

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

TUESDAY, AUGUST 4, 2020 - 6:30 PM

**AGENDA**

RECEIVED

JUL 31 2020

HS

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 - July 21, 2020, 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 Report – pay period ending date July 18, 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 13, 2019, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, July 31, 2020.

  
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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](mailto:jstevens@cityofowasso.com)*

# OWASSO PUBLIC WORKS AUTHORITY (OPWA)

## MINUTES OF REGULAR MEETING

Tuesday, July 21, 2020

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, July 21, 2020, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 13, 2019; 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 17, 2020.

### 1. Call to Order

Chair Chris Kelley called the meeting to order at 7:39 pm.

### 2. Roll Call

Present

Absent

Chair – Bill Bush

Trustee – Chris Kelley

Vice Chair – Kelly Lewis

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 - July 7, 2020, and July 14, 2020, Regular Meetings

B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda, as presented, with claims totaling \$883,102.12.

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 the purchase of a new trailer mounted video inspection unit and disposal of the 2008 unit

Robert Allison presented the item, recommending approval to purchase an EnviroSight Rovver X trailer mounted video unit in the amount of \$147,178.31 from Key Equipment and Supply Company of Tulsa, Oklahoma, using the State of Oklahoma's approved contract #SW0193; and, declare the existing 2008 trailer mounted unit as surplus to the needs of the Authority and utilize as a trade-in, valued at \$15,000.00, thereby reducing the purchase price to \$132,178.31.

There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Ms. Lewis to approve the purchase and declare the 2008 trailer as surplus to the needs of the Authority for a trade-in, as recommended.

YEA: Bonebrake, Dunn, Lewis, Bush

NAY: None

Motion carried: 4-0

**6. Report from OPWA Manager**

None

**7. Report from OPWA Attorney**

None

**8. 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 Report – pay period ending date July 4, 2020
- Monthly Budget Status Report – June 2020

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

None

**10. Adjournment**

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

YEA: Bonebrake, Dunn, Lewis, Bush

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:46 pm.

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Bill Bush, Chair

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Juliann M. Stevens, Authority Clerk

## Claims List - 8/4/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AMERICAN MUNICIPAL SERVICES CORP.	COLLECTION SERVICES \$128.62
<b>OPWA - Total</b>			<b>\$128.62</b>
	AT&T	CONSOLIDATED PHONE	\$13.60
	CITY OF OWASSO	ADMIN OVERHEAD	\$25,000.00
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$52.61
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$137.15
	JPMORGAN CHASE BANK	SUNDANCE-SUPPLIES	\$36.44
	STANDLEY SYSTEMS, LLC	COPIER MAINTENANCE AGREEM	\$247.41
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$60.46
	UNITED STATES CELLULAR CORPORATION	PW MONTHLY CELL PHONE INV	\$49.76
<b>OPWA ADMINISTRATION - Total</b>			<b>\$25,597.43</b>
	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	\$84,891.80
<b>OPWA DEBT SERVICE - Total</b>			<b>\$203,966.60</b>
	GREELEY & HANSEN, LLC LBX 619776	ENGINEERING SERVICES - RA	\$2,415.60
	SWCA INCORPORATED	ENVIRONMENTAL SERVICES AG	\$219.39
<b>RANCH CRK INTCPPT UPGRADE - Total</b>			<b>\$2,634.99</b>
	AT&T	CONSOLIDATED PHONE	\$13.60
	NATIONAL WASTE & DISPOSAL, INC.	RECYCLING	\$46.80
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$18.40
<b>RECYCLE CENTER - Total</b>			<b>\$78.80</b>
	JPMORGAN CHASE BANK	LOWES-RECEPTACLES	\$149.85
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$27.18
	JPMORGAN CHASE BANK	SUNDANCE-SUPPLIES	\$12.79
	SPOK, INC.	PAGER USE	\$71.84
	THE METROPOLITAN ENVIRONMENTAL TRUS	ASSESSMENT	\$8,069.50
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$150.83
	UNITED STATES CELLULAR CORPORATION	PW MONTHLY CELL PHONE INV	\$44.43
<b>REFUSE COLLECTIONS - Total</b>			<b>\$8,526.42</b>
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$2.67
	JPMORGAN CHASE BANK	SUNDANCE-SUPPLIES	\$25.58
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	\$1,416.29
	TYRONE EUGENE DINKINS	METER READER	\$1,035.75
<b>UTILITY BILLING - Total</b>			<b>\$2,480.29</b>
	JPMORGAN CHASE BANK	DEQ-LIC RENEW	\$92.00

## Claims List - 8/4/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$10.92
		JPMORGAN CHASE BANK	\$79.99
		SPOK, INC.	\$45.40
		UNIFIRST HOLDINGS LP	\$105.68
		<b>WASTEWATER COLLECTIONS - Total</b>	<b>\$333.99</b>
		AT&T	\$67.99
		JPMORGAN CHASE BANK	\$25.80
		JPMORGAN CHASE BANK	\$291.80
		JPMORGAN CHASE BANK	\$299.99
		JPMORGAN CHASE BANK	\$144.00
		JPMORGAN CHASE BANK	\$95.00
		JPMORGAN CHASE BANK	\$6,394.00
		JPMORGAN CHASE BANK	(\$165.99)
		JPMORGAN CHASE BANK	\$30.58
		JPMORGAN CHASE BANK	\$123.95
		JPMORGAN CHASE BANK	\$31.94
		JPMORGAN CHASE BANK	\$17.49
		JPMORGAN CHASE BANK	\$5,519.68
		SCHREIBER, LLC	\$7,980.00
		SPOK, INC.	\$26.94
		UNIFIRST HOLDINGS LP	\$208.14
		<b>WASTEWATER TREATMENT - Total</b>	<b>\$21,091.31</b>
		SECOND SIGHT SYSTEMS LLC	\$21,237.25
		SPOK, INC.	\$81.32
		UNIFIRST HOLDINGS LP	\$153.24
		<b>WATER - Total</b>	<b>\$21,471.81</b>
		<b>OPWA - Total</b>	<b>\$286,310.26</b>
67	OPWA SALES TAX	BANCFIRST	\$231,877.50
		BANCFIRST	\$96,294.66
		BANCFIRST	\$96,036.11
		<b>OPWA STF DEBT SERVICE - Total</b>	<b>\$424,208.27</b>
		<b>OPWA SALES TAX - Total</b>	<b>\$424,208.27</b>
		<b>OPWA Grand Total</b>	<b>\$710,518.53</b>

OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 07/18/2020

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	15,032.57	22,659.08
405 Utility Billing	6,768.00	11,861.42
420 Water	15,339.64	25,909.87
450 Wastewater	13,965.85	22,817.14
455 Wastewater Collection	12,470.17	21,524.47
480 Refuse	14,338.04	24,016.81
485 Recycle Center	2,419.50	4,012.41
<u>FUND TOTAL</u>	<u>80,333.77</u>	<u>132,801.20</u>