

**PUBLIC NOTICE OF THE MEETING OF THE  
OWASSO PUBLIC WORKS AUTHORITY (OPWA)**

**Council Chambers Old Central Building**

**109 North Birch, Owasso, OK**

**Tuesday, January 17, 2023 - 6:30 PM**

*NOTE: APPROPRIATE ACTION may include, but is not limited to: acknowledging, affirming, amending, approving, authorizing, awarding, denying, postponing, or tabling.*

**AGENDA**

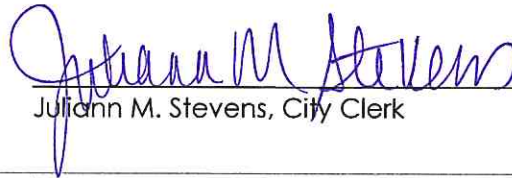
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City Clerk's Office

1. **Call to Order** - Chair Kelly Lewis
2. **Roll Call**
3. **Consideration and appropriate action relating to the Consent Agenda. (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 motion to adopt the Consent Agenda is non-debatable.)**
  - A. Approve minutes – January 3, 2023, and January 10, 2023, Regular Meeting
  - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Report from OPWA Manager**
6. **Report from OPWA Attorney**
7. **Official Notices (documents for acknowledgment or information only, no discussion or action will be taken)**
  - Payroll Payment Report – Pay Period Ending Date December 31, 2022
  - Monthly Budget Status Report – December 2022
8. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
9. **Adjournment**

Notice of Public Meeting filed in the office of the City Clerk on Friday, December 9, 2022, and the Agenda posted at City Hall, 200 South Main Street, at 5:00 pm on Thursday, January 12, 2023.

  
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Juliann M. Stevens, City Clerk

*The City of Owasso encourages citizen participation. To request an accommodation due to a disability, contact the City Clerk at least 48 hours prior to the scheduled meeting by phone 918-376-1502 or by email to [jstevens@cityofowasso.com](mailto:jstevens@cityofowasso.com)*

# OWASSO PUBLIC WORKS AUTHORITY (OPWA)

## MINUTES OF REGULAR MEETING TUESDAY, JANUARY 3, 2023

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, January 3, 2023, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 9, 2022; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 3:00 pm on Thursday, December 29, 2022.

1. **Call to Order** – Vice Chair Alvin Fruga called the meeting to order at 6:56 pm.

2. **Roll Call** – A quorum was declared present.

Present	Absent
Vice Chair – Alvin Fruga	Chair – Kelly Lewis
Trustee – Doug Bonebrake	
Trustee – Bill Bush	
Trustee – Lyndell Dunn	

Staff: Authority Manager – Warren Lehr / Authority Attorney - Julie Lombardi

3. **Consideration and appropriate action relating to the Consent Agenda. (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 motion to adopt the Consent Agenda is non-debatable.)**

- A. Approve minutes – December 20, 2022, Regular Meeting
- B. Approve claims

Mr. Bush moved, seconded by Mr. Dunn to approve the Consent Agenda as presented, with claims totaling \$842,505.73.

YEA: Bonebrake, Bush, Dunn, Fruga

NAY: None

Motion carried: 4-0

4. **Consideration and appropriate action relating to items removed from the Consent Agenda** - None

5. **Report from OPWA Manager** - None

6. **Report from OPWA Attorney** - None

7. **Official Notices** – The Vice Chair acknowledged receipt of the following:

- Payroll Payment Report – Pay Period Ending Date December 17, 2022

8. **New Business** - None

9. **Adjournment**

Mr. Dunn moved, seconded by Mr. Bonebrake to adjourn the meeting.

YEA: Bonebrake, Bush, Dunn, Fruga

NAY: None

Motion carried: 4-0 and the meeting adjourned at 6:57 pm.

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Alvin Fruga, Vice Chair

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Juliann M. Stevens, Authority Clerk

# OWASSO CITY COUNCIL, PUBLIC WORKS AUTHORITY, AND PUBLIC GOLF AUTHORITY

## MINUTES OF JOINT REGULAR MEETING TUESDAY, January 10, 2023

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, January 10, 2023, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 9, 2022; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 1:00 pm on Friday, January 6, 2023.

1. **Call to Order** - Mayor/Chair Kelly Lewis called the meeting to order at 6:00 pm. A quorum was declared present.

Present

Mayor/Chair – Kelly Lewis

Vice Mayor/Vice Chair – Alvin Fruga

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Bill Bush

Councilor/Trustee – Lyndell Dunn

Absent - None

Staff: City/Authority Manager – Warren Lehr; Assistant City/Authority Manager – Chris Garrett;  
City/Authority Attorney - Julie Lombardi

2. **Presentation and discussion relating to the Fiscal Year 2021-2022 Audit and Annual Comprehensive Financial Report**

Carly Novozinsky, Stacy Hammond, C.P.A. and Emily Sheldon, C.P.A. of BT&Co., P.A., and Robert Curfman, Audit Committee Chair, presented the item and discussion was held.

3. **Discussion relating to Community Development Items**

A. Request for rezoning – approximately 63.677 acres located south of East 116<sup>th</sup> Street North and east of North 97<sup>th</sup> East Avenue from Residential Single-Family (RS-3) to Public Facilities (PF), as referenced in application OZ 22-10

B. Request for a Specific Use Permit (SUP) – approximately 0.8136 acres located south of East 96<sup>th</sup> Street North and east of North 129<sup>th</sup> East Avenue for an automotive repair and maintenance facility in a Commercial Shopping (CS) district, as referenced in application SUP 22-03

Alexa Beemer presented both items and discussion was held. It was further explained item A and B would be placed on the January 17, 2023, City Council agenda for consideration and action.

4. **Discussion relating to City/Authority Manager items**

A. Citizen appointment to the Owasso Planning Commission

B. Monthly sales tax report and revenue outlook

C. City Manager report

Warren Lehr and Mayor Lewis presented item A. Carly Novozinsky presented item B and discussion was held. Mr. Lehr reported on the annual live greenery collection program.

5. **City Councilor/Trustee comments and inquiries** - None

6. **Consideration and appropriate action relating to an executive session for the purpose of discussing personnel matters of the City Manager, as provided for in Title 25, O.S. § 307(B)(1)**

Julie Lombardi recommended to enter into executive session. Mr. Bonebrake moved, seconded by Mr. Dunn to enter into executive session.

YEA: Bonebrake, Bush, Dunn Fruga, Kelly

NAY: None

Motion carried: 5-0 and at 6:20 pm, the City Council along with Warren Lehr, and Julie Lombardi, entered into executive session. At 7:01 pm, Mayor Lewis exited the executive session and returned at 7:04 pm. At 7:16 pm, the City Council returned to open session.

7. **Adjournment** - The meeting adjourned at 7:17 pm.

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Kelly Lewis, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 01/17/2023

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	BLUE ENERGY FUELS LLC	CNG FUEL CHARGES DEC \$56.54
		COX COMMUNICATIONS	PHONE USAGE \$24.79
		FLEETCOR TECHNOLOGIES	FUEL EXP DEC 22 \$28.49
		JPMORGAN CHASE BANK	ATWOOD-HEATER \$123.98
		JPMORGAN CHASE BANK	CHAMBER-FEES \$40.00
		JPMORGAN CHASE BANK	MAIL THIS-POSTAGE \$8.10
		JPMORGAN CHASE BANK	ODP-SUPPLIES \$229.51
		JPMORGAN CHASE BANK	PIKEPASS-FEES \$9.00
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$117.64
		JPMORGAN CHASE BANK	STAPLES-SUPPLIES \$146.22
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$1,886.24
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$59.16
<b>OPWA ADMINISTRATION - Total</b>			<b>\$2,729.67</b>
		BECK ASSOCIATES ARCHITECTS, PLLC	OPWA BUILDING RENO \$30,087.50
<b>OPWA BUILDING RENOVATION - Total</b>			<b>\$30,087.50</b>
		COX COMMUNICATIONS	PHONE USAGE \$3.54
		NATIONAL WASTE & DISPOSAL, INC.	MONTHLY RECYCLE \$511.90
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$36.80
<b>RECYCLE CENTER - Total</b>			<b>\$552.24</b>
		BLUE ENERGY FUELS LLC	CNG FUEL CHARGES DEC \$2,053.42
		COX COMMUNICATIONS	PHONE USAGE \$3.54
		FLEETCOR TECHNOLOGIES	FUEL EXP DEC 22 \$5,580.28
		JPMORGAN CHASE BANK	BLUEMARK-FUEL \$209.97
		JPMORGAN CHASE BANK	BUMPER-REPAIR \$274.52
		JPMORGAN CHASE BANK	FROST OIL-OIL \$1,805.67
		JPMORGAN CHASE BANK	KIMS INTER-PARTS \$412.97
		JPMORGAN CHASE BANK	TULSA NORTH-FUEL \$110.78
		JPMORGAN CHASE BANK	UE-PARTS \$600.00
		JPMORGAN CHASE BANK	WELDON-PARTS \$375.09
		JPMORGAN CHASE BANK	WELSCO-PARTS \$146.83
		UNIFIRST HOLDINGS LP	SAFETY GREEN T-SHIRTS \$116.37
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$140.52
		VERIZON WIRELESS	WIRELESS CONNECTION \$210.85
<b>REFUSE COLLECTIONS - Total</b>			<b>\$12,040.81</b>
		COX COMMUNICATIONS	PHONE USAGE \$17.70
		JPMORGAN CHASE BANK	ODP-SUPPLIES \$220.97
		TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES \$3,320.21
<b>UTILITY BILLING - Total</b>			<b>\$3,558.88</b>
		BLUE ENERGY FUELS LLC	CNG FUEL CHARGES DEC \$73.93
		COX COMMUNICATIONS	PHONE USAGE \$7.08

## Claims List - 01/17/2023

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	DUKE'S ROOT CONTROL, INC	\$20,696.00
		ERGOTECH CONTROLS INC	\$1,757.04
		FLEETCOR TECHNOLOGIES	\$1,134.09
		JPMORGAN CHASE BANK	\$24.48
		JPMORGAN CHASE BANK	\$179.63
		JPMORGAN CHASE BANK	\$4.45
		JPMORGAN CHASE BANK	\$11.75
		ONEOK INC OKLAHOMA NATURAL GAS	\$369.22
		UNIFIRST HOLDINGS LP	\$116.37
		UNIFIRST HOLDINGS LP	\$136.94
		VERDIGRIS VALLEY ELECTRIC COOP	\$544.57
		VERDIGRIS VALLEY ELECTRIC COOP	\$198.35
		VERIZON WIRELESS	\$120.03
<b>WASTEWATER COLLECTIONS - Total</b>			<b>\$25,373.93</b>
		AT&T	\$9.40
		BLUE ENERGY FUELS LLC	\$19.70
		COX COMMUNICATIONS	\$14.16
		FLEETCOR TECHNOLOGIES	\$826.56
		JPMORGAN CHASE BANK	\$515.00
		JPMORGAN CHASE BANK	\$695.00
		JPMORGAN CHASE BANK	\$10.11
		JPMORGAN CHASE BANK	\$46.14
		JPMORGAN CHASE BANK	\$17.99
		JPMORGAN CHASE BANK	\$1,236.92
		JPMORGAN CHASE BANK	\$508.34
		JPMORGAN CHASE BANK	\$73.78
		JPMORGAN CHASE BANK	\$258.10
		JPMORGAN CHASE BANK	\$59.98
		JPMORGAN CHASE BANK	\$19.98
		JPMORGAN CHASE BANK	\$25.35
		JPMORGAN CHASE BANK	\$20.31
		JPMORGAN CHASE BANK	\$9,886.09
		KTURBO USA, INC	\$5,865.79
		UNIFIRST HOLDINGS LP	\$116.41
		UNIFIRST HOLDINGS LP	\$327.94
		VERIZON WIRELESS	\$120.03
<b>WASTEWATER TREATMENT - Total</b>			<b>\$20,673.08</b>
		BLUE ENERGY FUELS LLC	\$76.81
		CITY OF TULSA UTILITIES	\$166,625.75
		COX COMMUNICATIONS	\$7.08
		ENTERPRISE FM TRUST	\$1,140.06

## Claims List - 01/17/2023

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	FLEETCOR TECHNOLOGIES	FUEL EXP DEC 22 \$1,291.55
		JPMORGAN CHASE BANK	ACCURATE-TEST \$920.00
		JPMORGAN CHASE BANK	ATWOOD-HEATER \$139.98
		JPMORGAN CHASE BANK	ATWOOD-SUPPLIES \$119.99
		JPMORGAN CHASE BANK	BROWNSCO-UNIFORM \$245.00
		JPMORGAN CHASE BANK	CORNERSTONE-PROPANE \$55.50
		JPMORGAN CHASE BANK	LOCKE-PARTS \$24.70
		JPMORGAN CHASE BANK	LOCKE-REFUND (\$7.19)
		JPMORGAN CHASE BANK	LOWES-PARTS \$16.25
		TREASURER PETTY CASH	OTC TAGS-WATER \$48.00
		UNIFIRST HOLDINGS LP	SAFETY GREEN T-SHIRTS \$116.37
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$134.51
		VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECT \$30.60
		VERIZON WIRELESS	WIRELESS CONNECTION \$200.05
		<b>WATER - Total</b>	<b>\$171,185.01</b>
		CROSSLAND HEAVY CONTRACTORS	WWTP & MAIN LS \$517,310.95
		<b>WWTP UPGRADE - Total</b>	<b>\$517,310.95</b>
	<b>OPWA - Total</b>		<b>\$783,512.07</b>
	<b>OPWA Grand Total</b>		<b>\$783,512.07</b>

**OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 12/31/22**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	17,617.52	26,343.57
405 Utility Billing	7,672.80	13,206.73
420 Water	17,967.77	28,488.04
450 Wastewater	15,622.35	25,289.88
455 Wastewater Collection	15,379.37	26,180.10
480 Refuse	18,461.25	30,292.83
485 Recycle Center	3,063.60	5,427.90
<b>FUND TOTAL</b>	<b>95,784.66</b>	<b>155,229.05</b>

**CITY OF OWASSO**  
**OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND**  
**FISCAL YEAR 2022-2023**  
**Budgetary Basis**  
**Statement of Revenues & Expenses**  
**As of December 31, 2022**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
<b>OPERATING REVENUES:</b>				
Water	\$ 586,966	\$ 4,713,852	\$ 7,801,161	60.43%
Wastewater	510,405	3,048,441	6,020,212	50.64%
Refuse	227,340	1,356,525	2,589,680	52.38%
Recycle	5,476	22,900	72,533	31.57%
Other Utility fees	19,941	119,886	215,145	55.72%
<b>TOTAL OPERATING REVENUES</b>	<u>\$ 1,350,127</u>	<u>\$ 9,261,604</u>	<u>\$ 16,698,731</u>	55.46%
<b>OPERATING EXPENSES:</b>				
OPWA administration	\$ (95,959)	\$ (686,638)	\$ (2,224,764)	30.86%
Utility Billing	(51,411)	(264,036)	(523,553)	50.43%
Water	(353,252)	(2,470,384)	(5,260,123)	46.96%
Wastewater Treatment	(137,144)	(737,001)	(1,669,990)	44.13%
Wastewater Collections	(93,594)	(519,503)	(2,137,910)	24.30%
Refuse	(156,854)	(695,852)	(1,441,637)	48.27%
Recycle	(20,403)	(111,533)	(823,518)	13.54%
Debt payments	(240,343)	(1,465,882)	(2,953,250)	49.64%
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ (1,148,961)</u>	<u>\$ (6,950,828)</u>	<u>\$ (17,034,745)</u>	40.80%
<b>OPERATING REVENUES OVER/(UNDER) EXPENDITURES</b>	<u>\$ 201,166</u>	<u>\$ 2,310,776</u>	<u>\$ (336,014)</u>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Interest	\$ 13,860	\$ 53,537	\$ 33,661	159.05%
Other revenues/(expenses)	1,577	19,232	24,850	77.39%
TIF revenues/(expenses)	20,407	127,730	(341,760)	-37.37%
Transfers in	-	-	-	0.00%
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<u>\$ 35,844</u>	<u>\$ 200,498</u>	<u>\$ (283,249)</u>	
<b>LONG-TERM DEBT PROCEEDS AND EXPENDITURES:</b>				
Proceeds of long-term debt	\$ 244,518	\$ 8,303,529	\$ 20,846,448	
Expenditures of long-term debt	(1,406,364)	(7,547,136)	(22,577,114)	
<b>TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES</b>	<u>\$ (1,161,845)</u>	<u>\$ 756,392</u>	<u>\$ (1,730,666)</u>	
<b>NET INCOME (LOSS)</b>	<u>\$ (924,835)</u>	\$ 3,267,667	\$ (2,349,929)	
<b>ENCUMBRANCES OUTSTANDING</b>		\$ (8,110,749)		
<b>BOND PROCEEDS RECEIVABLE</b>		1,056,516		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		9,920,046	9,920,046	
Ending Balance		<u>\$ 6,133,480</u>	<u>\$ 7,570,117</u>	