

AGENDA
SHAWNEE MUNICIPAL AUTHORITY
May 6, 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 April 15, 2013 meeting.
 - b. Approve agreement between Pottawatomie County Development Authority and Shawnee Municipal Authority for personnel services.
2. Consider Bids:
 - a. Water Meters and Vault Structure Project
Contract No. SMA-13-06 (Open)
3. New Business

(Any matter not known about or which could
not have been reasonably foreseen prior to
the posting of the agenda)
4. Administrative Reports
5. Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.
6. Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.
7. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Municipal Authority

1. a.

Meeting Date: 05/06/2013

Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the April 15, 2013 meeting.

Attachments

Minutes

THE TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION IN THE COMMISSION CHAMBERS AT CITY HALL, 9TH AND BROADWAY, SHAWNEE, OKLAHOMA, MONDAY, APRIL 15, 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 April 1, 2013 regular meeting

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

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

NAY: None

AGENDA ITEM NO. 2: Presentation of Financial Advisory Report by Chris Gander of BOSC, Inc.

Mr. Chris Gander with BOSC, Inc. gave a financial advisory report to the Commission. Regarding the refinancing of the Pottawatomie County Development Authority (PCDA) debt, the City saved approximately \$70,000.00 by joining with the City of Tulsa. Mr. Gander said that the City currently has no outstanding General Obligation bonds and that all Utility Revenue debt, approximately \$19.5 million, is with the Oklahoma Water Resource Board. While discussing the City's sales tax, he said that in comparing Shawnee with nine other cities along the I-40 corridor, Shawnee has the lowest city sales tax rate.

AGENDA ITEM NO. 3:

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. 4:

Administrative Reports

There was no Administrative Reports.

AGENDA ITEM NO. 5:

Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

A motion was made by Trustee Harrod, seconded by Trustee Winterringer, to enter into Executive Session to discuss, consider and take possible action in accordance with 25 O.S. §307B(3), purchase or appraisal of real property. Motion carried 6-0.

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

NAY: None

TRUSTEES ENTERED INTO EXECUTIVE SESSION AT 7:33 P.M. WITH ALL MEMBERS PRESENT.

TRUSTEES RECONVENED FROM EXECUTIVE SESSION AT 7:59 P.M. WITH ALL MEMBERS PRESENT

AGENDA ITEM NO. 6:

Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

A motion was made by Trustee Winterringer, seconded by Trustee Hall, to authorize staff to enter into negotiations and report back to the Commission. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 7:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:00 p.m.)

ATTEST:

(SEAL)

WES MAINORD
CHAIRMAN

PHYLLIS LOFTIS
SECRETARY

Shawnee Municipal Authority

1. b.

Meeting Date: 05/06/2013

PCDA Agreement

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Approve agreement between Pottawatomie County Development Authority and Shawnee Municipal Authority for personnel services.

Attachments

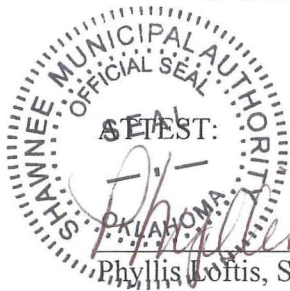
PCDA Agreement

AGREEMENT BETWEEN POTTAWATOMIE COUNTY
DEVELOPMENT AUTHORITY AND
SHAWNEE MUNICIPAL AUTHORITY
FOR PERSONNEL SERVICES

This Agreement is entered into this 22nd day of April, 2013, between the Pottawatomie County Development Authority ("PCDA") and the Shawnee Municipal Authority ("SMA").

1. PCDA has an immediate and emergency need for personnel for the maintenance and operation of its water system, including office personnel.
2. SMA has employees experienced in maintenance and operation of water systems, as well as individuals trained to administer information technology, billing, collection, accounting and other functions of administration.
3. SMA agrees to provide skilled employees as necessary for the efficient operation of PCDA.
4. SMA will provide workers' compensation insurance for the employees it provides, and will bond any employees who handle the funds of PCDA.
5. PCDA agrees to reimburse SMA the actual base wage of the employees so provided. SMA will submit an itemized invoice for services rendered every two weeks, and PCDA will make reimbursement within 15 days.
6. PCDA agrees to reimburse SMA for mileage of its vehicles at the current IRS mileage rate.
7. This Agreement will remain in effect until terminated by either party. SMA will provide at least 30 days' notice of its intention to terminate.

8. The parties agree to indemnify and hold harmless one another for the acts or omissions of its own employees.



Phyllis Loftis, Secretary

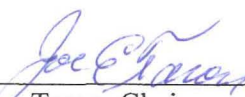
SHAWNEE MUNICIPAL AUTHORITY

By: 
Brian McDougal, General Manager

POTTAWATOMIE COUNTY
DEVELOPMENT AUTHORITY

ATTEST:


Secretary

By: 
Joe Taron, Chairman

Shawnee Municipal Authority

2. a.

Meeting Date: 05/06/2013

Bid Open Water Meters and Vault Structure

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Water Meters and Vault Structure Project

Contract No. SMA-13-06 (Open)

Attachments

Notice to Bidders

Bidders List

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, Oklahoma, City Hall, 16 West 9th – P.O. Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., Monday, May 6, 2013, for:

BID: CONTRACT NO. SMA-13-06
SMA WATER METERS AND VAULT STRUCTURE PROJECT

Bidding Documents, Plans and Specifications are available to qualified bidders at the office of City Engineer, 222 North Broadway, Shawnee, OK 74802-1448. The fee for Plans and Specifications is \$50.00 per contract set and is non-refundable. No documents will be mailed unless the request is accompanied by an additional \$10.00 per set to cover mailing cost. **A Pre-Bid Conference is scheduled for Wednesday, April 24, 2013, at 1:30 p.m. in the Engineering Conference Room, 222 North Broadway, Shawnee, OK.**

Each bid shall be filed in a sealed envelope. On the front of each envelope shall be written the following words to the left of the address:

BID: CONTRACT NO. SMA 13-06
SMA WATER METERS AND VAULT STRUCTURE PROJECT
May 6, 2013

This project shall include provide and install an 18" Mag Meter on a 30" Raw Water Line along with all valves, piping, fittings, and concrete vault structure. And provide and install two 8" compound meters on 12" potable water lines, along with all valves, piping, fittings and concrete vault structures. BIDDERS must obtain Bid Documents directly from the City of Shawnee in order for Bids to be acknowledged. The ORIGINAL COPY of each bid shall be filed with the City Clerk of the City of Shawnee, Oklahoma, together with a sworn anti-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders, or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

Each BIDDER shall attach to his/her BID filed with the City of Shawnee either a bidder's bond, a certified check, or a cashier's check made payable to the City of Shawnee, in an amount not less than five percent (5%) of the amount of bid as a guarantee of delivery of the service in full compliance with the specifications as issued by the City of Shawnee. Should the successful BIDDER fail to deliver the service in full compliance with the specifications within forty-five (45) days after acceptance of his/her bid, the bidder's bond, certified check or cashier's check deposited with his/her bid will be retained as and for liquidated damages. The deposit of each unsuccessful bidder will be returned when his/her bid is rejected.

The bids filed with the City Clerk will be opened and considered by the Board of Commissioners at a Public Meeting in the City Hall, Shawnee, Oklahoma, at 6:30 p.m., Monday, May 6, 2013. The City of Shawnee reserves the right to reject any and all bids.



[Signature]
Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, OKLAHOMA
a Municipal Corporation

BY: *[Signature]*
Brian E. McLaughal, City Manager

CITY OF SHAWNEE
PLAN HOLDER'S LIST
CONTRACT NO. SMA 13-06
SMA WATER METERS AND VAULT STRUCTURE PROJECT

Business Name: JORDAN CONTRACTORS
Contact: JIMMY JORDAN
Address: 123 S. BROADWAY
TECUMSEH, OK 74873
Telephone: 405-598-2169
Fax: 405-598-2160
Cell: 405-550-9856
E-Mail: JORDANCONTRACTORS@GMAIL.COM
Paid for & Picked Up Specs: 4/12/13 CASH

Business Name: DAVENPORT CONSTRUCTION
Contact: GREG DAVENPORT
Address: 6001 HORSESHOE BEND
EDMOND, OK 73034
Telephone: 405-348-4262
Fax: 405-340-9282
Cell: 405-760-3922
E-Mail: DAVCON@COX.NET
Paid for & Picked Up Specs: 4/24/13 CK # 26358

Business Name: _____
Contact: _____
Address: _____

Telephone: _____
Fax: _____
Cell: _____
E-Mail: _____
Paid for & Picked Up Specs: _____

Shawnee Municipal Authority

5.

Meeting Date: 05/06/2013

Exec Session

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

Shawnee Municipal Authority

6.

Meeting Date: 05/06/2013

Consider matters from Exec Session

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.
