

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

TUESDAY, March 16, 2021 - 6:30 PM

AGENDA

RECEIVED

MAR 12 2021 *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 2, 2021, and March 9, 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 February 27, 2021
 - Monthly Budget Status Report - February 2021
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, March 12, 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, March 2, 2021

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, March 2, 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 Friday, February 26, 2021.

1. Call to Order

Chair Bill Bush called the meeting to order at 6:30 pm.

2. Invocation

The Invocation was offered by Jonathan Cook of Destiny Life Church.

3. Flag Salute

Councilor Doug Bonebrake led the flag salute.

4. Roll Call

Present

Absent

Chair – Bill Bush

Vice Chair – Kelly Lewis

Trustee – Chris Kelley

Trustee – Doug Bonebrake

Trustee – Lyndell Dunn

A quorum was declared present.

Staff:

Assistant Authority Manager – Chris Garrett

Authority Attorney - Julie Lombardi

5. Presentation of Character Trait of Decisiveness

Dr. Amy Fichtner, Character Council Member, presented the character trait for the month of March.

6. 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 16, 2021, Regular Meeting

B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Kelley to approve the Consent Agenda, as presented with claims totaling \$809,197.82.

YEA: Bonebrake, Dunn, Kelley, Bush

NAY: None

Motion carried: 4-0

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

None

8. Consideration and appropriate action relating to an engineering services agreement for the design of the sanitary sewer 117th Street Force Main

Daniel Dearing presented the item, recommending approval of the Agreement for Engineering Services for the 117th Street Force Main Design with Kellogg Engineering, Inc. of Talala, Oklahoma, in the amount of \$149,270.00 and authorization to execute the necessary documents.

There were no comments from the audience. After discussion, Mr. Kelley moved, seconded by Mr. Bonebrake to approve the agreement and authorize execution of the documents, as recommended.

YEA: Bonebrake, Dunn, Kelley, Bush

NAY: None

Motion carried: 4-0

9. Consideration and appropriate action relating to an amendment to the construction contract between Crossland Heavy Contractors Inc. and the OPWA for the Wastewater Treatment Plant and Main Plant Lift Station Expansion Project

Roger Stevens presented the item, recommending to amend the construction contract by adding the City of Owasso as a third party and authorization to execute the necessary documents.

There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Mr. Dunn to amend the contract and authorize execution of the documents, as recommended.

YEA: Bonebrake, Dunn, Kelley, Bush

NAY: None

Motion carried: 4-0

10. Report from OPWA Manager

None

11. Report from OPWA Attorney

None

12. 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 13, 2021

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

None

14. Adjournment

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

YEA: Bonebrake, Dunn, Kelley, Bush

NAY: None

Motion carried: 4-0 and the meeting adjourned at 6:50 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 9, 2021

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, March 9, 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, March 5, 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 – Chris Kelley
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Lyndell Dunn
A quorum was declared present.

Absent

None

2. Discussion relating to the 2021 Mayor and Vice Mayor / Chair and Vice Chair elections process

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

3. Discussion relating to Community Development Items

- A. Application for the 2021 Community Development Block Grant (CDBG) Program funding and project selection
- B. Request for final plat – Lissau Landing Medical Clinic, 11.48 acres located at 11610 North 137th East Avenue
- C. Request for final plat – Garnett Medical Center, 2.156 acres located at the northwest intersection of East 103rd Street North and North Garnett Road
- D. Request for final plat – Presley Hollow residential subdivision, 66.85 acres located on the north side of East 76th Street North, approximately three-fourths of a mile west of North 161st East Avenue
- E. Request for utility easement closures – Owasso Medical Campus, located north of 12001 East 96th Street North and south of Bailey Ranch Estates II Subdivision
- F. Request for annexation (OA 21-01) and rezoning (OZ 21-01) – 4.19 acres located at the southwest corner of East 106th Street North and US Highway 169 from Agriculture (AG) to Commercial Shopping (CS)
- G. Request for rezoning (OZ 21-02) – 0.7234 acres located at 9349 North 129th East Avenue from Agriculture (AG) to Commercial Shopping (CS)

Karl Fritschen presented items A, B, and G; and Alexa Beemer presented items C, D, E, and F and discussion was held. It was further explained each item would be placed on the March 16, 2021, City Council agenda for consideration and action.

4. Discussion relating to the annual review of the Owasso Utility Rate Study, five-year utility rate plan

Linda Jones presented the item and discussion was held. It was further explained this item would be placed on the April 13, 2021, Worksession agenda for additional discussion.

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. It was further explained this item would be placed on the May 11, 2021, Worksession agenda for additional discussion.

6. Discussion relating to the City's Comprehensive Master Rate and Fee Schedule

Juliann Stevens presented the item and discussion was held. It was further explained this item could be placed on the April 6, 2021, City Council agenda for consideration and action.

7. Discussion relating to City/Authority Manager items

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

Warren Lehr introduced Linda Jones to present item A. Mr. Lehr reported Bailey Medical Center and St. John Owasso were recently listed in a nationwide ranking of Best Maternity Hospitals, and commented on Owasso Fire Department staffing.

8. City Councilor/Trustee comments and inquiries

Mr. Bonebrake and Mr. Bush commented on attending a Purple Heart Ceremony recently held at the 138th Fighter Wing in Tulsa, Oklahoma.

9. Adjournment

The meeting adjourned at 7:14 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 3/16/2021

| Fund | Vendor Name | Payable Description | Payment Amount |
|------------------------------------|-------------|-----------------------------------|--------------------------------------|
| 61 | OPWA | AMERICAN PUBLIC WORKS ASSOCIATION | ANNUAL MEMBERSHIP \$215.00 |
| | | AT&T | CONSOLIDATED PHONE \$13.01 |
| | | BLUE ENERGY FUELS, LLC | CNG FUEL PURCHASED - FEB, \$29.53 |
| | | CITY GARAGE | LABOR/OVERHEAD CHGS - MAR \$165.33 |
| | | CITY GARAGE | VEH PARTS PURCHASED - FEB \$462.20 |
| | | JPMORGAN CHASE BANK | OFFICE DEPOT-SUPPLIES \$171.82 |
| | | JPMORGAN CHASE BANK | OFFICE DEPOT-SUPPLIE \$91.50 |
| | | JPMORGAN CHASE BANK | TRAVEL EXPENSE \$72.88 |
| | | ONEOK, INC OKLAHOMA NATURAL GAS | NATURAL GAS USAGE \$830.02 |
| | | UNIFIRST HOLDINGS LP | UNIFORM SERVICE \$62.96 |
| OPWA ADMINISTRATION - Total | | | \$2,114.25 |
| | | AT&T | CONSOLIDATED PHONE \$13.01 |
| | | CITY GARAGE | LABOR/OVERHEAD CHGS - MAR \$410.17 |
| | | CITY GARAGE | VEH PARTS PURCHASED - FEB \$144.19 |
| | | JPMORGAN CHASE BANK | BA ELECTRIC-KIT \$420.16 |
| | | JPMORGAN CHASE BANK | BUMP2BUMP-ADDITIVE \$44.98 |
| | | JPMORGAN CHASE BANK | BUMP2BUMP-FILTERS \$284.24 |
| | | JPMORGAN CHASE BANK | BUMP2BUMP-FUSES \$4.07 |
| | | JPMORGAN CHASE BANK | BUMP2BUMP-PARTS \$432.85 |
| | | JPMORGAN CHASE BANK | BUMP2BUMP-SUPPLIES \$323.45 |
| | | JPMORGAN CHASE BANK | FASTENAL-BOLTS \$66.15 |
| | | JPMORGAN CHASE BANK | KIMS INT'L -HOSE \$169.69 |
| | | JPMORGAN CHASE BANK | KIMS INTL-FITTINGS \$25.32 |
| | | JPMORGAN CHASE BANK | KIMS INTL-HOSE \$335.23 |
| | | JPMORGAN CHASE BANK | LOWES-MAILBOX \$21.46 |
| | | JPMORGAN CHASE BANK | LOWES-REFUND (\$29.98) |
| | | JPMORGAN CHASE BANK | LOWES-SUPPLIES \$195.72 |
| | | JPMORGAN CHASE BANK | LOWES-TOOLS \$157.36 |
| | | JPMORGAN CHASE BANK | PTG-SVC \$506.00 |
| | | JPMORGAN CHASE BANK | SEMI TRUCK-WASH \$230.00 |
| | | JPMORGAN CHASE BANK | STEVES-IMPACT SOCKET \$17.98 |
| | | JPMORGAN CHASE BANK | STEVES-TOOLS \$693.44 |
| | | JPMORGAN CHASE BANK | TULSA CLEANING-PARTS \$87.50 |
| | | UNIFIRST HOLDINGS LP | UNIFORM SERVICE \$36.70 |
| RECYCLE CENTER - Total | | | \$4,589.69 |
| | | BLUE ENERGY FUELS, LLC | CNG FUEL PURCHASED - FEB, \$1,315.31 |
| | | CITY GARAGE | LABOR/OVERHEAD CHGS - MAR \$5,524.17 |
| | | CITY GARAGE | VEH PARTS PURCHASED - FEB \$756.42 |
| | | FLEETCOR TECHNOLOGIES | FUELMAN EXPENSES - FEB., \$2,919.49 |

Claims List - 3/16/2021

| Fund | Vendor Name | Payable Description | Payment Amount |
|---------------------------------------|------------------------------------|---------------------------|--------------------|
| 61 | OPWA | JPMORGAN CHASE BANK | \$164.42 |
| | | JPMORGAN CHASE BANK | \$63.87 |
| | | JPMORGAN CHASE BANK | \$83.70 |
| | | JPMORGAN CHASE BANK | \$46.96 |
| | | JPMORGAN CHASE BANK | \$321.32 |
| | | JPMORGAN CHASE BANK | \$3,075.00 |
| | SPOK INC. | PAGER USE | \$73.40 |
| | UNIFIRST HOLDINGS LP | UNIFORM SERVICE | \$121.76 |
| | WARREN POWER & MACHINERY, L.P | DOZER RENTAL | \$3,648.00 |
| REFUSE COLLECTIONS - Total | | | \$18,113.82 |
| | TECHNICAL PROGRAMMING SERVICES INC | BILLING SERVICES | \$1,177.06 |
| UTILITY BILLING - Total | | | \$1,177.06 |
| | BLUE ENERGY FUELS, LLC | CNG FUEL PURCHASED - FEB, | \$124.63 |
| | BOB HOWARD DODGE, INC | TRUCK | \$62,247.08 |
| | CITY GARAGE | LABOR/OVERHEAD CHGS - MAR | \$1,378.50 |
| | CITY GARAGE | VEH PARTS PURCHASED - FEB | \$28.26 |
| | DUKE'S ROOT CONTROL, INC | MANHOLE REHAB | \$1,320.00 |
| | FLEETCOR TECHNOLOGIES | FUELMAN EXPENSES - FEB., | \$1,678.78 |
| | JPMORGAN CHASE BANK | HARD HAT SFTY-GLOVES | \$63.85 |
| | JPMORGAN CHASE BANK | KEY EQUIP-AGGRESS WHE | \$1,140.50 |
| | JPMORGAN CHASE BANK | KEY EQUIP-REPAIR | \$998.84 |
| | JPMORGAN CHASE BANK | P&K-RETURN | (\$50.00) |
| | JPMORGAN CHASE BANK | QT-FUEL | \$16.45 |
| | OMEGA RAIL MANAGEMENT, INC. | RENTAL OF LAND-SEWER LINE | \$1,125.50 |
| | ONEOK, INC OKLAHOMA NATURAL GAS | NATURAL GAS USAGE | \$263.03 |
| | SCHUERMANN ENTERPRISES, INC | SANTA FE LS-TRANSMTRS | \$2,660.52 |
| | SPOK INC. | PAGER USE | \$68.90 |
| | UNIFIRST HOLDINGS LP | UNIFORM SERVICE | \$125.95 |
| | VERDIGRIS VALLEY ELECTRIC COOP | COFFEE CREEK ELECTRIC | \$544.08 |
| | VERDIGRIS VALLEY ELECTRIC COOP | GARRETT CREEK ELECTRI | \$187.38 |
| | VERIZON WIRELESS | WIRELESS CONNECTION | \$80.02 |
| WASTEWATER COLLECTIONS - Total | | | \$74,002.27 |
| | AT&T | CONSOLIDATED PHONE | \$39.03 |
| | BLUE ENERGY FUELS, LLC | CNG FUEL PURCHASED - FEB, | \$23.79 |
| | CITY GARAGE | LABOR/OVERHEAD CHGS - MAR | \$1,064.42 |
| | CITY GARAGE | VEH PARTS PURCHASED - FEB | \$1.71 |
| | FLEETCOR TECHNOLOGIES | FUELMAN EXPENSES - FEB., | \$778.02 |
| | JPMORGAN CHASE BANK | FULLERTON-LEASE RENEW | \$160.00 |
| | JPMORGAN CHASE BANK | GARCO-REMODELING | \$6,000.00 |

Claims List - 3/16/2021

| Fund | Vendor Name | Payable Description | Payment Amount |
|-------------------------------------|-------------|--------------------------------|---------------------|
| 61 | OPWA | JPMORGAN CHASE BANK | \$63.87 |
| | | JPMORGAN CHASE BANK | \$42.24 |
| | | JPMORGAN CHASE BANK | \$79.97 |
| | | JPMORGAN CHASE BANK | \$62.86 |
| | | JPMORGAN CHASE BANK | \$8,451.32 |
| | | SCHREIBER LLC | \$2,025.00 |
| | | SCHREIBER LLC | \$844.00 |
| | | SPOK INC. | \$36.38 |
| | | UNIFIRST HOLDINGS LP | \$241.73 |
| | | VERIZON WIRELESS | \$80.02 |
| WASTEWATER TREATMENT - Total | | | \$19,994.36 |
| | | BLUE ENERGY FUELS, LLC | \$63.52 |
| | | CITY GARAGE | \$2,718.17 |
| | | CITY GARAGE | \$487.07 |
| | | CITY OF TULSA UTILITIES | \$240,804.75 |
| | | FLEETCOR TECHNOLOGIES | \$1,346.40 |
| | | JPMORGAN CHASE BANK | \$974.40 |
| | | JPMORGAN CHASE BANK | \$220.18 |
| | | JPMORGAN CHASE BANK | \$60.00 |
| | | JPMORGAN CHASE BANK | \$416.10 |
| | | JPMORGAN CHASE BANK | \$63.87 |
| | | JPMORGAN CHASE BANK | \$913.35 |
| | | JPMORGAN CHASE BANK | \$19.81 |
| | | JPMORGAN CHASE BANK | \$10.50 |
| | | JPMORGAN CHASE BANK | \$10.16 |
| | | JPMORGAN CHASE BANK | \$17.14 |
| | | JPMORGAN CHASE BANK | \$9.18 |
| | | JPMORGAN CHASE BANK | \$34.14 |
| | | OMEGA RAIL MANAGEMENT, INC. | \$891.98 |
| | | SPOK INC. | \$91.66 |
| | | UNIFIRST HOLDINGS LP | \$76.59 |
| | | VERDIGRIS VALLEY ELECTRIC COOP | \$30.60 |
| WATER - Total | | | \$249,259.57 |
| OPWA - Total | | | \$369,251.02 |
| OPWA Grand Total | | | \$369,251.02 |

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/27/21

| <u>Department</u> | <u>Payroll Expenses</u> | <u>Total Expenses</u> |
|---------------------------|-------------------------|-----------------------|
| 400 OPWA Administration | 18,536.24 | 27,742.27 |
| 405 Utility Billing | 6,869.61 | 12,052.93 |
| 420 Water | 21,119.75 | 32,838.53 |
| 450 Wastewater | 14,818.79 | 24,232.50 |
| 455 Wastewater Collection | 14,146.01 | 24,879.94 |
| 480 Refuse | 13,759.51 | 23,510.13 |
| 485 Recycle Center | 2,379.20 | 4,785.24 |
| <u>FUND TOTAL</u> | <u>91,629.11</u> | <u>150,041.54</u> |

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2020-2021
Budgetary Basis
Statement of Revenues & Expenses
As of February 28, 2021

| | <u>MONTH TO-DATE</u> | <u>YEAR TO-DATE</u> | <u>BUDGET</u> | <u>PERCENT OF BUDGET</u> |
|---|----------------------------|------------------------------|-------------------------------|------------------------------|
| OPERATING REVENUES: | | | | |
| Water | \$ 530,801 | \$ 5,128,554 | \$ 6,596,392 | 77.75% |
| Wastewater | 441,500 | 3,576,623 | 5,208,252 | 68.67% |
| Refuse & recycle | 189,137 | 1,658,174 | 2,436,961 | 68.04% |
| Other Utility fees | 11,575 | 141,422 | 280,600 | 50.40% |
| TOTAL OPERATING REVENUES | <u>\$ 1,173,013</u> | <u>\$ 10,504,773</u> | <u>\$ 14,522,205</u> | 72.34% |
| OPERATING EXPENSES: | | | | |
| OPWA administration | \$ (86,992) | \$ (809,152) | \$ (1,148,594) | 70.45% |
| Utility Billing | (38,418) | (299,025) | (524,537) | 57.01% |
| Water | (285,460) | (2,670,917) | (4,393,979) | 60.79% |
| Wastewater | (212,708) | (1,784,178) | (3,025,922) | 58.96% |
| Refuse & Recycle | (117,697) | (1,229,470) | (1,956,329) | 62.85% |
| Debt payments | (203,967) | (1,728,982) | (2,705,000) | 63.92% |
| TOTAL OPERATING EXPENSES | <u>\$ (945,241)</u> | <u>\$ (8,521,723)</u> | <u>\$ (13,754,361)</u> | 61.96% |
| OPERATING REVENUES OVER/(UNDER) EXPENDITURES | <u>\$ 227,772</u> | <u>\$ 1,983,051</u> | <u>\$ 767,844</u> | |
| NONOPERATING REVENUES (EXPENSES): | | | | |
| Interest | \$ 2,968 | \$ 18,706 | \$ 28,830 | 64.88% |
| Other revenues/(expenses) | 1,752 | 16,529 | 20,326 | 81.32% |
| Transfers in | - | - | - | 0.00% |
| Transfers out | - | - | (326,201) | 0.00% |
| TOTAL NONOPERATING REVENUES (EXPENSES) | <u>\$ 4,720</u> | <u>\$ 35,234</u> | <u>\$ (277,045)</u> | |
| LONG-TERM DEBT PROCEEDS AND EXPENDITURES: | | | | |
| Proceeds of long-term debt | \$ 379,629 | \$ 3,057,412 | \$ 34,376,052 | |
| Expenditures of long-term debt | (403,275) | (2,412,652) | (35,643,861) | |
| TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES | <u>\$ (23,647)</u> | <u>\$ 644,760</u> | <u>\$ (1,267,809)</u> | |
| NET INCOME (LOSS) | <u>\$ 208,844</u> | <u>\$ 2,663,045</u> | <u>\$ (777,010)</u> | |
| ENCUMBRANCES OUTSTANDING | | \$ (23,560,582) | | |
| BOND PROCEEDS RECEIVABLE | | \$ 22,350,951 | | |
| FUND BALANCE (Budgetary Basis) | | | | |
| Beginning Balance | | 4,115,140 | 4,115,140 | |
| Ending Balance | | <u>\$ 5,568,554</u> | <u>\$ 3,338,130</u> | |