

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

**Council Chambers Old Central Building**

**109 North Birch, Owasso, OK**

**Tuesday, October 3, 2023 - 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**

**SEP 28 2023**

*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 – September 19, 2023, 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 Report – Pay Period Ending Date September 23, 2023
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 9, 2022, and the Agenda posted at City Hall, 200 South Main Street, at 5:00 pm on Thursday, September 28, 2023.

  
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Chris Garrett, Deputy 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](mailto:jstevens@cityofowasso.com)*

# OWASSO PUBLIC WORKS AUTHORITY (OPWA)

## MINUTES OF REGULAR MEETING TUESDAY, SEPTEMBER 19, 2023

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, September 19, 2023, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 9, 2022; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 1:00 pm on Friday, September 15, 2023.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:13 pm.

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

Present	Absent
Chair – Kelly Lewis	None
Vice Chair – Alvin Fruga	
Trustee – Doug Bonebrake	
Trustee – Lyndell Dunn	
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 – September 5, 2023, and September 12, 2023, Regular Meetings

B. Approve claims

C. Affirm changes in the hydrant meter and water connection fees, contingent upon the Owasso City Council's approval of Resolution 2023-17, establishing such fees for utility services and amending the Master Rate and Fee Schedule

Mr. Dunn moved, seconded by Mr. Fruga to approve the Consent Agenda as presented, with claims totaling \$615,824.84.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

4. **Consideration and appropriate action relating to items removed from the Consent Agenda** - None

5. **Consideration and appropriate action relating to the use of donated funds to purchase new signage to be placed at the Recycle Center Expansion Project acknowledging the vision of then City Manager Rodney Ray for the development and construction of the state's first municipally owned and operated recycle center**

Councilor Bonebrake presented the item recommending acceptance of donated funds to purchase new signage for the Owasso Recycle Center Expansion Project, recognizing the history of the facility as the first municipal owned recycle center and its visionary, former City Manager Rodney Ray. There were no comments from the audience. Mr. Bonebrake moved, seconded by Ms. Lewis to approve the use of donated funds to purchase new signage for the Recycle Center Expansion Project, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

6. **Consideration and appropriate action relating to a Small Business Enhancement Agreement for Development Project Assistance in the Owasso Redbud District Project Plan, Tax Increment Financing District No. 1**

Chris Garrett presented the item recommending approval and execution of the agreement with Dodwell Designs, LLC, and authorization for payment in the amount of \$1,500.00 for the addition of a business sign located at 108 West 1<sup>st</sup> Avenue Suite B. There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Ms. Lewis to approve and execute the agreement and authorize payment, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

**7. Report from OPWA Manager** - None

**8. Report from OPWA Attorney** - None

**9. Official Notices** - The Chair acknowledged receipt of the following:

- Payroll Payment Report – Pay Period Ending Date September 9, 2023
- Monthly Budget Report – August 2023

**10. New Business** - None

**11. Adjournment**

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

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:23 pm.

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Juliann M. Stevens, Authority Clerk

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Kelly Lewis, Chair

## Claims List - 10/03/2023

Fund	Vendor Name	Payable Description	Payment Amount	
61	OPWA	KELLOGG ENGINEERING, INC	117 LS & FORCE MAIN	\$1,900.00
<b>117TH STREET FORCE MAIN - Total</b>			<b>\$1,900.00</b>	
	GREELEY & HANSEN LLC LBX 619776	ELM CREEK SEWER REHAB	\$2,489.75	
<b>ELM CREEK INTERCEPTOR - Total</b>			<b>\$2,489.75</b>	
	AEP/PSO	ELECTRIC USE	\$2,540.52	
	CITY OF OWASSO	ADMIN OVERHEAD	\$25,000.00	
	IWORQ SYSTEMS INC	ANNUAL S/W RENEWAL	\$3,571.48	
	JPMORGAN CHASE BANK	CHAMBER-FEES	\$30.00	
	JPMORGAN CHASE BANK	ODP-SUPPLIES	\$59.48	
	JPMORGAN CHASE BANK	REASORS-SUPPLIES	\$113.83	
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$452.10	
	JPMORGAN CHASE BANK	TULSA BEEF-SUPPLIES	\$254.55	
	STANDLEY SYSTEMS LLC	COPIER SERVICES	\$171.81	
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$76.00	
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	\$44.03	
<b>OPWA ADMINISTRATION - Total</b>			<b>\$32,313.80</b>	
	BECK ASSOCIATES ARCHITECTS, PLLC	DESIGN SERVICES	\$21,936.46	
<b>OPWA BUILDING RENOVATION - Total</b>			<b>\$21,936.46</b>	
	BANCFIRST	800469017/09B	\$55,960.39	
	BANCFIRST	800470015/09C	\$23,361.35	
	BANCFIRST	800471013/SANTA FE	\$14,375.72	
	BANCFIRST	800472011/RANCH CREEK	\$25,377.32	
	BANCFIRST	800780017/19C	\$121,342.64	
<b>OPWA DEBT SERVICE - Total</b>			<b>\$240,417.42</b>	
	AEP/PSO	ELECTRIC USE	\$264.26	
	JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL	\$2,851.08	
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$36.80	
<b>RECYCLE CENTER - Total</b>			<b>\$3,152.14</b>	
	CINTAS CORPORATION	FIRST AID SUPPLIES	\$111.84	
	JPMORGAN CHASE BANK	ACADEMY-BOOTS	\$159.98	
	JPMORGAN CHASE BANK	AMERIFLEX-COOL HOSE	\$45.50	
	JPMORGAN CHASE BANK	AUTO SPRING-TRUCK	\$3,327.55	
	JPMORGAN CHASE BANK	BUMPER-AIR FITTING	\$8.74	
	JPMORGAN CHASE BANK	BUMPER-FILTERS	\$221.19	
	JPMORGAN CHASE BANK	BUMPER-FUSE HOLDER	\$45.82	
	JPMORGAN CHASE BANK	BUMPER-GLOVES	\$118.99	
	JPMORGAN CHASE BANK	BUMPER-OIL FILTER	\$536.09	
	JPMORGAN CHASE BANK	BUMPER-PAINT	\$18.78	
	JPMORGAN CHASE BANK	BUMPER-SPARK PLUGS	\$14.80	
	JPMORGAN CHASE BANK	BUMPER-SPRAY CLEANER	\$6.09	

## Claims List - 10/03/2023

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	BUMPER-SUPPLIES \$10.68
		JPMORGAN CHASE BANK	CRANE-ACTUATOR \$283.95
		JPMORGAN CHASE BANK	CRANE-CONTROLLER UNIT \$717.83
		JPMORGAN CHASE BANK	HOME DEPOT-WEED EATER \$27.59
		JPMORGAN CHASE BANK	KIMS-HYDRAULIC HOSE \$374.76
		JPMORGAN CHASE BANK	LENOX-TOW \$612.50
		JPMORGAN CHASE BANK	LOWES-FLAP WHEEL \$22.30
		JPMORGAN CHASE BANK	LOWES-SCREWS \$4.94
		JPMORGAN CHASE BANK	LOWES-WATER JUG \$59.98
		JPMORGAN CHASE BANK	MHC KW-SEAT BELT KIT \$397.70
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$33.98
		JPMORGAN CHASE BANK	SEMI CRAZY-TRUCK WASH \$580.00
		JPMORGAN CHASE BANK	TULSA CLEAN-STEAM \$1,422.86
		JPMORGAN CHASE BANK	TULSA RETAIL-ACTUATOR \$975.65
		JPMORGAN CHASE BANK	TULSA RETAIL-H BEAM \$3,281.19
		JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL \$15,216.13
	SPOK INC.	PAGER USE	\$80.08
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$189.35
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	\$37.96
<b>REFUSE COLLECTIONS - Total</b>			<b>\$28,944.80</b>
	JPMORGAN CHASE BANK	AMAZON-SUPPLIES	\$41.47
	SUMNERONE INC	COPIER SERVICES	\$450.00
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	\$1,609.19
<b>UTILITY BILLING - Total</b>			<b>\$2,100.66</b>
	AEP/PSO	ELECTRIC USE	\$5,858.89
	IWORQ SYSTEMS INC	ANNUAL S/W RENEWAL	\$3,571.42
	JPMORGAN CHASE BANK	ATWOOD-NITRILE GLOVES	\$25.98
	JPMORGAN CHASE BANK	ATWOOD-WEED KILLER	\$84.99
	JPMORGAN CHASE BANK	BUMPER-GREASE	\$113.28
	JPMORGAN CHASE BANK	CORE&MAIN-FITTINGS	\$5,393.46
	JPMORGAN CHASE BANK	CORE&MAIN-RISERS	\$288.20
	JPMORGAN CHASE BANK	CORE&MAIN-SUPPLIES	\$388.00
	JPMORGAN CHASE BANK	CORNERSTONE-PARTS	\$26.38
	JPMORGAN CHASE BANK	ERRONEOUS CHARGE	\$195.97
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$37.94
	JPMORGAN CHASE BANK	MAXWELL-LIME	\$35.95
	JPMORGAN CHASE BANK	OREILLY-SPRAY PAINT	\$9.99
	JPMORGAN CHASE BANK	UNITED RENTALS-PARTS	\$405.00
	SPOK INC.	PAGER USE	\$149.08
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$135.72
	WASHINGTON CO RURAL WATER DISTRICT	COFFEE CREEK LS WATER	\$23.12

## Claims List - 10/03/2023

Fund	Vendor Name	Payable Description	Payment Amount	
61	OPWA	WASHINGTON CO RURAL WATER DISTRICT	MAGNOLIA LS WATER	\$23.12
		WASHINGTON CO RURAL WATER DISTRICT	MORROW LS WATER	\$19.80
<b>WASTEWATER COLLECTIONS - Total</b>			<b>\$16,786.29</b>	
	AEP/PSO	ELECTRIC USE	\$44,883.34	
	HAYNES EQUIPMENT COMPANY	PARTS FOR GBT PUMP	\$11,053.88	
	JPMORGAN CHASE BANK	ACCURATE-CBOD TESTING	\$165.00	
	JPMORGAN CHASE BANK	ACCURATE-LAB TESTING	\$65.00	
	JPMORGAN CHASE BANK	AMAZON-VACUUM	\$18.99	
	JPMORGAN CHASE BANK	ATWOOD-PARTS	\$15.97	
	JPMORGAN CHASE BANK	BLUEBOOK-E COLI TESTS	\$869.46	
	JPMORGAN CHASE BANK	BLUEBOOK-TNT REAGENTS	\$326.24	
	JPMORGAN CHASE BANK	BROWNSO-SONO TUBE	\$134.41	
	JPMORGAN CHASE BANK	BUMPER-WIRE	\$18.99	
	JPMORGAN CHASE BANK	CINTAS-MED CABINET	\$57.13	
	JPMORGAN CHASE BANK	CORE&MAIN-PARTS	\$284.06	
	JPMORGAN CHASE BANK	ERRONEOUS CHARGE	\$189.62	
	JPMORGAN CHASE BANK	GRAINGER-PARTS	\$260.39	
	JPMORGAN CHASE BANK	HACH-COMPOSITE SAMPLE	\$10,819.00	
	JPMORGAN CHASE BANK	HACH-TENSETTE PIPET	\$494.00	
	JPMORGAN CHASE BANK	HOME DEPOT-FUNNEL	\$3.48	
	JPMORGAN CHASE BANK	INTERSTATE-BATTERY	\$201.75	
	JPMORGAN CHASE BANK	LOCKE-PARTS	\$49.03	
	JPMORGAN CHASE BANK	LOWES-PARTS	\$196.52	
	JPMORGAN CHASE BANK	MUSTANG MOW-PARTS	\$499.33	
	JPMORGAN CHASE BANK	NCL-PETRI DISHES	\$312.53	
	JPMORGAN CHASE BANK	ODP-SUPPLIES	\$24.34	
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$74.46	
	JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL	\$6,364.76	
	SCHUERMANN ENTERPRISES, INC	MAIN LS & PLANT PLC	\$870.85	
	SCHUERMANN ENTERPRISES, INC	REPAIR AB-3WAY SWITCH-BP	\$2,419.14	
	SPOK INC.	PAGER USE	\$30.03	
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$125.49	
<b>WASTEWATER TREATMENT - Total</b>			<b>\$80,827.19</b>	
	AEP/PSO	ELECTRIC USE	\$381.39	
	BILLY BASORE	AUGUST DIRT	\$151.66	
	CITY OF TULSA DEPT OF FINANCE	AUGUST LAB SERVICES	\$720.00	
	IWORQ SYSTEMS INC	ANNUAL S/W RENEWAL	\$3,571.42	
	JPMORGAN CHASE BANK	AMAZON-BF PREVENTER	\$535.23	
	JPMORGAN CHASE BANK	BROWN FARMS-SOD	\$220.00	
	JPMORGAN CHASE BANK	CORE&MAIN-METER SET	\$6,635.20	
	JPMORGAN CHASE BANK	CORE&MAIN-POLY TUBING	\$60.00	

## Claims List - 10/03/2023

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	CORE&MAIN-REGISTER \$180.00
		JPMORGAN CHASE BANK	LOWES-DOOR KNOB \$74.98
		JPMORGAN CHASE BANK	LOWES-FORM BOARDS \$58.85
		JPMORGAN CHASE BANK	LOWES-SPRINKLER \$53.45
		JPMORGAN CHASE BANK	LOWES-TOOLS \$86.50
		JPMORGAN CHASE BANK	OREILLY-BLUE DEF \$35.98
		JPMORGAN CHASE BANK	TWIN CITIES-CONCRETE \$1,590.00
		SPOK INC.	PAGER USE \$123.17
		TREASURER PETTY CASH	SAVOY-CDL RENEWAL \$58.76
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$166.66
		<b>WATER - Total</b>	<b>\$14,703.25</b>
	<b>OPWA - Total</b>		<b>\$445,571.76</b>
67	OPWA SALES TAX	BANCFIRST	800650012/2016 NOTE \$233,635.10
		BANCFIRST	800730038/2018 NOTE \$96,551.66
		BANCFIRST	800826026/2020 NOTE \$95,458.21
		<b>OPWA STF DEBT SERVICE - Total</b>	<b>\$425,644.97</b>
	<b>OPWA SALES TAX - Total</b>		<b>\$425,644.97</b>
69	OPWA SALES TAX SUB ACCOUN	MORROW PLACE INVESTMENT GROUP LLC	DEVELOPMENT AGREEMENT \$5,870.95
		<b>OPWA ST SUB - DEBT SERV - Total</b>	<b>\$5,870.95</b>
	<b>OPWA SALES TAX SUB ACCOUN - Total</b>		<b>\$5,870.95</b>
	<b>OPWA Grand Total</b>		<b>\$877,087.68</b>

**OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 09/23/23**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	19,084.56	22,982.04
405 Utility Billing	8,773.97	10,471.23
420 Water	16,770.86	20,173.68
450 Wastewater	13,936.13	16,754.02
455 Wastewater Collection	16,362.46	19,659.60
480 Refuse	15,186.82	18,271.42
485 Recycle Center	2,845.60	3,432.50
<u>FUND TOTAL</u>	<u>92,960.40</u>	<u>111,744.49</u>