



City of Bixby Bixby Public Works Authority Meeting Agenda

Monday, September 25, 2023	Immediately Following the City Council Meeting	City Hall Municipal Building 116 W. Needles Ave., Bixby, OK 74008
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Public comments are limited to items on the agenda. Those wishing to speak on agenda items will need to appear in the City Council Chamber.

Call to Order

Chairman

Roll Call

Shannon Duran, City Clerk

Consent Agenda

Secretary's Report

Consider and Approve:

- 1) Minutes for the Bixby Public Works Authority Meeting dated September 11, 2023.
- 2) Approve reimbursement to Jacobs for expenditures exceeding the repair allowance for the FY23 Contract; \$16,855.56

Regular Agenda

- 1) New Business
In accordance with the Open Meeting act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
- 2) Adjournment

Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of September 22, 2023, on or before 6:00 p.m., at City Hall, 116 W. Needles Bixby, Oklahoma.

Respectfully Submitted

Shannon Duran
City Clerk

Note: All cell phones and pagers must be turned off or operated silently during all meetings.

21 O.S. Section 280 provides the following: A. It is unlawful for any person, alone or in concert with others and without authorization, to willfully disturb, interfere or disrupt state business, agency operations or any employee, agent, official or representative of the state. B. It is unlawful for any person who is without authority or who is causing any disturbance, interference or disruption to willfully refuse to disperse or leave any property, building or structure owned, leased or occupied by state officials, employees, agents or representatives or used in any manner to conduct state business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel. C. Any violation of the provisions of this section shall be a misdemeanor punishable by imprisonment in the county jail for a term Oklahoma Statutes - Title 21. Crimes and Punishments Page 94 of not more than one (1) year, by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment. D. For purposes of this section, "disturb, interfere or disrupt" means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

For Special Accommodations

Persons who require a special accommodation to participate in this meeting should contact City Clerk, Shannon Duran: 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430 or email [City Clerk, Shannon Duran](mailto:sduran@bixbyok.gov) (sduran@bixbyok.gov), as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a Telecommunication Device for the Deaf may contact Oklahoma Relay at 1-800-722-0353 and voice calls should be made to 1-800-522-8506 to communicate via telephone with hearing telephone users and vice versa.

Consent Agenda Item Commentary

Item Title

Minutes for the Bixby Public Works Authority Meeting dated September 11, 2023.

Initiator**Staff Information Source****Background****Exhibits**

1. Minutes 09.11.23

Key Issue**Council Action****Recommendation****Item No:** 1.**Meeting Date**

September 25, 2023

Meeting

20230925 Bixby Public Works Authority

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
September 11, 2023 at 6:00 PM

Call to Order

Mayor Guthrie called the Bixby Public Works Authority Meeting to order at 6:20 pm.

Roll Call

Shannon Duran, City Clerk, called the roll, and the following were present:

Members Present

Mayor Guthrie
Vice Mayor Founds
Councilor Girard
Councilor Revelis
Councilor Hirshey

Staff Present

Jared Cottle, City Manager
Shannon Duran, City Clerk
Phil Frazier, City Attorney
Charles Barnes, Finance Director
OC Walker, City Planner
Todd Blish, Police Chief
Mike Butler, Fire Chief
Justin Dowd, City Engineer

Consent Agenda

- 1) Approve Bixby Public Works Meeting Minutes dated August 28, 2023.

Mayor Guthrie said Item 1 on the Consent Agenda is up for discussion and consideration.

Mayor Guthrie asks for a motion to approve item 1. Vice Mayor Founds made a motion to approve, seconded by Councilor Revelis. The vote was taken with the following results:

Carried:5-0

Ayes: Founds, Revelis, Girard, Hirshey, , Guthrie

Nays: 0

Regular Agenda

- 1) New Business
In accordance with the Open Meeting act, Title 25 O.S. § 311.A.10, new business is defined as any

matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

No new business for discussion.

2) Adjournment

Adjournment was called at 6:20pm

Mayor

City Clerk

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Approve reimbursement to Jacobs for expenditures exceeding the repair allowance for the FY23 Contract; \$16,855.56

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Jacob Smith, Jacobs

BACKGROUND: The repair limit allowance for the 2-year contract with Jacobs was \$63,750. However, various repairs to lift stations caused the allowance to be exceed by \$16,855.56.

EXHIBITS: Invoice and Reconciliation Summary

KEY ISSUE: WWTP and LS Maintenance

COUNCIL ACTION: Approve

RECOMMENDATION: Approve

ITEM NO: _____

MEETING DATE: 9/25/2023

MEETING: BPWA

Jacobs

9191 S. Jamaica St

Englewood, CO 80112

Attn: Hope Anastasakis, Risk Manager

Email: hope.anastasakis@jacobs.com

REMIT TO: ➡

Via Regular Mail:

CH2M Hill Engineers, Inc.
Lockbox Number: 18713
P.O. Box 5018713
St. Louis, MO 63150-8713

Wiring Information:

Bank of America
Routing for ACH Debits & Credits:111000012
Routing/Transit for Wires: 026009593
Swift Number: (International Wires) BOFAUS3N
Beneficiary Acct # 4451457732

Bill To: City of Bixby
Attn: Ms. Bea Aamodt, PE
116 West Needles Ave
Bixby, OK 74008

Invoice	
NUMBER	D3527100-01R
DATE	7-Sep-23
PAGE	1 of 1
PURCHASE ORDER NUMBER	
OUR REFERENCE	
BIXBY	
OUR PROJECT #	
D3527100.01R	
CUSTOMER NUMBER	
100352	

TERMS		NET 30	DUE DATE		7-Oct-23							
ITEM NO.		INVOICE DESCRIPTION			YTD TOTAL	QTY/ HOURS	CREDIT	RATE	TAX	UNIT PRICE	EXTENDED	AMOUNT
		Bixby Wastewater Treatment Facilities Contract										
1	Phase 3 CY01: Rebateable Repairs Reconciliation For period 2022-2023					1				\$ 16,855.56	\$	16,855.56
SPECIAL INSTRUCTIONS						SUBTOTAL		TAX		SHIPPING HANDLING		TOTAL DUE
						\$16,855.56		\$0.00				\$16,855.56
					CURRENCY: USD							

For questions on this invoice contact Aleksander.Radecki@jacobs.com

City of Bixby, OK

Repairs Reconciliation

Through: 6/30/2023
 Project: Bixby
 Number: D3527100
 CY01 Period: January 2022 to June 2023*

	Budget Limit	Total Expenses	Budget Remaining
Repairs	63,750.00	80,605.56	16,855.56

Monthly Totals:	
January 2022	737.08
February 2022	94.68
March 2022	231.18
April 2022	673.56
May 2022	0.00
June 2022	4,027.48
July 2022	1,648.96
August 2022	2,000.00
September 2022	549.88
October 2022	9,536.31
November 2022	0.00
December 2022	80.57
January 2023	5,996.35
February 2023	19.88
March 2023	8,354.41
April 2023	6,769.81
May 2023	14,440.72
June 2023	25,444.69

REPAIR PARTS AND SUPPLIES

January 2022 Total		737.08	
Purchase Date	Expenditure Type	Direct Cost	Comment
7-Jan-22	Equip-Repair/Maint	109.36	Fuel for emergency pump station at South Bridge
8-Jan-22	Equip-Repair/Maint	56.00	Fuel for emergency pump station at South Bridge
9-Jan-22	Equip-Repair/Maint	29.33	Fuel for emergency pump station at South Bridge
10-Jan-22	Equip-Repair/Maint	30.88	Fuel for emergency pump station at South Bridge
11-Jan-22	Equip-Repair/Maint	55.76	Fuel for emergency pump station at South Bridge
12-Jan-22	Equip-Repair/Maint	28.50	Fuel for emergency pump station at South Bridge
13-Jan-22	Equip-Repair/Maint	30.49	Fuel for emergency pump station at South Bridge
14-Jan-22	Equip-Repair/Maint	65.53	Fuel for emergency pump station at South Bridge
15-Jan-22	Equip-Repair/Maint	28.74	Fuel for emergency pump station at South Bridge
16-Jan-22	Equip-Repair/Maint	89.61	Fuel for emergency pump station at South Bridge
17-Jan-22	Equip-Repair/Maint	71.31	Fuel for emergency pump station at South Bridge
18-Jan-22	Equip-Repair/Maint	31.65	Fuel for emergency pump station at South Bridge
19-Jan-22	Equip-Repair/Maint	30.23	Fuel for emergency pump station at South Bridge
25-Jan-22	Equip-Repair/Maint	64.26	Fuel for emergency pump station at South Bridge
26-Jan-22	Equip-Repair/Maint	15.43	Fuel for emergency pump station at South Bridge
February 2022 Total		94.68	
Purchase Date	Expenditure Type	Direct Cost	Comment
8-Feb-22	Equip-Repair/Maint	33.28	Fuel for emergency pump station at South Bridge
16-Feb-22	Equip-Repair/Maint	33.71	johns park ls vacuum pump repair silicone
22-Feb-22	Equip-Repair/Maint	27.69	bolts and fasteners for white hawk ls pump guide rails
March 2022 Total		231.18	
Purchase Date	Expenditure Type	Direct Cost	Comment
3-Mar-22	Equip-Repair/Maint	149.50	chain and anchor shackles for pump station alarm system
7-Mar-22	Equip-Repair/Maint	32.97	lift station alarm chain anchor
10-Mar-22	Equip-Repair/Maint	48.71	South Bridge LS couplings and nipples for spray nozzle
April 2022 Total		673.56	
Purchase Date	Expenditure Type	Direct Cost	Comment
11-Apr-22	Supplies-Other	377.96	Generator battery for lift station 126
11-Apr-22	Equip-Repair/Maint	106.20	ten replacement filters for the motor control center air system
19-Apr-22	Equip-Repair/Maint	164.97	Various pvc fitting to then install drain lines from wasting pum
21-Apr-22	Facilities Repair/Maint	24.43	multiple fittings to install sample port on UV influent channel
June 2022 Total		4,027.48	
Purchase Date	Expenditure Type	Direct Cost	Comment
7-Jun-22	Equip-Repair/Maint	1,459.71	Three dump truck loads of gravel to build White Hawk LS road
8-Jun-22	Equip-Repair/Maint	971.81	two dump truck loads of gravel to build road to White Hawk LS
8-Jun-22	Equip Rental-Others	365.56	Skid steer rental for building White Hawk LS road
9-Jun-22	Equip Rental-Others	365.56	Skid steer rental for building White Hawk LS road
10-Jun-22	Equip Rental-Others	365.54	Skid steer rental for building White Hawk LS road
17-Jun-22	Equip-Repair/Maint	499.30	Johns Park float trap and solenoid valves
July 2022 Total		1,648.96	
Purchase Date	Expenditure Type	Direct Cost	Comment
19-Jul-22	Equipment	1,283.40	Motor for lift station
21-Jul-22	Equip Rental-Others	365.56	Motor Windings
August 2022 Total		2,000.00	
Purchase Date	Expenditure Type	Direct Cost	Comment
17-Aug-22	Equip-Repair/Maint	2,000.00	Motor Windings
September 2022 Total		549.88	
Purchase Date	Expenditure Type	Direct Cost	Comment
7-Sep-22	Equipment	87.11	Equipment required for plant & lift station facility and vehicle rolling stock
20-Sep-22	Outside Services	462.77	Services required for plant & lift station facility and vehicle rolling stock

October 2022 Total		9,536.31	
Purchase Date	Expenditure Type	Direct Cost	Comment
5-Oct-22	Equip Rental-Others	630.00	plug for wet well
13-Oct-22	Equipment	15.40	Equipment required for plant & lift station facility and vehicle rolling stock
14-Oct-22	Equipment	4,587.87	Bixby Pump and Supplies
17-Oct-22	Equipment	3,607.70	New pump for lift station
17-Oct-22	Equipment	602.59	Replacing motor started and outlet for heater
19-Oct-22	Supplies-Other	45.41	New bolts for pump
19-Oct-22	Supplies-Other	47.34	Supplies for pump repair
December 2022 Total		80.57	
Purchase Date	Expenditure Type	Direct Cost	Comment
15-Dec-22	Facilities Repair/Maint	80.57	Process building: auger drum power and plunger
January 2023 Total		5,996.35	
Purchase Date	Expenditure Type	Direct Cost	Comment
3-Jan-23	Facilities Repair/Maint	108.31	Process building: cables, absorbent 40LB
4-Jan-23	Equipment	22.07	Pipe and fittings
4-Jan-23	Equipment	1,377.54	Non potable water filters and phase monitors relays for inventory
6-Jan-23	Equipment	35.53	06-JAN-2023-01RWWRP00 PVC parts to repair HVAC water lines
9-Jan-23	Equipment	37.00	Project tools, equipment, and Parts - Bixby
16-Jan-23	Equipment	277.22	Coupling for south town lift station pumps
24-Jan-23	Equip-Repair/Maint	2,592.22	24-JAN-2023-new cable
27-Jan-23	Vehicle-Fuel	59.23	27-JAN-2023-Bixby Ok trip
30-Jan-23	Equipment	60.23	30-JAN-2023-Radio for Bixby Project
30-Jan-23	Equipment	174.11	30-JAN-2023-Radio for Bixby project
30-Jan-23	Supplies-Other	699.91	30-JAN-2023-for plant and lift stations
31-Jan-23	Equipment	552.98	Motor starter, solenoid valve, and air fittings for Johns Park Lift Station
February 2023 Total		19.88	
Purchase Date	Expenditure Type	Direct Cost	Comment
9-Feb-23	Equip-Repair/Maint	9.25	09-FEB-2023-Centrifuge flush line
19-Feb-23	Equip-Repair/Maint	10.63	19-FEB-2023-Stocking tool box for future pvc repairs
March 2023 Total		8,354.41	
Purchase Date	Expenditure Type	Direct Cost	Comment
6-Mar-23	Equip-Repair/Maint	(93.67)	06-MAR-2023-01rwwrp00 core for gen 131 battery
6-Mar-23	Equip-Repair/Maint	591.38	06-MAR-2023-01rwwrp00 Spare battery and replacement battery for gen 131
7-Mar-23	Equip-Repair/Maint	12.00	07-MAR-2023-01rwwrp00 connectors for 131 gen battery
8-Mar-23	Equip-Repair/Maint	834.96	08-MAR-2023-01RWWPR00 WO 3567480 Chemical Feed Pump for Bleaching SBRs
9-Mar-23	Equipment	4,063.35	09-MAR-2023-40 HP drive for Bixby OK
10-Mar-23	Equip-Repair/Maint	23.47	10-MAR-2023-repair on non pot flush water line on grit classifier
10-Mar-23	Equip-Repair/Maint	7.81	10-MAR-2023-repair on non pot flush water line for grit classifier
12-Mar-23	Equip-Repair/Maint	10.52	12-MAR-2023-repair on centrifuge non pot flush water line
13-Mar-23	Equipment	121.14	13-MAR-2023-01rwwrp00 sampling tube for auto sampler
13-Mar-23	Equip-Repair/Maint	617.78	13-MAR-2023-01rwwrp00 Float switch bracket for LS
13-Mar-23	Equip-Repair/Maint	110.47	13-MAR-2023-01rwwrp00 wire connectors and wire lube for 126 and south main
13-Mar-23	Equip-Repair/Maint	50.56	13-MAR-2023-Parts to stub out connection on sbr1 motive pump to feed chlorin
15-Mar-23	Equip-Repair/Maint	24.96	15-MAR-2023-Parts to set up second pump on sbr1 chlorine tote
15-Mar-23	Equip-Repair/Maint	14.02	15-MAR-2023-Pex bent support to support sample hose on sbr sample pumps
27-Mar-23	Equipment	749.16	Non Potable water filters
27-Mar-23	Equip-Repair/Maint	88.00	27-MAR-2023-01r ww rp 00 lime and buckets for spill cleanup transfer station
28-Mar-23	Equipment	582.68	Non-Potable water filters
28-Mar-23	Equipment	332.96	Nonpotable water filters
29-Mar-23	Equip-Repair/Maint	16.41	29-MAR-2023-01r ww rp 00 Parts and fittings to set up chemical feed
29-Mar-23	Equip-Repair/Maint	136.39	29-MAR-2023-01r ww rp 00 Parts and fittings to set up chemical feed
30-Mar-23	Equip-Repair/Maint	60.06	30-MAR-2023-01r ww rp 00 supplies to set up chemical feed system
April 2023 Total		6,769.81	
Purchase Date	Expenditure Type	Direct Cost	Comment
3-Apr-23	Equip-Repair/Maint	800.00	Repair control cable for return lift station pump
4-Apr-23	Outside Services	490.00	Troubleshoot crane truck not starting
4-Apr-23	Outside Services	2,037.04	Subcontractor labor to troubleshoot pump failure at lift station 131
5-Apr-23	Equip-Repair/Maint	13.00	05-APR-2023-01r ww rp 00 pressure gauge for motive pump chemical feed
6-Apr-23	Generator Fuel	150.00	06-APR-2023-01RwwRP00 Fuel for by pass pump (MOVED TO BASE FEE)
10-Apr-23	Equip-Repair/Maint	2,851.13	10-APR-2023-01rwwrp00 spare power supplies for PLC at stations
18-Apr-23	Supplies-Other	428.64	18-APR-2023-Fuses for Sprintree LS VFD P2

May 2023 Total		14,440.72	
Purchase Date	Expenditure Type	Direct Cost	Comment
1-May-23	Equip-Repair/Maint	2,248.65	01-MAY-2023-01rwwrp00 New vacuum pump and solenoid for johns park
2-May-23	Equip-Repair/Maint	2,387.05	02-MAY-2023-01rwwrp00 SBR filters
2-May-23	Equip-Repair/Maint	269.98	02-MAY-2023-01rwwrp00 Pad locks for stations
9-May-23	Equip-Repair/Maint	14.31	09-MAY-2023-01rwwrp00 Anchors for hanging hangers for pump wires
11-May-23	Equip-Repair/Maint	126.17	11-MAY-2023-01rwwrp00 duct seal for transfer station
23-Feb-23	Outside Services	2,280.11	Equipment Repairs - Shannondale Liftstation - Emergency Pump
16-Mar-23	Equip-Repair/Maint	177.16	16-MAR-2023-01rwwrp00 fuse box for lift station
16-Mar-23	Equip-Repair/Maint	1,909.71	16-MAR-2023-01rwwrp00 to replace floats and transmitters at stations
20-Mar-23	Equip-Repair/Maint	4.89	20-MAR-2023-01rwwrp00 tubing and supplies for hooking up totes in basement
22-Mar-23	Equip-Repair/Maint	67.11	22-MAR-2023-01rwwrp00 Fuses for lift stations VFDs
22-Mar-23	Equip-Repair/Maint	65.48	22-MAR-2023-01rwwrp00 tubing and supplies for hooking up totes in basement
22-Mar-23	Equip-Repair/Maint	391.45	22-MAR-2023-01rwwrp00 tubing and supplies for hooking up totes in basement
30-Mar-23	Equip-Repair/Maint	187.74	30-MAR-2023-01rwwrp00 spray line repair on SBRs
31-Mar-23	Equip-Repair/Maint	307.14	31-MAR-2023-01rwwrp00 Battery for gen at south main
4-Apr-23	Outside Services	1,575.00	04-APR-2023-Outside Services
4-Apr-23	Equip-Repair/Maint	8.50	04-APR-2023-01rwwRP00 self taping screws to mount white hawk drive
5-Apr-23	Equip-Repair/Maint	37.01	05-APR-2023-01rwwRP00 To fix spray water lines on SBRs
5-Apr-23	Equip-Repair/Maint	25.04	05-APR-2023-01rwwRP00 To fix spray water lines on SBRs
5-Apr-23	Equip-Repair/Maint	133.68	05-APR-2023-01rwwRP00 To fix spray water lines on SBRs
6-Apr-23	Equipment	875.64	2023- Longopac® Maxi Bag Cassette
11-Apr-23	Equip-Repair/Maint	295.00	11-APR-2023-01RwwRP00 Air conditioner Assessment for transfer station
13-Apr-23	Equip Rental-Others	1,008.30	Equipment Rental
27-Apr-23	Equip-Repair/Maint	45.60	27-APR-2023-01rwwrp00 transfer pump for oil change in blowers
June 2023 Total		25,444.69	
Purchase Date	Expenditure Type	Direct Cost	Comment
24-Mar-23	Equip Rental-Others	1,700.76	Standby Pump for Shannondale Liftstation 1.23.2023-3.18.2023
28-Apr-23	Equip-Repair/Maint	3,691.16	2022 - Pump repairs at Bixby
4-May-23	Equip-Repair/Maint	887.03	04-MAY-2023-01rwwrp00 Motor starters and relays for stations
16-May-23	Equip-Repair/Maint	146.89	16-MAY-2023-01rwwrp00 Heat shrink for cabal repair on pumps
18-May-23	Equip-Repair/Maint	1,671.18	18-MAY-2023-01rwwrp00 Motor starter for return lift station
22-May-23	Equip-Repair/Maint	2.25	22-MAY-2023-01rwwrp00 Coupling for repair on sprinkler system
23-May-23	Equip-Repair/Maint	616.84	23-MAY-2023-Disconnect for pump 1 in the return lift station panel
23-May-23	Outside Services	1,028.93	Bypass pump Latern Hill Lift Station
24-May-23	Equip-Repair/Maint	27.21	24-MAY-2023-01rwwrp00 ball valve for sprinkler system
25-May-23	Equipment	5,257.50	25-MAY-2023-Replacement 3 way plug valve for Johns Park Lift Station
31-May-23	Equip-Repair/Maint	99.01	31-MAY-2023-01rwwrp00 Lumber to repair johns park steps
5-Jun-23	Equip-Repair/Maint	288.62	05-JUN-2023-01rwwrp00 Battery for south main gen
7-Jun-23	Equip-Repair/Maint	11.69	07-JUN-2023-01rwwrp00 pipe bust in headworks on water line
7-Jun-23	Equip-Repair/Maint	3,299.78	07-JUN-2023-01rwwop00 Johns park repairs replacing old parts with new
7-Jun-23	Equip-Repair/Maint	1,422.00	07-JUN-2023-01rwwop00 Johns park ball check valve old one was seized up
7-Jun-23	Outside Services	3,980.00	07-JUN-2023-Coil repair North Transfer Station
6-Apr-23	Generator Fuel	(150.00)	06-APR-2023-01RwwRP00 Fuel for by pass pump
28-Apr-23	Equip-Repair/Maint	1,463.84	Industrial Motor Services - Pump repairs at Bixby