

AGENDA
SHAWNEE MUNICIPAL AUTHORITY
JANUARY 14, 2019 AT 6:00 P.M.
RESCHEDULED FROM JANUARY 22, 2019
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the December 17, 2018 regular meeting.
 - b. Authorize staff to enter into an agreement with Jay Updike of Holloway, Updike, and Bellen, Inc. for engineering consulting services.
2. New Business

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

Respectfully submitted

Lisa Lasyone, CMC, City Clerk

Shawnee Municipal Authority

1.a.

Meeting Date: 01/14/2019

SMA Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the December 17, 2018 regular meeting.

Fiscal Impact

Attachments

SMA 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, DECEMBER 17, 2018, DURING THE BOARD OF CITY COMMISSIONERS MEETING AT 6:00 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: Bolt, Gillham, Harrod, Finley, Rutherford, Sehorn, Salter

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1: Consider approval of Consent Agenda:

- a. Minutes from the December 3, 2018 regular meeting.
- b. Confirm action taken by City Commission on Agenda Item No. 5 regarding consideration of an ordinance related to utility fees.
- c. Confirm action taken by City Commission on Agenda Item No. 6 regarding consideration of a resolution related to solid waste services.
- d. Confirm action taken by City Commission on Agenda Item No. 7 regarding consideration of a resolution related to utility rates.

A motion was made by Trustee Harrod, seconded by Trustee Bolt, to approve Consent Agenda Item Nos. 1(a-d). Motion carried 7-0.

AYE: Harrod, Bolt, Gillham, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 2:

Automated Meter Reading and Advanced Metering Infrastructure Systems Presentation by Jay Updike with Holloway, Updike, and Bellen, Inc. Engineering Consulting Firm.

Jay Updike and Dale Seaton with Holloway, Updike, and Bellen, Inc. Engineering Consulting Firm gave a presentation regarding Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) systems. Mr. Updike stated that there are four types of AMR/AMI systems: (1) Drive-by System (limited AMI capability); (2) Fixed Network System (full AMI); (3) Mesh Network (full AMI); and (4) Cellular Data (full AMI). He stated there are two types of residential meters: (1) Solid State; and (2) Positive Displacement Meter.

Mr. Updike stated that potential savings in an AMR/AMI system is that it:

- Reduces manpower
- Reduces vehicle related expenses
- Eliminates meter re-reads (reading accuracy is ensured)
- Staff time is more efficient
- Reduces water loss
- Equipment replacement is reduced
- Improved customer service

Mr. Updike advised that the Oklahoma Water Resources Board (OWRB) has a Clean Water Revolving Fund that has low rates for financial assistance to municipalities.

AGENDA ITEM NO. 3:

Consider and take action with respect to 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 automated meter reading system improvements; approving and authorizing

professional services agreements; and containing other provisions related thereto.

Finance Director Chance Allison advised that this resolution was to approve the application process through the Oklahoma Water Resources Board Clean Water Board Program. Allan Brooks with The Public Finance Law Group explained financing for the potential project.

Resolution No. SMA-2018-3 was introduced.

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 AUTOMATED METER READING SYSTEM IMPROVEMENTS; APPROVING AND AUTHORIZING PROFESSIONAL SERVICES AGREEMENT; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

A motion was made by Trustee Harrod, seconded by Trustee Bolt, to approve 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 automated meter reading system improvements; approving and authorizing professional services agreements; and containing other provisions related thereto. Motion carried 7-0.

AYE: Harrod, Bolt, Gillham, Finley, Rutherford, Sehorn, Salter

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:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:57 p.m.)

RICHARD FINLEY
CHAIRMAN

ATTEST:

LISA LASYONE, SECRETARY

Shawnee Municipal Authority

1.b.

Meeting Date: 01/14/2019

Engineering Agreement

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to enter into an agreement with Jay Updike of Holloway, Updike, and Bellen, Inc. for engineering consulting services.

Fiscal Impact

Attachments

Enginerring Agreement



ENGINEERS

HOLLOWAY, UPDIKE AND BELLEN, INC.

905-A South 9th Street
Broken Arrow, OK 74012
(918) 251-0717
(918) 251-0754 Fax

818 East Side Boulevard
Post Office Box 1543
Muskogee, Oklahoma 74402
(918) 682-7811
(918) 682-4551 Fax

October 30, 2018

Eric Benson, Interim Manager
Shawnee Municipal Authority
16 W 9th St
Shawnee, OK 74801

Re: Advanced Metering Infrastructure (AMI)
Shawnee, OK

Dear Mr. Benson,

Holloway, Updike & Bellen, Inc. (HUB) has successfully navigated over 10 cities and water districts through the challenges presented by Automatic Meter Reading (AMR) and/or Advanced Metering Infrastructure (AMI). Unlike many construction endeavors AMR/AMI systems are exclusive to the supplier; each offering a specific set of strengths and weaknesses. HUB functions to help clients choose the system that best fits their system criteria.

In reference to your upcoming Advanced Metering Infrastructure Project, Holloway, Updike & Bellen, Inc. agrees to provide the Shawnee Municipal Authority (SMA) the following engineering services:

I. PRELIMINARY SERVICES

- A. Prepare preliminary report as requested by the Oklahoma Water Resource board (OWRB).
- B. Coordinate with the project financial advisor and bond counsel as required to obtain funding from the OWRB Clean Water State Revolving Fund.

II. BID SPECIFICATIONS & DOCUMENTATION

A. Data Collection

To assess the required number of towers and/or repeaters, vendors must first perform a propagation study to analyze the topography and total area to be covered. HUB will take available GIS data, meter counts and antenna sites from the SMA to compile and distribute to viable suppliers.

B. Specifications

The SMA has elected to install an AMI system. These are typically offered in three formats:

- Fixed-Base
- Mesh
- Cellular

Though differing in equipment, communication and pricing all are capable of accomplishing the same tasks. HUB's specifications will incorporate capable formats selected by SMA.

III. BIDDING SERVICES & INTERVIEWS

A. Bidding Services

HUB will assist the SMA in the bidding process from advertisement to contract award. This includes conducting a pre-bid meeting to provide information to bidders, field questions on the project and issuing any addenda which may be required.

B. Interviews

As previously stated, all AMI systems are unique to the supplier. Though pricing will be a key component in the selection the SMA may wish to choose a vendor based on system capabilities, costs and other factors. To accomplish this while at the same time achieve competitive pricing HUB, along with a panel representing the SMA, will conduct interviews with each qualified bidder after the bid opening.

IV. CONSTRUCTION SERVICES

A. Progress Meetings

HUB will hold progress meetings twice a month to inform all parties of the project status.

B. Pay Application Processing & Change Orders

HUB will review and approve pay applications (including pay quantities) from the contractor and present to the SMA for consideration.

C. Final Inspection & Closeout Documents

Once the system is installed and tested, a final inspection will be held to verify the systems functionality. HUB will then issue all necessary closeout documentation required by the Oklahoma Water Resources Board.

V. **COST OF SERVICES**

HUB will provide the above services for the following fee schedule:

Preliminary Services	\$9,500.00
Construction Specifications & Documentation	\$35,000.00
Bidding Services & Interviews	\$7,400.00
Construction Services (Based on 6 month installation time)	\$20,000.00
Total Cost for Engineering Services	\$71,900.00

If this proposal is acceptable by the Shawnee Municipal Authority please sign below and return one copy to our office as a notice to proceed.

Sincerely,

HOLLOWAY, UPDIKE & BELLEN, INC.



Dale Seaton, P.E.
Project Engineer

cc: Brad Schmidt, Deputy Utility Director
Lisa Lasyone, City Clerk

ACCEPTED BY: SHAWNEE MUNICIPAL AUTHORITY

Signature

Title

Date