

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, February 6, 2024 - 6:30 PM

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

AGENDA

RECEIVED


FEB 01 2024

HS

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 16, 2024, 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 Reports – pay period ending dates January 13, 2024 and January 27, 2024
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 8, 2023, and the Agenda posted at City Hall, 200 South Main Street, at 5:00 pm on Thursday, February 1, 2024.



Juliann M. Stevens, City Clerk

The City of Owasso encourages citizen participation. To request an accommodation due to a disability, contact the City Clerk 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 16, 2024

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, January 16, 2024, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 8, 2023; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 5:00 pm on Friday, January 12, 2024.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 6:56 pm.

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

Present

Absent

Chair – Kelly Lewis

Trustee – Lyndell Dunn

Vice Chair – Alvin Fruga

Trustee – Doug Bonebrake

Trustee – Paul Loving

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 – January 9, 2024, Regular Meetings

B. Approve claims

Mr. Fruga moved, seconded by Mr. Bonebrake, to approve the Consent Agenda as presented, with claims totaling \$345,270.22.

YEA: Bonebrake, Loving, Fruga, 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** - The Chair acknowledged receipt of the following:

- Monthly Budget Report – December 2023

8. **New Business - None**

9. **Adjournment**

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

YEA: Bonebrake, Loving, Fruga, Lewis

NAY: None

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

Juliann M. Stevens, Authority Clerk

Kelly Lewis, Chair

Claims List - 02/06/2024

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	UNIVERSAL FIELD SERVICES INC	ROW ACQUISITION SVCS \$13,345.76
		117TH STREET FORCE MAIN - Total	\$13,345.76
	AEP/PSO	ELECTRIC USE	\$1,678.12
	CITY OF OWASSO	ADMIN OVERHEAD	\$25,000.00
	COX COMMUNICATIONS	PHONE USAGE	\$27.04
	ENTERPRISE FM TRUST	FLEET LEASE	\$2,277.37
	JPMORGAN CHASE BANK	AMAZON-BOOTS	\$63.52
	JPMORGAN CHASE BANK	CHAMBER-FEES	\$80.00
	JPMORGAN CHASE BANK	LUNCHEON 01/11	\$377.87
	JPMORGAN CHASE BANK	ODP-CALENDARS	\$24.99
	JPMORGAN CHASE BANK	ODP-KEY TAGS	\$49.31
	JPMORGAN CHASE BANK	ODP-LAMINATING SHEETS	\$28.79
	JPMORGAN CHASE BANK	ODP-SUPPLIES	\$17.73
	JPMORGAN CHASE BANK	ONG-NATURAL GAS USAGE	\$1,216.16
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$220.26
	STANDLEY SYSTEMS LLC	COPIER AGREEMENT	\$263.80
	TERMINIX	PEST CONTROL	\$137.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$108.31
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	\$44.24
		OPWA ADMINISTRATION - Total	\$31,614.51
	BECK ASSOCIATES ARCHITECTS, PLLC	DESIGN SERVICES	\$138,738.02
		OPWA BUILDING RENOVATION - Total	\$138,738.02
	BANCFIRST	800469017/09B	\$55,960.40
	BANCFIRST	800470015/09C	\$23,361.34
	BANCFIRST	800471013/SANTA FE	\$14,375.74
	BANCFIRST	800472011/RANCH CREEK	\$25,377.32
	BANCFIRST	800780017/19C	\$121,342.64
	BANCFIRST	FAP-24-0001-L/24 NOTE	\$43,618.48
		OPWA DEBT SERVICE - Total	\$284,035.92
	AEP/PSO	ELECTRIC USE	\$320.43
	CINTAS CORPORATION	FIRST AID SUPPLIES	\$84.05
	COX COMMUNICATIONS	PHONE USAGE	\$3.86
	ENTERPRISE FM TRUST	FLEET LEASE	\$974.49
	JPMORGAN CHASE BANK	HOME DEPOT-BROOMS	\$18.93
	JPMORGAN CHASE BANK	NATURAL EVOL-DISPOSAL	\$493.46
	JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL	\$1,256.02
	ROLL OFFS USA INC	CARDBOARD COMP/BINS	\$49,998.00
	TERMINIX	PEST CONTROL	\$95.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$55.20
		RECYCLE CENTER - Total	\$53,299.44

Claims List - 02/06/2024

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	CINTAS CORPORATION	FIRST AID SUPPLIES \$66.79
		COX COMMUNICATIONS	PHONE USAGE \$3.86
		ENTERPRISE FM TRUST	FLEET LEASE \$974.49
		JPMORGAN CHASE BANK	AMAZON-PCS HDDS \$126.74
		JPMORGAN CHASE BANK	AMAZON-PCS RAM \$135.98
		JPMORGAN CHASE BANK	AMERIFLEX-HOSE \$417.56
		JPMORGAN CHASE BANK	BUMPER-ANTI GEL \$568.00
		JPMORGAN CHASE BANK	BUMPER-DIESEL TREAT \$150.38
		JPMORGAN CHASE BANK	BUMPER-OIL FILTER \$74.19
		JPMORGAN CHASE BANK	BUMPER-OPTIASORB \$1,316.65
		JPMORGAN CHASE BANK	DELL-PCS \$782.90
		JPMORGAN CHASE BANK	ESRI-ARC GIS \$385.00
		JPMORGAN CHASE BANK	HARD HAT-SAFETY GLOVE \$62.50
		JPMORGAN CHASE BANK	HOME DEPOT-OUTLETS \$166.94
		JPMORGAN CHASE BANK	KIMS INTERN-HOSE \$137.19
		JPMORGAN CHASE BANK	KIMS INTERN-HOSES \$410.62
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$98.31
		JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL \$12,985.67
	SPOK INC.	PAGER USE	\$94.50
	THE METROPOLITAN ENVIRONMENTAL TRUS	2ND HALF FY24 ASSESS	\$11,285.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$207.69
	UNITED ENGINES, LLC	2024 REFUSE TRUCK	\$380,000.00
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	\$38.60
	REFUSE COLLECTIONS	- Total	\$410,489.56
	COX COMMUNICATIONS	PHONE USAGE	\$19.33
	FELKINS ENTERPRISES LLC	DOOR HANGERS	\$205.00
	JPMORGAN CHASE BANK	AMAZON-SUPPLIES	\$62.15
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$15.21
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	\$1,586.84
	UTILITY BILLING	- Total	\$1,888.53
	AEP/PSO	ELECTRIC USE	\$6,915.46
	COX COMMUNICATIONS	PHONE USAGE	\$7.73
	ENTERPRISE FM TRUST	FLEET LEASE	\$1,679.48
	JPMORGAN CHASE BANK	AMAZON-COVERALLS	\$109.99
	JPMORGAN CHASE BANK	ATWOOD-CABLE	\$3.99
	JPMORGAN CHASE BANK	ATWOOD-DIESEL FUEL	\$125.86
	JPMORGAN CHASE BANK	ATWOOD-PARTS	\$105.91
	JPMORGAN CHASE BANK	CORE&MAIN-SUPPLIES	\$379.60
	JPMORGAN CHASE BANK	EQUIP ONE-PROPANE REF	\$66.42
	JPMORGAN CHASE BANK	EQUIP ONE-REFUND	(\$34.00)

Claims List - 02/06/2024

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	HARD HAT-SAFETY GLOVE \$62.50
		JPMORGAN CHASE BANK	LOWES-PARTS \$4.32
		JPMORGAN CHASE BANK	LOWES-TOWELS \$190.08
		JPMORGAN CHASE BANK	ONG-NATURAL GAS USAGE \$341.19
		SPOK INC.	PAGER USE \$97.83
		TREASURER PETTY CASH	PER DIEM-ALLISON \$241.50
		TREASURER PETTY CASH	PER DIEM-CORLEY \$241.50
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$250.99
		WASHINGTON CO RURAL WATER DISTRICT	COFFEE CREEK LS WATER \$23.10
		WASHINGTON CO RURAL WATER DISTRICT	MAGNOLIA LS WATER \$23.10
		WASHINGTON CO RURAL WATER DISTRICT	MORROW LS WATER \$19.80
WASTEWATER COLLECTIONS - Total			\$10,856.35
		AEP/PSO	ELECTRIC USE \$28,722.14
		COX COMMUNICATIONS	PHONE USAGE \$15.45
		JPMORGAN CHASE BANK	ACCURATE-TESTING \$475.00
		JPMORGAN CHASE BANK	AMAZON-TEST METER \$281.83
		JPMORGAN CHASE BANK	AMAZON-WATER FILTER \$25.99
		JPMORGAN CHASE BANK	AMERS SEED-MATERIAL \$234.00
		JPMORGAN CHASE BANK	ATWOOD-ANTIFREEZE \$39.95
		JPMORGAN CHASE BANK	BIO-AQUATIC-TESTING \$1,550.00
		JPMORGAN CHASE BANK	BLUEBOOK-REAGENT \$171.51
		JPMORGAN CHASE BANK	CDW GOVT-HDD & RAM \$433.80
		JPMORGAN CHASE BANK	DELL-COMPUTERS \$1,995.00
		JPMORGAN CHASE BANK	DELL-MONITORS \$651.88
		JPMORGAN CHASE BANK	DELL-SOUND BARS \$64.56
		JPMORGAN CHASE BANK	GELCO-BOOTS \$152.99
		JPMORGAN CHASE BANK	GRAINGER-COUPLING \$11.45
		JPMORGAN CHASE BANK	GRAINGER-FIRE EXTING \$1,172.68
		JPMORGAN CHASE BANK	GRAINGER-VALVE \$467.18
		JPMORGAN CHASE BANK	HARD HAT-SAFETY GLOVE \$62.50
		JPMORGAN CHASE BANK	HOME DEPOT-REGULATOR \$818.40
		JPMORGAN CHASE BANK	HOOTEN OIL-GEAR OIL \$281.02
		JPMORGAN CHASE BANK	LOWES-PARTS \$13.32
		JPMORGAN CHASE BANK	LOWES-SUMP PUMP \$241.98
		JPMORGAN CHASE BANK	NCL-CARBOY \$193.75
		JPMORGAN CHASE BANK	NCL-REAGENT \$181.48
		JPMORGAN CHASE BANK	OFFICE DEPOT-BATTERY \$195.98
		JPMORGAN CHASE BANK	OREILLY-DIESEL TREAT \$13.99
		JPMORGAN CHASE BANK	OREILLY-SUPPLIES \$7.49
		JPMORGAN CHASE BANK	REXEL-WIRE \$352.14
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$85.96

Claims List - 02/06/2024

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	STAPLES-COPY PAPER \$45.19
		JPMORGAN CHASE BANK	WALMART-WATER \$20.10
		JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL \$6,082.87
		SPOK INC.	PAGER USE \$55.72
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$185.25
		WASTEWATER TREATMENT - Total	\$45,302.55
		AEP/PSO	ELECTRIC USE \$453.24
		CITY OF TULSA DEPT OF FINANCE	LAB SERVICES \$740.00
		COX COMMUNICATIONS	PHONE USAGE \$7.73
		DEPARTMENT OF ENVIRONMENTAL QUALITY	EXAM APPLICATION FEE \$62.00
		ENTERPRISE FM TRUST	FLEET LEASE \$597.89
		JPMORGAN CHASE BANK	ACCURATE-LAB CLASS \$560.00
		JPMORGAN CHASE BANK	AMAZON-COVERS \$192.21
		JPMORGAN CHASE BANK	ATWOOD-DIESEL TREAT \$35.97
		JPMORGAN CHASE BANK	ATWOOD-FUEL BOTTLES \$11.98
		JPMORGAN CHASE BANK	ATWOOD-PROPANE TORCH \$37.99
		JPMORGAN CHASE BANK	CORE&MAIN-BARREL LOCK \$337.90
		JPMORGAN CHASE BANK	CORE&MAIN-METER SETS \$4,777.58
		JPMORGAN CHASE BANK	CORE&MAIN-PARTS \$908.64
		JPMORGAN CHASE BANK	CORE&MAIN-REGISTERS \$8,600.00
		JPMORGAN CHASE BANK	CORE&MAIN-RINGS & LID \$8,779.80
		JPMORGAN CHASE BANK	CORE&MAIN-SADDLE \$90.95
		JPMORGAN CHASE BANK	CORNERSTONE-PROPANE \$10.49
		JPMORGAN CHASE BANK	HARBOR FREIGHT-TOOLS \$90.25
		JPMORGAN CHASE BANK	HARD HAT-SAFETY GLOVE \$62.50
		JPMORGAN CHASE BANK	J QUINTON-SPICKET \$80.00
		JPMORGAN CHASE BANK	LOWES-DRILLING BITS \$32.96
		JPMORGAN CHASE BANK	LOWES-HANDLE \$59.48
		JPMORGAN CHASE BANK	LOWES-INSULATION \$27.47
		JPMORGAN CHASE BANK	LOWES-PARTS \$222.63
		JPMORGAN CHASE BANK	MACS HYDRAULIC-CYLIND \$871.18
		JPMORGAN CHASE BANK	NORLAB-DYE PACKETS \$352.20
		JPMORGAN CHASE BANK	TWIN CITIES-CONCRETE \$295.00
		JPMORGAN CHASE BANK	UTILITY SUP-PARTS \$3,981.77
		SPOK INC.	PAGER USE \$128.04
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$190.35
		WATER - Total	\$32,598.20
		CP&Y INC	WWTP EXPANSION \$6,567.05
		WWTP UPGRADE - Total	\$6,567.05
	OPWA - Total		\$1,028,735.89

Claims List - 02/06/2024

Fund	Vendor Name	Payable Description	Payment Amount	
67	OPWA SALES TAX	BANCFIRST	800650012/2016 NOTE	\$234,017.25
		BANCFIRST	800730038/2018 NOTE	\$94,551.67
		BANCFIRST	800826026/2020 NOTE	\$95,444.09
		OPWA STF DEBT SERVICE - Total		\$424,013.01
	OPWA SALES TAX - Total		\$424,013.01	
68	OPWA TIF	ANITA SAIYMIH	FACADE IMPROVEMENTS	\$3,500.00
		OPWA ECONOMIC DEV - Total		\$3,500.00
	OPWA TIF - Total			\$3,500.00
OPWA Grand Total			\$1,456,248.90	

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/13/24

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	19,494.72	29,360.86
405 Utility Billing	9,013.13	15,012.78
420 Water	18,782.58	29,924.67
450 Wastewater	16,999.20	27,700.53
455 Wastewater Collection	15,707.65	27,057.55
480 Refuse	16,752.57	28,873.18
485 Recycle Center	3,539.93	6,111.06
<u>FUND TOTAL</u>	<u>100,289.78</u>	<u>164,040.63</u>

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/27/24

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	19,017.99	28,784.47
405 Utility Billing	9,000.16	14,998.28
420 Water	19,730.03	30,486.83
450 Wastewater	15,802.05	26,241.42
455 Wastewater Collection	15,220.34	26,469.56
480 Refuse	16,376.79	28,399.90
485 Recycle Center	3,084.94	5,555.01
<u>FUND TOTAL</u>	<u>98,232.30</u>	<u>160,935.47</u>