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 21, 2019

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

2. **Consent Docket:**

   a. Acceptance of the Minutes of the October 7, 2019 regular meeting.

   b. Acceptance of Financial Reports for the month of September 2019.

   c. Acceptance of Claims List

   d. Acceptance of a standard right-of-way easement with Public Service Company of Oklahoma (PSO)

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

4. **Consideration and Discussion Items:**

   a. Discussion, consideration and possible action to award Bid CMA-1903 for the Spot Concrete Repairs

   b. Discussion, consideration and possible action to award bid CMA-1904 for Janitorial Services.

5. **Motion for Adjournment.**

City of
CHICKASHA

Meeting Type: CMA Agenda 10-21-2019

Meeting Date: 10/21/2019

Director/Department: **Agenda Item No. 2.a.**

AGENDA ITEM: Acceptance of the Minutes of the October 7, 2019 regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Minutes and authorize filing thereof.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

<table>
<tr><td rowspan="3">Dept. Director:
NAME, TITLE</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:
October 21, 2019</td><td colspan="2">(From)</td><td></td></tr>
</table>

V. ATTACHMENTS:

1. CMA Minutes 10-7-2019

October 7, 2019

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the Council Chambers in City Hall on the 7th day of October 2019, as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Mosley called the meeting to order at 6:57 p.m.

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

CHAIRMAN AND TRUSTEES

PRESENT:
Chris Mosley, Chairman
Kimberly Loggins, Vice-Chairman
Jim Hopkins
Oscar Nelson
David Sikes
Zachary Grayson
R. P. Ashanti-Alexander
Tom Rose

ABSENT:
Joseph Molder

STAFF

PRESENT:
John Noblitt, City Manager
Amanda Mullins, City Attorney
Leasa Furr, Administrative Services Director
Susan M. McDaniel, City Clerk
Gene Winsett, Community Development Director
Brian Zalewski, Fire Chief
K. D. Rowell, Police Chief
Lillie Huckaby, Library Director
Shae Mortimer, Marketing & Civic Engagement Manager

ABSENT:
David Buchanan, Public Works
Kyle Marks, Parks & Rec Director

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

117 North 4th Street, Chickasha, Oklahoma 73018 • (405) 222-6001 • Fax No. (405) 222-6004 E-mail: Susan.McDaniel@chickasha.org

Chickasha Municipal Authority Meeting 10-7-2019
6:57 P.M.

ITEM 2a.	**Acceptance of the minutes for the September 3, 2019 regular meeting.**
ITEM 2b.	**Acceptance of Claims List.**
ITEM 2c.	**Acceptance of ratification of authorization to renew coverage for General Liability, Property and Auto Coverage.**

*Motion by Trustee Loggins second by Trustee Sikes to approve Consent Docket: ITEM 2a – ITEM 2c.

Roll call vote:	
Ayes:"	Hopkins, Nelson, Sikes, Loggins, Grayson, Ashanti-Alexander, Rose and Mosley.
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

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

No action taken on Item 3.

ITEM 4. **Discussion and Consideration Items:**

ITEM 4a. **Discussion, consideration and possible action on Change Order Number 1 for CMA-1824 – Chickasha WWTP Barscreen Replacement – in the amount of $18,787.00 for the removal and replacement of an existing 16" plug valve.**

*Motion by Trustee Hopkins second by Trustee Sikes to approve Change Order Number 1 for CMA-1824 – Chickasha WWTP Barscreen Replacement in the amount of $18,77.00 for the removal and replacement of an existing 16" plug valve.

Roll call vote:	
Ayes:"	Hopkins, Nelson, Sikes, Loggins, Grayson, Ashanti-Alexander, Rose and Mosley.
"Nays:"	None
"Abstain:"	None
Motion carried.	8-0

ITEM 4b. **Discussion, consideration and possible action to award Bid CMA-1901 – Mechanical Units for City Hall.**

*Motion by Trustee Loggins second by Trustee Nelson to award the alternate bid for CMA-1901 to DeHart Air Conditioning in the amount of $97,200.00.

Roll call vote:

Ayes:"	Hopkins, Nelson, Sikes, Loggins, Grayson, Ashanti-Alexander, Rose and Mosley.
"Nays:"	Loggins
"Abstain:"	None
Motion carried.	8-0

ITEM 4c. **Discussion, consideration and possible action to award Bid CMA-1902 – Mechanical Units for Wastewater Treatment Facility.**

*Motion by Trustee Hopkins second by Trustee Loggins to award the bid CMA-1902 to DeHart Air Conditioning in the amount of $17,900.00 to avoid paying two separate preventative maintenance charges.

Roll call vote:

Ayes:"	Hopkins, Nelson, Sikes, Loggins, Grayson, Ashanti-Alexander, Rose and Mosley.
"Nays:"	Loggins
"Abstain:"	None
Motion carried.	8-0

ITEM 5. **Motion to Adjourn.**

*Motion by Trustee Ashanti-Alexander, second by Trustee Grayson to adjourn.

Roll call vote:

Ayes:"	Ashanti-Alexander, Grayson, Nelson, Loggins, Rose, Hopkins, Sikes and Mosley
"Nays:"	None.
"Abstain:"	None
Motion passed.	8-0

TIME: 7:00 P.M.

Chris Mosley, Chairman

ATTEST:

Susan M. McDaniel, City Clerk

(SEAL)

Approved this 21st day of October 2019.

City of
CHICKASHA

Meeting Type: CMA Agenda 10-21-2019

Meeting Date: 10/21/2019

Director/Department: **Agenda Item No. 2.b.**

AGENDA ITEM: Acceptance of Financial Reports for the month of September 2019.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Financial Reports for the month of September 2019

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Admin	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: October 21, 2019	(From)		

V. ATTACHMENTS:

1. CMA Financials September 2019

FINANCIAL STATEMENT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2019

31 -CHICKASHA MUNICIPAL AUTH

FINANCIAL SUMMARY % OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
LICENSES	17,000.00	1,230.00	0.00	4,738.00	0.00	12,262.00	27.87
FEES	23,500.00	885.44	0.00	5,807.68	0.00	17,692.32	24.71
RENT	150,800.00	3,731.72	0.00	37,149.07	0.00	113,650.93	24.63
OIL & GAS	20,000.00	0.00	0.00	600.00	0.00	19,400.00	3.00
CONTRACTS/AGREEMENTS	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.00
UTILITY SERVICE	6,102,000.00	270,194.49	0.00	1,667,967.17	0.00	4,434,032.83	27.33
MISC REVENUES	25,000.00	579.80	0.00	6,221.40	0.00	18,778.60	24.89
TRANSFER OTHER FUNDS-EQU	3,338,667.00	404,170.32	0.00	1,186,362.63	0.00	2,152,304.37	35.53
INTEREST	142,500.00	1,918.77	0.00	135,963.15	0.00	6,536.85	95.41
*** TOTAL REVENUES ***	9,839,467.00	682,710.54	0.00	3,044,809.10	0.00	6,794,657.90	30.94
EXPENDITURE SUMMARY							
30-CMA CAPITAL	2,660,000.00	6,650.00	0.00	128,131.19	234,819.55	2,297,049.26	13.64
31-CMA GENERAL-BT	433,280.00	105,557.87	0.00	182,526.76	513.01	250,240.23	42.25
15-UTILITY BILLING	209,559.00	17,238.88	0.00	52,568.63	644.80	156,345.57	25.39
32-PUBLIC WORKS ADMIN-BT	323,674.00	18,224.33	0.00	59,518.47	7,669.47	256,486.06	20.76
33-SANITATION-BT	1,958,960.00	4,876.68	0.00	176,381.34	4,862.87	1,777,715.79	9.25
34-WATER PLANT-BT	1,905,650.00	122,567.60	0.00	387,696.51	131,854.82	1,386,098.67	27.26
35-WASTEWATER PLANT-BT	1,065,200.00	84,414.02	0.00	307,566.42	428,769.40	328,864.18	69.13
36-LINE MAINTENANCE-BT	555,812.00	36,588.60	3,543.56	116,011.68	45,153.14	398,190.74	28.36
37-LAKE CHICKASHA-C&R	47,260.00	342.00	0.00	24,897.26	0.00	22,362.74	52.68
38-BUILDING MAINTAENANCE	753,049.00	36,355.07	0.00	100,757.50	16,649.83	635,641.67	15.59
*** TOTAL EXPENDITURES ***	9,912,444.00	432,815.05	3,543.56	1,536,055.76	870,936.89	7,508,994.91	24.25
** REVENUE OVER(UNDER) EXPENDITURES *	(72,977.00)	249,895.49	3,543.56	1,508,753.34	(870,936.89)	(714,337.01)	878.85-

City of
CHICKASHA

Meeting Type: CMA Agenda 10-21-2019

Meeting Date: 10/21/2019

Director/Department: **Agenda Item No. 2.c.**

AGENDA ITEM: Acceptance of Claims List

I. BACKGROUND/DESCRIPTION:
See Claims List provided.

II. RECOMMENDED ACTION:
Accept Claims List as presented.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

<table>
<tr><td rowspan="3">Dept. Director:
Leasa Furr, Finance</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>
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October 21, 2019</td><td colspan="2">(From)</td><td></td></tr>
</table>

V. ATTACHMENTS:

City of
CHICKASHA

Meeting Type: CMA Agenda 10-21-2019

Meeting Date: 10/21/2019

Director/Department: **Agenda Item No. 2.d.**

AGENDA ITEM: Acceptance of a standard right-of-way easement with Public Service Company of Oklahoma (PSO)

I. BACKGROUND/DESCRIPTION:

- PSO has requested a standard easement for CMA owned property in Caddo and Grady County.
- A financial consideration of $1,500 will be paid to CMA.

II. RECOMMENDED ACTION:

Accept the Supplemental Easement and Right-Of-Way and authorize Staff to execute the same.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Gene Winsett, Comm Dev	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: October 21, 2019	(From)		

V. ATTACHMENTS:

1. PSO-Easement Agreement

PUBLIC SERVICE COMPANY OF OKLAHOMA

An AEP Company

BOUNDLESS ENERGY™

TRC

October 4, 2019

IMPORTANT INFORMATION ABOUT YOUR PROPERTY

The Chickasha Municipal Authority
117 North 4th Street
Chickasha, OK 73018

Re: Easement Offer – Caddo & Grady County Transmission Improvements Project

Dear Neighbor,

You are receiving this letter because public land records show you own an interest in property along a power line owned by Public Service Company of Oklahoma (PSO). The company plans to rebuild approximately 31 miles of the existing 138-kilovolt (kV) transmission line that runs from Cornville Substation in Grady County to the Southwestern Power Station located in Caddo County. TRC serves as PSO's right-of-way representative on this project.

The company currently has an easement on your property where the power line is located. As part of the upcoming construction project, PSO asks you to agree to the enclosed Supplemental Easement, which modifies PSO's rights on the property to meet updated standards for the safe construction, operation and maintenance of the line. In order to do that, PSO offers to pay $1,500.00 for an executed Supplemental Easement. A right-of-way agent will contact you very soon to discuss this offer and answer any questions you may have.

Enclosed please find the following documents for your review and/or execution;

1. Two (2) Copies of the Supplemental Easement – *Execute in the presence of a Notary Public*
2. Easement Payment Schedule
3. W-9 form – *Complete the form and provide your social security number or your Tax ID Number where indicated,* and
4. Self-Addressed Postage-Paid Return Envelope

Please complete each document as indicated and return in the enclosed envelope. Upon receipt of these signed documents, a check will be issued to you in the amount of $1,500.00 and a copy of the fully-executed, recorded Supplemental Easement will be sent to you.

While work crews make every effort to minimize disturbances during construction, there may be some impacts to your property. However, crews restore property to as close to its original condition as possible after work is complete. PSO assumes responsibility for all repairs in the event there is damage to your property.

If you have any questions about the compensation offer to supplement the easement on your property or about construction-related activities, please call me at (214) 926-8412 or email me at AVogl@trccompanies.com. Thank you in advance for your prompt response.

A.J. Vogl
Right-of-Way Agent
TRC– Representing PSO

Enclosures: (*as listed herein*)

Line Name: Cornville - Southwestern Power Station

Line No.: TLN114:00841 **Easement No.:** 99C

SUPPLEMENTAL EASEMENT AND RIGHT OF WAY

On this ___ day of______________, 2019, **The Chickasha Municipal Authority**, whose address is 117 North 4th Street, Chickasha, Oklahoma 73018, ("Grantor"), whether one or more persons, owns an interest in a tract of real property that is more particularly described lands of the Grantor, situated in the State of Oklahoma, Grady County, Northeast Quarter Southeast Quarter, Section 19, Township No. 7N, Range No. 7W, in that certain document, dated 07/22/1993 recorded in Book 2578, Page 286 of the real property records of Grady County, Oklahoma, and such tract(s) is/are subject to easements and rights-of-way granted in favor of Public Service Company of Oklahoma.

Public Service Company of Oklahoma, an Oklahoma corporation, a unit of American Electric Power, whose principal business address is 1 Riverside Plaza, Columbus, Ohio 43215, ("AEP") is the current owner and holder of the rights, title, and interest, or a portion thereof, granted in or arising under that certain right of way and easement, recorded date 5/2/1966, and recorded in Book 814, Page 173 of the official records of Grady County, Oklahoma (the "Original Easement").

NOW, THEREFORE, in consideration of the sum of Ten and NO/100 Dollars ($10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor hereby grants, conveys and warrants this Supplemental Easement and Right of Way ("Easement") to AEP for electric transmission, distribution, and communication lines and appurtenant equipment and fixtures to supplement the Original Easement.

Auditor/Key/Tax Number: 0000-19-07N-07W-4-015-00

The location, width, and boundaries of the easement area are hereby revised, modified, and clarified to be as described and depicted on Exhibit "A", attached hereto and made a part hereof ("Easement Area").

The Easement is also supplemented by the addition of the following language:

AEP, its successors and assigns, are granted the right to construct, reconstruct, operate, maintain, alter, inspect and patrol (by ground or air), protect, repair, replace, renew, upgrade, relocate within the Easement Area, remove and replace poles, towers, and structures, made of wood, metal, concrete or other materials, including crossarms, guys, anchors, anchoring systems, grounding systems, communications facilities, and all other appurtenant equipment and fixtures, and to string conductors, wires and cables. The electric transmission facilities may consist of a variable number of towers, poles, wires, guys, anchors and associated fixtures, including the right to enlarge, and may transmit electricity of any voltage or amperage, together with the right to add to said facilities from time to time, and the right to do anything necessary, useful or convenient for the enjoyment of the Easement Area herein granted, together with the privilege of removing at any time any or all of said facilities erected on the Easement Area.

AEP and its successors and assigns shall have the right, in AEP's reasonable discretion, to cut down, trim, and otherwise control, using herbicides or tree growth regulators, or other means, and at AEP's option, to remove from the Easement Area any and all trees, overhanging branches, vegetation, brush, or other obstructions. AEP shall also have the right to cut down, trim, remove, and otherwise control trees situated on lands of the Grantor which adjoin the Easement Area, when in the reasonable opinion of AEP those trees may endanger the safety of, or interfere with the construction, operation or maintenance of AEP's facilities or ingress or egress to, from or along the Easement Area.

AEP and its successors and assigns are granted the right of unobstructed ingress and egress, at any and all times, on, over, across, along and upon the Easement Area, and across the adjoining lands of Grantor as may be reasonably necessary to access the Easement Area for the above referenced purposes.

In no event shall Grantor, its heirs, successors, and assigns plant or cultivate any trees or place, construct, install, erect or permit any temporary or permanent building, structure, improvement or obstruction including but not limited to, storage tanks, billboards, signs, sheds, dumpsters, light poles, water impoundments, above ground irrigation systems, swimming pools or wells, or permit any alteration of the ground elevation, over or within the Easement Area. AEP may, at Grantor's cost, remove any structure or obstruction if placed within the Easement Area and may re-grade any alterations of the ground elevation within the Easement Area. AEP shall repair or pay Grantor for actual damages to growing crops, fences, gates, field tile, drainage ways, drives, or lawns caused by AEP in the exercise of the rights herein granted.

The failure of AEP to exercise any of the rights granted herein, including but not limited to the removal of any obstructions from the Easement Area, shall not be deemed to constitute a waiver of the rights granted herein and the removal of any facilities from the Easement Area shall not be deemed to constitute a permanent abandonment or release of the rights granted herein.

Except as modified by this Supplemental Easement and Right of Way, all terms and provisions of the Original Easement and all rights arising in connection with the Original Easement shall remain in full force and effect, and the Original Easement shall keep its priority in title as of the date of its recording. Those provisions and rights are expressly ratified, reaffirmed by and incorporated within this Supplemental Easement and Right of Way. The Original Easement along with this Supplemental Easement and Right of Way shall for all purposes function as a single instrument, however, to the extent any terms or provisions of the Original Easement conflict with, limit or are inconsistent with any term or provision of the Supplemental Easement and Right of Way, the terms and provisions of this Supplemental Easement and Right of Way shall control. Nothing herein will in any manner vary, change, modify, or restrict the rights and privileges that AEP may have acquired through any instrument other than the Original Easement or by any other means.

The terms and conditions as supplemented by this instrument, are the complete agreement, expressed or implied between the parties hereto and shall inure to the benefit of and be binding on their respective successors, assigns, heirs, executors, administrators, lessees, tenants, licensees, and legal representatives.

This instrument may be executed counterparts, each of which will be deemed an original, but all of which taken together will constitute one and the same instrument.

Grantor acknowledges that AEP has explained the transmission project to Grantor, and Grantor's consent for such project is hereby granted.

Any remaining space on this page intentionally left blank. See next page(s) for signature(s).

IN WITNESS WHEREOF, said Grantor has executed the Easement effective the day, month and year first above written.

GRANTOR: The Chickasha Municipal Authority

____

By: Gene Winsett
Title: Community Development Director

State of Oklahoma §
§
County of Grady §

This instrument was acknowledged before me on the _________ day of _________________, 2019, by Gene Winsett, Community Development Director of Chickasha Municipal Authority, a(n) ________ Corporation, on behalf of said corporation.

____

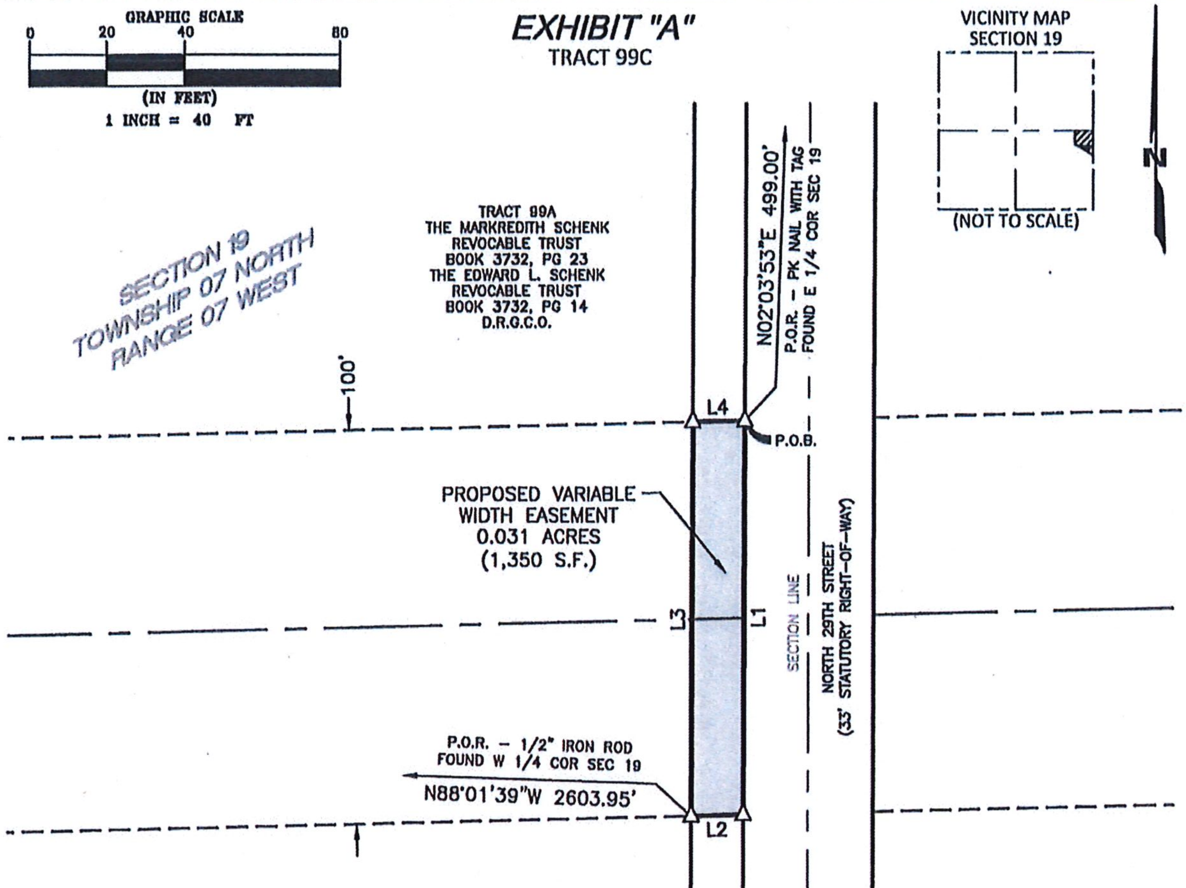
Notary Public
Print Name: ______________________
Commission Expires: ________________

This instrument prepared by Thomas G. St. Pierre, Associate General Counsel - Real Estate, American Electric Power Service Corporation, 1 Riverside Plaza, Columbus, OH 43215 - for and on behalf of **Public Service Company of Oklahoma**.

When recorded return to: American Electric Power - Transmission Right of Way, 212 E. 6th Street, Tulsa, OK 74119

EXHIBIT "A"

TRACT 99C



LINE TABLE		
NUMBER	BEARING	DISTANCE
L1	S00°10'12"W	100.03'
L2	S88°40'29"W	13.50'
L3	N00°10'12"E	100.03'
L4	N88°40'29"E	13.50'

LEGEND

D.R.G.C.O.	DEED RECORDS, GRADY COUNTY, OKLAHOMA
P.O.B.	POINT OF BEGINNING
P.O.R.	POINT OF REFERENCE
△	CALCULATED POINT
— — —	SECTION LINE
— — —	1/4 SECTION LINE
———	SUBJECT PROPERTY LINE
———	PROPERTY LINE
— — —	PROPOSED EASEMENT CENTERLINE
— — —	PROPOSED EASEMENT
———	STATUTORY RIGHT OF WAY

LICENSED PROFESSIONAL LAND SURVEYOR
JASON SULLIVAN
1791
OKLAHOMA

Jason Sullivan 9/23/19

THIS SURVEY PLAT MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ESTABLISHED BY THE OKLAHOMA STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS

NOTES:

1. *THIS EXHIBIT DOES NOT REFLECT ANY UNDERGROUND UTILITIES, EASEMENTS OF RECORD OR OTHER ENCUMBRANCES THAT MAY AFFECT THE SUBJECT TRACT.*
2. *REFERENCE IS MADE TO THE DESCRIPTION OF EVEN DATE ACCOMPANYING THIS SKETCH.*
3. *BEARING BASIS: BEARINGS SHOWN HEREON ARE GRID, BASED ON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM, NAD 83, SOUTH ZONE.*
4. *ALL DISTANCES SHOWN HEREON ARE SURFACE DISTANCES, DERIVED USING A COMBINED SCALE FACTOR OF 1.00008041002551.*

SHEET 01 OF 02

PROJECT: CORNVILLE-SWPS	
JOB NUMBER: 43992	
SITE VISIT: 07/11/2019	
SCALE: 1"=40'	
TRACT ID: 99C	
DRAWN BY: AMS	

PUBLIC SERVICE COMPANY OF OKLAHOMA
TRANSMISSION LINE EASEMENT
CORNVILLE TO SOUTHWESTERN POWER STATION
SECTION 19, TOWNSHIP 7 NORTH, RANGE 7 WEST
INDIAN MERIDIAN
GRADY COUNTY, OKLAHOMA

SAM
SURVEYING · AERIAL MAPPING · ENGINEERING
7101 Envoy Court, Dallas, Tx 75247
Ph: (214) 631-7888 Fax: (214) 631-7103
EMAIL: SAM@SAM.BIZ
C.O.A. # 4216 EXPIRES: 6/30/2019

43992-EX-TRACT 99C.DWG

PUBLIC SERVICE COMPANY OF OKLAHOMA
CORNVILLE TO SOUTHWESTERN POWER STATION
TRANSMISSION LINE EASEMENT
CHICKASHA MUNICIPAL AUTHORITY – TRACT NO. 99C

EXHIBIT "A"

BEING A TRACT OF LAND SITUATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 19, TOWNSHIP 7 NORTH, RANGE 7 WEST OF THE INDIAN MERIDIAN, GRADY COUNTY, OKLAHOMA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE WEST STATUTORY RIGHT-OF-WAY OF NORTH 29TH STREET (33' STATUTORY RIGHT-OF-WAY), FROM WHICH A PK NAIL FOUND AT THE EAST 1/4 CORNER OF SAID SECTION 19 BEARS NORTH 02 DEGREES 03 MINUTES 53 SECONDS EAST, A DISTANCE OF 499.00 FEET;

THENCE SOUTH 00 DEGREES 10 MINUTES 12 SECONDS WEST, ON AND ALONG SAID WEST STATUTORY RIGHT-OF-WAY LINE, A DISTANCE OF 100.03 FEET TO A POINT FOR CORNER;

THENCE SOUTH 88 DEGREES 40 MINUTES 29 SECONDS WEST, LEAVING SAID WEST STATUTORY RIGHT-OF-WAY LINE, A DISTANCE OF 13.50 FEET TO THE COMMON LINE OF A TRACT OF LAND DESCRIBED IN DEED TO THE CHICKASHA MUNICIPAL AUTHORITY, RECORDED IN BOOK 2578, PAGE 286 OF THE DEED RECORDS OF GRADY COUNTY, OKLAHOMA (D.R.G.C.O.) AND A TRACT OF LAND DESCRIBED IN DEED TO THE MARKEDITH SCHENK REVOCABLE TRUST, RECORDED IN BOOK 3732, PAGE 23 AND THE EDWARD L. SCHENK REVOCABLE TRUST, RECORDED IN BOOK 3752, PAGE 14, D.R.G.C.O., TO A POINT FOR CORNER, FROM WHICH A 1/2-INCH IRON ROD FOUND AT THE WEST 1/4 CORNER OF SAID SECTION 19 BEARS NORTH 88 DEGREES 01 MINUTES 39 SECONDS WEST, A DISTANCE OF 2,603.95 FEET;

THENCE NORTH 00 DEGREES 10 MINUTES 12 SECONDS, ON AND ALONG SAID COMMON LINE, A DISTANCE OF 100.03 FEET TO A POINT FOR CORNER;

THENCE NORTH 88 DEGREES 40 MINUTES 29 SECONDS EAST, LEAVING SAID COMMON LINE, A DISTANCE OF 13.50 FEET, BACK TO THE **POINT OF BEGINNING**, CONTAINING 1,350 SQUARE FEET OR 0.031 OF AN ACRE OF LAND, MORE OR LESS.

BEARING BASIS: BEARINGS SHOWN HEREON ARE GRID, BASED ON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM, NAD 83(2011), SOUTH ZONE. ALL DISTANCES SHOWN HEREON ARE SURFACE DISTANCES, DERIVED USING A COMBINED SCALE FACTOR OF 1.00008041002551.

THIS SURVEY MEETS THE MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

Jason Sullivan 9/23/19
JASON SULLIVAN
PLS# 1791
SURVEYING AND MAPPING, LLC.

LICENSED PROFESSIONAL LAND SURVEYOR
JASON
SULLIVAN
1791
OKLAHOMA


Old US Hwy 62 W
N 29th St
N
500 ft
Google Earth
© 2018 Google

Line Name: Cornville - Southwestern Power Station

Line No.: TLN114:00841 **Easement No.:** 99C

EASEMENT PAYMENT SCHEDULE

THE UNDERSIGNED:

GRANTOR: The Chickasha Municipal Authority
ADDRESS: 117 N. 4th Street, Chickasha, OK 73018

HEREBY OFFER to accept amount as determined in accordance with the schedule below in full payment of the Easement and Right of Way for an electric transmission, distribution and communication lines, being, in, on, over, under, through and across the land of the Undersigned under an easement dated ____________, 2019 from the Undersigned to the Company, to wit:

PAYMENT SCHEDULE

Easement Acquisition Cost Description:	Easement Paid	Damages Paid
Easement Consideration Paid – 0.03 acres +/- @ $1,500.00	$ 1,500.00	
NE ¼ SE ¼ of Section 19, Township 7 North, Range 7 West, Tax Parcel Number: 0000-19-07N-07W-4-015-00, Grady County, State of Oklahoma		
Total Consideration includes Initial Consideration Paid	$ 1,500.00	

The amounts so determined are full payment for the Easement and Right of Way. Any construction damages will be paid separately unless noted above.

Accepted on ________________________, 2019

TRC Pipeline Services, LLC, Contract Agent for:

Public Service Company of Oklahoma

By: ______________________________
Field Agent: A.J. Vogl

Signed on ________________________, 2019

GRANTOR: The Chickasha Municipal Authority

____
By: Gene Winsett
Title: Community Development Director

Attach Required W-9

For Office Use Only:

GL	PCBU	Project BPID	Work Order	Account	Dept.	CC	Act	ZIP CODE
114	**TRANS**	**A16805084**	**42974016-03**			**942**		73018

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above
The Chickasha Municipal Authority

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ______

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ______

Exemption from FATCA reporting code (if any) ______

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
117 North 4th Street

Requester's name and address (optional)

6 City, state, and ZIP code
Chickasha, OK 73018

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting,* later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien;

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;

• An estate (other than a foreign estate); or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

• In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;

• In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and

• In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code,* later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships,* earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code,* later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester,* later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships,* earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

City of
CHICKASHA

Meeting Type: CMA Agenda 10-21-2019

Meeting Date: 10/21/2019

Director/Department: **Agenda Item No. 4.a.**

AGENDA ITEM: Discussion, consideration and possible action to award Bid CMA-1903 for the Spot Concrete Repairs

I. BACKGROUND/DESCRIPTION:

On October 2nd, 2019 staff opened bid CMA-1903. Two vendors submitted bids.

Luckinbill Development

Krapff Reynolds Construction Company

This is a one-year contract for the repairs of small concrete areas and curbs

II. RECOMMENDED ACTION:

Award bid CMA-1903 to the low bidder Krapff Reynolds Construction Company.

III. FISCAL INFORMATION - Various Public Works Divisions will have use of this contract to make concrete repairs to the curbs and streets in Chickasha.

IV. FUND INFORMATION:

Dept. Director: David Buchanan, Pub Works	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: October 21, 2019	(From)		

V. ATTACHMENTS:

1. CMA-1903 Tabulation

BID TABULATION

Company Name: City of Chickasha   Project No.: CMA-1903
Project Name: Spot Concrete Repairs
Location: City of Chickasha
Architect: N/A
Bid Date: 10/02/2019

BID QUANTITIES					Luckinbill Development		Krapff Reynolds Construction Company					
Ref #	Bid Item #	Item Description	Qty.	UNIT	UNIT AMOUNT	BID	UNIT AMOUNT	BID	UNIT AMOUNT	BID	UNIT AMOUNT	BID
1	1.000	Concrete Spot Repairs		Sq Yds	$255.00		$150.00					
2	2.000	6" curb and Gutter		Linear Ft	$75.00		$45.00					
		TOTAL BASE BID			0 of 2		2 of 2		3 of 3			
		TOTAL BID AMOUNT			N/A		N/A		N/A		N/A	

City of
CHICKASHA

Meeting Type: CMA Agenda 10-21-2019

Meeting Date: 10/21/2019

Director/Department: **Agenda Item No. 4.b.**

AGENDA ITEM: Discussion, consideration and possible action to award bid CMA-1904 for Janitorial Services.

I. BACKGROUND/DESCRIPTION:

On October 2nd, 2019 staff opened bid CMA-1904. Four vendors submitted bids.

All prices are base bid for 1 year.

Blue Mop Clean, LLC	$125,940.00
Lopez Cleaner, LLC	$107,160.00
Spic & Span Commercial Cleaning, LLC	$73,101.00
Source One Facility Maintenance	$69,012.00

Spic & Span Commercial Cleaning, LLC is the only vendor to comply with the bid specifications and furnish five references. None of the other vendors furnished any references at all.

II. RECOMMENDED ACTION:

Award bid CMA-1904 to the only bidder that meet specifications Spic and Span Commercial Cleaning, LLC

III. FISCAL INFORMATION -

AIRPORT	39-539-5205-001
BUILDING MAINTENANCE	31-538-5302-006
CITY HALL	31-538-5302-006
LIBRARY	11-508-5302-006
PARK MAINTENANCE	31-538-5302-006
POLICE DEPARTMENT	11-503-5302-006

IV. FUND INFORMATION:

Dept. Director: David Buchana, Pub Works	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: October 21, 2019	(From)		

V. ATTACHMENTS:

1. Janitorial Services bid tab

BID TABULATION

Company Name: City of Chickasha   Project No.: CMA-1904
Project Name: Janitorial Services
Location: City of Chickasha
Architect: N/A
Bid Date: 10/02/2019

BID QUANTITIES					Blue Mop Clean, LLC		Lopez Cleaner, LLC		Spic & Span Commercial Cleaning, LLC		Source One Facility Maintenance	
Ref #	Bid Item #	Item Description	Qty.	UNIT	UNIT AMOUNT	BID	UNIT AMOUNT	BID	UNIT AMOUNT	BID	UNIT AMOUNT	BID
	1.000	City Hall	Year	1		$22,200.00		$21,600.00		$ 19,140.00		$20,172.00
	2.000	Police Station	Year	1		$17,700.00		$19,200.00		$ 12,984.00		$12,096.00
	3.000	Public Works Facility	Year	1		$35,400.00		$18,000.00		$ 9,966.00		$5,712.00
	4.000	Chickasha Public Library	Year	1		$21,600.00		$19,800.00		$ 19,980.00		$23,016.00
	5.000	Chickasha Airport Terminal	Year	1		$5,100.00		$10,800.00		$ 2,495.00		$2,700.00
	6.000	911 Dispatch Center	Year	1		$9,540.00		$8,160.00		$ 4,900.00		$948.00
	7.000	Parks Rental Facilities	Year	1		$14,400.00		$9,600.00		$ 3,636.00		$4,368.00
	7a	Strip & Wax Floors as Directed			$3,800.00	Month	$4,900.00	Month	$1,200.00	each time	$0.28 sq ft	$195.00 min
	7b	Clean Windows as Directed			$1,300.00	Month	$760.00	Month	$65.00	each time	$195.00	
		TOTAL BASE BID			$125,940.00		$107,160.00		$73,101.00		$69,012.00	
		TOTAL BID AMOUNT			N/A		N/A		N/A		N/A	