)

REPORT ISSUE DATE: January 8, 2018

OBSERVED BY: Frank Broostin

### OBSERVATIONS:

The purpose of this site visit was to review work progress.

While on-site, I noticed that there were cast "FS" style boxes and cast conduit tees being installed indoors where standard 1900 boxes could be used. The method being used is acceptable, but is not required.

The bolted front trim on existing panel MDP was removed when I arrived on site, which allowed observation of existing conditions that were not seen during design. There is a code violation in the way that the MDP neutral-ground bond is installed. Houchin will need to install a new neutral-ground jumper, #4/0 copper THHN in panel MDP.

The south section of the existing motor control center "MCC" will need to stay in place as a pullbox because the existing service entrance conductors pass thru the bottom portion of this equipment. This project does not change the service entrance conductors.

A question came up regarding the quantity of conduits from the Telemetry/Control Panel to the field devices as shown on detail 1 of drawing ED-1. I spoke with Chris Schuermann about the conductors and conduits needed. According to the Belden conduit fill calculator, the following quantities of cables can be combined:

- (4)-Belden 8719 in 1" RMC
- (8)-Belden 8719 in 1-1/4" RMC
- (10)-Belden 8719 in 1-1/2" RMC
- (17)-Belden 8719 in 2" RMC
- (25)-Belden 8719 in 2-1/2" RMC

Do not install twisted pair conductors, even if shielded, in same raceway system with the #14THHN control conductors. Use NEC conduit fill tables to determine how many #14THHN can be combined in a shared conduit. This means that the

#14THHN conductors can be grouped with more in a shared conduit than is shown on the plans.

The Contractor shall review the following suggestions and provide price for the revisions for consideration:

1. Panel MDP has several feeders and service conductors that occupy much of the "gutter" space in the panel. Also, the new automatic transfer switch could be better utilized if the existing portable generator tap box was connected to the ATS emergency lugs. Therefore, I recommend the following:
  - a. The existing cables and conduits from MDP to the portable tap box be removed.
  - b. The interior back panel of the portable tap box be rotated 180 degrees.
  - c. An insulated lug block, similar to existing, be added in the portable tap box for neutral conductors.
  - d. Use the factory solid neutral that is provided in the new ATS for "emergency" and "normal" power source neutral connection. No neutral conductors are necessary on the load side of the ATS, so that feeder will remain as specified.
  - e. Build (4)-parallel 3" C. each with (3)-350kcm, (1)-#4/0N, (1)-#4/0G from portable tap box to ATS "emergency lugs".
  - f. Revise feeder from 1200 amp circuit breaker in MDP to add neutral conductors. New feeder would be (4)-parallel 3" C. each with (3)-350kcm, (1)-#4/0N, (1)-#4/0G.

The floor plan arrangement drawing that was sent from Mark Marshal at Houchin to Frank Broostin at Lee and Browne on December 6. That sketch was commented on by email on the same day as having a potential rear access problem. The ASCO submittal for the ATS indicates rear access is recommended, but the Houchin sketch has the ATS backed up to a wall. Today, I called the local ASCO rep, Automatic Engineering, and they said that rear access is indicated so that the feeder conductors can be installed and connections made to the factory lugs. However, the side panels on the ATS cabinet can be removed to gain access instead of the rear at the option of the Contractor. Houchin needs to review the equipment information and provide an updated sketch. I recommend that Houchin do one of the following:

Option 1: Rearrange the equipment to provide rear access to the ATS.

Option 2: Install the ATS with back a few inches from the wall and provide side access to remove panels, install feeder conductors and terminate conductors. If this option is chosen, do not install conduits thru the side panels of the ATS because that will make side panel removal impractical.

## WORK DIRECTIVE CHANGE

DATE: January 26, 2018 WDC. NO. 1

PROJECT: Electrical Renovations Water Pump Station, Sapulpa, OK.  
 OWNER: City of Sapulpa  
 ENGINEER: Lee & Browne Inc.  
 CONTRACTOR: Houchin Electric Co., Inc.

The following work or other items are requested for acceleration in accordance with Change Order No. Replace main service feeders from outside junction box to existing MDP main breaker. Remove feeders to generator junction box and replace lugs in junction box. Remove conduit from generator box to new automatic transfer switch.

Justification or Goal: 1) Eliminate mechanical splices in existing main feeders.  
2) Eliminate junction in existing motor control box, remove existing 8x8 wireway under existing MDP.

Date to begin work: \_\_\_\_\_

	COST			TOTAL TO DATE	
	ESTIMATED		ACTUAL		
Materials	\$4,960.00			Previous WDC	
Labor	\$6,500.00				
Other					
Overhead (1%)	\$1,719.00			Total w/this request (Est)	
Subtotal	\$13,179.00				
Profit (15%)	\$1,977.00			Total (Actual)	
TOTAL	\$15,156.00				

REQUESTED BY: Houchin Electric Co., Inc.  
 CONTRACTOR

RECOMMENDED BY: [Signature], President, Lee & Browne  
 ENGINEER

AUTHORIZED BY: \_\_\_\_\_ OWNER

Note: Attach additional backup sheets as required.