CHICKASHA MUNICIPAL AUTHORITY

AGENDA
LOCATION OF MEETING
CITY HALL COUNCIL CHAMBERS
117 NORTH FOURTH STREET
CHICKASHA, OKLAHOMA 73018

TIME OF MEETING	**DATE OF MEETING**
6:30 PM	**MARCH 3, 2025**

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 February 17, 2025, regular meeting.

b. Acceptance of the Claims List.

c. Accept and ratify the Financial Audit for the Fiscal Year Ending June 30, 2022.

d. Accept and ratify Letter of Engagement with HSPG & Associates, LLC to perform the City of Chickasha's audit services for FY23 and FY24 and authorize the Mayor to execute the same.

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

4. Consideration and Discussion Items:

a. Discussion, consideration, and possible action to approve Change Order No. 1 for CMA-2405 - Sewage Life Station Rehabilitation - 23rd Street at Grand Avenue.

5. Motion for Adjournment.

CHICKASHA

Meeting Type: CMA Agenda 3-3-2025

Meeting Date: 3/3/2025

Department: City Clerk **Agenda Item No. 2.a.**

AGENDA ITEM: Acceptance of the Minutes of the February 17, 2025, regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: March 3, 2025	(From)		

V. ATTACHMENTS:

1. CMA 2-17-2025

February 17, 2025

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 17th day of February 2025 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 6:46 p.m.

ITEM 1. **Call to Order / Roll Call:**

CHAIRMAN AND TRUSTEES

PRESENT:
Zachary Grayson, Chairman
Georgianne Hebblethwaite, Vice Chairman
Kelly Boyd
Oscar Nelson
John P. Smith
Charlie Burruss
Brian Gerdes

ABSENT:
Kea Ginn
Erica Alexander

STAFF

PRESENT:
Jim Crosby, City Manager
Rachel Bernish, Asst. City Manager
Amanda Mullins, City Attorney
Susan M. McDaniel, City Clerk
Tony Samaniego, Fire Chief
Chief Music, Police Dept.
Darren Martin, Chief Building Inspector & Airport Manager
Omar Fierro, Public Works Director
Lillie Huckaby, Library Director
Spencer Winzenried, Parks & Rec Director
Edward Perez, Emergency Management Director
Elaine Jensen, Finance Director
Tracey Austin, HR Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2. **Consent Docket: ITEM 2a – ITEM 2e.**

ITEM 2a. **Acceptance of the Minutes of the February 3, 2025, regular meeting.**
ITEM 2b. **Acceptance of the Claims List.**
ITEM 2c. **Accept and ratify Resolution 2025-04R adopting the updated employee manual.**
ITEM 2d. **Acceptance of the Financials for January 2025.**
ITEM 2e.` **Authorize Chairman to execute a Subscribers Service Agreement with Cherokee Temps for temporary workers.**

*Motion by Trustee Hebblethwaite, second by Trustee Smith to approve Items 2a – 2e.

Roll call vote:

Ayes:"	Hebblethwaite, Smith, Burruss, Gerdes, Boyd, Nelson, and Grayson.
"Nays:"	None
"Abstain:"	None
Motion carried.	7-0

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

No action taken on Item 3.

ITEM 4. **Motion to Adjourn.**

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

Meeting adjourned.

TIME: 6:47 PM

Approved this 3rd day of March 2025.

____
Zachary Grayson, Chairman

____
Susan M. McDaniel, CMC – City Clerk

(ATTEST)

Meeting Type: CMA Agenda 3-3-2025

Meeting Date: 3/3/2025

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: NAME, TITLE	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: March 3, 2025	(From)		

V. ATTACHMENTS:

Meeting Type: CMA Agenda 3-3-2025

Meeting Date: 3/3/2025

Department: Finance **Agenda Item No. 2.c.**

AGENDA ITEM: Accept and ratify the Financial Audit for the Fiscal Year Ending June 30, 2022.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept and ratify the Financial Audit for the Fiscal Year Ending June 30, 2022.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

<table>
<tr><td rowspan="3">Dept. Director:
Elaine Jensen, Finance Director</td><td>Fund</td><td>Account</td><td>Amount</td></tr>
<tr><td colspan="2">(To)</td><td></td></tr>
<tr><td>FUND</td><td>ACCOUNT</td><td>AMOUNT</td></tr>
<tr><td>Meeting Date:
March 3, 2025</td><td colspan="2">(From)</td><td></td></tr>
</table>

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 3-3-2025

Meeting Date: 3/3/2025

Department: Finance **Agenda Item No. 2.d.**

AGENDA ITEM: Accept and ratify Letter of Engagement with HSPG & Associates, LLC to perform the City of Chickasha's audit services for FY23 and FY24 and authorize the Mayor to execute the same.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept and ratify Letter of Engagement with HSPG & Associates, LLC to perform the City of Chickasha's audit services for FY23 and FY24 and authorize the Mayor to execute the same.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Elaine Jensen, Finance Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: March 3, 2025	(From)		

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 3-3-2025

Meeting Date: 3/3/2025

Department: Public Works **Agenda Item No. 4.a.**

AGENDA ITEM: Discussion, consideration, and possible action to approve Change Order No. 1 for CMA-2405 - Sewage Life Station Rehabilitation - 23rd Street at Grand Avenue.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Approve Change Order No. 1 for CMA-2405 - Sewage Life Station Rehabilitation - 23rd Street at Grand Avenue.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

<table>
<tr><td rowspan="3">Dept. Director:
Omar Fierro, Public Works Director</td><td>Fund</td><td>Account</td><td>Amount</td></tr>
<tr><td colspan="2">(To)</td><td></td></tr>
<tr><td>FUND</td><td>ACCOUNT</td><td>AMOUNT</td></tr>
<tr><td>Meeting Date:
March 3, 2025</td><td colspan="2">(From)</td><td></td></tr>
</table>

V. ATTACHMENTS:

1. 20250225145525509

CTC
CHISHOLM TRAIL CONSULTING, LLC

R. Scott Vaughn, P.E., CFM
Professional Engineering Services
580-467-8130
rscottv11@gmail.com

February 17, 2025

Chickasha Municipal Authority
Mr. Omar Fierro
Acting Public Works Director
117 North 4th Street
Chickasha, Oklahoma 73018

RE: RFP CMA-2405
SEWAGE LIFT STATION REHABILITATION
23RD STREET AT GRAND AVENUE

Dear Sir:

As you know, the CMA awarded a contract to Krapff-Reynolds Construction Company in the amount of $73,120.00 for this project. The project entails rehabilitating the lift station wet well walls and several nearby manholes, as mandated by ODEQ Consent Order. Krapff-Reynolds has completed the contracted work.

During construction it was discovered that when the existing force main from the 29th Street Lift Station discharges into the existing manhole north of the lift station wet well it contributes to surcharging of the gravity sanitary sewer main draining to the same manhole.

Also, during construction it was determined that one manhole specified for rehabilitation did not need to be rehabilitated. Further, Krapff-Reynolds was able to complete the work without removing the existing fence. These two decisions resulted in a decrease in the actual cost of the project in the amount of $2,600.00.

To mitigate the effect of the force main discharging into the existing manhole, it is recommended that a new manhole be installed on the force main with the necessary sewer pipe to discharge by gravity flow directly into the wet well. Krapff-Reynolds has quoted a total price of $11,790.00 to complete this work, with the manhole being provided by the CMA.

Therefore, it is proposed to execute a Change Order to install this additional manhole and related sewer pipe. If approved, the net effect of the Change Order would be an increase to the contract of $9,190.00. This amount is less than the statutory limit of 15% of the original contract amount ($10,968.00).

If you have any questions, or require additional information, please do not hesitate to call me.

Sincerely,

R Scott Vaughn

R. Scott Vaughn, P.E., CFM
Enclosures
Cc: File

CHICKASHA

CHANGE ORDER

Project: CMA-2405 SEWAGE LIFT STATION REHABILITATION		Change Order No. 1
Project Description: Rehabilitate the interior walls of the lift station wet well and nearby manholes and replace rings and lids on nearby manholes.		
Requested Changes & Reasons: Add a pay item for Manhole Installation to discharge wastewater from the existing sanitary sewer force main directly into the lift station wet well.		
Location: Approximately 35 feet northwest of the lift station wet well.	**From or At Station:** N/A	**To Station:** N/A

The above will necessitate the following changes in quantities and estimates, which will be shown as overruns and underruns on future progressive estimates and vouchers.

OVERRUNS/UNDERRUNS

Part No.	Item No.	Item Description	Qty	Units	Unit Price	Unit Total	Days Req'd
N/A	1	Manhole Frame and Ring, Installed	-1	EA	$ 1,000.00	$ (1,000.00)	
N/A	2	Manhole Rehabilitation	-5	VF	$ 160.00	$ (800.00)	
N/A	5	Fence Removal and Restoration	-80	LF	$ 10.00	$ (800.00)	
N/A	CO1	Manhole Installation	1	LSUM	$ 11,790.00	$ 11,790.00	10
TOTAL						$ 9,190.00	10

NET OVERRUN: $ 9,190.00 **NET CHANGED DAYS:** 10

The prices for additional items have been compared with other contract prices and are fair for the amount of work involved.

2/17/2025
Date

R Scott Vaughn
Owner's Representative

Approved by the City Council this ________ day of ____________________, 20____.

FOR THE CMA

____
Chairman

We, Krapff-Reynolds Constr. Co. contractor on the above project, do hereby agree to a net change in the contract of $ 9,190.00 and/or 10 days as full compensation for making the above changes in accordance with the governing specifications.

CONTRACTOR

BY: [signature]

TITLE: President / Owner

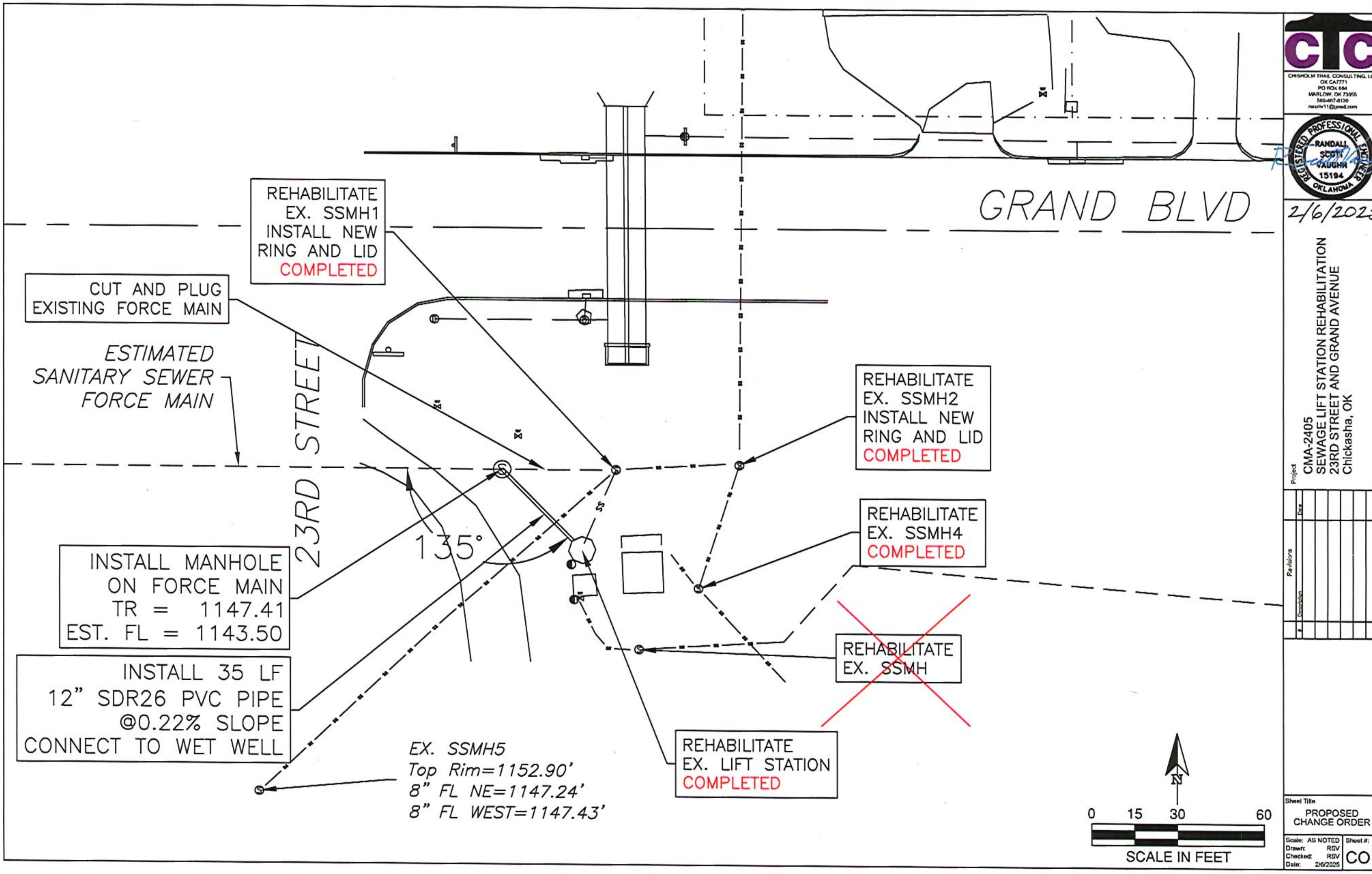
Subscribed and sworn before me this 7th day of February, 2025.

WADE VAKULICK NOTARY # 11011133 EXP. 12/12/27 PUBLIC STATE OF OKLAHOMA

My Commission Expires: 12/12/27

[signature]
Notary Public

CMA-2405 co1


GRAND BLVD
23RD STREET
REHABILITATE EX. SSMH1 INSTALL NEW RING AND LID COMPLETED
CUT AND PLUG EXISTING FORCE MAIN
ESTIMATED SANITARY SEWER FORCE MAIN
REHABILITATE EX. SSMH2 INSTALL NEW RING AND LID COMPLETED
REHABILITATE EX. SSMH4 COMPLETED
~~REHABILITATE EX. SSMH~~
REHABILITATE EX. LIFT STATION COMPLETED
INSTALL MANHOLE ON FORCE MAIN TR = 1147.41 EST. FL = 1143.50
INSTALL 35 LF 12" SDR26 PVC PIPE @0.22% SLOPE CONNECT TO WET WELL
EX. SSMH5 Top Rim=1152.90' 8" FL NE=1147.24' 8" FL WEST=1147.43'
135°
SS
N
0 15 30 60
SCALE IN FEET
CTC
CHISHOLM TRAIL CONSULTING, LLC
OK CA7771
PO BOX 684
MARLOW, OK 73055
580-467-8130
rscottv11@gmail.com
REGISTERED PROFESSIONAL ENGINEER RANDALL SCOTT VAUGHN 15194 OKLAHOMA
2/6/2025
Project
CMA-2405
SEWAGE LIFT STATION REHABILITATION
23RD STREET AND GRAND AVENUE
Chickasha, OK
Revisions
Sheet Title
PROPOSED CHANGE ORDER
Scale: AS NOTED
Drawn: RSV
Checked: RSV
Date: 2/6/2025
Sheet #: CO1