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

City Clerk's Office

**Council Chambers, Old Central Building
109 North Birch, Owasso, OK 74055
Regular Meeting
Tuesday, November 5, 2019 – 6:30 pm**

1. **Call to Order**
Chair Chris Kelley
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 15, 2019, 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 Reports – pay period ending date October 12, 2019, and October 26, 2019
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 December 14, 2018, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, November 1, 2019.



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 15, 2019

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, October 15, 2019, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed December 14, 2018, 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 11, 2019.

1. Call to Order

Chair Chris Kelley called the meeting to order at 6:57 pm.

2. Roll Call

Present

Absent

Chair – Chris Kelley

Trustee – Lyndell Dunn

Vice Chair – Bill Bush

Trustee – Doug Bonebrake

Trustee – Kelly Lewis

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 - October 1, 2019, and October 8, 2019, Regular Meetings

B. Approve claims

Ms. Lewis moved, seconded by Mr. Bonebrake to approve the Consent Agenda with claims totaling \$417,051.81.

YEA: Bonebrake, Bush, Lewis, Kelley

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 a budget amendment for the re-appropriation of carryover funds from FY 2018-2019

Jennifer Newman presented the item, recommending approval of a budget amendment increasing the estimate of revenues by \$9,397,066.00 and the appropriation for expenditures by \$10,701,541.00 for the Owasso Public Works Authority.

There were no comments from the audience. After discussion, Mr. Bush moved, seconded by Mr. Bonebrake to approve the budget amendment, as recommended.

YEA: Bonebrake, Bush, Lewis, Kelley

NAY: None

Motion carried: 4-0

6. Consideration and appropriate action relating to Resolution 2019-05, providing for the elimination of the Credit Card Convenience Fee for utility billing customer services

Linda Jones presented the item, recommending approval of Resolution 2019-05.

There were no comments from the audience. After discussion, Ms. Lewis moved, seconded by Mr. Bonebrake to approve Resolution 2019-05, as recommended.

YEA: Bonebrake, Bush, Lewis, Kelley

NAY: None

Motion carried: 4-0

7. Consideration and appropriate action relating to an agreement for engineering services for Ranch Creek Interceptor Improvement Project from East 96th Street North to East 116th Street North

Roger Stevens presented the item, recommending approval of the Agreement for Engineering Services for the Ranch Creek Interceptor Upgrade from East 96th Street North to East 116th Street North with Greeley and Hansen of Tulsa, Oklahoma, in the amount of \$256,049.00, and authorization for the Chair to execute the agreement.

There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Mr. Bush to approve the agreement and authorize the Chair to execute the agreement, as recommended.

YEA: Bonebrake, Bush, Lewis, Kelley

NAY: None

Motion carried: 4-0

8. Report from OPWA Manager

None

9. Report from OPWA Attorney

None

10. 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 Reports – pay period ending date September 28, 2019
- Monthly Budget Status Report - September 2019

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

None

12. Adjournment

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

YEA: Bonebrake, Bush, Lewis, Kelley

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:08 pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Clerk

Claims List - 11/5/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	KELLOGG ENGINEERING, INC	ENGINEERING AGREEMENT - C \$24,716.00
COFFEE CREEK LIFT STATION - Total			\$24,716.00
	AMERICAN MUNICIPAL SERVICES CORP.	COLLECTION SERVICES	\$186.73
OPWA - Total			\$186.73
	AEP/PSO	ELECTRIC USE	\$1,550.30
	AT&T	CONSOLIDATED PHONE	\$151.65
	CITY OF OWASSO	ADMIN OVERHEAD	\$25,000.00
	JPMORGAN CHASE BANK	ATLAS AIR-REPAIR	\$1,290.00
	JPMORGAN CHASE BANK	INTERSTATE-BATTERIES	\$76.70
	JPMORGAN CHASE BANK	NEXTCARE-VACCINES	\$300.00
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$5.19
	JPMORGAN CHASE BANK	PIKEPASS-FEES	\$39.25
	JPMORGAN CHASE BANK	REASORS-SUPPLIES	\$60.43
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$420.64
	OWASSO CHARACTER COUNCIL, INC	2019 CHARACTER LUNCHEON	\$40.00
	STANDLEY SYSTEMS, LLC	COPIER MAINTENANCE AGREEM	\$269.86
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$117.12
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES/IPADS	\$49.42
OPWA ADMINISTRATION - Total			\$29,370.56
	BANCFIRST	800469017/09B	\$55,960.40
	BANCFIRST	800470015/09C	\$23,361.34
	BANCFIRST	800471013/SANTA FEE	\$14,375.74
	BANCFIRST	800472011/RANCH CREEK	\$25,377.32
	BANCFIRST	800780017/19C	\$84,891.80
OPWA DEBT SERVICE - Total			\$203,966.60
	AEP/PSO	ELECTRIC USE	\$128.23
	AT&T	CONSOLIDATED PHONE	\$12.44
	JPMORGAN CHASE BANK	GRAINGER-BOOTS	\$109.24
	JPMORGAN CHASE BANK	NEXTCARE-VACCINES	\$300.00
	JPMORGAN CHASE BANK	WASTE MGMT-REC TIP FE	\$4,553.15
	TREASURER PETTY CASH	CDL-MCCORMICK	\$33.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$53.34
RECYCLE CENTER - Total			\$5,189.40
	AT&T	CONSOLIDATED PHONE	\$12.44
	JPMORGAN CHASE BANK	ATWOODS-UNIFORM	\$109.99
	JPMORGAN CHASE BANK	BROWNCO-UNIFORM	\$25.00
	JPMORGAN CHASE BANK	BUMP2BUMP-ANTI-FREEZE	\$95.16
	JPMORGAN CHASE BANK	BUMP2BUMP-FILTER	\$117.27
	JPMORGAN CHASE BANK	BUMP2BUMP-GREASE	\$73.00

Claims List - 11/5/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$50.77
		JPMORGAN CHASE BANK	\$45.34
		JPMORGAN CHASE BANK	\$230.27
		JPMORGAN CHASE BANK	\$23.90
		JPMORGAN CHASE BANK	\$37.49
		JPMORGAN CHASE BANK	\$4.25
		JPMORGAN CHASE BANK	\$142.12
		JPMORGAN CHASE BANK	\$152.99
		JPMORGAN CHASE BANK	\$176.98
		JPMORGAN CHASE BANK	\$354.62
		JPMORGAN CHASE BANK	\$35.70
		JPMORGAN CHASE BANK	\$337.89
		JPMORGAN CHASE BANK	\$11.90
		JPMORGAN CHASE BANK	\$100.00
		JPMORGAN CHASE BANK	\$65.00
		JPMORGAN CHASE BANK	\$187.00
		JPMORGAN CHASE BANK	\$16,685.39
	SPOK, INC.	PAGER USE	\$71.88
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$196.80
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES/IPADS	\$43.65
REFUSE COLLECTIONS		- Total	\$19,386.60
	JPMORGAN CHASE BANK	OFFICE DEPOT-PAPER	\$20.57
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$4.59
	JPMORGAN CHASE BANK	OFFICE EVERY-TONER	\$48.58
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	\$9,113.85
	TODD C. KIMBALL	METER READER	\$69.75
	TYRONE EUGENE DINKINS	METER READER	\$1,341.00
UTILITY BILLING		- Total	\$10,598.34
	AEP/PSO	ELECTRIC USE	\$6,563.08
	JPMORGAN CHASE BANK	AMAZON-GLOVES	\$69.75
	JPMORGAN CHASE BANK	ATWOODS-BOOTS	\$139.99
	JPMORGAN CHASE BANK	DEQ-EXAM FEE	\$124.00
	JPMORGAN CHASE BANK	J QUINTON-SERVICE	\$250.00
	JPMORGAN CHASE BANK	LOWES-UNIFORM	\$29.94
	JPMORGAN CHASE BANK	RED WING-BOOTS	\$170.00
	SCHUERMANN ENTERPRISES, INC	TROUBLESHOOTING	\$3,004.59
	SPOK, INC.	PAGER USE	\$52.21
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$198.48
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
	WASHINGTON CO RURAL WATER	MORROW LS WATER	\$21.60

Claims List - 11/5/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	DISTRICT	
		WASTEWATER COLLECTIONS - Total	\$10,703.66
	AEP/PSO	ELECTRIC USE	\$30,047.45
	AT&T	CONSOLIDATED PHONE	\$62.18
	HAYNES EQUIPMENT COMPANY	CONTROLLER	\$4,993.94
	JPMORGAN CHASE BANK	AMAZON-GLOVES	\$27.90
	JPMORGAN CHASE BANK	FORT BEND-POLYMER	\$2,970.00
	JPMORGAN CHASE BANK	GRAINGER-PARTS	\$2,359.44
	JPMORGAN CHASE BANK	HACH-PIPET	\$349.48
	JPMORGAN CHASE BANK	KOMLINE-GBT BELT	\$795.00
	JPMORGAN CHASE BANK	LOCKE-REPAIR	\$6.17
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$45.90
	JPMORGAN CHASE BANK	NCL OF WISC-BOTTLES	\$60.72
	JPMORGAN CHASE BANK	NCL OF WISC-SUPPLIES	\$34.10
	JPMORGAN CHASE BANK	NORTHERN SAFETY-CALIB	\$292.66
	JPMORGAN CHASE BANK	OFFICE DEPOT-PARTS	\$38.99
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$38.94
	JPMORGAN CHASE BANK	WALMART-WATER	\$10.20
	JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REM	\$4,616.92
	SPOK, INC.	PAGER USE	\$21.25
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$171.02
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
		WASTEWATER TREATMENT - Total	\$47,022.28
	AEP/PSO	ELECTRIC USE	\$308.36
	CITY OF TULSA DEPT OF FINANCE	LABORATORY SERV	\$500.00
	JET TRUCKING, LLC	YARD DIRT	\$220.00
	JPMORGAN CHASE BANK	ACCURATE ENV-TESTING	\$935.00
	JPMORGAN CHASE BANK	DEQ-EXAM FEE	\$62.00
	JPMORGAN CHASE BANK	LOWES-CONCRETE	\$26.70
	JPMORGAN CHASE BANK	LOWES-LIGHT BULBS	\$15.98
	JPMORGAN CHASE BANK	LOWES-ROCK	\$8.56
	JPMORGAN CHASE BANK	RED WING-BOOTS	\$143.99
	SPOK, INC.	PAGER USE	\$72.18
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$201.85
		WATER - Total	\$2,494.62
	CP&Y INC	DESIGN SERVICES	\$37,305.09
		WWTP UPGRADE - Total	\$37,305.09
	OPWA - Total		\$390,939.88
67	OPWA SALES TAX	BANCFIRST	800650012/2016 NOTE \$231,866.18
		BANCFIRST	800730038/2018 NOTE \$95,370.77

Claims List - 11/5/2019

Fund	Vendor Name	Payable Description	Payment Amount
67	OPWA SALES TAX	OPWA STF DEBT SERVICE - Total	\$327,236.95
	OPWA SALES TAX - Total		\$327,236.95
69	OPWA SALES TAX SUB ACCOUN	MORROW PLACE INVESTMENT GROUP LLC	\$4,701.09
		OPWA ST SUB - DEBT SERV - Total	\$4,701.09
	OPWA SALES TAX SUB ACCOUN - Total		\$4,701.09
OPWA Grand Total			\$722,877.92

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 10/12/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	14,707.27	21,063.40
405 Utility Billing	6,442.73	11,843.01
420 Water	14,548.95	24,287.03
450 Wastewater	10,838.84	18,776.06
455 Wastewater Collection	11,412.28	19,566.33
480 Refuse	14,227.04	24,007.27
485 Recycle Center	2,335.20	3,214.31
<u>FUND TOTAL</u>	<u>74,512.31</u>	<u>122,757.41</u>

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 10/26/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	14,630.33	21,011.59
405 Utility Billing	6,411.12	11,804.82
420 Water	15,169.49	25,029.41
450 Wastewater	11,416.03	19,457.31
455 Wastewater Collection	11,510.42	19,583.34
480 Refuse	14,288.32	24,093.86
485 Recycle Center	2,410.63	3,302.29
<u>FUND TOTAL</u>	<u>75,836.34</u>	<u>124,282.62</u>