

AGENDA
SHAWNEE MUNICIPAL AUTHORITY
June 17, 2013 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the June 3, 2013 regular meeting rescheduled to June 10, 2013.
 - b. Request to advertise for bids on Sludge Removal
 - c. Budget Amendment to adjust budget for overruns in the individual departments
2. Presentation to update progress on the SMA Master Plan by Smith, Roberts and Baldischwiler.
3. Public hearing and consider a resolution adopting the budget for the Shawnee Municipal Authority for the period of July 1, 2013 through June 30, 2014 finding all things requisite and necessary have been done in preparation and presentation of budget.
4. New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
5. Administrative Reports
6. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Municipal Authority

1. a.

Meeting Date: 06/17/2013

Minutes 6-10-13

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the June 3, 2013 regular meeting rescheduled to June 10, 2013.

Attachments

Minutes 5-10-13

THE TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN RESCHEDULED REGULAR SCHEDULED SESSION IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, MONDAY, JUNE 10, 2013, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:30 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Agee, Harrod, Mainord, Hall, Winterringer, Smith

ABSENT: Stephens

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda

- a. Minutes from the May 20, 2013 regular meeting (Recessed until May 28, 2013)
- b. Authorize staff to solicit bids for the Jefferson Terrace Water Line Replacement

A motion was made by Trustee Hall, seconded by Trustee Harrod, to approve the Consent Agenda item Nos. 1(a-b). Motion carried 6-0.

AYE: Hall, Harrod, Mainord, Winterringer, Smith, Agee

NAY: None

AGENDA ITEM NO. 2: Discussion, consideration and possible action on real estate purchase contract for property located at 200 S. Beard, Shawnee, Oklahoma.

City Attorney Mary Ann Karns stated the purchase price of the property is \$200,000.00 and the City will pay all costs associated with fees. The property will provide access to a collector street and also provides rail service for the delivery of materials. Staff recommends the acquisition of the property.

A motion was made by Trustee Hall, seconded by Trustee Agee, to approve the real estate purchase contract for property located at 200 S. Beard, Shawnee, Oklahoma. Motion carried 6-0.

AYE: Hall, Agee, Harrod, Mainord, Winterringer, Smith

NAY: None

AGENDA ITEM NO. 3:

Consider Bids:

a. Sale and Removal of 150# Negative Pressure Ozone System (Award)

Maintenance Manager Brad Schmidt announced that one bid was received and after review and consideration it was staff's recommendation to award the bid to Fisher Ferry Water District of Vicksburg, Mississippi in the amount of \$77,000.00.

A motion was made by Trustee Harrod, seconded by Trustee Hall, to accept staff's recommendation and award the bid to Fisher Ferry Water District in the amount of \$77,000.00. Motion carried 6-0.

AYE: Harrod, Hall, Winterringer, Smith, Agee, Mainord

NAY: None

AGENDA ITEM NO. 4:

New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no new business.

AGENDA ITEM NO. 5:

Administrative Reports

City Manager Brian McDougal explained the breach of the sediment basin at the Water Treatment Plant. The recent rains have caused the river bank to erode and reach the sediment basin. He stated there are no immediate health issues. Staff plans to advertise for bids soon to pump the sediment basin and shore up the bank. The estimated cost of both projects is \$500,000.00.

AGENDA ITEM NO. 6:

Consider an Executive Session to discuss potential claims, litigation or other options regarding encroachment into City's utility service area by other entities as authorized by 25 O.S. §307(B)(4).

A motion was made by Trustee Harrod, seconded by Trustee Winterringer, to enter into Executive Session to discuss potential claims, litigation or other options regarding encroachment into City's utility service area by other entities as authorized by 25 O.S. §307(B)(4). Motion carried 6-0.

AYE: Harrod, Winterringer, Smith, Agee, Mainord, Hall

NAY: None

TRUSTEES ENTERED INTO EXECUTIVE SESSION AT 7:15 P.M. WITH ALL MEMBERS PRESENT.

TRUSTEES RECONVENED FROM EXECUTIVE SESSION AT 8:30 P.M. WITH ALL MEMBERS PRESENT

<u>AGENDA ITEM NO. 7:</u>	Consider matters discussed in Executive Session regarding discuss potential claims, litigation or other options regarding encroachment into City's utility service area by other entities as authorized by 25 O.S. §307(B)(4).
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No action taken.

<u>AGENDA ITEM NO. 8:</u>	Adjournment
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There being no further business to come before the meeting, a motion was made by Trustee Harrod, seconded by Trustee Hall, that the meeting be adjourned. Motion carried 6-0. (8:31 p.m.)

AYE: Harrod, Hall, Winterringer, Smith, Agee, Mainord

NAY: None

ATTEST:

WES MAINORD
CHAIRMAN

PHYLLIS LOFTIS, CMC
SECRETARY

Shawnee Municipal Authority

1. b.

Meeting Date: 06/17/2013

Advertis for bids Slude Removal

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Request to advertise for bids on Sludge Removal

Attachments

Request for bid

Mayor
WES MAINORD



The City of Shawnee
Office of the Finance Director

P.O. Box 1448
Shawnee, Oklahoma 74802-1448
(405) 878-1601 Fax (405) 878-1571
www.ShawneeOK.org

Commissioners
PAM STEPHENS
LINDA AGEE
JAMES HARROD
KEITH HALL
JOHN WINTERRINGER
STEVE SMITH

Date: 6/7/2013

To: Mayor and City Commissioners

From: Cynthia Sementelli, Finance Director/Treasurer

RE: SMA 14-02 Sludge Removal

Nature of the Request:

Staff is requesting approval to seek bids on removing an estimated 4 million gallons of filter backwash sludge from the south lagoon at the water treatment plant.

Staff Analysis, Considerations:

Per DEQ regulation the sludge must be removed and land applied on permitted land. If approved by City Commission 6/17/2013 the notice to bidder will be sent out 6/20/2013 with a bid opening of 7/15/2013 and awarded 8/05/2013

Recommendation:

Staff respectfully requests that the City Commission approve the request to seek bids for the removal of the filter back wash sludge.

Budget Consideration:

\$200,000 was budgeted for the sludge removal project SMA 14-02

Cost estimate \$125,000 to \$175,000.

Shawnee Municipal Authority

1. c.

Meeting Date: 06/17/2013

Budget Amendment

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Budget Amendment to adjust budget for overruns in the individual departments

Attachments

Budget Amendment

Estimated Revenue, Fund Balance, or Transfers IN

Appropriations

to adjust budget for overruns in the individual departments

Approved:

Mayor

Attest:

Posted By _____ Date _____ BA# _____ Pkt.# _____

Shawnee Municipal Authority

2.

Meeting Date: 06/17/2013

Master Plan Presentation

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Presentation to update progress on the SMA Master Plan by Smith, Roberts and Baldischwiler.

Shawnee Municipal Authority

3.

Meeting Date: 06/17/2013

Budget and Resolution

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Public hearing and consider a resolution adopting the budget for the Shawnee Municipal Authority for the period of July 1, 2013 through June 30, 2014 finding all things requisite and necessary have been done in preparation and presentation of budget.

Attachments

Resolution

Budget

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ADOPTING THE BUDGET FOR SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA FOR THE PERIOD JULY 1, 2013 THROUGH JUNE 30, 2014 FINDING ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARATION AND PRESENTATION OF SAID BUDGET.

WHEREAS, the Charter of the City of Shawnee, Oklahoma, and statutes of the State of Oklahoma, require that an annual budget be prepared and presented to the City Commission of the City of Shawnee, Oklahoma, prior to the beginning of the fiscal year of said City, and that a public hearing be held thereon prior to the adoption of said budget; and

WHEREAS, the budget for the fiscal year July 1, 2013 through June 30, 2014, has heretofore been presented to the City Commission and due deliberation had thereon, and a public hearing having been held as required by Charter and/or statute, and all comments and objections have been considered; and

WHEREAS, the following is a summary of the anticipated sources of revenue, and of the amounts appropriated; to wit:

501 SHAWNEE MUNICIPAL AUTHORITY

\$18,560,512

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

THAT the budget for the SHAWNEE MUNICIPAL AUTHORITY, Oklahoma, now before the said City Commission for consideration, as herein above summarized, a complete copy of which is on file with the City Clerk, be, and the same is hereby adopted as the budget for the said City of Shawnee, Oklahoma, for the period of July 1, 2013 through June 30, 2014.

BE IT FURTHER RESOLVED, that the said City Commission finds, determines and declares that all things requisite and necessary to the presentation and adoption of said budget have been performed as required by Charter and/or statute.

BE IT FUTHER RESOLVED that the present General Fund budget contains a % Fund Balance and the SMA Fund contains a % Fund Balance to begin the process of the City's Budget ultimately reaching a Fund Balance of 10%.

Passed and approved this 17st day of June, AD., 2013.

City of Shawnee, Oklahoma
A Municipal Corporation

Wes Mainord, MAYOR

SEAL
ATTEST:

PHYLLIS LOFTIS, CITY CLERK



**ANNUAL BUDGET
FISCAL YEAR
2013-2014**

	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
501 SHAWNEE MUNICIPAL AUTHORITY					
Beginning fund balance	2,119,185	3,652,463	4,580,193	4,580,193	3,453,579
Total Revenues	20,745,929	12,533,962	13,456,263	15,404,433	15,602,247
Total Expenses	19,212,651	-	13,508,327	16,531,047	18,560,512
End of Year Adjustment					-
Ending Fund Balance	3,652,463	4,580,193	4,528,129	3,453,579	495,314

SMA REVENUES

ACCOUNT NUMBER	REVENUES DESCRIPTION	ACTUAL 2009 - 2010	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED YEAR END	PROPOSED 2013-2014
4501	WATER SALES	4,474,372	5,628,502	7,007,278	7,276,250	8,434,747	8,404,747
4502	SEWER SERVICE	3,021,240	3,626,101	3,669,418	3,955,000	4,151,946	4,300,000
4503	SANITATION SERVICE	1,716,919	1,762,621	1,754,848	1,800,000	1,924,721	2,000,000
4510	WATER TAPS	11,550	12,600	12,300	15,000	15,000	13,500
4512	INDUSTRIAL PRETREAT. FEE	57,152	50,607	55,077	60,000	60,000	60,000
4516	RECONNECT FEES	154,475	190,000	247,625	225,000	282,092	300,000
4517	INSUFFICIENT CHECK FEES	4,430	4,460	4,600	4,000	4,000	4,000
	TOTAL CHARGES FOR SERVICES	9,440,138	11,274,891	12,751,146	13,335,250	14,872,506	15,082,247
4697	NEXTEL TOWER RENTAL	11,621.22	10,940.00	13,413.00	11,500.00	12,663.24	14,000.00
	TOTAL RENTAL REVENUES	11,621.22	10,940.00	13,413.00	11,500.00	12,663.24	14,000.00
4701	INTEREST INCOME	84,767.00	71,017.00	58,313.00	55,000.00	38,000.00	35,000.00
4706	METER DEPOSIT INTEREST	2,841.74	-	-	-	-	-
4708	WATER IMPROVEMENT INTEREST	3,210.60	1,948.00	959.00	20,000.00	1,000.00	1,000.00
	TOTAL INTEREST INCOME	90,819.34	72,965.00	59,272.00	75,000.00	39,000.00	36,000.00
4801	PENALTIES	207,394.72	277,036.00	287,712.00	290,000.00	305,263.52	300,000.00
4804	INSURANCE RECOVERY	-	10,586.00	98,212.00	-	-	-
4812	CASH LONG/SHORT	272.14	389.00	(186.00)	-	-	-
4822	OTHER MISC. REVENUE	-	125.00	54,423.00	45,000.00	45,000.00	50,000.00
4825	REFUNDS & REIMBURSEMENTS	15,551.03	6,631.00	-	-	15,000.00	-
4853	LOAN PROCEEDS	-	-	-	-	-	-
	LAKE LEASES	-	-	111,165.00	65,000.00	115,000.00	120,000.00
	TOTAL OTHER REVENUES	223,217.89	294,767.00	551,326.00	355,000.00	480,263.52	470,000.00
4916	TRANSFER FROM CAPITAL IMPROV.	657,649.00	657,649.00	58,868.00	-	-	-
	TRANSFER FROM FUND BALANCE	-	-	-	-	-	-
4960	CONTRIBUTED CAPITAL REVENUE	-	222,750.00	22,238.00	-	-	-
	TOTAL TRANSFERS IN	657,649.00	880,399.00	81,106.00	-	-	-
	TOTAL REVENUES	10,423,445.43	12,533,962.00	13,456,263.00	13,750,500.00	15,404,432.67	15,602,247.00

**SUMMARY SMA
EXPENSES**

ACCOUNT NUMBER	ACTUAL 2009 - 2010	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGET 2013-2014	ESTIMATED YEAR END	PROPOSED 2013-2014
UTILITY BILLING	436,951	500,360	557,425	774,654	714,564	610,883
WATER PROJECTS	(2,703)	0	0	0	0	0
SEWER PROJECTS	0	0	0	0	0	0
UTILITY ADMINISTRATION	1,970,650	2,090,072	2,201,614	3,416,009	3,303,424	3,475,914
LAKE OPERATIONS	37,507	51,678	60,293	93,743	336,418	193,485
WATER PRODUCTION	1,301,565	1,384,039	1,207,723	1,861,972	1,715,436	2,054,171
WATER DISTRIBUTION	660,506	661,533	947,503	2,050,360	2,066,932	2,218,303
NORTH SEWER TREATMENT PLANT	1,280,255	1,318,003	1,434,444	1,423,919	2,079,681	1,763,842
SOUTH SEWER TREATMENT PLANT	611,843	597,530	603,173	879,317	803,851	752,827
SEWER COLLECTIONS	437,642	359,293	434,626	1,589,128	1,578,592	1,820,519
VALVES	-	-	-	270,856	357,790	489,211
DEBT SERVICE	808,683	837,666	0	2,381,358	2,224,358	2,881,358
TRANSFERS OUT	764,000	1,100,000	1,335,000	1,350,000	1,350,000	2,300,000
TOTAL REVENUES	9,707,048	10,423,445	12,533,962	13,456,263	15,404,433	15,602,247
TOTAL EXPENSES	8,306,899	8,900,175	8,781,801	16,091,316	16,531,047	18,560,512
EST FUND BALANCE 06/30/2012						4,580,193
REVENUES						15,404,433
EXPENSES						(16,531,047)
EST FUND BALANCE 06/30/2013						3,453,579
						15,602,247
						(18,560,512)
Estimated fund balance at 06/14						495,314

	Capital Fund - SMA	Rollover	New Money	Grant	Total	Total Division
501-5-0310	Utility Billing:					
	General Construction					
	Kiosk for Cust. Serv. Utility Paymts		\$ 20,000			
	HANDHELD		\$ 7,500			
					\$ 20,000	
	Total Capital Utility Billing					\$ 20,000
501-5-1010	Utility Administration					
	General Construction:					
	Backup Generator		\$ 150,000			
					\$ 150,000	
	Major Equipment >7500:					
	Trucks		\$ 42,000			
	GIS Equipment		\$ 75,000			
					\$ 117,000	
	Total Capital Utility Administration					\$ 267,000
501-5-1020	Lake Operations					
	General Construction:					
	Erosion Control @ Glen Collins Park		\$ 10,000			
	New Courtesy Boat Dock		\$ 30,000			
	Pavillion @ Isaac Walton Park		\$ 10,000			
					\$ 50,000	
	Major Equipment >7500:					
	Tree Sheer/Grinder		\$ 18,500			
					\$ 18,500	
	Total Capital Lake Operations					\$ 68,500
501-5-1030	Water Treatment Plant					
	General Construction:					
	Cleaning Sludge Pond - DEQ Required		\$ 150,000			
	Filter Media Replacement		\$ 250,000			
	Raw Water Valve Electric Motor Op		\$ 60,000			
					\$ 460,000	
	Total Capital Water Treatment Plant					\$ 460,000
501-5-1040	Water Distribution					
	General Construction:					
	Water Line Replacement/Looping		\$ 1,000,000			
					\$ 1,000,000	
	Major Equipment >7500:					
	12 Yard Dump Truck		\$ 125,000			
	Air Brake Equipment Trailer		\$ 15,000			
	Chevy Truck 4X4 -		\$ 35,000			
	Portable Air Compressor		\$ 35,000			
	Service Truck Bed Tool Box (2 units)		\$ 26,000			
					\$ 236,000	
	Minor Equipment <7500:					
	3-Inch Water Pumps - (2 units)		\$ 7,500			
	Line Locator		\$ 4,000			
					\$ 11,500	
	Total Capital Water Distribution					\$ 1,247,500
501-5-1050	North Sewer Treatment Plant					
	General Construction:					
	Fix Blower Air Lines		\$ 32,000			

		Rollover	New Money	Grant	Total	Total Division
	Capital Fund - SMA					
	#2 Aeration Basin Diffusers		\$ 65,000			
	#3 Blower Replacement		\$ 30,000			
	3" Waste Pump		\$ 14,500			
	6" Recirculation Pump		\$ 21,000			
	Blower Building Roof Repair		\$ 20,000			
	Building Repairs		\$ 14,000			
	Generator Automatic Transfer Switch		\$ 35,000			
					\$ 231,500	
	Minor Equipment < 7500:					
	Air Compressor		\$ 3,000			
	BOD Incubator		\$ 5,200			
	Muffle Furnace		\$ 2,500			
	Scum Pump		\$ 3,500			
					\$ 14,200	
	Total Capital No. Sewer Treatment Plt					\$ 245,700
501-5-1060	South Sewer Treatment Plant					
	General Construction:					
	Rebuild North Primary Clarifier		\$ 30,000			
	Repair Weirs on South Final Clarifier		\$ 15,000			
	Replace Bearings/Seals in Trickling Filter		\$ 25,000			
	Replace Roof on Chlorine Building		\$ 9,000			
					\$ 79,000	
	Major Equipment > 7500:					
	Utility Vehicle		\$ 17,000			
					\$ 17,000	
	Minor Equipment < 7500:					
	Digester Blower		\$ 7,500			
	Incubator		\$ 6,500			
	Sprockets		\$ 4,000			
	Tommy Lift for Service Truck		\$ 2,500			
					\$ 20,500	
	Total Capital So. Sewer Treatment Plt					\$ 116,500
501-5-1070	Sewer Collection:					
	General Construction:					
	Pipe Bursting		\$ 1,000,000			
	Tennessee Lift Station Rehab		\$ 100,000			
					\$ 1,100,000	
	Major Equipment > 7500:					
	Lift Station Truck w/Auto Crane		\$ 120,000			
					\$ 120,000	
	Total Capital Sewer Collection					\$ 1,220,000
501-5-1080	Valve Crew:					
	General Construction:					
	Major Equipment > 7500:					
	Valve Maintenance Trailer		\$ 90,000			
					\$ 90,000	
	Minor Equipment < 7500:					
	Hydraulic Ring Saw		\$ 4,000			
					\$ 4,000	
	Total Capital Valve Crew					\$ 94,000
	Total Capital SMA Projects	\$ -	\$ -	\$ 3,746,700	\$ -	\$ 3,739,200
					\$ 3,739,200	\$ 3,739,200