



City of Bixby Bixby Public Works Authority Meeting Agenda

Monday, October 28, 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 Bixby Public Works Authority minutes dated 10/14/24.
- 2) Consider and approve the correction of the Neptune 360 subscription amount for AMR readers to reflect the correct total of \$18,550.00 due to a Scrivener's error from the 9/23/24 Agenda.
- 3) Approve reimbursement to Jacobs for expenditures exceeding the repair allowance for the FY24 Contract; \$17,607.11.

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 25, 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](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

Approve Bixby Public Works Authority minutes dated 10/14/24.

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

1. Minutes BPWA 10/14/24

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

October 28, 2024

Meeting

20241028 Bixby Public Works Authority Agenda

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
October 14, 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 October 11, 2024, on or before 5:00 p.m.

Call to Order

Mayor Guthrie called the Bixby Public Works Authority Meeting to order at 6:21 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
Councilor Schultz

Staff Present

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 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.

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. Vice Mayor Founds made a motion to approve, seconded by Councilor Hirshey. The vote was taken with the following results:

Carried:5-0

Ayes: Founds, Hirshey, Girard, 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.

Mayor Guthrie says no new business to discuss.

2) Adjournment

Adjournment was called at 6:21 pm

Mayor

City Clerk

Consent Agenda Item Commentary

Item Title

Consider and approve the correction of the Neptune 360 subscription amount for AMR readers to reflect the correct total of \$18,550.00 due to a Scrivener's error from the 9/23/24 Agenda.

Initiator

Staff Information Source

Background

During the review of the 9/23/24 agenda, it was noted that the subscription amount for Neptune 360 for AMR readers was incorrectly stated due to a scrivener's error.

Exhibits

1. V456607

Key Issue

The correct total subscription amount is \$18,550.00 due to Scrivener's error

Council Action

Approve

Recommendation

Approve the correction of the Neptune 360 subscription amount to reflect the accurate total of \$18,550.00.

Item No: 2.

Meeting Date

October 28, 2024

Meeting

20241028 Bixby Public Works Authority Agenda



Sold To:
BIXBY PUBLIC WORKS AUTHORITY
PO BOX 70
BIXBY, OK 74008-0070

Ship To:
BIXBY PUBLIC WORKS AUTHORITY
116 W. NEEDLES
BIXBY, OK 74008

Customer #	213403
Order #	V456607
Date Ordered	08/15/24
Job #	
Job Name	
Customer Reference	SOFTWARE/MAINT.
Purchase Order #	
Method of Shipment	OUR TRUCK
Contract Order #	0000000
Ordered By	
Ship Via	CORE & MAIN LP

Branch:
OWASSO OK
BRANCH - 343
14701 E 116TH ST N
OWASSO, OK 74055

Phone: 918-586-7100

Bid Seq#	Product Code	Description	Qty Ordered	Qty Shipped	Qty B/O	Net Price	UOM	Ext Price
	/45017893480	NEP 360 AMR SUB SAAS 14099-106	1			14250.00000	EA	14250.00
		** 12,318 SERVICES **						
	42YEARLYMRX920	YEARLY MAINTENANCE MRX920	2			2150.00000	EA	4300.00
		12507-100						
		** MRX400040, MRX402169 **						

Terms in accordance with shipping manifest.

Special Instructions/Comments:

SERVICE DATES
11/02/24 - 11/01/25

Total Ordered:	18550.00
Tax Amount:	.00
Other Charges:	.00
Total:	18550.00

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Approve reimbursement to Jacobs for expenditures exceeding the repair allowance for the FY24 Contract; \$17,607.11

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Jacob Smith, Jacobs

BACKGROUND: The repair limit allowance for the FY24 contract with Jacobs was \$45,000. However, various repairs to lift stations caused the allowance to be exceed by \$17,607.11.

EXHIBITS: Invoice

KEY ISSUE: WWTP and LS Maintenance

COUNCIL ACTION: Approve

RECOMMENDATION: Approve

ITEM NO: _____

MEETING DATE: 10/28/2024

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 D3527100-02-13P3	
DATE 21-Oct-24	PAGE 1 of 1
PURCHASE ORDER NUMBER	
OUR REFERENCE BIXBY	
OUR PROJECT # D3527100.02	
CUSTOMER NUMBER 100352	

TERMS		NET 30	DUE DATE 20-Nov-24													
ITEM NO.		INVOICE DESCRIPTION Bixby Wastewater Treatment Facilities Contract					YTD TOTAL	QTY/ HOURS	CREDIT	RATE		TAX	UNIT PRICE		EXTENDED	AMOUNT
1	Phase 3 CY02 Rebateable Repairs Closeout												\$ 17,607.11	\$ 17,607.11		
SPECIAL INSTRUCTIONS							SUBTOTAL		TAX			SHIPPING HANDLING		TOTAL DUE		
							\$17,607.11		\$0.00				\$17,607.11			
						CURRENCY: USD										

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

Regular Agenda Item Commentary

Item Title

New Business

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Initiator**Staff Information Source****Background****Exhibits****Key Issue****Council Action****Recommendation****Item No:** 1.**Meeting Date**

October 28, 2024

Meeting

20241028 Bixby Public Works Authority Agenda