

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

**Tuesday, October 4, 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

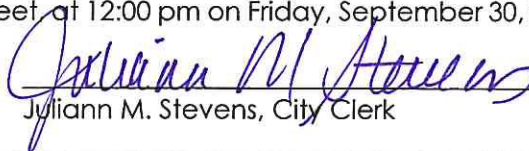
SEP 30 2022 JS

City Clerk's Office

1. **Call to Order** - Chair Kelly Lewis
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 – September 20, 2022, Regular Meeting
  - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Consideration and appropriate action relating to the purchase of a mini-excavator and declare equipment as surplus to the needs of the Authority**  
Robert Allison  

Staff recommends approval to purchase a 2022 Yanmar mini-excavator in the amount of \$54,592.00 from Ditch Witch of Tulsa, Oklahoma, per the State of Oklahoma's approved contract #SW0193; and, to declare the 2005 Yanmar mini-excavator (Serial# 30975B) as surplus to the needs of the Authority and authorize disposal via on-line auction.
6. **Report from OPWA Manager**
7. **Report from OPWA Attorney**
8. **Official Notices (documents for acknowledgment or information only, no discussion or action will be taken)**
  - Payroll Payment Report – Pay Period Ending Date September 24, 2022
9. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
10. **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 12:00 pm on Friday, September 30, 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](mailto:jstevens@cityofowasso.com)*

# OWASSO PUBLIC WORKS AUTHORITY (OPWA)

## MINUTES OF REGULAR MEETING TUESDAY, SEPTEMBER 20, 2022

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, September 20, 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, September 16, 2022.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:09 pm.

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

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

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 – September 6, 2022, and September 13, 2022, Regular Meetings
- B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Dunn to approve the Consent Agenda as presented, with claims totaling \$1,495,748.94.

YEA: Bonebrake, Bush, Dunn, 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 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 Sajar Properties and authorization for payment in the amount of \$1,500.00 for the façade improvements located at 118 South Main Street. There were no comments from the audience. Mr. Bush moved, seconded by Mr. Dunn to approve and execute the agreement and authorize payment, as recommended.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

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

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

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

- Payroll Payment Report – Pay Period Ending Date September 10, 2022
- Monthly Budget Report – August 2022

9. **New Business** - None

**10. Adjournment**

Mr. Bonebrake moved, seconded by Mr. Dunn to adjourn the meeting.  
YEA: Bonebrake, Bush, Dunn, Fruga, Lewis  
NAY: None  
Motion carried: 5-0 and the meeting adjourned at 7:13 pm.

\_\_\_\_\_  
Juliann M. Stevens, Authority Clerk

\_\_\_\_\_  
Kelly Lewis, Chair

## Claims List - 10/04/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AEP/PSO	\$1,965.81
		CITY OF OWASSO	\$25,000.00
		COX COMMUNICATIONS	\$24.94
		JPMORGAN CHASE BANK	\$70.54
		JPMORGAN CHASE BANK	\$20.00
		JPMORGAN CHASE BANK	\$100.28
		JPMORGAN CHASE BANK	\$242.46
		JPMORGAN CHASE BANK	\$127.51
		STANDLEY SYSTEMS LLC	\$163.85
		UNIFIRST HOLDINGS LP	\$75.16
<b>OPWA ADMINISTRATION - Total</b>			<b>\$27,790.55</b>
		BANCFIRST	\$55,960.39
		BANCFIRST	\$23,361.35
		BANCFIRST	\$14,375.72
		BANCFIRST	\$25,377.32
		BANCFIRST	\$121,268.47
<b>OPWA DEBT SERVICE - Total</b>			<b>\$240,343.25</b>
		DOERNER, SAUNDERS, DANIEL &	\$1,332.00
		WALTON PROPERTY SERVICES LLC	\$2,750.00
<b>RANCH CRK INTCPT UPGRADE - Total</b>			<b>\$4,082.00</b>
		AEP/PSO	\$241.32
		COX COMMUNICATIONS	\$3.56
		JPMORGAN CHASE BANK	\$72.00
		JPMORGAN CHASE BANK	\$74.62
		JPMORGAN CHASE BANK	\$63.60
		JPMORGAN CHASE BANK	\$14.82
		JPMORGAN CHASE BANK	\$2,515.03
		UNIFIRST HOLDINGS LP	\$37.40
<b>RECYCLE CENTER - Total</b>			<b>\$3,022.35</b>
		COX COMMUNICATIONS	\$3.56
		JPMORGAN CHASE BANK	\$25.98
		JPMORGAN CHASE BANK	\$145.27
		JPMORGAN CHASE BANK	\$36.61
		JPMORGAN CHASE BANK	\$419.51
		JPMORGAN CHASE BANK	\$74.36
		JPMORGAN CHASE BANK	\$482.50
		JPMORGAN CHASE BANK	\$14,501.32
		UNIFIRST HOLDINGS LP	\$140.52
<b>REFUSE COLLECTIONS - Total</b>			<b>\$15,829.63</b>
		COX COMMUNICATIONS	\$17.82

## Claims List - 10/04/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$24.44
		SUMNERONE INC	COPIER SUPPLIES \$450.00
		TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES \$2,290.97
		TECHNICAL PROGRAMMING SERVICES INC	COPIER SERVICES \$1,545.39
<b>UTILITY BILLING - Total</b>			<b>\$4,328.62</b>
	AEP/PSO	ELECTRIC USE	\$7,508.06
	COX COMMUNICATIONS	PHONE USAGE	\$7.13
	DP SOLUSYON LLC	PW GARAGE MAINT	\$195.00
	JPMORGAN CHASE BANK	AMAZON-EQUIPMENT	\$100.83
	JPMORGAN CHASE BANK	DELL-EQUIPMENT	\$1,116.55
	JPMORGAN CHASE BANK	ENVIRON TRUCK-PARTS	\$126.48
	JPMORGAN CHASE BANK	MEETING EXP 09/08	\$21.28
	JPMORGAN CHASE BANK	OFFICE DEPOT-EQUIP	\$97.99
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$168.67
	WASHINGTON CO RURAL WATER DISTRICT	MAGNOLIA LS WATER	\$23.10
	WASHINGTON CO RURAL WATER DISTRICT	MORROW LS WATER	\$19.80
<b>WASTEWATER COLLECTIONS - Total</b>			<b>\$9,384.89</b>
	AEP/PSO	ELECTRIC USE	\$35,497.40
	AT&T	PHONE USE	\$78.51
	COX COMMUNICATIONS	PHONE USAGE	\$14.25
	DEPARTMENT OF ENVIRONMENTAL QUALITY	DEQ LICENSE RENEWAL	\$92.00
	JPMORGAN CHASE BANK	ACCURATE-SUPPLIES	\$90.00
	JPMORGAN CHASE BANK	AMAZON-EQUIPMENT	\$70.90
	JPMORGAN CHASE BANK	AQUAFIX-SUPPLIES	\$1,980.00
	JPMORGAN CHASE BANK	BLUE BOOK-SUPPLIES	\$121.56
	JPMORGAN CHASE BANK	DELL-EQUIPMENT	\$2,045.81
	JPMORGAN CHASE BANK	DELL-REFUND	(\$2,045.81)
	JPMORGAN CHASE BANK	DELTA-SUPPLIES	\$33.46
	JPMORGAN CHASE BANK	OFFICE DEPOT-EQUIP	\$819.00
	JPMORGAN CHASE BANK	POLYDYNE-SUPPLIES	\$7,590.00
	JPMORGAN CHASE BANK	PRECISION CALI-MAINT	\$588.00
	JPMORGAN CHASE BANK	RED WING-UNIFORM	\$170.00
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$94.47
	JPMORGAN CHASE BANK	TERMINIX-PEST	\$108.00
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$16.20
	JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL	\$8,948.97
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$125.04
<b>WASTEWATER TREATMENT - Total</b>			<b>\$56,437.76</b>
	AEP/PSO	ELECTRIC USE	\$321.75
	COX COMMUNICATIONS	PHONE USAGE	\$7.13

## Claims List - 10/04/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	DP SOLUSYON LLC	PW GARAGE MAINT \$195.00
		JPMORGAN CHASE BANK	BEST BUY-EQUIPMENT \$89.95
		JPMORGAN CHASE BANK	BROWN FARMS-SOD \$260.00
		JPMORGAN CHASE BANK	OK DEPART-EXAM \$124.00
		JPMORGAN CHASE BANK	OK.GOV-FEE \$4.84
		JPMORGAN CHASE BANK	RED WING-UNIFORM \$170.00
		JPMORGAN CHASE BANK	SPECIALTY MAINT-TOOL \$58.52
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$124.12
		<b>WATER - Total</b>	<b>\$1,355.31</b>
		CP&Y INC	WWTP LS EXP PROJECT \$12,418.20
		CP&Y INC	WWTP LS EXPAN PROJ \$9,115.98
		GREELEY & HANSEN LLC LBX 619776	WWTP RPR SERVICES \$22,708.40
		<b>WWTP UPGRADE - Total</b>	<b>\$44,242.58</b>
		<b>OPWA - Total</b>	<b>\$406,816.94</b>
67	OPWA SALES TAX	BANCFIRST	800650012/2016 NOTE \$233,647.50
		BANCFIRST	800730038/2018 NOTE \$94,220.00
		BANCFIRST	800826026/2020 NOTE \$95,628.04
		<b>OPWA STF DEBT SERVICE - Total</b>	<b>\$423,495.54</b>
		<b>OPWA SALES TAX - Total</b>	<b>\$423,495.54</b>
69	OPWA SALES TAX SUB ACCOUN	MORROW PLACE INVESTMENT GROUP LLC	DEVELOP AGREEMENT \$5,920.81
		<b>OPWA ST SUB - DEBT SERV - Total</b>	<b>\$5,920.81</b>
		<b>OPWA SALES TAX SUB ACCOUN - Total</b>	<b>\$5,920.81</b>
		<b>OPWA Grand Total</b>	<b>\$836,233.29</b>



**TO:** The Honorable Chair and Trustees  
Owasso Public Works Authority (OPWA)

**FROM:** Robert Allison  
Utilities Superintendent

**SUBJECT:** Purchase of a Mini-Excavator

**DATE:** September 30, 2022

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**BACKGROUND:**

Public Works staff annually evaluates the condition of existing equipment to determine current and future needs. These evaluations are used as the basis for Public Works budgeting each year.

Based upon this year's assessment, staff is proposing the purchase of a new mini-excavator to replace the Water Division's existing 2005 mini-excavator due to age and condition. This mini-excavator has been utilized to repair water leaks and install new water services on a daily basis. This piece of equipment is one of the most utilized pieces of equipment at Public Works due to its flexibility to enter and perform work in tight areas with reduced disturbance to public or private property.

Staff also recommends that the 2005 mini-excavator be declared as surplus and sold via auction.

**VEHICLE DESCRIPTION:**

Staff proposes the purchase of a new 2022 Yanmar Vio35-6A mini excavator through the State of Oklahoma's bid process. The mini-excavator has an eight thousand pound operating weight, an 11'3" dig depth, and a hydraulic quick coupler. In addition, it comes with an enclosed cab with heat and air and a 4 year/4,000 hour "Bumper to Bumper" warranty.

**FUNDING:**

Funds for the purchase of a mini-excavator are included in the FY23 OPWA Budget.

**RECOMMENDATION:**

Staff recommends approval to purchase a 2022 Yanmar mini-excavator in the amount of \$54,592.00 from Ditch Witch of Tulsa, Oklahoma, per the State of Oklahoma approved contract #SW0193, and to declare the 2005 Yanmar mini-excavator (Serial# 30975B) as surplus to the needs of the Authority and disposed of via on-line auction.

**ATTACHMENT:**

Ditch Witch Quote



Authorized Ditch Witch Dealer  
**Ditch Witch of Tulsa**  
4045 N Garnett Rd  
Tulsa, OK 74128-3207  
(918)438-1560  
Fax: (918)438-1564

September 27, 2022

Ron,

Below is the pricing information for the Yanmar Vio35-6A we discussed.

**Yanmar Vio35-6A**

- 8,300# Operating Weight
- 11'3" Dig Depth
- Cab Heat/Air
- true zero tail swing
- 12" bucket
- Quick disconnect
- GPS Smart Assist w/ 5year coverage
- 4 year/4000 hour warranty

**Sales Price**                      **\$54,592.00**

**Statewide Bid Contract- #SW0193**

Pricing good for 45 days.

Let me know if you have any questions.

Thank you,

Andy

918-277-1158



**OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 09/24/22**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	17,360.67	20,921.32
405 Utility Billing	7,592.80	9,115.93
420 Water	16,411.62	19,708.57
450 Wastewater	14,649.54	17,624.56
455 Wastewater Collection	15,491.78	18,637.66
480 Refuse	16,368.31	19,569.10
485 Recycle Center	2,664.00	3,223.04
<b>FUND TOTAL</b>	<b>90,538.72</b>	<b>108,800.18</b>