

AGENDA
SHAWNEE MUNICIPAL AUTHORITY
December 2, 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 November 18, 2013 regular meeting.
 - b. Request to purchase valve maintenance trailer from state contract bid price, if available
 - c. Request to purchase 1 ½ – 2 ton truck with auto crane from state contract bid price
 - d. Request authorization to seek bids to replace water line under Federal Street Bridge
2. Capital Projects Update
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, including but not limited to:
 - a. Progress on Recycling
5. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

Shawnee Municipal Authority

1. a.

Meeting Date: 12/02/2013

Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the November 18, 2013 regular 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, NOVEMBER 18, 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 November 4, 2013 meeting.
- b. Request permission to advertise for bids on repair and restoration of river bank failure at water treatment plant and water treatment plant sludge removal.

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: Presentation on fluoride by HDR Engineering.

Utility Director Steve Nelms introduced Dr. Philip Brandhuber and Ms. Candy Staring with HDR Engineering. Mr. Nelms began the discussion by providing background information regarding the City of Shawnee's fluoridation history. The City of Shawnee does not currently fluoridate its water. Dr. Brandhuber began the discussion by noting that the Water Treatment Plant currently meets current public health standard and that adding (or not adding)

fluoride to the water does not change that. He explained the differing opinions between the Environmental Protection Agency (EPA) and the Health and Human Services (HHS) regarding water fluoridation. He further noted that with fluoride being provided in many other forms, especially in toothpaste, the HHS and Center for Disease Control has presented new recommendations regarding fluoride doses. The new target fluoride level is 0.7mg/L, with Shawnee drinking water currently providing 0.25 mg/L of natural fluoride.

Dr. Brandhuber continued his discussion by comparing fluoride trends and noting cities in Oklahoma and nationwide that made different fluoride decisions.

Ms. Candy Staring addressed the Commission regarding the feasibility of adding fluoride at the Shawnee Water Treatment Plant. She provided three site lay-out options for consideration. She discussed chemical options and compared powder or crystal forms vs. liquid. When discussing associated costs, she estimated the range between \$1.20 - \$2.00 per person per year, with capital costs ranging from \$75,000 to \$200,000 depending on construction options and the type of fluoride used.

At the conclusion of the discussion, it was noted that each city must make the determination of what is in the best interest of its citizens. Commissioners were encouraged to seek public input, involve local medical and dental agencies and perhaps present the issue to voters for a decision.

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:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:30 p.m.)

WES MAINORD
CHAIRMAN

ATTEST:

(SEAL)

PHYLLIS LOFTIS, CMC, CITY CLERK
SECRETARY

Shawnee Municipal Authority

1. b.

Meeting Date: 12/02/2013

Request Valve Maint Trlr

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Request to purchase valve maintenance trailer from state contract bid price, if available

Attachments

Valve Mainten Trlr

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: 11/25/2013
Re: Asking Permission to seek bids on a Valve Maintenance Trailer

Nature of the Request:

Staff is requesting authorization from the City Commission to seek bids to purchase a valve maintenance trailer, using the state bid if it applies.

Staff Analysis, Considerations:

With the developing 1080 division (valve crew) the new division is in need of a valve maintenance trailer that will reduce man hours and help prevent injuries caused by the never-ending day to day testing and working the valves in the city's distribution system. Each valve has to be manually turned by the employees all the way off and back on again to make sure the valve is fully operational, it can takes several hundred turns to check a large valve. The valve maintenance trailer will increase the valves worked each day and give the crew the ability to GPS each valve while doing so. The valve trailer also has the function of a vacuum built on the trailer to remove the dirt and grit that becomes packed inside the valve boxes.

Recommendation:

Staff is respectfully requesting that the City Commission approve the request.

Budget Consideration:

Budgeted Amount: \$90,000
Cost Estimate: \$70,000 - \$80,000

Shawnee Municipal Authority

1. c.

Meeting Date: 12/02/2013

Request truck with auto crane

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Request to purchase 1 ½ – 2 ton truck with auto crane from state contract bid price

Attachments

Truck with Auto Crane

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

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Pam Stephens
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Keith Hall
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Steve Smith

MEMORANDUM

To: Brian McDougal, City Manager.
From: Steve Nelms, Utility Director
CC: Mayor and City Commission Cindy Sementelli, Finance Director
Date: 11/25/2013
Re: Asking City Commission for Authorization to purchase a 1 ½ -2 ton truck.

Nature of the Request:

Staff is requesting authorization from the City Commission to purchase a new 1 ½ - 2 ton truck w/auto crane from the state bid.

Staff Analysis, Considerations:

The new truck will be utilized in the 1070 division (sewer collections) as a lift station truck. The auto crane is needed to pull the lift station motors from the wet wells of the lift stations. The old lift station truck w/auto crane was transferred to the valve crew last year leaving the sewer division without a lift station truck that has the capability to pull motors, thus the sewer division and valve division on several occasions will have to completely stop the task at hand depending which division is in need of the truck w/auto crane.

Recommendation:

Staff is respectfully requesting that the City Commission approve the request.

Budget Consideration:

Budgeted Amount: \$120,000

Estimated Cost: \$90,000 - \$115,000

Shawnee Municipal Authority

1. d.

Meeting Date: 12/02/2013

Request Federal St Bridge Water Line

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Request authorization to seek bids to replace water line under Federal Street Bridge

Attachments

Water Line Replacement

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: 11/25/2013
Re: Asking Authorization to solicit bids to replace Federal St Bridge Water Line.

Nature of the Request:

Staff is requesting authorization from the City Commission to seek bids to replace the water line that crosses under the Federal St Bridge, (approximately 160 L.F of 8" D.I.P w/steel casing) and all associated fittings that was removed during the Federal St Bridge replacement project.

Staff Analysis, Considerations:

The water line in question is a key distribution line that connects the west/east side of Federal St Bridge.

Recommendation:

Staff is respectfully requesting that the City Commission approve the request.

Budget Consideration:

This project will be taken out of the capital water line replacement budget.

Budgeted Amount: \$1,000,000

Available Funds: \$194,783

Project Estimate; Unknown at this time the City Engineering Department is looking into it.

Shawnee Municipal Authority

2.

Meeting Date: 12/02/2013

Capital Projects Update

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Capital Projects Update

Attachments

Capital Projects Update

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

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Pam Stephens
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Keith Hall
John Winterringer
Steve Smith

MEMORANDUM

To: Brian McDougal, City Manager. Cindy Sementelli, Finance Director
From: Steve Nelms, Utility Director
CC: Mayor and City Commission
Date: 8/13/2013

Re: **SMA General Construction Projects (Progress Report; Approved by City Commission 8/5/13)**

Nature of the Request:

Staff is respectfully requesting authorization from the City Commission allowing staff to seek bids and start the engineering phase for multiple General Construction Projects.

Staff Analysis, Considerations:

If approved by the City Commission staff will work with the City Engineer to develop engineered plans & bid document, staff does not intend to start all (8) capital projects at once. Staff is aware that these projects need to be scheduled throughout the year as revenues become available. SMA staff will consult with the Finance Director before bidding out a project to make sure the revenues have been generated. All projects were approved in the budget.

Staff will provide monthly administrative progress reports to the City Commission for each project (i.e. a small percent of the projects will have specialized engineering needs and will need to be outsourced)

Recommendation:

Staff is respectfully requesting the City Commission Approve the following General Construction Projects.

1. 1010 Utility Administration: Install Back Up Generator For Public Works.(Needed to Operate During Power Failures)(Nothing to report project has not been started)
2. ~~1030 Water Treatment Plant: Filter replacement and raising the troughs for all (4) Filters.(Replacing an Estimated 20 year old Filter Media and Adding (GAC) granular Activated Carbon to help alleviate Taste And Odor)(Master Plan Recommendation to increase flow)~~ (Reporting SRB started the engineering phase August 16th on the water treatment plant filter media replacement and filter design to raise the troughs)

3. 1030 Water Treatment Plant: Installing Electrically Controlled Motors on the Raw Water Meter Valves on Twin Lakes (1-2) & Wes Watkins allowing WTP Staff to open or close the lake meters in 1% increments from the WTP. (Nothing to report project has not been started)
4. ~~1050 North Side Sewer Plant: Replace the diffusers in aeration basin #2 clean the diffusers in digester 2 w/removal of accumulated sludge in both. Operating Since 1996. (Completed October 18th 2013)~~
5. 1050 North Side Sewer Plant: Replace #3 Blower for Sludge Aeration (In Operations Since 1982 Very Inefficient) (Nothing to report project has not been started)
6. 1050 North Side Sewer Plant: Fix Air Line Leaks Between the Blowers and Digesters (Per DEQ) (Nothing to report project has not been started)
7. 1050 North Side Sewer Plant: Upgrade the Sewer Plants generator transfer switch from manual to automatic.(i.e. if the plant experiences utility power loss the generator will automatically start supplying electrical power the plant) (Nothing to report project has not been started)
8. 1070 Sewer Collections: Tennessee Sewer Lift Station Rehab and Replacement upgrading to a non-confined space lift station (Operating Since 1979) (Nothing to report project has not been started)

Budget Consideration:

1. 1010 Utility Administration: Back Up Generator For Public Works.(Budgeted \$150,000 cost est. \$145,000)
2. ~~1030 Water Treatment Plant: Filter Media Replacement.(Budgeted \$250,000 cost est.\$???) (Rolled Over \$181,443.80 from FY12-13 New FY13-14 Budget Total \$431,443.80)~~
3. 1030 Water Treatment Plant: Installing Electrically Controlled Motors on the Raw Water Meter Valves Twin Lakes (1-2) & Wes Watkins allowing WTP Staff to open or close the lake meters from the WTP. (Budgeted \$60,000 cost est. \$55,000.

4. ~~1050 North Side Sewer Plant: Replace the diffusers in aeration basin #2 clean the diffusers in digester 2 w/removal of accumulated sludge in both. Operating Since 1996 (Budgeted \$65,000 cost est. \$62,000) (Rolled Over \$17,752 from FY12-13 New FY 13-14 Budget Total \$82,752) (Actual Cost \$45,248) Two Vendors(J&L Oil Field Services \$24,995 & EDI \$ 22,358) (\$37,504 Under Budget)~~
5. 1050 North Side Sewer Plant: Replace #3 Blower (In Operations Since 1982)(Budgeted \$30,000 cost est. \$28,000) (Rolled Over \$30,000 from FY12-13 New FY13-14 Budget Total \$60,000)
6. 1050 North Side Sewer Plant: Fix Blower Air Lines Leaks (Per DEQ)(Budgeted \$32,000 cost est. \$29,000)
7. 1050 North Side Sewer Pant: Upgrade the Sewer Plants generator transfer switch from manual to automatic.(Budgeted \$35,000 cost est. \$33,000)
8. 1070 Sewer Collections: Tennessee Sewer Lift Station Rehab and Replacement (Operating Since 1979)(Budgeted \$120,000 cost est.\$ 100,000)

Shawnee Municipal Authority

4. a.

Meeting Date: 12/02/2013

Recycling

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Progress on Recycling
