

PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC WORKS AUTHORITY

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City Clerk's Office

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, January 19, 2016 - 6:30 pm

1. **Call to Order**
Chair Jeri Moberly
2. **Roll Call**
3. **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)**
 - A. Approve minutes
 - January 5, 2016, Regular Meeting
 - January 12, 2016, Regular Meeting
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Report from OPWA Manager**
6. **Report from OPWA Attorney**
7. **Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Reports:
 - Pay Period Ending Date 12/26/15
 - Pay Period Ending Date 1/9/16
 - Monthly Budget Status Report – December 2015
8. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
9. **Adjournment**

Notice of Public Meeting filed in the office of the City Clerk and Agenda posted at City Hall bulletin board at 6:00 pm on Friday, January 15, 2016.



Juliann M. Stevens, Deputy City Clerk

OWASSO PUBLIC WORKS AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, January 5, 2016

The Owasso Public Works Authority met in regular session on Tuesday, January 5, 2016, in the Council Chambers at Old Central, 109 N Birch, Owasso, Oklahoma per the Notice of Public Meeting and the Agenda filed in the office of the City Clerk and posted on the City Hall bulletin board at 6:00 pm on Thursday, December 31 2015.

1. Call to Order

Chair Jeri Moberly called the meeting to order at 8:09 pm.

2. Roll Call

Present

Absent

Chair – Jeri Moberly

None

Vice-Chair – Lyndell Dunn

Trustee – Doug Bonebrake

Trustee – Bill Bush

Trustee – Chris Kelley

A quorum was declared present.

Staff:

Authority Manager - Warren Lehr

Authority Attorney - Julie Lombardi

3. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)

A. Approve minutes – December 15, 2015, Regular Meeting

B. Approve claims

Mr. Bush moved, seconded by Dr. Kelley to approve the Consent Agenda with claims totaling \$639,443.16.

YEA: Bonebrake, Bush, Dunn, Kelley, Moberly

NAY: None

Motion carried: 5-0

4. Consideration and appropriate action relating to items removed from the Consent Agenda
None

5. Report from OPWA Manager
None

6. Report from OPWA Attorney
None

7. Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)

- Payroll Payment Report – Pay Period Ending Date 12/12/15

8. New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)

None

9. Adjournment

Mr. Dunn moved, seconded by Dr. Kelley to adjourn the meeting.

YEA: Bonebrake, Bush, Dunn, Kelley, Moberly

NAY: None

Motion carried 5-0 and the meeting adjourned at 8:10 pm.

Jeri Moberly, Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING

Tuesday, January 12, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, January 12, 2016, in the Council Chambers at Old Central, 109 N Birch Street, Owasso, Oklahoma per the Notice of Public Meeting and the Agenda filed in the office of the City Clerk and posted on the City Hall bulletin board at 6:00 pm on Friday, January 8, 2016.

1. Call to Order

Mayor/Chair Jeri Moberly called the meeting to order at 6:03 pm.

Present

Mayor/Chair – Jeri Moberly

Vice-Mayor/Vice-Chair – Lyndell Dunn

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Bill Bush

Councilor/Trustee – Chris Kelley

A quorum was declared present.

Absent

None

2. Presentation and discussion of the FY 2015 Audit

Linda Jones introduced John Manning, Chairman of the Citizen Audit Committee, and Ron Conner and Jake Winkler of RSM US, LLP. Mr. Manning provided comments from the Audit Committee. Mr. Conner presented the FY 15 audited financial statements. Discussion was held. Ms. Jones explained that an item acknowledging receipt of the audit would be included in the Official Notices section on the January 19, 2016 City Council agenda.

3. Discussion relating to Community Development items

A. Planned Unit Development – OPUD-15-02 (Safelock Storage located southeast of E 76th St N and N 129th St E Ave)

B. Zoning Code Update

Karl Fritschen presented Item 3A and discussion was held. It was explained that an item would be included on the January 19, 2016 Council agenda for consideration and action. Bronce Stephenson presented item 3B, explaining that staff is reviewing the current zoning code and will be presenting revisions to the code in the coming months.

4. Discussion relating to Fire Station #4 Project

Mark Stuckey presented the project concept and discussion was held. It was further explained that RFPs have been submitted for review and staff anticipates bringing a recommendation to the Council in February.

5. Discussion relating to Sewer Use (Fats, Oils & Greases) Ordinance

Travis Blundell presented the item and discussion was held. Staff anticipates bringing an ordinance to the City Council for consideration and action in February.

6. Discussion relating to City Manager items

- Election - Recapture Vision 2025 sales tax
- Monthly sales tax report
- City Manager report

Warren Lehr presented a draft Ordinance and Resolution relating to an election seeking voter approval to recapture a portion of the expiring Vision 2025 sales tax. Discussion was held. It was further explained that both items would be placed on the January 19, 2016 Council agenda for consideration and action. Linda Jones presented the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised that staff is seeking estimates to repair a leaking roof at the Animal Control Facility and expects to bring

a request for a budget amendment in February or March; staff received several RFQs for the design of the Festival Marketplace and is in the process of reviewing them.

7. City Council/Trustee comments and inquiries

None

8. Adjournment

The meeting adjourned at 7:23 pm.

Jeri Moberly, Mayor/ Chair

Juliann M. Stevens, Minute Clerk

Claims List

1/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPWA	AMERICAN MUNICIPAL SERVICES CORP.	COLLECTION SERVICES	128.86
TOTAL OPWA			128.86
OPWA ADMINISTRATION	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	724.51
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	34.42
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	63.92
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	56.58
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH DEC, 2015	43.22
	CITY GARAGE	LABOR/OVERHEAD EXP - DEC,	152.41
	JPMORGAN CHASE BANK	APWA-2016 MEMBERSHIP	184.00
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	14.99
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	34.59
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	55.16
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	12.99
TOTAL OPWA ADMINISTRATION			1,376.79
UTILITY BILLING	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	1,391.00
	TODD C. KIMBALL	METER READER	952.95
	TYRONE EUGENE DINKINS	METER READER	239.40
	TODD C. KIMBALL	METER READER	896.85
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	2,588.21
	DRAKE SYSTEMS INC	COPIER SERVICE	390.00
	DRAKE SYSTEMS INC	UB COPIER	1,178.00
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	23.99
TOTAL UTILITY BILLING			7,660.40
WATER	JPMORGAN CHASE BANK	ANCHOR STONE-GRAVEL	954.87
	JPMORGAN CHASE BANK	LOWES-WOOD	135.95
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	473.20
	CITY OF TULSA UTILITIES	WATER PURCHASE	99,011.21
	CITY OF TULSA UTILITIES	WATER PURCHASE	131,912.19
	VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRIC	30.60
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	11.72
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	46.88
	JPMORGAN CHASE BANK	HD SUPPLY-PARTS	406.14
	JPMORGAN CHASE BANK	HD SUPPLY-PARTS	2,280.37
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	55.02
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	55.02
	CITY GARAGE	LABOR/OVERHEAD EXP - DEC,	1,887.33
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2015	690.02
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH DEC, 2015	88.87
	CITY GARAGE	VEH PARTS PURCH - DEC, 20	520.00
	JPMORGAN CHASE BANK	HOLDERS-LOCK REPAIRS	257.50

Claims List

1/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
WATER...	JPMORGAN CHASE BANK	HD SUPPLY-SUPPLIES	974.10
	JPMORGAN CHASE BANK	HD SUPPLY-SUPPLIES	1,371.69
	JPMORGAN CHASE BANK	ACCURATE ENVIRON-TESTING	1,265.00
	JPMORGAN CHASE BANK	SPEEDTECH-LIGHT BARS	207.76
	JPMORGAN CHASE BANK	LOCKE SUPPLY-PARTS	11.04
	JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES	18.15
TOTAL WATER			242,664.63
WASTEWATER TREATMENT	JPMORGAN CHASE BANK	NCL OF WISC-LAB SUPPLIES	64.66
	VERIZON WIRELESS	WIRELESS CONNECTION	80.02
	GREELEY & HANSEN, LLC LBX 619776	ENGIENEERING SERVICES	8,112.48
	JPMORGAN CHASE BANK	P & K EQUIP-REPAIRS	404.12
	JPMORGAN CHASE BANK	ACE HARDWARE-REBUILD KIT	24.99
	JPMORGAN CHASE BANK	BUMP2BUMP-SUPPLIES	142.35
	LIVINGSTON MICROGRAPHICS, LLC	UV GERMICIDAL LAMPS	8,461.13
	JPMORGAN CHASE BANK	STD SPLY-MOWER REPAIRS	471.59
	JPMORGAN CHASE BANK	HACH CO-LAB SUPPLIES	322.47
	CITY GARAGE	VEH PARTS PURCH - DEC, 20	124.30
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2015	509.21
	CITY GARAGE	LABOR/OVERHEAD EXP - DEC,	937.75
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	56.76
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	62.44
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	46.88
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	11.72
	JPMORGAN CHASE BANK	GREEN COUNTRY-TESTING	100.00
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	473.20
	JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REMOVAL	2,812.96
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	101.88
JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	31.98	
JPMORGAN CHASE BANK	INTERSTATE-BATTERIES	23.70	
TOTAL WASTEWATER TREATMENT			23,376.59
WASTEWATER COLLECTIONS	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	473.20
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	195.65
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	11.72
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	46.88
	VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC	839.62
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	45.65
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	45.65
	JAMES A. OZBUN	REBUILD PUMP	4,530.00
	JAMES A. OZBUN	REBUILD PUMP	4,500.00
	CITY GARAGE	LABOR/OVERHEAD EXP - DEC,	1,355.91
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2015	355.53
	CITY GARAGE	VEH PARTS PURCH - DEC, 20	245.11

Claims List

1/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount	
WASTEWATER COLLECTIONS	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH DEC, 2015	196.40	
	JPMORGAN CHASE BANK	HD SUPPLY-SUPPLIES	121.44	
	JPMORGAN CHASE BANK	LOWES-TOOLS	290.42	
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRIC	208.14	
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRIC	272.53	
	TREASURER PETTY CASH	TRAVEL EXPENSE	300.00	
	VERIZON WIRELESS	WIRELESS CONNECTION	80.04	
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	26.56	
	JPMORGAN CHASE BANK	OREILLYS-GREASE	34.90	
	TOTAL WASTEWATER COLLECTIONS			14,175.35
REFUSE COLLECTIONS	JPMORGAN CHASE BANK	SUMMIT TRUCK-WIPER SWITCH	239.26	
	VERIZON WIRELESS	WIRELESS CONNECTION	29.65	
	JPMORGAN CHASE BANK	GELCO-SAFETY BOOTS	125.99	
	JPMORGAN CHASE BANK	GELCO-SAFETY BOOTS	125.99	
	JPMORGAN CHASE BANK	BUMP2BUMP-ANTI-FREEZE	19.00	
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH DEC, 2015	2,660.98	
	CITY GARAGE	VEH PARTS PURCH - DEC, 20	1,783.04	
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2015	2,441.11	
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	51.48	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	41.71	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	41.71	
	JPMORGAN CHASE BANK	BUMP2BUMP-BATTERIES	198.00	
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	46.88	
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	11.72	
	CITY GARAGE	LABOR/OVERHEAD EXP - DEC,	6,488.33	
	COVANTA LANCASTER, INC	REFUSE TIPPING FEES	7,071.51	
	TOTAL REFUSE COLLECTIONS			21,376.36
	RECYCLE CENTER	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	11.05
UNIFIRST HOLDINGS LP		UNIFORM CLEANING	11.05	
CITY GARAGE		LABOR/OVERHEAD EXP - DEC,	427.08	
TOTAL RECYCLE CENTER			449.18	
FUND GRAND TOTAL			311,208.16	
OPWA GRAND TOTAL			\$311,208.16	

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 12/26/15

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
OPWA Administration	9,860.59	11,760.47
Utility Billing	5,307.20	6,323.58
Water	13,570.48	16,151.58
Wastewater	12,803.03	15,190.24
Wastewater Collection	8,874.66	10,520.45
Refuse	13,918.91	16,509.95
Recycle Center	900.00	1,064.01
<u>FUND TOTAL</u>	<u>65,234.87</u>	<u>77,520.28</u>

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/09/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
OPWA Administration	9,860.59	14,851.12
Utility Billing	5,307.20	9,453.55
Water	15,286.84	25,550.39
Wastewater	12,777.67	22,333.02
Wastewater Collection	8,609.96	14,303.12
Refuse	12,821.65	19,929.24
Recycle Center	984.00	1,573.05
<u>FUND TOTAL</u>	<u>65,647.91</u>	<u>107,993.49</u>

OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
 FISCAL YEAR 2015-2016
 Budgetary Basis
 Statement of Revenues & Expenses
 As of December 31, 2015

	<u>MONTH</u> <u>TO-DATE</u>	<u>YEAR</u> <u>TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT</u> <u>OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 454,986	\$ 3,035,511	\$ 5,337,700	56.87%
Wastewater	341,267	1,986,096	3,807,310	52.17%
Refuse & recycle	143,319	957,569	2,027,670	47.23%
Other Utility fees	20,198	128,212	276,325	46.40%
TOTAL OPERATING REVENUES	<u>959,770</u>	<u>6,107,388</u>	<u>11,449,005</u>	<u>53.34%</u>
OPERATING EXPENSES:				
OPWA administration	\$ (72,087)	\$ (480,574)	\$ (820,218)	58.59%
Utility Billing	(38,624)	(199,203)	(417,831)	47.68%
Water	(383,688)	(2,425,678)	(4,406,864)	55.04%
Wastewater	(200,815)	(910,468)	(1,745,910)	52.15%
Refuse & Recycle	(257,402)	(1,001,638)	(1,855,113)	53.99%
Debt payments	(267,182)	(1,752,793)	(3,460,100)	50.66%
TOTAL OPERATING EXPENSES	<u>(1,219,798)</u>	<u>(6,770,354)</u>	<u>(12,706,036)</u>	<u>53.28%</u>
OPERATING REVENUES OVER EXPENSES	<u>(260,028)</u>	<u>(662,966)</u>	<u>(1,257,031)</u>	
NONOPERATING REVENUES (EXPENSES)				
Interest	\$ 759	\$ 5,357	\$ 20,000	26.78%
Other revenues	4,045	10,418	12,275	84.87%
Transfers in	-	124,950	265,735	47.02%
Transfers out	(100,000)	(200,000)	(400,000)	50.00%
TOTAL TRANSFERS	<u>(95,195)</u>	<u>(59,275)</u>	<u>(101,990)</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES				
Proceeds of long-term debt	\$ -	\$ 198,960	\$ 529,260	
Expenditures of long-term debt	-	(528,260)	(528,960)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>-</u>	<u>(329,300)</u>	<u>300</u>	
NET INCOME (LOSS)	<u>\$ (355,224)</u>	<u>\$ (1,051,541)</u>	<u>\$ (1,358,721)</u>	
ENCUMBRANCES OUTSTANDING				
WORKING CAPITAL - Beginning Balance		1,867,540	1,867,540	
WORKING CAPITAL - Ending Balance		<u>\$ 815,999</u>	<u>\$ 508,819</u>	