

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 17th day of November, 2016 and that an agenda of said meeting was posted at the place of such meeting at 4:42 p.m. on the 9th day of June, 2017.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF THE DURANT CITY UTILITIES AUTHORITY OF June 13, 2017 AT 6:00 PM, Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma**

**CALL TO ORDER**

Chairman Tomlinson called the meeting to order at 6:15 p.m.

**ROLL CALL**

Present: Trustee Oden Grube	City Attorney Pat Phelps
Trustee Destry Hawthorne	City Manager Tim Rundel
Vice-Chairman Chad Hitchcock	City Clerk Cynthia J. Price
Chairman Jerry Tomlinson	(*denotes partial attendance)

Absent: None

Mayor Tomlinson declared a quorum.

**1. Consent Items**

*To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.*

- a. Consider Approval of Regular Meeting Minutes of May 9, 2017

Approved

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve consent item as presented. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

**2. Consideration Items Removed from Consent**

**3. Administration**

- a. Consider Approval of Motion to File Durant City Utilities Authority FY17/18 Financial Plan with City Council as Beneficiary

Approved

Michelle Hall, Assistant City Treasurer, addressed the authority board and asked for approval to file the Durant City Utilities Authority financial plan with the city council as beneficiary.

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to approve filing of Durant City Utilities Authority FY 2017-18 Financial Plan as presented. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- b. Consider Approval of Request for Authorization to Purchase for Sludge Removal FY 2017/2018 in the amount of \$90,000.00 (RFAP #2017-077)

Approved

Jacque Wilson, Deputy City Manager of Operations, addressed council and answered questions.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Request for Authorization to Purchase for sludge removal FY 2017-2018 in the amount of \$90,000 (RFAP #2017-077). Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- c. Consider Approval of Request for Authorization to Purchase for Equipment Parts and Maintenance FY 2017/2018 in the Amount of \$80,000.00 (RFAP #2017-079)

Approved

Jacque Wilson, Deputy City Manager of Operations, addressed council.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Request for Authorization to Purchase for equipment parts and maintenance FY 2017/2018 in the amount of \$80,000. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- d. Consider Approval of Request for Authorization to Purchase for Chemical Used at Water Treatment Plant (alum, chlorine, chlorite, caustic, fluoride, and polymer) (RFAP 2017-101)

Approved

Steve Gray, Water Treatment Plant Superintendent, addressed council.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Request for Authorization to Purchase for chemicals used at Water Treatment Plant (alum, chlorine, chlorite, caustic, fluoride, and polymer) (RFAP #2017-101). Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- e. Consider Approval of Request for Authorization to Purchase to Environmental Resource Technologies for Lab Testing (RFAP 2017-102)

Approved

Steve Gray, Water Treatment Plant Superintendent, addressed council.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Request for Authorization to Purchase to Environmental Resource Technologies for Lab Testing (RFAP #2017-102). Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- f. Consider Approval of Request for Authorization to Accurate Environmental Laboratories for Lab Testing for Crypto and E Coli (RFAP 2017-103)

Approved

Steve Gray, Water Treatment Plant Superintendent, addressed council.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Request for Authorization to Purchase to Accurate Environmental Laboratories for Lab Testing for Crypto and E Coli (RFAP # 2017-103). Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- g. Consider Approval of Request for Authorization to Purchase for Southern Oklahoma Regional Disposal, Inc. (SORD) Transfer Disposal Cost (RFAP #2017-076)

Approved

Jacque Wilson, Deputy City Manager of Operations, addressed council.

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to approve Request for Authorization to Purchase for Southern Oklahoma Regional Disposal, Inc. (SORD) Transfer Disposal Cost (RFAP #2017-076). Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

h. Consider Award of Contract for Utility Bill Printing and Mailing Services

Approved

Donnalla Miller, Deputy City Manager of Administration, addressed council and stated the request for proposal was published two times in the Durant Daily Democrat and was listed on the City of Durant website. Three proposals were received. A committee consisting of employees from utility billing, finance and administration reviewed the proposals and recommend DataProse be awarded the contract.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to award contract for utility bill printing and mailing services to Data Prose. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

i. Consider Approval of Contract for Utility Bill Printing and Mailing Services (C-2017-42)

Approved

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve contract for utility bill printing and mailing services (C-2017-42). Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

j. Consider Approval of Request for Authorization to Purchase for Utility Bill Printing and Mailing Services (RFAP# 2017-115)

Approved

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Request for Authorization to Purchase for utility bill printing and mailing services (RFAP #2017-115). Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- k. Consider Award of Contract for Utility Collection Service

Approved

Donnalla Miller, Deputy City Manager of Administration, addressed council and stated the request for proposal was published two times in the Durant Daily Democrat and was listed on the City of Durant website. Two proposals were received. A committee consisting of employees from municipal court, finance and administration reviewed the proposals and recommend American Municipal Services be awarded the contract.

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to award contract for utility collection service to American Municipal Services. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- l. Consider Approval of Contract for Utility Collection (C-2017-44)

Approved

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve contract for utility collection service. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

- m. Consider Approval of Request for Authorization to Purchase for Utility Collection Service (RFAP# 2017-117)

Approved

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to approve Request for Authorization to Purchase for Utility Collection Service (RFAP #2017-117). Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson

#### **4. Information Items**

- a. Presentation of a Sample Accounting from Landfill Rolloff Operations

JJ Wilson

- b. Landfill Information & Reports - May 2017

- c. Solid Waste Collection Report May 2017
- d. Water Treatment Plant Monthly Operations Report - May 2017
- e. Waste Water Treatment Plant Monthly Report - May 2017
- f. Waste Water Treatment Plant Lab Report - May 2017

**Adjournment**

Motion was made by Chad Hitchcock and seconded by Destry Hawthorne to adjourn meeting. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Tomlinson