

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, March 15, 2022 - 6:30 PM

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

AGENDA

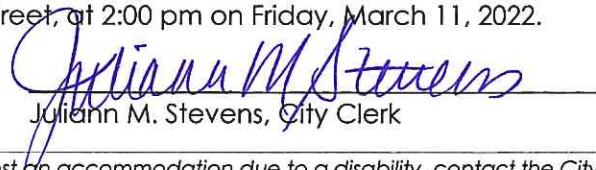
RECEIVED

MAR 11 2022 AS

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 – March 1, 2022, and March 8, 2022, 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 February 26, 2022
 - Monthly Budget Status Report – February 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 10, 2021, and the Agenda posted at City Hall, 200 South Main Street, at 2:00 pm on Friday, March 11, 2022.


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, MARCH 1, 2022

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, March 1, 2022, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 10, 2021; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 12:00 pm on Friday, February 25, 2022.

1. Call to Order

Chair Bill Bush called the meeting to order at 7:07 pm.

2. Roll Call

Present	Absent
Chair – Bill Bush	None
Vice Chair – Kelly Lewis	
Trustee – Alvin Fruga	
Trustee – Doug Bonebrake	
Trustee – Lyndell Dunn	

A quorum was declared present.

Staff:

Assistant Authority Manager – Chris Garrett

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 – February 15, 2022, Regular Meeting
- B. Approve claims

Ms. Lewis moved, seconded by Mr. Fruga to approve the Consent Agenda, as presented with claims totaling \$1,048,604.24.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0

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 Chair acknowledged receipt of the following:

- Payroll Payment Report – Pay Period Ending Date February 12, 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)

None

9. Adjournment

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

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:08 pm.

Bill Bush, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING TUESDAY, MARCH 8, 2022

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, March 8, 2022, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 10, 2021; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 4:00 pm on Friday, March 4, 2022.

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 – Alvin Fruga
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Lyndell Dunn
A quorum was declared present.

Absent

None

2. **Discussion relating to the 2022 Mayor and Vice Mayor / Chair and Vice Chair election process**

Mayor/Chair Bill Bush presented the item and discussion was held.

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

- A. Request for a Specific Use Permit - approximately 2.09 acres located at 9600 North Garnett Road (QuikTrip) for a carwash addition, as referenced in SUP 22-01
- B. Application for the 2022 Community Development Block Grant (CDBG) Program funding and project selection

Alexa Beemer presented item A and discussion was held. Karl Fritschen presented item B and discussion was held. It was further explained both items would be placed on the March 15, 2022, City Council agenda for consideration and action.

4. **Discussion relating to the purchase of computer aided dispatch (CAD) software**

This item was removed from the agenda.

5. **Discussion relating to the evaluation process and employment contracts for the City Manager and the City Attorney**

Michele Dempster presented the item and discussion was held.

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

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

Warren Lehr introduced Linda Jones-Holt to provide the monthly sales tax report and discussion was held. Mr. Lehr reported on changes to the Oklahoma State Department of Health's dissemination of Covid-19 related case information.

7. **City Councilor/Trustee comments and inquiries**

Mr. Bush commented on rising gas prices and inquired about the impact on the budget. Mr. Lehr responded to the inquiry.

8. **Adjournment**

The meeting adjourned at 6:28 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 3/15/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	BLUE ENERGY FUELS LLC	CNG FUEL PURCH FEB22 \$78.34
		CITY GARAGE	CITY GARAGE OH FEB22 \$195.17
		COX COMMUNICATIONS	PHONE \$24.65
		FLEETCOR TECHNOLOGIES	FUEL CHGS FEB 22 \$17.18
		JPMORGAN CHASE BANK	LODGING EXP 2/28 \$537.84
		JPMORGAN CHASE BANK	LODGING REFUND (\$65.84)
		JPMORGAN CHASE BANK	OFFICE DEPOT-SCISSORS \$2.46
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$153.75
		JPMORGAN CHASE BANK	OWASSO CHAMBER-FEE \$50.00
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$1,377.50
		STANDLEY SYSTEMS LLC	COPIER MAINTENANCE AGREEM \$329.51
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$63.80
OPWA ADMINISTRATION - Total			\$2,764.36
		CITY GARAGE	CITY GARAGE OH FEB22 \$270.24
		CITY GARAGE	CITY GARAGE PARTS FEB22 \$4,053.13
		COX COMMUNICATIONS	PHONE \$3.52
		JPMORGAN CHASE BANK	MACS-REPAIRS \$3,500.73
		JPMORGAN CHASE BANK	NAT'L EVO-E-WASTE \$729.68
		JPMORGAN CHASE BANK	NEXTCARE-VACCINATIONS \$300.00
		JPMORGAN CHASE BANK	WASTE MGMT-REC TIP FE \$931.36
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$37.90
RECYCLE CENTER - Total			\$9,826.56
		BLUE ENERGY FUELS LLC	CNG FUEL PURCH FEB22 \$1,453.26
		CITY GARAGE	CITY GARAGE OH FEB22 \$4,299.25
		CITY GARAGE	CITY GARAGE PARTS FEB22 \$414.81
		COX COMMUNICATIONS	PHONE \$3.52
		FLEETCOR TECHNOLOGIES	FUEL CHGS FEB 22 \$4,240.86
		JPMORGAN CHASE BANK	ABERDEEN-PARTS \$786.56
		JPMORGAN CHASE BANK	AMAZON-PARTS \$68.96
		JPMORGAN CHASE BANK	BUMP2BUMP-FILTERS \$71.44
		JPMORGAN CHASE BANK	BUMP2BUMP-HOSE \$109.99
		JPMORGAN CHASE BANK	BUMP2BUMP-MIRROR \$27.49
		JPMORGAN CHASE BANK	FROST-GREASE \$131.71
		JPMORGAN CHASE BANK	HOME DEPOT-LUMBER \$851.35
		JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES \$48.95
		JPMORGAN CHASE BANK	IQ CARWASH-WASH \$11.00
		JPMORGAN CHASE BANK	KIMS-HOSE/TUBE \$67.82
		JPMORGAN CHASE BANK	LOWES-BLADES \$16.90
		JPMORGAN CHASE BANK	LOWES-BOARDS \$180.72
		JPMORGAN CHASE BANK	PIKEPASS-FEES \$3.30

Claims List - 3/15/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$151.04
		JPMORGAN CHASE BANK	\$11,089.20
		SPOK INC.	\$72.48
		UNIFIRST HOLDINGS LP	\$140.52
		VERIZON WIRELESS	\$161.25
REFUSE COLLECTIONS - Total			\$24,402.38
		COX COMMUNICATIONS	\$17.61
		TECHNICAL PROGRAMMING SERVICES INC	\$2,619.06
UTILITY BILLING - Total			\$2,636.67
		BLUE ENERGY FUELS LLC	\$42.90
		CITY GARAGE	\$1,580.92
		CITY GARAGE	\$185.46
		COX COMMUNICATIONS	\$7.04
		FLEETCOR TECHNOLOGIES	\$829.00
		JPMORGAN CHASE BANK	\$11.99
		JPMORGAN CHASE BANK	\$17.98
		JPMORGAN CHASE BANK	\$124.95
		JPMORGAN CHASE BANK	\$24.75
		JPMORGAN CHASE BANK	\$6.99
		JPMORGAN CHASE BANK	\$7.47
		JPMORGAN CHASE BANK	\$14.98
		JPMORGAN CHASE BANK	\$400.00
		JPMORGAN CHASE BANK	\$839.06
		JPMORGAN CHASE BANK	\$32.47
		JPMORGAN CHASE BANK	\$65.83
		OMEGA RAIL MANAGEMENT, INC.	\$579.63
		OMEGA RAIL MANAGEMENT, INC.	\$579.63
		ONEOK INC OKLAHOMA NATURAL GAS	\$264.61
		SPOK INC.	\$63.42
		TREASURER PETTY CASH	\$206.50
		TREASURER PETTY CASH	\$206.50
		UNIFIRST HOLDINGS LP	\$105.08
		VERDIGRIS VALLEY ELECTRIC COOP	\$580.52
		VERDIGRIS VALLEY ELECTRIC COOP	\$182.55
		VERIZON WIRELESS	\$80.02
WASTEWATER COLLECTIONS - Total			\$7,040.25
		AT&T	\$61.05
		BLUE ENERGY FUELS LLC	\$8.89
		CITY GARAGE	\$1,364.67
		CITY GARAGE	\$102.60

Claims List - 3/15/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	COX COMMUNICATIONS	\$14.08
		FLEETCOR TECHNOLOGIES	\$724.67
		JPMORGAN CHASE BANK	\$3.39
		JPMORGAN CHASE BANK	\$227.56
		JPMORGAN CHASE BANK	\$64.17
		JPMORGAN CHASE BANK	\$738.65
		JPMORGAN CHASE BANK	\$26.44
		JPMORGAN CHASE BANK	\$50.72
		JPMORGAN CHASE BANK	\$385.52
		JPMORGAN CHASE BANK	\$686.72
		JPMORGAN CHASE BANK	\$126.59
		JPMORGAN CHASE BANK	\$245.00
		JPMORGAN CHASE BANK	\$100.00
		JPMORGAN CHASE BANK	\$562.87
		JPMORGAN CHASE BANK	\$212.94
		JPMORGAN CHASE BANK	\$53.86
		JPMORGAN CHASE BANK	\$31.80
		JPMORGAN CHASE BANK	\$15,049.95
	SPOK INC.	PAGER USE	\$40.24
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$126.10
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
WASTEWATER TREATMENT - Total			\$21,088.50
	BLUE ENERGY FUELS LLC	CNG FUEL PURCH FEB22	\$69.70
	CITY GARAGE	CITY GARAGE OH FEB22	\$1,766.25
	CITY GARAGE	CITY GARAGE PARTS FEB22	\$2,587.91
	CITY OF TULSA UTILITIES	WATER	\$400,000.00
	COX COMMUNICATIONS	PHONE	\$7.04
	FLEETCOR TECHNOLOGIES	FUEL CHGS FEB 22	\$1,374.20
	JPMORGAN CHASE BANK	ACCURATE ENV-TESTING	\$850.00
	JPMORGAN CHASE BANK	CORE&MAIN-COUPPLINGS/F	\$1,546.82
	JPMORGAN CHASE BANK	CORE&MAIN-PIPE/FITTIN	\$6,145.10
	JPMORGAN CHASE BANK	HOME DEPOT-TOOLS	\$46.21
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	\$9.68
	JPMORGAN CHASE BANK	WHITE CAP-TOOLDS	\$973.99
	OMEGA RAIL MANAGEMENT, INC.	WATER ROW - AGREEMENT 159	\$579.63
	OMEGA RAIL MANAGEMENT, INC.	WATER ROW - AGREEMENT 547	\$354.95
	SPOK INC.	PAGER USE	\$90.60
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$145.34
	VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRI	\$30.60
	VERIZON WIRELESS	WIRELESS CONNECTION	\$12.92
WATER - Total			\$416,590.94

Claims List - 3/15/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	CP&Y INC	\$18,826.60
		CROSSLAND HEAVY CONTRACTORS	\$880,513.31
		GREELEY & HANSEN LLC LBX 619776	\$21,363.80
		WWTP UPGRADE - Total	\$920,703.71
	OPWA - Total		\$1,405,053.37
OPWA Grand Total			\$1,405,053.37

**OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/26/22**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	16,544.60	25,061.87
405 Utility Billing	7,258.41	12,699.07
420 Water	16,442.55	27,758.04
450 Wastewater	13,810.34	23,597.42
455 Wastewater Collection	13,146.48	22,582.76
480 Refuse	14,040.11	25,021.12
485 Recycle Center	2,471.20	4,671.27
FUND TOTAL	83,713.69	141,391.55

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2021-2022
Budgetary Basis
Statement of Revenues & Expenses
As of February 28, 2022

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 561,128	\$ 5,449,784	\$ 7,341,475	74.23%
Wastewater	476,703	3,798,765	5,387,234	70.51%
Refuse	193,272	1,701,279	2,513,437	67.69%
Recycle	10,835	48,131	36,903	130.43%
Other Utility fees	14,913	142,318	280,659	50.71%
TOTAL OPERATING REVENUES	<u>\$ 1,256,851</u>	<u>\$ 11,140,277</u>	<u>\$ 15,559,708</u>	71.60%
OPERATING EXPENSES:				
OPWA administration	\$ (106,290)	\$ (835,606)	\$ (2,161,292)	38.66%
Utility Billing	(39,121)	(317,152)	(495,454)	64.01%
Water	(325,111)	(2,773,341)	(4,600,561)	60.28%
Wastewater Treatment	(113,160)	(888,139)	(1,414,542)	62.79%
Wastewater Collections	(69,485)	(602,904)	(8,004,844)	7.53%
Refuse	(94,372)	(752,905)	(1,347,987)	55.85%
Recycle	(14,095)	(114,106)	(751,281)	15.19%
Debt payments	(240,633)	(1,858,321)	(5,222,200)	35.59%
TOTAL OPERATING EXPENSES	<u>\$ (1,002,266)</u>	<u>\$ (8,142,473)</u>	<u>\$ (23,998,161)</u>	33.93%
OPERATING REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 254,585</u>	<u>\$ 2,997,803</u>	<u>\$ (8,438,453)</u>	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 2,442	\$ 20,694	\$ 27,670	74.79%
Other revenues/(expenses)	1,798	73,573	24,838	296.21%
TIF revenues/(expenses)	(33,750)	(3,206)	(386,641)	0.83%
Transfers in	-	-	3,042,000	0.00%
Transfers out	-	-	-	#DIV/0!
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>\$ (29,511)</u>	<u>\$ 91,061</u>	<u>\$ 2,707,867</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 1,275,974	\$ 10,873,375	\$ 37,170,693	
Expenditures of long-term debt	(348,815)	(11,210,665)	(33,135,261)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>\$ 927,159</u>	<u>\$ (337,290)</u>	<u>\$ 4,035,432</u>	
NET INCOME (LOSS)	<u>\$ 1,152,233</u>	<u>\$ 2,751,574</u>	<u>\$ (1,695,154)</u>	
ENCUMBRANCES OUTSTANDING		\$ (18,946,718)		
BOND PROCEEDS RECEIVABLE		\$ 12,967,780		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		6,575,164	6,575,164	
Ending Balance		<u>\$ 3,347,801</u>	<u>\$ 4,880,010</u>	