

## MEETING NOTICE AND AGENDA

Sand Springs Municipal Authority  
May 23, 2016 – Following City Council  
Sand Springs Municipal Building  
100 East Broadway – Room 203  
Sand Springs, Oklahoma 74063  
[www.sandspringsok.org](http://www.sandspringsok.org)

1. **Call to Order** Time \_\_\_\_\_

2. **Roll Call**

Ward 1- Nollan \_\_\_\_\_ Ward 2-Dixon \_\_\_\_\_ Ward 3-Burdge \_\_\_\_\_  
Ward 4-Fothergill \_\_\_\_\_ Ward 5-Wilson \_\_\_\_\_ Ward 6-Jackson \_\_\_\_\_  
At Large – Spoon \_\_\_\_\_

3. **Consent Agenda (A-E)**

All matters listed under “Consent” are considered by the Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request.

A) Approval of the minutes of the April 25, 2016 regular Municipal Authority meeting. (City Clerk)

B) Approval of the monthly Transfers of Funds. (Finance)

C) Approval of an Agreement with Crawford and Association, P. C. for Fiscal Year 2016 for accounting and consulting services in the amount of \$50,000 (\$25,000 General Fund and \$25,000 Municipal Authority). (Finance)

D) Approval of an Agreement with Arledge and Associates, P.C. for Fiscal Year 2016 for financial statement audit services and to include a single audit in the amount of \$31,895 (\$16,595 General Fund and \$15,300 Municipal Authority). (Finance)

E) Approval of Change Order No. 4 to the Agreement with Walters-Morgan Construction, Inc. for an increase in the amount of \$30,601.58 and no change in the contract time as it relates to the Waste Water Treatment Plant Improvements project – Bid No. 1012. (Public Works)

Motion \_\_\_\_\_ Second \_\_\_\_\_

4. **Board/Committee Appointments**

A) **Sand Springs/Sapulpa Joint Board**

The Sand Springs/Sapulpa Joint Board shall be comprised of the Chairmen and Vice-Chairmen and/or their designee of the Sand Springs Municipal Authority and the Sapulpa Municipal Authority. (Presented by: Chairman Burdge)

1) Chairman Burdge may consider the appointment of a designee to serve on the Sand Springs/Sapulpa Joint Board for a one (1) year term to May 2017.

Motion \_\_\_\_\_ Second \_\_\_\_\_

2) Vice Chairman Fothergill may consider the appointment of a designee to serve on the Sand Springs/Sapulpa Joint Board for a one (1) year term to May 2017.

Motion \_\_\_\_\_ Second \_\_\_\_\_

5. **Citywide Mowing Services – Bid No. 1038**

Staff will be prepared to make a recommendation at the time of the meeting regarding the Citywide Mowing Services – Bid No. 1038. (Presented by: T. J. Davis, Projects Administrator)

Motion \_\_\_\_\_ Second \_\_\_\_\_

6. **Shell Lake Dam Breach Plan (OWRB Emergency Action Plan)**

Trustees may consider acceptance of the Shell Lake Dam Breach Plan, Revision-10, dated May 23, 2016, for signature, and authorization for the Chairman to sign said documents.

Motion \_\_\_\_\_ Second \_\_\_\_\_

7. **Financial Report**

The regular monthly Financial Report for all funds is provided to Trustees for their review and information. (Finance)

8. **Correspondence**

The following correspondence is provided to Trustees for their review and information:

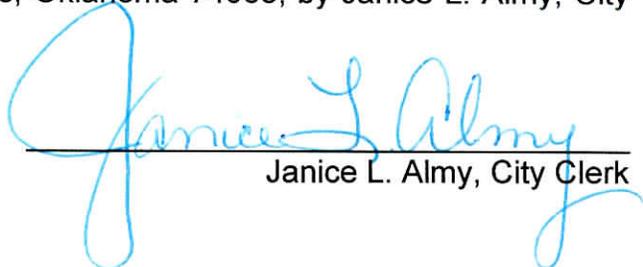
A) Regular monthly bills (Finance).

9. City Manager's and Trustees' Report

The City Manager and/or Trustees will provide updates regarding recent and upcoming events and projects, scheduled events of interest and the general operations of the Municipal Authority. No action is to be taken. (Administration)

10. Adjournment Time \_\_\_\_\_

This agenda was filed in the office of the City Clerk and posted at 2:00 pm, May 19, 2016 on the digital display board located in the lobby of the Sand Springs Municipal Building, 100 East Broadway, Sand Springs, Oklahoma 74063, by Janice L. Almy, City Clerk.

  
\_\_\_\_\_  
Janice L. Almy, City Clerk

MINUTES

Sand Springs Municipal Authority  
April 25, 2016  
Room #203 Following City Council  
Sand Springs Municipal Building  
100 East Broadway  
Sand Springs, Oklahoma 74063

**MEMBERS PRESENT:** Chairman Mike Burdge (12-0)  
Vice Chairman John Fothergill (11-1)  
Trustee Michael L. Phillips (12-0)  
Trustee Dean Nichols (12-0)  
Trustee Beau Wilson (11-1)  
Trustee Brian Jackson (12-0)  
Trustee Jim Spoon (11-1)

**ALSO PRESENT:** Assistant City Manager Daniel Bradley  
Authority Attorney David Weatherford  
Secretary Janice L. Almy

**MEMBERS ABSENT:** None

The Sand Springs Municipal Authority met in regular session on April 25, 2016 in Room No. 203 of the Sand Springs Municipal Building pursuant to the agenda filed with the City Clerk's office and posted at 11:00 am, on April 21, 2016 on the electronic display board located in the first floor lobby of the Sand Springs Municipal Building, 100 East Broadway, Sand Springs, Oklahoma 74063.

1. **Call to Order**

Chairman Burdge called the meeting to order at the noted time of 8:14 pm.

2. **Roll Call**

Chairman Burdge called for an individual roll call with members replying in the following manner:

Trustee Jackson, here; Trustee Nichols, here; Trustee Spoon, here; Vice Chairman Fothergill, here; Chairman Burdge, here; Trustee Wilson, here; Trustee Phillips, here.

3. **Consent Agenda (A-F)**

Chairman Burdge informed Trustees that all matters listed under Consent Agenda to be considered by Trustees are to be routine and will be enacted by one motion.

Chairman Burdge noted that questions or clarification on any Consent Agenda item may be addressed prior to taking action. Chairman Burdge requested if Trustees had questions or needed clarification on any Consent Agenda item.

There being none, Chairman Burdge noted any Trustee may remove an item from the Consent Agenda by request. Chairman Burdge requested if Trustees had items to be removed from the Consent Agenda.

There being none, Chairman Burdge called for a motion regarding Consent Agenda Items 3A through 3F.

A motion was made by Vice Chairman Fothergill and seconded by Trustee Wilson to approve the Consent Agenda Items 3A through 3F.

- A) The Minutes of the March 28, 2016 regular Municipal Authority meeting.
- B) The Minutes of the April 11, 2016 special Municipal Authority meeting.
- C) The monthly Transfers of Funds.
- D) Resolution No. M16-08, a resolution authorizing employee benefit contracts for the employees of the Sand Springs Municipal Authority for FY17.
- E) The acceptance of the recommendation of the Sand Springs/Sapulpa Joint Board and approval of the Agreement for Engineering Services with Tetra Tech for operation and maintenance of the Skiatook Raw Water Conveyance System for Fiscal Year 2017 in the amount of \$305,870.00, with the Sand Springs Municipal Authority's share \$183,522.00.
- F) Resolution No. M16-06, a resolution of the Sand Springs Municipal Authority adopting the FY2017 Master Fee Schedule.

Chairman Burdge called for the vote recorded as follows:

Trustee Phillips, aye; Trustee Wilson, aye; Chairman Burdge, aye; Vice Chairman Fothergill, aye; Trustee Spoon, aye; Trustee Nichols, aye; Trustee Jackson, aye.

The motion carried 7-0-0.

**4. Fiscal Year 2017 Budget**

Finance Director Kelly Lamberson requested Trustees' adoption of Resolution No. M17-07, a resolution, of the Sand Springs Municipal Authority, adopting the FY2017 Annual Budget.

A motion was made by Vice Chairman Fothergill and seconded by Trustee Spoon that the requested adoption of Resolution No. M17-07, a resolution, of the Sand Springs Municipal Authority, adopting the FY2017 Annual Budget, as presented, be approved.

Chairman Burdge called for the vote recorded as follows:

Trustee Jackson, aye; Trustee Nichols, aye; Trustee Spoon, aye; Vice Chairman Fothergill, aye; Chairman Burdge, aye; Trustee Wilson, aye; Trustee Phillips, aye.

The motion carried 7-0-0.

**5. Financial Report**

The monthly Finance Report for all funds was presented to Trustees for their review and information.

**6. Correspondence**

The following correspondence was provided to Trustees for their review and information:

A) Regular monthly bills.

**7. City Manager's and Trustees' Report**

There was nothing further to report at this time.

**8. Adjournment**

The meeting adjourned at the noted time of 8:16 pm.

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Janice L. Almy, Secretary

**SAND SPRINGS MUNICIPAL AUTHORITY  
MONTHLY TRANSFERS  
May 2016**

	ANNUAL BUDGET		<u>MONTH</u> <u>TRANSFER</u>	<u>YEAR TO</u> <u>DATE</u>
	<u>FROM</u>	<u>TO</u>		
<b>TRANSFERS PER BOND INDENTURE</b>				
FROM: Mun Auth Water Utility Fund	\$	-	\$	-
FROM: Mun Auth Wastewater Utility Fund	\$	-	\$	-
<b>TRANSFERS PER TRUSTEE ACTION</b>				
FROM: Mun Auth Water Utility Fund	\$	14,332,691	\$	711,750
TO: Cap Impr W&WW Fund (sales tax)		3,085,195	276,461	2,820,566
Mun Auth Golf Course Fund		70,000	5,833	64,163
Capital Improvement Fund		130,800	10,900	119,900
Mun Auth Airport Fund		100,000	8,333	91,663
General Fund		980,000	81,667	898,337
MA Short-Term Capital Fund		35,000	-	35,000
Water Meter Replacement Fund		200,000	16,667	183,337
Cap Impr W&WW Fund (Bond Proceeds)		9,731,696	311,889	9,732,549
FROM: Mun Auth WasteWater Utility Fund	\$	74,000	\$	3,518
TO: MA Short Term Capital Fund		74,000	3,518	70,478
FROM: Mun Auth Solid Waste Utility Fund	\$	363,175	\$	30,264
TO: Mun Auth Short Term Capital Fund		263,175	21,931	241,241
General Fund		100,000	8,333	91,663
FROM: Mun Auth Stormwater Utility Fund	\$	1,000,000	\$	83,333
TO: Stormwater Capital Impr Fund		1,000,000	83,333	916,663
FROM: Mun Auth Golf Course Fund	\$	25,500	\$	2,298
TO: Golf Course Capital Improvement Fund		25,500	2,298	20,772



**CITY OF SAND SPRINGS  
COUNCIL/AUTHORITY STAFF REPORT**

**MEETING DATE: May 23, 2016**

**SUBJECT:**

**APPROVAL OF AGREEMENT WITH CRAWFORD & ASSOCIATES, P.C.**

**BACKGROUND AND HISTORY:**

The City contracts with Crawford & Associates each year to provide a scope of services that include compilation of annual financial statements and general accounting and advisory assistance. Crawford & Associates performs pre-audit fieldwork in advance of the audit performed by Arledge & Associates.

**BUGETARY IMPACT:**

The City will issue a purchase order to Crawford & Associates, P.C. in the amount of \$50,000, of which \$25,000 will be charged to the General Fund's Finance department and \$25,000 will be charged to the Municipal Authority's Public Works department. There are sufficient funds in these departments' budgets to cover these costs.

**STAFF RECOMMENDATION:**

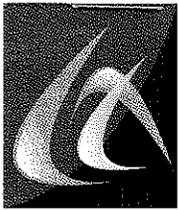
Approval of an agreement with Crawford & Associates, P.C. for Fiscal Year 2016 for accounting and consulting services.

**COMPILED BY:** Kelly Lamberson  
Finance Director

**PRESENTED BY:** Kelly Lamberson  
Finance Director

**ATTACHMENTS:**

Crawford FY-16 Engagement Letter



**CRAWFORD**  
& ASSOCIATES

April 19, 2016

Honorable Mayor and Members of the City Council  
City of Sand Springs  
PO Box 338  
Sand Springs, OK 74063-0338

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Sand Springs (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Sand Springs management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Sand Springs contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

#### **Scope of Services**

The scope of professional services that are available and can be provided to the City of Sand Springs are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

#### **Scope of Available Services**

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

#### **Initial Services Requested**

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance

**Services Related to the Preparation of Annual Financial Statements**

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Sand Springs, Oklahoma as of and for the year ended June 30, 2016. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

*Crawford & Associates' Responsibilities*

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

*Management Responsibilities*

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Sand Springs, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

#### **Other Requested and Available Services**

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

#### **Access to Working Papers and Reports**

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

#### **Fees and Costs**

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm Chairman \$250
- Firm President \$250
- Shareholders \$160
- Consulting Managers \$145
- Consulting Staff \$105
- Clerical Staff \$40

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we will be glad to provide you with an estimated range of fees and expenses upon request.

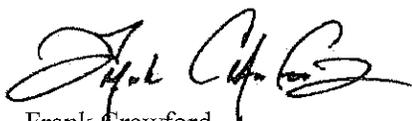
The term of this engagement is a period from July 1, 2016 through June 30, 2017. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

**Acceptance**

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Sand Springs.

Respectfully submitted and agreed to by,



Frank Crawford  
Crawford and Associates, P.C.

**Accepted and agreed to for the City of Sand Springs:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF SAND SPRINGS  
COUNCIL/AUTHORITY STAFF REPORT**

**MEETING DATE: May 23, 2016**

**SUBJECT:**

**APPROVAL OF AGREEMENT WITH ARLEDGE & ASSOCIATES, P.C.**

**BACKGROUND AND HISTORY:**

The City contracts with Arledge & Associates, P.C. each year to audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City.

**BUGETARY IMPACT:**

The City will issue a purchase order to Arledge & Associates, P.C. in the amount of \$31,895, of which \$16,595 will be charged to the General Fund's Finance department and \$15,300 will be charged to the Municipal Authority's Public Works department. There are sufficient funds in these departments' budgets to cover these costs.

**STAFF RECOMMENDATION:**

Approval of an agreement with Arledge & Associates, P.C. for Fiscal Year 2015 financial statement audit services and to include a single audit.

**COMPILED BY:** Kelly Lamberson  
Finance Director

**PRESENTED BY:** Kelly Lamberson  
Finance Director

**ATTACHMENTS:**

Arledge FY-16 Compilation Engagement Letter  
Arledge FY-16 Single Audit Engagement Letter



## FY-16 COMPILATION ENGAGEMENT LETTER

May 10, 2016

City of Sand Springs, Oklahoma  
Sand Springs, Oklahoma

We are pleased to confirm our understanding of the services we are to provide for the City of Sand Springs, Oklahoma (the "City") for the year ended June 30, 2016.

We will perform a compilation engagement with respect to the financial statements of The City, which comprise the schedules of revenues, expenditures, debt, and investments for the year ended June 30, 2016, and the related notes to the financial statements.

### **Our Responsibilities**

The objective of our engagement is to apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding any wrongdoing within the entity or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

### **Your Responsibilities**

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- 1) The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.

- 2) The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America, if applicable.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
- 4) The prevention and detection of fraud.
- 5) To ensure that the City complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 7) To provide us with—
  - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - additional information that we may request from you for the purpose of the compilation engagement.
  - unrestricted access to persons within the City of whom we determine it necessary to make inquiries.
- 8) Including our compilation report in any document containing financial statements that indicate that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

#### **Our Report**

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

#### **Other Relevant Information**

LaDonna Sinning, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

To ensure that Arledge & Associates, P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are included in the FY-16 Audit Engagement Letter, dated May 10, 2016.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Arledge & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Sand Springs, Oklahoma.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## FY-16 AUDIT ENGAGEMENT LETTER – YELLOW BOOK

May 10, 2016

To the Governance and Management of Sand Springs, Oklahoma

We are pleased to confirm our understanding of the services we are to provide City of Sand Springs, Oklahoma (the “City”) for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the City’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis;
- 2) Budgetary Comparison Information; and
- 3) Schedule of OPEB Status and Funding Progress

We have also been engaged to report on supplementary information other than RSI that accompanies the City’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor’s report on the financial statements:

- 1) Schedule of expenditures of federal awards;
- 2) Combining Statements and Schedules; and
- 3) Schedule of Debt Coverage.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor’s report will not provide an opinion or any assurance on that other information.

- 1) Introduction Section; and
- 2) Statistical Section

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Mayor and City Council of the City of Sand Springs, Oklahoma. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

#### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements

aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Governance and Management of the City of Sand Springs; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Arledge & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Arledge & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

LaDonna Sinning, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$30,600 for the primary government. Our fee for the Sand Springs Economic Development Authority will be \$1,400, and our fee for the Sand Springs Cultural and Historical Museum Trust Authority will be \$1,295, which does not include separate reports. These fees include our miscellaneous charges such as travel, meals, and copies. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. This fee is also based on the assistance of Crawford & Associates, P.C. in preparing the necessary documents, schedules, and financial statements. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Because our Engagement Letter provides ongoing access to the accounting and business advice you need on a fixed-price basis, you are not inhibited from seeking timely advice from us. While the fixed price entitles you to unlimited consultation with us, if your questions or issues require additional research and analysis beyond consultation, that work will be subject to an additional price negotiation before the service is to be performed, an Addendum to the Engagement Letter will be issued before delivery of the additional service is to be performed, with payment terms agreed to in advance. By virtue of signing this document, you have indicated that your reporting entity has been appropriately defined, all trial balances will be reasonably adjusted, your key accounts will be reconciled, unusual transactions, significant financial estimates and disclosures have been communicated to us prior to the date at the top of this letter. Also you have indicated that the entity has competent personnel in key financial positions and there has been no turnover in the accounting/finance department. If we find that the facts are different for any of the preceding assumptions, we will negotiate an Addendum to the Engagement Letter and negotiate a new engagement fee before we issue our final report.

We appreciate the opportunity to be of service to the City of Sand Springs, Oklahoma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Arledge & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Sand Springs, Oklahoma.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063  
Phone: 918.246.2500 • sandspringsok.org

Consent Agenda item # \_\_\_\_\_

CITY OF SAND SPRINGS  
COUNCIL/AUTHORITY STAFF REPORT  
MEETING DATE: May 23, 2016

**SUBJECT:**

**WASTEWATER TREATMENT PLANT IMPROVEMENTS  
COSS PROJECT NO. S-1202, BID NO. 1012  
CHANGE ORDER NO. 4**

**STAFF RECOMMENDATION:**

Approval of Change Order No. 4 to the Agreement with Walters-Morgan Construction, Inc. for an increase in the amount of \$30,601.58 and no change in the contract time.

**BACKGROUND AND HISTORY:**

On September 22, 2014 the Sand Springs City Council awarded Bid No. 1012 in the amount of \$14,687,400.00 to Walters-Morgan Construction, Inc. for construction of the Wastewater Treatment Plant Improvements project. Since that time, Council has approved three Change Orders for a net increase in the Contract Price of \$224,596.77 and an increase in the Contract Time of 65.5 calendar days.

This Change Order No. 4 has been prepared in consideration of four additional items affecting the Contract Amount. The first two are Work Change Directives (WCD Nos. 6 & 8) which have previously been brought for the City Manager's consideration and approval. The Work Change Directive was developed for situations involving changes in the Work which, if not processed expeditiously, might delay the Project. Work Change Directives are to be followed by incorporation into a Change Order for consideration by Council. A description of all items are as follows:

Item 1 – WCD No. 6, Extension of Electric Duct Bank (see Attachment A)

In meeting with AEP/PSO to discuss the extension of their overhead electric lines to serve new services required at the south end of the plant for the new Disinfection Building and SBR Blowers, it was determined that a portion of the overhead service lines shown on the plans would not be able to maintain the horizontal clearances required by the electric company and would need to be taken underground. Furthermore the originally proposed route for the primary overhead electric line extension cut across the plant property rather than sticking to the perimeter. Through coordination amongst the parties, AEP/PSO agreed to a realignment of their extension along the plants perimeter. The attached WCD No. 6 was prepared to compensate the Contractor for the extension of their underground electric duct banks to the location of the new electric poles.

Item 2 – WCD No. 8, Addition Two Pressure Reducing Valves (see Attachment B)

As plumbing work drew to a close and water service was activated at the new Disinfection Building, it became evident that the plans had not called for a pressure reducing valve to be installed to protect the buildings fixtures from line pressures which frequently exceed 150 psi. Further investigation revealed that this was also the case at the new Administration Building. The attached WCD No. 8 was prepared to compensate the Contractor for the provision and installation of two 2" pressure reducing valves and appurtenances to address this issue.

Item 3 – Piping Modifications for Polymer Feed (see Attachment C)

Contractor has provided the attached Change Proposal No. 20R1 to modify the existing sludge pump discharge piping to accommodate the new sludge polymer feed mixer (provided as part of the sludge dewatering boxes) for proper mixing and allow effective dewatering. The proposal also, provides 6x4 pipe fittings at the drying bed to connect to the dewatering boxes. The contract documents show the approximate location where the sludge polymer is to be injected and specifies a skid mounted unit for installation on site. The contract documents do not, however, include the piping modifications necessary to accommodate the polymer mixer. This Change Proposal covers those modifications.

Item 4 – Mag Lock Access Control System (see Attachment C)

Contractor has provided the attached Change Proposal No. 18R1 for addition of Mag Locks and Controller at the new Administration Building. These items were mentioned, but not included, in the original contract, but are being added to be in compliance with City wide access control standards.

**EXECUTIVE SUMMARY:**

Tetra Tech has prepared the attached Change Order No. 4 to reflect an increase in the amount of \$30,601.58 and no change in the contract time. This change order was reviewed with the Public Works Advisory Committee on May 17, 2016.

Although the Agreement is written between the City of Sand Springs and Walters-Morgan Construction, Inc., staff is presenting this Item for concurrence by the Municipal Authority because bond revenues have been used to fund this project.

**BUDGETARY IMPACT:**

Funding for this Change Order is available within the existing project budget balance.

**COMPILED BY:** Cody D. Blair  
Assistant City Engineer

**PRESENTED BY:** Cody D. Blair  
Assistant City Engineer

**Attachments:**

*Change Order No. 4 (3 pages)*  
*Attachment A (6 pages)*  
*Attachment B (4 pages)*  
*Attachment C (3 pages)*  
*Attachment D (3 pages)*

CHANGE ORDER

CHANGE ORDER NO: 4  
DATE: 5/23/2016  
AGREEMENT DATE: 10/27/2014

NAME OF PROJECT: WASTEWATER TREATMENT PLANT IMPROVEMENTS  
(BID 1012)

OWNER: CITY OF SAND SPRINGS, OKLAHOMA

CONTRACTOR: WALTERS MORGAN CONSTRUCTION, INC.

The following changes are hereby made to the CONTRACT DOCUMENTS:

Justification: **See Attachments A, B, C, and D**

Original CONTRACT PRICE: \$14,687,400.00

Previous CHANGE ORDERS: \$ 224,596.77

Current CONTRACT PRICE adjusted by previous CHANGE ORDER  
\$14,911,996.77.

The CONTRACT PRICE due to this CHANGE ORDER will be **increased** by  
\$30,601.58

The new CONTRACT PRICE including this CHANGE ORDER will be  
\$14,942,598.35.

Change to CONTRACT TIME:

The CONTRACT TIME will be **increased** by **0** calendar days.

Therefore, the date for completion of all work will be February 5, 2017.

Approval Required:

OWNER: \_\_\_\_\_  
Date

CONTRACTOR: \_\_\_\_\_  
Date

ENGINEER: \_\_\_\_\_  
Date

Wastewater treatment Plant Improvements (Bid No. 1012)

Change Order No. 4

JUSTIFICATION FOR CHANGE

1. Is proposed change an alternate bid?    / /Yes            / X /No
2. Will proposed change alter the physical    / /Yes            / X /No  
    Size of the project?  
    If "Yes", explain.
3. Has consent of surety been obtained?    / X /Yes            / /No
4. Will this change affect expiration            / X /Yes            / /No  
    Or extent of insurance coverage?  
    If "Yes", will the policies be extended? Yes
5. Effect on operation and maintenance (O&M) costs:  
    The proposed changes will not significantly impact the overall operation  
    and maintenance costs for the project.
6. Necessity for change:  
    See next page and the attachments.

ITEM NO.	BID ITEM NO.	DESCRIPTION OF CHANGES - Quantities, units, unit prices, change in completion schedule, etc.	DECREASE IN CONTRACT PRICE	INCREASE IN CONTRACT PRICE
1	-	Work Change Directive (WCD) No. 006.  Contract Time: No Change  <b>See Attachment A</b>		\$10,793.54
2	-	Work Change Directive (WCD) NO. 008.  Contract Time: No Change  <b>See Attachment B</b>		\$7,219.16
3	-	Modify the existing sludge pump discharge piping to accommodate the new sludge polymer feed mixer (provided as part of the sludge dewatering boxes) for proper mixing and allow effective dewatering. Also, provides 6x4 pipe fitting at the drying bed to connect to the dewatering boxes. The contract documents showed the approximate location where the sludge polymer was to be injected and specified a skid mounted unit for installation on site. The contract documents did not include the piping modifications necessary to accommodate the polymer mixer.  Contract Time: No Change  <b>See Attachment C</b>		\$3,371.57
4	-	Addition of Mag Lock and Controller at the new Administration Building. These items were not included in the original contract but are being added to be in compliance with Citywide access control standards.  Contract Time: No Change  <b>See Attachment D</b>		\$9,217.31
		Change in Contract price due to this Change Order		
		Total decrease	None	
		Total increase		\$30,601.58
		<b>Net increase in Contract price</b>		<b>\$30,601.58</b>



**WORK CHANGE DIRECTIVE**

**WCD No. 006**

PROJECT: Sand Springs Wastewater Treatment Plant Improvements  
Bid No. 1012

OWNER: City of Sand Springs, OK

CONTRACTOR: Walters-Morgan Construction, Inc.  
ENGINEER: Tetra Tech, Inc.

The following additions, deletions, or revisions to the Work have been ordered and authorized:  
DESCRIPTION OF WORK: (LIST DOCUMENTS ATTACHED)

CP No 17. Replace part of the overhead electric service currently shown on the plan with underground duct bank as requested by the electric utility PSO. Approximately 116.5 feet of duct bank extension near the Disinfection Building and approximately 92-feet of duct bank extension near the SBR Blower Shelter are proposed.

Find Attached:

- A copy of the Contractor's Change Proposals No. 17.

REASON FOR CHANGE

PSO met with Contractor, Engineer and City staff in the field and requested certain modification to the location of poles and overhead service shown on the contract documents. The change proposal is to replace some overhead service with underground duct bank extension to the location where PSO will set the new pole.

METHOD OF PAYMENTS: (Check One)

- Contract Unit Price  
 Lump Sum  
 Cost of the Work (Time and Materials)

Estimated increase (decrease) in CONTRACT PRICE: Estimated increase (decrease) in CONTRACT TIME:

**\$10,793.54**  
If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

**No Change**  
If the change involves an increase, the estimated time is not to be exceeded without further authorization.

REMARKS:

RECOMMENDED BY: \_\_\_\_\_ ENGINEER DATE: 2/28/16

AUTHORIZED BY:  \_\_\_\_\_ OWNER DATE: 3/18/16  
@ 3/10/16

CHANGE PROPOSAL NO. 17R1

WALTERS-MORGAN CONSTRUCTION, INC.  
WASTEWATER TREATMENT PLANT IMPROVEMENTS  
SAND SPRINGS WASTEWATER TREATMENT PLANT IMP.

ENGINEER # 131-11387-13001  
OWNER # 1012

JOB NO. 214-10  
DATE 25-Feb-16

Item Description	Qty	Unit	Labor		Mat		Sub		Equip		Total
			Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	
Extend underground services for Disinfection (116.50 lf) and SBR Blower Shelter (92 lf) services. Extend ductbank, conduits, spacers from point indicated on plans to poles set for the City by PSO. Place asphalt patch roughly 36" wide x 34 foot long where extended seervice cuts across existing asphalt road. Replace curb where cut for service trench.											
Ramsey Ward Service Trench/Ductbank	208.50	lf	0.00	0.00	0.00	0.00	39.04	8139.84	0.00	0.00	8139.84
Asphalt Patch 3' x 34' - Dunhan Asphalt	1.00	ea	0.00	0.00	0.00	0.00	800.00	800.00	0.00	0.00	800.00
Concrete Curb Patch	1.00	ea	200.00	200.00	100.00	100.00	0.00	0.00	0.00	0.00	300.00
Gravel for Asphalt Sub Base and Drive	1.00	ea	50.00	50.00	100.00	100.00	0.00	0.00	0.00	0.00	150.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Direct Cost Subtotals</b>			\$250.00	\$250.00	\$200.00	\$200.00	\$8,939.84	\$8,939.84	\$0.00	\$0.00	\$9,389.84

Employee Taxes, Insurance and Benefits (41%) \$102.50  
**SUBTOTAL with PT&I** \$9,492.34

Contractors Fee on Sub ( 5% ) \$446.99  
 Contractor's Fee on L&M ( 15% ) \$82.88  
**TOTAL FOR THE WORK** \$10,022.21

Jobsite G&A Expense (7%) \$664.46  
**SUBTOTAL W/O BOND** \$10,686.67  
 Bond Premium (1%) \$106.87

**CHANGE TOTAL WITH BOND** \$10,793.54  
 ADDITIONAL TIME REQUESTED: Zero ( 0 ) Calendar Days



**Ramsey Ward Electric Co.**

P.O. Box 1648  
Ardmore, OK 73402  
Phone: 580.223.2221  
Fax: 580.223.2302

## Change Order Proposal

January 14, 2015

TO:

Walters-Morgan Construction, Inc.  
2616 Tuttle Creek Blvd.  
Manhattan, KN 66502

Attn: **Jim Perkins**

**Project:** Sand Springs WWTP

Change Order Proposal Number: 8  
**PROPOSAL REQUEST #**

**OTHER INFORMATION:** Addition of primary duct banks on service transformers for the Disinfection and Blower Shelters.

**Includes:** Saw cutting and removal of curb and asphalt road.

**Excludes:** Replacement of curb and asphalt road.

The total amount of this Change Order is: **\$9253.00**/ 237 lf = \$39.04 per LF - Original Footage

After 2-24-16 meeting on site to confirm locations of poles - 208.50 lf X \$39.04 = \$8139.84 - Revised footage 2-25-16  
Attached are the following supporting reports:

- **Extensions** (Material Quantities, Prices and Labor Units with Extended Totals)
- **Summary Totals** (Recap Sheet)

Sincerely,

Jeff Ward

Just converted RWE lump sum price for 237 LF as originally thought into a unit price per foot.  
Then multiplied that unit price by new footage from 2-25-16 to come up with new lump sum cost for 208.50 lf. WMCI change order represents this cost.

1/21/2016 3:23:30 PM

**SAND SPRINGS DUCTBANK PROPOSAL**  
**Totals (Summary) - Bid Summary: Default**

---

<b>Material</b>	
Non-Quoted	\$3,496.50
Quotes	0.00
Sales Tax (0.00%)	0.00
<b>Total Material</b>	<b>\$3,496.50</b>
<b>Labor</b>	
Direct (115.90 hours @ \$33.75)	\$3,911.63
Non-Productive Labor	288.00
<b>Total Labor</b>	<b>\$4,199.63</b>
Direct Job Expenses	\$350.00
Tools and Miscellaneous Materials	0.00
Subcontracts	0.00
<b>Job Subtotal (Prime Cost)</b>	<b>\$8,046.13</b>
Overhead (15.00%)	1,206.92
Profit (0.00%)	0.00
<b>Job Total</b>	<b>\$9,253.05</b>
<b>Actual Bid Price</b>	<b>\$9,253.05</b>
Material to Direct Labor ratio: 0.47	
Prime Cost per square foot	\$0.00
Job Total per square foot	\$0.00
Actual Bid Price per square ft	\$0.00
Labor cost per square foot	\$0.00
Labor hours per square foot	0.00
Gross Profit %	13.04
Gross Profit \$	\$1,206.92
Net Profit %	0.00

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SAND SPRINGS DUCTBANK PROPOSAL

Job Number: 176

Extension By Phase

Item #	Description	Quantity	Price U	Ext Price	Labor Hr U	Ext Lab Hr
--- 06 Underground/Site ---						
1220	4" PVC (2-Parallel)	474	178.76 C	847.32	6.40 C	30.34
2137	4" PVC Coupling	8	189.81 C	15.18	0.22 E	1.76
5543	24"Wx48"D Trench-Back Hoe	237	2.00 E	474.00	4.00 C	9.48
5606	3000# Concrete (Cu. Yards)	13	100.00 E	1,300.00	0.96 E	12.48
5608	Gravel (Cu. Yards)	14	20.00 E	280.00	1.31 E	18.34
--- 06 Underground/Site Total ---				2,916.50		72.40
--- 07 Misc ---						
22139	BLUE GLUE	3	20.00 E	60.00	1.50 E	4.50
22140	DUCT SPACERS	260	2.00 E	520.00	0.15 E	39.00
--- 07 Misc Total ---				580.00		43.50
Job Total				3,496.50		115.90

\* Target, Labor column 3

ATTACHMENT A  
(CONT'D)

7645 E 63rd Street, Suite 201  
Tampa, FL 33635  
www.tetra-tech.com

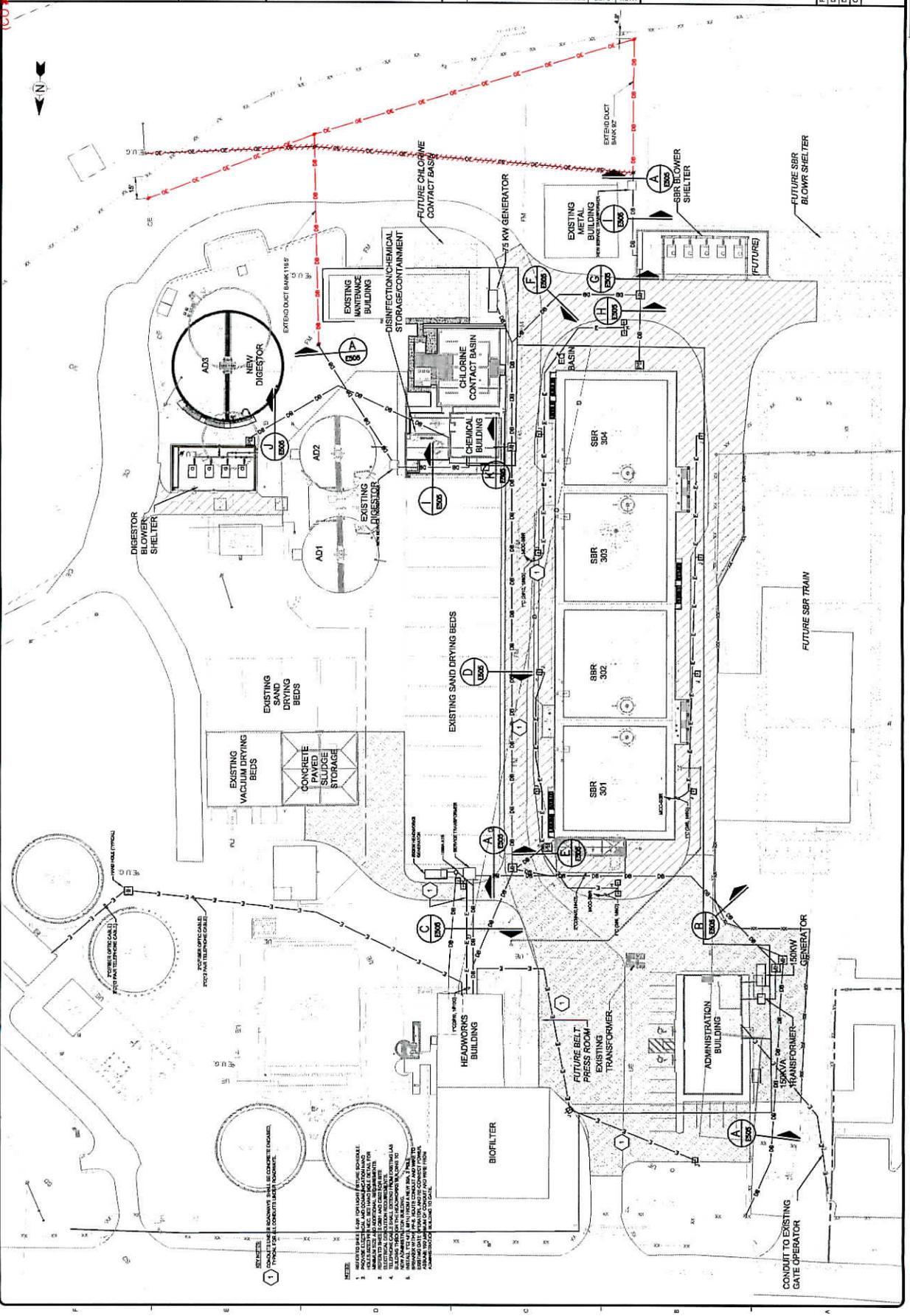
Professional Engineer  
State of Florida  
No. 11587  
Exp. 12/31/2023

MARK	DATE	DESCRIPTION
02	02/14	
BY		

ELECTRICAL SITE PLAN  
WASTEWATER TREATMENT PLANT IMPROVEMENTS  
CITY OF SAND SPRINGS

Project No.: 21-11870-0002  
Designed By: BCS  
Drawn By: BCS  
Checked By: WAP

E-101  
SHEET 137 OF 173  
By: Meshaleh Tech



**NOTES:**

- CONDUIT UNDER ROADWAYS SHALL BE CONCRETE ENCASED. THIN WALL CONDUIT SHALL BE USED.
- PROVIDE ELECTRICAL AND COMMUNICATIONS AND CABLE TRAYS AND SUPPORTS FOR ALL ELECTRICAL AND COMMUNICATIONS CABLES.
- ELECTRICAL CONDUITS SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF THE NATIONAL ELECTRICAL CODE (NEC).
- ALL WIRING SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE NATIONAL ELECTRICAL CODE (NEC).
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**WORK CHANGE DIRECTIVE**

**WCD No. 008**

**PROJECT:** Sand Springs Wastewater Treatment Plant Improvements  
Bid No. 1012

**OWNER:** City of Sand Springs, OK

**CONTRACTOR:** Walters-Morgan Construction, Inc.  
**ENGINEER:** Tetra Tech, Inc.

The following additions, deletions, or revisions to the Work have been ordered and authorized:  
**DESCRIPTION OF WORK: (LIST DOCUMENTS ATTACHED)**

CP No 19. This change proposal will add pressure reducing valves (PRV) on the waterline supplying the new Administration and Disinfection Buildings. One 2" PRV will be located in the Disinfection Building control room above the slab. The second 2" PRV will be housed in a meter-can and located on the west side of the Administration Building near where the waterline enters the building. The exact location will be field located.

Find Attached:

- A copy of the Contractor's Change Proposals No. 19.

**REASON FOR CHANGE**

The existing water supply line has a pressure fluctuation of 130 to 150 psi or more depending on the number of pumps in operation at the water plant. This high pressure is causing the water heater and the plumbing system operational issues. The proposed PRV will reduce the pressure to manageable levels.

**METHOD OF PAYMENTS: (Check One)**

- Contract Unit Price  
 Lump Sum  
 Cost of the Work (Time and Materials)

Estimated increase (decrease) in CONTRACT PRICE:      Estimated increase (decrease) in CONTRACT TIME:

<b>\$7,219.16</b>
If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

<b>No Change</b>
If the change involves an increase, the estimated time is not to be exceeded without further authorization.

**REMARKS:**

**RECOMMENDED BY:** *Forrest J. Ross, Lead Engineer*      4/12/16  
ENGINEER      DATE

**AUTHORIZED BY:** *Elizabeth Gray*      4/13/16  
OWNER      DATE

CHANGE PROPOSAL NO. 19

WALTERS-MORGAN CONSTRUCTION, INC. ENGINEER # 131-11387-13001 JOB NO. 214-10  
 WASTEWATER TREATMENT PLANT IMPROVEMENTS DATE 07-Apr-16  
 SAND SPRINGS WASTEWATER TREATMENT PLANT IMP. OWNER # 1012

Item Description	Qty	Unit	Labor		Mat		Sub		Equip		Total
			Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	
CRS Plumbing Subcontractor	1.00	ls	0.00	0.00	0.00	6381.86	0.00	0.00	0.00	0.00	6381.86
	1.00	ea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1.00	ea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1.00	ea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Direct Cost Subtotals</b>			\$0.00	\$0.00	\$0.00	\$6,381.86	\$0.00	\$0.00	\$0.00	\$0.00	\$6,381.86

Add 2" PRCV's in new Disinfectino building and Admin Building due to pressures coming in pushin 150 PSI.  
 Employee Taxes, Insurance and Benefits (41%) \$0.00  
 SUBTOTAL with PT&I \$0.00

Contractors Fee on Sub ( 5% ) \$6,381.86  
 Contractor's Fee on L&M ( 15% ) \$319.09  
 TOTAL FOR THE WORK \$6,700.95

Jobsite G&A Expense (7%) \$446.73  
 SUBTOTAL W/O BOND \$7,147.68  
 Bond Premium (1%) \$71.48  
 CHANGE TOTAL WITH BOND \$7,219.16  
 ADDITIONAL TIME REQUESTED: Zero ( 0 ) Calendar Days



INC.

## *Change Order #2*

4/7/16

**Company:** Walters Morgan

**Project:** Sands Springs Waste Water Treatment Plant

**Change Order for Pressure Reducing Valve**

We hereby propose to provide all material and labor necessary to complete the following:

- Supply and install one (1) 2" pressure reducing valve located in the disinfection building above the slab.
- Supply and install one (1) 2" pressure reducing valve located in the administrative building in the load bearing meter can in ground.

**TOTAL: \$6,381.86**

**Donald Hill**  
**Project Manager**  
**Office: 918-258-0377**  
**Cell: 918-282-6163**  
**E Mail: [DonaldH@CRSmechanical.net](mailto:DonaldH@CRSmechanical.net)**

**918-258-0377**  
605 W. Oakland Pl. Broken Arrow, OK 74012

OK 101310 - OK 79627

Job Name: Sand Springs WWTP

Proposal # 2

Date: 4/8/2016

### Change Order Take-Off

Item	Equipment and Material Description	Quantity	Material \$		Labor Manhours	
			Unit	Total	Unit	Total
1	set-up/clean-up	1		\$ -	1	1
2	2" PRV	2	\$ 1,751.67	\$ 3,503.34	3	6
3	2" CTS FLANGES	2	\$ 61.83	\$ 123.66	2	4
4	2" IPS MIDCO FLANGE	2	\$ 75.00	\$ 150.00	2	4
5	BOLT AND GASKET KITS	4	\$ 8.00	\$ 32.00	0.25	1
6	LOAD BEARING METER CAN	1	\$ 527.20	\$ 527.20	2	2
7	EQUIPMENT/EXCAVATION	1	\$ 225.00	\$ 225.00	4	4
8			\$ -	\$ -		0
9			\$ -	\$ -		0
10			\$ -	\$ -		0
11			\$ -	\$ -		0
12			\$ -	\$ -		0
13			\$ -	\$ -		0
14			\$ -	\$ -		0
15			\$ -	\$ -		0
16			\$ -	\$ -		0
17			\$ -	\$ -		0
18			\$ -	\$ -		0
19			\$ -	\$ -		0
20			\$ -	\$ -		0
21			\$ -	\$ -		0
22			\$ -	\$ -		0
23			\$ -	\$ -		0
24			\$ -	\$ -		0
25			\$ -	\$ -		0
26			\$ -	\$ -		0
27			\$ -	\$ -		0
28			\$ -	\$ -		0
39			\$ -	\$ -		0
40			\$ -	\$ -		0
<b>TOTAL</b>				\$ 4,561		22

Set Multipliers                      Material x                      1 Labor x                      44.92

<b>TOTAL Material:</b>	<b>\$4,561.20</b>	<b>Labor:</b>	<b>\$988.24</b>
Overhead and Profit	\$684.18		\$148.24
	\$5,245.38		\$1,136.48
			\$6,381.86

CHANGE PROPOSAL NO. 20R1

WALTERS-MORGAN CONSTRUCTION, INC.  
WASTEWATER TREATMENT PLANT IMPROVEMENTS  
SAND SPRINGS WASTEWATER TREATMENT PLANT IMP.

ENGINEER # 131-11387-13001  
OWNER # 1012

JOB NO. 214-10  
DATE 14-Apr-16

Item Description	Qty	Unit	Labor		Mat		Sub		Equip		Total
			Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	
6x4 Reducers & B&G sets	3.00	ls	25.00	75.00	219.25	657.75	0.00	0.00	0.00	0.00	732.75
6" 90 bend, Spool, Megaflange, & B&G sets	1.00	ea	500.00	500.00	552.72	552.72	0.00	0.00	0.00	0.00	1052.72
Credit for return of existing 3" mix mate	-1.00	ea	0.00	0.00	965.00	-965.00	0.00	0.00	0.00	0.00	-965.00
Cost for new 6" mix mate	1.00	ea	0.00	0.00	1680.00	1680.00	0.00	0.00	0.00	0.00	1680.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Direct Cost Subtotals</b>				\$575.00		\$1,925.47		\$0.00		\$0.00	\$2,500.47
<b>Employee Taxes, Insurance and Benefits (41%)</b>				\$235.75							\$235.75
<b>SUBTOTAL with PT&amp;I</b>											\$2,736.22
Contractors Fee on Sub ( 5% )											\$0.00
Contractor's Fee on L&M ( 15% )											\$410.43
<b>TOTAL FOR THE WORK</b>											\$3,146.65
Jobsite G&A Expense (7%)											\$191.54
<b>SUBTOTAL W/O BOND</b>											\$3,338.19
Bond Premium (1%)											\$33.38
<b>CHANGE TOTAL WITH BOND</b>											\$3,371.57

Add reducers at existing sludge header to accommodate 6" specified PV's. Rework sludge line in sludge building to accommodate 6" mixmate installed in that line instead of on a stand alone skid as specified.

ADDITIONAL TIME REQUESTED: Zero ( 0 ) Calendar Days

**SUBTOTAL W/O BOND**  
**TOTAL WITH BOND**  
**CHANGE TOTAL WITH BOND**



FERGUSON WATERWORKS #1895  
1820 N. WILLOW AVE  
BROKEN ARROW, OK 74012-9169

Deliver To:	
From:	Bobby Honeycutt
Comments:	

10:38:26 APR 19 2016

FEI-WW BROKEN ARROW #1895

Price Quotation  
Phone : 918-459-9536  
Fax : 918-459-9540

Page # 1

**Bid No.....:** B250326

**Bid Date.....:** 04/14/16

**Quoted By.:** BDH

**Cust Phone:** 785-539-7513

**Terms.....:** NET 10TH PROX

**Customer:** WALTERS MORGAN CONST INC  
2616 TUTTLE CREEK BLVD  
SAND SPRINGS WWTP  
MANHATTAN, KS 66502

**Ship To:** WALTERS MORGAN CONST INC  
2616 TUTTLE CREEK BLVD  
SAND SPRINGS WWTP  
MANHATTAN, KS 66502

**Cust PO#...:** JIM PERKINS

**Job Name:** SAND SPRINGS WWTP

Item	Description	Quantity	Net Price	UM	Total
SP-DFCRP4UP	6X4" C110 P401 LINED CONC REDUCER	3	205.000	EA	1230.00
FNWNBGZ1RF8U	6 ZN 150# RR FF 1/8 FLG SET	3	9.500	EA	57.00
FNWNBGZ1RF8P	4 ZN 150# RR FF 1/8 FLG PKG	3	4.750	EA	28.50
<p>***** Only 3 in CO price for 219.25 Unit price = 657.75 for 3 ea. upstream of valve. *****</p>					
	INTERIOR POLY FEED PIPING				
E2106	6 MEGAFLANGE FLG ADPT	1	112.190	EA	112.19
FNWNBGZ1RF8U	6 ZN 150# RR FF 1/8 FLG SET	5	9.500	EA	47.50
FTP4U	<del>6 DI 125# FLG P-401 TEE</del> Use 90 - not Tee	1	<del>325.000</del>	EA	<del>325.00</del>
F9P4U	6 DI 125# FLG P-401 90 BEND	1	218.030	EA	218.03
SP-6DIPFABSPPOOL	6 DIP FAB SPL - DESCRIPTION BELOW	1	175.000	EA	175.00
	6" X 2'-6" FLANE BY PLAIN END				552.72 Total
	TN140-P401 LINED SPOOL				

**Net Total:** ~~\$2193.22~~ **1,210.47**  
**Tax:** \$0.00  
**Freight:** \$0.00  
**Total:** ~~\$2193.22~~ **1,210.47**

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This quote is offered contingent upon the buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at [http://wolseleyna.com/terms\\_conditionsSale.html](http://wolseleyna.com/terms_conditionsSale.html). Govt Buyers: All Items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



**Flo Trend Systems, Inc.**

[WWW.FLOTREND.COM](http://WWW.FLOTREND.COM)

ATTACHMENT C  
(CO #4)

**Quote**

04/11/2016  
Valid Till: 07/11/2016  
Quote Number : Q15Q10023-A

707 Lehman St | Houston, TX 77018 | ph: 713-699-0152 | fax: 713-699-8054 | email: marketing@fлотrend.com

**BILL TO:**

Walters Morgan Construction, Inc.  
Jim Perkins  
2616 Tuttle Creek Blvd.  
Manhattan, KS 66502-4479

Phone: 7855397513  
Fax: 785-539-6521  
Email:

**SHIP TO:**

Walters Morgan Construction, Inc.  
Waste Water Treatemtn Plant  
Sand Springs, OK 74063

**Engineered Drawing**  
N/A

**Delivery**

**Please Note Our Terms Below:**

Terms	FOB	Rep:	PO#	Ship Via
Net 30	Job Site	Rick Hicks		Best Way

#	Qty	Model #	Description	Unit Price (EA)	Ext Price
1.	1	Mix- Mater 900 (Custom)	<b>MM-900</b> Model-900 Mix-Mate Static Mixer  6" Flanged inlet 6" Flanged outlet 8" inside Center Flange 8" Outside Center Flange 8" Nozzle Plate 1" FNPT Polymer Injection Point 1" FNPT Sample Port with 1" ball valve 22 3/4" Total outside to outside length	\$1,600.00	\$1,600.00
2.	1	Freight	<b>Freight charge from FTS yard Houston, TX to Jobsite</b> Please have equipment available to offload shipment from truck upon arrival.	\$80.00	\$80.00
Sub Total					<b>\$1,680.00</b>
Tax					\$0.00
<b>Grand Total</b>					<b>\$1,680.00</b>

\* All prices are in U.S. dollars unless otherwise noted.

\* This is a preliminary quote. Prices and description are subject to change upon receipt of final specifications.

\* Specialty Parts must be specified at the time of order to avoid production delays and surcharges.

\* This quote is valid for 30 days from the date that the quote is issued. If you desire to place an order and it is past the 30 day time limit you must obtain another valid quote.

\* Transportation via contract truck; off-load equipment and labor by others; site preparation, electrical hookup, and sludge line connections by others. No cutoff valves, drainage hoses, or control hoses included.

\* **Equipment Warranty/Rental Information:** begins upon the day of delivery. Rental period begins when equipment is loaded at Flo Trend Systems for delivery to job site and ends when loaded at job site for return to Flo Trend Systems.

CHANGE PROPOSAL NO. 18R1

WALTERS-MORGAN CONSTRUCTION, INC.  
WASTEWATER TREATMENT PLANT IMPROVEMENTS  
SAND SPRINGS WASTEWATER TREATMENT PLANT IMP.

ENGINEER # 131-11387-13001  
OWNER # 1012

JOB NO. 214-10  
DATE 30-Mar-16

Item Description	Qty	Unit	Labor		Mat		Sub		Equip		Total
			Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	
Ramsey Ward Subcontractor	1.00	ls	0.00	0.00	0.00	0.00	8148.26	8148.26	0.00	0.00	8148.26
	1.00	ea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1.00	ea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1.00	ea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Direct Cost Subtotals</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$8,148.26	\$8,148.26	\$0.00	\$0.00	\$8,148.26

Add mag locks, card readers, controllers & accessories to 4 each door openings at Administration Building per Tt RFI response, revision per email from Tt, and attached proposal.

Employee Taxes, Insurance and Benefits (41%) \$0.00

SUBTOTAL with PT&I \$8,148.26

Contractors Fee on Sub ( 5% ) \$407.41  
Contractor's Fee on L&M ( 15% ) \$0.00

TOTAL FOR THE WORK \$8,555.67

Jobsite G&A Expense (7%) \$570.38

SUBTOTAL W/O BOND \$9,126.05

Bond Premium (1%) \$91.26

CHANGE TOTAL WITH BOND \$9,217.31

ADDITIONAL TIME REQUESTED: Zero ( 0 ) Calendar Days

3/30/2016 8:25:37 AM

SAND SPRINGS WWTP-Change Order Proposal #9 Revised  
Totals (Summary) - Bid Summary: Default

Material	
Non-Quoted	\$7,390.25
Quotes	0.00
Sales Tax (0.00%)	0.00
Total Material	\$7,390.25
Labor	
Direct (0.00 hours @ \$27.00)	\$0.00
Non-Productive Labor	0.00
Total Labor	\$0.00
Direct Job Expenses	\$370.00
Tools and Miscellaneous Materials	0.00
Subcontracts	0.00
Job Subtotal (Prime Cost)	\$7,760.25
Overhead (5.00%)	388.01
Profit (0.00%)	0.00
Job Total	\$8,148.26

Actual Bid Price	\$8,148.26
------------------	------------

Material to Direct Labor ratio: 1.00	
Prime Cost per square foot	\$0.00
Job Total per square foot	\$0.00
Actual Bid Price per square ft	\$0.00
Labor cost per square foot	\$0.00
Labor hours per square foot	0.00
Gross Profit %	4.76
Gross Profit \$	\$388.01
Net Profit %	0.00



**TECHSICO**  
**Techsico Enterprise Solutions**

3121 S. Lakeside Dr.  
Oklahoma City, OK 73179

Ramsey-Ward Electric Co  
621 Moore Street SW  
Ardmore, OK 73401

**PROJECT# 8633**

3/29/2016 Page: 1

**PROPOSAL**

405-235-2525 FAX 405-235-2622

Sand Springs WWTP  
Sand Springs, OK

580-223-2221 Fax: 580-223-2302

**System Type: Sand Springs WWTP**

Qty	Description
1	GE Acurt 4 - Refurbished Controller
4	Sentinel-Prox SP-6820 (Gray) - Indoor/Outdoor
4	PIR REQUEST TO EXIT SENSOR WITH SOUNDER GRAY
4	Securitron REX Button with Timer
4	Single Mag Lock
1	8 Channel Access Control Power Supply 4amp @12VDC 3amp @24VDC
600	Composite Cable-18-4C,22-3P/24DR SH.,22-2C,22-4C - Plenum Installation, Programming, Testing

TAX NOT INCLUDED

Acurt 4 to be installed on Customers existing system.

Installed in electrical contractors conduit or cable tray.  
Raceway, Back Boxes, and 110VAC NOT INCLUDED.

**WARRANTY:**

One year warranty on parts.

One year warranty on workmanship.

Shipping & Handling: 128.26 Travel and Per Diem, Misc. Connectors 334.00

462.26

This PROPOSAL is Valid for 90 Days.

=====  
\$7,737.20

\_\_\_\_\_  
Terry

I Accept This Quote \_\_\_\_\_ Date: \_\_\_\_\_

**Sales Terms...**

All Invoices are net 30 days.

Return goods are subject to a 25% restocking fee.

1.5% per month (18% Annually) will be charged on all past due invoices.

This Proposal is valid for 90 days from the date herein.



CITY OF SAND SPRINGS  
COUNCIL/AUTHORITY STAFF REPORT

MEETING DATE: May 23, 2016

**SUBJECT:**

**BOARD/COMMITTEE APPOINTMENTS**

**STAFF RECOMMENDATION:**

Council approval of the following appointments:

A) Council Appointment Committee

Mayor Burdge may consider the appointment of three (3) Council representatives to serve on the Council Appointment Committee for a one (1) year term to May 2017. Appointed by the Mayor, subject to Council approval.

B) Council Finance and Development Committee

Mayor Burdge may consider the appointment of three (3) Council representatives to serve on the Council Finance and Development Committee for a one (1) year term to May 2017. Appointment by the Mayor, subject to Council approval.

C) Council Legislative Committee

Mayor Burdge may consider the appointment of three (3) Council representatives to serve on the Council Legislative Committee for a one (1) year term to May 2017. Appointed by the Mayor, subject to Council approval.

D) Council Public Works Advisory Committee

Mayor Burdge may consider the appointment of three (3) Council representatives to serve on the Council Public Works Advisory Committee for a one (1) year term to May 2017. Appointed by the Mayor, subject to Council approval.

E) INCOG Board of Directors

- 1) Mayor Burdge may consider the appointment of a Council representative to serve as a member on the INCOG Board of Directors for a one (1) year term to May 2017. The member is an elected official, the alternate does not have to be an elected official.

- 2) Mayor Burdge may consider the appointment of a representative to serve as an alternate on the INCOG Board of Directors for a one (1) year term to May 2017. The member is an elected official, the alternate does not have to be an elected official.

F) INCOG General Assembly

- 1) Mayor Burdge may consider the appointment of a Council representative to serve on the INCOG General Assembly for a one (1) year term to May 2017. The member is an elected official, the alternate does not have to be an elected official.
- 2) Mayor Burdge may consider the appointment of an alternate representative to serve on the INCOG General Assembly for a one (1) year term to May 2017. The member is an elected official, the alternate does not have to be an elected official.

G) INCOG Legislative Consortium (C-Tag)

- 1) Council may consider the appointment of a representative to serve on the INCOG Legislative Consortium for a one (1) year term to May 2017.
- 2) Council may consider the appointment of an alternate to serve on the INCOG Legislative Consortium for a one (1) year term to May 2017.

H) INCOG – Tulsa Metropolitan Area Transportation Policy Committee

- 1) Council may consider the appointment of a representative to serve on the INCOG – Tulsa Metropolitan Area Transportation Policy Committee for a one (1) year term to May 2017.
- 2) Council may consider the appointment of an alternate representative to serve on the INCOG – Tulsa Metropolitan Area Transportation Policy Committee for a one (1) year term to May 2017.

I) Sand Springs Board of Adjustment

- 1) Council may consider the appointment of a representative to serve a three-year term to May 2019 on the Board of Adjustment. (currently held by Randy Beesley)
- 2) Council may consider the appointment of a representative to serve a three-year term to May 2019 on the Board of Adjustment. (currently held by Dennis Currington)

J) Sand Springs Park Advisory Board

The Council shall select one Council member to serve and the remaining six Council members shall make one advisory board appointment each from within the respective wards.

1) Council may consider the appointment of a Council representative to serve a three-year term to May 2019 on the Sand Springs Park Advisory Board.

2) Following the appointment of the Council representative, the remaining Council member (other than the one appointed) shall select a ward representative to serve three-year term to May 2019 on the Parks Advisory Board.

K) Sand Springs Personnel Board

Council may consider the appointment of a representative to serve a five (5) year term to May 2021 on the Sand Springs Personnel Board. (currently held by Janice Barnes)

**AND**

Trustees' approval of the following appointments:

A) Sand Springs/Sapulpa Joint Board

The Sand Springs/Sapulpa Joint Board shall be comprised of the Chairmen and Vice Chairmen (and/or their designee) of the Sand Springs Municipal Authority and Sapulpa Municipal Authority.

1) Chairman Burdge may consider the appointment of a designee to serve on the Sand Springs/Sapulpa Joint Board for a one (1) year term to May 2017.

2) Vice Chairman Fothergill may consider the appointment of a designee to serve on the Sand Springs/Sapulpa Joint Board for a one (1) year term to May 2017.

**EXECUTIVE SUMMARY:**

The Council Committees, various Council and Trust Authority boards/committees, and INCOG appointments are the annual appointment following the seating of the Council.

**BUDGETARY IMPACT:**

There would be no additional budgetary impact due to subject appointments.

**COMPILED BY:** Janice L. Almy, City Clerk **PRESENTED BY:** Mayor Burdge

**ATTACHMENT:**

Term of Office spreadsheet

# APPOINTMENTS

Name of Member	Appointed (or Elected) to Board	Term Expiration Date	Ward
----------------------	--	----------------------------	------

## Sand Springs Airport Advisory Board (Municipal Authority)

7 member board, Appointed to serve 3-year term, Appointed by Trustees per Reso M99-07. Attendance Requirement per Resolution M03-01

Eligibility: Reside within the City of Sand Springs, Oklahoma, or Creek, Osage or Tulsa Counties

Dr. William Tom Campbell, Jr.	09/1999	7/1/2017	Ward 1
Robert J. Flennor (Chairman)	Reappt 09/08/14	7/1/2017	County
Rick Westcott	Appt 09/08/14	7/1/2016	County
Dr. Mark Manahan	03/2001	7/1/2017	County
David Kvach	6/23/2014	7/1/2018	Ward 6
Leia Anderson	6/23/2014	7/1/2016	County
Joe Stephenson	1995	7/1/2018	Ward 5

## Sand Springs Board of Adjustment (City Council)

5 member board, Appointed to serve 3-year term, Appointed by Council, Attendance per Ordinance No. 945

Eligibility: City residency; cannot serve on any other City Board

Randy Beesley		05/2016	Ward 3
Larry Johnston	Reappt'd 05/18/15	05/2018	Ward 4
Dennis Currington	Appt'd 10/13/14	05/2016	Ward 1
Kenny Roberts	Reappt'd 05/18/15	05/2018	Ward 5
Nancy Riley	Appt'd 09/14/15	05/2017	Ward 1

## Sand Springs City Council/Municipal Authority

7 member board, Elected to serve 3-year term

Eligibility: Governed by election requirements for holding office

Phil Nollan		2019	Ward 1
Patty Dixon		2019	Ward 2
Mike Burdge		2017	Ward 3
John Fothergill		2017	Ward 4
Beau Wilson		2018	Ward 5
Brian Jackson		2018	Ward 6
James Spoon		2018	At-Large

**Sand Springs Council Appointment Committee**

3 member board, Appointed to serve 1-year term, Appointed by the Mayor subject to Council approval.

Eligibility: See City Council Resolution No. 12-10.

Mike Burdge	05/2016
Brian Jackson	05/2016
Beau Wilson	05/2016

**Sand Springs Council Finance and Development Committee**

3 member board, Appointed to serve a 1-year term, Appointed by the Mayor subject to Council approval.

Eligibility: Resolution 12-10

Mike Burdge	05/2016
Jim Spoon	05/2016
Dean Nichols	05/2016

**Sand Springs Council Legislative Committee**

3 member board, Appointed to serve a 1-year term, Appointed by the Mayor subject to Council approval.

Eligibility: Resolution 12-10

Beau Wilson	05/2016
John Fothergill	05/2016
Michael Phillips	05/2016

**Sand Springs Council Public Works Advisory Committee**

3 member board, Appointed to serve a 1-year term, Appointed by the Mayor subject to Council approval.

Eligibility: Resolution 12-10.

John Fothergill	05/2016
Dean Nichols	05/2016
Michael Phillips	05/2016

### **Sand Springs Cultural and Historical Museum Trust Authority (City Council)**

7 member board, Appointed to serve a 5-year term, nominated by Mayor and confirmed by council, if approved within 30 days of certification of vacancy, if not filled during that time, Trustees may appoint.

Eligibility: Resident of the State

Vicki Sisney	Re-appted 07/27/15	12/2017	Ward 1
Mayme Crawford		12/2018	Ward 5
Tim Dixon	Re-appted 02/22/16	12/2020	Ward 3
Steve Clem	Appt'd 12/15/14	12/2019	Ward 1
Debbie Nobles	Re-appted 12/15/14	12/2019	Ward 6
Cynthia Phillips		12/2018	Ward 1
Grady Whitaker, Jr.		12/2017	Fence

### **Sand Springs Development Authority (City Council)**

5 member board, Appointed to serve a 3-year term, Appointed by the Mayor subject to Council approval. Attendance requirement per State Statutes: a member of this board may be removed from office for "neglect of duty" per Title 11 Urban Renewal.

Terms commence on August 1

Eligibility: City resident for 5 years per 11 O.S. 37-108(E)

Troy Cox	08/01/2008	07/31/2017	Ward 4
Sharon Weaver	02/09/2015	07/31/2018	Ward 6
Tom Meshek	08/01/2003	07/31/2018	Ward 2
Dana Box	06/23/2014	07/31/2017	Ward 1
Robert "Chris" Autery	Unexpired	07/31/2016	Ward 1

### **Sand Springs Park Advisory Board**

7 member board, Appointed to serve a 3-year term (runs concurrent w/Council member), Appointed by Council Ward Representative.

Attendance requirement per Ordinance No.

Eligibility: One representatives for each of the 6 wards and at-large, one member is a Council Representative

	<b><u>Appt'd</u></b>	<b><u>Expires:</u></b>	
Phil Nollan (Ward 1 appt)	05/2013	05/2016	Ward 1
Daniel Comer (Ward 2 appt)	6/24/2013	05/2016	Ward 2
Cathy Burdge (Ward 3 appt)	05/2011	05/2017	Ward 3
Wendy Wygle (Ward 4 appt)	6/23/2014	05/2017	Ward 1
Beau Wilson (Ward 5)	10/26/2015	05/2018	Ward 5
Jennifer Smith (Ward 6 appt)	reappt'd 05/18/15	05/2018	Ward 6
Kathe Crapster (At Large appt)	06/22/2015	05/2018	Ward 1

### **Sand Springs Planning Commission**

7 member board, Appointed to serve a 3-year term, Appointed by Council, Attendance per Ordinance No. 945.

Eligibility: City residents and registered voters only; at no time shall more than two (2) residents of any ward serve upon the Planning Commission.

Thomas Askew	Reappt'd 07/27/15	07/2018	Ward 1
Michael Phillips	Appt'd 05/18/15	05/2018	CC 1
L. Merle Parsons		07/2016	Ward 3
Paul Shindel	Reappt'd 06/22/15	07/2018	Ward 6
Joe Shelton	Apptd 06/24/2012	07/2017	Ward 5
Jerry Riley	Apptd 01/26/15	07/2016	Ward 4
Jason Mikles	Apptd 08/25/14	07/2017	Ward 1

### **Sand Springs Personnel Board**

5 member board, Appointed to serve a 5-year term, Appointed by Council, Attendance Requirement per Ordinance No. 945.

Eligibility: City resident. Can **not** serve on any other City board or Park&Rec Municipal Board

Janice Barnes	8/13/2012	05/2016
Jackie Kennemer	Appt'd 09/14/15	05/2017
John Richardson	Reappt'd 05/20/13	05/2018
Dustin Wyzard	Appt'd 10/12/15	05/2020
Celia Thompson	Reappt'd 05/19/14	05/2019

### **Sand Springs/Sapulpa Joint Board**

Board shall be comprised of the Chairmen and Vice-Chairmen, or their designees, of the SSMA and the SMA.

Eligibility: Chairmen or Vice-Chairmen of each Municipality or their designees

Mike Burdge	05/2016
John Fothergill	05/2016
City Manager - Mayor's alternate	05/2016
Public Works Director - VM's alt	05/2016

### **Tulsa County Sales Tax Overview Committee - Vision 2025 (STOC)**

Per Tulsa County Commissioners' Resolution approved 07/07/03

Eligibility: No elected public official may serve.

Mary Sue Overbey	Re-apptd 11/2/105	12/2018
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## INCOG

Board of Directors: Member is an elected official, alternate is not

Mike Burdge	05/2016
John Fothergill	05/2016

General Assembly: Member is an elected official, alternate is not

Mike Burdge	05/2016
John Fothergill	05/2016

Legislative Consortium (C-Tag): Determined by Council, but normally City Engineer

Mike Burdge	05/2016
City Manager (Alt)	05/2016

Tulsa Metropolitan Area Transportation Policy Committee: Determined by Council, but normally City Engineer

Mike Burdge	05/2016
City Engineer (Alt)	05/2016

## Sand Springs Municipal Judge(s)

2-year term

Michael J. King - Judge	05/2002	05/2018	03/16 Ch
R. Jay McAtee - Asst Judge	10/2002	05/2018	03/16 Ch
Tom Askew - Asst Judge	4/1/2010	05/2018	03/16 Ch

## G.O. Bond Steering Committee

John Fothergill (Council)	Appt 05/18/15
Brian Jackson (Council)	Appt 07/15/14
Jim Spoon (Council)	Appt 05/18/15
Rusty Gunn	Appt 07/16/14
Troy Cox	Appt 08/25/14
James Rankin	Appt 05/18/15
Elizabeth Gray (City Manager)	Appt 09/08/14

## EMSA Board of Trustees

Bryan Wood (Bixby) (Rotates between SS, Bixby and Jenks)	Appt. 01/26/15	01/2018	3-yr term
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# CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063  
Phone: 918.246.2500 • sandspringsok.org

Agenda item # \_\_\_\_\_

CITY OF SAND SPRINGS  
COUNCIL/AUTHORITY STAFF REPORT  
MEETING DATE: 05-23-16

**SUBJECT:**

**CITYWIDE MOWING SERVICES – BID NO. 1038**

**STAFF RECOMMENDATION:**

Staff will be prepared to make a recommendation at the time of the meeting.

**BACKGROUND AND HISTORY:**

Staff has prepared specifications for the Citywide Mowing Services contract. The contract involves mowing of properties for Fiscal Year 2017 as identified on the attached exhibit, includes a fuel adjustment provision, and can be extended for an additional four (4) one (1) year terms. If agreed by both parties, the extensions allow for a cost adjustment based upon the Consumer Price Index. On April 19<sup>th</sup> a Pre-Bid meeting was held, with two contractors in attendance. On April 26<sup>th</sup> bids were received and opened from both bidders.

Lot Maintenance was the apparent low bidder, with a bid of \$206,538.09 based upon a diesel fuel rate of \$1.50 per gallon with a 7% fuel adjustment factor. Precision Lawn bid \$215,124.00 based upon a diesel fuel rate of \$2.00 per gallon with a 1% fuel adjustment factor. Staff has been tracking diesel fuel prices since the time of the bid opening, and prices are currently below \$2.00 per gallon. If diesel stays below \$2.00 per gallon for the 7 mowing months in this contract (July- October 2016, April – June 2017), Lot Maintenance will be the lowest cost. If diesel increases to between \$2.00 and \$2.50 per gallon, the tipping point between Lot Maintenance and Precision Lawn is at 5 of the 7 mowing months. The "Gas Buddy Fuel Price Outlook 2016" report predicts fuel prices will peak in May, and then slightly decline the remainder of the calendar year; the 2017 report has not yet been published. A recent report by the US Energy Information Administration, a division of the US Department of Energy, projects fuel prices will be relatively stable, with an average increase of \$.08 per gallon between now and June of 2017.

After discussion with Administrative and Legal staff, it was determined that the contract should be based upon the known fuel cost at the time of the bid award. The Public Works Advisory Committee reviewed this item on May 17<sup>th</sup> 2016.

**BUGETARY IMPACT:**

Funds will be made available in the FY2017 budget.

**COMPILED BY:** T.J. Davis, Project Administrator

**PRESENTED BY:** T.J. Davis, Project Administrator

**ATTACHMENTS:** Bid Tab  
Diesel Fuel Tracking  
Contract Excerpts





BID

PROJECT IDENTIFICATION: **Citywide Mowing Services**

BID NO. 1038

THIS BID IS SUBMITTED TO: CITY OF SAND SPRINGS  
Municipal Building  
100 East Broadway  
Sand Springs, Oklahoma 74063

1. The undersigned BIDDER proposes and agrees, if this bid is accepted, to enter into a Contract Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid Security. This Bid will remain open for forty five (45) days after the day of Bid openings. BIDDER will sign the Contract Agreement and submit the Contract Security and other documents required by the Contract Documents within fifteen (15) days after the date of OWNER'S Notice of Award.

3. In submitting this Bid, BIDDER represents, as more fully set forth in the Contract Agreement, that:

(a) BIDDER has examined copies of all the Contract Documents and of the following addenda:

DATE	NUMBER
_____	_____
_____	_____
_____	_____

(receipt of all of which is hereby acknowledged) and also copies of the Advertisement or Invitation to Bid and the Instructions to Bidders;

(b) BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress performance of the Work and has made such independent investigations as BIDDER deems necessary;

(c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over OWNER.

4. BIDDER will complete the Work for the following prices:

BID SCHEDULE

BASE BID

ITEM	DESCRIPTION	EXTENSION
1.	Total Exhibit A Mowing -- Rights-of-Way	
	_____ Dollars	\$ _____
	Words	
2.	Total Exhibit B Mowing - Parks	
	_____ Dollars	\$ _____
	Words	
3.	Total Exhibit C Mowing -- Other Parcels	
	_____ Dollars	\$ _____
	Words	
 TOTAL BASE BID		
	_____ DOLLARS(\$ _____ )	
	Words	

ADDITIONAL SERVICES

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ITEM DESCRIPTION

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- |    |  |                      |
|----|--|----------------------|
| 4. | Small Equipment Mowing (push mower)      | \$_____ per man hour |
| 5. | Medium Equipment Mowing (ZTR mower)      | \$_____ per man hour |
| 6. | Large Equipment Mowing (flail/brush hog) | \$_____ per man hour |
| 7. | String Trimming                          | \$_____ per man hour |
| 8. | Litter Pickup                            | \$_____ per man hour |

TERM

The term of this Agreement shall become effective on July 1, 2016 and continuing to June 30, 2017. The City, in its sole discretion, may offer the Contractor an opportunity to renew this Agreement for an additional four (4) one (1) year terms. Contractor understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement, and that the Agreement is subject to the City's needs and City's annual appropriation of sufficient funds. In the event the City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by the City.

PRICE ADJUSTMENT

A. Fuel prices were bid at the per gallon rate of \$\_\_\_\_\_. Monthly invoices will reflect a fuel adjustment of \_\_\_\_\_ % for each \$.50 increase or decrease in the price at the pump.

B. The price for any goods and services shall not increase during the initial term of the contract, except as noted in the fuel adjustment above. However, if you anticipate that you will not be able to maintain firm prices for any subsequent renewal periods, a change in price **will be considered**. The price change will be based upon the change in the Consumer Price Index from the Bureau of Labor Statistics from the prior year, as measured by the change in the CPI-U between the most recent month available and that same month in the prior year. You must notify the City, in writing, no later than 90 days before the initial contract period ends, or any renewal period ends, of your intent to exercise the CPI price adjustment. Failure to notify the City will result in the City denying any price increase. Any increase requested at renewal will be considered in the City's decision whether to renew, or re-bid, the contract.

The cost for any work not specifically listed above which is required for a full and complete project, is included in all prices above. Lump Sum bid item cost is to be complete-in-place for each item specified including all labor, material, equipment, tools, and incidentals necessary.

5. BIDDER agrees that the Work will be completed in a timely and professional manner, and that he can accomplish the work within the estimated frequencies depicted on the Exhibits.

6. BIDDER accepts the provisions of the Contract Agreement as to liquidated damages in the event of failure to complete the Work on time.

7. The following documents are attached to and made a condition of this Bid:

- (a) A tabulation of Subcontractors and other persons and organizations required to be identified in this Bid.
- (b) Required Bid Security in the form of a Bid Bond, certified check or cashier's check.
- (c) Bidders Qualification Statement with supporting data, if requested.

8. The terms used in this Bid which are defined in the General Conditions and General Provisions, included as part of the Contract Documents, have the meanings assigned to them in said General Conditions and General Provisions.

DATED AT \_\_\_\_\_, OKLAHOMA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

RESPECTFULLY SUBMITTED,

\_\_\_\_\_  
(complete legal name of bidder)

BY:

ATTEST:  
(SEAL)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
OFFICIAL ADDRESS & PHONE NUMBER

City of Sand Springs  
Citywide Mowing Services  
Exhibit A

Group One - Rights-of-Way  
FY17 Mowing Season (July-Oct & April-June)

01/27/16

ID #	Description	Est. Acres	Bid Price	Est. Freq.	Extension
1	Hwy64 - 73rd (Levee gate) to Euchee Creek	94		7	
2	Hwy64 - clean up mowing & string trimming @ on/off ramps			15	
3	Wekiwa Road - Hwy97 to 129th, pavement edge to fence	4		15	
4	Wekiwa Road - Walmart west drive to Long Street & Apple Creek drive to Kat Motors drive	1		15	
5	4th Street - Walnut to 129th (south side only)	3.5		15	
6	Hwy97 T - 129th to Hwy97, pavement edge to ditch	65		7	
7	Hwy97 T - 129th to Hwy97, backslopes	35		1	
8	Airport Road - Euchee Creek to Airport West Access Road, 30' off pavement edge	7		7	
9	Adams Road - from Park Road to Old North Road (east side only)	13		15	
10	Park Road - Adams to Woodland (north side only)	1.4		15	
11	Park Road - SS Lake Park to 81st (north side only)	1		15	
12	Park Road - SEC of 4th & Park Road intersection	0.25		15	
13	81st W. Avenue - Park Road to 10th	1		15	
14	10th Street - Lake Drive to 81st	0.5		15	
15	12th Street - Adams to Maple	0.25		15	
16	Osage Ridge Drive - adjacent to Golf Course fairway #17	0.5		15	
17	Oak Ridge Drive - vacant lot frontages	0.16		7	
18	Greenview Circle - along Golf Course perimeter fence	0.1		7	
19	Fairway Circle - 3 vacant lot frontages	0.1		7	
20	Martin Circle - 1 vacant lot frontage	0.03		7	
21	11th Street - Industrial Court looping to 12th & Franklin, inside only	0.5		7	
22	11th Street - Industrial Court, outside only	0.25		7	
23	11th Street - Grant to Franklin Creek	0.25		15	
24	8th Street - Franklin to Industrial	0.25		15	

25	1st Street - Grant to Franklin (south side only)	0.1		7		
26	1st Street - Main to Roosevelt (south side only)	1		15		
27	2nd Street - Adams to Jefferson (south side only)	1		15		
28	Main Street - Morrow to Katy Trail (east side only)	0.5		15		
29	Morrow Road - in front of Southwest Porcelain	0.5		15		
30	Charles Page Blvd - Adams to 81st (north side only)	4.1		15		
31	Pecan Street - Adams to Lake Drive	2		7		
32	Hwy97 - Morrow Road to 51st Street, center medians	9		15		
33	Hwy97 - Morrow Road to 51st Street, pavement edge and backslopes	21.2		15		
34	51st Street - 129th to Hwy97	6		15		
35	129th W. Avenue - 41st to 51st	4		7		
36	129th W. Avenue - 51st to 56th	1.5		7		
37	Drainageway behind Trinidad - 129th to Andros	0.5		7		
38	112th W. Avenue - 41st to 51st	1.7		7		
39	41st Street - Hwy97 to 67th W. Ave.	7.3		15		
40	Hwy51 - Hwy97 to 113th/Avery Drive	0.5		15		
41	Avery Drive - Hwy51 to flashing bike light	0.25		15		
42	113th W. Avenue - Hwy51 to 32nd	1.5		15		
43	Skylane Drive - 32nd to 35th (east side only)	0.75		15		
Total		292.4				

Notes:

- Mow & trim each parcel
- A1-A2 Frequency to be determined by the City
- A6 Mow 2 passes wide (30' minimum) in open sections
- A7 Frequency to be determined by the City

City of Sand Springs  
Citywide Mowing Services  
Exhibit B

Group Two - Parks  
FY17 Mowing Season (July-Oct & April-June)

01/27/16

ID #	Description	Est. Acres	Bid Price	Est. Freq.	Extension
1	Ray Brown Park	9		15	
2	Ray Brown Park - hillside trim			7	
3	Page Park	2		15	
4	Pratt Civitan Park	4		15	
5	Sand Springs Lake Park	5		15	
6	Sand Springs lake Park - waterline trim			7	
7	COSS/Rotary Centennial Park	2		15	
8	Angus Valley Park	7		15	
9	Cedar Ridge	2		7	
10	Freedom Field	5		15	
11	The Glenns Park	3		15	
12	Limestone Park	5		15	
13	Pratt III Park	2		15	
14	River City Park - open space	40		15	
15	River City Park - baseball complex	15		15	
16	River City Park - soccer ditch			15	
17	River City Park - softball complex	2		15	
18	River City Park - rodeo complex	9		15	
19	River City Park - bmx complex	1		15	
20	Keystone Ancient Forest - special			7	
21	KATY Trail - Adams to Hwy97	5		15	
22	Hwy97 Trail - Hwy64 to Ark River Bridge	2		15	
23	Saddle Rock Trail - Bridge to 34th	2		15	
24	Concord Trail	0.5		15	

25	Golf Course Pond Dike	2		12	
26	SS Lake Dam	2		12	
27	Country Meadows Park	9.1		7	
28	Redbud Park (Pin Oak Court)	0.03		15	
29	Charles Page Triangle Park	0.6		30	
30	Museum (Brdwy & McKinley)	0.2		30	
31	Freedom Plaza (Adams & Chas Pg)	0.6		30	
32	Senior Citizens Center	0.1		15	
33	Parks Maintenance Bldg	2.5		15	
Total		139.6			

Notes:

- Mow & trim each parcel
- Avoid damage to trail edges
- B20 At entrance, along access road, around parking area, additional cleared area west of parking
- B27 15' wide swath of perimeter only
- B29-B31 High profile properties

City of Sand Springs  
Citywide Mowing Services  
Exhibit C

Group Three - Other Parcels  
FY17 Mowing Season (July-Oct & April-June)

01/27/16

ID #	Address	Lot/Block	Subd	Description	Estimated Sq Ft	Bid Price	Estimated Frequency	Extension
1	2613 S. Maple	6&7/1	Meadow Valley	vacant (2 lots)	16120		15	
2	2707 S. Maple	4&5/2	Meadow Valley	vacant (2 lots)	16120		15	
3	2801 S. Maple	6/2	Meadow Valley	vacant	8060		15	
4	2803 S. Maple	7/2	Meadow Valley	vacant	8060		15	
5	2811 S. Maple	11/2	Meadow Valley	vacant	8060		15	
6	2903 S. Maple	13/2	Meadow Valley	vacant	10000		15	
7	2905 S. Maple	14/2	Meadow Valley	vacant	11000		15	
8	508 W. 29th Street	19/2	Meadow Valley	vacant	8580		15	
9	606 W. 29th Street	23/2	Meadow Valley	vacant	8060		15	
10	700 W. 29th Street	25/2	Meadow Valley	vacant	8710		15	
11	707 W. 27th Street	28/4	Meadow Valley	vacant	7320		15	
12	2707 S. Bahama	3&4/5	Meadow Valley	vacant (2 lots)	15120		15	
13	2711 S. Bahama	6/5	Meadow Valley	vacant	7560		15	
14	2803 S. Bahama	8/5	Meadow Valley	vacant	7560		15	
15	2807 S. Bahama	10/5	Meadow Valley	vacant	7560		15	
16	2708 S. Maple	18/5	Meadow Valley	vacant	7440		15	
17	2704 S. Maple	20/5	Meadow Valley	vacant	7440		15	
18	2701 S. Nassau	1/6	Meadow Valley	vacant	9600		15	
19	2705 S. Nassau	3/6	Meadow Valley	vacant	7920		15	
20	2709 S. Nassau	5/6	Meadow Valley	siren site	7200		15	
21	2713 S. Nassau	7/6	Meadow Valley	vacant	7680		15	
22	2808 S. Bahama	13/6	Meadow Valley	vacant	9600		15	
23	2708 S. Bahama	19/6	Meadow Valley	vacant	7680		15	
24	2702 S. Nassau	2/7	Meadow Valley	vacant	7200		15	
25	2712 S. Nassau	7/7	Meadow Valley	vacant	7440		15	

26	2802 S. Nassau	9/7	Meadow Valley	vacant	7440	15	
27	704 W. 28th Court	19/7	Meadow Valley	vacant	8000	15	
28	702 W. 28th Court	20/7	Meadow Valley	vacant	8300	15	
29	701 W. 27th Court	29/7	Meadow Valley	vacant	8000	15	
30	706 W. 27th Street	35/7	Meadow Valley	vacant	7440	15	
31	810 E. Forest Drive	16/7	Oak Park	vacant	7200	15	
32	7th & Birch	n/a	Oak Park	center island	4320	15	
33	320 N. Lincoln	1&2/30	SS Original Town	vacant	7000	15	
34	STAR Center	n/a	unplatted	siren site	400	7	
35	SRWCS	n/a	near Skiatook Lake	telemetry repeater	.25ac	7	
36	SRWCS	n/a	near Skiatook Lake	surge tank	.3ac	7	
37	SRWCS	n/a	near Osage Casino	storage tanks	2ac	7	
38	Shell Lake Dam	n/a	near spillway	below structure	2ac	7	
39	Airport	n/a	unplatted	runway & taxiways	75ac	7	
40	Airport	n/a	unplatted	perimeter	80ac	2	
41	River West	n/a		ponds & streets		30	
42	River West	n/a		open areas	20ac	15	
Total							

Notes:  
Mow & trim each parcel  
C39-C40 Mow only

**CITY OF SAND SPRINGS**

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063  
Phone: 918.246.2500 • sandspringsok.org

**CITY OF SAND SPRINGS  
COUNCIL/AUTHORITY STAFF REPORT  
MEETING DATE: May 23, 2016**

**SUBJECT:**

**SHELL LAKE DAM BREACH PLAN (OWRB EMERGENCY ACTION PLAN)**

**STAFF RECOMMENDATION:**

That Trustees consider the staff recommendation to accept the Shell Lake Dam Breach Plan, Revision -10- dated May 23, 2016, for signature, and authorize the Municipal Authority Chairman to sign the document.

**BACKGROUND AND HISTORY:**

Shell Lake Dam is a concrete buttress and slab structure with an attached uncontrolled concrete spillway for high water overflow control constructed between 1920 and 1922 by Charles Page.

Dams in Oklahoma are under the control of the Oklahoma Water Resources Board (OWRB) for classification, inspection requirements, and ongoing operation and maintenance activities. A weather and/or other event causing overflow or a failure breach of the Shell Lake Dam Structure could cause loss of property and/or life downstream to the Arkansas River and further resulting in an OWRB classification of "High Hazard". The "High Hazard" classification requires an Annual Inspection and signed and sealed report by a qualified Dam Structure Inspection Engineer, and a Breach Plan (OWRB Emergency Action Plan) for the structure to be submitted through the Public Works Department by December 31. In addition, the single lane roadway and support at the top of the structure require a second qualified Bridge Professional Engineering Inspection and Report submitted to the Oklahoma Department of Transportation (ODOT) annually by direction of the Federal Government.

The OWRB accepted our Inspection Reports and Breach Plans as submitted for the past several years, but has requested a revision of the 2015 Breach Plan to include the signatures of the Municipal Authority Chairman, City Manager, and Emergency Management Director, and for future years.

**EXECUTIVE SUMMARY:**

The Oklahoma Water Resources Board (OWRB) has requested the signatures of the individual parties on the City of Sand Springs Municipal Authority Shell Lake Dam Breach Plan (considered Emergency Action Plan by the OWRB), which is revised annually by the Sand Springs Emergency Management Director, and submitted by the Public Works Department with the signed and sealed Professional Engineer's Inspection report by December 31.

The OWRB has requested that the Shell Lake Dam Breach Plan submitted in December 2015, and accepted, be revised with the requested signatures and resubmitted by June 30, 2016.

The revised Breach Plan was reviewed with the Public Works Advisory Committee on May 17, 2016.

**BUGETARY IMPACT:**

None

**COMPILED BY:**

Frank Weigle

Public Works - Division Supervisor

**PRESENTED BY:**

Frank Weigle

Public Works – Division Supervisor

Gregory Fisher

Emergency Management Director

**Attachments:**

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City of Sand Springs Municipal Authority Shell Lake Dam Breach Plan  
- Revision -10- dated May 23, 2016.



**City of Sand Springs  
Municipal Authority**

# City of Sand Springs Municipal Authority

## **SHELL LAKE DAM BREACH PLAN**

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Mike Burdge  
Chairman

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Elizabeth A. Gray  
City Manager

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Gregory Fisher  
Emergency Management Director

*Department of Emergency Management*

*Revision -10 - May 23, 2016*

# SHELL LAKE DAM BREACH PLAN

*The Shell Lake Dam Breach Plan contained herein is a public document subject to public viewing as required by the Oklahoma Open Records Act. Only the originating agency, the City of Sand Springs, Department of Emergency Management, is authorized to display this document, requests for duplication should be directed to:*

*The City of Sand Springs  
Department of Emergency Management  
P.O. Box 338  
Sand Springs, Oklahoma 74063-0338*

## INTRODUCTION

The Shell Lake Dam Breach Plan has been approved by the: Osage County Department of Emergency Management, Tulsa Area Emergency Management Agency and the City of Sand Springs Department of Emergency Management. The plan sets forth the organizational structure and broad operational guidelines to provide a procedure for an integrated emergency management approach in the event of a dam breach at Shell Lake Dam. What the plan does not do is provide for department and agency Standard Operating Procedures, a responsibility of each agency and department, nor does the plan usurp the authority of any agency head, department head, or chief. The essence of the plan is for each jurisdiction to direct the response of their agencies and departments in an integrated approach to accomplishing the task at hand.



## DISTRIBUTION PAGE

Copies of this Dam Breach plan have been distributed as follows:

<b>TO:</b>	<b>NO. OF COPIES</b>
Mayor, City of Sand Springs	1
City Manager, City of Sand Springs	1
Director, Sand Springs Emergency Management	1
Sand Springs Police Chief	1
Sand Springs Fire Chief	1
Director, Sand Springs Public Works	1
Shell Lake Caretaker	1
Oklahoma Department of Emergency Management	1
Director, Tulsa Area Emergency Management	1
Tulsa County Sheriff	1
Director, Osage County Emergency Management	1
Chairman, Tulsa Chapter of the American Red Cross	1
Osage County Sheriff	1
Oklahoma Department of Transportation (ODOT)	1
Oklahoma Water Resources Board (OWRB)	1

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## BASIC PLAN

### I. PURPOSE

A. The Shell Lake Dam Breach Plan sets forth procedures for:

1. The timely discovery of an impending overtopping or breach of Shell Lake Dam,
2. The notification of the inhabitants downstream,
3. Conducting an orderly evacuation of inhabitants downstream of the dam that would be inundated in the event of a dam breach,
4. Preventing access, by non-emergency personnel, to areas downstream of the dam that are subject to flooding in the event of an impending dam breach or actual dam breach,
5. Search and rescue efforts for those inhabitants that can not or do not evacuate in time,
6. Identification and shelter location of those persons evacuated, and
7. Downstream hazards.

### II. ASSUMPTIONS

A. The possibility of Shell Lake Dam breaching is extremely remote and highly unlikely; however, the possibility does exist. A dam breach would cause the rapid release of a large volume of water in a short period of time constituting a major hazard to life, general health, and property in the downstream reach. A successful warning and evacuation is significantly increased by the timely discovery of an impending breach. However, should a catastrophic event such as a dam breach, without warning, hydrology studies predict that the flood wave, as the result of a breach, will traverse the downstream reach area, from the dam to the Arkansas River in approximately seven minutes.

### III. SITUATION

#### A. Location

1. Shell Lake Dam is located approximately five miles northwest of City Hall, within the city limits of Sand Springs and the boundaries of Osage County. More specifically at latitude 36 degrees 9 minutes north, longitude 96 degrees 8 minutes west.

#### B. Accessibility

Shell Lake is accessible from the:

1. Southeast via Sand Springs Expressway and 129<sup>th</sup> West Avenue, exit 129<sup>th</sup> West Avenue, to north service road of expressway, west to Willow Street, north of New Airport Road, north to Shell Creek Road, west to Shell Lake Dam.

2. Southwest via Sand Springs Expressway and 177<sup>th</sup> West Avenue, exit 177<sup>th</sup> West Avenue, north to Shell Creek Road, East to Shell Lake Dam.

3. Northeast via State Highway 97 and the John Zink Ranch, north on State Highway 97 to Shell Creek Road, west to Shell Lake Dam.

4. Northwest via Old Prue Road and Shell Creek Road, east to 177<sup>th</sup> West Avenue, south to Shell Creek Road, east to Shell Lake Dam.

#### C. Dam and Reservoir

1. The Shell Lake Dam is a concrete buttress structure approximately 760 feet long topped by a 15-foot wide reinforced concrete roadway, Shell Creek Road, which traverses the entire length of the dam.

2. Lake capacity is 9,500 acre-feet at 725' @ MSL, top of the spillway, and 12,700 acre-feet at 732' @ MSL, top of the dam.

3. Reservoir surface is 640 acres at the top of the spillway and 708 acres at the top of the dam.

D. Downstream Reach

1. In the event of a dam breach the flood wave will follow the Shell Lake Valley downstream of Shell Lake Dam to the confluence with the Arkansas River.
2. Distance from dam to confluence is 2.5 miles.
3. Time from dam to confluence is 7 minutes.

E. Jurisdictional Boundaries

1. The following roads, structures, and natural features are within the following jurisdictional boundaries:
  - a. City of Sand Springs
    - (1) Shell Dam
    - (2) Shell Creek Road where it traverses the dam
    - (3) Arkansas River/State Highway 97 Bridge
  - b. Osage County
    - (1) Shell Dam
    - (2) Shell Creek Road
    - (3) Anderson Road
    - (4) Circle Drive
    - (5) Oak Drive
    - (6) Shell Creek from Shell Dam to the south end of Oak Drive
    - (7) The majority of the inhabited structures that lie within the path of inundation are within Osage County,
  - c. Tulsa County
    - (1) 161<sup>st</sup> West Ave.
    - (2) US 64/Sand Springs Expressway Bridge
    - (3) Wekiwa Road
    - (4) Arkansas River
    - (5) There are a few structures that lie within the inundation path that are within the boundaries of Tulsa County, however, at the time of this plan, none were occupied.
  - d. State of Oklahoma
    - (1) U.S High 64 Bridge at 161<sup>st</sup> West Ave.
    - (2) State Highway 97 and Arkansas River Bridge
    - (3) State Highway 75 and Arkansas River Bridge
  - e. City of Tulsa
    - (1) 21<sup>st</sup> Street and Arkansas River Bridge
    - (2) Low Water Dam at 2900 Riverside Drive

#### IV. DIRECTION AND CONTROL

The downstream-inhabited structures lie within the boundaries of Osage County and outside any corporate city limits. Therefore, the senior ranking Osage County First Responder or Osage County official shall assume command of any evacuation process for citizens within their jurisdiction. However, if necessary Sand Springs First Responders shall commence the evacuation process prior to the arrival of Osage County officials.

- A. Responsible Government Agencies and Private Utilities
  1. Osage County
    - a. Osage County Emergency Management
    - b. Osage County Sheriff's Department
  2. City of Sand Springs
    - a. Emergency Management
    - b. Fire
    - c. Police
    - d. Public Works
  3. Tulsa County
    - a. Tulsa Area Emergency Management Agency
    - b. Tulsa County Sheriff's Department
  4. State of Oklahoma
    - a. Oklahoma Highway Patrol
    - b. Oklahoma Department of Transportation
    - c. Oklahoma Department of Emergency Management
  5. Utilities
    - a. Southwestern Bell Telephone Company d/b/a AT&T Oklahoma
    - b. Oklahoma Natural Gas Company
    - c. Public Service Company of Oklahoma (AEP)

V. TASK ASSIGNMENTS AND RESPONSIBILITY

A. City of Sand Springs

1. Lake Caretaker, responsible for:
  - a. Conducting daily lake level readings,
  - b. During localized storms, monitoring the lake for rapidly increasing lake levels that could present a potential dam overtopping condition,
  - c. Conducting daily dam inspections for any condition that could jeopardize the integrity of the structure,
  - d. Conducting dam inspections after an incident that could cause damage to the dam, and
  - e. Immediately notifying the police and fire dispatcher of any condition that could cause a breach or overtopping of the dam.
  
2. Sand Springs Emergency Management, responsible for:
  - a. Activating and supervising the EOC,
  - b. Providing incident command with available resources,
  - c. Coordinating resources with the Osage County EM Director and TAEMA Director, and
  - d. Discharging duties required by the City's Emergency Operations Plan.
  
3. Public Works Department, responsible for:
  - a. Providing the expertise to evaluate any damage and/or potential structure breach or overtopping condition,
  - b. Provide supervision, personnel and equipment for emergency repairs,
  - c. Provide barricades for road blocks,
  - d. Prepare for and reroute the City's water supply if necessary.
  
4. Law Enforcement, responsible for:
  - a. Traffic and crowd control,
  - b. Evacuation.
  
5. Fire Department, responsible for:
  - a. Fire suppression,
  - b. Search and rescue,
  - c. Hazardous debris removal from the Arkansas River.
  
6. Utilities, responsible for:
  - a. The disconnect, service, and repair of any utilities in their service area.

7. Oklahoma Department of Transportation:
  - a. Supervision, closing and opening of any State highways and State highway bridges,
  - b. Monitoring of floating debris that may cause damage to State highway bridges downstream.
  
8. American Red Cross and Salvation Army:
  - a. Sheltering of displaced persons.

## ANNEXS AND APPENDICES

### ANNEX A: Emergency Response

- APPENDIX 1 – Emergency Telephone Numbers
- APPENDIX 2 – Barricade Locations and Staging Areas
- APPENDIX 3 – Residences Downstream
- APPENDIX 4 – Map of Dam and Area
- APPENDIX 5 – Inundation Map of Dam
- APPENDIX 6 – Termination and Follow-Up
- APPENDIX 7 – Plan Update, Review & Testing



## ANNEX A To The Basic Plan

### Emergency Response

#### I. ASSUMPTIONS

A. The Emergency Response portion of the Shell Lake Dam Breach Plan will be immediately activated upon the discovery of any condition that warrants such activation. While the scope of the plan outlines activities to be initiated upon the discovery of a possible breach or overtopping condition, timely warning conditions may not present themselves. And therefore, activation of the plan may commence with immediate evacuation utilizing on duty police and fire personnel. In the event of a catastrophic breach without warning, there may be no time for evacuation and the plan may commence with search and rescue operations by the fire department. ANNEX A set out operational guidelines to aid first responders in the evacuation process.

#### II. RESPONSE

##### A. Lake Caretaker

1. Upon discovering any condition that has the potential for a possible dam breach or overtopping of the dam shall immediately:

- a. Inform the Police and Fire Dispatcher
- b. Contact and brief the Public Works Staff Duty Officer
- c. Continue to monitor the situation

##### B. Police Dispatcher

1. Upon being informed by the lake caretaker that a dam breach or overtopping may be possible, shall immediately:

- a. Dispatch the closest police officer to the east side of the dam
- b. Notify the on duty police supervisor, the Osage County Sheriff's Dispatcher and request assistance from the Tulsa County Sheriff's Department and Highway Patrol.
- c. Notify the Fire Chief, Police Chief and Emergency Management Director.

- C. Osage County Emergency Management Director
  - 1. Notify the Osage County Sheriff, and other appropriate Osage County officials.
  
- D. First Officer on Scene
  - 1. Establish an Incident Command Post on the east side of the dam.
  - 2. Close Shell Creek Road at the Dam.
  - 3. Relay conditions at the Dam site to evacuation personnel downstream.
  - 4. Continue Incident Command Operations until reassigned or relieved.
  
- E. Law Enforcement
  - 1. If conditions permit, commence evacuation.
    - a. Deploy all available personnel into the Expressway Acres addition to conduct a door-to-door notification and evacuation.
    - b. EOC shall maintain a list of personnel in the flood wave area.
  - 2. Set up barricades.
  - 3. Direct all evacuees to the evacuee staging area.
    - a. See APPENDIX 1 to ANNEX A for barricade locations and staging area.
  
- F. Fire Department
  - 1. Assist with evacuation.
  - 2. Conduct search and rescue missions if necessary.
  - 3. Assist with dangerous debris removal, if necessary, in Arkansas River at State Highway 97 and Arkansas River Bridge.

G. Emergency Management Director

1. Activate EOC.
2. Activate the City's Emergency Operations Plan.
3. Contact media for evacuation announcements.
4. Request assistance from Red Cross and Salvation Army.
5. Staff evacuation staging area, compile list of evacuees and their destination and direct evacuees to shelters.
6. Coordinate resources with TAEMA and Osage County Emergency Management.

H. Public Works

1. Evaluate dam condition.
2. Provide personnel and equipment to incident command.
3. Contact appropriate utilities.

**APPENDIX 1 TO ANNEX A**

Emergency Telephone Numbers

<u>Agency</u>	<u>Number</u>	
Tulsa Police Department .....	918-596-9222	24 hr. no.
Tulsa Fire Department .....	918-596-9977	24 hr. no.
Osage County Emergency Management .....	918-694-2818	24 hr. no.
Osage County Sheriff's Office .....	1-888-287-3150/287-3131	24 hr. no.
Highway Patrol Troop B .....	918-627-0440	24 hr. no.
Department of Transportation.....	918-838-9933	
TAEMA .....	918-596-9890/918-691-7285	
Sand Springs Emergency Management .....	918-246-2610/918-636-1015	
State Emergency Management .....	800-800-2481	24 hr. no.
Shell Lake Caretaker .....	918-245-1814	
Oklahoma Natural Gas .....	918-832-7800	24 hr. no.
Public Service Company of Oklahoma .....	918-586-0420	24 hr. no.
Southwestern Bell .....	800-640-8722	24 hr. no.
Sand Springs Pubic Works .....	918-246-2595	
OWRB (Yohanes Sugeng) .....	405-530-8867	
City of Sand Springs		
Engineering Support (Derek Campbell) .....	918-246-2580	

Officials	Home	Cell	Pager
Sand Springs EM Director	918-241-7801	918-636-1015	
Sand Springs Police Chief	918-241-8668	918-671-4032	918-750-1501
Sand Springs Fire Chief	918-267-3500	918-639-6947	

## APPENDIX 2 TO ANNEX A

### Barricade Assignments and Staging Areas

- I. Shell Lake Dam and roads leading to the flood wave path shall be barricaded.
  - A. Locations
    1. East and west side of dam
    2. Arney Drive and Anderson Road
    3. Wekiwa Road and 127<sup>th</sup> West Avenue
    4. Wekiwa Road and ½ mile west of 161<sup>st</sup> West Avenue
- II. Staging Areas
  - A. Evacuees
    1. River City Park
  - B. Dam Repair Equipment and Personnel
    1. Shell Lake Park, east side of Dam
  - C. Search and Rescue Equipment and Personnel
    1. Retail Store Parking Lot 129<sup>th</sup> West Avenue and Wekiwa Road

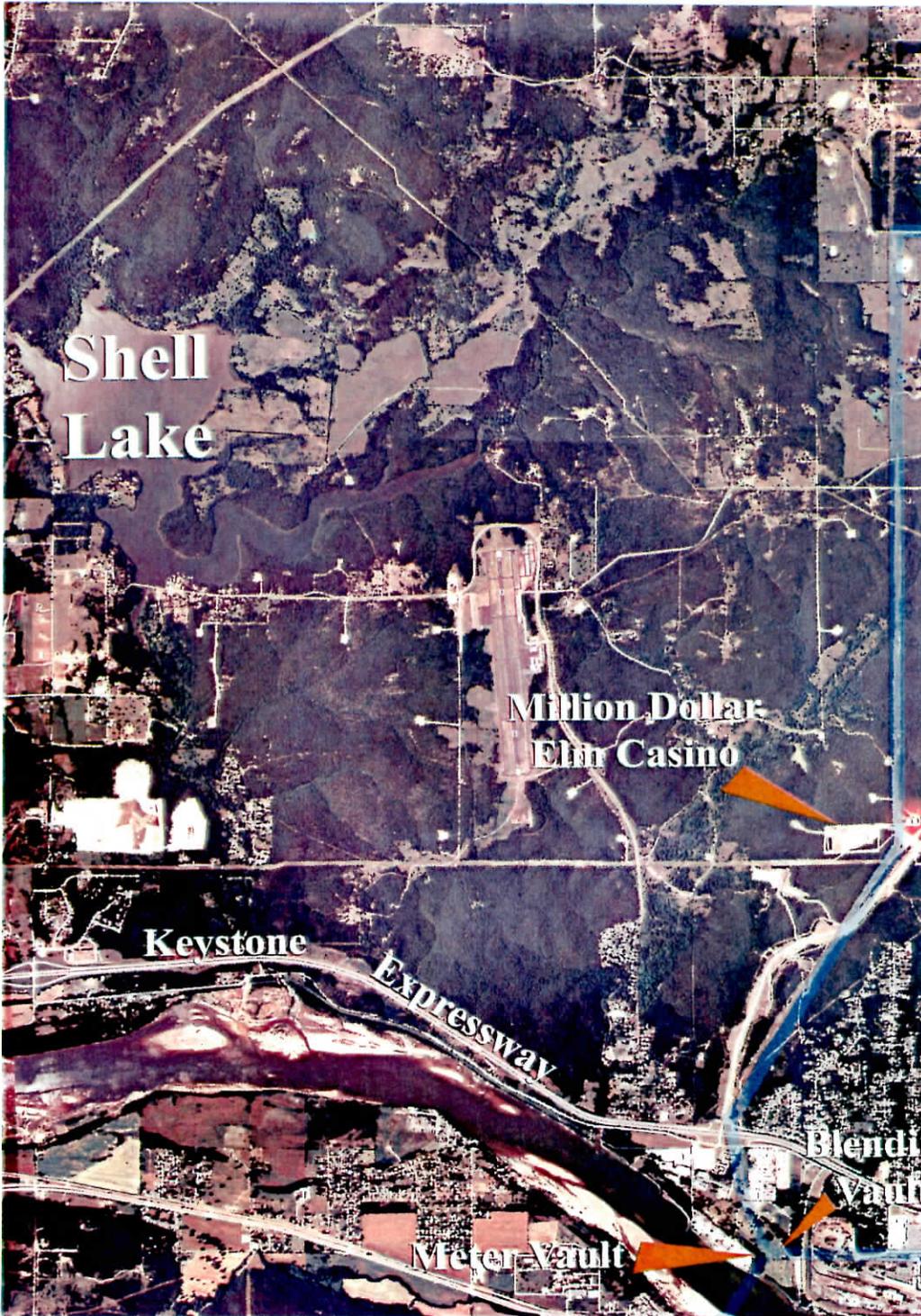
## APPENDIX 3 TO ANNEX A

### Residences Affected by a Shell Lake Dam Breach

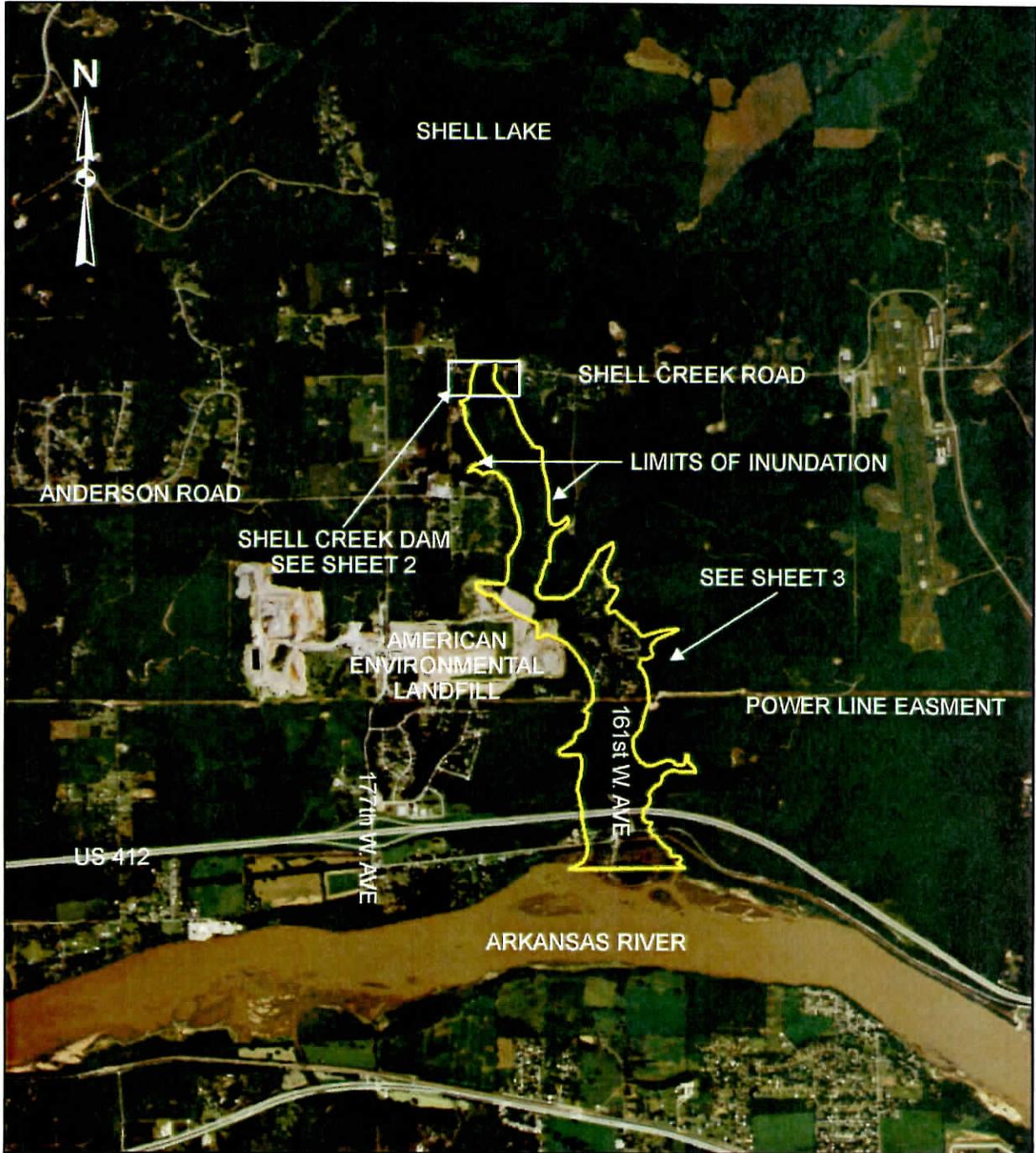
For names and addresses and telephone numbers of households in the flood area see Shell Dam Breach Plan on file at the Sand Springs EOC and Police and Fire Dispatch.

Source: City of Sand Springs water records.

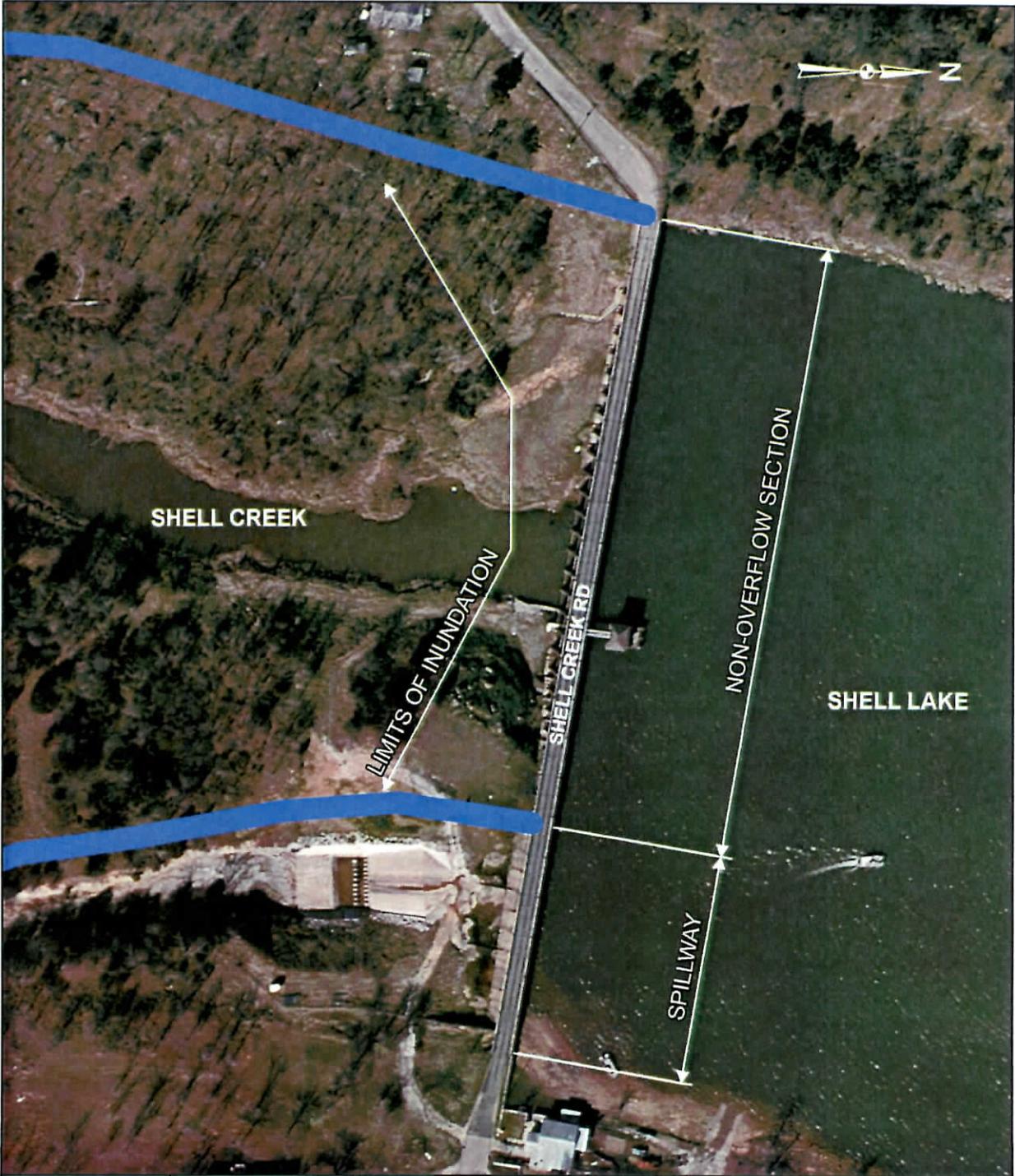
APPENDIX 4 – MAP OF DAM AND AREA



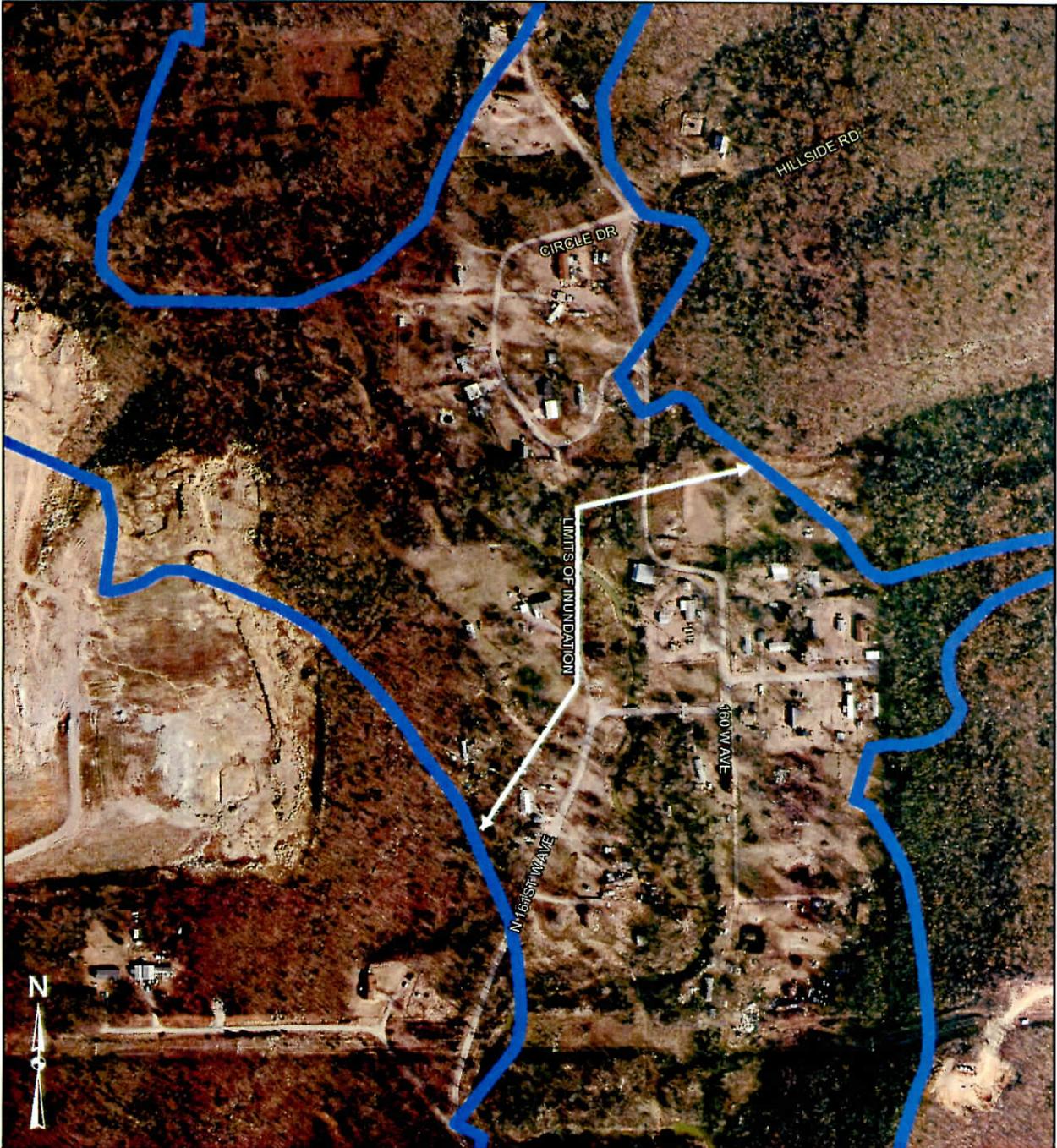
APPENDIX 5 – INUNDATION MAPS OF SHELL LAKE DAM  
APPENDIX 5 - INUNDATION MAPS OF SHELL LAKE DAM



<b>1 of 3</b>	<b>Shell Lake Inundation Map</b> NID: OK11015 SAND SPRINGS, OKLAHOMA 74063	 Sand Springs OKLAHOMA
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<p><b>2 of 3</b></p>	<p><b>Shell Lake Inundation Map</b>          NID: OK11015          SAND SPRINGS, OKLAHOMA 74063</p>	
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**3 of 3**

### Shell Lake Inundation Map

NID: OK11015

SAND SPRINGS, OKLAHOMA 74063



## APPENDIX 6 TO ANNEX A TERMINATION AND FOLLOW-UP

### **Event termination and follow-up activities**

#### TERMINATION OF EVENT

Once conditions indicate that there is no longer an emergency at the dam site, the plan operations must eventually be terminated and follow-up procedures completed. The Incident Commander is responsible for terminating the emergency event and relaying this decision to responders. Prior to the termination of an event that has not caused actual dam failure, a representative of the City's Public Works Department will inspect the dam to determine whether any damage has occurred that could potentially result in loss of life, injury, or property damage. If it is determined that conditions do not pose a threat to people or property, then the Incident Commander will terminate the event operations as described above.

#### FOLLOW-UP ACTIVITIES

The City's Public Works Department will complete a Situation Report to document the event and all actions that were taken and submit to the City's Emergency Manager and Oklahoma Water Resources Board.

**APPENDIX 7 TO ANNEX A**  
**Plan Update, Review and Testing**

**EMERGENCY PLANNING COMMITTEE (EPC) PERIODIC TRAINING,  
REVIEW, UPDATING AND TESTING**

- Training responders to handle an emergency situation at Shell Lake Dam.
- Annually reviewing the Shell Lake Dam Breach Plan (PLAN) with EPC participants for any required changes and distribution of copies of the revised plan to participants.
- Testing the plan.
- Submitting plan revisions and testing reports to the Oklahoma Water Resources Board.

**Review and Updating**

Annually the EPC Coordinator verbally reviews the plan with EPC participants to explain the procedures to follow in the event of an emergency, address any changes that need to be made in the plan, answer questions regarding the procedures, and test their understanding of the plan. The EPC participants review the plan for possible changes, including:

- Changes in personnel.
- Changes in telephone numbers.
- New conditions that would affect flood flows or the extent of damage due to a dam failure.

The EPC Coordinator promptly makes the needed changes in the plan and distributes a revised plan to all EPC participants. If changes are made in the plan at any other time, the EPC Coordinator also verbally reviews these changes with the participants. If changes are made and approved by EPC participants the plan will then be presented to the Sand Springs Municipal Authority at the next regularly scheduled meeting. If the plan is approved by the Authority it will then be presented to the Chairman, City Manager and Emergency Management Director for signatures. After approval and signatures the revised plan will then be re-distributed as set forth in DISTRIBUTION PAGE *iv*.

**Testing**

The EPC Coordinator is responsible for conducting a test simulating a dam failure. Testing the plan familiarizes the plan participants with the plan, helps estimate the time needed for notification, and helps reveal any plan deficiencies. The EPC Coordinator initiates the test by contacting the City Emergency Manager. Plan participants must perform their required actions as if in a real emergency. When executing the test, each participant states their name and position and indicates that this is only a test. To assess the degree of success of the test, the EPC Coordinator requests that each participant comment about the execution of the notification procedures, discuss any problems encountered, and suggest any changes that would improve the plan. The EPC Coordinator keeps this information on file for comparison with future tests and revises the plan if needed.

**APPROVAL**

Key EPC participants may pre approve the plan by a majority vote of the EPC participants during a scheduled meeting of the EPC.

AFFIDAVIT OF FINANCE DIRECTOR  
FOR BILLS AND SALARIES STATEMENT

I, the undersigned, am the duly appointed and acting Finance Director/ Treasurer, in and for the City of Sand Springs, Oklahoma, and upon oath do depose and say that each purchase order listed in the attached statement for bills and salaries was itemized in detail, verified and filed for allowance with the amount shown thereon pursuant to the Statutes of the State of Oklahoma and requirements of the Charter and Ordinances of the City of Sand Springs, Oklahoma: that each purchase order has indicated thereon that all items have been delivered and/or the services have been rendered and that each purchase and contract was made pursuant to all applicable law and the Charter and Ordinances of the City of Sand Springs, Oklahoma, so help me God.

*Kelly A Lamberson*

Kelly A. Lamberson  
Finance Director / City Treasurer

Subscribed and sworn to before me this 18<sup>th</sup> day of

May, 2016.

*Janice L Almy*  
Notary Public



My Commission Expires \_\_\_\_\_

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**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

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**05/23/2016**

**720 M A WATER UTILITY FUND**

003264	BANK OF AMERICA	BRENNTAG SOUTHWEST	1,701.21
003265	BANK OF AMERICA	BRENNTAG SOUTHWEST	938.71
003267	BANK OF AMERICA	BRENNTAG SOUTHWEST	2,938.71
003461	BANK OF AMERICA	BRENNTAG SOUTHWEST	792.50
003462	BANK OF AMERICA	BRENNTAG SOUTHWEST	11,969.00
003464	BANK OF AMERICA	BRENNTAG SOUTHWEST	3,095.90
003467	BANK OF AMERICA	BRENNTAG SOUTHWEST	938.71
PI5109	HD SUPPLY WATERWORKS, LTD	#75 2" SS INSERT F/SDR11	541.94
PI5241	HD SUPPLY WATERWORKS, LTD	VALVE 10' GATE	2,243.99
PI5242	HD SUPPLY WATERWORKS, LTD	FB400-7-NL BALLCORP CCXMI	1,085.86
003358	LEGAL SHIELD		77.70
003594	NEOFUNDS BY NEOPOST		195.23
PR0513	TULSA AREA UNITED WAY INC	PAYROLL SUMMARY	36.18
PI5305	UTILITY SUPPLY CO INC	JUMBO RECT METER BOX	1,125.00
	<b>TOTAL</b>		<b>27,680.64</b>

**PUBLIC WORKS**

003522	AMERICAN ELECTRIC POWER	AEP	315.40
003578	AMERICAN ELECTRIC POWER		111.68
003463	BANK OF AMERICA	UFIRST UNIFIRST CORP	28.50
003351	BANK OF AMERICA	SLIM CHICKENS 100111	6.78
003274	BANK OF AMERICA	IN NETLINK SOLUTIONS, LL	62.48
003507	BANK OF AMERICA	WAL-MART #0838	86.76
003509	BANK OF AMERICA	MAZZIO S 012 Q48	188.50
161061	CAMPBELL, DEREK	BROWNFIELD CONF IN MUSKOG	65.48
161154	CDW GOVERNMENT LLC	ADOBE/EPSON	1,168.49
161154	CDW GOVERNMENT LLC	EPSON 2YR SVC	3,996.39
160032	CHARLES PEST CONTROL INC	APRIL-MONTHLY PEST CTRL	11.81
160032	CHARLES PEST CONTROL INC	MAY-MONTHLY PEST CNTRL	11.81
003415	CITY OF SAND SPRINGS	S.SMITH - DOLLAR TREE	5.45
003414	CITY OF SAND SPRINGS	S.ASHTON - SS TAG AGENCY	10.50
003408	CITY OF SAND SPRINGS	TJ.DAVIS-A-1 RENTAL	39.21
003257	COX COMMUNICATIONS CENTRAL II INC		135.62

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**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

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**05/23/2016**

003259	COX COMMUNICATIONS CENTRAL II INC		1,927.39
003539	COX COMMUNICATIONS CENTRAL II INC		111.94
161161	GRAINGER INC	BOOT BRUSH, BLACK	88.26
160082	NEIGHBOR NEWS-LEGAL ADS	LEGAL NOTICES PUBLISHING	191.88
160871	OKLAHOMA MUNICIPAL LEAGUE	UTILITY PROVIDER DUES	100.00
003377	OKLAHOMA NATURAL GAS	ONG	56.49
003378	OKLAHOMA NATURAL GAS	ONG	123.96
161138	PAPA PAT'S PORTABLE PARTIES	APRIL 19TH PWAC LUNCHEON	120.00
161071	SUNDANCE OFFICE SUPPLY	POST IT NOTES	66.90
161072	SUNDANCE OFFICE SUPPLY	BUNN HEAVY DUTY COFFEE FI	18.18
003551	VERIZON WIRELESS		80.02
	<b>PUBLIC WORKS ADMINISTRATION TOTAL</b>		<b>9,139.88</b>

**WATER**

003581	AMERICAN ELECTRIC POWER		73.62
003582	AMERICAN ELECTRIC POWER		27.20
160032	CHARLES PEST CONTROL INC	APRIL-MONTHLY PEST CTRL	10.57
160032	CHARLES PEST CONTROL INC	MAY-MONTHLY PEST CNTRL	10.57
003384	OKLAHOMA NATURAL GAS	ONG	45.65
	<b>WATER LAKE CARETAKER TOTAL</b>		<b>167.61</b>

003356	A T & T		80.17
003580	AMERICAN ELECTRIC POWER		5,423.46
160251	TETRA TECH INC	O&M RAW WTR SYSTEMS	39,329.03
160251	TETRA TECH INC	SKIATOOK RAW WTR SYSTEM	10,238.50
161204	USACE FINANCE CENTER	WTR STORAGE-O&M-SKIATOOK	20,119.89
003561	VERDIGRIS VALLEY ELECT CO-OP		19.00
	<b>WATER SKIATOOK WATER SYSTEM TOTAL</b>		<b>75,210.05</b>

161076	ACCURATE ENVIRONMENTAL LLC	ASCORBIC ACID	878.34
160017	ATWOODS-SAND SPRINGS	BRUSH SET 2PC POLY 2IN	6.48
160017	ATWOODS-SAND SPRINGS	GLOVES VET NITRILE XL	19.98
003241	CENTER POINT ENERGY SERVICES INC	CENTER POINT	5.35
160032	CHARLES PEST CONTROL INC	APRIL-MONTHLY PEST CTRL	10.57
160032	CHARLES PEST CONTROL INC	MAY-MONTHLY PEST CNTRL	10.57
161079	GRAINGER INC	IMPELLER DAYTON	224.00
161137	GRAINGER INC	UNION PVC, STAINLESS STEE	105.34

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**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

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**05/23/2016**

161196	HACH CO	HALOGEN LAMP	257.89
160061	HAWKINS INC	CHEMICALS WTR TRMNT PLNT	4,181.61
160061	HAWKINS INC	CHEMICALS WTR TRMNT PLNT	3,795.94
160061	HAWKINS INC	WTP CHEMICALS-1909369	3,887.29
160061	HAWKINS INC	WTP CHEMICALS-1912169	2,466.35
160072	LOCKE SUPPLY	RUBR SPLC TAPE	25.78
160089	O'REILLY AUTO PARTS - S.S.	TRIMMER LINE	4.09
003382	OKLAHOMA NATURAL GAS	ONG	65.46
003383	OKLAHOMA NATURAL GAS	ONG	226.87
160992	ORI ENVIRONMENTAL	PAINTING/FILTER ROOM, LAB	3,900.00
160266	PREFERRED BUSINESS SYSTEMS LLC	PRINTER/COPIER MAINTENANC	39.05
160872	PRO FENCE INC	REPLACE FREE EXIT LOOP@WT	438.00
161090	SCHNEIDER ELECTRIC USA INC	CLEARSCADA SRVC & SUPPORT	8,196.00
160111	SOUTHSIDE MOWERS	FILTER OIL, AIR FILTER	573.71
160125	TIMMONS OIL CO INC	DIESEL FUEL - 28 GAL	112.09
	<b>WATER TREATMENT TOTAL</b>		<b>29,430.76</b>
003252	A T & T		303.43
003355	A T & T		28.96
003523	AMERICAN ELECTRIC POWER	AEP	27.20
003524	AMERICAN ELECTRIC POWER	AEP	157.70
003579	AMERICAN ELECTRIC POWER		1,194.87
160015	APAC-CENTRAL INC	1 1/2 CRUSHER RUN	2,513.14
160017	ATWOODS-SAND SPRINGS	CAULK 100% SILICONE CLEAR	109.99
160017	ATWOODS-SAND SPRINGS	XL-#8 NYLON WALLBD W/SCR	11.98
160017	ATWOODS-SAND SPRINGS	OFF DEEP WOODS AEROSOL	67.96
160017	ATWOODS-SAND SPRINGS	OFF DEEP WOODS AEROSOL	35.94
160017	ATWOODS-SAND SPRINGS	20IN BOX FAN	14.99
160017	ATWOODS-SAND SPRINGS	QUICK LINK ZNC	17.71
160017	ATWOODS-SAND SPRINGS	CAULK 100% SILICONE CLEAR	3.99
160017	ATWOODS-SAND SPRINGS	POLY WHEEL CASTER KIT	19.99
160017	ATWOODS-SAND SPRINGS	BRONZE-BOILER-DRAIN	4.99
160017	ATWOODS-SAND SPRINGS	1/3 HP SUMP PUMP	119.99
160017	ATWOODS-SAND SPRINGS	FOAM TRIPLE EXPANDING	3.99
160019	AUTOZONE	PROTECTANT COOL	13.24
160032	CHARLES PEST CONTROL INC	APRIL-MONTHLY PEST CTRL	30.47
160032	CHARLES PEST CONTROL INC	MAY-MONTHLY PEST CNTRL	30.47
003254	CITY OF TULSA		1,445.40
161145	CLIFFORD POWER SYSTEMS INC	GENERATOR SERVICE	299.88
160048	EASTON SOD FARMS, INC	4 PALLETS U-3 PER S.F.	440.00

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**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

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**05/23/2016**

160053	EXPRESS SERVICES INC	TEMP LABOR W/E 03.27.16	465.60
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 04.03.16	582.00
160994	HD SUPPLY WATERWORKS, LTD	#75 2" SS INSERT F/SDR11	28.56
161135	HD SUPPLY WATERWORKS, LTD	FB400-7-NL BALLCORP CCXMI	30.00
160900	HD SUPPLY WATERWORKS, LTD	SHORE KNIFE,4 SPREADERS	4,735.40
003591	INDIAN ELECTRIC COOP INC		1,219.14
161117	NORTHERN SAFETY CO	POISON OAK-N-IVY CLEANSER	151.00
160084	OCT EQUIPMENT LLC	FLEXPIN LONG / DELTA	75.95
003379	OKLAHOMA NATURAL GAS	ONG	67.37
003380	OKLAHOMA NATURAL GAS	ONG	66.22
003381	OKLAHOMA NATURAL GAS	ONG	61.98
160111	SOUTHSIDE MOWERS	WEEDEATER	8.99
161136	UTILITY SUPPLY CO INC	JUMBO RECT METER BOX	315.00
003560	VERDIGRIS VALLEY ELECT CO-OP		423.11
003552	VERIZON WIRELESS		160.04
003421	WATER IMPROVEMENT DIST #14		2,044.74
	<b>WATER WATER MAINT &amp; OPERATIONS TOTAL</b>		<b>17,331.38</b>

**ENGINEERING**

003270	BANK OF AMERICA	IN NETLINK SOLUTIONS, LL	1,443.12
003403	CITY OF SAND SPRINGS	J.VAVERKA-ORWA	20.00
161234	EAGLE POINT SOFTWARE	PINNACLE SERIES PRODUCTS	1,750.00
161071	SUNDANCE OFFICE SUPPLY	POST IT NOTES	33.76
003556	VERIZON WIRELESS		40.01
	<b>ENGINEERING ADMINISTRATION TOTAL</b>		<b>3,286.89</b>

**SERVICE**

160635	ALLTECH CORPORATE OFFICE	COYOTE TRAIL-TEMP ANTENNA	2,000.00
003583	AMERICAN ELECTRIC POWER		99.18
003482	BANK OF AMERICA	NORTHERN TOOL EQUIP	254.96
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 04.03.16	1,232.00
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 03.27.16	985.60
003592	INDIAN ELECTRIC COOP INC		72.33
160923	NATIONAL METER AND AUTOMATION INC	CFG-0217-306 ITRON 200WP	4,571.59

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**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

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**05/23/2016**

161149	NETWORKFLEET, INC	APRIL GPS MON SERVICE	94.75
161149	NETWORKFLEET, INC	MAR GPS MON SERVICE	30.55
161143	NETWORKFLEET, INC	GPS UNITS AND HARNESS	10.00
161143	NETWORKFLEET, INC	GPS UNITS AND HARNESS	551.15
160207	SUNGARD PUBLIC SECTOR INC	MAIN MAY 2016	3,738.98
160127	TPSI	UTILITY BILL PROCESSING	2,355.79
160127	TPSI	UTILITY BILL PROCESSING	2,474.12
160127	TPSI	UTILITY BILL PROCESSING	1,930.93
160127	TPSI	UTILITY BILL PROCESSING	2,904.68
160127	TPSI	UTILITY BILL PROCESSING	133.06
003555	VERIZON WIRELESS		80.02
	<b>SERVICE CUSTOMER SERVICE TOTAL</b>		<b>23,519.69</b>

<b>GRAND TOTAL FOR FUND</b>	<b>\$185,766.90</b>
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**730 M A WW UTILITY FUND**

003465	BANK OF AMERICA	BRENNTAG SOUTHWEST	5,462.14
003466	BANK OF AMERICA	BRENNTAG SOUTHWEST	2,105.50
003469	BANK OF AMERICA	BRENNTAG SOUTHWEST	1,511.44
003359	LEGAL SHIELD		56.80
PR0513	TULSA AREA UNITED WAY INC	PAYROLL SUMMARY	8.37
003435	YALE SOUTH CORPORATION	SEWER FEES APRIL 2016 KEY	3,875.54
	<b>TOTAL</b>		<b>13,019.79</b>

**WASTEWATER**

160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	110.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	536.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	712.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	712.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	176.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	250.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	1,480.00

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**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

**05/23/2016**

160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	155.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	154.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	381.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	1,393.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	110.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	154.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	22.00
160003	ACCURATE ENVIRONMENTAL LLC	WATER ANALYSIS	541.00
160022	BIO-AQUATIC TESTING INC	ANALYTICAL TESTS-04.20.16	360.00
160022	BIO-AQUATIC TESTING INC	ACUTE DAPHNIA TEST4.22.16	795.00
003413	CITY OF SAND SPRINGS	S.KERCHEVAL-WAL-GREENS	43.57
160564	ERA	WASTEWATR-COLIFORM	840.71
160130	TULSA CITY COUNTY HEALTH DEPT	COLFIFORM TESTING	96.00
160130	TULSA CITY COUNTY HEALTH DEPT	COLIFORM TESTING	96.00
<b>WASTEWATER EVIRONMENTAL COMPLIANCE TOTAL</b>			<b>9,117.28</b>
160001	A-1 RENTAL & SUPPLY CO,INC	ZERO TURN PARTS	444.20
160001	A-1 RENTAL & SUPPLY CO,INC	OIL, FUEL, AIR FILTERS	59.07
160865	ACCURATE ENVIRONMENTAL LLC	CLASS C WW 2 DY-TOM OLIVER	210.00
161191	ACCURATE ENVIRONMENTAL LLC	CLASS D-WTR&WW-B.O'NEIL	325.00
003525	AMERICAN ELECTRIC POWER	AEP	579.64
003584	AMERICAN ELECTRIC POWER		107.82
160017	ATWOODS-SAND SPRINGS	CURVED BROOM	8.99
160017	ATWOODS-SAND SPRINGS	CURVED BROOM	5.38
160017	ATWOODS-SAND SPRINGS	FLOOR SCRUB	32.43
160017	ATWOODS-SAND SPRINGS	5PC TORX SCREWDRIVER	9.99
160017	ATWOODS-SAND SPRINGS	DOPE TEFLON THREAD	6.47
160017	ATWOODS-SAND SPRINGS	10 PACK ASST RUBBER TARP	27.98
160017	ATWOODS-SAND SPRINGS	EZ-POUR REPLACEMENT	31.97
160017	ATWOODS-SAND SPRINGS	SIGN SMV STEEL	7.99
160017	ATWOODS-SAND SPRINGS	SLIME TIRE SEALANT	19.99
003474	BANK OF AMERICA	CHRIS NIKEL AUTOHAUS	79.40
160029	CECIL & SONS DISCOUNT TIRES	TIRES FOR TORO MOWER	78.80
003405	CITY OF SAND SPRINGS	G.DUPL-WAL-MART	21.98
161165	DEPT OF ENVIRONMENTAL QUALITY	OPERATOR EXAM APP FEE	124.00
160048	EASTON SOD FARMS, INC	U-3 PER S. F. SOD	180.00
160048	EASTON SOD FARMS, INC	U-3 PER S.F.	90.00
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 04.03.16	1,159.20
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 03.27.16	463.68
160054	FASTENAL	28' SAFETY CONE REFL	355.56

**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

**05/23/2016**

160054	FASTENAL	3007353 18" STOP/SLOW	70.53
160054	FASTENAL	ENERGIZER BATTERIES	78.53
160054	FASTENAL	9V ALK ENERGIZER BTRY	24.11
160054	FASTENAL	6 RED RND TIP MARKERS	28.57
160065	J&R EQUIPMENT LLC	COUNTER WHEEL,FTG CNTR	966.69
160089	O'REILLY AUTO PARTS - S.S.	25CT WIPES	7.98
160089	O'REILLY AUTO PARTS - S.S.	CLEANUP WIPES	3.49
160089	O'REILLY AUTO PARTS - S.S.	FUSION PAINT, PEF MATCH	32.45
160089	O'REILLY AUTO PARTS - S.S.	1 GAL MOTOR OIL	41.97
160089	O'REILLY AUTO PARTS - S.S.	2PK-KEYLESS	5.99
160089	O'REILLY AUTO PARTS - S.S.	MUD FLAP	25.98
160089	O'REILLY AUTO PARTS - S.S.	WIPER BLADE	19.37
160089	O'REILLY AUTO PARTS - S.S.	WIPER BLADES	19.37
160089	O'REILLY AUTO PARTS - S.S.	PINTLE HOOK & PLATE	154.98
003385	OKLAHOMA NATURAL GAS	ONG	102.47
161075	PIONEER SECURITY SYSTEMS INC	SERVICE CALL & BATTERY	82.50
160710	UTILITY SUPPLY CO INC	OMNI CPLG R X G	240.00
160710	UTILITY SUPPLY CO INC	OMNI CPLG R X G	443.44

**WASTEWATER MAINTENANCE & OPERATIONS TOTAL                   6,777.96**

160001	A-1 RENTAL & SUPPLY CO,INC	ZERO TURN PARTS	250.00
003585	AMERICAN ELECTRIC POWER		3,784.96
160013	AMERICAN WASTE CONTROL INC	SLUDGE HAULING-WWTP	7,729.50
160017	ATWOODS-SAND SPRINGS	5 GALLON PINK	37.96
160017	ATWOODS-SAND SPRINGS	SNAP LINK ZNC	35.70
003271	BANK OF AMERICA	AMAZON MKTPLACE PMTS	24.95
003242	CENTER POINT ENERGY SERVICES INC	CENTER POINT	55.24
160032	CHARLES PEST CONTROL INC	APRIL-MONTHLY PEST CTRL	33.65
160032	CHARLES PEST CONTROL INC	MAY-MONTHLY PEST CNTRL	33.65
161091	COMMERCIAL ROOFING INC	WW PLANT 8700 W 21ST	1,600.00
160826	EVANS ENTERPRISES INC	NEW YORK BLOWER REPAIR	1,195.00
160054	FASTENAL	520' WHT ROLL TOWEL	285.93
161069	FORT BEND SERVICES INC	FBS-897 POLYMER	7,268.00
003386	OKLAHOMA NATURAL GAS	ONG	134.96

**WASTEWATER TREATMENT TOTAL                   22,469.50**

<b>GRAND TOTAL FOR FUND           \$51,384.53</b>
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**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

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**05/23/2016**

**740 M A SW UTILITY FUND**

PR0513 LONNIE D ECK CHAPTER 13 TRUSTEE	R WILSON 15-10588-M	756.00
PR0513 TULSA AREA UNITED WAY INC	PAYROLL SUMMARY	2.00
<b>TOTAL</b>		<b>758.00</b>

**SOLID WASTE**

003527 AMERICAN ELECTRIC POWER	AEP	107.24
160017 ATWOODS-SAND SPRINGS	SPREADER HANDYGREEN	68.55
160017 ATWOODS-SAND SPRINGS	BLADE-EDGE 159	0.41
003473 BANK OF AMERICA	AUTO BATTERY & ELECTR	294.85
160032 CHARLES PEST CONTROL INC	APRIL-MONTHLY PEST CTRL	10.57
160032 CHARLES PEST CONTROL INC	MAY-MONTHLY PEST CNTRL	10.57
160039 COVANTA TULSA RENEWABLE ENERGY	MUNICIPAL SOLID WASTE	1,729.44
160039 COVANTA TULSA RENEWABLE ENERGY	MUNICIPAL SOLID WASTE	1,870.83
160039 COVANTA TULSA RENEWABLE ENERGY	MUNICIPAL SOLID WASTE	1,742.87
003389 OKLAHOMA NATURAL GAS	ONG	33.11
003390 OKLAHOMA NATURAL GAS	ONG	42.15
<b>SOLID WASTE COMMERCIAL TOTAL</b>		<b>5,910.59</b>

003526 AMERICAN ELECTRIC POWER	AEP	208.16
160017 ATWOODS-SAND SPRINGS	TEE - 1/4", PLUG - 1/4"	14.96
160017 ATWOODS-SAND SPRINGS	4 PVC PLUG	8.98
003350 BANK OF AMERICA	THE HOME DEPOT 3904	16.41
003508 BANK OF AMERICA	WM SUPERCENTER #838	19.92
160032 CHARLES PEST CONTROL INC	APRIL-MONTHLY PEST CTRL	10.57
160032 CHARLES PEST CONTROL INC	MAY-MONTHLY PEST CNTRL	10.57
160033 CHEROKEE HOSE & SUPPLY	3/8 RED AIR HOSE	34.23
160039 COVANTA TULSA RENEWABLE ENERGY	MUNICIPAL SOLID WASTE	3,357.15
160039 COVANTA TULSA RENEWABLE ENERGY	MUNICIPAL SOLID WASTE	3,631.63
160039 COVANTA TULSA RENEWABLE ENERGY	MUNICIPAL SOLID WASTE	3,383.22
160054 FASTENAL	HCS 1/4-20X2 FENDER CLEAN	20.72
160054 FASTENAL	18" SAFETY CONES	101.94
160089 O'REILLY AUTO PARTS - S.S.	1GAL-CLEANER	17.99
160089 O'REILLY AUTO PARTS - S.S.	15OZ TIRE SHIN	9.98

**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

**05/23/2016**

160089	O'REILLY AUTO PARTS - S.S.	WHEEL CHOCK	179.90
160089	O'REILLY AUTO PARTS - S.S.	WIPER BLADE	25.76
160089	O'REILLY AUTO PARTS - S.S.	QT FUEL MIX	12.98
003387	OKLAHOMA NATURAL GAS	ONG	33.11
003388	OKLAHOMA NATURAL GAS	ONG	81.82
160115	STAND BY PERSONNEL OF OK INC	TEMP LABOR W/E 04.03.16	207.20
160115	STAND BY PERSONNEL OF OK INC	TEMP LABOR W/E 04.10.16	103.60
003553	VERIZON WIRELESS		40.01
	<b>SOLID WASTE RESIDENTIAL TOTAL</b>		<b>11,530.81</b>

<b>GRAND TOTAL FOR FUND</b>	<b>\$18,199.40</b>
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**760 M A AIRPORT FUND**

PR0513	TULSA AREA UNITED WAY INC	PAYROLL SUMMARY	19.12
	<b>TOTAL</b>		<b>19.12</b>

**AIRPORT**

003586	AMERICAN ELECTRIC POWER		269.45
160017	ATWOODS-SAND SPRINGS	AMINE 400	194.96
160017	ATWOODS-SAND SPRINGS	AMINE 400	16.99
003468	BANK OF AMERICA	AIRCRAFT SPRUCE AND SPECI	895.00
161006	BENNETT MACHINE WORKS	REPLACE/REPAIR WTHR STRIP	4,125.00
160028	CBCINNOVIS INC	CREDIT CHECKS	7.80
160032	CHARLES PEST CONTROL INC	APRIL-MONTHLY PEST CTRL	10.57
160032	CHARLES PEST CONTROL INC	MAY-MONTHLY PEST CNTRL	10.57
161036	CROWN PRODUCTS INC	AVGAS FILTER	334.13
160051	ENVIRO-TEC AMERICA INC	MARCH 2016 SIR	15.00
160062	HOOTEN OIL CO INC	AVIATION FUEL	22,520.83
160062	HOOTEN OIL CO INC	AVIATION FUEL	20,686.62
003596	HOOTEN OIL CO INC		30.00
003597	HOOTEN OIL CO INC		16.00
003598	HOOTEN OIL CO INC		16.00

**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

**05/23/2016**

160945	QT PETROLEUM ON DEMAND LLC	GOLD SERVICE AGREEMENT	995.00
160133	TULSA COUNTY PRINT SHOP	RECEIPT BOOKS-AIRPORT	362.13
160144	WALMART COMMUNITY BRC	SPRAY PAINT, MASK USB DRI	21.78
160144	WALMART COMMUNITY BRC	SPRAY PAINT, MASK USB DRI	24.07
160144	WALMART COMMUNITY BRC	SPRAY PAINT, MASK USB DRI	7.59
160145	WAREHOUSE MARKET	FOOD/DRINK PURCHASES	76.92
160145	WAREHOUSE MARKET	FOOD/DRINK FOR RESALE	53.40
161201	WING AERO PRODUCTS INC	GS COOKIES,GLEIM PPKT	193.01
	<b>AIRPORT OPERATIONS TOTAL</b>		<b>50,882.82</b>

<b>GRAND TOTAL FOR FUND</b>	<b>\$50,901.94</b>
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**780 M A GOLF COURSE FUND**

003266	BANK OF AMERICA	STANLEY CONVERGENT SEC	197.64
	<b>TOTAL</b>		<b>197.64</b>

**GOLF COURSE**

003587	AMERICAN ELECTRIC POWER		56.04
003339	BANK OF AMERICA	SPRING CREEK NURSERY	775.00
003340	BANK OF AMERICA	SPRING CREEK NURSERY	775.00
161198	BWI COMPANIES INC	SPRAYER SPOT 1 GPM	206.74
161198	BWI COMPANIES INC	REVOLVER HERBICIDE	560.00
161198	BWI COMPANIES INC	HI-LIGHT SPRAYER & HERBIC	468.05
161065	D & L LANDSCAPE	50 CEDAR MULCH	170.00
161106	EWING IRRIGATION & INDUSTRIAL INC.	PURPLE PRIMER,CLEAR PVC C	148.08
161190	HARLEY COLLETT	FAIRWAY REEL,MAINTENANCE	550.00
160089	O'REILLY AUTO PARTS - S.S.	OIL FILTER, 200 SHEET TOW	11.99
160089	O'REILLY AUTO PARTS - S.S.	GAL HAND CLEANER	25.98
160089	O'REILLY AUTO PARTS - S.S.	ANTIFREEZE & STOP LEAK	25.98
160089	O'REILLY AUTO PARTS - S.S.	COPPER LUGS,ZINC TERM	91.90
160089	O'REILLY AUTO PARTS - S.S.	OIL FILTER, 200 SHEET TOW	11.40
160089	O'REILLY AUTO PARTS - S.S.	GAL HAND CLEANER	14.94

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**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

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**05/23/2016**

160089	O'REILLY AUTO PARTS - S.S.	SPARK PLUGS & PWR RTD BEL	14.60
160089	O'REILLY AUTO PARTS - S.S.	10.7OZ STRTER FLUID	3.29
160089	O'REILLY AUTO PARTS - S.S.	PWR RTD BELT	52.83
160089	O'REILLY AUTO PARTS - S.S.	OIL FILTER	46.17
160089	O'REILLY AUTO PARTS - S.S.	BAJA 4 RD LT	29.99
160094	PROFESSIONAL TURF PRODUCTS	M694-92 CONV 60X120DEG	660.86
161029	RIVERVIEW SOD RANCH	BERMUDA SOD	540.00
160105	SAND SPRINGS SAND & GRAVEL INC	TCKT 133673 - 3/4" CLASS	401.90
161020	SISCO TURF SERVICES	DEEP TINE GREENS	1,875.00
160125	TIMMONS OIL CO INC	RED DIESEL & UNLEADED FUE	102.41
<b>GOLF COURSE MAINTENANCE TOTAL</b>			<b>7,618.15</b>

160029	CECIL & SONS DISCOUNT TIRES	DS SAWTOOTH OUTSIDE TIRE	582.00
160032	CHARLES PEST CONTROL INC	APRIL-MONTHLY PEST CTRL	10.57
160032	CHARLES PEST CONTROL INC	MAY-MONTHLY PEST CNTRL	10.57
160089	O'REILLY AUTO PARTS - S.S.	ANTIFREEZE & STOP LEAK	5.19
003391	OKLAHOMA NATURAL GAS	ONG	218.22
160125	TIMMONS OIL CO INC	RED DIESEL & UNLEADED FUE	1,569.52
<b>GOLF COURSE PRO TOTAL</b>			<b>2,396.07</b>

<b>GRAND TOTAL FOR FUND</b>	<b>\$10,211.86</b>
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**790 MUNICIPAL AUTHORITY STCF**

**SOLID WASTE**

160875	CUSTOM MANUFACTURING INC	ROLL-OFF&REAR DUMPSTER	3,760.04
160874	WILLIAMS REFUSE EQUIP CO INC	POLY KARTS	1,546.90
<b>SOLID WASTE COMMERCIAL TOTAL</b>			<b>5,306.94</b>

160874	WILLIAMS REFUSE EQUIP CO INC	POLY KARTS	2,320.34
<b>SOLID WASTE RESIDENTIAL TOTAL</b>			<b>2,320.34</b>

<b>GRAND TOTAL FOR FUND</b>	<b>\$7,627.28</b>
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**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS**

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**05/23/2016**

<b>GRAND TOTAL</b>
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<b>\$324,091.91</b>
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**CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS  
WIRE TRANSFERS**

05/23/2016

**FUND 710 STORMWATER UTILITY FUND**

4/30/2016 JE1766	Acct Analysis Fee- April	\$ 40.09
4/29/2016 JE1706	Public Works	36.30
4/29/2016 JE1708	OMRF p/d 4/29/16	131.46
4/29/2016 JE1711	Payroll p/d 4/29/16 Public Works	819.84
4/29/2016 JE1713	Federal Tax p/d 4/29/16 Public Works	279.34
4/25/2016 JE1663	Life-May Premium	11.78
4/25/2016 JE1664	Delta Dental-May Premium	25.84
	<b>FUND TOTAL</b>	<b>\$ 1,344.65</b>

**FUND 720 M A WATER UTILITY FUND**

5/13/2016 JE1800	5-1-16 CMS 1409PA19	\$ 52,445.23
5/6/2016 JE1681	Prepaid Flex Benefits	65.00
5/5/2016 JE1724	FSA Fees-May Premium	63.00
5/5/2016 JE1725	Health-May Premium Public Works	29,940.51
5/5/2016 JE1731	Vision-May Premium	91.94
5/3/2016 JE1682	Aflac-April Premium	328.18
5/2/2016 JE1693	OWRB '09 DWSRF Debt Pmt	12,968.68
5/2/2016 JE1694	SSMA Rev Bond '12 Pmt	139,663.70
5/2/2016 JE1715	counterfeit bill in dep found by bank	20.00
4/30/2016 JE1749	CC Fees-AmEx-Apr	131.67
4/30/2016 JE1766	Acct Analysis Fee- April	415.51
4/30/2016 JE1797	CC Fees-AMS-Apr	5,096.17
4/29/2016 JE1672	Prepaid Flex Benefits	55.00
4/29/2016 JE1706	State Tax p/d 4/29/16 Public Works	1,850.09
4/29/2016 JE1708	OMRF p/d 4/29/16	7,317.33
4/29/2016 JE1711	Payroll p/d 4/29/16 Public Works	45,645.80
4/29/2016 JE1713	Federal Tax p/d 4/29/16 Public Works	14,914.41
4/25/2016 JE1663	Life-May Premium	845.99
4/25/2016 JE1664	Delta Dental-May Premium	1,623.44
4/22/2016 JE1671	Prepaid Flex Benefits	224.84
	<b>FUND TOTAL</b>	<b>\$ 313,706.49</b>

**FUND 730 M A WASTEWATER UTILITY FUND**

5/5/2016 JE1724	FSA Fees-May Premium	\$ 35.00
5/5/2016 JE1725	Health-May Premium Public Works	11,478.25

**CITY OF SAND SPRINGS**  
**MUNICIPAL AUTHORITY BILLS**  
**WIRE TRANSFERS**

05/23/2016

5/5/2016 JE1731	Vision-May Premium	96.34
5/3/2016 JE1682	Aflac-April Premium	177.06
5/2/2016 JE1692	'12 OWRB Transfer	12,258.36
5/2/2016 JE1695	'13 Rev Note Transfer	11,110.61
4/29/2016 JE1706	State Tax p/d 4/29/16 Public Works	776.31
4/29/2016 JE1708	OMRF p/d 4/29/16	2,817.70
4/29/2016 JE1711	Payroll p/d 4/29/16 Public Works	17,740.76
4/29/2016 JE1713	Federal Tax p/d 4/29/16 Public Works	5,821.07
4/25/2016 JE1663	Life-May Premium	474.77
4/25/2016 JE1664	Delta Dental-May Premium	747.44
4/22/2016 JE1671	Prepaid Flex Benefits	40.00
	<b>FUND TOTAL</b>	<b>\$ 63,573.67</b>

**FUND 740 M A SOLID WASTE UTILITY FUND**

5/5/2016 JE1724	FSA Fees-May Premium	\$ 7.00
5/5/2016 JE1725	Health-May Premium Public Works	9,290.88
5/5/2016 JE1731	Vision-May Premium	84.43
5/3/2016 JE1682	Aflac-April Premium	123.26
4/30/2016 JE1766	Acct Analysis Fee- April	41.22
4/29/2016 JE1706	State Tax p/d 4/29/16 Public Works	313.78
4/29/2016 JE1708	OMRF p/d 4/29/16	1,576.54
4/29/2016 JE1711	Payroll p/d 4/29/16 Public Works	10,340.33
4/29/2016 JE1713	Federal Tax p/d 4/29/16 Public Works	2,863.93
4/25/2016 JE1663	Life-May Premium	228.34
4/25/2016 JE1664	Delta Dental-May Premium	515.52
	<b>FUND TOTAL</b>	<b>\$ 25,385.23</b>

**FUND 760 M A AIRPORT FUND**

5/5/2016 JE1725	Health-May Premium Public Works	\$ 524.89
5/5/2016 JE1731	Vision-May Premium	7.77
5/5/2016 JE1737	Sales Tax Payable:Apr	15.42
4/30/2016 JE1689	Postage Allocation-April	23.26
4/30/2016 JE1766	Acct Analysis Fee- April	19.37
4/29/2016 JE1706	State Tax p/d 4/29/16 Public Works	42.68
4/29/2016 JE1708	OMRF p/d 4/29/16	201.90
4/29/2016 JE1711	Payroll p/d 4/29/16 Public Works	2,073.63
4/29/2016 JE1713	Federal Tax p/d 4/29/16 Public Works	525.80

CITY OF SAND SPRINGS  
MUNICIPAL AUTHORITY BILLS  
WIRE TRANSFERS

05/23/2016

4/25/2016 JE1663	Life-May Premium	17.82
4/25/2016 JE1664	Delta Dental-May Premium	77.20

**FUND TOTAL** \$ **3,529.74**

**FUND 780 M A GOLF COURSE FUND**

5/6/2016 JE1753	Pro Shop Pmt 4/28-5/4	\$ 1,923.81
5/5/2016 JE1732	Golf Pro Comm Pmt-April	4,060.10
5/5/2016 JE1736	Sales Tax Estimate:May	2,000.00
5/5/2016 JE1737	Sales Tax Payable:Apr	3,355.27
5/3/2016 JE1683	April Payroll	24,542.88
5/2/2016 JE1699	Monthly Commission-May	3,000.00
4/30/2016 JE1747	CC Fees-ETS-Apr	875.28
4/30/2016 JE1748	CC Fees-AmEx-Apr	55.24
4/30/2016 JE1766	Acct Analysis Fee- April	14.22
4/29/2016 JE1700	Pro Shop Pmt 4/21-4/27	2,039.89
4/22/2016 JE1661	Pro Shop Pmt 4/14-4/20	1,802.24

**FUND TOTAL** \$ **43,668.93**

**GRAND TOTAL** \$ **451,208.71**