

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

TUESDAY, OCTOBER 20, 2020 - 6:30 PM

AGENDA

RECEIVED

OCT 16 2020



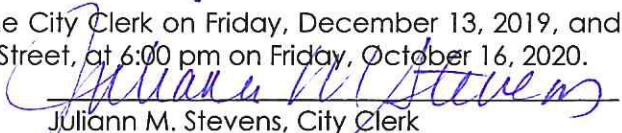
City Clerk's Office

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 - October 6, 2020, and October 13, 2020, Regular Meetings
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Consideration and appropriate action relating to budget amendments for the re-appropriation of carryover funds from Fiscal Year 2019-2020**
Jennifer Newman

Staff recommends approval of an increase in the estimate of revenues by \$29,376,052.00 and the appropriation for expenditures by \$31,245,382.00 for the Owasso Public Works Authority.
6. **Consideration and appropriate action relating to the purchase of a new truck and declaration of a surplus vehicle**
Robert Allison

Staff recommends approval to purchase a 2021 Chevrolet 1500 4x4, Crew Cab truck, in the amount of \$30,829.00, from Carter Chevrolet of Edmond, Oklahoma, per the State of Oklahoma's approved contract #SW035; and, to declare the 2009 Dodge Dakota (VIN# 1D3HW38K99S726795) as surplus to the needs of Owasso Public Works Authority and disposed of via on line auction.
7. **Report from OPWA Manager**
8. **Report from OPWA Attorney**
9. **Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Report – pay period ending date October 10, 2020
 - Monthly Budget Status Report – September 2020
10. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
11. **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, October 16, 2020.


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, October 6, 2020

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, October 6, 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, October 2, 2020.

1. Call to Order

Chair Bill Bush called the meeting to order at 7:16 pm.

2. Roll Call

Present	Absent
Chair – Bill Bush	None
Vice Chair – Kelly Lewis	
Trustee – Chris Kelley	
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 - September 15, 2020, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda, as presented, with claims totaling \$831,393.18.

YEA: Bonebrake, Dunn, Kelley, 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 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 September 12, 2020, and September 26, 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)

None

9. Adjournment

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

YEA: Bonebrake, Dunn, Kelley, Lewis, Bush

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:17 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, October 13, 2020

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, October 13, 2020, in the Council Chambers at Old Central, 109 North Birch Street, 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, October 9, 2020.

1. **Call to Order/Roll Call**

Mayor/Chair Chris Kelley 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. **Presentation and discussion relating to the Economic Development Strategic Plan (EDSP) Annual Report**

Chelsea Levo-Feary presented the item and discussion was held.

3. **Presentation and discussion relating to the Owasso Public Safety Training Center**

David Hurst introduced Arami Goldstein to present the item and discussion was held.

4. **Discussion relating to the purchase of an ambulance and the declaration of a surplus vehicle**

David Hurst presented the item and discussion was held. It was further explained that an item would be placed on the October 20, 2020, City Council agenda for consideration and action.

5. **Discussion relating to the purchase of a body worn camera system**

Scott Chambless presented the item and discussion was held. It was further explained that an item would be placed on the October 20, 2020, City Council agenda for consideration and action.

6. **Discussion relating to FY 2019-2020 Carryover Funds (General Fund and Owasso Public Works Authority Fund)**

Jennifer Newman presented the item and discussion was held. It was further explained an item would be placed on the October 20, 2020, City Council and Owasso Public Works Authority agendas for consideration and action.

7. **Discussion relating to the Elm Creek Park Renovation Project**

Chris Garrett presented the item and discussion was held.

8. **Discussion relating to the sale of surplus city property located at the northeast corner of East 96th Street North and Mingo Road**

Julie Lombardi presented the item and discussion was held.

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

- A. 2021 City Council Election for Ward 1 and Ward 2
- B. Court Clerk appointment
- C. Monthly sales tax report
- D. City/Authority Manager report

Warren Lehr presented items A and B and discussion was held. Linda Jones presented item C and discussion was held. It was further explained that items A and B would be placed on the October 20, 2020, City Council agenda for consideration and action. Mr. Lehr reported on the progress of North Garnett Road improvements.

10. City Councilor/Trustee comments and inquiries

None

11. Adjournment

The meeting adjourned at 7:54 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City Clerk

Actual Claims List - 10/20/20

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AEP/PSO	\$1,214.54
		BLUE ENERGY FUELS, LLC	\$77.00
		CITY GARAGE	\$165.33
		FLEETCOR TECHNOLOGIES	\$32.72
		JPMORGAN CHASE BANK	\$121.87
		JPMORGAN CHASE BANK	\$35.00
		ONEOK, INC OKLAHOMA NATURAL GAS	\$112.92
		UNIFIRST HOLDINGS LP	\$60.46
OPWA ADMINISTRATION - Total			\$1,819.84
		AEP/PSO	\$120.63
		CITY GARAGE	\$410.17
		JPMORGAN CHASE BANK	\$1,999.22
		NATIONAL WASTE & DISPOSAL, INC.	\$1,470.00
		UNIFIRST HOLDINGS LP	\$36.70
RECYCLE CENTER - Total			\$4,036.72
		BLUE ENERGY FUELS, LLC	\$2,558.39
		CITY GARAGE	\$5,524.17
		CITY GARAGE	\$562.19
		FLEETCOR TECHNOLOGIES	\$1,780.95
		JPMORGAN CHASE BANK	\$129.99
		JPMORGAN CHASE BANK	\$297.32
		JPMORGAN CHASE BANK	\$375.15
		JPMORGAN CHASE BANK	\$23,448.47
		JPMORGAN CHASE BANK	\$852.79
		JPMORGAN CHASE BANK	\$27.07
		JPMORGAN CHASE BANK	\$1,337.78
		JPMORGAN CHASE BANK	\$1,801.87
		JPMORGAN CHASE BANK	\$455.00
		JPMORGAN CHASE BANK	\$802.56
		JPMORGAN CHASE BANK	\$2,963.26
		JPMORGAN CHASE BANK	\$10,937.69
		JPMORGAN CHASE BANK	\$53.93
		REHRIG PACIFIC CO.	\$21,531.00
		UNIFIRST HOLDINGS LP	\$122.96
		UNITED ENGINES, LLC	\$125.42
REFUSE COLLECTIONS - Total			\$75,687.96
		TECHNICAL PROGRAMMING SERVICES INC	\$3,118.03
UTILITY BILLING - Total			\$3,118.03

Actual Claims List - 10/20/20

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AEP/PSO	\$5,490.84
		BLUE ENERGY FUELS, LLC	\$174.42
		CITY GARAGE	\$1,378.50
		CITY GARAGE	\$2,492.74
		FLEETCOR TECHNOLOGIES	\$428.32
		JPMORGAN CHASE BANK	\$450.00
		JPMORGAN CHASE BANK	\$172.58
		JPMORGAN CHASE BANK	\$92.00
		JPMORGAN CHASE BANK	\$7.02
		JPMORGAN CHASE BANK	\$29.98
		JPMORGAN CHASE BANK	\$32.99
		JPMORGAN CHASE BANK	\$750.33
		ONEOK, INC OKLAHOMA NATURAL GAS	\$233.59
		UNIFIRST HOLDINGS LP	\$105.68
		VERDIGRIS VALLEY ELECTRIC COOP	\$511.98
		VERDIGRIS VALLEY ELECTRIC COOP	\$185.77
		VERIZON WIRELESS	\$80.02
WASTEWATER COLLECTIONS - Total			\$12,616.76
		AEP/PSO	\$24,297.47
		BLUE ENERGY FUELS, LLC	\$8.92
		CITY GARAGE	\$1,064.42
		CITY GARAGE	\$186.04
		FLEETCOR TECHNOLOGIES	\$384.03
		JAMES A. OZBUN	\$1,896.00
		JPMORGAN CHASE BANK	\$3.83
		JPMORGAN CHASE BANK	\$93.57
		JPMORGAN CHASE BANK	(\$7.35)
		JPMORGAN CHASE BANK	\$477.13
		JPMORGAN CHASE BANK	\$43.13
		JPMORGAN CHASE BANK	\$264.56
		JPMORGAN CHASE BANK	\$62.09
		UNIFIRST HOLDINGS LP	\$97.66
		VERIZON WIRELESS	\$80.02
WASTEWATER TREATMENT - Total			\$28,951.52
		AEP/PSO	\$289.16
		BLUE ENERGY FUELS, LLC	\$76.63
		CITY GARAGE	\$2,718.17
		CITY GARAGE	\$333.94

Actual Claims List - 10/20/20

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	SEP	
	CITY OF TULSA UTILITIES	WATER	\$295,065.25
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - SEPT,	\$1,074.33
	JPMORGAN CHASE BANK	AMERIFLEX-PARTS	\$19.20
	JPMORGAN CHASE BANK	ATWOODS-EXTINGUISHER	\$16.99
	JPMORGAN CHASE BANK	ATWOODS-KNEEPADS	\$19.99
	JPMORGAN CHASE BANK	BROWN FARMS-SOD	\$200.00
	JPMORGAN CHASE BANK	LOWES-MATERIALS	\$53.00
	JPMORGAN CHASE BANK	SHOW CARNIVAL-BOOTS	\$134.98
	JPMORGAN CHASE BANK	VERMEER-SUPPLIES	\$212.53
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$172.30
	VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRI	\$30.60
	WATER	- Total	\$300,417.07
	OPWA	- Total	\$426,647.90
	OPWA Grand Total		\$426,647.90



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

FROM: Jennifer Newman, Assistant Finance Director

SUBJECT: Supplemental Appropriation
 Carryover Budgets

DATE: October 16, 2019

BACKGROUND:

Every year at the June 30, fiscal year-end, there are unspent budgets. While the appropriations were included in the FY 2020 budget, the actual expenditures for all or part of open items will occur during FY 2021.

Because the FY 2021 budget was prepared prior to year-end, and before it was known whether funds would be expended or not, fund balances used to develop the budget were projected as though all non-salary budgets would be expended by year-end. Therefore, approval of carryover non-salary budgets does not reduce estimated June 30, 2020, fund balances.

In order to keep from having purchase orders open for multiple years, past practice of the Authority is to close prior year purchase orders at the end of September, and re-appropriate the funds in the subsequent year along with authorizing the Authority to re-issue the purchase orders in the new fiscal year.

Furthermore, since Generally Accepted Accounting Principles (GAAP) do not recognize encumbrances, closing out old encumbrances where goods and services have not been received, will enable the Authority's budgetary financial statements to more closely align with audited GAAP statements. Also, previously authorized loan proceeds are expected to be transferred from the OPWA Fund to the Capital Improvements Fund in FY 2020-2021, as invoices are due. The FY 2019-2020 budget for loan proceeds are recommended to be carried over and re-appropriated in FY 2020-2021.

OPWA Department	FY 2021 Expenditure Budget	Expenditure Carryover	Requested Revised FY 2021 Expenditure Budget	Revenue Carryover
OPWA Debt Proceeds	\$ -	\$ -	\$ -	\$ 24,547,553
OPWA Administration	1,144,736	3,858	1,148,594.19	-
Utility Billing	524,537	-	524,537.00	-
Water	4,252,451	141,528	4,393,979.01	-
Wastewater Treatment	1,401,456	20,608,226	22,009,682.28	-
Wastewater Collections	1,489,461	5,342,141	6,831,601.88	-
Refuse	1,569,791	106,500	1,676,291.00	-
Recycle	169,388	110,650	280,038.00	-
Redbud TIF	354,502	103,980	458,481.83	-
Debt Service Exp	7,834,500	-	7,834,500.00	-
Transfers Out (OPGA)	326,201	-	326,201.00	-
Transfers Out (Sales Tax)	20,818,308	-	20,818,308.00	-
Transfer to CIP (Debt Proceeds)	5,000,000	4,828,499	9,828,499.25	4,828,499
Total Carryover Requested	\$ 44,885,331	\$ 31,245,382	\$ 76,130,713	\$ 29,376,052

RECOMMENDATION:

Staff recommends approval of an increase in the estimate of revenues by \$29,376,052.00 and the appropriation for expenditures by \$31,245,382.00 for the Owasso Public Works Authority.



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

FROM: Robert Allison
Utility Superintendent

SUBJECT: Purchase of a 2021 Chevy 1500 Truck and Declare a Vehicle Surplus

DATE: October 16, 2020

BACKGROUND:

Public Works Department staff annually assesses the motor fleet in order to determine the safety, reliability and efficiency of the vehicles assigned to each division. These evaluations are used as the basis for vehicle purchases and Public Works budgeting.

Based upon the assessment of the motor fleet, staff is proposing the replacement of the Water Division's Utility Billing truck. This vehicle is used to complete Utility Billing work orders, which include but are not limited to water connection and disconnection, meter re-reads, meter change outs and various other tasks. The current Utility Billing truck (2009 Dodge Dakota) is 11 years old and has 143,634 miles. Staff is proposing the truck be declared surplus to the needs of the Authority and disposed of via online auction.

VEHICLE DESCRIPTION:

Staff proposes the purchase of a 2021 Chevrolet 1500 4x4 Crew Cab truck through the State of Oklahoma's bid process. This truck will be equipped with the standard LT package, a five liter-V8 gasoline engine, a 5.5 foot bed and a spray-in bed liner.

FUNDING:

The FY 2020-2021 Water Division budget includes funding for the purchase of a new vehicle.

RECOMMENDATION:

Staff recommends approval to purchase a 2021 Chevrolet 1500 4x4, Crew Cab truck, in the amount of \$30,829.00, from Carter Chevrolet of Edmond, Oklahoma, per the State of Oklahoma's approved contract #SW035.

Staff further recommends to declare the 2009 Dodge Dakota (VIN# 1D3HW38K99S726795) as surplus to the needs of OPWA and disposed of via on line auction.

ATTACHMENT:

Carter Chevrolet Bid Quote

Dee Roberson 405-737-3389
 Email dee@rfsfleet.com



Bill To
 Robert Allison
 City of Owasso
 918-272-4959
 rallison@cityofowasso.com
 SW0035 State Contract

Quote # DR0925A
Quote Date 09/25/2020

DESCRIPTION	AMOUNT
2021 Chevy 1500 Crew Cab with 5.5' Bed	26,477.00
Engine: Engine, 5.3L EcoTec3 V8 with Active Fuel Management, (355 hp)	0.00
Four Wheel Drive with Skid Plates	2,892.00
Differential, heavy-duty locking rear	385.00
Tires, 265/70R17 all-terrain, blackwall	195.00
Trailer Package includes trailer hitch, 7-pin and 4-pin connectors	350.00
Chevytec spray-on bedliner, Black with Chevrolet logo	530.00
White with Cloth 40/20/40 Front Seat with storage armrest and rubber Floor	0.00
TOTAL	\$30,829.00

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 10/10/20

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	15,167.77	22,801.39
405 Utility Billing	6,768.00	11,861.42
420 Water	16,381.80	27,113.89
450 Wastewater	11,831.71	19,801.92
455 Wastewater Collection	12,931.10	22,054.90
480 Refuse	14,306.19	23,962.28
485 Recycle Center	2,344.00	4,729.80
<u>FUND TOTAL</u>	<u>79,730.57</u>	<u>132,325.60</u>

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2020-2021
Budgetary Basis
Statement of Revenues & Expenses
As of September 30, 2020

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 738,304	\$ 2,323,525	\$ 6,596,392	35.22%
Wastewater	493,535	1,397,469	5,208,252	26.83%
Refuse & recycle	213,941	642,708	2,436,961	26.37%
Other Utility fees	23,016	61,003	280,600	21.74%
TOTAL OPERATING REVENUES	<u>\$ 1,468,796</u>	<u>\$ 4,424,705</u>	<u>\$ 14,522,205</u>	30.47%
OPERATING EXPENSES:				
OPWA administration	\$ (98,785)	\$ (395,519)	\$ (1,144,736)	34.55%
Utility Billing	(38,104)	(111,254)	(524,537)	21.21%
Water	(441,871)	(1,058,031)	(4,252,451)	24.88%
Wastewater	(166,168)	(618,465)	(2,890,917)	21.39%
Refuse & Recycle	(116,914)	(272,546)	(1,739,179)	15.67%
Debt payments	(203,967)	(660,959)	(2,705,000)	24.43%
TOTAL OPERATING EXPENSES	<u>\$ (1,065,808)</u>	<u>\$ (3,116,774)</u>	<u>\$ (13,256,820)</u>	23.51%
OPERATING REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 402,988</u>	<u>\$ 1,307,931</u>	<u>\$ 1,265,385</u>	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 2,221	\$ 7,234	\$ 28,830	25.09%
Other revenues/(expenses)	2,963	7,355	20,326	36.18%
Transfers in	-	-	-	0.00%
Transfers out	-	-	(326,201)	0.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>\$ 5,184</u>	<u>\$ 14,589</u>	<u>\$ (277,045)</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 480,553	\$ 1,381,322	\$ 5,000,000	
Expenditures of long-term debt	(514,423)	(764,085)	(5,000,000)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>\$ (33,870)</u>	<u>\$ 617,237</u>	<u>\$ -</u>	
NET INCOME (LOSS)	<u>\$ 374,302</u>	<u>\$ 1,939,757</u>	<u>\$ 988,340</u>	
ENCUMBRANCES OUTSTANDING		\$ (1,024,586)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		2,039,743	2,039,743	
Ending Balance		<u>\$ 2,954,915</u>	<u>\$ 3,028,083</u>	