



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

**NOTICE OF SPECIAL MEETING
OF THE
BARTLESVILLE MUNICIPAL AUTHORITY**

**Monday, May 6, 2024
5:30 p.m.**

**Chairman 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. Invocation will be provided by Pastor Chad Percival, East Cross Church.
4. Citizens to be heard.
5. Discuss and take possible action to approve the Special Meeting Minutes of April 15, 2024.
6. Discuss and take possible action to adopt the Bartlesville Municipal Authority FY 2024-25 Budget. Presented by Jason Muninger, CFO/City Clerk and Secretary to the Bartlesville Municipal Authority.
7. BMA Trustee Comments and Inquiries.
8. 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 5:30 p.m. on Thursday, May 2, 2024.

Jason Muninger

Jason Muninger, CFO/City Clerk

/s/ Elaine Banes

by Elaine Banes, Deputy City Clerk

Open Meetings Act Compliance (25 O.S. Sec. 301 et seq.): all discussion items are subject to possible action by the Bartlesville Municipal Authority (BMA). Official action can only be taken on items which appear on the agenda. The BMA may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the BMA may refer the matter to the City Manager, Staff or City Attorney, or back to a committee or other recommending body. Under certain circumstance, items are deferred to a specific later date or stricken from the agenda entirely. 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.



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

**MINUTES OF THE SPECIAL MEETING
OF THE
BARTLESVILLE MUNICIPAL AUTHORITY**

**Monday, April 15, 2024
5:30 p.m.**

**Chairman Dale Copeland
918-338-4282**

MINUTES

(The Notice of Meeting and Agenda were posted April 10, 2024 at 5:30 p.m.)

Trustees present were Chairman Dale Copeland, Vice Chairman Jim Curd, Jr., Trevor Dorsey, and Loren Roszel.

City staff present were Mike Bailey, City Manager; Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Tracy Roles, Assistant City Manager; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Shellie McGill, Director of the Library and Museum; Kelli Williams, Chief Communications Officer; Larry Curtis, Director of Community Development; Kelsey Walker, Communications and Marketing Manager; Police Chief Kevin Ickleberry; Deputy Police Chief Troy Newell; Fire Battalion Chief David Topping; Captain Andrew Ward, Security; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville Municipal Authority was called to order at 5:30 p.m. by Chairman Copeland.**
- 2. Roll call was conducted and a quorum established.**
- 3. The invocation was provided by Mr. Dorsey.**
- 4. Citizens to be heard.**

There were no citizens to be heard.

- 5. Discuss and take possible action to approve the Special Meeting Minutes of March 4, 2024.**

Vice Chairman Curd moved to approve the minutes as presented, seconded by Mr. Dorsey.

Ayes: Mr. Dorsey, Mr. Roszel, Vice Chairman Curd, Chairman Copeland

Nays: None

Motion: Passed

- 6. Consider and take possible action to approve a Resolution of the Bartlesville Municipal Authority adopting the Planning and Environmental Information Document for the proposed Chickasaw Wastewater Treatment Plan Expansion Project. Presented by Terry Lauritsen, P.E., Director of Water Utilities.**

Mr. Lauritsen reported that in September 2020, the City contracted with Tetra Tech for the first phase of design services, which is to prepare engineering reports for the Wastewater Treatment Plant Expansion and the Limestone to Chickasaw Transport Corridor Improvements. The engineering report evaluates various improvement options, providing a 35% level of engineering design, conducts an environmental review and estimates construction costs. The scope of the treatment plant expansion is to upgrade equipment and expand treatment units to increase the capacity of the plant from 7.0 million gallons per day to 8.2 million gallons per day. Also included in the expansion project will be the additional treatment needed for water reuse. The estimated project costs, including design, construction, inspection, financing and a 30% contingency, is \$83.23MM. For the environmental review portion of the project, Tetra Tech has prepared an Environmental Information Document (EID) and has been reviewed by the Oklahoma Water Resources Board (OWRB). The final steps in the environmental review were to host a public hearing, which was held Monday, April 15 at noon in the Council Chambers of City Hall, and have the Bartlesville Municipal Authority and City Council adopt the EID through resolution. The only person who attended the public hearing other than staff was a Tulsa News Channel 8 reporter who filmed the complete presentation, therefore there are no public comments to include in the report. The Environmental Information Document is a requirement of the financing through the OWRB. The EID found no significant impacts. Staff is requesting the Bartlesville Municipal Authority adopt the Environmental Information Document. If approved, the resolution, and public hearing information will be forwarded to the OWRB, who will provide a 30-day comment period, complete their review and approve financing for the project.

A brief discussion covered how a public hearing can be held outside of a City Council meeting as long as all notification criteria is met; the timeline required by the Federal mandate of each step in construction of the new wastewater plant; how the new plant must be completed by 2030 and will process \$8.2 million gallons a day; and that the rate structure in place will support the loan expense.

Vice Mayor Curd moved to approve the Resolution as presented, seconded by Mr. Roszel.

Ayes: Mr. Roszel, Vice Chairman Curd, Mr. Dorsey, Chairman Copeland

Nays: None

Motion: Passed

M. BMA Trustee Comments and Inquiries.

There were no comments or inquiries.

N. There being no further BMA business to address, Chairman Copeland adjourned the meeting at 5:42 p.m.

Dale W. Copeland, Chairman
Bartlesville Municipal Authority

Jason Muninger, CFO/City Clerk and
Secretary to the Bartlesville Municipal Authority



ACCOUNTING AND FINANCE

MEMORANDUM

TO: BMA Board of Trustees

FROM: Alicia Shelton
A&F Supervisor

SUBJECT: Adoption of the Bartlesville Municipal Authority FY 2024-25 budget.

GENERAL INFORMATION:

The proposed budget for the Bartlesville Municipal Authority is included below for your consideration and approval on Monday, May 6, 2024

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

The total appropriations for the Authority as a whole are \$109,523,378. 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	\$ 1,500,000
BMA - WasteWater Construction	81,500,000
Transfers Out	5,818,507
Total BMA - Wastewater	<u>\$ 88,818,507</u>
BMA - Water Fund:	
BMA - Water Operating	\$ 3,275,784
BMA - Water Construction	7,500,000
Transfers Out	9,929,087
Total BMA - Water	<u>\$ 20,704,871</u>
Total BMA Funds	<u>\$ 109,523,378</u>

TRUSTEE ACTION REQUESTED:

Adopt the BMA budget by motion as presented.