city of bartlesville
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City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

SPECIAL MEETING OF THE BARTLESVILLE MUNICIPAL AUTHORITY

Monday, June 6, 2022
7 p.m.

Mayor Dale Copeland
918-338-4282

AGENDA

1. **Call to order the business meeting of the Bartlesville Municipal Authority by Chairman Copeland.**

2. **Roll Call and Establishment of a Quorum.**

3. **The Invocation will be provided by Chuck McCarthy, The Bible Church.**

4. **Discuss and take possible action to approve the Special Meeting Minutes of February 7, 2022.**

5. **Discuss and take action to adopt the Bartlesville Municipal Authority FY 2022-2023 Budget. Presented by Jason Muninger, City Clerk/CFO and Secretary to the Bartlesville Municipal Authority.**

6. **BMA Trustee Comments and Inquiries.**

7. **Adjournment.**

The Notice of Meeting and Agenda was received and filed in the Office of the City Clerk and posted in prominent public view at City Hall at 5 p.m. on Thursday, June 2, 2022.

Jason Muninger
Jason Muninger, CFO/City Clerk

/s/ Elaine Banes
by Elaine Banes, Deputy City Clerk

All discussion items are subject to possible action by the Bartlesville Municipal Authority (BMA). Agenda items requiring a public hearing as required by law will be so noted. The BMA may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.

MINUTES OF THE SPECIAL MEETING OF THE BARTLESVILLE MUNICIPAL AUTHORITY

Monday, February 7, 2022
7 p.m.

City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

Chairman Dale Copeland
918-338-4282

MINUTES

(The Notice of Meeting and the Agenda was posted February 3, 2022 at 5:00 p.m.)

Trustees present were Chairman Dale Copeland, Vice Chairman Jim Curd, Jr., Trustees Trevor Dorsey, Paul Stuart and Billie Roane.

City staff present were Mike Bailey, City Manager; Jess Kane, City Attorney; Jason Muninger, City Clerk/CFO; Lisa Beeman, Director of Community Development; Micah Siemers, Director of Engineering; Shellie McGill, Director of the Public Library; Laura Sanders, Director of Human Resources, Kelli Williams, Chief Communications Officer; Police Chief Roles; Captain Kelly Thomas, Security; and Elaine Banes, Executive Assistant.

1. **The Bartlesville Municipal Authority business meeting was called to order by Chairman Copeland at 7 p.m.**

2. **Roll call was conducted and a quorum established.**

3. **The invocation was provided by Pastor Jason Elmore, Friday Nite Church, and President of the Ministerial Alliance.**

4. **Discuss and take action to approve the Special Meeting Minutes of June 7, 2021.**

   Ms. Roane moved to approve the minutes of June 7, 2021 as presented, seconded by Mr. Stuart.

   Aye: Ms. Roane, Mr. Stuart, Mr. Dorsey, Vice Chairman Curd, Chairman Copeland
   Nay: None
   Motion: Passed

5. **Discuss and take possible action to amend the Bartlesville Municipal Authority FY 2020-2021 Budget for the City's Waste-Water Reuse Project. Presented by Jason Muninger, CFO/City Clerk and Secretary to the Bartlesville Municipal Authority.**

   Mr. Muninger reported that with the City's Waste-Water Reuse Project beginning to ramp up, the City and the BMA needed to make some administrative corrections to correctly account for this project. Originally, this project was budgeted from the City's Capital Reserve Fund, but to correctly hold the assets within the same Fund as the debt, it was necessary to move these expenses to the BMA Construction Department, as they are to be funded with debt issuance from the OWRB within the BMA Water Fund. This budget adjustment memo will retroactively effect the BMA Water Fund, moving $500,000 from it to the BMA Construction Department.

Mr. Stuart moved to approve the amendment to the BMA FY 2020-2021 Budget as presented, seconded by Vice Chairman Curd.

Aye: Mr. Stuart, Mr. Dorsey, Vice Chairman Curd, Ms. Roane, Chairman Copeland
Nay: None
Motion: Passed

6. **Discuss and take possible action to amend the Bartlesville Municipal Authority FY 2021-2022 Budget for the City's Waste-Water Reuse Project. Presented by Jason Muninger, CFO/City Clerk and Secretary to the Bartlesville Municipal Authority.**

Mr. Muninger reported that as reported above, the City's Waste-Water Reuse Project is beginning, so the City and the BMA needed to make some administrative corrections to correctly account for this project. Originally, this project was budgeted from the City's Capital Reserve Fund, but to correctly hold the assets within the same Fund as the debt, it was necessary to move these expenses to the BMA Construction Department, as they are to be funded with debt issuance from the OWRB within the BMA Water Fund. This budget adjustment memo will retroactively effect the BMA Water Fund, moving $7,720,000 from it to the BMA Construction Department.

Mr. Stuart moved to approve the amendment to the BMA FY 2021-2022 Budget as presented, seconded by Vice Chairman Curd.

Aye: Mr. Dorsey, Vice Chairman Curd, Ms. Roane, Mr. Stuart, Chairman Copeland
Nay: None
Motion: Passed

7. **BMA Trustee Comments and Inquiries.fc**

There were no comments or inquiries.

8. **There being no further business to conduct, Chairman Copeland adjourned the meeting at 7:06 p.m.**

Dale W. Copeland, BMA Chairman

Jason Muninger, CFO/City Clerk
and Secretary to the BMA

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ACCOUNTING AND FINANCE

MEMORANDUM

TO: BMA Board of Trustees

FROM: Jason Muninger
BMA Secretary

SUBJECT: Adoption of the Bartlesville Municipal Authority FY 2022-23 budget.

GENERAL INFORMATION:

The proposed budget for the Bartlesville Municipal Authority is included below for your consideration and approval on Monday, June 6, 2022.

This proposed budget was considered during the City's budget discussions but must be approved separately from the City budgets.

The Authority maintains three funds, but there are no appropriations for the BMA – General Fund in this year's budget. The total appropriations for the Authority as a whole are $69,712,524. These budgeted amounts are for Construction, debt service, and to reimburse the Water and Wastewater Operating funds for operating costs.

The main sources of revenue are water and sewer service fees.

BARTLESVILLE MUNICIPAL AUTHORITY	
BMA - Wastewater Fund:	
BMA Wastewater Operating	$ 28,400
BMA - Wastewater Construction	45,000,000
Transfers Out	5,575,322
Total BMA - Wastewater	$ 50,603,722
BMA - Water Fund:	
BMA - Water Operating	$ 2,847,970
BMA - Water Construction	7,600,000
Transfers Out	8,660,832
Total BMA - Water	$ 19,108,802
Total BMA Funds	**$ 69,712,524**

TRUSTEE ACTION REQUESTED:

Adopt the BMA budget by motion as presented.