AGENDA
SHAWNEE MUNICIPAL AUTHORITY
April 7, 2014 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 March 17, 2014 meeting

   b. Approve refund of sewer charges to CPN

   c. Authorize staff to purchase two (2) utility pickups from the state bid price and transfer one (1) of the trucks being replaced to the Expo Center

2. New Business

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

3. Administrative Reports

4. 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).

5. Consider matters discussed in Executive Session regarding 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).

6. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Municipal Authority **1. a.**

Meeting Date: 04/07/2014

Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the March 17, 2014 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, MARCH 17, 2014, 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 March 3, 2014 meeting
b. Acceptance of Industrial Pre-Treatment Documents

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

AYE: Hall, Winterringer, Smith, Agee, Harrod, Mainord
NAY: None

AGENDA ITEM NO. 2: 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. 3: Administrative Report, including but not limited to:

There was no Administrative Reports.

AGENDA ITEM NO. 4: Adjournment

There being no further business to be considered, the meeting was adjourned

by power of the Chair. (8:48 p.m.)

_____
WES MAINORD
CHAIRMAN

ATTEST:

_____
PHYLLIS LOFTIS, CMC, CITY CLERK
SECRETARY

Shawnee Municipal Authority **1. b.**

Meeting Date: 04/07/2014

CPN refund

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Approve refund of sewer charges to CPN

Attachments

Sewer Charge Refund

MEMORANDUM

TO: Mayor and City Commissioners

FROM: Brian McDougal

RE: Refund of sewer charges to Citizen Potawatomi Nation

DATE: April 7, 2014

In late February we were advised by Richard Kunze, Public Works Director for the Citizen Potawatomi Nation, of a problem with one of their accounts. It was discovered that their Roads and Engineering building on Hardesty Road had been assessed sewer charges since the City first began billing this account in June, 2006. The sewer for this building has actually been served by a lagoon system behind the property owned by the Citizen Potawatomi Nation. The amount of sewer charges billed and paid by them since June 2006 is $35,582.34.

It is very unusual for the Utility Billing Department to set up a water account that does not have sewer added as well and this account was assumed to be no different. It is our opinion that the tribe also shares some responsibility for not noticing the error for over 7 years. The City made a proposal to the tribe to split the charges, but that proposal was rejected. The basis for their rejection is a prior error which occurred at the Citizen Potawatomi Nation Heritage Center. The meter that was being read by City meter readers was actually the sprinkler meter as the regular water meter was buried during the construction of the building. However, without oversight of building construction of tribal owned facilities, sometimes things such as this happen. The amount that was owed to the City was $22,245.57, which was billed and paid.

It is our recommendation to refund the Citizen Potawatomi Nation $35,582.34 for the sewer effluent that was billed for since June 2006 that was not treated by the Shawnee Municipal Authority.

Shawnee Municipal Authority **1. c.**

Meeting Date: 04/07/2014

Purchase Trucks

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Authorize staff to purchase two (2) utility pickups from the state bid price and transfer one (1) of the trucks being replaced to the Expo Center

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Attachments

Memo Truck Purchase

Steve Nelms
Utility Director
405-273-1960

Lyndsay Pickens
Administrative Assistant
Phone: 405-273-1960
Fax: 405-878-1550

Mayor
WES MAINORD

111 S. Kickapoo, Shawnee, OK 74801

Greg Price
Plant Manager
405-878-1662

Brad Schmidt
Maintenance Manager
405-878-1513

Commissioners
Pam Stephens
Linda Agee
James Harrod
Keith Hall
John Winterringer
Steve Smith

MEMORANDUM

To: Brian McDougal, City Manager.
From: Steve Nelms, Utility Director
CC: Mayor and City Commission Cindy Sementelli, Finance Director
Date: 3/26/2014
Re: Utility Truck Purchase from the State Bid (April 7th 2014)

Nature of the Request: Staff is asking, that the City Commission allow staff to purchase two utility trucks from the state bid.

Staff Analysis, Considerations: Staff will be replacing a 1996 Chevrolet 1500 single cab w/170,292 miles; this truck will go to auction.
Staff will be replacing a 1995 Chevrolet 4x4 w/75,069 miles; this truck was handed down from the fire department in 2003, if the request is approved SMA will sign this truck over to the Expo.

Recommendation: Staff is respectfully requesting that the City Commission Approve the Request.

Budget Consideration: Budgeted amount $77,000: Estimated cost for both truck $48,000.

Shawnee Municipal Authority **4.**

Meeting Date: 04/07/2014

Executive Session

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

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).

Shawnee Municipal Authority **5.**

Meeting Date: 04/07/2014

Executive Session matters discussed

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding 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).