

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

TUESDAY, January 19, 2021 - 6:30 PM

AGENDA

RECEIVED

JAN 15 2021



City Clerk's Office

1. **Call to Order**
Chair Bill Bush
2. **Roll Call**
3. **Consideration and appropriate action relating to a request for approval of 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 5, 2021, and January 12, 2021, Regular Meetings
 - 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 January 2, 2021
 - Monthly Budget Status Report – December 2020
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 11, 2020, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday January 15, 2021.

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

OWASSO PUBLIC WORKS AUTHORITY (OPWA)

MINUTES OF REGULAR MEETING

Tuesday, January 5, 2021

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, January 5, 2021, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 11, 2020; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 6:00 pm on Thursday, December 31, 2020.

1. Call to Order

Vice Chair Kelly Lewis called the meeting to order at 7:09 pm.

2. Roll Call

Present

Absent

Vice Chair – Kelly Lewis

Chair – Bill Bush

Trustee – Chris Kelley

Trustee – Doug Bonebrake

Trustee – Lyndell Dunn

A quorum was declared present.

Staff:

Authority Manager – Warren Lehr

Authority Attorney - Julie Lombardi

3. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the Authority 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 15, 2020, Regular Meeting

B. Approve claims

Mr. Kelley moved, seconded by Mr. Dunn to approve the Consent Agenda, as presented with claims totaling \$836,694.26.

YEA: Bonebrake, Dunn, Kelley, Lewis

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 (documents for acknowledgment or information only, no discussion or action will be taken)

The Vice Chair acknowledged receipt of the following:

- Payroll Payment Report – Pay Period Ending Date December 19, 2020

8. New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)

None

9. Adjournment

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

YEA: Bonebrake, Dunn, Kelley, Lewis

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:10 pm.

Kelly Lewis, Vice Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, January 12, 2021

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, January 12, 2021, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 11, 2020; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, January 8, 2021.

1. Call to Order/Roll Call

Mayor/Chair Bill Bush called the meeting to order at 6:00 pm.

Present

Mayor/Chair – Bill Bush
Vice Mayor/Vice Chair – Kelly Lewis
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Lyndell Dunn
A quorum was declared present.

Absent

Councilor/Trustee – Chris Kelley

2. Presentation and discussion relating to the FY 2020 Audit

Linda Jones, Stacy Hammond, C.P.A. from BT&Co. (appearing via teleconference), and Robert Curfman, Audit Committee Chair, presented the item and discussion was held.

3. Discussion relating to Community Development Items

- A. Request for final plat - Morrow Place Phase II, located at the southeast corner of East 126th Street North and North 129th East Avenue
- B. Request for final plat – Trinity Presbyterian Church, located north and west of the East 76th Street North and North Memorial Road intersection
- C. Request for the partial vacation of a plat - Crossroads Christian Center, located near 11610 North 137th East Avenue
- D. Request for rezoning – 10010 North 97th East Avenue

Alexa Beemer presented item A and discussion was held. Ms. Beemer presented item D and read into the record an email from Jay and Janice Harness, dated Tuesday, January 5, 2021, and discussion was held. Karl Fritschen presented items B and C, and discussion was held. It was further explained that these items would be placed on the January 19, 2021, City Council agenda for consideration and action.

4. Discussion relating to Public Works Department items

- A. Proposed Funding Agreements – railroad crossing improvements at East 106th Street North and North Mingo Road and East 97th Street North and Mingo Road
- B. Proposed Interlocal Agreement –2021 Street Rehabilitation Program (East 106th Street from Mingo Road to North 135th East Avenue)
- C. Proposed Change Order #1 – 2020 Street Rehabilitation Program

Roger Stevens presented each item and discussion was held. It was further explained that these items would be placed on the January 19, 2021, City Council agenda for consideration and action.

5. Discussion relating to the Greens Replacement Project at Bailey Ranch Golf Course

Corey Burd and Chris Cook presented the item and discussion was held. It was further explained that this item would be placed on the January 19, 2021, Owasso Public Golf Authority agenda for consideration and action.

6. Discussion relating to City Manager items

- A.** Monthly sales tax report
- B.** City Manager report

Warren Lehr introduced Linda Jones to present item A and discussion was held. Mr. Lehr commented on the FY 2020 Audit, and the East 116th Street North Striping Project from 135th East Avenue to 129th East Avenue.

7. City Councilor/Trustee comments and inquiries

Mr. Bonebrake and Mr. Bush commented on the City's audit process.

8. Adjournment

The meeting adjourned at 7:24 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 1/19/2021

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AT&T	CONSOLIDATED PHONE \$13.48
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC, \$15.76
		CITY GARAGE	LABOR/OVERHEAD CHARGE - J \$165.33
		CITY GARAGE	VEH PARTS PURCHASED - DEC \$4.56
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2 \$22.51
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$113.85
		JPMORGAN CHASE BANK	REASORS-EMPL RECOG \$44.99
		JPMORGAN CHASE BANK	RESTAURANT EQUIP-SPLY \$51.58
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$27.98
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$903.37
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$62.96
OPWA ADMINISTRATION - Total			\$1,426.37
		AT&T	CONSOLIDATED PHONE \$13.48
		CITY GARAGE	LABOR/OVERHEAD CHARGE - J \$410.17
		JPMORGAN CHASE BANK	BUMP2BUMP-PARTS \$213.72
		JPMORGAN CHASE BANK	NAT'L EVO-FEE \$581.57
		JPMORGAN CHASE BANK	ROBERTSON-TIRE \$97.90
		JPMORGAN CHASE BANK	WASTE MGMT-REC TIP FE \$2,906.55
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$36.70
RECYCLE CENTER - Total			\$4,260.09
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC, \$2,674.21
		CITY GARAGE	LABOR/OVERHEAD CHARGE - J \$5,524.17
		CITY GARAGE	VEH PARTS PURCHASED - DEC \$2,909.19
		COVANTA LANCASTER, INC	LANDFILL TIPPING FEE \$10,984.56
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2 \$2,414.38
		JPMORGAN CHASE BANK	AMAZON-MASKS \$90.00
		JPMORGAN CHASE BANK	AMERIFLEX-PARTS \$81.08
		JPMORGAN CHASE BANK	BUMP2BUMP-GAUGE \$8.74
		JPMORGAN CHASE BANK	BUMP2BUMP-PARTS \$127.20
		JPMORGAN CHASE BANK	BUMP2BUMP-TOOLS \$22.49
		JPMORGAN CHASE BANK	BUMP2BUMP-WRENCH \$9.74
		JPMORGAN CHASE BANK	CUMMINS-PARTS \$3,084.24
		JPMORGAN CHASE BANK	FLEETPRIDE-PARTS \$975.36
		JPMORGAN CHASE BANK	GRAINGER-TOOLS \$68.80
		JPMORGAN CHASE BANK	KIMS-HOSES \$231.31
		JPMORGAN CHASE BANK	PTG-PARTS \$146.46
		JPMORGAN CHASE BANK	PTG-SERVICE \$329.31
		JPMORGAN CHASE BANK	SEMI TRUCK-WASH \$260.00

Claims List - 1/19/2021

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	STEVE'S WHLSE-TOOLS \$306.58
		JPMORGAN CHASE BANK	WASTE MGMT-FREE LANDF \$5,910.15
		JPMORGAN CHASE BANK	WASTE MGMT-REF TIP FE \$19,798.21
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$121.76
		UNITED FORD SOUTH, LLC	TRUCK \$34,037.00
REFUSE COLLECTIONS - Total			\$90,114.94
		SUMNERONE INC	COPIER SUPPLIES \$779.63
		TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES \$3,082.41
UTILITY BILLING - Total			\$3,862.04
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC, \$176.55
		CITY GARAGE	LABOR/OVERHEAD CHARGE - J \$1,378.50
		CITY GARAGE	VEH PARTS PURCHASED - DEC \$736.96
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2 \$391.23
		JPMORGAN CHASE BANK	AMAZON-CASE \$26.98
		JPMORGAN CHASE BANK	DUKES-MANHOLE REHAB \$2,039.40
		JPMORGAN CHASE BANK	KEY EQUIP-JETTING EQU \$9,575.00
		JPMORGAN CHASE BANK	LOWES-PARTS \$34.72
		JPMORGAN CHASE BANK	OK.GOV-FEE \$3.75
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$215.19
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$105.68
		VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC \$834.32
		VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRI \$210.61
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
WASTEWATER COLLECTIONS - Total			\$15,808.91
		AT&T	CONSOLIDATED PHONE \$40.45
		CITY GARAGE	LABOR/OVERHEAD CHARGE - J \$1,064.42
		CITY GARAGE	VEH PARTS PURCHASED - DEC \$60.41
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2 \$470.82
		JPMORGAN CHASE BANK	AMAZON-SUPPLIES \$72.88
		JPMORGAN CHASE BANK	CINTAS-MED SUPPLIES \$43.48
		JPMORGAN CHASE BANK	FORT BEND-TOTE \$3,795.00
		JPMORGAN CHASE BANK	GREEN CO-TESTING \$50.00
		JPMORGAN CHASE BANK	HUTHER&ASSOC-BIO MONI \$1,225.00
		JPMORGAN CHASE BANK	MY BINDING COM-REFUND (\$1.25)
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$7.19
		JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REM \$11,887.81
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$120.78
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02

Claims List - 1/19/2021

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	WASTEWATER TREATMENT - Total	\$18,917.01
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC,	\$73.72
	CITY GARAGE	LABOR/OVERHEAD CHARGE - J	\$2,718.17
	CITY GARAGE	VEH PARTS PURCHASED - DEC	\$206.76
	CITY OF TULSA UTILITIES	WATER	\$235,558.25
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2	\$1,001.94
	JPMORGAN CHASE BANK	CORE&MAIN-REGISTERS	\$999.50
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$160.66
	VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRI	\$30.60
		WATER - Total	\$240,749.60
	OPWA - Total		\$375,138.96
	OPWA Grand Total		\$375,138.96

**OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/02/21**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	18,536.24	27,742.32
405 Utility Billing	3,591.45	8,098.17
420 Water	11,125.83	20,978.76
450 Wastewater	13,308.14	21,728.17
455 Wastewater Collection	12,804.97	22,042.10
480 Refuse	16,323.54	26,646.73
485 Recycle Center	2,379.20	4,785.24
FUND TOTAL	78,069.37	132,021.49

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2020-2021
Budgetary Basis
Statement of Revenues & Expenses
As of December 31, 2020

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Water	\$ 540,582	\$ 4,115,368	\$ 6,596,392	62.39%
Wastewater	453,609	2,703,793	5,208,252	51.91%
Refuse & recycle	203,615	1,276,414	2,436,961	52.38%
Other Utility fees	13,103	111,923	280,600	39.89%
TOTAL OPERATING REVENUES	<u>\$ 1,210,909</u>	<u>\$ 8,207,498</u>	<u>\$ 14,522,205</u>	56.52%
OPERATING EXPENSES:				
OPWA administration	\$ (85,223)	\$ (637,686)	\$ (1,148,594)	55.52%
Utility Billing	(33,535)	(228,648)	(524,537)	43.59%
Water	(302,691)	(2,097,215)	(4,393,979)	47.73%
Wastewater	(190,238)	(1,402,003)	(3,025,922)	46.33%
Refuse & Recycle	(114,817)	(958,146)	(1,956,329)	48.98%
Debt payments	(203,967)	(1,272,859)	(2,705,000)	47.06%
TOTAL OPERATING EXPENSES	<u>\$ (930,471)</u>	<u>\$ (6,596,557)</u>	<u>\$ (13,754,361)</u>	47.96%
OPERATING REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 280,438</u>	<u>\$ 1,610,941</u>	<u>\$ 767,844</u>	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 1,948	\$ 14,045	\$ 28,830	48.72%
Other revenues/(expenses)	2,519	12,754	20,326	62.75%
Transfers in	-	-	-	0.00%
Transfers out	-	-	(326,201)	0.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>\$ 4,467</u>	<u>\$ 26,799</u>	<u>\$ (277,045)</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 16,810	\$ 1,938,697	\$ 34,376,052	
Expenditures of long-term debt	(45,717)	(1,311,483)	(35,643,861)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>\$ (28,907)</u>	<u>\$ 627,214</u>	<u>\$ (1,267,809)</u>	
NET INCOME (LOSS)	<u>\$ 255,998</u>	\$ 2,264,954	\$ (777,010)	
ENCUMBRANCES OUTSTANDING		\$ (22,766,718)		
BOND PROCEEDS RECEIVABLE		\$ 22,383,970		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		<u>4,115,140</u>	<u>4,115,140</u>	
Ending Balance		<u>\$ 5,997,346</u>	<u>\$ 3,338,130</u>	