

CHICKASHA MUNICIPAL AUTHORITY

AGENDA

LOCATION OF MEETING

CITY HALL COUNCIL CHAMBERS

117 NORTH FOURTH STREET

CHICKASHA, OKLAHOMA 73018

TIME OF MEETING

6:30 PM

DATE OF MEETING

OCTOBER 7, 2024

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, attorney or to the recommending board, commission or committee.

- 1. Call to Order / Roll Call.**
- 2. Consent Docket:**
 - a. Acceptance of the Minutes of the September 16, 2024, regular meeting.
 - b. Acceptance of the Claims List.
 - c. Accept and ratify authorization to renew coverage for General Liability, Property and Auto Insurance Coverage.
 - d. Acknowledge receipt of the August 2024 financials.
- 3. Discussion/Approval of Items Removed from Consent Docket:**
- 4. Consideration and Discussion Items:**

- a. Discussion, consideration, and possible action to authorize Staff to solicit RFQ's for CMA-2406 - Management Services for the Operation of the Water Treatment Plant, Waste Water Plant and Industrial Pretreatment Program.
- b. Discussion, consideration, and possible action to authorize the 2" overlay (Type B asphalt) from 29th Street and Grand to Country Club for an amount not to exceed \$152,473.25 as per Interlocal Agreement with Grady County District #3.

5. Motion for Adjournment.

CHICKASHA



Meeting Type: CMA Agenda 10-7-2024

Meeting Date: 10/7/2024

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the September 16, 2024, regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:
October 7, 2024

V. ATTACHMENTS:

1. CMA 9-16-2024

September 16, 2024

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 16th day of September 2024 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Grayson called the meeting to order at 8:20 p.m.

ITEM 1.

Call to Order / Roll Call:

CHAIRMAN AND TRUSTEES

PRESENT:

Zachary Grayson, Chairman
Georgianne Hebblethwaite, Vice Chairman
Kelly Boyd
Oscar Nelson
Kea Ginn
John P. Smith
Erica Alexander
Charlie Burruss
Brian Gerdes

ABSENT:

None.

STAFF

PRESENT:

Keith Johnson, City Manager
Amanda Mullins, City Attorney
Rachel Bernish, Asst. City Manager
Susan M. McDaniel, City Clerk
Chief Music, Police Dept.
Darren Martin, Chief Building Inspector
Tony Samaniego, Fire Chief
Jim Crosby, Public Works Director
Elaine Jensen, Finance Director
Spencer Winzenried, Parks & Rec Director
Lillie Huckaby, Library Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a – ITEM 2d.

ITEM 2a.

Acceptance of the Minutes of September 3, 2024, regular meeting.

ITEM 2b.

Authorize Staff to solicit bids for RFP CMA-2405 – Sewage Lift Station Rehabilitation – 23rd Street at Grand Avenue Project.

TIME 8:19 P.M.

ITEM 2c. Acceptance of Claims List.
ITEM 2d. Authorization to approve Assignment of Lease and assign the Tower Lease Agreement dated October 16, 2001, between the Chickasha Municipal Authority and Voicestream PCS 1 to TPA VII, LLC.

*Motion by Trustee Alexander, second by Trustee Hebblethwaite to approve Items 2a – 2d.

Roll call vote:

Ayes:” Boyd, Nelson, Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, and Grayson.

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 3. **Discussion / Approval of Items Removed from Consent Docket:**

No action taken on Item 3.

ITEM 4. **Motion to Adjourn.**

*Motion by Trustee Hebblethwaite, second by Trustee Alexander to adjourn.

Meeting adjourned.

TIME: 8:21 PM

Approved this 7th day of October 2024.

Zachary Grayson, Chairman

Susan M. McDaniel, CMC – City Clerk

(ATTEST)

CHICKASHA

Meeting Type: CMA Agenda 10-7-2024

Meeting Date: 10/7/2024

Department: Finance

Agenda Item No. 2.b.

AGENDA ITEM: Acceptance of the Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:
October 7, 2024

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 10-7-2024

Meeting Date: 10/7/2024

Department: City Clerk

Agenda Item No. 2.c.

AGENDA ITEM: Accept and ratify authorization to renew coverage for General Liability, Property and Auto Insurance Coverage.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept and ratify authorization to renew coverage for General Liability, Property and Auto Insurance Coverage.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:
October 7, 2024

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 10-7-2024

Meeting Date: 10/7/2024

Department: Finance

Agenda Item No. 2.d.

AGENDA ITEM: Acknowledge receipt of the August 2024 financials.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:
October 7, 2024

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 10-7-2024

Meeting Date: 10/7/2024

Department: Public Works

Agenda Item No. 4.a.

AGENDA ITEM: Discussion, consideration, and possible action to authorize Staff to solicit RFQ's for CMA-2406 - Management Services for the Operation of the Water Treatment Plant, Waste Water Plant and Industrial Pretreatment Program.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Jim Crosby, Public Works Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: October 7, 2024	(From)		

V. ATTACHMENTS:

1. Chickasha Request for Qualification

Chickasha Municipal Authority

RFQ CMA-2406

Request for Qualifications

Management Services Contract

For the Operation of

Water Treatment Plant

Waste Water Plant and

Industrial Pretreatment Program

Request for Qualifications

Notice

The City of Chickasha Municipal Authority is requesting companies that are interested in operation of its Water Plant, Wastewater Plant and its Industrial Pretreatment Program to submit their qualifications to the City Clerk by Thursday, October 31, 2024 by 1:30 p.m.

The City may interview up to five companies and will select two to present bids for the operation of the two plants.

The firm selected will be given a five-year contract with the possibility of an additional five years if both parties agree within one year of the expiring date of the Contract.

The proposed term of the Contract to be considered is July 1, 2025 to June 30, 2030. The Contract may be terminated upon 120 days prior written notice by either the Authority or the successful Contractor.

The City of Chickasha is presently planning on constructing a new Water Plant with construction to begin in the Summer of 2025.

If further information is desired, please contact Jim Crosby, Public works Director, 405/544-6182, or email Jim Crosby at jim.crosby@chickasha.org.

It is understood that the response to the Request for Qualifications and the guarantees and experience demonstrated therein shall be the general basis for selection of a firm to provide these professional services.

General Information

1. Please identify when the Company was organized and, if a Corporation, where incorporated and how many years engaged in providing Contract Operations Services under that name.
2. Company should list any cities they are presently operating either Water Plant, Wastewater Plant or both.
3. Please include five (5) copies of your qualifications.
4. Each Company may inspect the existing facilities and review data which the Authority has available, including operating budgets, audit reports, and other pertinent data. An on-site tour of the facilities may be requested through the Public Works Director's office.

Evaluation of Proposals

The evaluation of Proposals and of the firms presenting them will be carried out by the Authority. A decision as to which firm to hire will be based on information gathered during the review process and evaluation criteria outlined in this section.

Firms will be evaluated as follows:

1. Staff will evaluate each proposal on a points system.
2. Qualifications to operate the facilities and provide services based on previous experience, management capability, technical resources and financial strength.
3. Record of operating facilities and providing services of similar size and complexity. Visits to sites and/or contact with municipalities presently being serviced will be made if thought to be necessary to complete the evaluation.
4. Provision that the Company shall provide a sufficient number of certified, qualified personnel, including management, administrative, operational, technical, and clerical, who meet relevant State of Oklahoma requirements and certifications and are capable and demonstrate experience necessary to operate and maintain the facilities.
5. Firms may be further evaluated based on a verbal interview with Staff. The purpose of this interview is to clarify the qualifications of the Contractors and allow the Authority to verify its evaluation. Additional services or significant changes to the submittals will not be entertained.
6. The firms will be notified of the recommendation when Staff has formed a conclusion.

CHICKASHA

Meeting Type: CMA Agenda 10-7-2024

Meeting Date: 10/7/2024

Department: Public Works

Agenda Item No. 4.b.

AGENDA ITEM: Discussion, consideration, and possible action to authorize the 2" overlay (Type B asphalt) from 29th Street and Grand to Country Club for an amount not to exceed \$152,473.25 as per Interlocal Agreement with Grady County District #3.

I. BACKGROUND/DESCRIPTION:

The oil and chip application on 29th Street did not hold up to the heavy traffic. The best solution is to apply 2 inches of asphalt like was applied on the road to the north. We recommend we do this before winter.

II. RECOMMENDED ACTION:

Authorize the 2" overlay (Type B asphalt) from 29th Street and Grand to Country Club for an amount not to exceed \$152,473.25 as per Interlocal Agreement with Grady County District #3.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Jim Crosby, Public Works Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: October 7, 2024	(From)		

V. ATTACHMENTS:

- 20241004082801702

CITY OF CHICKASHA PURCHASE REQUEST

DATE: 10/3/2024

DEPT: STREETS

DELIVER TO: PUBLIC WORKS

☐ open ☒ rec

PO # _____

VENDOR # _____

VENDORS	Vendor # 1 ☐	Vendor # 2 ☐	Vendor # 3 ☐
NAME	GRADY COUNTY DISTRICT 3		
ADDRESS	4248 CS 2820		
CITY	RUSH SPRINGS		

BUDGET BALANCE	ITEM-DESCRIPTION	QTY	TOTAL PRICE VENDOR # 1	TOTAL PRICE VENDOR # 2	TOTAL PRICE VENDOR # 3
	2" OVERLAY		\$ 152,473.25		
TOTAL			\$ 152,473.25	\$ 0.00	\$ 0.00
CASH DISCOUNT			()	()	()
TOTAL GROSS PRICE			\$ 152,473.25	\$ 0.00	\$ 0.00
TOTAL FREIGHT					
TOTAL			\$ 152,473.25	\$ 0.00	\$ 0.00

DISBURSEMENT
FUND: 53
DEPT: 553
ITEM: 6450-048

COMMENTS: THIS WILL BE ON 29TH ST FROM GRAND TO COUNTRY CLUB WITH A DOUBLE YELLOW CENTERLINE AND WHITE EDGELINES.

ALL EXPENDITURES OF MORE THAN \$500 MUST BE SUPPORTED BY VERBAL OR WRITTEN QUOTATIONS, MORE THAN \$1,000 MUST BE SUPPORTED BY FORMAL WRITTEN QUOTATIONS AND MORE THAN \$3,500 MUST BE DONE THROUGH A FORMAL BID PROCESS.
QUOTATIONS MUST BE FROM AT LEAST THREE (3) RESPONSIBLE BIDDERS AND MUST BE ATTACHED.

QUOTATIONS TAKEN BY: (Printed Name/Signature) _____

CIRCLE ONE			APPROVAL	
BID ONLY	RUSH	CONTRACT ONLY	DEPARTMENT HEAD	<i>Jane M. Canby</i>
			DIRECTOR OF FINANCE	
QUOTATIONS ONLY	EMERGENCY PURCHASE		CITY MANAGER	

10/14/2013



Grady County District 3

Gary L. Bray – Commissioner
580-476-3577

Oct 2, 2024

RE: 29th-Grand to Country Club

Quote: 2" overlay(Type B asphalt) for the above named road for the City of Chickasha.

1655 ton of asphalt laid in place @\$74.50 = \$123297.50

Hauling 1655 tons of asphalt to location \$14.40 a ton mile = \$23,832.00
(32 miles x \$.45.)

Estimated cost to traffic stripe one mile with double yellow centerline and white edgelines= \$5343.75

Total estimated cost: \$152473.25