City of Bixby
Bixby Public Works Authority
Meeting Agenda

Monday, October 14, 2024	**Immediately Following the City Council Meeting**	**City Hall Municipal Building 116 W. Needles Ave., Bixby, OK 74008**

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) Approve minutes from the Bixby Public Works Authority Meetings dated 09/23/24.

2) Public notice schedule for the Bixby Public Works Authority meetings for the calendar year 2025.

3) Discuss and/or take action on Water Tap Application for Bixby Properties, LLC at 17447 South Memorial Drive, Bixby, OK in Tulsa County, OK.

4) Discuss and/or take action on Water Tap Application for Johnny and Tyler Paxton at 13948 East 161st Street South, Bixby, OK in Tulsa County, OK.

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 October 11, 2024, on or before 5:00 p.m., at City Hall, 116 W. Needles Avenue, 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 (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

Approve minutes from the Bixby Public Works Authority Meetings dated 09/23/24.

Initiator

Staff Information Source

Background

Exhibits

1. BPWA Minutes 9/23/24

Key Issue

Council Action

Recommendation

Item No: 1.

Meeting Date

October 14, 2024

Meeting

20241014 Bixby Public Works Authority Agenda

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
September 23, 2024 at 6:00 PM

The agenda for the regularly scheduled meeting of the Bixby Public Works Authority of the city of Bixby was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma on September 20, 2024, on or before 5:00 p.m.

Call to Order

Mayor Guthrie called the Bixby Public Works Authority Meeting to order at 6:47 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 Hirshey (Not Present)
Councilor Schultz

Staff Present
Jared Cottle, City Manager
Shannon Duran, City Clerk
Phil Frazier, City Attorney
Charles Barnes, Finance Director
Bea Aamodt, Public Works Director
Joey Wiedel, Development Services Director
Todd Blish, Police Chief
Joe Sherrell, Fire Chief
Justin Dowd, City Engineer
Bryan Toney, Public Information Officer

Consent Agenda

1) Approve Bixby Public Works Authority minutes dated 8/26/24.

2) Discuss and/or approve purchasing 2024 Ford F350 for the Water Department from John Vance Fleet Services; total $64,596.40.

3) Discuss and/or approve purchase of maintenance parts for the UV System at the WWTP from Nuvonic; cost is $27,713.99.

4) Consider and/or approve a contract for an annual subscription to Neptune 360 for AMR readers in the amount of $13,850.00.

Mayor Guthrie said Items 1-4 on the Consent Agenda is up for discussion and consideration.

Mayor Guthrie asks for a motion to approve item 1-4. Councilor Girard made a motion to approve, seconded by Vice Mayor Founds. The vote was taken with the following results:

Carried:4-0
Ayes: Girard, Founds, Schultz, 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.

2) Adjournment

An adjournment was called at 6:47 pm

_____
Mayor

_____
City Clerk

Consent Agenda Item Commentary

Item Title

Public notice schedule for the Bixby Public Works Authority meetings for the calendar year 2025.

Initiator

Staff Information Source

Background

Exhibits

1. PUBLIC NOTICE BPWA MEETING DATES FOR 2025

Key Issue

Council Action

Recommendation

Item No: 2.

Meeting Date

October 14, 2024

Meeting

20241014 Bixby Public Works Authority Agenda

PUBLIC NOTICE

THE SCHEDULE OF REGULAR MEETINGS FOR CALENDAR YEAR 2025 OF THE BIXBY BIXBY PUBLIC WORKS AUTHORITY, A PUBLIC TRUST CREATED FOR THE BENEFIT OF THE CITY OF BIXBY, OKLAHOMA

Public Notice is given and filed with the Bixby City Clerk that, for Calendar Year 2025, except as otherwise noted below, the Bixby Public Works Authority, a public trust created for the benefit of the City of Bixby Oklahoma will hold its first regular monthly meeting on the second Monday of each month and its second regular monthly meeting on the fourth Monday of each month. Should a meeting fall on a holiday, the regular meeting will be held on the following Tuesday. These regular meetings will be held at 6:00 P.M. in City Council Chambers of the Bixby Municipal Building, located at 111 N. Cabaniss Avenue, in the City of Bixby, Oklahoma. If the Bixby City Council is scheduled to meet at the same dated, time and location, the Bixby Public Works Authority's regular meeting will immediately follow the City Council's meeting. (Authority: Title 25 Oklahoma Statutes, Section 311(A))

REGULAR MEETING DATES

January	13
January	27
February	10
February	24
March	10
March	24
April	14
April	28
May	12
May (Tues)	27
June	09
June	23
July	14
July	28
August	11
August	25
September	08
September	22
October	13
October	27
November	10
December	08

Consent Agenda Item Commentary

Item Title

Discuss and/or take action on Water Tap Application for Bixby Properties, LLC at 17447 South Memorial Drive, Bixby, OK in Tulsa County, OK.

Initiator

Justin Dowd

Staff Information Source

Justin Dowd

Background

Bixby Properties, LLC is requesting a water tap for residential service at 17447 South Memorial Drive, Bixby, OK in Tulsa County, OK.

Bixby Properties, LLC is responsible for obtaining any off-site easements and Permits from the County for the installation of the private water service line.

Exhibits

1. Tap Location

Key Issue

Water Tap Approval

Council Action

Approve water tap (outside the City limits)

Recommendation

Approval

Item No: 3.

Meeting Date

October 14, 2024

Meeting

20241014 Bixby Public Works Authority Agenda

Cap off with valve
Service line
Tie in to the well house
Cut in a 2in Tee to go west
Cut on tee and take service line to frost free hydrant
Cut on a Tee place valve and 2in blow off
2in Tap and a 2in meter
Image © 2024 Airbus
Google Earth

Bixby Public Works Authority
Water Tap Application

Applicant: Bixby Properties, LLC
Address: 17447 S. Memorial Drive
Bixby OK 74008

Telephone: 918-366-8000
Fax: 918-366-6610
Email: kmiller@mybtc.com

Please note, all items listed below must be completed and submitted prior to application review.

Complete		Condition	Staff Approval/Date
Y	N		
☑	☐	Provide site sketch showing tap location	
☑	☐	Provide legal description for tap location and plat of survey or Tax map with property to be served highlighted	
☐	☑	Provide analysis for Booster Pump Station design and performance to City Engineer	
☑	☐	Provide analysis for line sizing to City Engineer	
☐	☐	Obtain any and all off-site easements NONE	
☑	☐	Applicant Certification signed and dated	

Applicant Certification:

I, Scott Lowry, on 9.30.2024, **hereby recognize and agree to my responsibility to own, operate, and maintain in good working order all improvements required to provide water service to the location for which I have received approval for a water tap from the Bixby Public Works Authority (BPWA). I recognize that failure to operate and maintain all improvements within good working order as determined by the BPWA will constitute just cause for suspension of water service by the BPWA until such time as improvements are brought into compliance with BPWA requirements.**

Bixby Properties, LLC
Scott Lowry, MANAGER
Scott Lowry, Manager

Consent Agenda Item Commentary

Item Title

Discuss and/or take action on Water Tap Application for Johnny and Tyler Paxton at 13948 East 161st Street South, Bixby, OK in Tulsa County, OK.

Initiator

Justin Dowd

Staff Information Source

Justin Dowd

Background

Johnny and Tyler Paxton are requesting a water tap for a residential service at 13948 East 161st Street South, Bixby, Oklahoma in Leonard. The Paxtons have engaged the help of the Indian Health Services (I.H.S.) to design and construct 137.5 linear feet of 8-inch waterline along 145th East Avenue in Leonard, per the City of Bixby's requirement to improve a portion of the system to obtain a water meter.

The Paxtons are responsible for obtaining any off-site easements and permits from Tulsa County for the installation of the private water service line.

Approval of this water meter shall be based upon the City of Bixby's approval of the Exhange Letter Amendment (E.L.A.) from the Muskogee (Creek) Nation, attached hereto.

Exhibits

1. City Council Exhibit
2. Exchange Letter Amendment (E.L.A.) with Indian Health Services (I.H.S.)

Key Issue

Water Tap Approval

Council Action

Approve water tap (outside the City limits)

Recommendation

Approval

Item No: 4.

Meeting Date

October 14, 2024

Meeting

20241014 Bixby Public Works Authority Agenda

Site Plan
13948 E 161st St S, Bixby, OK 74008-7104, Tulsa County

Bixby Public Works Authority
Water Tap Application

Applicant: 13948 E 161st St S, Bixby, OK 74008-7104, Tulsa County
Address:

Telephone: 918-576-9600
Fax:
Email: paxtonhomebuild@gmail.com

Please note, all items listed below must be completed and submitted prior to application review.

Complete Y	Complete N	Condition	Staff Approval/Date
☑	☐	Provide site sketch showing tap location	
☑	☐	Provide legal description for tap location and plat of survey or Tax map with property to be served highlighted	
☐	☐	Provide analysis for Booster Pump Station design and performance to City Engineer	
☑	☐	Provide analysis for line sizing to City Engineer 1"	
☑	☐	Obtain any and all off-site easements	
☑	☐	Applicant Certification signed and dated	

Applicant Certification:

I, Jonathan Paxton, on 10/2/24, hereby recognize and agree to my responsibility to own, operate, and maintain in good working order all improvements required to provide water service to the location for which I have received approval for a water tap from the Bixby Public Works Authority (BPWA). I recognize that failure to operate and maintain all improvements within good working order as determined by the BPWA will constitute just cause for suspension of water service by the BPWA until such time as improvements are brought into compliance with BPWA requirements.

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
Oklahoma City Area Indian Health Service
701 Market Drive
Oklahoma City, OK 73114

OK 24-F94
Exchange Letter Amendment
Part II

September 3, 2024

David Hill, Principal Chief
The Muscogee (Creek) Nation
P.O. Box 580
Okmulgee, OK 74447

Dear Principal Chief Hill:

This refers to the Memorandum of Agreement for Project OK 24-F94, executed by The Muscogee (Creek) Nation on July 24, 2024 and by the Indian Health Service (IHS) on August 9, 2024. This Agreement provides for the construction of domestic water supply and adequate wastewater disposal facilities to serve new, like-new, or renovated like-new Indian owned homes in Creek, Hughes, Mayes, McIntosh, Muskogee, Okfuskee, Okmulgee, Rogers, Seminole, Tulsa, and Wagoner Counties, Oklahoma.

One participant on this project, Tyler Paxton, can be served by an approximate 138 linear feet water main extension of the City of Bixby water system, hereinafter called the City. The City is agreeable to an extension of its water system to serve this participant. The City will provide funding for the Oklahoma Department of Environmental Quality (ODEQ) permit or permit exemption fees and the IHS will provide engineering and design, individual water service meter fees, and construction of the water main extension to serve this home.

To provide for the inclusion of the City as a party to the aforementioned agreement, the following paragraphs are added to the Memorandum of Agreement cited previously:

1. That the IHS will provide all equipment, tools, and labor necessary to construct the water main extension, water main appurtenances, and individual water service line to serve the participant as provided for under this Exchange Letter Amendment.

2. That the IHS will provide all services, supplies, materials, equipment, and labor necessary for the construction of the water main extension, water main appurtenances, and individual water service line in accordance with City and ODEQ regulations.

3. That prior to construction, the IHS will conduct an environmental review and clearance in accordance with Department of Health and Human Services (HHS) policies and procedures in the HHS General Administrative Manual Part 30, the Council of Environmental Quality Regulations at 40 CFR 1500-1508, and procedures that the IHS published in the Federal Register, Vol. 58, No. 3, page 569.

4. That the IHS will provide for the engineering design of the water main extension. The IHS will provide to the City a copy of the plans showing the location of the proposed water main and appurtenances, including appropriate detail drawings and specifications. The plans and specifications will be prepared and stamped by a professional engineer licensed in the state of Oklahoma, as applicable.

5. That prior to construction, the City will submit plans to ODEQ and obtain the ODEQ construction permit or permit exemption and provide copies of all permits to the IHS. The City will pay any construction permit fees required for the water main extension. Construction permit fees will not exceed $1,000.00. Any construction permit fees in excess of this amount will be paid by the IHS.

6. That the IHS will permit the City or its designated representatives to periodically observe and make appropriate tests during construction of the facilities to ensure that all work is completed in accordance with City and ODEQ regulations.

7. That the IHS shall perform bacteriological testing to ensure that contamination of the water system did not occur during the construction process. The City or its designated representatives shall be present and observe bacteriological testing. The results of said testing shall comply with City and ODEQ regulations and shall be shared with the City.

8. That following completion of construction, the IHS will prepare record drawings of the facilities installed based on markups of the construction plans. A copy of the record drawings will be provided to the City by the IHS.

9. That the IHS will provide or arrange for the provision of a two-year warranty on workmanship and materials incorporated in the facilities provided for under this Exchange Letter Amendment.

10. That upon completion of the project, the IHS will transfer all real and/or implied rights, title, and interests in the above mentioned water main extension and appurtenances up to, and including, the individual water service meter to the City, not to include the individual water service line.

11. That the City will allow for a water service tap of the existing City waterline to serve the individual participant upon completion and acceptance of water main extension by the City.

12. That upon completion and acceptance of construction, the City will accept transfer of the facilities, will incorporate them into its system, and will assume responsibility for the proper operation and maintenance of the installed facilities, as its own property, so as to keep them in an effective operating condition.

13. That it is understood that the individual participants will be responsible for payment of his/her monthly water bills to the City in accordance with the City's rules and regulations.

All other terms and conditions of the Memorandum of Agreement, which are not otherwise affected by this Amendment, shall remain in effect.

Please signify your concurrence by your signature below. Upon execution by all parties, this document shall become an official Amendment (Part II) to the Memorandum of Agreement for Project OK 24-F94. Please return this letter to this office so that it may be included in our project files. Copies will be furnished to all parties upon execution.

Sincerely,

RADM Travis Watts, PharmD
Area Director, Oklahoma City Area IHS

CONCURRENCE:

David W Hill
Principal Chief, The Muscogee (Creek) Nation

9-26-2024
Date

City Manager, City of Bixby

Date

Regular Agenda Item Commentary

Item Title

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.

Initiator

Staff Information Source

Background

Exhibits

Key Issue

Council Action

Recommendation

Item No: 1.

Meeting Date

October 14, 2024

Meeting

20241014 Bixby Public Works Authority Agenda