

**AGENDA OF A MEETING OF THE TRUSTEES OF  
THE ARDMORE PUBLIC WORKS AUTHORITY  
HELD ON 04/17/2017 AT 7:00 PM IN THE COMMISSION CHAMBERS  
AFTER REGULAR CITY COMMISSION MEETING**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVE AGENDA - ORDER OF BUSINESS AND CONTENTS**

**4. APPROVE MINUTES**

**4.A. APWA Minutes  
of Regular Meeting of April 3, 2017**

Documents:

[APWA MINUTES 04-03-17.PDF](#)

**5. REGULAR BUSINESS**

**5.A. AGREEMENT(S)**

**5.A.1. Agreement (1)**

**Consider and Take Action on Approval of an Arc Flash/Incident Energy Risk Assessment between the Ardmore Public Works Authority and Shawver & Son Inc., for the Ardmore Water Treatment Plant in the Total Amount of \$24,800.00 (Thomas Mansur, City Engineer)**

Documents:

[AGREEMENT 1.PDF](#)

**6. EXECUTIVE SESSION**

**6.A. Executive Session (A)**

**Discussion, Consideration and Possible Action to Enter Into Executive Session to Discuss Confidential Communications between the Authority and Authority's Attorneys Concerning a Pending Claim or Action which the Authority, with the Advice of the Authority's Attorney, has Determined that Disclosure will Seriously Impair the Ability of the Authority to Process the Claim or Conduct the Pending Litigation or Proceeding in the Public Interest in Compliance with its Duty of Confidentiality Under the Provisions of 25 O.S. § 307 (B)(4) (Discuss Status of Litigation Filed in District Court of Carter County; ATP Development, LLC v. Ardmore Development Authority; Case No. CV-2016-54)**

**6.B. Executive Session (B)**

**Discussion, Consideration, and Possible Action to Reconvene Open Session and Take Appropriate Action on Any Matter Discussed in Executive Session (Including Possible Approval of an Assignment of Claims from City of Ardmore and Ardmore Public Works Authority to Ardmore Development Authority relating to the City's Claims, if any, against ATP Development, LLC for Reimbursement of Increment District Number Two, City of Ardmore Funds used for Infrastructure Improvements to Ardmore Technology Park)**

Documents:

[ASSIGNMENT.PDF](#)

**7. ADJOURN**

**MINUTES  
OF  
A REGULAR MEETING OF THE TRUSTEES OF THE  
ARDMORE PUBLIC WORKS AUTHORITY HELD ON  
APRIL 03, 2017 AT 7:00 PM IN THE COMMISSION CHAMBERS**

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Present:	Doug Pfau	Chairman
	Martin Dyer	Vice-Chairman
	Keith King	Trustee
	John Moore	Trustee
	Sheryl Ellis	Trustee
	J.D. Spohn	Manager
	Ken Campbell	Secretary
	Jennifer O'Steen	Attorney

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This meeting was held in compliance with the Oklahoma Open Meeting Act (OSS 25)

**1. CALL TO ORDER BY THE CHAIRMAN**

Chairman Pfau called the meeting to order.

**2. ROLL CALL**

The Secretary called roll. All were present.

**3. APPROVE AGENDA – ORDER OF BUSINESS AND CONTENTS**

Motion was made by Vice-Chairman Dyer and seconded by Trustee Moore to approve the agenda as written.

Ayes:	King, Moore, Ellis, Dyer, Pfau
Nays:	None

**4. APPROVE MINUTES**

Motion was made by Trustee Ellis and seconded by Trustee Moore to approve the minutes of the Regular Meeting of February 21, 2016 as written.

Ayes:	King, Moore, Ellis, Dyer, Pfau
Nays:	None

**5. REGULAR BUSINESS**

**A. AGREEMENT(S)**

**1. Consider and Take Action on Approval of the Payment to Steve Bean Construction for Repairs to a 24" Sewer Main in the Amount of \$15,000.00**

A presentation was made by Shawn Geurin, Director of Utilities, to the Trustees. He stated that staff requests approval of the payment to Steve Bean Construction for repairs made to a 24" sewer main in the amount of \$15,000.00. The Sewer Collection Department has money budgeted this current fiscal year for unforeseen events such as this.

Motion was made by Vice-Chairman Dyer and seconded by Trustee Ellis to approve the payment Steve Bean Construction for repairs to a 24" Sewer Main in the amount of \$15,000.00.

Ayes: King, Moore, Ellis, Dyer, Pfau  
Nays: None

**2. Consider and Take Action on Approval of the Engineering Services Agreement with Barker & Associates, Inc. for the Extension of Utility Segments in the Amount of \$13,400.00**

A presentation was made by Shawn Geurin, Director of Utilities, to the Trustees. He stated that staff requests approval of an Engineering Services Agreement with Barker & Associates, Inc. in the amount of \$13,400.00 for the extension of miscellaneous utility segments at various locations. Locations of the utility segments as follows:

- Segment #1 – Rockford Road at Railroad Crossing
- Segment #2 – 12 Street NE at Railroad Crossing
- Segment #3 – Chickasaw Boulevard from Ash Street to Elm Street
- Segment #4 – Chickasaw Boulevard from Cottonwood Street to Cherry Street

Motion was made by Trustee Ellis and seconded by Trustee Moore to approve the Engineering Services Agreement with Barker & Associates, Inc. for the extension of utility segments in the amount of \$13,400.00

Ayes: King, Moore, Ellis, Dyer, Pfau  
Nays: None

**3. Consider and Take Action on Approval of the Engineering Services Agreement with Barker & Associates, Inc. for the Extension of Water and Sewer Services in the Amount of \$87,242.00**

A presentation was made by Shawn Geurin, Director of Utilities, to the Trustees. He stated that staff requests approval of an Engineering Services Agreement with Barker & Associates, Inc. for the extension of water and sewer services on Highway 70 from South Commerce to Hedges Road. The total cost for this project is \$87,242.00.

Motion was made by Trustee Moore and seconded by Trustee Ellis to approve the Engineering Services Agreement with Barker & Associates, Inc. for the extension of water and sewer services in the amount of \$87,242.00.

Ayes: King, Moore, Ellis, Dyer, Pfau  
Nays: None

**4. Consider and Take Action on Approval of the Pipeline License and Fees between the Ardmore Public Works Authority and BNSF Railway Company for an 8" Water Line under Railroad Tracks Located at 12th Street NE in the Total Amount of \$5,400.00**

A presentation was made by Shawn Geurin, Director of Utilities, to the Trustees. He stated that staff requests approval of a Pipeline License with BNSF Railway Company for the bore of an 8" water line under their track at 12<sup>th</sup> Street NE. The fee for this license is \$4,250.00 and also \$1,150.00 for pipeline insurance with BNSF. This project is in the current Fiscal Year 2016-2017 budget under the Water Distribution Department.

Motion was made by Trustee King and seconded by Trustee Moore to approve the Pipeline License and Fees between the Ardmore Public Works Authority and BNSF Railway Company for an 8" water line under railroad tracks located at 12th Street NE in the total amount of \$5,400.00.

Ayes: King, Moore, Ellis, Dyer, Pfau  
Nays: None

**6. ADJOURN**

Motion was made by Vice-Chairman Dyer and seconded by Trustee Ellis to adjourn from this meeting.

Ayes: King, Moore, Ellis, Dyer, Pfau  
Nays: None

**CITY OF ARDMORE**  
ENGINEERING DEPARTMENT  
Ardmore, Oklahoma

Authority Letter No. 3802  
Meeting Date: April 17, 2017

Chairman and Trustees  
Ardmore Public Works Authority  
Ardmore, Oklahoma

SUBJECT: Arc Flash Assessment

Dear Trustees:

OSHA has promulgated rules concerning arc flash hazards that apply to our industrial operations, specifically our water and wastewater plants, lift stations and pump stations. The rules require analyses of switchgear and motor control centers that include incident energy estimates. In order to begin the compliance program, we have requested Shawver and Sons Inc. to conduct the assessment of our switchgear and electrical systems at the water plant and their proposed letter agreement is attached.

Shawver provided engineering design and construction for the water plant during its 2007 expansion, have both the engineering and field staff qualified to do the work, and have done a good job for the City in the past.

Funds are available in the Utilities Department budget to pay for the engineering analyses and support required. We therefore request that the Authority accept the proposal from Shawver and Son Inc., approve the expenditure of \$24,800.00, and authorize the Chairman to sign the attached letter agreement.

Sincerely,



Thomas D. Mansur, P.E.  
City Engineer

Reviewed by:   
City Manager



# Shawver & Son Inc.

ELECTRICAL CONTRACTING ENGINEERS



PO BOX 18778 • OKLAHOMA CITY OK 73154-0778  
(405) 525-9451 • FAX (405) 525-6136

**TO:** City of Ardmore Water Treatment Plant  
4625 Ardmore Lake Rd.  
Ardmore, OK. 73401

**PROJECT:** Arc Flash / Incident Energy Risk  
Assessment

**ATTN:** Thomas D. Mansur, PE  
Ardmore City Engineer

**DATE:** April 5, 2017

**We propose to furnish all labor and material necessary for the project and engineering specified hereinbelow. All work proposed is to be in accordance with the following.**

**Lump sum Fee, not to exceed:**

Twenty four thousand eight hundred dollars and 00/100 -----\$24,800.00

**INCLUSIONS:**

**Arc Flash / Incident Energy Risk Assessment:**

This solution provides you the levels of Incident Energy at each point on the electrical system calculated, Flash Protection/Approach Boundaries at each location where there would be an exposure to an energized live bus, ie. switchboards, distribution panels, branch circuit panels, control cabinets, and disconnect switches.

Engineering Analysis of Electrical System including:  
Short-Circuit Current Analysis  
Electrical Incident Energy Analysis  
Safety Component Evaluation

Final Arc Flash Risk Assessment report delivered to client, in hard copy and digital copy, including the information below:

Incident Energy Evaluation Reports  
Fault Analysis Input and Contribution Report  
Up-to-date One-Line Drawings

***Electrical System One Line Diagram NFPA 70E 205.2***

An accurate one-line diagram of the existing system with all electrical power sources, switching capabilities, and other circuit parameters is the essential basis for the analysis portions of a study. *The one-line diagram and necessary circuit elements must be developed and gathered by Shawver & Son, Inc. TEGG Service Division Staff.* This step is critical in that it must be accurate and complete and is needed prior to starting the short-circuit current analysis.

***Short Circuit Current Analysis NFPA 70E 130.7 (15)(a)***

The short circuit current analysis begins at the point where the local utility provides power and includes all alternative electrical power sources. It will continue down through the low voltage terminals of the utility vault transformers and will continue downstream through the main switchgear and switchboards/panelboards/MCCs further downstream. This constitutes the designated points or buses for which analysis will be completed. The study results depend on the accuracy of the input data. It is imperative that the one-line and system data is up to date and accurate.

***It will also include pointing out where the available short-circuit current exceeds any overcurrent protective device's interrupting rating; this can be a serious safety hazard.***

**Overcurrent Protective Devices Time Current Characteristics**

**NFPA 70E 130.7(15)(a)**

In order to do the overall arc flash / incident energy analysis, each overcurrent protective device's time current characteristic must be known: this includes relays, fuses and circuit breakers. The overcurrent protective device time current characteristic must be known from the main service entrance overcurrent protective device(s) at each service entrance equipment location and proceeding downstream to include all of the switchgear, switchboards, motor control centers and panelboards.

**Incident Energy Analysis NFPA 70E 130.5(C)(1)**

The Incident Energy Analysis will be determined using the *Short Circuit Current Analysis* and *Overcurrent Protective Device Time Current Characteristic* results gathered in the previous steps.

At each calculated point in the electrical system, the approach (shock) boundaries, arc flash incident energy levels, arc flash boundaries, hazard risk categories and level of PPE will be determined. All calculations are per NFPA 70E "Standard for Electrical Safety in the Workplaces – 2015 and IEEE 1584 "Guide for Performing Arc Flash Hazards Calculations – 2002.

**Arc Flash Hazard Training NFPA 70E 110.2(A)(B)**

One – four hour class of Arc Flash/Electrical Safety training that meets the requirements as per NFPA 70E 2015. This training would be presented at the City of Ardmore WTP for up to 20 people.

**REMARKS:** All work will be performed during normal working hours. M – F, 7:00AM – 4:00 PM. This proposal does not include any element that considers the condition of maintenance of the electrical equipment and system as required by NFPA 70E 110.1(B). The fee includes all costs including direct costs, travel, per diem, taxes and insurance. All work will be completed within 90 calendar days following issuance of notice to proceed.

Respectfully submitted,

**SHAWVER AND SON, INC.**

\_\_\_\_\_  
President  
State License No. OK541

Recommended by:

\_\_\_\_\_  
Thomas D. Mansur, P.E.  
City Engineer

**APPROVED:**

**ARDMORE PUBLIC WORKS AUTHORITY**

\_\_\_\_\_  
Doug Pfau  
Chairman, Ardmore Public Works Authority

\_\_\_\_\_  
Date

## ASSIGNMENT

City of Ardmore and Ardmore Public Works Authority (collectively referred hereinafter to as "Assignors") do hereby assign and transfer to Ardmore Development Authority (hereinafter referred to as "Assignee") all of their claims, if any, against ATP Development, LLC ("ATP") for reimbursement of the costs of the infrastructure improvements made to Ardmore Technology Park using Increment District Number Two, City of Ardmore (TIF#2) funds and Assignee does hereby accept the assignment from Assignors.

This Assignment is being made for collection purposes and Assignee is authorized to bring an action in its name to collect the indebtedness owed by ATP to Assignors. Assignee is specifically authorized to include a claim for recovery of the funds owed by ATP to City of Ardmore and/or Ardmore Public Works Authority in the pending action styled: *ATP Development, LLC v. Ardmore Development Authority*; District Court of Carter County, Case No. CV-2016-54.

Dated this \_\_\_\_\_ day of April, 2017.

**"ASSIGNORS"**

CITY OF ARDMORE

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

ATTEST:

\_\_\_\_\_  
Ken Campbell, City Clerk

ARDMORE PUBLIC WORKS AUTHORITY

By: \_\_\_\_\_  
Chairman of Board of Trustees

ATTEST:

\_\_\_\_\_  
Ken Campbell, Secretary

(SEAL)



“ASSIGNEE”

ARDMORE DEVELOPMENT AUTHORITY

By: \_\_\_\_\_  
Chairman of Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary