

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

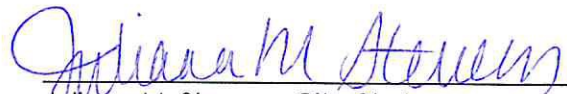
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AUG 02 2019 *JS*  
City Clerk's Office

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Council Chambers, Old Central Building  
109 North Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, August 6, 2019 – 6:30 pm

1. **Call to Order**  
Chair Chris Kelley
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
    - July 16, 2019, 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 to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
  - Payroll Payment Reports – Pay Period Ending Date July 20, 2019
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 December 14, 2018, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, August 2, 2019.

  
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Juliann M. Stevens, City Clerk

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*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)*

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# OWASSO PUBLIC WORKS AUTHORITY (OPWA)

## MINUTES OF REGULAR MEETING

Tuesday, July 16, 2019

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, July 16, 2019, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed December 14, 2018, 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, July 12, 2019.

### 1. Call to Order

Vice Chair Bill Bush called the meeting to order at 7:51 pm.

### 2. Roll Call

Present

Absent

Vice Chair – Bill Bush

Chair – Chris Kelley

Trustee – Doug Bonebrake

Trustee – Lyndell Dunn

Trustee – Kelly Lewis

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

- July 2, 2019, Regular Meeting
- July 9, 2019, Regular Meeting

#### B. Approve claims

Ms. Lewis moved, seconded by Mr. Dunn to approve the Consent Agenda with claims totaling \$461,955.56.

YEA: Bonebrake, Dunn, Lewis, Bush

NAY: None

Motion carried: 4-0

### 4. Consideration and appropriate action relating to items removed from the Consent Agenda

None

### 5. Consideration and appropriate action relating to an agreement for integrated utility billing and payment-related services

Linda Jones presented the item, recommending approval of a three-year agreement with Payment Services Network, Inc. to provide integrated utility billing and payment-related services.

There were no comments from the audience. After discussion, Mr. Dunn moved, seconded by Ms. Lewis to approve the agreement, as recommended.

YEA: Bonebrake, Dunn, Lewis, Bush

NAY: None

Motion carried: 4-0

**6. Consideration and appropriate action relating to Resolution 2019-03, establishing a utility billing customer service credit card usage fee and establishing an effective date**

Linda Jones presented the item, recommending approval of Resolution 2019-03, establishing a \$1.35 per transaction convenience fee for Authority credit card transactions beginning October 1, 2019.

There were no comments from the audience. After discussion, Ms. Lewis moved, seconded by Mr. Bonebrake to approve Resolution 2019-03, as recommended.

YEA: Bonebrake, Dunn, Lewis, Bush

NAY: None

Motion carried: 4-0

**7. Consideration and appropriate action relating to Resolution 2019-04, authorizing a loan from the Oklahoma Water Resources Board in the total aggregate principal amount of not to exceed \$26,750,000; approving the issuance of a Series 2019 Promissory Note to Oklahoma Water Resources Board in the total aggregate principal amount of not to exceed \$26,750,000, secured by a pledge of revenues and authorizing its execution; designating a Local Trustee; approving and authorizing the execution of a Trust Agreement; approving and authorizing the execution of a Loan Agreement; approving and authorizing the execution of a Security Agreement; ratifying and confirming a Lease Agreement; approving and authorizing a Note Purchase Agreement; authorizing documents pertaining to a year-to-year pledge of certain sales tax revenue; approving various covenants; approving and authorizing payment of fees and expenses; and containing other provisions relating thereto**

Linda Jones presented the item, recommending approval of Resolution 2019-04.

There were no comments from the audience. Mr. Bonebrake moved, seconded by Ms. Lewis to approve Resolution 2019-04, as recommended.

YEA: Bonebrake, Dunn, Lewis, Bush

NAY: None

Motion carried: 4-0

**8. Report from OPWA Manager**

None

**9. Report from OPWA Attorney**

None

**10. Official Notices to Council (documents for acknowledgment or information only, no discussion or action will be taken)**

The Chair acknowledged receipt of the following:

- Payroll Payment Reports – Pay Period Ending Date July 6, 2019
- Monthly Budget Status Report - June 2019

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

None

**12. Adjournment**

Mr. Dunn moved, seconded by Ms. Lewis to adjourn the meeting.

YEA: Bonebrake, Dunn, Lewis, Bush

NAY: None

Motion carried: 4-0 and the meeting adjourned at 8:00 pm.

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Bill Bush, Vice Chair

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Juliann M. Stevens, Authority Clerk

## Claims List - 8/6/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AEP/PSO	ELECTRIC USE \$1,499.90
		AT&T	CONSOLIDATED PHONE \$151.13
		AT&T	LONG DISTANCE PHONE \$5.09
		CINTAS CORPORATION	SUPPLIES \$104.56
		CITY OF OWASSO	ADMIN OVERHEAD \$25,000.00
		DALE & LEES SERVICE, INC	REPAIR \$220.00
		JPMORGAN CHASE BANK	AMAZON-KEYBOARD TRAY \$25.27
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$3.59
		JPMORGAN CHASE BANK	OWASSO CHAMBER-FEE \$20.00
		JPMORGAN CHASE BANK	PIKEPASS-FEES \$3.30
		JPMORGAN CHASE BANK	REDBUD SERV-FILTERS \$57.32
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$261.20
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$95.09
		STANDLEY SYSTEMS, LLC	COPIER MAINTENANCE AGREEM \$335.30
		TREASURER PETTY CASH	PARKING \$11.00
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$78.69
		UNITED STATES CELLULAR CORPORATION	PW CELL PHONE SERVICE \$36.84
<b>OPWA ADMINISTRATION - Total</b>			<b>\$27,908.28</b>
		BANCFIRST	800469017/09B \$55,960.40
		BANCFIRST	800470015/09C \$23,361.34
		BANCFIRST	800471013/SANTA FEE \$14,375.72
		BANCFIRST	800472011/RANCH CREEK \$25,377.32
		BANCFIRST	FY19 WWTP-OWRB FAP LOAN \$86,306.67
		OKLAHOMA WATER RESOURCES BOARD	ORF-01-0002-CW/2001A \$25,997.18
		OKLAHOMA WATER RESOURCES BOARD	ORF-02-0017-CW/2002A \$22,550.40
<b>OPWA DEBT SERVICE - Total</b>			<b>\$253,929.03</b>
		AEP/PSO	ELECTRIC USE \$124.96
		AT&T	CONSOLIDATED PHONE \$12.39
		CINTAS CORPORATION	FIRST AID SUPPLIES \$90.28
		JPMORGAN CHASE BANK	NATURAL EVO-REC FEE \$656.57
		JPMORGAN CHASE BANK	OFFICE EVERY-SUPPLIES \$52.03
		JPMORGAN CHASE BANK	SAMS-CAMERA \$349.00
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$210.84
<b>RECYCLE CENTER - Total</b>			<b>\$1,496.07</b>
		AT&T	CONSOLIDATED PHONE \$12.39
		CINTAS CORPORATION	FIRST AID SUPPLIES \$146.68
		JPMORGAN CHASE BANK	ANCHOR-SUPPLIES \$34.34
		JPMORGAN CHASE BANK	BUMP2BUMP-FREON \$39.16
		JPMORGAN CHASE BANK	BUMP2BUMP-PARTS \$0.64
		JPMORGAN CHASE BANK	BUMP2BUMP-SUPPLIES \$168.72

## Claims List - 8/6/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	BUMP2BUMP-TOOLS \$28.23
		JPMORGAN CHASE BANK	CORNERSTONE-FASTENERS \$5.00
		JPMORGAN CHASE BANK	CUMMINS-REPAIR KIT \$690.84
		JPMORGAN CHASE BANK	FASTENAL-PARTS \$1.51
		JPMORGAN CHASE BANK	HARD HAT SAFETY-PPE \$89.45
		JPMORGAN CHASE BANK	IBT-BEARING \$702.94
		JPMORGAN CHASE BANK	IBT-PARTS \$416.50
		JPMORGAN CHASE BANK	INLAND-PARTS \$22.50
		JPMORGAN CHASE BANK	LOWES-BITS \$8.96
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$7.14
		JPMORGAN CHASE BANK	NEXTCARE-VACCINATIONS \$100.00
		JPMORGAN CHASE BANK	WASTE MGMT-REF TIP FE \$7,928.91
	SPOK, INC.	PAGER USE	\$71.60
	THE METROPOLITAN ENVIRONMENTAL TRUS	ASSESSMENT	\$7,877.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$247.44
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONE SERVICE	\$69.66
<b>REFUSE COLLECTIONS - Total</b>			<b>\$18,669.61</b>
	SAPULPA DIGGING INCORPORATED	CONSTRUCTION SERVICES - 2	\$129,874.50
<b>SO MAIN GRAV SEWER LINE - Total</b>			<b>\$129,874.50</b>
	FELKINS ENTERPRISES, LLC	DOOR HANGERS	\$285.00
	JPMORGAN CHASE BANK	AMAZON-STAMP	\$10.88
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$21.44
	JPMORGAN CHASE BANK	POSPAPER-RECEIPT PAPE	\$62.95
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$4.00
	SAFECHECKS	CHECKS	\$507.20
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	\$4,806.44
	TODD C. KIMBALL	METER READER	\$328.50
	TYRONE EUGENE DINKINS	METER READER	\$1,339.95
<b>UTILITY BILLING - Total</b>			<b>\$7,366.36</b>
	AEP/PSO	ELECTRIC USE	\$15,663.17
	JPMORGAN CHASE BANK	BROWN FARMS-SOD	\$60.00
	JPMORGAN CHASE BANK	CAVENDERS-BOOTS	\$119.99
	JPMORGAN CHASE BANK	CORE&MAIN-SUPPLIES	\$80.00
	JPMORGAN CHASE BANK	DEQ-RENEWAL	\$92.00
	JPMORGAN CHASE BANK	HARD HAT SAFETY-PPE	\$89.47
	JPMORGAN CHASE BANK	RED WING-BOOTS	\$170.00
	JPMORGAN CHASE BANK	RED WINGS-BOOTS	\$143.99
	JPMORGAN CHASE BANK	TIMMONS-FUEL	\$433.88
	SPOK, INC.	PAGER USE	\$54.20
	TREASURER PETTY CASH	BAIN-CDL RENEW	\$75.50

## Claims List - 8/6/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	TREASURER PETTY CASH	CDL LICENSE-MARTIN \$60.50
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$128.25
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
		WASHINGTON CO RURAL WATER DISTRICT	MORROW LS WATER \$17.73
		<b>WASTEWATER COLLECTIONS - Total</b>	<b>\$17,268.70</b>
		AEP/PSO	ELECTRIC USE \$22,195.16
		AT&T	CONSOLIDATED PHONE \$49.57
		AT&T	LONG DISTANCE PHONE \$0.71
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$153.12
		JPMORGAN CHASE BANK	AMAZON-FILTERS \$415.60
		JPMORGAN CHASE BANK	AMAZON-REFUND (\$346.50)
		JPMORGAN CHASE BANK	AMAZON-SUPPLIES \$24.96
		JPMORGAN CHASE BANK	DEQ-PERMIT FEE \$8,932.65
		JPMORGAN CHASE BANK	DEQ-TEST FEE \$62.00
		JPMORGAN CHASE BANK	GRAINGER-BATTERIES \$107.07
		JPMORGAN CHASE BANK	GRAINGER-VALVES \$88.80
		JPMORGAN CHASE BANK	GREEN CO-TESTING \$210.50
		JPMORGAN CHASE BANK	HACH-TEST KITS \$835.95
		JPMORGAN CHASE BANK	HARD HAT SAFETY-PPE \$89.47
		JPMORGAN CHASE BANK	HUTHER&ASSOC-TESTING \$1,015.00
		JPMORGAN CHASE BANK	INTERSTATE-BATTERIES \$15.90
		JPMORGAN CHASE BANK	LOWES-FITTINGS \$22.19
		JPMORGAN CHASE BANK	LOWES-LUMBER \$124.84
		JPMORGAN CHASE BANK	LOWES-PARACORD \$7.41
		JPMORGAN CHASE BANK	LOWES-PARTS \$100.94
		JPMORGAN CHASE BANK	MUSTANG MOWERS-PARTS \$22.64
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$33.76
		JPMORGAN CHASE BANK	TERMINIX-PEST CONTROL \$75.00
		JPMORGAN CHASE BANK	TIMMONS-FUEL \$213.46
		JPMORGAN CHASE BANK	WALMART-WATER \$10.20
		JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REM \$14,409.53
		SPOK, INC.	PAGER USE \$17.90
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$231.89
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
		<b>WASTEWATER TREATMENT - Total</b>	<b>\$49,199.74</b>
		AEP/PSO	ELECTRIC USE \$477.36
		CINTAS CORPORATION	SUPPLIES \$43.11
		JET TRUCKING, LLC	DIRT \$220.00
		JPMORGAN CHASE BANK	ACCURATE ENV-TESTING \$935.00
		JPMORGAN CHASE BANK	ATWOODS-FITTINGS \$3.58
		JPMORGAN CHASE BANK	ATWOODS-SUPPLIES \$21.96

## Claims List - 8/6/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$100.00
		JPMORGAN CHASE BANK	\$4.55
		JPMORGAN CHASE BANK	\$4.55
		JPMORGAN CHASE BANK	\$447.97
		JPMORGAN CHASE BANK	\$220.82
		JPMORGAN CHASE BANK	\$1,491.63
		JPMORGAN CHASE BANK	\$5,989.00
		JPMORGAN CHASE BANK	\$89.47
		JPMORGAN CHASE BANK	\$29.99
		JPMORGAN CHASE BANK	\$26.00
		JPMORGAN CHASE BANK	\$3.99
		JPMORGAN CHASE BANK	\$8.99
		JPMORGAN CHASE BANK	\$45.28
		JPMORGAN CHASE BANK	\$433.88
		JPMORGAN CHASE BANK	\$720.44
	SPOK, INC.	PAGER USE	\$81.05
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$228.52
	<b>WATER</b>	<b>- Total</b>	<b>\$11,627.14</b>
	CP&Y INC	DESIGN SERVICES	\$51,206.77
	<b>WWTP UPGRADE</b>	<b>- Total</b>	<b>\$51,206.77</b>
	<b>OPWA</b>	<b>- Total</b>	<b>\$568,546.20</b>
67	OPWA SALES TAX	BANCFIRST	\$231,866.20
		BANCFIRST	\$95,370.78
		<b>OPWA STF DEBT SERVICE</b>	<b>- Total</b>
			<b>\$327,236.98</b>
	<b>OPWA SALES TAX</b>	<b>- Total</b>	<b>\$327,236.98</b>
69	OPWA SALES TAX SUB ACCOUN	MORROW PLACE INVESTMENT GROUP LLC	\$4,904.42
		DEVELOPMENT AGREEMENT	\$4,904.42
		<b>OPWA ST SUB - DEBT SERV</b>	<b>- Total</b>
			<b>\$4,904.42</b>
	<b>OPWA SALES TAX SUB ACCOUN</b>	<b>- Total</b>	<b>\$4,904.42</b>
	<b>OPWA Grand Total</b>		<b>\$900,687.60</b>

OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 07/20/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	15,453.79	22,856.08
405 Utility Billing	6,448.01	11,849.41
420 Water	14,456.07	23,802.83
450 Wastewater	11,855.13	20,478.42
455 Wastewater Collection	13,360.00	22,970.97
480 Refuse	15,258.11	25,211.71
485 Recycle Center	2,454.59	3,352.45
<u>FUND TOTAL</u>	<u>79,285.70</u>	<u>130,521.87</u>