

**SALLISAW MUNICIPAL AUTHORITY
REGULAR MEETING**

July 8, 2024

**Time: Immediately Following the
Meeting of the Board of City Commissioners**

**Council Chambers
113 North Elm Street
Sallisaw, Oklahoma**

A G E N D A

“POSSIBLE ACTION” INCLUDES, BUT IS NOT LIMITED TO, APPROVAL, AUTHORIZATION, ADOPTION, REJECTION, DENIAL, AMENDMENT, TAKING NO ACTION, OR TAKING THE ITEM FOR DISPOSITION AT A LATER DATE OR TIME.

- 1. Meeting called to order**
- 2. Declaration of a quorum**
- 3. Discussion and possible action concerning minutes of regular meeting of June 10, 2024**
- 4. Receive update from Mark McConnell a representative from Northern Biogas concerning the methane project at the Sallisaw Municipal Landfill**
- 5. Receive a presentation from Mr. J.W. Fleetwood concerning Rural Water District #3 leaving the Sallisaw Water System**
- 6. Discussion and possible action on Uptown Services Statement of Work (SOW) #23, an Agreement to Provide Consulting Services to the Sallisaw Municipal Authority**
- 7. Discussion and possible action on Purchase Order No. 102166, *in an Amount not to Exceed \$50,000.00*, Issued to Calix, for the Purchase of Calix Equipment for Telecommunications**

- 8. Discussion and possible action of Change Order No. 2, in the amount of \$10,416.00, Kiowa Line Builders; Electric and Fiber Relocation HWY 59 N**
- 9. Discussion and possible action on having a Sallisaw Municipal Authority Special Meeting on August 15, 2024, in order to discuss utility rates**
- 10. Administrative reports**
- 11. Adjourn**

Posted: JULY 5, 2024

Time: 10:45 A.M.

Kim Jamison

MINUTES

SALLISAW MUNICIPAL AUTHORITY

REGULAR MEETING

JUNE 10, 2024

The Sallisaw Municipal Authority met in a regular meeting on June 10, 2024, in the Council Chambers, 113 North Elm, Sallisaw. Notice of the meeting was given by emailing Sequoyah County Times; by emailing KXXMX; by posting at city hall on June 7, 2024, at 11:30 a.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Ernie Martens,	Chairman
	Ronnie Lowe,	Trustee, Ward 1
	Josh Bailey,	Trustee, Ward 2
	Julian Mendiola,	Trustee, Ward 3
	Brad Hamilton,	Trustee, Ward 4

Members absent: None

Staff present:	Keith Skelton,	General Manager
	John R. Montgomery,	City Attorney
	Kim Jamison,	Secretary
	Robin Haggard,	Director of Finance
	Keith Miller,	Building Development Director
	George Bormann,	Economic Development Director
	Clint Smith,	IT Manager
	Ben Spyres,	Computer Technician
	Kayle Griffin,	Chief Accountant
	Gene Martin,	Superintendent - Equipment Services
	Caleb Dotson,	Patrolman
	Skylar Fullbright,	Grants Specialist
	John Weber,	Captain
	Tucker Martens,	Lieutenant

Others present: Lynn Adams; Judy Martens; Philip Gay; Pamela Gay; Sean Buckner; Jeanie Richardson; Shawn Rolston; JW Fleetwood; Rhonda Merrill; Lenora Skelton; Leslie Jacobs; Ray Jacobs; Lance Montgomery; Keith Chandler; David Chandler; Susan Chandler; Herman Skelton; Ron Durbin; Others Unidentified.

Meeting called to order

Chairman Martens called the meeting to order. The meeting began at 6:04 p.m.

Declaration of a quorum

A quorum was declared present.

Discussion and possible action on minutes of regular meeting of May 13, 2024, and special meeting of May 21, 2024

Motion was made by Mendiola, seconded by Hamilton, for approval of the minutes. Vote: Mendiola aye; Hamilton aye; Lowe aye; Bailey aye; Martens aye. Motion carried 5-0.

Discussion and possible action on items related to the Sallisaw Aquatics Facility - Pool Package

Possible action on acceptance of bids

The General Manager gave update on the bid process. Motion was made by Mendiola, seconded by Hamilton, to accept the bids. Vote: Mendiola aye; Hamilton aye; Lowe aye; Bailey aye; Martens aye. Motion carried 5-0.

Possible action to award contract to Voy Construction LLC of Tulsa, Oklahoma, in the amount of \$3,342,986.27; and, authorize the General Manager to sign all necessary documents upon receiving approval from the City Attorney.

Motion was made by Mendiola, seconded by Bailey, to award contract to Voy Construction LLC in the amount of \$3,342,986.27. Vote: Mendiola aye; Bailey aye; Lowe aye; Hamilton aye; Martens aye. Motion carried 5-0.

Discussion and possible action on items related to the Sallisaw Aquatics Facility - Building Package

Possible action on acceptance of bids

The General Manager gave update on the bid process. Motion was made by Bailey, seconded by Hamilton, to accept the bids. Vote: Bailey aye; Hamilton aye; Lowe aye; Mendiola aye; Martens aye. Motion carried 5-0.

Possible action to award contract to Hoey Construction Company, of Tulsa, Oklahoma, in the amount of \$2,801,738.00; and, authorize the General Manager to sign all necessary documents upon receiving approval from the city attorney.

Motion was made by Bailey, seconded by Hamilton, to award contract to Hoey Construction Company in the amount of \$2,801,738.00. Vote: Bailey aye; Hamilton aye; Lowe aye; Mendiola aye; Martens aye. Motion carried 5-0.

Possible action to recess the Sallisaw Municipal Authority meeting in order to resume the Board of City Commissioner's meeting

Motion was made by Mendiola, seconded by Bailey, to recess the Sallisaw Municipal Authority meeting. Vote: Mendiola aye; Bailey aye; Lowe aye; Hamilton aye; Martens aye. Motion carried 5-0. Time 6:15 p.m.

Possible action to reconvene the meeting of the Sallisaw Municipal Authority

Motion was made by Mendiola, seconded by Bailey, to reconvene (Sallisaw Municipal Authority meeting). Vote: Mendiola aye; Bailey aye; Lowe aye; Hamilton aye; Martens aye. Motion carried 5-0. Time 7:55 p.m.

Discussion and possible action on renewal of water contracts with Rural Water District No. 3, Rural Water District No. 4, and C.D. Water Systems, for the purchase of treated water

The General Manager noted there was a 4.2% increase in rates. Motion was made by Mendiola, seconded by Bailey, for approval of water contracts. Vote: Mendiola aye; Bailey aye; Lowe aye; Hamilton aye; Martens aye. Motion carried 5-0.

Consider Approval of Resolution 2024-07; *A Resolution Adopting Rates and Fees for the Telecommunications Services Known as DiamondNet, Establishing Certain Rates and Fees for the Sallisaw Municipal Authority, and Superseding Previous Resolutions*

Motion was made by Mendiola, seconded by Hamilton, for approval of Resolution 2024-07. Vote: Mendiola aye; Hamilton aye; Lowe aye; Bailey aye; Martens aye. Motion carried 5-0.

Discussion and possible action on Manager Contract for the period July 1, 2024 through June 30, 2025

Motion was made by Bailey, seconded by Hamilton, to not offer the City Manager a new contract. Vote: Bailey aye; Hamilton aye; Lowe aye; Mendiola aye; Martens aye. Motion carried 5-0.

Administrative reports

None.

Adjourn

Motion was made by Lowe, seconded by Hamilton, to adjourn. Vote: Lowe aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0. The meeting ended at 7:58 p.m.

Approved this **8th** day of **July 2024**.

Secretary to the Authority

(SEAL)

AGENDA ITEM COMMENTARY

Meeting Date: July 8, 2024
Board: Sallisaw Municipal Authority
Subject: Uptown Services Statement of Work (SOW) #23

ITEM TITLE: Discussion and possible action on Uptown Services Statement of Work (SOW) #23, an Agreement to Provide Consulting Services to the Sallisaw Municipal Authority

INITIATOR: Director of Finance

STAFF INFORMATION SOURCE: Uptown Services

BACKGROUND: Uptown Services was originally contracted to perform consulting tasks for SMA related to the DiamondNet fiber optic project. Original contract date was April 14, 2003. Since the original contract, the scope of work has been modified to meet the ongoing needs of DiamondNet and staff.

The ongoing relationship with Uptown Services is a benefit for the SMA in that the SMA does not have the staff time or the expertise in programming issues that must be negotiated as the existing agreements expire. Uptowns experience in this area continues to save us from incurring additional expenses related to programming. Uptown also assists staff with other technical issues related to DiamondNet operations.

EXHIBITS: 1. SOW 23

KEY ISSUES: Approval of this item will allow Uptown Services to continue working with staff on DiamondNet operations, as well as programming issues that arise during the coming year. The new Agreement provides for these services for the period July 1, 2024, to June 30, 2025.

Uptown Services greatly benefits the city in that the city staff does not have the staff time nor the expertise in programming issues that must be negotiated. Uptown is able to stay on top of the issues on a nationwide basis and keep up with trends in programming.

Uptown Services retainer fee is \$1,000 per month.

FUNDING SOURCE: SMA - GL# 090-604-55507

RECOMMENDATION: Staff recommends approval of Uptown Services Statement of Work (SOW) #23.

IMPLEMENTATION SUPPORT SERVICES
FOR
FIBER OPTIC TELECOMMUNICATIONS SYSTEM
SALLISAW MUNICIPAL AUTHORITY
STATEMENT OF WORK NO. 023
DATED AS OF JULY 1, 2024

This statement of work is issued pursuant to that certain Consulting Agreement dated as of April 14, 2003, by and between Sallisaw Municipal Authority ("Utility") and Uptown Services, LLC ("Uptown"), the "Agreement."

A. Term of this Statement of Work

From July 1, 2024 to June 30, 2025, unless otherwise terminated pursuant to the terms of Agreement, or extended by mutual agreement of the parties.

B. Scope of Assignment

This agreement provides for a monthly retainer to be paid for consulting and project execution tasks as required by the Utility in operating its fiber optic system.

Ongoing consulting support tasks to be completed are:

- Assistance with voice regulatory filings (499Q, 499A, OUSF, LNP, TRS)
- Assistance with 477 filings
- Programmer negotiation, renewals, and invoicing issues
- Annual rate increase analysis and recommendation
- Assistance launching new video channels
- Troubleshooting video services
- Marketing and sales program development and execution
- Negotiation of retransmission consent agreements

The monthly retainer will be \$1,000 per month for the ongoing consulting support tasks. This monthly retainer will cover remote support. In-person onsite travel will be \$1,500 per trip. Actual travel expenses will be additional to this amount.

C. Uptown Contact Information

Project Lead: Dave Stockton
11173 E Greenway Rd
Scottsdale, AZ 85255
Phone: 404 641 3000 (cell)
Phone: 480 515 6290 (landline)
Email: dstockton@uptownservices.com
Website: <http://www.UptownServices.com>

D. Incorporation of Terms and Conditions of Agreement

The terms and conditions of the Agreement referenced above are hereby incorporated in and made part of this Statement of Work.

Agreed:

Agreed:

Uptown Services, LLC

Sallisaw Municipal Authority

By:

By:

Name:

Dave Stockton

Name:

Title:

Principal

Title:

General Manager

Date:

6/20/2024

Date:

AGENDA ITEM COMMENTARY

Meeting Date: July 8, 2024
Board: Sallisaw Municipal Authority
Subject: Calix Equipment Purchase

ITEM TITLE: Discussion and possible action on Purchase Order No. 102166, *in an Amount not to Exceed \$50,000.00*, Issued to Calix, for the Purchase of Calix Equipment for Telecommunications

INITIATOR: Telecommunications Superintendent
Director of Finance

STAFF INFORMATION SOURCE: Telecommunications Superintendent
Director of Finance

BACKGROUND:
This item is for the purchase of equipment for the continuing network upgrade (replacing older legacy equipment that is nearing end of life). The quote is in the amount of \$49,780.20. Staff is requesting an amount not to exceed \$50,000.00 in case there are any unexpected costs.

EXHIBITS: 1. 757697A-1_CITY_OF_SALLISAW_727GE_803G_u6xw_6.27.24

KEY ISSUES:

FUNDING SOURCE: SMA - Customer Premise Equipment GL#090-604-52206
FY 25 Budgeted amount \$200,000

RECOMMENDATION: Approval of Purchase Order No. 102166, *in an amount not to exceed \$50,000.00*, issued to Calix.



Customer Name: CITY OF SALLISAW DBA DIAMONDNET
Project Name: Q2-24_ONTs_727GE_803G_6.27.24
Quote Description: Q2-24_ONTs_727GE_803G_6.27.24
Author Name: Mike Felling
Contact Name:

Network Configuration & Quotation

Quote Reference Number: 757697A-1
Quote Type: Prem
Date Created: June 27, 2024
Date Modified: June 27, 2024
Quote Expiration: July 27, 2024



Equipment Summary

700GE ONT	Price	Qty	Ext. Price
100-05166 727GE ONT, 4 POTS, 4 GE, 1 RF CLEI: BVM9V00ARG	\$370.44	65	\$24,078.60
800 GigaPoint	Price	Qty	Ext. Price
100-04255 803G GigaPoint, 1 GE, 1 POTS, AM Power Adapter CLEI: BVMCN10ARA	\$116.92	30	\$3,507.60
GigaSpire2	Price	Qty	Ext. Price
000-01205 GigaSpire u6xw, GS4227W, GPON SFP module, Package, Dual Band 4x4 + 2x2 Wi-Fi 6, 4 GE, 2 POTS, AM Power Adapter	\$272.80	80	\$21,824.00
Services	Price	Qty	Ext. Price
110-00073 Freight Charges	\$370.00	1	\$370.00

Equipment Total	\$49,780.20
Grand Total	\$49,780.20

Package Details:

000-01205 package consists of the following:

100-05609	GPON ONT SFP Module for GigaSpire GPON Access Module	Qty	1
100-05613	GS4227W; u6xw, SFP+ WAN; 4 GE LAN; Dual 11ax Wi-Fi, 2 POTS, 1 USB, white enclosure, AM PA		1

Notes & Optional Equipment and Services

All prices are in USD

Due to rounding, some totals may not correspond with the sum of the separate figures.

Calix Warranty - See Purchase Agreement.

Important Ordering Instructions:

Please include the Calix quote number (found in the upper right hand corner) on your PO. You may also provide an internal PO number to be used with your order. Orders received without an internal PO number will use the Calix quote number by default.



Customer Name: CITY OF SALLISAW DBA DIAMONDNET
Project Name: Q2-24_ONTs_727GE_803G_6.27.24
Quote Description: Q2-24_ONTs_727GE_803G_6.27.24
Author Name: Mike Felling
Contact Name:

Network Configuration & Quotation

Quote Reference Number: 757697A-1
Quote Type: Prem
Date Created: June 27, 2024
Date Modified: June 27, 2024
Quote Expiration: July 27, 2024

Include contact information (Name, Email & Tel) for the person who will receive the order acknowledgements and shipping notifications as well as the required billing and shipping addresses for your order.

Send Purchase Orders to Calix Order Management:

Email: om@calix.com
Fax: 707-283-3771

You may check the status of your order at any time on our website. (www.calix.com, click Login)



Customer Name: CITY OF SALLISAW DBA DIAMONDNET
Project Name: Q2-24_ONTs_727GE_803G_6.27.24
Quote Description: Q2-24_ONTs_727GE_803G_6.27.24
Author Name: Mike Felling
Contact Name:

Network Configuration & Quotation

Quote Reference Number: 757697A-1
Quote Type: Prem
Date Created: June 27, 2024
Date Modified: June 27, 2024
Quote Expiration: July 27, 2024



Optional Summary

Extended Warranty	Price	Qty	Ext. Price
110-01165 Extended Warranty - Upfront - 4 years for 100-05613	\$20.16	80	\$1,612.80
110-01165 Extended Warranty - Upfront - 4 years for 100-04255	\$20.16	30	\$604.80
110-01165 Extended Warranty - Upfront - 4 years for 100-05166	\$20.16	65	\$1,310.40
Optional Total			\$3,528.00

AGENDA ITEM COMMENTARY

Meeting Date: July 8, 2024
Board: Sallisaw Municipal Authority
Subject: Hwy 59 Project Change Order

ITEM TITLE: Discussion and possible action of Change Order No. 2, in the amount of \$10,416.00, Kiowa Line Builders; Electric and Fiber Relocation HWY 59 N

INITIATOR: Kiowa Line Builders
ODOT
Building Development

STAFF INFORMATION SOURCE: Kiowa Line Builders

BACKGROUND: The reason for the Change Order is due to undersized wire and incorrect sized poles for the wire. If the poles are too small for the wire, this causes the pole to warp. And a pole that wasn't scheduled to be replaced, but due to existing damage, the pole had to be replaced.

EXHIBITS: 1. CO 2 FOR HWY 59

KEY ISSUES:

FUNDING SOURCE: SMA

RECOMMENDATION: Approval of Change Order #2 in the amount of \$10,416.00 Kiowa Line Builders

CONSTRUCTION CHANGE ORDER

SALL-23-1LM

2

July 2, 2024

CONTRACT NO.

CHANGE ORDER NO.

DATE

OWNER: SALLISAW MUNICIPAL AUTHORITY

PROJECT DESIGNATION: 2023 HWY 59 ROAD MOVE

ELECTRICAL & FIBER (BID SCHEDULE NO. 1)

CONTRACT COMPLETION DATE: EXTENSION: DAYS:

REASON FOR, DETAILS AND DESCRIPTION OF THE CHANGE ORDER

One span of the conductor in the middle of the project has been found to be smaller than the other. This span was going to remain untouched in this project but must be replaced along with the supporting assembly.

The conductor is to match the surrounding spans, 4/0 ACSR.

Pole 21A: Install (2) E1.1L & (2) F2.20 [for guying] = \$1,550.00

Pole 21B: Remove C6.71L, (2) E1.1, F1.8 & 183 linear feet of #2 ACSR at 12kV = \$1,419.00

Install C6.71L & 183 linear feet of 4/0 ACSR at 12kV = \$3,197.00

It was noticed that one pole needs to be changed out due to damage. The design originally called just the overhead assemblies to be changed.

Pole OV47: Remove 50-4 & A6.1 = \$800.00

Install 50-4 & A6.1 = \$3,450.00

This change order, providing for an increase of \$ 10,416.00 / decrease of \$ XXX in the contract price, is approved when signed by all parties below.

RECOMMENDED

A. Brent Cowin, P.E.

ENGINEER* ALLGEIER, MARTIN and ASSOCIATES, INC.

July 2, 2024

DATE

ACCEPTED

KIOWA LINE BUILDERS, INC.

CONTRACTOR

SALLISAW MUNICIPAL AUTHORITY

OWNER

By*

By*

DATE

DATE

*To be signed by Authorized Personnel for the applicable contract.

AGENDA ITEM COMMENTARY

Meeting Date: July 8, 2024
Board: Sallisaw Municipal Authority
Subject: Utility Rates

ITEM TITLE: Discussion and possible action on having a Sallisaw Municipal Authority Special Meeting on August 15, 2024, in order to discuss utility rates

INITIATOR:

STAFF INFORMATION SOURCE:

BACKGROUND: GRDA's new rate schedule was received last week and staff has been in discussions with JoLynn Rains regarding the COS updates. Staff would like to have JoLynn Rains back on August 15, 2024, to present the updated COS information on the current electric, water, and wastewater utility rates, which include the approved GRDA adjustments.

EXHIBITS:

KEY ISSUES:

FUNDING SOURCE:

RECOMMENDATION: