

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

**TUESDAY, NOVEMBER 17, 2020 - 6:30 PM**

**AGENDA**

RECEIVED

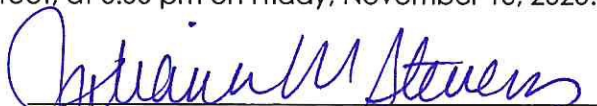
NOV 13 2020

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 - November 3, 2020, and November 10, 2020, Regular Meetings
  - 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 November 7, 2020
  - Monthly Budget Status Report - October 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, November 13, 2020.

  
Julidann 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, November 3, 2020

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, November 3, 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 30, 2020.

### 1. Call to Order

Chair Bill Bush called the meeting to order at 6:56 pm.

### 2. Roll Call

Present

Absent

Chair – Bill Bush

Trustee – Doug Bonebrake

Vice Chair – Kelly Lewis

Trustee – Chris Kelley

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 of the October 20, 2020, Regular Meeting

B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda, as presented, with claims totaling \$801,970.73.

YEA: Dunn, Kelley, Lewis, Bush

NAY: None

Motion carried: 4-0

### 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 October 24, 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: Dunn, Kelley, Lewis, Bush

NAY: None

Motion carried: 4-0 and the meeting adjourned at 6:57 pm.

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Bill Bush, Chair

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Juliann M. Stevens, Authority Clerk

# OWASSO CITY COUNCIL, PUBLIC WORKS AUTHORITY, AND PUBLIC GOLF AUTHORITY

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## MINUTES OF JOINT REGULAR MEETING Tuesday, November 10, 2020

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, November 10, 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, November 6, 2020.

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

Mayor/Chair Bill Bush 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 (leaves meeting at 7:04pm)

Councilor/Trustee – Lyndell Dunn

A quorum was declared present.

#### Absent

None

Mayor Bush announced that Councilor Bonebrake will need to leave the meeting early and moved items #6 and #4 to the beginning of the meeting.

### 6. **Discussion relating to the COVID-19 Pandemic and local public health issues**

Warren Lehr presented the item and discussion was held.

### 4. **Discussion relating to the sale of surplus city property located at the northeast corner of East 96th Street North and Mingo Road (Bailey Creek)**

Julie Lombardi presented the item and discussion was held. It was further explained this item would be placed on the November 17, 2020, City Council agenda for consideration and action.

### 2. **Discussion relating to a final plat for 1.51 acres, located at 13311 East 116<sup>th</sup> Street North (Tommy's Car Wash)**

Alexa Beemer presented the item, explaining this item would be placed on the November 17, 2020, City Council agenda for consideration and action.

### 3. **Discussion relating to bids received for the Wastewater Treatment Plant and Main Lift Station Expansion Project**

Roger Stevens presented the item and discussion was held. It was further explained this item would be placed on the December 1, 2020, OPWA agenda for consideration and action.

*Councilor Bonebrake leaves the meeting.*

### 5. **Discussion relating to the dissolution of the Owasso Public Golf Authority**

Julie Lombardi and Warren Lehr presented the item and discussion was held.

### 7. **Discussion relating to City Manager items**

Warren Lehr

**A.** Citizen appointment to the Board of Adjustment

**B.** Monthly sales tax report

**C.** City/Authority Manager report

Mr. Lehr presented Item A and discussion was held. It was further explained an item would be listed on the November 17, 2020, City Council agenda for consideration and action. Linda Jones presented Item B and discussion was held. Under Item C, Mr. Lehr reported on community activities recognizing military Veterans and discussion as held.

**8. City Councilor/Trustee comments and inquiries**  
None

**9. Adjournment**  
The meeting adjourned at 7:20 pm.

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Bill Bush, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 11/17/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AMERICAN MUNICIPAL SERVICES LTD	COLLECTION SERVICES \$100.13
		<b>OPWA - Total</b>	<b>\$100.13</b>
	AEP/PSO	ELECTRIC USE	\$1,093.50
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASES - OCT,	\$84.72
	CITY GARAGE	LABOR/OVERHEAD CHARGE - N	\$165.33
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - OCT, 2	\$37.51
	JPMORGAN CHASE BANK	ANCHOR-SUPPLIES	\$2.52
	JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES	\$14.15
	JPMORGAN CHASE BANK	MAXWELL-LEVEL	\$198.87
	JPMORGAN CHASE BANK	OWASSO CHAMBER-FEE	\$20.00
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$27.98
	JPMORGAN CHASE BANK	SHERWIN-SUPPLIES	\$40.27
	JPMORGAN CHASE BANK	STAPLES-SUPPLIES	\$88.98
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$285.01
	TREASURER PETTY CASH	NOTARY FILING-GRANT	\$10.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$64.70
		<b>OPWA ADMINISTRATION - Total</b>	<b>\$2,133.54</b>
	AEP/PSO	ELECTRIC USE	\$117.54
	CITY GARAGE	LABOR/OVERHEAD CHARGE - N	\$410.17
	HOLLON FIRE PROTECTION	ANNUAL FIRE EXTINGUISHER	\$61.00
	JPMORGAN CHASE BANK	FREEDOM-PICKUP FEE	\$100.00
	JPMORGAN CHASE BANK	NEXTCARE-VACCINES	\$200.00
	JPMORGAN CHASE BANK	TERRACYCLE-SVC	\$1,320.00
	JPMORGAN CHASE BANK	WASTE MGMT-REC TIP FE	\$2,628.31
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$38.40
		<b>RECYCLE CENTER - Total</b>	<b>\$4,875.42</b>
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASES - OCT,	\$2,677.69
	CITY GARAGE	LABOR/OVERHEAD CHARGE - N	\$5,524.17
	CITY GARAGE	VEH PARTS PURCHASED - OCT	\$1,441.62
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - OCT, 2	\$1,860.21
	HOLLON FIRE PROTECTION	ANNUAL FIRE EXTINGUISHER	\$145.00
	JPMORGAN CHASE BANK	BUMP2BUMP-FILTERS	\$110.38
	JPMORGAN CHASE BANK	BUMP2BUMP-OIL FILTER/	\$127.48
	JPMORGAN CHASE BANK	BUMP2BUMP-PARTS	\$199.70
	JPMORGAN CHASE BANK	BUMP2BUMP-SUPPLIES	\$140.12
	JPMORGAN CHASE BANK	C3-HOSES	\$104.79
	JPMORGAN CHASE BANK	COVANTA-REF TIP FEE	\$11,559.66
	JPMORGAN CHASE BANK	CUMMINS-AIR COMPRESSO	\$1,840.54

## Claims List - 11/17/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$84.00
		JPMORGAN CHASE BANK	\$653.42
		JPMORGAN CHASE BANK	\$162.86
		JPMORGAN CHASE BANK	\$104.64
		JPMORGAN CHASE BANK	\$45.52
		JPMORGAN CHASE BANK	\$217.71
		JPMORGAN CHASE BANK	\$7.06
		JPMORGAN CHASE BANK	\$285.22
		JPMORGAN CHASE BANK	\$9,282.31
		JPMORGAN CHASE BANK	\$232.00
		JPMORGAN CHASE BANK	\$58.76
		JPMORGAN CHASE BANK	\$58.76
		JPMORGAN CHASE BANK	\$153.89
		JPMORGAN CHASE BANK	\$205.00
		JPMORGAN CHASE BANK	\$806.11
		JPMORGAN CHASE BANK	\$365.76
		JPMORGAN CHASE BANK	\$387.98
		JPMORGAN CHASE BANK	\$120.00
		JPMORGAN CHASE BANK	\$2,886.70
		JPMORGAN CHASE BANK	\$20.45
		UNIFIRST HOLDINGS LP	\$128.45
<b>REFUSE COLLECTIONS - Total</b>			<b>\$41,997.96</b>
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	\$1,188.94
<b>UTILITY BILLING - Total</b>			<b>\$1,188.94</b>
	AEP/PSO	ELECTRIC USE	\$4,523.26
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASES - OCT,	\$167.83
	CITY GARAGE	LABOR/OVERHEAD CHARGE - N	\$1,378.50
	CITY GARAGE	VEH PARTS PURCHASED - OCT	\$381.05
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - OCT, 2	\$276.18
	HOLLON FIRE PROTECTION	ANNUAL FIRE EXTINGUISHER	\$151.50
	JPMORGAN CHASE BANK	ATWOODS-JACKS	\$89.98
	JPMORGAN CHASE BANK	COMM POWER-SUPPLIES	\$760.30
	JPMORGAN CHASE BANK	CORE&MAIN-FLAGS	\$100.00
	JPMORGAN CHASE BANK	CORE&MAIN-HOSES	\$200.00
	JPMORGAN CHASE BANK	CORE&MAIN-SUPPLIES	\$123.87
	JPMORGAN CHASE BANK	CORE&MIAN-SUPPLIES	\$29.19
	JPMORGAN CHASE BANK	FASTENAL-PARTS	\$36.59
	JPMORGAN CHASE BANK	FASTENAL-REFUND	(\$40.79)
	JPMORGAN CHASE BANK	FASTENAL-TOOLS	\$77.42

## Claims List - 11/17/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$22.13
		JPMORGAN CHASE BANK	\$299.00
		JPMORGAN CHASE BANK	\$34.96
		JPMORGAN CHASE BANK	\$65.94
		JPMORGAN CHASE BANK	(\$35.94)
		JPMORGAN CHASE BANK	\$10.99
		JPMORGAN CHASE BANK	\$926.98
	OMEGA RAIL MANAGEMENT, INC.	FEE	\$530.45
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$229.52
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$112.72
	UNITED RENTALS NORTH AMERICA INC	PIONEER TRAILER MOUNTED 4	\$40,943.79
	VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC	\$665.37
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRI	\$202.87
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
<b>WASTEWATER COLLECTIONS - Total</b>			<b>\$52,343.68</b>
	AEP/PSO	ELECTRIC USE	\$23,379.09
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASES - OCT,	\$8.49
	CITY GARAGE	LABOR/OVERHEAD CHARGE - N	\$1,064.42
	CITY GARAGE	VEH PARTS PURCHASED - OCT	\$394.27
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - OCT, 2	\$333.44
	HOLLON FIRE PROTECTION	ANNUAL FIRE EXTINGUISHER	\$120.00
	JPMORGAN CHASE BANK	BUMP2BUMP-BELTS	\$332.71
	JPMORGAN CHASE BANK	GRAINGER-PUMP	\$110.00
	JPMORGAN CHASE BANK	HACH CO-REAGENT	\$463.40
	JPMORGAN CHASE BANK	HOME DEPOT-TOOLS	\$51.69
	JPMORGAN CHASE BANK	LOWES-PAINT BRUSH	\$3.98
	JPMORGAN CHASE BANK	LOWES-PLUG	\$3.88
	JPMORGAN CHASE BANK	NCL OF WISC-REAGENT	\$238.16
	JPMORGAN CHASE BANK	NCL OF WISC-SUPPLIES	\$120.30
	JPMORGAN CHASE BANK	REXEL-TOOL	\$40.56
	JPMORGAN CHASE BANK	USA BLUE-GLOVES	\$428.36
	JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REM	\$5,109.59
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$123.87
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
<b>WASTEWATER TREATMENT - Total</b>			<b>\$32,406.23</b>
	AEP/PSO	ELECTRIC USE	\$270.63
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASES - OCT,	\$74.90
	CITY GARAGE	LABOR/OVERHEAD CHARGE - N	\$2,718.17
	CITY GARAGE	VEH PARTS PURCHASED - OCT	\$571.47



## Claims List - 11/17/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	CITY OF TULSA UTILITIES	\$268,223.75
		FLEETCOR TECHNOLOGIES	\$947.29
		HOLLON FIRE PROTECTION	\$151.50
		JPMORGAN CHASE BANK	\$4.76
		JPMORGAN CHASE BANK	\$41.94
		JPMORGAN CHASE BANK	\$119.99
		JPMORGAN CHASE BANK	\$100.00
		JPMORGAN CHASE BANK	\$4,298.66
		JPMORGAN CHASE BANK	\$334.26
		JPMORGAN CHASE BANK	\$3,743.69
		JPMORGAN CHASE BANK	\$450.00
		JPMORGAN CHASE BANK	\$27.97
		JPMORGAN CHASE BANK	\$20.01
		JPMORGAN CHASE BANK	\$926.98
		UNIFIRST HOLDINGS LP	\$160.15
		VERDIGRIS VALLEY ELECTRIC COOP	\$30.60
		<b>WATER - Total</b>	<b>\$283,216.72</b>
	<b>OPWA - Total</b>		<b>\$418,262.62</b>
	<b>OPWA Grand Total</b>		<b>\$418,262.62</b>

**OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 11/07/20**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	15,497.67	23,188.08
405 Utility Billing	6,768.00	11,861.42
420 Water	15,583.67	26,192.99
450 Wastewater	11,960.90	19,956.95
455 Wastewater Collection	13,315.90	22,511.16
480 Refuse	13,471.07	23,034.59
485 Recycle Center	2,344.00	4,729.80
<hr/> <b>FUND TOTAL</b> <hr/>	<hr/> <b>78,941.21</b> <hr/>	<hr/> <b>131,474.99</b> <hr/>

**CITY OF OWASSO**  
**OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND**  
**FISCAL YEAR 2020-2021**  
**Budgetary Basis**  
**Statement of Revenues & Expenses**  
**As of October 31, 2020**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
<b>OPERATING REVENUES:</b>				
Water	\$ 661,151	\$ 2,984,676	\$ 6,596,392	45.25%
Wastewater	428,137	1,825,606	5,208,252	35.05%
Refuse & recycle	214,946	857,655	2,436,961	35.19%
Other Utility fees	18,669	79,672	280,600	28.39%
<b>TOTAL OPERATING REVENUES</b>	<b><u>\$ 1,322,904</u></b>	<b><u>\$ 5,747,609</u></b>	<b><u>\$ 14,522,205</u></b>	<b>39.58%</b>
<b>OPERATING EXPENSES:</b>				
OPWA administration	\$ (69,471)	\$ (464,990)	\$ (1,148,594)	40.48%
Utility Billing	(44,163)	(155,418)	(524,537)	29.63%
Water	(390,596)	(1,448,627)	(4,393,979)	32.97%
Wastewater	(221,824)	(840,288)	(3,025,922)	27.77%
Refuse & Recycle	(162,546)	(435,092)	(1,956,329)	22.24%
Debt payments	(203,967)	(864,925)	(2,705,000)	31.98%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$ (1,092,566)</u></b>	<b><u>\$ (4,209,340)</u></b>	<b><u>\$ (13,754,361)</u></b>	<b>30.60%</b>
<b>OPERATING REVENUES OVER/(UNDER) EXPENDITURES</b>	<b><u>\$ 230,337</u></b>	<b><u>\$ 1,538,268</u></b>	<b><u>\$ 767,844</u></b>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Interest	\$ 1,902	\$ 9,136	\$ 28,830	31.69%
Other revenues/(expenses)	949	8,304	20,326	40.85%
Transfers in	-	-	-	0.00%
Transfers out	-	-	(326,201)	0.00%
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b><u>\$ 2,851</u></b>	<b><u>\$ 17,440</u></b>	<b><u>\$ (277,045)</u></b>	
<b>LONG-TERM DEBT PROCEEDS AND EXPENDITURES:</b>				
Proceeds of long-term debt	\$ 71,001	\$ 1,452,323	\$ 34,376,052	
Expenditures of long-term debt	(69,567)	(833,653)	(35,643,861)	
<b>TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES</b>	<b><u>\$ 1,434</u></b>	<b><u>\$ 618,671</u></b>	<b><u>\$ (1,267,809)</u></b>	
<b>NET INCOME (LOSS)</b>	<b><u>\$ 234,622</u></b>	<b><u>\$ 2,174,380</u></b>	<b><u>\$ (777,010)</u></b>	
<b>ENCUMBRANCES OUTSTANDING</b>		<b>\$ (1,016,416)</b>		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		4,115,140	4,115,140	
Ending Balance		<b><u>\$ 5,273,104</u></b>	<b><u>\$ 3,338,130</u></b>	