

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE/INVOCATION

Dave Bryan, Senior Pastor, Chisholm Heights Baptist Church

C. ROLL CALL

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

F. CONSENT AGENDA

These items are considered on the Consent Agenda so that members of the City Council by unanimous consent can designate routine agenda items to be approved by one motion. If any item proposed on the Consent Agenda does not meet with approval of all Councilmember's that item will be removed and heard in regular order.

1. Approval of **04/18/2017** City Council Minutes.
- *2. Claims List for **FY 2017**.
- *3. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.
4. Approval to Turn **Past Due Library Accounts** over to the Collection Agency.

G. INFORMATION/REPORTS

1. City Manager
2. City Council
 - a. Appointment of One (1) Member to the Library Board
 - b. Re-Appointment of Three (3) Members to the Library Board
 - c. City Council Reports

H. DISCUSSION ITEMS

1. **Public Hearing, Discussion, Consideration and Possible Action** regarding Approval of **Ordinance No. 1145**, an Ordinance of the City of Mustang, Oklahoma, Amending Chapter 90, of the Code of Ordinances of the City of Mustang, Oklahoma, by Adding Section 90-6, Partially Vacating an Easement Dedicated to the City of Mustang, which Easement is Located in Lot 3, Block 1 of Magnolia Trace Phase 1, an Addition to the City of Mustang, Canadian County, Oklahoma, According to the Recorded Plat Thereof, as More Particularly Described in the Attached Ordinance; Declaring Repealer; and Providing for Severability.
- *2. **Discussion, Consideration and Possible Action** regarding Approval of Change Order #2 for Project labeled Raw Water Transmission Lines and Approval of Final Pay Application.
- *3. **Discussion, Consideration and Possible Action** regarding Acceptance of Request for Proposals for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities for the City of Mustang and Awarding Services to Recommended Company.

J. CITY ATTORNEY'S REPORT

1. **Discussion, Consideration and Possible Action** regarding potential litigation; and, **proposed Executive Session as authorized by 25 Okla. Stat. §307(4).**
2. **Discussion, Consideration and Possible Action** regarding potential purchase and acceptance of permanent and temporary easements and authorization for Mayor and City Staff to execute necessary documents to accomplish the same; and, **proposed Executive Session as authorized by 25 Okla. Stat. §307(3).**

K. ADJOURNMENT

*Items Considered Concurrently on the MIA Agenda.

MUSTANG CITY COUNCIL
APRIL 18, 2017

The Mustang City Council met in regular session on Tuesday, April 18, 2017, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Friday, April 14, 2017, at 1:00 p.m. An Amended Agenda was posted on Monday, April 17, 2017, at 2:30 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Mayor Adams called the meeting to order at **7:00 p.m.**

B. PLEDGE OF ALLEGIANCE/INVOCATION (Terry Jones, Councilmember, Ward IV).

Councilmember Jones led the assembly in the Pledge and Invocation.

C. ROLL CALL

Councilmembers Present:	Riley
	Leete
	Grider
	Jones
	Hagan
	Schweinberg
	Adams

Councilmembers Absent: **None**

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

None.

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

City Manager Rooney advised the agenda had been amended and each Councilmember should have an updated copy.

F. CONSENT AGENDA

1. Approval of **04/04/2017** City Council Minutes.
- *2. Claims List for **FY 2017**.
3. Approval to Turn **Past Due Library Accounts** Over to Collections.
4. Approval to Renew Agreement for **Dispatch Services** between the Mustang Police Department and the Town of Union City.

MOTION was made by **Councilman Grider**, seconded by **Councilman Schweinberg**, to approve Items F-1 through F-4 of the Consent Agenda.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

G. INFORMATION/REPORTS

1. City Manager

- a. Presentation of Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year ending 06/30/2017.

City Manager Rooney recognized the Finance Department for receiving the "Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year ending June 30, 2016", stating it was the highest form of recognition of governmental accounting and financial reporting by the Governmental Finance Officers Association. **Rooney** also recognized each employee of the Finance Department and their job duties.

Finance Director Watts thanked all her employees stating she could not do this without their help.

Mayor Adams praised the Finance Department and thanked them for all they do.

2. City Council

- a. Approval of **Proclamation** Declaring the 21st day of April, 2017 as "Jake Dalton Day".

MOTION was made by **Councilman Leete**, seconded by **Councilman Schweinberg**, to approve the Proclamation Declaring the 21st day of April, 2017 as "Jake Dalton Day".

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

Mayor Adams called Jake Dalton to the front and read the Proclamation, then presented it to him.

b. City Council Reports

Mayor Adams asked the Councilmembers if they had anything to report in their respective Wards:

Councilman Riley received a complaint regarding a neighbor's high grass and vandalism. He also received a note about having dogs on leashes in the park.

Councilman Leete stated he also received a call from the same individual about dogs not being on leashes in the park and will follow up with an email.

Councilman Grider thanked the Park and Recreation staff for a great job on the Eggstravaganza event stating over 25,000 eggs were distributed. He stated this Saturday and Sunday is the community build of the all-inclusive playground stating volunteers may sign up online and help build the new park.

Councilman Jones stated there had been a lot of interest regarding zoning issues, but that was it at this point.

Councilwoman Hagan did not have anything to report at this time.

Councilman Schweinberg stated he loves this time of year and the parks are looking great. He thanked his Ward Six constituents for voting for him and looks forward to serving for another three years.

Mayor Adams stated the Easter Egg Hunt was a wonderful event and there were over 25,000 eggs distributed and the park filled up with a huge crowd. He stated he also enjoys seeing the parks busy and is the center of Mustang.

H. DISCUSSION ITEMS

1. **Discussion, Consideration and Possible Action** regarding Approval to Receive Donated K9's, Toby from the City of Tuttle and Lex from Logan County.

Police Chief Groseclose introduced the new K-9 officers to the City Council and spoke about the specialization of each K-9.

Councilman Schweinberg asked about training and when it would be completed with **Chief Groseclose** stating the training would be completed by the end of May.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Jones**, to Approve the Receipt of Two Donated K-9s, Toby and Lex.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

2. **Discussion, Consideration and Possible Action** regarding Approval of **Ordinance No. 1146**, an Ordinance of the City of Mustang, Oklahoma, Amending Chapter 26, by Amending Section 26-46(A) to Increase the Police Traffic Enforcement Fee; and by adding New Section 26-47 To Create a Police Technology Fee and Fund to Defray Costs for Data Processing Equipment and Software, Declaring Repealer; Providing for Severability; and Declaring an Emergency.

Police Chief Groseclose stated this item was discussed in the last Council Work Session stating this was a proposed adjustment of the Police Fund Fee and creation of a Police Technology Fee to help defray some of the department's costs.

Councilwoman Hagan stated she would support this, but would like to see this budgeted in the future instead of an increased fine.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilwoman Hagan**, to Approve **Ordinance No. 1146**, an Ordinance of the City of Mustang, Oklahoma, Amending Chapter 26, by Amending Section 26-46(A) to Increase the Police Traffic Enforcement Fee; and by adding New Section 26-47 To Create a Police Technology Fee and Fund to Defray Costs for Data Processing Equipment and Software, Declaring Repealer; Providing for Severability.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

MOTION was made by **Councilman Schweinberg**, seconded by **Councilwoman Leete**, to Declare an Emergency for **Ordinance No. 1146**.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

3. **Discussion, Consideration and Possible Action** regarding the Approval of Final Plat Application FP-2-7-17-1-29, Magnolia Trace Common Area, Crout Companies.

Community Development Director Helsel provided background information regarding the final plat for the Magnolia Trace Common Area and stated the plat designates the common area will be maintained by the property owner's association. She stated Staff recommends approval of the plat and Planning Commission voted 6:0 recommending approval.

MOTION was made by **Councilman Grider**, seconded by **Councilman Riley**, to Approve Final Plat Application FP-2-7-17-1-29, Magnolia Trace Common Area, Crout Companies

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

4. **Public Hearing, Discussion, Consideration and Possible Action** regarding Approval of **Ordinance No. 1148** Amending the Zoning Ordinance of the City of Mustang, Oklahoma, as Amended, to Change Certain Property Located in Canadian County, Oklahoma, from RZ-3-7-17-1-31, 927 S Lakehoma Drive, Tara Treadwell, R-1, Single Family District to R-E, Rural Estates District.

Community Development Director Helsel provided information regarding the rezoning request stating the applicant has requested this rezoning to allow for a few goats on the property stating in R-E, Rural Estates District, one large animal per 20,000 square feet of fenced area is permitted and stated it must be located behind the front of the house and with these requirements, the number of animals would be limited. She stated Planning Commission voted 4:2 to recommend denial of this application.

Helsel stated Staff recommended approval of the rezoning application stating the request conforms with the comprehensive plan and the lot size conforms to the R-E, Rural Estates District which requires a minimum lot size of $\frac{3}{4}$ of an acre.

Discussion was held regarding the property size, distance from neighbors, and the property not being included in the plat for Cedar Ridge or Lakehoma.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Jones**, to open the matter for Public Hearing.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

Kenneth Treadwell, 927 S. Lakehoma Dr., applicant, addressed the Council stating the reason for the application was to have a couple of small goats for their grandchildren. He stated keeping them in the fenced area behind the house was not a problem and discussed the size of the property and the pond. He stated the realtor sheet when purchasing the property stated livestock was allowed and did not know it would be a problem. He stated they would keep it clean and have done a lot of improvements on the property and wanted to be good neighbors.

Anthony Rice, 809 S. Lakehoma Dr., addressed the Council stating he is a neighbor who is opposed to the rezoning as it opens the property up to a lot more than goats such as bees, cows, llamas, etc.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Jones**, to close the Public Hearing.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

Discussion was held concerning the distance from the R-1 areas with **Helsel** stating approximate values of 102 feet from the south side; 300 feet from the north side; and 100 feet from the east side. She stated this was tricky as the house does not have frontage on the street and is hard to determine its front side set back. She advised the Code states there has to be 20,000 square feet of fenced area for each large animal behind the front of the house.

Councilman Grider asked if it could stipulate that only goats would be allowed on the property as part of the rezoning. The applicant stated they would not have a problem with this and Mr. Rice stated it would depend if the next resident(s) would be bound by it too or not.

Mayor Adams stated the Code stipulates behind the house and there is significant distance from this property to the closest neighbors. He stated if the property was part of a subdivision, this would be different, but it is completely separate stating as a three acre lot, it should be zoned R-E in the first place. **Adams** stated he did not see a problem rezoning it to R-E.

Councilman Schweinberg stated based on the aerial, he did not see a reason not to rezone the property to R-E stating the property was not conducive for multiple cattle and do not think it would be an issue.

Councilman Jones stated he would have to vote no as there has been considerable interest from his Ward and he represents them as well as the Planning Commission voting to deny the application.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Grider**, to Approve **Ordinance No. 1148** Amending the Zoning Ordinance of the City of Mustang, Oklahoma, as Amended, to Change Certain Property Located in Canadian County, Oklahoma, from RZ-3-7-17-1-31, 927 S Lakehoma Drive, Tara Treadwell, R-1, Single Family District to R-E, Rural Estates District.

AYE: Riley, Leete, Grider, Hagan, Schweinberg, Adams
NAY: Jones

- *5. **Discussion, Consideration and Possible Action** regarding requested Renewal of Contract for Maintenance and Operations of Public Streets and Mowing and Maintenance of Public Parks and Facilities with Silver Star Construction Company.

Assistant City Manager Battles stated this was a one year renewal of the existing agreement with Silver Star Construction stating the contract allows for five extensions at one year each. He stated the extension would be good through June 30, 2018 and the financial impact was \$755,463.43 which includes the CPI adjustment and addendum.

MOTION was made by **Councilman Grider**, seconded by **Councilman Leete**, to Approve the Renewal of Contract for Maintenance and Operations of Public Streets and Mowing and Maintenance of Public Parks and Facilities with Silver Star Construction Company.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

K. ADJOURNMENT

MOTION was made by **Councilman Schweinberg**, seconded by **Councilwoman Hagan**, to adjourn.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams

NAY: None

The meeting was adjourned at **7:49 p.m.**

Jay Adams, Mayor

Attest:

Angela Hall, Deputy City Clerk

FUND: 01 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01 MAYOR AND COUNCIL						
17-0002	01-H0045	RALPH STEVEN HUDDLESTON	COURT APPEARANCES	5/2017	201704255077	1,600.00
17-1647	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	120.69
DEPARTMENT TOTAL:						1,720.69
DEPARTMENT: 11 CITY MANAGER						
17-1648	01-G0122	JEANINE N RHEA	COMMUNICATIONS SEMINAR	4/2017	1701C	443.40
17-0068	01-M0001	STAR COMMUNICATION CORPORAT	LEGAL PUBLICATIONS	4/2017	4164	68.45
17-0198	01-M0234	MUSTANG TIMES	ADS FOR JOB OPENINGS	4/2017	MT101994	143.60
17-1647	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	494.77
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	70.00
17-0200	01-W0009	WORKERS ASSISTANCE PROGRAM,	EMPLOYEE ASSISTANCE PROG	4/2017	62106	354.22
DEPARTMENT TOTAL:						1,574.44
DEPARTMENT: 12 LIBRARY						
17-1321	01-M0263	MIDWEST TAPE, LLC	NON PRINT MATERIALS	4/2017	94955610	386.89
17-1647	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	781.32
17-0775	01-O0129	OVERDRIVE, INC	E BOOKS & E AUDIOS	4/2017	153447650-041317	524.81
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	12.00
17-0518	01-T0048	CENGAGE LEARNING	LARGE PRINT BOOKS	4/2017	60388708	35.08
DEPARTMENT TOTAL:						1,740.10
DEPARTMENT: 13 PARKS AND RECREATION						
17-0412	01-C1562	RUTH ELAINE COUTS	BELL CHOIR LESSONS	4/2017	201704255086	165.00
17-1664	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	4/2017	201704255090	25.71
17-1647	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	1,787.06
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	150.00
17-1650	01-S0288	MICHELLE SATTEN	RENTAL REFUND	4/2017	201704255092	25.00
17-1677	01-S0328	SPRINT SPECTRUM, LP	CELL PHONES	4/2017	201704275101	156.14
DEPARTMENT TOTAL:						2,308.91

FUND: 01 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 15 GENERAL GOVERNMENT						
17-0041	01-C0278	COX COMMUNICATIONS, INC.	TELEPHONE/INTERNET	4/2017	201704265094	6,551.54
17-0054	01-H0040	BILLY R HOWELL	PEST CONTROL	4/2017	201704255089	600.00
17-0022	01-I0015	TYLER TECHNOLOGIES, INC	UB/COURT COMPONENTS/HOST	4/2017	025-187543	250.00
17-0003	01-K0053	KG HOLDINGS, LP/WEP LAND	HOSTAGE INCENTIVE PAY	5/2017	201704255078	4,833.33
17-0061	01-K0127	KG SC HOLDINGS, LLC	CASH SAVER INCENTIVE PAY	5/2017	201704255079	5,000.00
17-1628	01-Q0003	QUICK PRINT OF OKLAHOMA	CITANNUAL BUDGET BOOKS	4/2017	731973	600.00
17-1675	01-Q0003	QUICK PRINT OF OKLAHOMA	CITANNUAL BUDGET BOOKS	4/2017	731973A	231.63
17-0086	01-S0330	STREETS LLC	HVAC MAINTENANCE	4/2017	S44-417	3,269.25
DEPARTMENT TOTAL:						21,335.75
DEPARTMENT: 18 TOWN CENTER						
17-0850	01-M0128	MAC FIRE SYSTEMS, INC	MONITORING AGREEMENT	4/2017	18465	217.50
17-1647	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	114.69
17-0701	01-P0055	PLUMBCO, INC	REPAIRS TO RESTROOM	4/2017	201704275100	370.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	27.00
17-1616	01-S1002	STERLING J. BEECROFT, LLC	REPAIR OUTLET	4/2017	3356	179.00
17-1542	01-S1165	INTERLINE BRANDS, INC	JANITORIAL SUPPLIES	4/2017	398192302	1,131.77
DEPARTMENT TOTAL:						2,039.96
DEPARTMENT: 19 BALL COMPLEX						
17-1551	01-B1019	BEN E. KEITH COMPANY	FOOD FOR CONCESSION	4/2017	63482650	4,010.95
17-1477	01-F0078	DAIOHS USA, INC	DRINKS FOR CONCESSION	4/2017	171816	227.15
17-0533	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSION	4/2017	6683100-	947.67
17-1351	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSIONS	4/2017	6683100	96.72
17-1550	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSION	4/2017	6690686	1,906.06
17-1684	01-L0052	LOCKE SUPPLY CO	ZIP TIES FOR SPORTS COMPL	4/2017	31216356-01	1,101.66
17-1647	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	418.06
17-1404	01-P0144	BOTTLING GROUP, LLC	DRINKS FOR CONCESSION	4/2017	23576059	1,074.79
17-1643	01-P0144	BOTTLING GROUP, LLC	DRINKS FOR CONCESSION	4/2017	25157956	1,658.65
17-1592	01-P0163	PIONEER MANUFACTURING	COMPAPINT FOR SPORTS COMPLEX	4/2017	632682	403.80
17-0226	01-Q0011	QNC, INC.	SUPPLIES FOR MACHINE	4/2017	33548	260.50
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	58.00
17-1403	01-S1165	INTERLINE BRANDS, INC	JANITORIAL SUPPLIES	4/2017	397549775	1,059.41
DEPARTMENT TOTAL:						13,223.42

FUND: 01 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 20 AQUATICS						
17-1647	01-00090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	88.65
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	21.00
DEPARTMENT TOTAL:						109.65
DEPARTMENT: 21 FINANCE						
17-1438	01-E0010	GAYLA EARLY	OMCCA CONFERENCE	4/2017	201704255087	120.00
17-1647	01-00090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	916.65
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	50.00
DEPARTMENT TOTAL:						1,086.65
DEPARTMENT: 31 COMMUNITY DEVELOPMENT						
17-1647	01-00090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	815.64
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	83.00
17-0825	01-X0004	JOHN RYCZKOWSKI	MOWING & CLEANING ABATEME	4/2017	201704265096	100.00
DEPARTMENT TOTAL:						998.64
DEPARTMENT: 41 POLICE						
17-1601	01-C0177	CMI, INC.	GAS CYLINDER FOR INTOXILY	4/2017	8000168	185.00
17-1506	01-E0042	EMBLEM ENTERPRISES, INC	MPD SHOULDER PATCHES	4/2017	680520	2,080.00
17-1253	01-G0031	GENE SEARS SUPPLY CO.	SILENCERS	4/2017	103346-01	7,700.00
17-1647	01-00090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	4,665.68
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	762.00
17-1529	01-S0093	SMART TECHNOLOGIES, INC	TRIPP LITE UPS AVR	4/2017	717288	340.00
17-0104	01-S0330	STREETS LLC	HEAT & AIR MAINT. AGREEME	4/2017	S43/43B-417	5,130.00
DEPARTMENT TOTAL:						20,862.68
DEPARTMENT: 42 ANIMAL CONTROL						
17-1663	01-C0272	SHANA CANNON	PER DIEM	4/2017	201704255070	80.00
17-1647	01-00090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	90.80
17-1661	01-00214	OK ANIMAL CONTROL ASSOC.	OACA SPRING SEMINAR	4/2017	201704255071	175.00
17-1660	01-R0088	ROBBINS COMMERCIAL ROOFING	SHELTER ROOF REPAIR	4/2017	16300254	285.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	2.00
DEPARTMENT TOTAL:						632.80

FUND: 01 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 51 FIRE						
17-1575	01-A0110	ALL SEASON BUILDING SUPPLY,	BUILDING REPAIR & MAINT.	4/2017	103019	35.58
17-1646	01-B0137	BOUNDTREE MEDICAL	EMS SUPPLIES	4/2017	82471043	238.15
17-1519	01-C0231	CONRAD FIRE	REPAIR ENGINE 2	4/2017	516846	582.51
17-1231	01-F0138	FIRE MARSHAL ASSOC. OF OKLAHOMA	CONFERENCE FOR FMAO	4/2017	1	70.00
17-1604	01-M0106	OKLAHOMA KENWORTH INC	DIPSTICK FOR WT-1	4/2017	T0045600970532	114.34
17-1209	01-N0043	911 CUSTOM, LLC	ATV LIGHTS	4/2017	24983-1	733.80
17-1591	01-N0137	NORTHERN SAFETY CO INC	REPAIR SCBA	4/2017	902391343	47.50
17-1573	01-O0025	O'REILLY AUTOMOTIVE STORES,	VEHICLE REPAIR & MAINT.	4/2017	0309-186926	49.97
17-1647	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	4/2017	201704255072	3,195.40
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255082	845.00
17-1537	01-S0088	SPECIAL OPS UNIFORMS, INC	UPDATE CLASS A UNIFORM	4/2017	262663	89.98
17-1420	01-W0020	WALMART COMMUNITY BRC	MISC. CHARGES	4/2017	201704255093	33.97
DEPARTMENT TOTAL:						6,036.20
DEPARTMENT: 61 STREETS						
17-1664	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	4/2017	201704255090	131.57
DEPARTMENT TOTAL:						131.57
FUND TOTAL:						73,801.46

4/28/2017 9:13 AM

PURCHASE ORDER CLAIM REGISTER

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FUND: 04 - IMPOUND FEE FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 41		POLICE - IMPOUND				
17-1602	01-00101	OK ASSOC OF SCHOOL RESOURCES	SCHOOL SECURITY CONFERENCE	5/2017	201704255091	250.00
DEPARTMENT TOTAL:						250.00
FUND TOTAL:						250.00

FUND: 07 - LIBRARY FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 07		ADMINISTRATION				
17-1377	01-B0245	ALYSSA ANN BURNETT	MUSIC & MOVEMENT CLASSES	4/2017	104	110.00
17-1178	01-C0275	HAL DEAN SMITH	STAFF SHIRTS	4/2017	3573	495.50
17-1481	01-R0084	REUBEN ROBERT FLEDRIKS	WINDOW CLASSES FOR PUBLIC	4/2017	201704265095	100.00
DEPARTMENT TOTAL:						705.50
FUND TOTAL:						705.50

4/28/2017 9:13 AM

PURCHASE ORDER CLAIM REGISTER

PAGE: 7

FUND: 11 - PARK & REC DONATION

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
17-1473	01-B0194	JANIS T. BROWN	BALLON TWISTING FOR EVENT	4/2017	41517	225.00
17-1476	01-B1026	B&C APPAREL	SHIRTS FOR STAFF	4/2017	33070	572.00
17-1472	01-F6632	CHRIS DENNIS	BOUNCE HOUSE FOR EVENT	4/2017	201704255088	550.00
DEPARTMENT TOTAL:						1,347.00
FUND TOTAL:						1,347.00

4/28/2017 9:13 AM

PURCHASE ORDER CLAIM REGISTER

PAGE: 8

FUND: 27 - DEBT SERVICE

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 08		G O BONDS				
17-0035	01-B0042	BANK OF OKLAHOMA	2012 GO BOND PAYMENTS	5/2017	201704255084	280,616.25
DEPARTMENT TOTAL:						280,616.25
FUND TOTAL:						280,616.25

FUND: 39 - LIMITED PURPOSE

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 19 BALL COMPLEX						
17-1498	01-D0014	LARRY DENTON	INSTALLING CEILINGS @ COM	4/2017	365491	4,220.00
DEPARTMENT TOTAL:						4,220.00
DEPARTMENT: 20 AQUATICS						
17-1655	01-M0270	KAHLE MAYFIELD	PAINTING OF SLIDE & ITEMS	4/2017	6002-1	6,010.00
DEPARTMENT TOTAL:						6,010.00
DEPARTMENT: 31 COMMUNITY DEVELOPMENT						
17-0530	01-H0106	HALFF ASSOCIATES, INC.	COMPREHENSIVE PLANNING	4/2017	223815	4,000.00
DEPARTMENT TOTAL:						4,000.00
FUND TOTAL:						14,230.00

4/28/2017 9:13 AM

PURCHASE ORDER CLAIM REGISTER

PAGE: 11

FUND: 69 - RISK MANAGEMENT

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
17-1668	01-C1180	COMMUNITY HOSPITAL LLC	WORKERS COMP CLAIM	4/2017	201704255073	39.40
17-1669	01-M0240	HEALTHSMART CASUALTY CLAIMS	WORKERS COMP CLAIM	4/2017	201704255074	140.00
DEPARTMENT TOTAL:						179.40
FUND TOTAL:						179.40
GRAND TOTAL:						1,067,731.26

APRIL 2017 VISA

<u>DEPT</u>		
511	CITY MANAGER	\$ 400.00
512	LIBRARY	\$ 3,000.00
513	PARKS & RECREATION	\$ 3,500.00
515	GENERAL GOVERNMENT	\$ 5,500.00
518	TOWN CENTER	\$ 4,000.00
521	FINANCE	\$ 100.00
531	COMM. DEV.	\$ 500.00
541	POLICE	\$ 2,000.00
551	FIRE	\$ 2,000.00
TOTAL		\$ 21,000.00

April 2017 PAYROLL

<u>DEPT</u>		
501	CITY ATTORNEY	\$ 8,862.06
511	CITY MANAGER	\$ 29,643.71
512	LIBRARY	\$ 28,208.13
513	PARKS & RECREATION	\$ 64,123.37
515	GENERAL GOVERNMENT	\$ 581.39
518	TOWN CENTER	\$ 4,597.46
519	BALL COMPLEX	\$ 24,629.59
520	AQUATICS	\$ 3,568.93
521	FINANCE	\$ 36,283.15
531	COMMUNITY DEVELOPMENT	\$ 32,573.93
541	POLICE	\$ 192,921.28
542	ANIMAL CONTROL	\$ 2,856.43
543	OHSO GRANT	\$ 1,957.56
551	FIRE	\$ 136,783.60
TOTAL		\$ 567,590.59

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. ITEM NO. F-3
2. DATE: MAY 2, 2017
3. TITLE: Approval to turn past due utility accounts over to the collection agency
4. COUNCIL ACTION: Approve or Deny
5. INITIATOR: Janet Watts, Finance Director
6. BACKGROUND: The attached utility accounts are past due and need to be sent to collections. Total balance is \$3,482.02 excluding collection agency fees.
7. STAFF SOURCE: Janet Watts, Finance Director
8. FINANCIAL IMPACT: Bad debt write-off of \$3,482.02
9. STAFF COMMENTS: Recommends turning accounts over to collections.
10. CITY ATTORNEY'S COMMENTS:
11. RESOLUTION/ORDINANCE NO. N/A

05/02/2017

ACCOUNT NUMBER	NAME	SERVICE ADDRESS	MAILING ADDRESS	BALANCE	AGENCY FEE	TOTAL FEE
17-0198-05	CRESSALL, JACOB	719 E ELDER LN	719 E ELDER LN	\$ 225.55		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
13-0208-01	COX, CHRISTOPHER	435 W APPLE BRANCH WAY	435 W APPLE BRANCH WAY	\$ 67.71		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
04-0046-02	DENISON, AMANDA	519 N BLUEBIRD WAY	12324 SOUTHGATE DR	\$ 263.51		
START DATE:		MUSTANG, OK 73064	YUKON, OK 73099			
FINAL DATE:						
01-0053-01	DIRECT SHIP	1708 W SH 152	346220 E 920 RD	\$ 210.99		
START DATE:	ROBERT SCOTT	MUSTANG, OK 73064	CHANDLER, OK 74834			
FINAL DATE:						
05-0074-08	FLEMING, DUSTIN	920 W CHURCHILL WAY	920 W CHURCHILL WAY	\$ 262.15		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
08-0124-07	GALLINA, ROBERT	623 W FOREST DR	212 W ALENE DR	\$ 150.00		
START DATE:		MUSTANG, OK 73064	MABANK, TX 75147			
FINAL DATE:						
22-1001-04	HARRISON, VANESSA	1120 N VICKSBURG TERR	1120 N VICKSBURG TERR	\$ 131.05		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
21-0164-04	HIBBS, DALE	1947 E HILLSIDE TERR	3550 TANGLEWOOD DR	\$ 65.78		
START DATE:		MUSTANG, OK 73064	GUTHRIE, OK 73044			
FINAL DATE:						
14-0044-04	HOLLINGSWORTH, JACKIE	130 E PERRY LN	130 E PERRY LN	\$ 81.55		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
05-0232-17	HURST, KRYSTIN	1226 W WESTCHESTER WAY	1703 W HWY 66	\$ 86.13		
START DATE:		MUSTANG, OK 73064	YUKON, OK 73099			
FINAL DATE:						
21-0188-11	KRISS, JOEL	2025 EAST HILL TERR	2025 EAST HILL TERR	\$ 226.02		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
10-0115-11	LARKIN, BRANDY	418 S WOODLAND DR	HC 63 BOX 62A	\$ 303.26		
START DATE:	WOOD, ROBERT	MUSTANG, OK 73064	EUFALE, OK 74432			
FINAL DATE:						
05-0405-06	LEMER, CHRIS	917 N BARNHILL WAY	917 N BARNHILL WAY	\$ 28.67		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
13-0491-03	MARZOLF, JENNIFER	233 W PINES WAY	233 W PINES WAY	\$ 314.52		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
10-0105-07	RICKETSON, TIFFANY	430 W JUNIPER DR	3816 WINDGATE WEST RD	\$ 186.39		
START DATE:		MUSTANG, OK 73064	OKC, OK 73179			
FINAL DATE:						
18-0096-21	KINNEY, STEPHANIE	1828 E SH 152	1828 E SH 152	\$ 414.35		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
22-0426-07	RS & CS ENTERPRISE	200 N MUSTANG RD	346220 E 920 RD	\$ 141.78		
START DATE:	ROBERT SCOTT	MUSTANG, OK 73064	CHANDLER, OK 74834			
FINAL DATE:						
15-0024-08	STAFFORD, TODD	407 E GREENWOOD LN	9112 SW 21ST	\$ 10.89		
START DATE:		MUSTANG, OK 73064	OKC, OK 73128			
FINAL DATE:						
50-8805-01	TATE PUBLISHING	135 N CEDAR BRANCH WAY 109	127 E TRADE CENTER TERR	\$ 311.72		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						

ACCOUNTS: 19

TOTALS: \$ 3,482.02 \$ 1,218.71 \$ 4,700.73

CITY OF MUSTANG
AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-4
2. **MEETING DATE:** May 2, 2017
3. **TITLE:** Approval to turn past due library accounts over to collection agency.
4. **COUNCIL ACTION:** Approve/Deny
5. **INITIATOR:** Janet Watts, Finance Director
6. **BACKGROUND:**
The attached library accounts are past due and need to be sent to collections.
The total balance is \$312.39 excluding collection agency fees.
7. **FINANCIAL IMPACT:**
Inventory loss of \$312.39
8. **STAFF COMMENTS:** Recommend Approval
9. **STAFF SOURCE:** Desiree Webber, Library Director
10. **CITY ATTORNEY COMMENTS:**
11. **RESOLUTION/ORDINANCE NO.** N/A

Council Copy
Accounts Sent to Collections
for April, 2017

	A	B	C	D	E
1	Acct #	NAME/RESPONSIBLE PARTY	CITY, STATE, ZIP	BOOK BALANCE	
2	0052919	Eric Harrington	Mustang, OK 73064	\$183.42	
3	0047336	Dylan Wright	Mustang, OK 73064	\$50.05	
4	0069932	Betty Ruth Miller	Mustang, OK 73064	\$78.92	
5					
6					
7					
8					
9					
10					
11					
12			TOTAL FOR INDIVIDUALS	\$312.39	
13					
14			TOTAL FOR ILL	0.00	
15					
16			OVERALL TOTAL	312.39	
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. ITEM NUMBER G-2-a
2. MEETING DATE: May 2, 2017
3. TITLE: Appointment to the Mustang Public Library Board.
4. MAYORAL ACTION: Appoint one member to the Library Board.
5. INITIATOR: Desiree Webber, Library Director
6. BACKGROUND: Valerie Burton has applied to serve on the Library Board through the City's Talent Bank portal. Mrs. Burton has regularly used the Library the many years. She values the Library's education role in the community.
7. FINANCIAL IMPACT: N/A
8. STAFF COMMENTS: Karl Mengers is retiring from the Library Board at the end of his term, which expires June 30, 2017. Mrs. Burton informed me that she has registered her interest to serve on the Library Board through the Talent Bank portal on the City of Mustang website. Her husband Mark Burton owns the State Farm insurance company in Mustang. Their children grew up in the Mustang Library. Mrs. Burton's contribution to the Mustang Library Board will be welcomed and valued.
9. STAFF SOURCE: Desiree Webber, Library Director
10. CITY ATTORNEY COMMENTS:
11. RESOLUTION/ORDINANCE NUMBER _____

Tim Rooney

From: Online Talent Bank Submittal <trooney@cityofmustang.org>
Sent: Tuesday, April 18, 2017 8:37 PM
To: Tim Rooney
Subject: Form submission from: Talent Bank Application

Submitted on Tuesday, April 18, 2017 - 8:36pm Submitted by anonymous user: [162.230.67.149] Submitted values are:

--Contact Information--

First Name: Valerie
Last Name: Burton
Street Address: 400 Tumbleweed Rd, Yukon, OK 73099
Mailing Address (if different):
Email Address: vaburton@att.net
Phone Number: 405-324-7272

Current Employer: Self

Current Occupation: Stay-at-home mom/homemaker Professional or Civic Activities: Volunteer work: Co-leader of young adult class and a leader of women's studies at First Baptist Mustang; Mustang Pregnancy Center (Evany Clinic)
Education: Bachelor of Arts in English Literature, Baylor University Check the Boards or Committees you are interested in serving. Check more than one, if you wish.: Library Board Please describe why you are interested in serving on this board or committee. In what way do you feel you will benefit the public by serving? I am interested in serving on the Library Board because I have been a Mustang Library patron for over 20 years, and I am passionate about the library. I feel that libraries are very important to communities, and our Mustang Library is a gem in our community. I hope my involvement on the Library Board would be useful to our community because I am personally such an avid reader and love our library. Now that my children are grown, I have time I can commit to serving in this capacity. I will do my best!

--Acknowledgement--

Conflict of Interest: Note: All boards, committees, and commissions are subject to disclosure or conflicts of interest. The City Clerk's Office can supply you with complete information on the above requirements and the duties of the boards, committees, and commissions. Once submitted, all information included in this application is available to the public, under the Oklahoma Open Records Act, 51 O. S. 24A.1, including the applicant's name, address, phone number, and place of employment. BY CHECKING THIS BOX, I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

The results of this submission may be viewed at:
<http://www.cityofmustang.org/node/8841/submission/14721>

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. ITEM NUMBER G-2-b
2. MEETING DATE: May 2, 2017
3. TITLE: Reappoint Bill Edwards, Regina Jennings, and Sharyl Allen to the Mustang Public Library Board.
4. MAYORAL ACTION: Reappoint three members to the Library Board.
5. INITIATOR: Desiree Webber, Library Director
6. BACKGROUND: The term of service for Bill Edwards, Regina Jennings and Sharyl Allen will expire June 30, 2017. Each individual is willing to continue to serve on the Library Board for another three-year term.
7. FINANCIAL IMPACT: N/A
8. STAFF COMMENTS: Bill Edwards, Regina Jennings and Sharyl Allen have done an outstanding job serving on the Library Board. They make important contributions to Library operations and long-range planning. They are conscientious members who value their role and service to the community. Recommend reappointments.
9. STAFF SOURCE: Desiree Webber, Library Director
10. CITY ATTORNEY COMMENTS
11. RESOLUTION/ORDINANCE NUMBER _____

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. ITEM NO. H-1

2. MEETING DATE: May 2, 2017

3. TITLE: AN ORDINANCE OF THE CITY OF MUSTANG, OKLAHOMA, AMENDING CHAPTER 90, OF THE CODE OF ORDINANCES OF THE CITY OF MUSTANG, OKLAHOMA, BY ADDING SECTION 90-6, PARTIALLY VACATING AN EASEMENT DEDICATED TO THE CITY OF MUSTANG, WHICH EASEMENT IS LOCATED IN LOT 3, BLOCK 1 OF MAGNOLIA TRACE PHASE 1, AN ADDITION TO THE CITY OF MUSTANG, CANADIAN COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, AS MORE PARTICULARLY DESCRIBED BELOW; DECLARING REPEALER; AND PROVIDING FOR SEVERABILITY.

4. COUNCIL ACTION: Approval or Disapproval of Ordinance Vacating Public Easement

5. INITIATOR: Community Development Department

6. Project Description: Robert Crout of Cury Development, LP has submitted an application for vacation of an easement in Magnolia Trace Addition, Section 1. The area for vacation is on Lot 3, Block 3 and is shaded in gray on the attached survey.

The stated purpose of the right-of-way vacation request is "to expand size of lot and vacate easement that has not been used or necessary to serve subdivision." The only line that existed in that easement was an electrical line by OG&E. OG&E has since relocated that line and the property owner has established a new easement with the electric company. Please see their attached letter of no objection.

The City of Mustang does not have any utilities in this area. A public hearing notice for the vacation was sent to all property owners within 300 feet, and to all utility franchisees within the city. No responses were received.

7. FINANCIAL IMPACT: None

8. STAFF COMMENTS: Staff recommends approval of this application to vacate the easement. There are no utilities in this easement, and the electrical line has been moved and a new easement established for that. No protests were received from neighboring property owners or franchisees.

9. STAFF SOURCE: Melissa Helsel, Community Development Director

10. CITY ATTORNEY'S COMMENTS:

11. RESOLUTION/ORDINANCE NO. 1145

ORDINANCE NO. 1145

AN ORDINANCE OF THE CITY OF MUSTANG, OKLAHOMA, AMENDING CHAPTER 90, OF THE CODE OF ORDINANCES OF THE CITY OF MUSTANG, OKLAHOMA, BY ADDING SECTION 90-6, PARTIALLY VACATING AN EASEMENT DEDICATED TO THE CITY OF MUSTANG, WHICH EASEMENT IS LOCATED IN LOT 3, BLOCK 1 OF MAGNOLIA TRACE PHASE 1, AN ADDITION TO THE CITY OF MUSTANG, CANADIAN COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, AS MORE PARTICULARLY DESCRIBED BELOW; DECLARING REPEALER; AND PROVIDING FOR SEVERABILITY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSTANG, OKLAHOMA:

SECTION 1. AMENDMENT

That Chapter 90 of the Code of Ordinances of the City of Mustang, Oklahoma, be and hereby is amended by adding Section 90-6 to read as follows:

Section 90-6. Vacation of Easement within Lot 3, Block 1 of Magnolia Trace Phase 1, an addition to the City of Mustang, Canadian County, Oklahoma, according to the recorded plat thereof.

- A. The Final Plat for Magnolia Trace Phase 1, an addition to the City of Mustang, was recorded on May 20, 2004, with the County Clerk of Canadian County, State of Oklahoma (hereinafter, the "Plat").
- B. Pursuant to ordinances of the City of Mustang, and by operation of law, the Plat dedicated to the City of Mustang, and the City of Mustang accepted the public dedication of, *inter alia*, an utility easement ranging in depth from Fifteen (15) to approximately Sixty (60) feet along the south and southwestern edge of Lot 3, Block 1, Magnolia Trace Phase 1 (hereinafter, the "Easement"), and more particularly described as follows:

A tract of land lying in the Northeast Quarter (NE/4) of Section 29, Township 11 North, Range 5 West, I.M., same being a portion of Lot 3, Block 1, Magnolia Trace Phase 1, according to the records plat thereof, being more particularly described by metes and bounds as follows:

Commencing at the Western most corner of said Lot 3, Block 1; Thence S35°26'02"E along the boundary line of said plat a distance of 75.20 feet to the Point of Beginning; Thence, N33°08'26"E a distance of 58.31 feet; Thence, S19°30'11"E a distance of 135.20 feet; Thence, S86°48'07"E a distance of 164.79 feet; Thence, S30°42'19"W a distance of 22.55 feet; Thence, N86°48'07"W a distance of 160.37 feet; Thence, N35°26'02"W a distance of 120.59 feet to the Point of Beginning.

- C. The owners of Lot 3, Block 1, Magnolia Trace Phase 1, intend to acquire adjacent property and expand their rear and side yard, and request that the Easement be vacated to accommodate the expansion of their yard.

- D. The City of Mustang does not currently occupy the Easement for utility purposes, and has no future intentions to use the Easement for the provision of utility services. Lot 3, Block 1, Magnolia Trace Phase 1 obtains utility service from a Seventy (70) foot utility easement along the Northwestern edge of that lot, and the area to the south and west of that lot is a private common area which does not require public services. The City of Mustang believes it to be necessary and expedient to, and hereby does, vacate the Easement.
- E. At least 30 days prior notice has been given by the City Clerk to holders of franchises or others determined by the City Council to have a special right or privilege to use the public way or easement, and to all owners of record, as shown by the current year's tax rolls in the office of the county treasurer, abutting the public way or easement, and to owners of record of property within 300 feet of the subject property.
- F. The City of Mustang reserves the absolute right to reopen the Easement without expense to the City, and this ordinance shall not affect the right to maintain, repair, reconstruct, operate or remove utilities, public service corporations, franchise holders, or transmission company facilities or services therein, nor shall such closing affect private ways existing by operation of law.
- G. This ordinance shall go into effect thirty (30) days after its passage.

SECTION 2. REPEALER

All former ordinances or parts of Ordinances conflicting or inconsistent with the provisions of this Ordinance are hereby repealed.

SECTION 3. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

PASSED AND APPROVED this _____ day of May, 2017.

Mayor

ATTEST:

City Clerk

APPROVED as to form this _____ day of May, 2017.

City Attorney

**PUBLIC HEARING NOTICE OF THE
MUSTANG CITY COUNCIL**

On Tuesday, May 2, 2015, beginning at 7:00 p.m. in the Council Chambers at Mustang City Hall located at 1501 N. Mustang Road, a Public Hearing will be conducted on the following:

APPROVAL OF ORDINANCE TO VACATE PUBLIC EASEMENT

LOCATION: Lot 3, Block 1, Magnolia Trace Phase 1 Addition
APPLICATION BY: Cury Development, Robert Crout
PROPERTY OWNER: Cury Development, Robert Crout

ADDRESS OF PROPERTY: 1168 W. Carolina Cherry Court Way

LEGAL DESCRIPTION OF EASEMENT TO BE VACATED:

A tract of land lying in the Northeast Quarter (NE/4) of Section 29, Township 11 North, Range 5 West, I.M., same being a portion of Lot 3, Block 1, Magnolia Trace Phase 1, according to the records plat thereof, being more particularly described by metes and bounds as follows:

Commencing at the Western most corner of said Lot 3, Block 1; Thence S35°26'02"E along the boundary line of said plat a distance of 75.20 feet to the Point of Beginning; Thence, N33°08'26"E a distance of 58.31 feet; Thence, S19°30'11"E a distance of 135.20 feet; Thence, S86°48'07"E a distance of 164.79 feet; Thence, S30°42'19"W a distance of 22.55 feet; Thence, N86°48'07"W a distance of 160.37 feet; Thence, N35°26'02"W a distance of 120.59 feet to the Point of Beginning.

As an interested property owner or franchisee your comments are invited at the public hearing for or against the request. You may file a written petition or offer oral argument and evidence for or against granting the request. Please feel free to call the Community Development Department at 376-9873 between 8:30 a.m. and 5:00 p.m. to make inquires about the application.

"The City of Mustang encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodation. The City may waive the 48-hour rule if signing is not the necessary accommodation."

Sincerely,

Melissa Helsel, AICP
Director, Community Development

LEGEND

P/D/E = PRIVATE DRAINAGE EASEMENT

POINT OF COMMENCEMENT
WESTERN MOST CORNER LOT 3,
BLOCK 1, MAGNOLIA TRACE PHASE 1

S35°26'02"E
75.20'

POINT OF
BEGINNING

EX. 5' U/E
(PER PLAT)

LOT 3, BLOCK 1
MAGNOLIA TRACE PHASE 1

EASEMENT RELEASE
7,420 SQ FT
OR 0.170 ACRES

S86°48'07"E 164.79'

N86°48'07"W 160.37'

EX. 5' U/E
(PER PLAT)

60' U/E &
P/D/E

70' U/E &
P/D/E

S135°01'11"E 135.20'

10' U/E

10' U/E

15' U/E

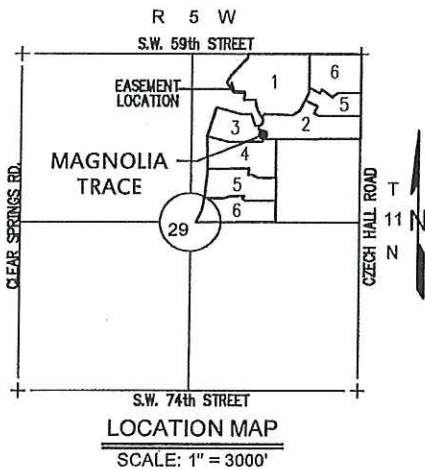
15' U/E

15' U/E

15' U/E

W. CAROLINA CHERRY WAY
(PRIVATE)

NORTH AZALEA WAY
(PRIVATE)

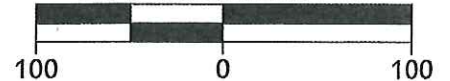


Line Table

Line #	Direction	Length
L1	N33°08'26"E	58.31'
L2	S30°42'19"W	22.55'

SCALE: 1" = 100'

GRAPHIC SCALE IN FEET



BASIS OF BEARING = PLAT
MAGNOLIA TRACE PHASE 1
BOOK: 9, PAGE: 21-22

ATTACHMENT B

PARTIAL EASEMENT RELEASE

214 E. Main
Oklahoma City, Oklahoma 73104



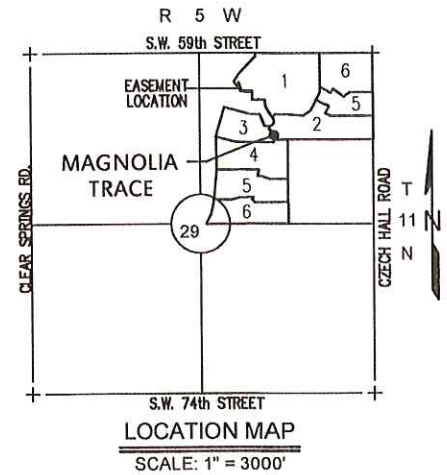
Crafton Tull
architecture | engineering | surveying
405.787.6270 | 405.787.6276 |
www.craftontull.com

SHEET NO.: 2 OF 2
DATE: 07/25/16
PROJECT NO.: 08605400

CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2018



Jennifer L. Whitey
Jennifer L. Whitey, RPLS 1517
1/25/16
Date



LEGAL DESCRIPTION

A tract of land lying in the Northeast Quarter of Section Twenty-Nine (29), Township Eleven North (T11N), Range Five West (R5W), of the Indian Meridian (I.M.), Mustang, Canadian County, Oklahoma, same being a portion of that certain tract described Lot 3, Block 1, MAGNOLIA TRACE PHASE 1, according to the recorded plat thereof; being more particularly described by Metes and Bounds as follows:

COMMENCING at the Western most corner of said Lot 3, Block 1, thence
S35°26'02"E along the boundary line of said plat a distance of 75.20 feet to the POINT OF BEGINNING; thence

N33°08'26"E a distance of 58.31 feet; thence
S19°30'11"E a distance of 135.20 feet; thence
S86°48'07"E a distance of 164.79 feet; thence
S30°42'19"W a distance of 22.55 feet; thence
N86°48'07"W a distance of 160.37 feet; thence
N35°26'02"W a distance of 120.59 feet to the POINT OF BEGINNING.

Said tract contains 7,420 Square Feet or 0.170 Acres, more or less.

ATTACHMENT A

PARTIAL EASEMENT RELEASE

214 E. Main Oklahoma City, Oklahoma 73104		SHEET NO.: 1 OF 2
 Crafton Tull architecture engineering surveying 405.787.6270 405.787.6276 www.craftontull.com		DATE: 07/25/16
CERTIFICATE OF AUTHORIZATION: CA 973 (PE/LS) EXPIRES 6/30/2018		PROJECT NO.: 08605400



Jennifer L. Whitey
 Jennifer L. Whitey, RPLS 1517
 7/25/16
 Date

MC: WW-52

PO Box 321
Oklahoma City, OK 73101-0321

405-553-5855

www.oge.com



OG&E Electric Services
An OGE Energy Corp. Company

Date: 3/10/17

Cury Development, L.P.
c/o: Robert Crout
Magnolia Trace Phase 1
Lot 3 Block 1
Mustang, Canadian County, Oklahoma

Re: No Objection to vacate platted 15 feet U/E immediately adjacent to South Lot line of Lot 3 Block 1 MAGNOLIA TRACE PHASE 1, being part of the NE/4 of Sec. 29, T-11-N, R-5-W, I.M., Mustang, Canadian County, Oklahoma. As shown on attached sketch.

Dear Robert Crout,

Oklahoma Gas and Electric Company has no objection to requested vacate of platted 15 feet U/E immediately adjacent to Southwesterly boundary line of Lot 3 Block 1 of Magnolia Trace Phase 1, as being more particularly described in Book 9, Page 21, Canadian County Clerk Office. As shown on attached sketch.

A handwritten signature in black ink, appearing to read 'Thomas M. Uhr'.

Thomas M. Uhr
OG&E Land Management Services

Phone 405-553-5855
Cell 405-760-4624
uhrtm@oge.com

AFTER RECORDING RETURN TO:
OGE ELECTRIC SERVICES
ATTN: MATT UHR, R/W AGENT
PO BOX 321 M/C WW 52
OKLAHOMA CITY, OK 73101-0321

Work Order# 8431206

EASEMENT

KNOW ALL MEN BY THESE PRESENTS: THAT CURY DEVELOPMENT, L.P., a Limited Partnership, as joint tenants and not as tenants in common, with full right of survivorship, the whole estate to vest in the survivor in the event of either, Grantor, in consideration of the sum of Ten or more dollars in hand paid, the receipt of which is hereby acknowledged, and other good and valuable consideration, does hereby grant and warrant unto OKLAHOMA GAS AND ELECTRIC COMPANY, an Oklahoma corporation, Grantee, its successors and assigns, the right, privilege and authority to enter upon and install, erect, construct, operate, maintain, and reconstruct underground and/or above ground a system of poles, anchors, guy wires, conduits, wires, cables, vaults, junction boxes, switches, fuses, transformers, service connection boxes and other fixtures for the transmission and distribution of electrical current and communication messages, including the right of ingress and egress to and from said system across adjoining lands of Grantor, together with the authority to cut down, control the growth of, or trim and keep trimmed any trees that may in the judgment of the Grantee interfere with or endanger said line or its maintenance and operation.

The real property covered by this easement is situated in CANADIAN County, State of Oklahoma, and is described as follows:

See ATTACHMENT "A" and "B" attached hereto and made a part hereof.

Grantor further covenants agrees that no building or other structure shall ever be erected nor shall any excavation or other removal of soil, so as to change the grade of terrain, be accomplished by Grantor, its heirs or assigns, within the above described easement area unless the written consent of the Grantee is first obtained. Grantor further acknowledges the requirements of 63 Oklahoma Statutes (1991) Section 142.1, et. seq. (One-call statute).

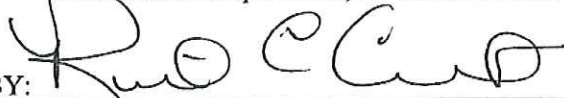
Grantor hereby consents to permit Grantee to trim and keep trimmed any trees and foliage on Grantor's property immediately adjacent to the easement granted herein, and Grantee shall have the right to enter upon Grantor's property for this purpose.

The rights and privileges above granted to continue so long as same are used or needed for the transmission and distribution of electric current or communication messages; but should the Grantee remove its property from the premises and abandon the right of way herein granted, then the rights granted in this easement shall terminate.

Signed and delivered this 22 day of March, 2017.

Cury Development, L.P., a Limited Partnership

BY: Crout Development Company,
an Oklahoma Corporation., its General Partner

BY: 

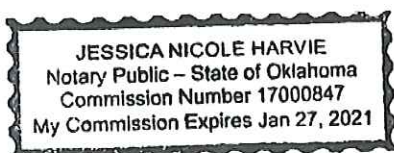
Robert L. Crout, President of Crout Development
Company, General Partner

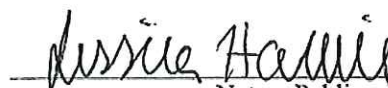
CORPORATION ACKNOWLEDGMENT

STATE OF OKLAHOMA, COUNTY OF CANADIAN, SS;

Before me, the undersigned, a Notary Public, in and for said County and State, on this _____ day of March, 2017, personally appeared Robert L. Crout, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its President, and acknowledged to me that he executed the same as his free and voluntary act and deed of such corporation, for the uses and purposes therein set forth.

My Commission Expires: 1-27-2021
Commission # 17000847




Notary Public

WO#(Draft No. _____) R/W File No.
Form R-469 D (Rev 9/2015) UG-OH-C1..DOT tmu Atlas Sheet No.

POINT OF BEGINNING
WESTERN MOST CORNER
OF LOT 3, BLOCK 1
MAGNOLIA TRACE PHASE 1

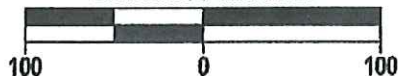
MAGNOLIA TRACE PHASE 1
BK. 9 PG. 21

Line Table		
Line #	Direction	Length
L1	S23° 16' 16"E	42.96'
L2	S09° 48' 44"E	51.37'
L3	S18° 41' 43"E	50.41'
L4	S27° 39' 36"E	32.38'
L5	S14° 57' 24"E	16.55'
L6	N74° 45' 21"W	11.57'
L7	N14° 57' 24"W	9.62'
L8	N27° 39' 36"W	31.79'
L9	N18° 41' 43"W	51.85'
L10	N09° 48' 44"W	93.94'

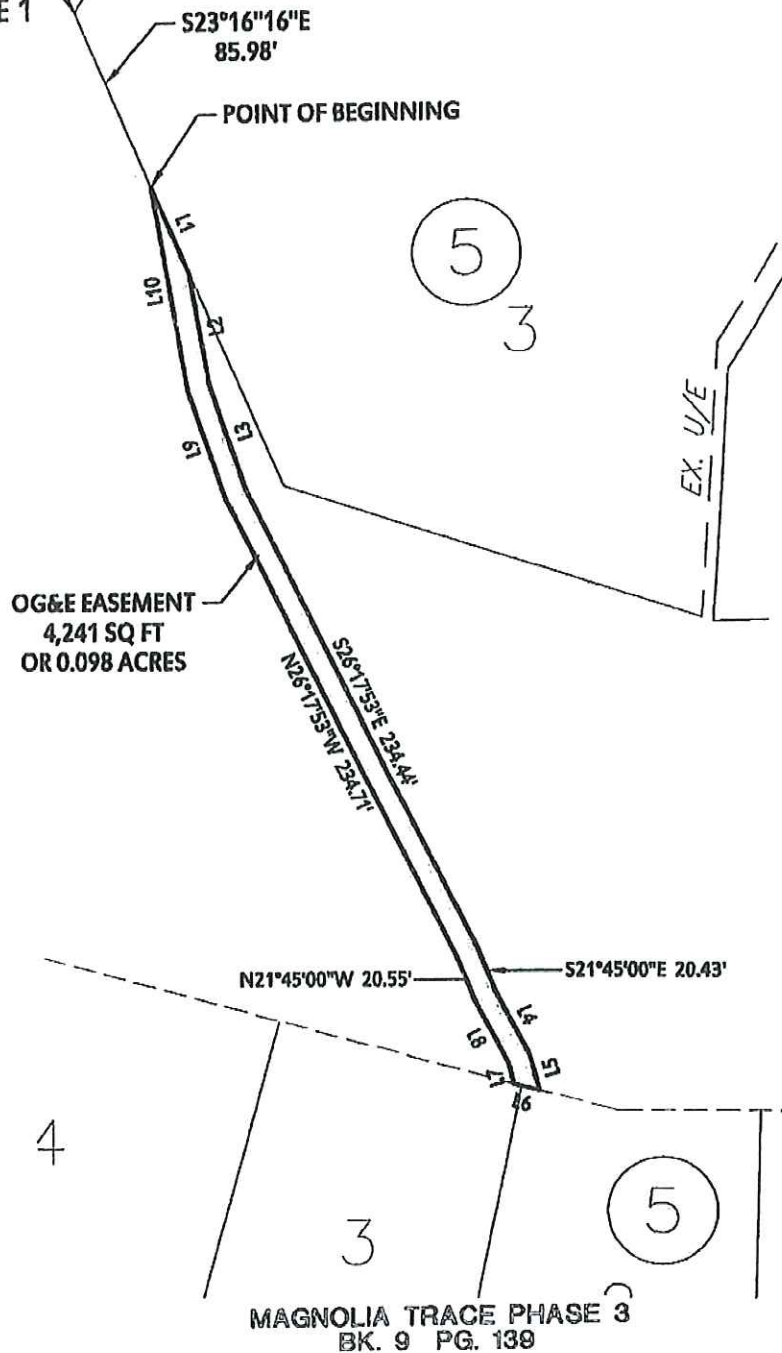
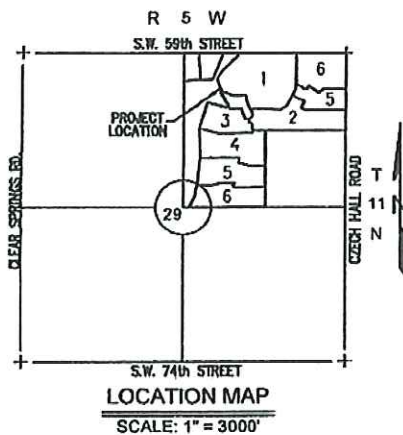


SCALE: 1" = 100'

GRAPHIC SCALE IN FEET



BASIS OF BEARING = PLAT



ATTACHMENT B

OG&E EASEMENT



Crafton Tull
architecture | engineering | surveying
405.787.6270 | 405.787.6276 |
www.craftontull.com

CERTIFICATE OF AUTHORIZATION
CA 173 (PLS) EXPIRES 6/30/2018

SHEET NO: 2 OF 2
DATE: 03/17/17
PROJECT NO: 08605400

CITY OF MUSTANG
AGENDA COMMENTARY

1. ITEM: H-2
2. MEETING DATE: May 2, 2017
3. TITLE: Discussion, consideration, and possible action of change order #2 for project labeled raw water transmission lines and approval of final pay application.
4. COUNCIL ACTION: Approve/Deny
5. INITIATOR: Justin Battles, Assistant City Manager
6. BACKGROUND: City Council approved a contract with SMC Utility Construction to replace 2 ½ miles of transmission lines in the well field. Change order #1 was approved by Council to extend the project by ½ mile. The attached change order #2 reflects a week of downtime that the contractor was on site and the City of Oklahoma City delayed a bore due to a permit. Also reflected is the reduction of three blind flanges for the project in which the contractor went with the alternative eliminating the need for the flanges.

The changer order is attached.

Current Contract Amount: \$1,070,836.50
Net Change Order Amount: \$6,000.00
Total Contract Amount: \$1,076,836.50
7. FINANCIAL IMPACT: \$6,000 – change order, \$236,688.32 – final payment
8. STAFF'S COMMENTS: Staff recommends approval
9. STAFF SOURCE: Justin Battles, Assistant City Manager

CONTRACT CHANGE ORDER

Change Order Number:	<u>#2 (Final)</u>	Engineer:	<u>Cowan Group Engineering</u>
Date:	<u>February 2, 2017</u>	Address:	<u>7100 N Classen, Suite 500</u>
Bid Number:	<u>MUS-WT15-002</u>		<u>Oklahoma City, OK 73116</u>
		Phone:	<u>(405) 463-3369</u>
Project Name:	<u>Mustang Raw Water Transmission</u>	Fax:	<u>(405) 463-3381</u>
	<u>Line Improvements</u>		
Contractor:	<u>SMC Utility Construction</u>	Owner (Grantor):	<u>Mustang Improvement Authority</u>
Address:	<u>8405 S.W. 15 Street</u>	Address:	<u>1501 N. Mustang Road</u>
	<u>Oklahoma City, OK 73128</u>		<u>Mustang, OK 73064</u>
Phone:	<u>(405) 495-5295</u>	Phone:	<u>(405) 376-4521</u>
Fax:	<u>(405) 789-8020</u>	Fax:	<u></u>

THE FOLLOWING CHANGES ARE HEREBY AMENDED INTO THE CONTRACT PLANS AND SPECIFICATIONS

ITEM	DESCRIPTION	UNIT	UNIT PRICE	CONTRACT QUANTITY	AMENDED QUANTITY	COST
Base Bid Item No.						
20	Blind Flange	EA	\$1,000.00	3.00	0.00	(\$3,000.00)
New Items						
CO 2.1	Downtime	LSUM	\$9,000.00	0.00	1.00	\$9,000.00
Net Change Order Amount \$6,000.00 Original Contract Amount \$877,366.50 Total of Previous Change Order(s) \$193,470.00 Total Contract Amount To Date \$1,076,836.50						

This Change Order \$6,000.00 Contract Time by 90 Days

Justification:	Base Bid Item Number 20 was removed due to all alternates being awarded making the blind flanges unnecessary.
	C.O. 2.1 was required due to unforseable easement and permitting obstacles.

CONTRACT CHANGE ORDER

Change Order Number: #2 (Final)
Date: February 2, 2017
Bid Number: MUS-WT15-002
Project Name: Mustang Raw Water Transmission
Line Improvements



RECOMMENDED:

Engineer Signature

Cowan Group Engineering

Engineer

BY:

Michael Taylor, P.E.

Printed Name

Project Manager

Title

4/13/17
Date

ACCEPTED:

Contractor Signature

SMC Utility Construction

Contractor

BY:

Jerry Day

Printed Name

President

Title

4/12/2017
Date

APPROVED:

Owner Signature

Mustang Improvement Authority

Owner

BY:

Printed Name

Title

Date



ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No.

Final

To (Owner):	Mustang Improvement Authority	Application Period:	February - March	Application Date:	3/31/2017
Project:	Mustang Water Well Transmission Lines	Contract:	SMC Utility Construction	Via (Engineer):	Cowan Group Engineering, LLC
Owner's Contract No.:		Contractor's Project No.:		Engineer's Project No.:	MUS-WT15-002

Application For Payment Change Order Summary

Approved Change Orders	Additions	Deductions
Number		
1	\$193,470.00	
2	\$6,000.00	
TOTALS	\$199,470.00	
NET CHANGE BY CHANGE ORDERS	\$199,470.00	

1. ORIGINAL CONTRACT PRICE..... \$ \$877,366.50
2. Net change by Change Orders..... \$ \$199,470.00
3. Current Contract Price (Line 1 + 2)..... \$ \$1,076,836.50
4. TOTAL COMPLETED AND STORED TO DATE
(Column F total on Progress Estimates)..... \$ \$1,076,836.50
5. RETAINAGE:
 - a. ☒ Work Completed..... \$ \$1,076,836.50
 - b. ☒ Stored Material..... \$ \$
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$ \$1,076,836.50
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ \$840,148.18
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ \$236,688.32
8. AMOUNT DUE THIS APPLICATION..... \$ \$
9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G total on Progress Estimates + Line 5.c above)..... \$ \$

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:

Date:

Michael Taylor

4/10/2017

Payment of:

\$

\$236,688.32

(Line 8 or other - attach explanation of the other amount)

is recommended by:

(Engineer)

(Date)

Michael Taylor 4/13/17

Payment of:

\$

(Line 8 or other - attach explanation of the other amount)

is approved by:

(Owner)

(Date)

Approved by:

Funding or Financing Entity (if applicable)

(Date)

CITY OF MUSTANG
AGENDA COMMENTARY

1. ITEM: A-3

2. MEETING DATE: March 2, 2017

3. TITLE: Acceptance of request for proposals for operation, maintenance, and management of the water and wastewater treatment facilities for the City of Mustang and awarding services to recommended company

4. COUNCIL ACTION: Approve/Deny

5. INITIATOR: Justin Battle, Assistant City Manager

6. BACKGROUND:

The City of Mustang and its engineering firm, Cowan Engineering, published public notice for companies interested in submitting qualifications and proposals for operations, maintenance, and management of the water and wastewater treatment facilities. Proposals and qualifications were opened April 14 at 5:00pm. The City of Mustang received a total of three submittals for operation, maintenance, and management of the water and wastewater treatment facilities.

Severn Trent - \$1,592,750.00

Veolia - \$1,681,147.00

USW Utility Group - \$1,699,797.46

Cowan Group and the City of Mustang have reviewed all submittals. The operations committee reviewed each application and recommends awarding the contract to a qualified company who submitted the lowest contract cost.

7. FINANCIAL IMPACT: None/ Contract approval

8. STAFF'S COMMENTS: Staff recommends awarding contract to the lowest cost, qualified company. A copy of the submittal is attached. Contract approval will be placed on a future agenda.

9. STAFF SOURCE: Justin Battles, Assistant City Manager



COWAN GROUP ENGINEERING, LLC
7100 N Classen, SUITE 500
OKLAHOMA CITY, OK 73116
405.463.3369 O
405.463.3381 F

Mustang Improvement Authority
Operations of Water and Wastewater Facilities
BID Operations Services Contract
DATE 4/14/2017



BASE BID									
ITEM NUMBER	DESCRIPTION	QTY	UNIT	Savem Trent			Voolla		USW UTILITY GROUP
1	OPERATIONS OF WATER AND WASTEWATER FACILITIES	1	LS	\$ 1,592,750.00	\$ 1,592,750.00	\$ 1,592,750.00	\$ 1,681,147.00	\$ 1,681,147.00	\$ 1,699,797.46
BASE BID TOTAL				\$ 1,592,750.00			\$ 1,681,147.00		\$ 1,699,797.46

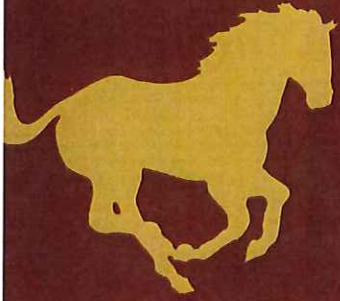
Low Bidder

I do solemnly swear that the above amount is correct, reasonable and just.

Michael Taylor, P.E.



Michael Taylor



CITY OF MUSTANG, OKLAHOMA

Proposal and Qualifications for Operation, Maintenance, and Management
of the Water and Wastewater Treatment Facilities

April 14, 2017



SEVERN
TRENT



I. General Requirements



Letter of Interest

As required, we have provided our letter of interest in Section II Letter of Interest.



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Statement of Conformance

Severn Trent currently has the insurance requirements as set forth by the Mustang Improvement Authority's contract (Appendix D). We will also comply with all insurance requirements as set forth in the City's RFP and proposed contract. Severn Trent will perform the required operations, maintenance and management services in compliance with all applicable regulatory requirements.

Neither Severn Trent nor anyone acting on Severn Trent's behalf has engaged in any act of collusion as it relates to this RFP. Severn Trent, through John Freebody, Severn Trent's Chief Financial Officer, has completed a Non-Collusion Affidavit evidencing that it has not engaged in any collusion.

April 14, 2017

City of Mustang
C/O Justin Battles
1501 N. Mustang Rd.
Mustang, OK 73064

Dear Mr. Battles:

Severn Trent Environmental Services, Inc. (Severn Trent) is pleased to present the City of Mustang (the City) with our cost proposal in response to the City's RFP to continue the operation, maintenance, and management of the water and wastewater treatment facilities.

Based on our long and successful partnership with the City of Mustang, we share the City's key goals in a public-private partnership of ensuring the proper operation and maintenance of your infrastructure, thus protecting your significant investment. We also understand that it is essential that we ensure consistent, safe, and compliant drinking water in the quantities required by the citizens of Mustang, and continue to provide accurate and timely reading of water meters.

Severn Trent provides the stability, strength and institutional knowledge of a global corporation focused on water and wastewater operations. We apply our experience and expertise through a team of empowered local managers with a strong commitment to their clients and an attention to detail. With each client, we strive to form a true partnership working toward a goal of safe, compliant and efficient operations. As you will see throughout this proposal, Severn Trent is far more qualified than our competitors to continue our long history of optimizing the operations and management of your facilities.

We believe that our success in Mustang, [where we have operated since 2001](#), is due to having the strongest project leadership possible. When you have a strong team on the ground, the partnership's success is ensured. We will continue to offer a strong team with real-world experience operating, maintaining and managing your facilities. [We propose to continue with our field-proven team led full time by Dennis Merrill and Jay Scott](#). Our team has worked closely with your staff, community and consultants to deliver high-quality services. Collectively, we have achieved noteworthy improvements to the infrastructure, and would like to continue this great work well into the future. While our many accomplishments are too numerous to list here, highlights can be found in this submittal.

As we have shown several times over the years, Severn Trent is more than just another contractor; we strive every day to be a true partner. We do this through solid working relationships and open discussions of needs as they change through the years. When the City has requested modifications to our agreements, we have consistently agreed to make changes that make sense to both parties in order to achieve the goals of the City. As your partner, we are proposing modifications to our current agreement based on what City staff has recently indicated they want.

One of our core values is that we always "Do the Right Thing." We believe a true partnership means working together to meet the needs of your citizens. We believe we have provided the best approach while being cost-effective, and we understand and agree that the City wants assurances that its partner will have shared risk and responsibility for key costs. This is especially critical during the initial operation



of the expansion and upgrades to the wastewater treatment plant (WWTP), when these cost baselines are first developed. It is also true for the proposed arsenic treatment facility, where the cost of producing water must be understood when making capital improvement decisions.

Additionally, Severn Trent proposes to work closely with City staff in tracking Key Performance Indicators (KPIs) that are needed to ensure the most efficient operations of the WWTP. Severn Trent has significant experience in operating sequencing batch reactor (SBR) facilities. We currently manage more than a dozen SBRs around the country, including three in Oklahoma: Mustang, Oklahoma City, and Guymon. We know how to operate this unique process, and have developed field-proven operating standards, including KPIs that will aid us to develop the lowest possible operating costs for power and chemicals at the actual flow and loading rates received at the plant. Once the facility is optimized, these will be the true costs of operations. **We propose to revisit the pricing structure, and would be glad to work with the City to identify how best to share in the costs of key items such as power and chemicals. Using this open approach ensures the City does not pay more than necessary for these significant commodities.**

Thank you for the opportunity to serve the City for the past 16 years. We are excited about this opportunity and look forward to continuing to partner with you in the future.

Should any questions arise please feel free to contact Regional Director Ed Schwab at 719-229-4429 or Ed.Schwab@STServices.com.

Sincerely,

A handwritten signature in black ink, appearing to read "John Freebody", written over a horizontal line.

John Freebody
Chief Financial Officer



III. Project Team

Mustang's Trusted Partner of 16 Years

Severn Trent has been a valuable partner for the City for 16 years. In just the past five years, we have continued to do so by being innovative and investing in your system. Our efforts resulted in cost savings, benefiting the community by improved compliance and odor management, and by investing in upgraded equipment. Below are some highlights of the value we have brought to the City:

- **2001 to Present – Continual Investment in Equipment, Vehicles and Tools.** Since the beginning of the contract, Severn Trent has provided over \$1 million in equipment, tools and supplies (i.e., mini ex, backhoe, crew cab, jet trailer, Hydrovac) to service the community.
- **2007 to 2008 – Standing Together after the Storm.** Following a severe winter storm in 2007, the Federal Emergency Management Agency (FEMA) declared an emergency. At the direction of City personnel, Severn Trent commenced the disposal of storm debris in full compliance with Oklahoma Department of Environmental Quality (ODEQ) regulations.
- **2012 – Underground Asset Management.** We developed a capital improvement plan that identified key elements in an underground asset management program; this ensured optimal system performance at the lowest lifecycle cost.
- **2013 – Manhole Rehabilitation.** Implemented an aggressive manhole inspection program and coordinated manhole rehabilitation services to restore structural integrity, decrease odor complaints, and reduce inflow and infiltration issues.
- **2014 – Monitoring Solid Waste at No Additional Charge.** Severn Trent stationed an employee at the public works office to monitor solid wastes disposal, and assumed responsibility for monitoring the use of these facilities by up to 185 customers per week – at no additional cost to the community. We also established written policies and posted signage to discourage improper disposal practices.
- **2014 – Aggressive Tort Claim Management.** Our team has worked closely with representatives from Oklahoma Municipal Assurance Group (OMAG) and the Community Services Department to significantly reduce tort claim damages.
- **2015 – Arsenic Dilution System.** Developed concept and coordinated execution of capital improvement that would minimize Oklahoma City water purchase while optimizing water-well production; most significantly, it ensured compliance with arsenic limits.
- **2015 – Peak Demand Management.** Oklahoma City considered billing bulk water customers for peak hourly usage. The higher the hourly peak, the higher the unit cost of water. The arsenic dilution system solved this problem, as we are constantly running at a fixed rate with minor demand adjustment, thus avoiding demand-related rate increases. Additionally, we are considering a similar modification to the water purchase point at the 59th Street Booster Stations.
- **2016 – Solving Odor Issues.** Added storm water aeration system and modified SBR reactor operation to eliminate odors.
- **2016 – 300 Block West Elder.** Severn Trent developed a strategy to use closed circuit television video (CCTV) to enable the City to hold the homeowner responsible for an improper sanitary sewer connection.



- **2016 to Present – Water-Well Improvements.** Coordinated and executed water-well improvements to enhance performance, reliability and appearance. Replaced outdated water-well components to improve the well-production rate and generate accurate flow measurements.
- **2016 – Western Days Float Champion.** We were a platinum sponsor and won 1st prize for our commercial float.
- **2016 – Sample Stations.** Provided labor to install 40 new water distribution monitoring stations. Excluding outside contamination from water distribution samples can be problematic and could lead to an unnecessary boil order from ODEQ. Severn Trent is in the process of installing 40 sample stations in the water distribution system.
- **2016 to Present – Water Production System Line Replacement.** Aggressive soils near our water wells caused chronic leaks and frequent line bursts. Severn Trent coordinated with all parties to ensure completion of these critical improvements.
- **2017 – SBR Repair.** We constructed a cofferdam in the aerobic digester in order to replace two defective expansion joint collars. This approach allowed staff to make a repair without completely dewatering the tank contents. Disposing of the liquid sludge could have cost up to \$1.5 million.
- **2017 – Well Field Line Marking.** We now have detailed maps of the distribution system. This allows us to let a prospective contractor know we're there. Our team installed 110 markers to clearly identify Mustang well fields.

Community Outreach

Severn Trent is a proud member of the Mustang Chamber of Commerce and has community outreach projects that include sponsorship of the annual Independence Day fireworks show and donation to the Western Days Parade. We also contribute to the Friends of the Mustang Public Library and the Western Days pancake breakfast and provide the labor to install the downtown Christmas decorations. Finally, when Mustang citizens fell short in funding the fountain in the lake at Wild Horse Park, a Severn Trent contribution made the project possible. We also provided the windmill display and hand pump at Wild Horse Park.



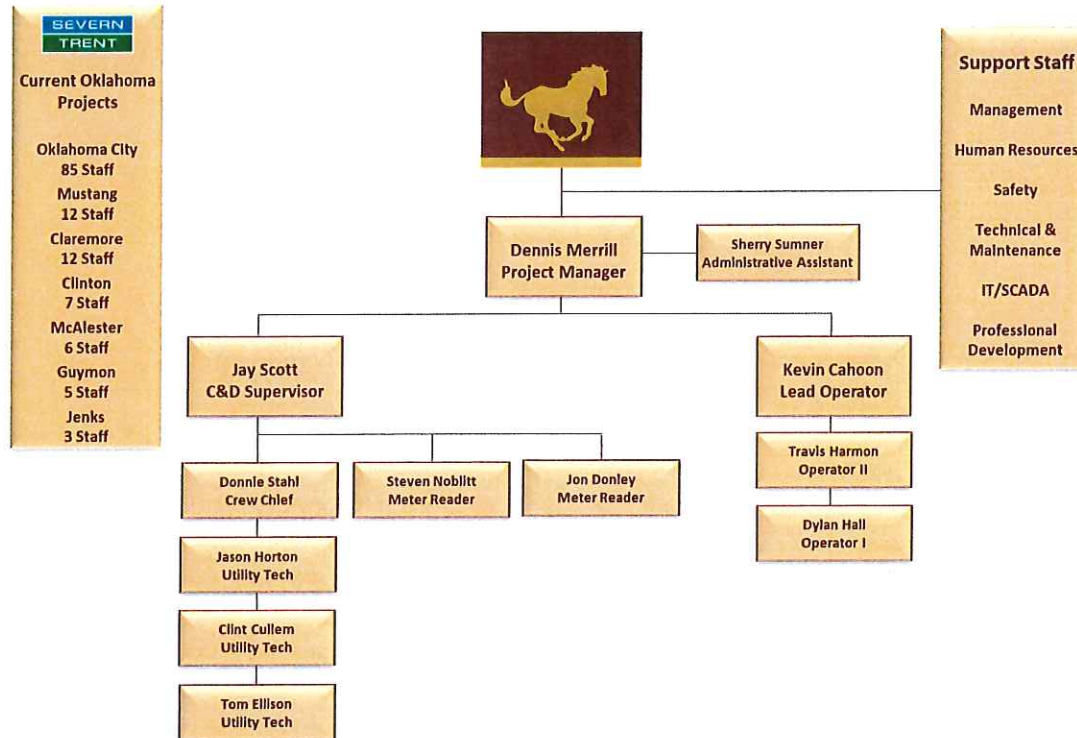
Not one to let the parade go by, our employees in Mustang proudly constructed a float for The Western Days Celebration, which featured a parade, car show, rodeo as well as other events that drew a crowd of more than 10,000 people.



The theme for the parade was "Celebrating Our Heritage." To tie the theme to our float, the operations crew at Mustang and *Lead Operator Kevin Cahoon* built a water well, windmill, water pump and water tower to show our "heritage" of water production in the City. The float was towed through the parade by a Severn Trent vehicle and the staff from Mustang, who walked alongside and greeted parade spectators.



Severn Trent proposes to staff your project with 12 people. This includes a full-time, onsite project manager, **Dennis Merrill**, who will be dedicated to serving Mustang's utility needs. *(Please see his resume at the end of this section.)* Mr. Merrill's previous extensive experience in our industry managing multiple projects with varied technical and customer needs makes him extremely well-suited for this role. He has managed your water utilities for the past four years.



Water Utilities

Lead Operator Kevin Cahoon, is currently leading our efforts to operate your water utilities. Mr. Cahoon has played a key role in executing critical repairs and upgrades to your water system. He guides the activities of **Operator Travis Harmon**.

Meter Reading

Jon Donley and **Steven Noblitt** will ensure all meters are read and serviced in a timely manner. **Jay Scott** will monitor their performance and provide assistance as required to assure quality service.

Collection and Distribution System

C&D Supervisor Jay Scott will continue to manage your underground utility assets. He will be supported by **Crew Leader Donnie Stahl** and **Utility Technician Jason Horton**.



DENNIS L. MERRILL

Project Manager



Summary

Mr. Merrill has over 35 years of experience in the water and wastewater industry managing and administering private industrial and governmental public service systems. He has profound knowledge and experience associated with the design, construction, operation, administration and maintenance of water production, treatment, distribution, metering and wastewater collection, treatment and reuse systems. Mr. Merrill has managed and administered up to 25 governmental/industrial public works, water and wastewater projects with an average annual revenue of \$30M.

Specific Experience

Project Manager, Severn Trent Services, Mustang, Okla. (2012 – Present)

A technical specialist responsible for the technical review and mitigation of municipal public work efficiency issues. Duties include:

- Overseeing the water and wastewater treatment facilities and associated staff.
- Implementing, monitoring and enforcing construction codes and service utilization policies.
- Monitoring, maintaining and adjusting budget, forecast and strategic operating plans.
- Executing asset management strategies and services to achieve lowest life cycle cost.
- Implementing and managing administrative systems and programs.
- Assessing, developing and executing cost savings strategies.
- Monitoring, managing and reporting state, federal and locally regulated parameters.
- Coordinating, planning and executing capital improvements to existing systems.
- Optimizing management process monitors, controls and strategies.
- Developing, licensing and executing groundwater and treated water reuse programs.
- Developing process automation and monitoring alarm systems.
- Developing change management strategies for governmental and industrial utilities.

Technical Director of Business Development, Veolia Water Operating Services LLC, Oklahoma City, Okla. (2011 – 2012)

Responsible for development of budgets and technical approach for Business Development opportunities.

Area Manager, Veolia Water Operating Services LLC, Oklahoma City, Okla. (1998 – 2011)

Supervised and managed corporate objectives of up to 25 projects providing public works, water, wastewater, collection, distribution, meter reading and public works services for two industrial clients as well as 635,000 citizens in Texas, New Mexico, Arizona and Oklahoma.

Area Manager & Regional Vice President of Client Services, Professional Services Group, Oklahoma City, Okla. (1985 – 1999)

Supervised and managed operations and budgeting for all regional projects to ensure budget and permit compliance.

Consulting Technician, Fred Spitz and Associates, Oklahoma City, Okla. (1984 – 1985)

Engaged in the design, construction and operation of five wastewater treatment facilities. Provided construction inspection activities and assisted in the operation and maintenance of four facilities that utilized rotating biological contactors, activated sludge, aerobic digestion and extended aeration. Developed computer models for plant, budget and maintenance control processes. Served as Project Administrator for an 80 MGD secondary wastewater treatment facility for the City of Oklahoma City and managed operations of a 3 MGD secondary treatment facility for the City of Moore, Oklahoma.



Mechanical Coordinator, Nielson's Inc., Cortez, Colo. (1983 – 1984)

Engaged in the construction of a 20 MGD wastewater treatment facility. Completed the commissioning and startup for a 10 MGD tertiary wastewater treatment plant. Coordinated the purchase, installation, inspection and startup of process piping, plumbing, instrumentation HVAC and mechanical equipment during construction of a wastewater treatment plant. Monitored and administered project safety programs, mechanical budget and quality control.

Plant Manager, City of Oklahoma City, Okla. (1978 – 1983)

Responsible for three secondary mechanical treatment facilities and 16 lagoon systems. Chemist duties included analysis and reporting of regulated parameters.

Highlights

City of Oklahoma City, Okla.

Provided continuous cost containment strategies including lower wastewater treatment cost than rate paid in 1987. Provided key improvements by changing management practices, improving SCADA systems, two-fold improvement in oxygen transfer efficiency and improving sludge dewatering/stabilization process (saving 1.5 MW*hr./year). Services included wastewater services for a population in excess of 500,000; industrial pretreatment monitoring for over 250 utility users; and operations, maintenance and management of four tertiary wastewater treatment plants rated at 80, 15, 10 and 6 MGD.

- The 80 MGD wastewater system included: lift station, fine screening, grit removal, primary sedimentation, single stage nitrification, final clarification, effluent filtration, chlorination and de-chlorination. Bio-solids are composted and sold or bio-solids are lime stabilized following dewatering on a belt filter press and are subsequently recycled on farm land as indicated by the nutritional demands of the crop. The treated effluent is utilized for cooling water at an electrical generation power plant.
- The 15 MGD wastewater system included: lift station, coarse screening, primary sedimentation, rotating biological contactor treatment, intermediate clarification, activated sludge nitrification, final clarification, effluent filtration, chlorination and de-chlorination. Bio-solids are dewatered on a belt filter press and either composted and marketed or the bio-solids are lime stabilized subsequently recycled on farm land as indicated by the nutritional demands of the crop. The treated effluent is utilized as primary source of water for an 18-hole golf course.
- The 10 MGD wastewater system included: lift station, coarse screening, primary sedimentation, anoxic selector, activated sludge treatment, clarification, effluent filtration, chlorination and de-chlorination. Bio-solids are dewatered on a belt filter press and either composted and marketed or the bio-solids are lime stabilized subsequently recycled on farm land as indicated by the nutritional demands of the crop.
- The 6 MGD wastewater system included: lift station, coarse screening, sequencing batch reactor, effluent filtration, chlorination and de-chlorination. Bio-solids are dewatered on a belt filter press and either composted and marketed or the bio-solids are lime stabilized subsequently recycled on farm land as indicated by the nutritional demands of the crop. The treated effluent is utilized for cooling water at an electrical generation power plant.

Certifications & Licenses

Class A Wastewater Certification, Okla.

Class A Water Certification, Okla.

Class 7M Wastewater Certification, Mass.

Certified Oklahoma Operations Trainer

Education/Training

B.S. in Microbiology, Oklahoma State University

Professional Affiliations

Water Environmental Federation

Oklahoma Water Pollution Control Association



IV. Project Approach

No Transition Cost

Because Severn Trent is the current operator, there will be no transition process nor expenses. Severn Trent has invested \$1 million in equipment, computers and software, and rolling stock in our operation of the City's facilities. Any new contractor would have to replace this with new equipment, unnecessarily increasing costs to the City. Our Mustang team is stable and experienced in the operations of the facilities. Bringing in a new team (transfers, relocations, training, etc.) would be a cost any contractor would have to include in their service.

The collective experience of our Mustang staff provides tremendous value in the efficient operations of the facilities. Attempting to bring a new team up to speed could place the City's facilities and water quality at unnecessary risk.

Process Control Management System

At Severn Trent, we implement Hach Water Information Management Solution (WIMS™), a water information management software system that allows us to monitor, track and trend process data. In addition to the local plant staff having access to this data management tool, we have regional and national process experts analyzing the data and making process improvement suggestions with the ultimate goal of maintaining compliance and optimizing operational efficiencies of the facilities. This process control team works with operators in the field to create a system of checks and balances for all operations. Before making changes to established operating protocols, the process control team is often consulted to ensure continued compliance. In order for this system to work, top-level Severn Trent managers and specialists are available to field staff seven days a week, 24 hours per day via an extensive communications network and an open-door policy at both the office and at home. This approach to process management ensures consistent performance within the treatment plant and provides a method of making process changes as they become necessary under the guidance of the process control team.

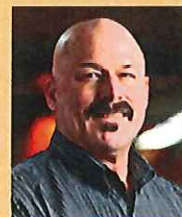
Severn Trent's success in the operation of our contracted facilities is due to rigorous process control procedures and training. As mentioned above, we use a team approach to manage treatment process operations. This approach and the organizational and data analysis structure that supports it allows our operations teams to routinely review (and respond as necessary to) a few key performance indicators, rather than having to analyze all process data.

Concepts that are incorporated into the process management strategy and are critical to effective team review and response are:

- **Targets.** Values that process parameters should achieve for optimum process control and efficiency.

"Since 2001, we have provided more than \$1 million in equipment, tools and supplies to service our community."

– Project Manager Dennis Merrill

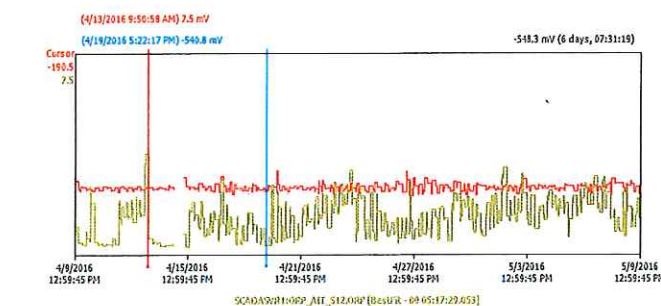




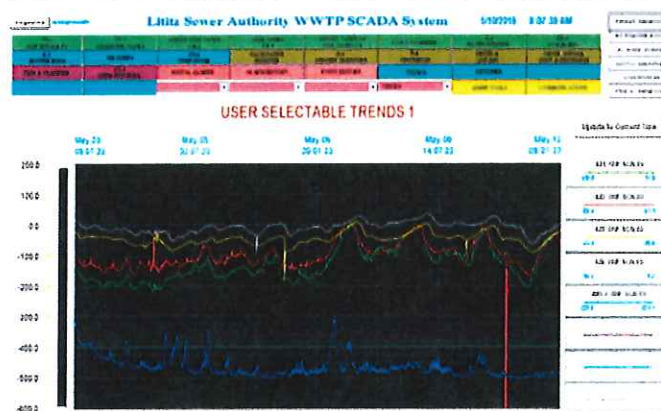
- **Flags.** Values bracketing normal operational ranges within a facility. When process values fall outside these ranges, response and corrective action is required.
- **Trends.** Automatic computer analysis of the average daily change in a parameter allows future values to be forecast, which helps the team anticipate potential problems or verify that process improvements are occurring. The process control teams utilize graphs of key performance indicators when evaluating process changes or corrections.

Real-time monitoring is fundamental to a professional operation. This allows our process specialists and operators to analyze the real-time data, enabling our team to make process alterations as well as alerting the team to potential operational hiccups.

Severn Trent will continue to compile the data and documentation required for environmental compliance reporting. As the operator, Severn Trent generates the required environmental reporting for the City's review before submittal to the regulatory agencies.



Tag Name	Description	Server	Color	Units	Minimum	Maximum	TO Add...
☒ ORP_AIT_S11.0RP	Reactor Outer Cha...	SCADASVR1	Red	mV	-600.0	600.0	\\SCAD...
☒ DO_AIT_S13.DO	Reactor Outer Cha...	SCADASVR1	Green	mg/L	0.0	10.0	\\SCAD...
☒ ORP_AIT_S12.0RP	Reactor Middle Cha...	SCADASVR1	Yellow	mV	-600.0	600.0	\\SCAD...
☒ DO_AIT_S14.DO	Reactor Middle Cha...	SCADASVR1	Blue	mg/L	0.0	10.0	\\SCAD...
☒ DO_AIT_S15.DO	Reactor Inner Chan...	SCADASVR1	Orange	mg/L	0.0	10.0	\\SCAD...
☒ FI_Total_Influent_Flowrate	Total Plant Influent...	SCADASVR1	Blue	gpm	0.0	6944.0	\\SCAD...



Computerized Maintenance Management System

While it is not required in the RFP, Severn Trent has already installed Hach JOB Cal® Plus software for its Computerized Maintenance Management Software (CMMS) in Mustang. The ongoing use of this key asset management tool is included in our fee. *More about this software can be found in Appendix B of this submittal.*

We recognize the challenges faced by communities around the country as they work to address their infrastructure needs. As a result, Severn Trent continues to strive to improve overall asset management in every project we undertake.

Asset Management. A sustained practice of obtaining the maximum value from existing investments in plant, property, and equipment is a utility's first line of defense in protecting against equipment failure and determining when to upsize equipment to eliminate or avoid capacity issues. This approach emphasizes an operator-focused approach to capital improvement planning and implementation. Simply put, we strive



Our Asset Management-Based Approach to Maintenance

Severn Trent implements its asset management program to extend the serviceable life of our client's valuable assets. An ongoing process, we:

- Evaluate the condition of the equipment, document any immediate maintenance concerns and take pictures of all of the equipment.
- Evaluate the current predictive and preventive maintenance programs, and make recommendations that could help to elevate the effectiveness of the program.
- Review the original manufacturers' maintenance recommendations to ensure they are being met.

Our team determines the need for predictive maintenance strategies by evaluating the value of the implementation of:

- Routine visual inspections.
- Maintenance training program.
- Failure analysis.
- Infrared thermography.
- Oil and fluid analysis.
- Motor circuit and motor performance analysis.

With input from onsite maintenance personnel and direction by project management, we then select the maintenance tasks that would be the most beneficial. Once they are defined, Severn Trent determines the best way for the tasks to be implemented. We use an appropriate combination of training project maintenance personnel and purchasing predictive maintenance equipment so that tasks can be performed in-house, augmented by subcontracting specialized services to outside service providers. With the method determined, a schedule is then established and predictive maintenance tasks become part of the preventive maintenance program.

where possible to improve performance through enhanced or modified process control and an effective and directed maintenance program, rather than costly capital replacement and expansion.

Working in concert with process control procedures to maximize use of existing capital, our program is built upon current asset management concepts of structuring maintenance programs to maximize the useful life of existing assets and focus maintenance efforts on critical equipment to enhance system reliability.

We have developed an inventory of all significant equipment in each facility and this is in the database of our maintenance management software programs. The asset register is continually updated as equipment condition changes and when new equipment is added that could change criticality or capacity.

Our computerized maintenance management system (CMMS) schedules for predictive and preventive maintenance are then adjusted to reflect equipment condition and criticality. Maintenance of equipment that is more critical and/or in poor condition will be emphasized to ensure system reliability. Maintenance protocols and procedures reflect manufacturers' recommendations for existing and newly bought equipment. The maintenance and repair history for each piece of equipment is tracked and is an important part of the asset management program.

With critical equipment that needs renewal or replacement clearly identified due to its criticality, condition, and maintenance history, Severn Trent can provide input into the City's renewal and replacement program. We will provide the City with a five-year plan of capital improvements that will be reviewed annually and adjusted as changing conditions dictate. This valuable information will allow the City to make educated decisions when it comes to repairing or replacing a particular component.



As part of our predictive maintenance program, we will take thermographic images of all newly installed equipment to identify construction issues and maintain this practice ensuring extended lifecycle for all equipment.



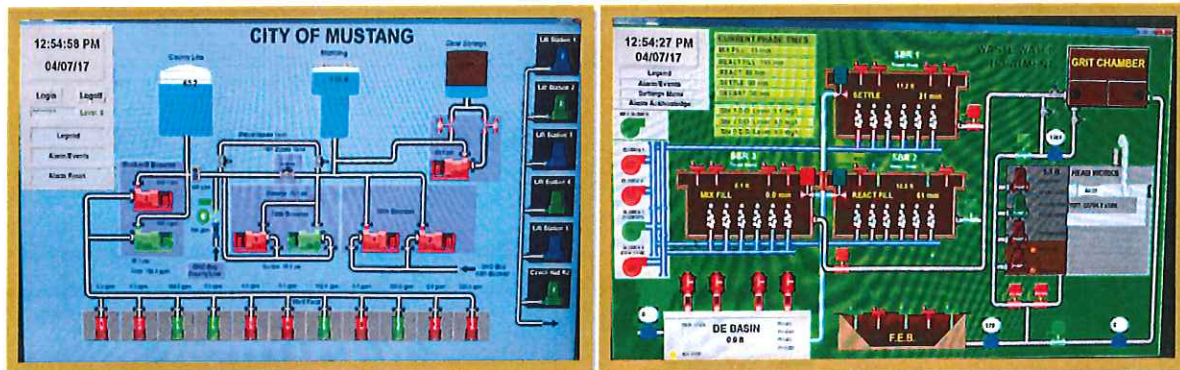
Severn Trent's predictive maintenance program includes thermographic photography, as well as oil and vibration analysis. These efforts help increase the life cycle of equipment, and will also reduce corrective maintenance and unplanned failure costs.

Supervisory Control and Data Acquisition (SCADA)

Think of the SCADA system as the “brains” of the water utility system. If any of the data points malfunction, the system will call the operator on duty. The operator on duty can access the SCADA software remotely and commence the evaluation and mitigation plan. The SCADA management program “polls” the status of each key piece of equipment in our water utility system, several times per minute. Key monitored parameters include:

- Motor run status for wells, booster pumps, and lift station pumps.
- Water elevation at towers.
- Flow rates from water wells, booster stations and Oklahoma City water purchase.
- Alarm status for all key components and critical parameters.

In addition to the “live” status reports described above, SCADA collects and stores performance records for nearly every SCADA monitoring point. The data history generated by the SCADA computer allows us to troubleshoot service disruptions and prepare a strategy to prevent a recurrence.



Water Production, Distribution and Storage

As your utility professional, we believe part of our duty is to properly manage your “water portfolio.” In the case of the Mustang system, this portfolio consists of wells and purchased water from Oklahoma City. We must continuously consider the cost of water from the various sources, as well as manage the water lost to leakage and metering issues. All communities have some water loss, but it must be minimized as this is a valuable community resource. Below are some examples of how we help the City track and manage these issues.

Water-Well Improvements

Coordinated and executed water-well improvements to enhance performance, reliability and appearance. Replaced outdated water-well components to improve the well-production rate and generate accurate flow measurements.



The “Mustang Water Production Table” (below) summarizes key component of the water production system. This diagram demonstrates that arsenic concentrations are highly variable. Arsenic concentrations have significantly increased since 2004. Most significantly, the table confirms that that the cost to replace water generated by our well system justifies the installation of an arsenic treatment system.

Water Production Overview

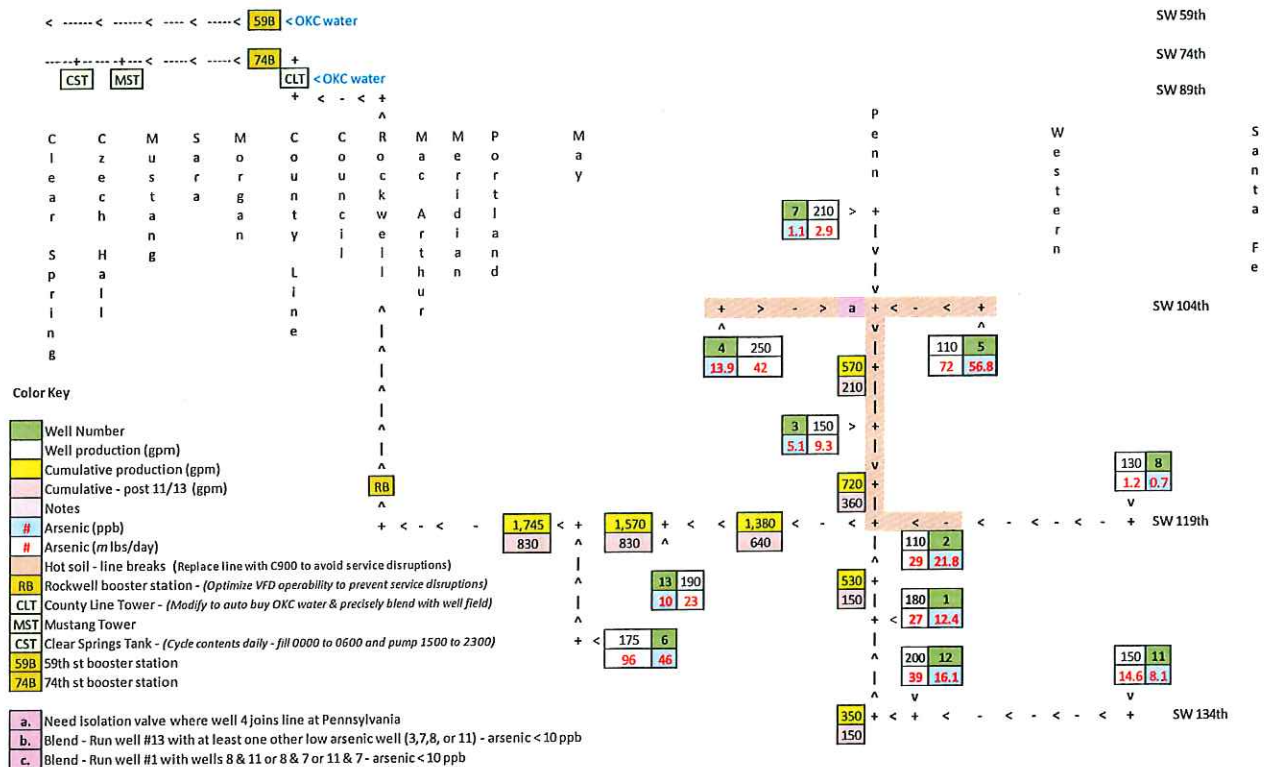
Well	2015 Data (As PPB)	2013 Data (As PPB)	2004 Data (As PPB)	Annual Replacement Cost at indicated Rate	
				\$ 4.77	\$ 10.45
1	25	21.6	8	\$ 451,280	\$ 988,304
2	29	na	na	\$ 401,138	\$ 878,492
3	7	6.9	9	\$ 376,067	\$ 823,586
4	16	36.5	16	\$ 626,778	\$ 1,372,644
5	55	54.3	28	\$ 275,782	\$ 603,963
6	30.0	45.5	30	\$ 438,745	\$ 960,851
7	1	1.0	2	\$ 526,494	\$ 1,153,021
8	1	1.0	2	\$ 325,925	\$ 713,775
11	1	1.0	2	\$ 376,067	\$ 823,586
12	65	38.0	2	\$ 501,422	\$ 1,098,115
13	16	11.1	9	\$ 476,351	\$ 1,043,209
Total				\$ 4,776,048	\$ 10,459,546
Average				\$ 434,186	\$ 950,868

* Yellow indicates wells with arsenic >10 ug/L



The "Mustang Water Well Schematic" (below) illustrates key performance and physical location of the water production system. We are pleased to report that the water lines identified as problematic have been replaced, thus eliminating significant water loss due to corroded pipe. The water lost to these faulty lines is estimated to be equal to the output of one to two wells per day. We are additionally pleased to report that we have secured ODEQ approval to restore well No. 2 to service.

Mustang Water Well System Schematic



Our staff has teamed with your consultants, Cowan and Associates, to execute numerous upgrades:

- Replacing aging variable frequency drive units with modern units.
- Rehabilitating three wells to restore production capacity to original condition.
- Replacing dysfunctional mechanical flow meters with accurate magnetic flow meters.
- Replacing dysfunctional Cla-Valves with less restrictive swing check valves, thus yielding a 10 to 15% in-well output.
- Upgrading SCADA at wells to facilitate pump speed control.
- A fresh coat of paint at each well.

Rockwell Booster Station

The control logic for Rockwell Booster pumps was modified to maintain a constant suction pressure from the well field. These pumps lower the pipe and well head pressure, thus increasing pump output. A key



project at Rockwell included replacing an aged variable frequency drive unit. Future endeavors include construction of an arsenic removal system at the Rockwell Booster Station.

County Line Tower

The water level in this 1.4 million-gallon tower dictates the water production rate of the well field. As the water level in the tower changes, the quantity of water wells will adjust. Improvements to the tower included:

- Replacing two water meters.
- Replacing the chlorinator.
- Installing larger chlorine booster pumps to ensure adequate chlorination at all water elevations.
- Developing a strategy to install a flow monitoring meter and a flow regulating valve serving our Oklahoma City water supply that fine-tunes the arsenic dilution system. This system allows us to optimize water well production while reducing the need to buy expensive water.
- Commencing daily testing of arsenic before and after Oklahoma City dilution water.

Future improvements include the installation of a flow regulated chlorine dosage system and an automated chlorine supply switching system.

59th Street Booster Station

This booster pump system delivers Oklahoma City water to our water distribution system on 59th Street. Due to physical location, we cannot use this water to dilute the arsenic in our well water; therefore, this station only operates when the Mustang Tower reaches a critically low level. Future improvement to this system should include the following:

- Restoring metering capacity.
- Installing a flow regulating valve, like County Line Tower, to allow smaller quantities of water to be purchased from Oklahoma City. This allows us to avoid proposed, peak demand fees and allows us to buy water without running the booster pump, thus saving electrical utilities and reducing pump wear.

Arsenic Dilution System

We developed a concept and coordinated execution of capital improvement that would minimize Oklahoma City water purchase while optimizing water-well production; it also ensured compliance with arsenic limits.

74th Street Booster Station

This booster pumps tops off the Mustang Tower. Recent improvements to this system include:

- Installing a new back-up generator.
- Installing new variable frequency drive units.
- Installing a new isolation valve.



Mustang Tower

The water level in this 1.2 million-gallon elevated storage tower is the heart of our water supply system. The control logic for this storage system regulates operation of the 74th Street Booster Station. Should water demand exceed the production capacity of the 74th Street Booster Station then the 59th Street Booster Station will run until the tower is full.

Clear Spring Storage Tank

This 600,000-gallon ground storage tank primarily provides an emergency water supply for fighting fires. The SCADA control logic allows us to fill this tower at night, during low demand periods. In theory, during high demand periods we would then use this supply. However, until we can install a variable frequency drive to regulate the fill/discharge process, residents in the vicinity of this system will complain about wide swings in system pressure.

Fire Hydrants

Our local team has worked closely with the fire department to ensure full functionality of every fire hydrant in your community. On average, we repair and/or replace around 10 fire hydrants per year. Additionally, we frequently install isolation valves to facilitate future repair and maintenance.

Distribution System

Repair of water line leaks constitutes the majority of service calls for the distribution system maintenance team.

Meters

As part of our current services, Severn Trent's regular activities include:

- Read up to 7,000 meters per month without exception.
- Turn off up to 110 water meters per week.
- Perform turn off and lock for up to 15 meters per week.
- Replace up to 20 meters per month.
- Perform high/low audits up to 15 per week.
- Record, monitor and report service pressure results for up to three per week.
- After hours service.
- After-hours utility callouts from police and SCADA system within one hour.
- Flow test accuracy up to 15 meters per month.

Underground Asset Management

We developed a capital improvement plan that identified key elements in an underground asset management program; this ensured optimal system performance at the lowest lifecycle cost.



Leak Detection

As water becomes more valuable, it is imperative that we employ best practices to limit water loss due to leaks in the distribution system. Leak detection technology has improved in accuracy and has decreased in cost of services through the years. Severn Trent recommends that we secure the services of a leak detection service company to ascertain the location and relative size of leaks in the distribution system.

Automatic Meter System (AMR)

Old water utility meters underreport water usage. The older the meter, the greater the inaccuracy. Replacing old water meters can substantially improve water service revenues. With the introduction of AMR systems, water utility meters can improve metering accuracy and automate the meter reading process while delivering vital conservation opportunities to the home owner. Severn Trent is anxious to assist with the implementation of an AMR system for our community.

Wastewater and Collection System

Wastewater Treatment Plant

Bar Screen. Recently installed, the new bar screen has proven to be a substantial improvement to the pre-treatment process. Removal of non-organic trash from the sewage treatment screen significantly reduces nuisance events in subsequent treatment systems.

Solving Odor Issues

To eliminate odors, we added a storm water aeration system and modified the SBR reactor.

Grit Removal. Currently, this system is not fully functional. Phase II of the proposed plant improvements will include restoring this system to service.

Sequencing Batch Reactors (SBR). This part of the system creates the correct environment for the biological treatment of the wastewater. The operator maintains a constant inventory (33,000 pounds) of micro-organisms (activated sludge) in each of our 2 million-gallon SBR units. These micro-organisms remove the organic materials within the sewage and grow more activated sludge that readily separates from the liquid. SBRs create various environments in a single tank and multiple batches, hence the name "batch reactor."

The first cycle is called "fill." Raw sewage is introduced to the activated sludge inventory. Mechanical mixers are used at this time, and nitrates will be consumed by the activated sludge as nitrogen gas will be discharged to the atmosphere. The second cycle is called "react." Compressed air is distributed through the activated sludge, which needs air to break down the organic material. The third cycle is called "settle." Air and mixing is turned off and the activated sludge settles to the bottom of the tank. The last stage is called "decant." In this step, the liquid portion of the tank contents is discharged to the detention equalization basin.

SBR Repair

We constructed a cofferdam in the aerobic digester in order to replace two defective expansion joint collars. This approach allowed staff to make a repair without completely dewatering the tank contents. Disposing of the liquid sludge could have cost up to \$1.5 million.



Detention Equalization Basin. This basin provides an area for excess flow to be stored while effluent pumps send the treated wastewater to the South Canadian River.

Flow Equalization Basin. Our aging collection infrastructure is not water tight; therefore, during rain events, ground water finds its way into our collection system and arrives at the wastewater treatment plant (WWTP). As our plant is rated at 2 MGD and peak flow rates during a storm event can reach over 8 MGD, we need the flow equalization basin to “hold” the water until the storm event subsides. The water is then returned to the WWTP at a controlled rate for treatment. During the first phase of the current plant upgrade, five, 15-horsepower surface aerators were installed in this basin to help reduce odors. Since this upgrade, we have received no odor complaints from neighbors.

Sludge Stabilization. The above process continuously grows new micro-organisms each day. Thus, we must remove about 11,000 pounds/day of activated sludge to the activated sludge storage tanks. This liquid is then thickened on the gravity belt thickener and sent to the aerobic digester for final stabilization of organic content.

Sludge Disposal. The stabilized sludge from the aerobic digester is sent to a belt filter press unit to remove as much water as possible before being trucked to a sanitary landfill for final disposal.

Collection System

Sewer Lines. Unfortunately, the sanitary sewer system in the older housing additions in Mustang suffers from tree root blockage. The material of choice years ago was ceramic pipe. If properly installed, ceramic pipe can last forever; however, if it is imbedded improperly or if it is roughly handled during installation, the pipe will crack or collapse. We frequently see poor workmanship in relation to installation of service saddles. These deficiencies encourage root penetration into the collection system. If the line is collapsed, we execute a pipe-bursting replacement approach. If the line is sound, we treat each run of pipe with chemicals that kill tree roots. The root control approach requires re-servicing every five years. Other maintenance activities frequently include cleaning with high pressure hydraulic systems and root-cutting services.

Manholes. Manholes are required every 400 feet or whenever sewer lines change direction. Manholes are typically constructed of concrete or ceramic brick. Both materials can be irreparably damaged by gas that is naturally occurring in the sewer. Damaged manholes allow groundwater to enter the sanitary sewer, thus placing an additional hydraulic load on the facility. We coordinate with third-party service providers that utilize a corrosion-resistant epoxy coating on five to 10 manholes per year.

Lift Stations

Sewage flows by way of gravity to one of eight sewage lift stations in Mustang. Each lift station relays the sewage to the WWTP. A recent development is the popularity of “disposable” wipes. They do not belong in the sewer system and they lead to increased lift pump failures and line blockages.



V. Scope of Work

Understanding Current Needs and Supporting Long-Term Goals

Severn Trent is well aware of the City's current needs of service and has implemented a continuous improvement process to address those ever changing needs. We have also participated in the longer-term planning by City staff. Even though the details were not spelled out in the RFP, Severn Trent has included the following historical level of work in our proposed cost estimate:

- Locate up to 400 "Okie Locate" requests per month including emergency callouts.
- Read up to 7,000 meters per month without exception.
- Turn off up to 110 water meters per week.
- Perform turn off and lock for up to 15 per week.
- Perform high/low audits up to 15 per week.
- Record, monitor and report service pressure results for up to three per week.
- After hours call-out for turn on/turn off.
- Flow test accuracy for up to 15 meters.
- After-hours utility callouts from police.
- SCADA callouts.
- Hydrant repairs.
- Dead-end line flushing.
- Daily arsenic testing of potable water before and after Oklahoma City blend point.

Flexibility during Significant Capital Projects

Your local Severn Trent team has considerable knowledge of your existing water and wastewater treatment systems. Additionally, we have extensive experience coordinating and executing treatment plant construction with the demands of all parties. The water quality will not suffer due to the impact of capital projects. For example, the proposed WWTP plant expansion will replace the existing SBR system with an extended aeration system. Our team will easily adapt our treatment strategies to both the interim construction impacts as well as the final proposed system. We will work closely with your engineering and construction team to communicate operational needs, and coordinate activities to minimize the operational impacts while optimizing the construction process. Some of the planned key components that will impact operations are:

- Installation of variable frequency drives on existing lift pumps No. 1 and No. 2.
- Installation of hydro-pneumatic pumps in lieu of existing grit pump system.
- Raise the elevation of tank walls on SBR No. 1 and No. 2 by 2 feet.
- Remove the anoxic mixers and decanters from both SBR units.
- Modify the influent feed piping to facilitate extended aeration operation.
- Installation of complete floor air diffuser coverage on both SBR units.



- Replace the positive displacement blowers with centrifugal blowers.
- Construction of two final clarifiers.
- Construction of a return sludge pump station.
- Construction of a chlorine contact basin.
- Installation of a chlorination and de-chlorination feed system.
- Upgrade the SCADA system to monitor and alarm the revised system.

Arsenic Treatment

Restoring our water wells to full production capability will require the addition of an arsenic treatment system. Preliminary evaluations suggest that the preferred approach would require the construction of a water storage tower and arsenic removal pressure vessels to reduce the arsenic concentration to less than 10 ug/L. Severn Trent has worked with your consultant and several third-party vendors and suppliers as we prepare our strategy to operate, manage, and maintain this critical infrastructure improvement program.

Water Conservation Support

Your Severn Trent team would like to support the City in optimizing the use of your water. Some ideas we would like to explore with City staff include:

Re-use. Imagine using a wasted resource to generate a broad expanse of luxurious green grass in the middle of a hot, dry Oklahoma summer. The path to cost-effective, sustainable parks and sports fields begins with the implementation of an effluent water reuse program. Your Severn Trent team members have experience supporting the construction and operating effluent re-use system in Oklahoma for more than 20 years.

Peak Water Management. Excluding arsenic issues, our water production system can easily meet the annual average water demand for your community. Unfortunately, the seasonal water demand frequently outstrips our production capacity; therefore, we purchase the balance of our water from Oklahoma City. We must employ proven strategies, developed around the country, to provide high-quality water at the lowest practical cost, as further described below.

- The cost of treated water, purchased from Oklahoma City, has increased over 600% in the past 40 years; we must change our water use habits.
- Brown is the new green. We need an adjustment in our approach to what we do with water. If you live in a community that enjoys 40 inches of rain a year, you are enjoying your lush lawn. If you live in Mustang, you show your dedication to the environment and the community by wisely using limited water resources. Through community events, Severn Trent would like to help the City educate the citizens in looking at water as a valuable and at times limited resource.

Peak Demand Management

OKC considered billing bulk water customers for peak hourly usage. The higher the hourly peak, the higher the unit cost of water. The arsenic dilution system solved this problem, as we are constantly running at a fixed rate with minor demand adjustment, thus avoiding demand-related rate increases.



Rationing Enforcement. The City's agreement with Oklahoma City requires us to comply with an odd/even rationing system. Enforcement of this policy could substantially reduce our peak summer water demand. Some communities have implemented an even more stringent rationing system (i.e., twice weekly yard watering). While we recognize there are several community factors involved in an issue such as this, Severn Trent would support the City in whatever enforcement strategy it determines appropriate.

Additional Services

In addition to water and wastewater operations and maintenance, we offer expertise in many other service areas that may be of interest to the City. These include, but are not limited to:

- Customer service and billing.
- Capital project financing and management.



VI. Cost Estimate

As required, we have provided our cost estimate in a separately sealed envelope.



VII. Sample Work

Company Experience

Severn Trent is a leading operator of water and wastewater assets. With experience spanning over 40 years, and an extensive footprint covering 18 states, our company provides contract management, full billing and customer services, operations support and systems improvements for more than 200 municipal, industrial, and commercial water and wastewater clients across the U.S. In 1983, the company was incorporated in Texas as Severn Trent Environmental Services, Inc.



Severn Trent has developed companywide business systems to address and direct the quality and control aspects of the day-to-day business. We are committed to delivering the highest level of quality and have implemented a strategic plan to ensure the accomplishment of this. The success of any quality assurance (QA)/quality control (QC) program is buy-in from top management down through each level and function of the organization. The key components of these systems, which are implemented as a standard practice at our projects, include:

- Process control.
- Asset management.
- Capital planning.
- Security, risk management and safety.
- Employee empowerment to achieve business objectives.
- Training, certifications and advancement opportunities.
- Hiring and staff development processes.

Financial Qualifications

As a national operator with Severn Trent Environmental Services, Inc. (the contracting entity) does not generate independent financial statements. Our financial information is consolidated for financial reporting purposes under Severn Trent Plc, a recognized industry leader in the global marketplace. For the fiscal year ending March 31, 2016, the parent company reported a group profit before interest and taxes of \$752.16 million (conversion rate as of March 31, 2016). The company also has received the following recognition:

- Listed on the Financial Times Stock Exchange (FTSE) 100 Index, a share index of the 100 most highly capitalized companies listed on the London Stock Exchange (trading symbol: SVT.L).
- Listed on the Dow Jones STOXX Sustainability Europe Index, which tracks European sustainability leaders and is comprised of the leading 20% of the Dow Jones STOXX 600 Index.



Clients Similar in Scope and Scale

Houston (Kingwood), Texas



Severn Trent's relationship with the Kingwood area of Houston began in 1974 when five utility districts selected Severn Trent as the company that could assist them in correcting their operational problems. It has grown from that time as facilities and systems were added up until the area was annexed by the City of Houston in 1996.

When the City annexed Kingwood, we stayed on (without a contract until one could be negotiated) and assisted the City by continuing our services to the customers and helping City staff transition parts of the scope over to municipal operations. This

included a smooth and efficient transition of meter reading, billing, collection and customer service. Additionally, we met with the City to brief staff on all aspects of operation and administration including a major upgrade of the treatment facilities for which groundbreaking had just taken place. Because we were involved in this multi-phased project from the beginning, we were able to bring the City up to speed quickly and ensure a successful completion.

We are currently responsible for providing water and wastewater services to approximately 81,000 residents. The wastewater portion of the contract includes five activated sludge WWTPs; 287 miles of collection system and 42 lift stations. The water system includes 23 wells; 12 WTPs utilizing chlorination, fluoridation and polyphosphate injection; 22 ground and seven elevated storage tanks; 315 miles of distribution system and three booster stations.

Severn Trent was instrumental in the design, installation, programming and maintenance of a Supervisory Control and Data Acquisition (SCADA) system that monitors and controls the water plants, wells and larger lift stations, and monitors the WWTPs and smaller lift stations. While operating concerns, especially during droughts, were the driving force behind the development of the system, significant savings were also realized in power, chemical and staff expenses.

Our technical services staff worked with engineers and analyzed the proposed expansion of the

Houston, Texas at a Glance

Contract Start:

April 28, 1997

Scope of Services:

WWTPs combined capacity 11.05 MGD, WTPs combined capacity 38.04 MGD, 23 wells, collection and distribution systems, 42 lift stations, 3 booster stations

Reference Contact:

Dan Ratnayake, Public Works & Engineering, WW Ops.
4545 Groveway, Houston, Texas 77087
713-569-6374; dan.ratnayake@houston.tx.gov

Annual Contract Amount:

\$5.05 million with a \$750,000 repair and maintenance cap.

Highlights:

- ✓ Multiple treatment works
- ✓ Biosolids management
- ✓ Community engagement
- ✓ EPA enforcement action experience
- ✓ Operations during construction or upgrades



Kingwood Central wastewater facility. Severn Trent's recommended changes reduced the cost of construction significantly. The resulting modifications to the tank levels and improved oxygen transfer from the fine bubble diffusers eliminated additional construction of extra tanks and led to a 30% decrease in electricity usage as a result. We also created significant savings in power, chemical and staff expenses. The operational savings funded many projects that had been planned for future City bond issues including fully funding \$1 million for a seven-inch thick concrete access road to the facility.

When two of the three sand filters at the wastewater plant were not operating properly, the City contacted the manufacturer, who recommended a complete tear out and construction of the underdrains for the sand filters (that would cost in the neighborhood of \$600,000). We investigated the filters and determined that repairs needed to be made to an improperly seated backwash pump and the welds to the boots on the wash water side of the filters. The resulting repair cost of \$9,773 was a fraction of the cost of the manufacturer's recommended solution and saved the City of Houston more than \$590,000.



Our operation of one of the WWTPs was exceptionally innovative. Originally constructed with a capacity of 0.378 MGD, the plant only received about 0.005 MGD of flow. We devised a plan to reduce costs and avoid effluent violations by hauling raw sewage from the treatment plant lift station to the Kingwood plant until the flow increased to the point that this was no longer economical. We then developed a strategy that took many of the basins out of service until flows increased to match capacity. When a design deficiency in the chlorination chamber made it impossible to regulate chlorine residuals within allowable limits,

Severn Trent corrected the problem by installing siphon tubes during the period when flow was only a fraction of capacity. Our installation of soft-start contactors and timers for the blowers trimmed electrical costs by approximately \$6,000 a month.

Activated carbon filters are in place for odor control at many of the lift stations. In the case of Lift Station #16, the odor control has been appreciated by Kingwood High School and those attending events at the high school stadium and other sports facilities in the immediate vicinity. Our improvements in odor control, landscaping, mowing and housekeeping have helped to foster residents' sense of trust and security in the water and wastewater systems.

Severn Trent's approach to biosolids management and disposal as evolved as the needs of our client changed. Earlier in our contract, we were instrumental in assisting with the development and streamlining of the first Bioset system at the Kingwood wastewater plant. The Bioset chemical stabilization method of sludge processing produced Class A biosolids, which was then sold to sod farms. We were influential in confirming the feasibility of the Bioset's design and maintenance requirements to ensure effective long-term operations.

After 10 years of utilizing the Bioset system, the City requested more cost-effective means in which to dispose of biosolids. In 2010, Severn Trent was asked to research and identify the most economical, reliable, environmentally stable biosolids management approach for the Kingwood community that still allowed for true beneficial reuse. After conducting extensive research, we concluded that aerobic digestion, belt press



dewatering and land application would best meet the City's stated requirements. Modifications were implemented and we began employing these processes in a matter of months.

Beyond the basic implementation of industry best practices, our team in Houston also prides itself on developing innovative solutions to the many issues they face on a regular basis using new, yet proven technologies. A fine example of this effort was our local team's work with a Houston company to develop a program called BirdNest. This program allows data to be input real time through the use of cellular telephones and the real time data to be viewed live via the web. This program also performs necessary data calculations. Through this program, our team sets up accounts for City personnel to retrieve any data that has been historically entered via a customizable reporting system. Since the City can view this data via the web in a report format, the City is better informed on a daily basis of what is happening within the systems.

At the WTPs, we have been able to optimize the use and associated cost of chemicals such as chlorine, fluoride and polyphosphates through the support of our strong project and technical support teams. We have also been able to consistently produce and deliver safe and high-quality water to residents of the service area.

Another key component of the scope of work is the management of the distribution and collection system. Severn Trent's local team provides the highest level of management for the very critical and visible systems of pipes, valves and pumps. We strive to mitigate water loss and service disruption by ensuring all water main breaks are fixed on the same day they are reported to us. This can be very challenging during drought conditions when the systems are stressed.



A perfect example of the level of service that Severn Trent brings to the City of Houston can be seen in how we perform during emergencies and natural disasters. This became crucial during Hurricane Ike when our knowledge of the system enabled Severn Trent to keep the water system functioning throughout the storm and subsequent power outages. We utilized our vast experience with the Kingwood area system to ensure adequate stand-by generators and fuel were on hand before the storm hit. We utilized our previous disaster experience to innovatively manage elevated storage tanks prior to the storm so this water was available for customers once the storm passed and before power for normal operations was restored. In fact, the Houston Mayor commented in a television news broadcast that Kingwood was the only City of Houston system that was not affected by a system-wide boil water notice. Because of diligent work by our management and operations staff, the Kingwood water system has never suffered a system-wide loss of pressure or had to issue a boil water notice during any circumstance including drought, tornadoes, hurricanes and capacity shortfalls.

Severn Trent has been an integral part of the Kingwood community for many years. One way we have strived to give back to this community is by reaching out to the younger generation of the Kingwood area. Severn Trent believes educating the youth of today will be a positive influence on our future environment. We have worked with the local community college for more than 10 years by hosting the environmental class on a semi-annual field trip that brings class members out into the field to educate them on the environmental aspects of treating wastewater for a community such as Kingwood.



We have also sponsored learning activities and plant tours for elementary through high school students throughout the history of this project. Most recently, we chartered a bus and hosted a full day field trip for nearly 100 fourth grade students and their teachers. The program focused on water conservation and reuse, and included tours of the Kingwood water and wastewater systems as well as a boat tour of the Houston ship channel. Throughout the day, students heard a number of presentations on the importance of water to their future environment.

Severn Trent has long recognized the impact water and wastewater operations and land stewardship have on the quality of life of the surrounding community. The effluent of the Kingwood Central WWTP is consistently clear and of such high quality that fisherman often congregate at the receiving stream and a family of river otters has taken up residence near the effluent discharge. We reuse and recycle office and operational waste and reuse effluent water for sludge processing, plant cleaning and golf course irrigation.

Office areas have been landscaped to present a pleasing appearance. In addition, a diverse assemblage of birds that have rarely been observed in Kingwood (including Wilson's Warbler and American Pipit) are now seen regularly at the facility. In all, 77 different species of birds have been recorded in two years at the plant, including a Bald Eagle and Osprey.

Plaquemines Parish, La.



Severn Trent has provided reliable, cost effective water and wastewater operations in Plaquemines Parish since 1998. Far more than being simply a contractor, we partner with the Parish as it faces challenges in the effort to provide these vital services to their residents.

In 2007, following a serious contamination event caused by an outside source, Parish officials approached Severn Trent and asked for guidance to develop an early warning system to protect the water supply. We now have a total organic carbon (TOC) detector at every finished water location. There is also an alarm at every raw water intake that notifies our staff. Severn Trent's corporate experts advised and assisted us with the development and implementation of our revised water security plan.

Severn Trent and the Parish have experienced first-hand the devastation of hurricanes and the spirit that brings people together to rebuild after the storm when the Plaquemines Parish project – with 65 employees – was hit directly by Hurricane Katrina and any progress made after that storm was undone by Hurricane Rita. As it should be, Severn Trent's first concern was for our staff and initial efforts focused on locating all of our employees in the region. Supply caravans from our Houston office took much needed supplies to Louisiana and Human Resources representatives met with employees and addressed payroll issues to ensure our Louisiana staff received paychecks without interruption. We also helped reunite employee families that had been separated.

More than 50 Plaquemines Parish employees lost their homes – and Severn Trent staff throughout the region and across the country stepped up to make a difference. Our people collected clothing and supplies



while staff from Texas and Mississippi made multiple trips into the affected area with supplies. Employees also raised more than \$16,000 for victims of Katrina and the company provided a matching donation. On a personal level, one Houston staff member took advantage of the space afforded by two additional houses on his property and hosted 18 people from four Plaquemines Parish families for three months. Another located housing for a displaced employee and his family and helped get them settled – providing transportation, locating assistance, registering for schools, etc. On a corporate level, Severn Trent responded to a plea from Common Ground Collective, a neighborhood volunteer relief organization in New Orleans, and donated disinfection equipment and chemicals to treat 60,000 gallons per day (gpd).

In addition to helping our employees deal with and recover from the effects of the hurricanes, Severn Trent worked to provide water and wastewater services to residents of the affected areas. Members of our Plaquemines Parish staff took refuge at the Belle Chase WTP, which has an emergency generator and was able to maintain water pressure except for a brief period during Hurricane Katrina. Additional generators were brought in to provide power for one of the wastewater plants and lift stations within that system, restoring service and compliant operations at that facility. These efforts had to be repeated after the Dalcour and Port Sulphur facilities were flooded during Hurricane Rita. Our Plaquemines Parish staff was augmented by TSG and other regional staff who spent weeks living in tents and helping our operations in the recovery process.

Approximately 2.6 billion gallons of wastewater was treated in 2015 at the Parish's nine different wastewater treatment facilities. Wastewater effluent is discharged to the Mississippi River. We produce Class A biosolids and are currently pursuing a new permit to allow the production of Class A biosolids continuously throughout the year, which we estimate will save more than \$185,000 annually. We use process control and standard operating procedures to minimize odor issues. As part of this process, we carefully review each site and determine what appropriate procedures are needed. As part of the added value we bring to the project, we proactively address fats, oils and grease issues at lift stations by working one-on-one with business owners in affected areas.

Approximately 1.8 billion gallons of water was treated in 2015 at the Parish's five water treatment facilities that are located along and draw from the Mississippi River. Two facilities have alternate fresh water reservoirs to be utilized in the case salt water from the Gulf of Mexico intrudes into the Mississippi. During salt water intrusion, these plants may experience chloride levels ranging from the norm of 35 ppm to as high

Plaquemines Parish, La.at a Glance

Contract Start:

January 1, 1998

Scope of Services:

WWTPs combined capacity 10.38 MGD, WTPs combined capacity 13.8 MGD, collection and distribution systems, 162 pump stations, 6 booster stations, customer service

Reference Contact:

Rev. Michael W. Jiles, Sr., Director of Public Service
8056 Hwy. 23, Ste. 200, Belle Chasse, LA 70037
504-297-5561; mjiles@ppgov.net

Annual Contract Amount:

\$5.6 million with a \$650,000 repair and maintenance cap. The Parish funded an additional \$1 million for capital and maintenance.

Highlights:

- ✓ Large-scale WWTP
- ✓ Multiple treatment works
- ✓ Biosolids management
- ✓ Community engagement
- ✓ EPA enforcement action experience
- ✓ Operations during construction or upgrades



as 700 ppm. Once chloride levels in the source reach 200 ppm, Severn Trent begins diluting with water from the reservoir to maintain approximately 180 ppm of chloride entering the facilities.

When circumstances require the use of the fresh water reservoirs, Severn Trent must address operational challenges. While the turbidity of the settled water entering the filter is much lower than during normal operations, the filter effluent turbidities are higher, which create shorter run times on the filters and require increased backwashing. Filter run times are approximately 100

hours during normal operations while they are reduced to as low as 30 hours on each filter when dilution is required. Severn Trent's plans to utilize the fresh water reservoirs throughout the year – whether salt water intrusion is present or not – will ensure water quality within the reservoirs. In addition, these plants can be bypassed and the areas served by an upstream plant if circumstances require.

In 2009, Severn Trent implemented a new computerized maintenance management system. Our experienced staff managed a seamless transition to this program for maintenance tracking and scheduling for drinking water and wastewater operations. The software improves productivity and efficiency of maintenance with intuitive screens and easy-to-access information at a reduced cost from the previous program. In addition, training for this program was provided in-house by Severn Trent staff.

We use a variety of technologies to meet new drinking water rules and regulations. In October 2015, we brought our new UV treatment system online at the Belle Chasse WTP. This system was put in place due to the "Long Term 2 Enhanced Surface Water Treatment Rule" for additional Cryptosporidium treatment. Since this system has gone online, we have also seen a significant reduction on TOC (Total Organic Carbon) in our drinking water. TOC removal is important because the disinfectants we use combine with organics to form disinfection by-products which can be harmful if the levels become too high.

Severn Trent is responsible for four major WWTPs and 12 smaller facilities including oxidation ponds and package plants as well as five WTPs, 162 lift stations, six booster stations, 360 miles of water lines, 157 miles of collection lines, eight water towers and three reservoirs and provides customer service and collections. In 2010, our project scope expanded to include the Plaquemines Parish Government Complex, formerly known as the State School, which includes a water tower and package WTP that we now operate and maintain.

Our community outreach projects include assisting the Parish with establishing electrical and sewer service for a community center to serve residents of the Diamond Park temporary housing community. The site was the temporary community center for events sponsored by YMCA, Save the Children, Take Off (a basketball program), Emergency Communities and other organizations involved in the Diamond community.



Claremore, Okla.



When we began operating and maintaining the City of Claremore's water and wastewater systems in 2010, the City had begun work required by the Oklahoma Department of Environmental Quality to bring the WWTP into compliance. The City was also having difficulty meeting potable water demands, being able to produce a maximum of 4.1 MGD while demands peaked at 5.5 MGD during the summer months.

Severn Trent immediately addressed extensive housekeeping requirements and has virtually eliminated the issues with filter flies and snails at the 2.6 MGD wastewater treatment plant. We

modified maintenance to ensure compliance and added procedures to manually clean the grit unit and automatic bar screen more than four times per day until new units can be installed. We also addressed the solids overload and utilize drying beds to keep up with the plant's requirements. The facility underwent a rehabilitation that increased capacity to 3.5 MGD.

The WTP required extensive maintenance to meet the production needs for the community. To date, Severn Trent has successfully addressed THM problems, improved the production capacity to accommodate the needs of the community and made significant inroads on a number of housekeeping issues.

The City had requested that all chemical feed operations be in one location and we completed the relocation of the feed lines, tanks and a door in the near term. We worked with the City to establish a timeframe for replacing the granular activated carbon media in the filters while maintaining compliance with the current media in the interim.

Severn Trent has been able to maintain uninterrupted operations during implementation and transition to full operations for the upgrades at both plants. To facilitate a smooth conversion, we meet frequently with the director of public works and hold weekly meetings with the contractors and engineering company inspectors. We also meet monthly with the City and subcontractors.

Claremore, Okla. at a Glance

Contract Start:

July 1, 2010

Scope of Services:

6.4 MGD WTP, 3.5 MGD WWTP

Reference Contact:

Daryl Golbek, Director of Public Works
720 Ramm Rd., Claremore, Oklahoma 74017
918-341-1325; dgolbek@claremorecity.com

Annual Contract Amount:

\$1.6 million.

Highlights:

- ✓ Addressed THM issues
- ✓ Helped City to meet potable water demands
- ✓ Improved production capacity
- ✓ Rehab project that increased capacity to 3.5 MGD
- ✓ Monthly meetings with City and subcontractors
- ✓ Improved housekeeping



Appendix A Required Forms

As required, we have provided the following forms:

- Non-Collusion Affidavit
- Business Relationship Affidavit

NON-COLLUSION AFFIDAVIT

STATE OF Pennsylvania)
) SS.
COUNTY OF Montgomery)

John Freebody, of lawful age, being first duly sworn on oath that (s)he is the agent authorized by the firm of Severn Trent Environmental Services, Inc. to submit the above Contract to the Mustang Improvement Authority.

Affiant further states that such firm has not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the Mustang Improvement Authority, any money or other thing of value, either directly or indirectly, in the procuring of the Contract.

Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any state officials concerning exchange of money or other thing of value for special consideration in the letting of a contract.


Contractor Signature

John Freebody, Chief Financial Officer
Printed Name/Title

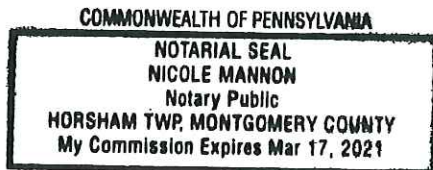
Subscribed and sworn before me this 5th day of April, 20 17


Notary Public

My Commission Expires:

March 17, 2020

(Seal)



BUSINESS RELATIONSHIP AFFIDAVIT

STATE OF Pennsylvania)
) SS.
COUNTY OF Montgomery)

John Freebody, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Severn Trent Environmental Services, Inc. has provided the City of Mustang with operation and maintenance services since April 3, 2001. Beyond the performance of those services, neither Severn Trent nor any of its employees have any other business relationship with the engineer, engineering firm, architect, architectural firm, or any other party to this project.

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Severn Trent Environmental Services, Inc. has provided the City of Mustang with operation and maintenance services since April 3, 2001. Beyond the performance of those services, neither Severn Trent nor any of its employees have any other business relationship with the engineer, engineering firm, architect, architectural firm, or any other party to this project.

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

Severn Trent Environmental Services, Inc. has provided the City of Mustang with operation and maintenance services since April 3, 2001. Beyond the performance of those services, neither Severn Trent nor any of its employees have any other business relationship with the engineer, engineering firm, architect, architectural firm, or any other party to this project.

(If none of the business relationships hereinabove mentioned exists, affiant should so state.)


Contractor Signature

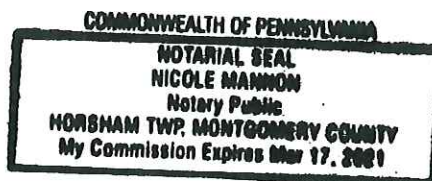
John Freebody, Chief Financial Officer
Printed Name/Title

SUBSCRIBED AND SWORN TO before me this 5th day of April, 2017


Notary Public
(Seal)

My commission expires:

march 17, 2021





Appendix B Hach Software Details

Hach JOB Cal® Plus

Overview

Hach JOB Cal Plus is a Computerized Maintenance Management Software (CMMS) solution that provides easy-to-set up and easy-to-use maintenance tracking and scheduling for drinking water, wastewater and industrial markets. The software helps you improve the productivity and efficiency of your maintenance department with intuitive screens and easy access to information.

- Provides a cost-effective maintenance scheduling solution. It automatically builds an interactive color-coded calendar for simplified management of your work order activities. In addition it includes many industry standard reports to help you manage your maintenance operations and provide business information.
- Easily track purchasing, inventory, vendors and labor. The software also integrates and displays equipment drawings, pictures and instructions. All data can be filtered and sorted in numerous ways with standard and custom reports.

Features and Benefits

Easy To Set Up

The system is easy and intuitive to set up— simply enter your equipment, tasks, and scheduling information. The system automatically generates work orders and updates the calendar. Set up a single database or use multiple databases to group and organize your maintenance operation.

Easy To Use

No more complicated procedures to determine your work schedule. The color-coded calendar immediately shows work orders that are open, completed and overdue. With the touch of a button, work orders can be marked as closed, rescheduled, deleted, skipped, printed, emailed, etc. You can also create corrective work orders as they happen. All job information is placed in a history file and can be accessed at any time.

Easy to Generate Maintenance Operations Reports

Get industry standard maintenance and business reports with the click of a mouse. Hach JOB Cal Plus includes many standard maintenance reports that make it easy for you to review your overall maintenance program. Built-in reports include equipment history (track equipment with the most activity), open work orders, equipment listings and many more.

The screenshot displays the Hach JOB Cal Plus software interface. The top section shows a color-coded calendar for the week of 3/22/2009. The calendar uses different colors to indicate the status of work orders: RED (overdue), YELLOW (up to 4 weeks overdue), CYAN (to be completed), TEAL (skipped), PINK (estimated by meter), and BLUE (due by date/meter). Below the calendar, a detailed work order screen is visible, showing information such as the work order number, description, and a list of tasks. The interface is designed to be user-friendly and intuitive, allowing users to easily manage their maintenance operations.

See your schedules at a glance and generate your work orders automatically.

- RED** = Completed (closed)
- RED** = Greater than 4 weeks overdue
- YELLOW** = Up to 4 weeks overdue
- CYAN** = To be completed
- TEAL** = Skipped
- PINK** = Estimated by meter
- BLUE** = Due by date/meter

Tracking Capabilities

- Calendar— Automatically adjusts as work is scheduled and completed
- Equipment— Track assets for maintenance with drawings and descriptions
- Inventory— Track spare parts and assign parts to work orders
- Purchasing— Generate and track purchase orders for inventory items
- Vendors— Track vendors by item and cost
- Labor— Personnel can be assigned to jobs and recorded in the history report
- Work Orders— Each work order can include details including who worked on the job, what parts were used and the total job cost. Consumed parts are automatically removed from inventory.
- Reports— Standard reports plus the ability to create custom reports

Continued on next page.

DW = drinking water WW = wastewater municipal PW = pure water / power
IW = industrial water E = environmental C = collections FB = food and beverage



DW

WW

PW

IW

E

C

FB

Enhanced Productivity

- Graphics– Attach AutoCAD (dxf), bmp, jpg and gif files to work orders
- Calendar– Filter and sort the calendar. Change your view for a single individual, piece of equipment, type of equipment, location, task or priority. For example, you can view only high priority jobs for a certain employee. The flexible calendar has multiple views.
- Tasks– schedule work orders on a fixed basis (repeat job every XX days) or floating basis (repeat job XX days since the last time it was completed). Set priority of work orders and assign to personnel.
- Security– Define a full range of flexible security options and access for each user.
- Portability– Hach JOB Cal Plus Portable enables you to carry your work assignments, required materials, instructions, etc. within a mobile device. Synchronize the work orders to your handheld, complete the work, confirm completion of the work and synchronize the data automatically to your Hach JOB Cal Plus database.
- Support Materials– Attach manuals, operating procedures, troubleshooting information, and graphics to work orders

System Interfaces

Interface Hach JOB Cal Plus to your SCADA system for automatic data collection. Schedule maintenance based on run times, start counts or meter readings from your SCADA system. Interfaces for the most common systems include:

- *GE Fanuc (Intellution)– iFIX, Historian, Proficy, Simplicity*
- *Rockwell Automation– RSVIEW, RSVIEWSE*
- *Wonderware– InTouch, Historian*
- *CiTect, Lookout, Plantscape and many others*

System Requirements and Ordering Information

For more information on JOB Cal Plus, please call:
1-800-677-0067 or 505-892-6700 or visit: www.hach.com/im.

Also look for...

Hach Water Information Management Solution™ (Hach WIMS™)

Provides comprehensive and accurate information from all data sources, to allow more informed decisions. The software is available as a local, web-based, or enterprise solution with flexible payment options. (See Lit. # 2644)

Hach LAB Cal™

Designed specifically for the drinking water and wastewater systems, Hach LAB Cal provides simple and affordable sample scheduling and tracking solution for effective lab data management. The software builds a calendar that shows at-a-glance the status of all samples, tests to be run, chain of custody and more. (See Lit. # 2647)

Hach BOD Manager™

Reads data directly from the Hach HQ40d LBOD meter and automates your BOD bench sheets. It automatically calculates BOD, checks validity based on standard methods and user defined criteria, and securely stores the information. (See Lit. # 2646)

At Hach, it's about learning from our customers and providing the right answers. It's more than ensuring the quality of water—it's about ensuring the quality of life. When it comes to the things that touch our lives...

Keep it pure.

Make it simple.

Be right.

For current price information, technical support, and ordering assistance, contact the Hach office or distributor serving your area.

In the United States, contact:

HACH COMPANY
P.O. Box 389
Loveland, Colorado 80539-0389
U.S.A.
Telephone: 1-800-677-0067
E-mail: iimsales@hach.com
www.hach.com/im

LIT2645 Rev 2

H13 Printed in U.S.A.

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In the interest of improving and updating its equipment, Hach Company reserves the right to alter specifications to equipment at any time.



Be Right™

HACH WATER INFORMATION MANAGEMENT SOLUTION™ (HACH WIMS™)

Hach Water Information Management Solution (Hach WIMS) brings data from across your drinking water and wastewater systems to a central, secure location for a complete picture of your system helping you to confidently make informed decisions.

Easily Monitor and Manage Operations

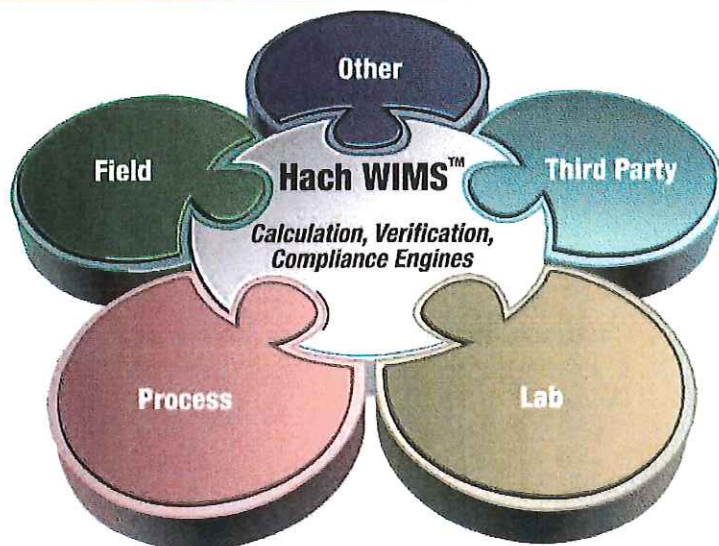
- Enter data once into the system to increase data accuracy
- Increase efficiencies by automatically collecting your SCADA, LIMS and other data and storing it in a central, secure database
- Access your data instantly, locally or over the web, to make more informed decisions
- Quickly troubleshoot system upsets, compliance issues and other problems with a large set of tools
- Set up personalized dashboards to monitor key data and gain quick access to reports and graphs.
- The software flags problems so you know exactly where they occurred
- Powerful audit trails allow you to trust your data

Improve Operations to Save Time, Money and Energy

- Easily identify cost reduction opportunities by comparing data from throughout your operation
- Quickly compare data in unique ways to get new perspectives of your operation
- Configure graphs for trend analysis, correlations and control charting.
- Historical records are safely stored and always available

Efficient Reporting and Visualization Saves Valuable Time and Provides Insights

- Preprogrammed EPA and state report templates create paper and electronic regulatory reports (SWTR, DBR, NPDES, DMR, eDMR, MOR, SDWA, CCR, etc)
- Receive automatically scheduled reports on-screen, printed or delivered via email.
- Easily generate accurate business reports and graphs with a few keystrokes
- Over 100 built-in industry-specific formulas allow you to quickly and accurately perform complex calculation and easily handle data qualifiers



Configuration Options

- Configure Online and Multi-user solutions with more users, facilities, LIMS and SCADA interfaces, and enterprise database support to meet your specific needs.
- Add services and training for additional reports, dashboards, forms, etc and to learn how to perform more complex tasks

System Requirements and Ordering Information

- Hach WIMS software runs on Windows-based PC's and supports the latest operating systems
- Hach WIMS comes with a standard SQL database and supports Microsoft SQL server and Oracle databases
- Hach WIMS Online requires an Internet Connection
- For specific information on hardware and software requirements contact us at 1 800 677 0067 or visit us at www.hachwims.com

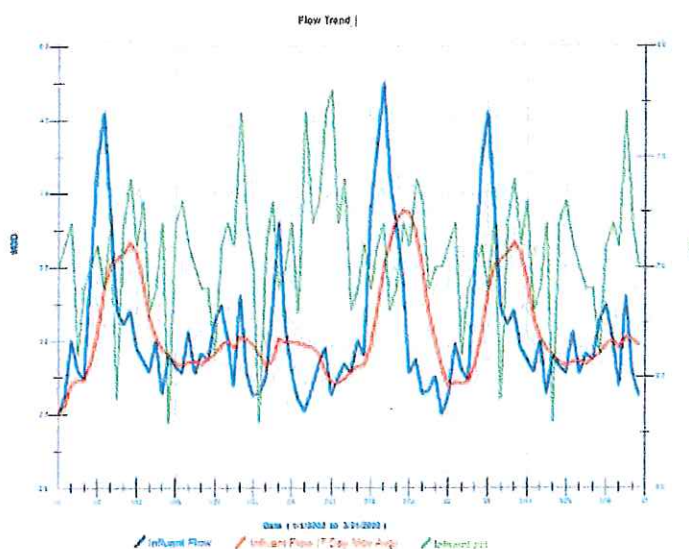
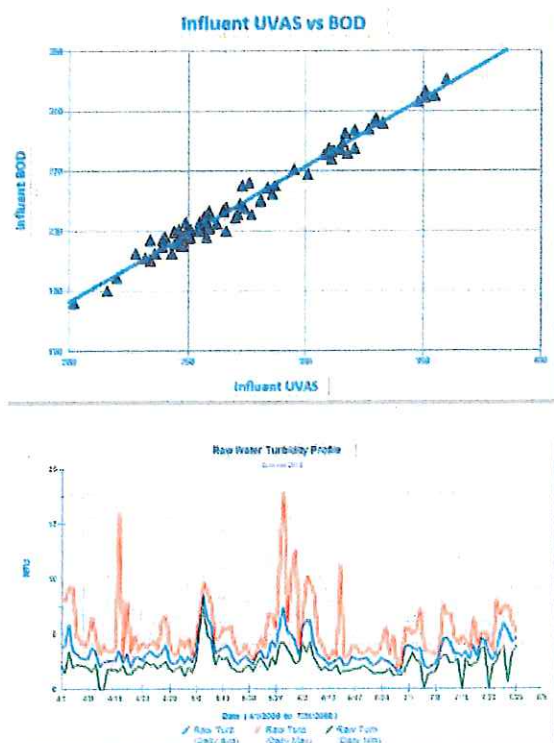
Sandy Beach Water Treatment Facility Operations Form
Friday, December 18, 2009

Start	End	Operator	Shift	Unit	Flow	Temp	pH	DO	ORP	Alkalinity	Hardness	Calcium	Magnesium	Chlorine	Free Chlorine	Total Chlorine	Residual Chlorine	Chlorine Demand	Chlorine Residual	Chlorine Dose	Chlorine Feed	Chlorine Storage	Chlorine Type	Chlorine Source	Chlorine Supplier	Chlorine Lot	Chlorine Expiry	Chlorine Test	Chlorine Result	Chlorine Unit	Chlorine Comment
14:00	14:00																														

TSS Benchmark

Parameter	Unit	Value	Unit	Value	Unit	Value
1. Total Suspended Solids	mg/L	0	mg/L	0	mg/L	0
2. Suspended Solids	mg/L	0	mg/L	0	mg/L	0

Data can be entered manually with user-defined data input forms or captured automatically.



Readily analyze trends, correlations, probabilities and create control charts.

Additional Hach Integrated Information Management Products

Hach WIMS Lab Cal Module

Hach LAB Cal is a water laboratory data management system, specifically designed for drinking water and wastewater providing easy-to-use sample scheduling and tracking tools for effective lab data management. The visual environment takes the complexity out of managing your scheduled samples. Time-saving features, familiar formats, simple workflows, and pricing that is far less than traditional LIMS systems make Hach LAB Cal a very robust and cost-effective solution.

SCADA and LIMS Interfaces for Hach WIMS

Interfaces are available for all water and wastewater industry SCADA and LIMS systems. Hach SCADA and LIMS interfaces transfer data seamlessly and automatically to Hach WIMS.

Hach WIMS Portable Solutions

Hach WIMS Portable solution uses doForms™ on familiar Android, iPhone and iPad devices to allow field staff to collect data from anywhere, anytime.

Services

Hach offers a comprehensive set of services, such as training, programming, installation assistance, set up, configuration, and other specific customer requests to ensure successful use of Hach software.

Training

Hach training can be provided at a Hach Facility, at the customer site, or over the web. Training sessions can be tailored for each customer or provided for multiple customers in a structured classroom environment.

HACH COMPANY World Headquarters: Loveland, Colorado USA

United States:	800-677-0067 tel	970-669-2932 fax	iimsales@hach.com
Outside United States:	970-669-3050 tel	970-461-3939 fax	int@hach.com
www.hach.com/im			

LIT2644 Rev 4

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In the interest of improving and updating its equipment,

Hach Company reserves the right to alter specifications to equipment at any time.



Be Right™



CITY OF MUSTANG, OKLAHOMA

Cost Estimate for Operation, Maintenance, and Management
of the Water and Wastewater Treatment Facilities

April 14, 2017



SEVERN
TRENT



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Cost Estimate

Severn Trent is pleased to provide our cost estimate to the City of Mustang to continue to provide the operation, maintenance and management of water and wastewater treatment facilities. This document has been prepared in direct response to a request for proposal (RFP) that was issued in March 2017. As required, our proposal and qualifications submittal is provided separately.

Cost Summary

To provide the City with the most flexible approach to our partnership, Severn Trent proposes two pricing options for consideration. Both options are based on our long track record of success, coupled with our unparalleled understanding of the needs of the system.

1. The first option (Inclusive Base Fee) is in line with our historical relationship, and is very similar to our current approach. This option proposes a simple base fee that includes all the services listed below that we believe are required for the needed scope of work, with shared responsibility in areas such as maintenance. It must be noted that this base fee includes many items not specifically required in the RFP.
2. The second option (Alternative Base Fee with As-Needed Services) is custom-tailored with the same high-caliber service that you have come to expect. However; it includes a lower base fee for core services and provides other services on an as-needed-only basis. We believe this approach would allow you to control costs by limiting the use of these services should you modify policies or simply desire to lower costs.

In both options, the annual payment schedule would be 1/12th payment each month. The base fee would be adjusted annually per the annual Consumer Price Index for all Urban Consumers – Water and Sewerage Maintenance (CPI-U) for the U.S. City Average, as published by the U.S. Department of Commerce, Bureau of Labor Statistics. The details for each approach are outlined below. As requested in the RFP, the estimated breakdown for wastewater and water services in both cases is approximately 80/20, respectively.

We strongly encourage you to closely examine the inclusion of keys services we have historically performed in any competitive bids.

Pricing Option 1 – Inclusive Base Fee

Under this option, Severn Trent's approach is consistent with our current agreement. It includes all labor and services as outlined in the proposal and similar to the current contract. Again, this includes many items not specifically called for in the RFP such as equipment, computers, software, and miscellaneous components for the scope of work we have performed during the current term of the agreement. Also of note, this base fee contains all services currently provided including, but not limited to:

- Solids waste disposal site monitoring.
- Inclusion of Hach JOB Cal® Plus computerized maintenance management system (CMMS).
- Inclusion of Hach Water Information Management Solution (WIMS)™.
- Locate up to 400 "Okie Locate" requests per month including emergency callouts.



- Read up to 7,000 meters per month without exception.
- Turn on and off up to 110 water meters per week.
- Perform water turn off and lock up to 15 per week.
- Replace up to 20 meters per month.
- Perform high/low audits up to 15 per week.
- Record, monitor and report service pressure results for up to three per week.
- After-hours service.
- After-hours utility callouts from police and Supervisory Control Data Acquisition (SCADA) system within one hour.
- Flow test accuracy up to 15 meters per month.
- Point and leak repairs.
- Hydrant repairs.
- Dead-end line flushing.
- Daily arsenic testing of potable water before and after Oklahoma City blend point.

Pricing Option 1 – Inclusive Base Fee	Annual Fee
Annual Base Fee	\$1,417,750.
Annual Repair and Maintenance Limit (as required in the RFP)	\$175,000.
Total Estimated Annual Fee	\$1,592,750.

Note, the above base fee of \$1,417,750 per year, represents an annual savings of \$95,930 over today's current base fee.

Pricing Option 2 – Alternative Base Fee with As-Needed Services

Under this option, a lower annual base fee of \$1,163,933 covers daily operational and management services, while the additional services listed below would be accessed only as needed and billed on an actual time and materials basis. This approach allows the City to only pay for those services needed, while Severn Trent takes on responsibility for staffing utilization.

Pricing Option 2 – Alternative Base Fee with As-Needed Services	Annual Fee
Annual Base Fee	\$1,163,933.
Annual Repair and Maintenance Limit (as required in the RFP)	\$175,000.
Total Estimated Annual Fee	\$1,338,933.

In this scenario, the following services would be invoiced on an actual time and expense basis, using an agreed-upon rate table. These services are not included in the Option 2 alternative base fee.

- Solids waste disposal site monitoring.
- "Okie Locate" requests including emergency callouts
- Meter turn on and turn offs.
- Perform water turn off and lock.



- Meter replacement.
- Meter high/low audits.
- Record, monitor and report service pressure results.
- After-hour service.
- After-hours utility callouts from police and SCADA system within one hour.
- Flow test meter accuracy.
- Point and leak repairs.
- Hydrant repairs.
- Dead-end line flushing.
- Daily arsenic testing of potable water before and after Oklahoma City blend point.
- Additional services beyond the capabilities of the onsite staff.

Sample Agreement

As the sample agreement provided in the RFP is essentially the same as our current agreement, Severn Trent foresees no difficulties working with City staff to come to final terms as described in the RFP negotiation process. We have had recent discussions with City staff about the need to update the agreement to more accurately reflect the actual work being done in the field, as well as updating various terms and conditions to bring the document into line with the business needs of both parties. It is our intent that upon selection, and final determination of the details of the scope or work and approach that best meets your needs, we will work closely together to develop an accurate, fair, and mutually acceptable agreement. As your long-term partner, we believe we have shown the flexibility and openness needed to continue meeting the needs of the citizens of Mustang.

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. NEW BUSINESS
- D. **CONSENT AGENDA**

These items are considered on the Consent Agenda so that members of the Improvement Authority by unanimous consent can designate routine agenda items to be approved by one motion. If any item proposed on the Consent Agenda does not meet with approval of all Trustees that item will be removed and heard in regular order.

- 1. Approval of **04/18/2017** MIA Minutes
- *2. Claims List for **FY 2017**
- *3. Approval to Turn **Past Due Utility Accounts** Over to the Collection Agency.

- E. **INFORMATION/REPORTS**

- 1. Trustee Manager
- 2. Trustees

- F. **DISCUSSION ITEMS**

- *1. **Discussion, Consideration and Possible Action** regarding Approval of Change Order #2 for Project labeled Raw Water Transmission Lines and Approval of Final Pay Application.
- *2. **Discussion, Consideration and Possible Action** regarding Acceptance of Request for Proposals for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities for the City of Mustang and Awarding Services to Recommended Company.

- G. **ADJOURNMENT**

*Items Considered Concurrently on the City Council Agenda.

MUSTANG IMPROVEMENT AUTHORITY
APRIL 18, 2017

The Mustang Improvement Authority met in regular session on Tuesday, April 18, 2017, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Friday, April 14, 2017, at 1:00 p.m. An Amended Agenda was posted on Monday, April 17, 2017, at 2:30 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Chairman Adams called the meeting to order at **7:49 p.m.**

B. ROLL CALL

Trustees Present: Riley
Leete
Grider
Jones
Hagan
Schweinberg
Adams

Trustees Absent: None

C. NEW BUSINESS

None.

D. CONSENT AGENDA

1. Approval of **04/04/2017** MIA Minutes
- *2. Claims List for **FY 2017**

MOTION was made by **Trustee Schweinberg**, seconded by **Trustee Hagan**, to approve Items D-1 through D-2 of the Consent Agenda.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

E. INFORMATION/REPORTS

1. **Trustee Manager**

None

2. **Trustees**

F. DISCUSSION ITEMS

- *1. **Discussion, Consideration and Possible Action** regarding Requested Renewal of Contract for Maintenance and Operations of Public Streets and Mowing and Maintenance of Public Parks and Facilities with Silver Star Construction Company.

MOTION was made by **Trustee Riley**, seconded by **Trustee Grider**, to Approve Renewal of Contract for Maintenance and Operations of Public Streets and Mowing and Maintenance of Public Parks and Facilities with Silver Star Construction Company.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

G. ADJOURNMENT

MOTION was made by **Trustee Riley**, seconded by **Trustee Grider**, to adjourn.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

Meeting was adjourned at **7:50 p.m.**

Jay Adams, Chairman

Attest:

Angela Hall, Deputy Secretary

FUND: 68 - IMPROVEMENT AUTHORITY

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 68 GENERAL GOVERNMENT						
17-0015	01-B0024	BANCFIRST	2009 OWRB NOTES PAYABLE	5/2017	201704255076	21,939.68
17-0026	01-B0024	BANCFIRST	2013 BOND PAYMENT	5/2017	201704255075	94,156.10
17-1681	01-H0115	GERALD DEAN HIGGINBOTTOM	ACQUIRE PERMANENT EASEMEN	4/2017	201704265099	3,625.00
17-0022	01-I0015	TYLER TECHNOLOGIES, INC	UB/COURT COMPONENTS/HOST	4/2017	025-187543-	192.00
17-0058	01-I0015	TYLER TECHNOLOGIES, INC	ANNUAL MAINTENANCE FEES	4/2017	025-187013	381.33
17-1682	01-K0054	GEORGE & CAROLYN KOKENDOFFEACQUIRE PERMANENT EASEMEN		4/2017	201704265098	1,250.00
17-1670	01-M0210	MUSTANG IMPROVEMENT AUTHORITRANSFER CIP FEE		5/2017	201704255080	40,000.00
17-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	5/2017	201704255081	6,250.00
17-1683	01-S0290	NORMA FAYE STROTHER	AQUIRE PERMANENT EASEMENT	4/2017	201704265097	3,125.00
17-0947	01-S0332	SMITH ROBERTS LAND SERVICESRIGHT OF WAY EASEMENTS		4/2017	601-02	64,200.00
DEPARTMENT TOTAL:						235,119.11
DEPARTMENT: 72 WATER						
17-0235	01-S0057	SEVERN TRENT SERVICES INC	PUBLIC WORKS CONTRACT	4/2017	19196	90,274.90
17-1388	01-S0267	SHAWNEE MISSION TREE SERVICWATER TRANSMISSION LINE		5/2017	FINAL	236,688.32
DEPARTMENT TOTAL:						326,963.22
DEPARTMENT: 75 SEWER						
17-0235	01-S0057	SEVERN TRENT SERVICES INC	PUBLIC WORKS CONTRACT	4/2017	19196	50,779.63
DEPARTMENT TOTAL:						50,779.63
DEPARTMENT: 78 SANITATION						
17-0076	01-00121	O.E.M.A.	MONTHLY SANITATION	5/2017	76562	83,739.69
DEPARTMENT TOTAL:						83,739.69
FUND TOTAL:						696,601.65