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City Clerk's Office

PUBLIC NOTICE OF THE MEETING OF THE

# OWASSO PUBLIC WORKS AUTHORITY

**Council Chambers, Old Central Building**
**109 N Birch, Owasso, OK 74055**
**Regular Meeting**
**Tuesday, February 2, 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 19, 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 Report – Pay Period Ending Date 1/23/16

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 29, 2016.

Sherry Bishop

Sherry Bishop, City Clerk

# OWASSO PUBLIC WORKS AUTHORITY

## MINUTES OF REGULAR MEETING
## Tuesday, January 19, 2016

The Owasso Public Works Authority met in regular session on Tuesday, January 19, 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 Friday, January 15, 2016.

1. **Call to Order**
   Chair Jeri Moberly called the meeting to order at 7:43 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
   - January 5, 2016, Regular Meeting
   - January 12, 2016, Regular Meeting

   **B.** Approve claims
   Mr. Bonebrake moved, seconded by Mr. Dunn to approve the Consent Agenda with claims totaling $311,208.16.
   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 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)**

None

**9. Adjournment**

Mr. Bush 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 7:44 pm.

Jeri Moberly, Chair

Lisa Wilson, Minute Clerk

# Claims List

2/2/2016

| Budget Unit Title | Vendor Name | Payable Description | Payment Amount |
|---|---|---|---|
| OPWA ADMINISTRATION | AEP/PSO | ELECTRIC USE | 1,654.71 |
| | JPMORGAN CHASE BANK | LOCKE SUPPLY-SUPPLIES | 122.62 |
| | JPMORGAN CHASE BANK | SAMS CLUB-SUPPLIES | 174.28 |
| | JPMORGAN CHASE BANK | OFFICE DEPOT-SUPPLIES | 35.05 |
| | JPMORGAN CHASE BANK | WALMART-SUPPLIES | 20.28 |
| | JPMORGAN CHASE BANK | CHARACTER TRAINING | 280.00 |
| | JPMORGAN CHASE BANK | LOWES-PARTS | 42.72 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 36.42 |
| | DALE & LEES SERVICE, INC | REPAIRS - PW HEATING UNIT | 176.00 |
| | FELKINS ENTERPRISES, LLC | BUSINESS CARDS | 30.00 |
| | STANDLEY SYSTEMS, LLC | COPIER MAINTENANCE AGREEM | 217.54 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 36.52 |
| **TOTAL OPWA ADMINISTRATION** | | | **2,826.14** |
| UTILITY BILLING | TECHNICAL PROGRAMMING SERVICES INC | BILLING SERVICES | 1,590.51 |
| | TODD C. KIMBALL | METER READER | 829.80 |
| | JPMORGAN CHASE BANK | PAPER.COM-RECEIPT PAPER | 91.71 |
| **TOTAL UTILITY BILLING** | | | **2,512.02** |
| WATER | AEP/PSO | ELECTRIC USE | 582.13 |
| | JPMORGAN CHASE BANK | MAXWELL-STRAW WATTLES | 71.80 |
| | SPOK, INC. | PAGER USE | 99.38 |
| | JPMORGAN CHASE BANK | LOWES-SUPPLIES | 4.98 |
| | JPMORGAN CHASE BANK | BUMP2BUMP-SPARK PLUGS | 8.00 |
| | JPMORGAN CHASE BANK | HD SUPPLY-12 VOLT PUMP | 794.40 |
| | JPMORGAN CHASE BANK | HD SUPPLY-RETURN | -189.60 |
| | JPMORGAN CHASE BANK | LOWES-CEDAR BOARD | 73.12 |
| | JPMORGAN CHASE BANK | LOWES-CONCRETE MIX | 39.00 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 55.02 |
| | JPMORGAN CHASE BANK | HD SUPPLY-CLAMPS | 327.48 |
| | JPMORGAN CHASE BANK | HD SUPPLY-TAPPING SADDLE | 193.48 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 55.02 |
| | JET TRUCKING, LLC | LOAD OF DIRT | 45.00 |
| | CITY OF TULSA DEPT OF FINANCE | LAB SERVICES FOR DEC 2015 | 420.00 |
| | TWIN CITIES READY MIX, INC | CONCRETE | 133.13 |
| | TWIN CITIES READY MIX, INC | CONCRETE | 532.50 |
| | JET TRUCKING, LLC | DIRT | 160.00 |
| | TWIN CITIES READY MIX, INC | CLASS A CONCRETE | 159.75 |
| **TOTAL WATER** | | | **3,564.59** |
| WASTEWATER TREATMENT | JPMORGAN CHASE BANK | WHOLESALE TOOL-BRUSHES | 55.60 |
| | FAIRFIELD SERVICES COMPANY | PARTS FOR AUGER | 4,096.98 |
| | JPMORGAN CHASE BANK | HOME DEPOT-BATTERY PACK | 116.94 |

# Claims List

2/2/2016

| Budget Unit Title | Vendor Name | Payable Description | Payment Amount |
|---|---|---|---|
| WASTEWATER TREATMENT... | JPMORGAN CHASE BANK | INSTRUMENT & SPLY-PARTS | 506.96 |
| | JPMORGAN CHASE BANK | UNIFIRST-GLOVES | 76.54 |
| | JPMORGAN CHASE BANK | NCL-LAB SUPPLIES | 491.91 |
| | JPMORGAN CHASE BANK | PLASTIC MART-POLYMER TANK | 358.99 |
| | JPMORGAN CHASE BANK | GRAINGER-MULTIMETER | 377.33 |
| | JPMORGAN CHASE BANK | JOHNSTONE SUPPLY-PARTS | 42.28 |
| | JPMORGAN CHASE BANK | GRAINGER-PLUMBING PARTS | 30.23 |
| | JPMORGAN CHASE BANK | GRAINGER-GLOVES | 85.80 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 51.36 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 96.09 |
| | JPMORGAN CHASE BANK | GRAINGER-HEATER | 2,408.40 |
| | JPMORGAN CHASE BANK | HACH-AMMONIA TESTING | 145.53 |
| | JPMORGAN CHASE BANK | HACH-AMMONIA TESTING | 123.59 |
| | JPMORGAN CHASE BANK | DALE AND LEE'S-SVC LAB | 430.00 |
| | JPMORGAN CHASE BANK | HD SUPPLY-LIFT ST PART | 28.63 |
| | JPMORGAN CHASE BANK | WALMART-HEAT LAMP BULBS | 9.94 |
| | JPMORGAN CHASE BANK | NCL-BOD TESTING/CLEANING | 318.08 |
| | JPMORGAN CHASE BANK | ZEE MEDICAL-CAB REFILL | 51.40 |
| | JPMORGAN CHASE BANK | GRAINGER-POLYMER MOTOR | 331.43 |
| | JPMORGAN CHASE BANK | IBT-COUPLINGS | 21.94 |
| | JPMORGAN CHASE BANK | LOWES-CORD CAPS | 43.03 |
| | JPMORGAN CHASE BANK | NCL-SAMPLING BOTTLES | 78.68 |
| | JPMORGAN CHASE BANK | QUILL-SALES TAX REFUND | -67.94 |
| | JPMORGAN CHASE BANK | SAMS CLUB-SUPPLIES | 116.01 |
| | JPMORGAN CHASE BANK | OFFICE DEPOT-SUPPLIES | 18.19 |
| | JPMORGAN CHASE BANK | QUILL CORP-TONERS | 758.89 |
| | SPOK, INC. | PAGER USE | 27.77 |
| | JPMORGAN CHASE BANK | WASTE MGMT-SLUDGE REMOVAL | 2,525.10 |
| | AEP/PSO | ELECTRIC USE | 28,388.23 |
| | JPMORGAN CHASE BANK | LOWES-TOOLS | 179.94 |
| **TOTAL WASTEWATER TREATMENT** | | | **42,323.85** |
| WASTEWATER COLLECTIONS | JPMORGAN CHASE BANK | FASTENAL-SUPPLIES | 6.28 |
| | JPMORGAN CHASE BANK | FASTENAL-SUPPLIES | 56.33 |
| | JPMORGAN CHASE BANK | LOWES-TOOLS | 31.96 |
| | JPMORGAN CHASE BANK | LOWES-PUMP SUPPLIES | 19.73 |
| | JPMORGAN CHASE BANK | P & K EQUIPMENT-SUPPLIES | 8.90 |
| | JPMORGAN CHASE BANK | LOWES-SUPPLIES | 46.42 |
| | AEP/PSO | ELECTRIC USE | 6,866.07 |
| | JPMORGAN CHASE BANK | ROSE STATE-TRAINING | 325.00 |
| | JPMORGAN CHASE BANK | STEVES WHLSE-SUPPLIES | 194.85 |
| | SPOK, INC. | PAGER USE | 57.83 |
| | JPMORGAN CHASE BANK | STD SPLY LAWN-RETURN | -19.22 |
| | JPMORGAN CHASE BANK | FASTENAL-BOLTS | 71.70 |

# Claims List

2/2/2016

| Budget Unit Title | Vendor Name | Payable Description | Payment Amount |
|---|---|---|---|
| WASTEWATER COLLECTIONS | JPMORGAN CHASE BANK | FASTENAL-JETTER PARTS | 9.00 |
| | JPMORGAN CHASE BANK | STA RITE-COUPLING | 1,215.00 |
| | JPMORGAN CHASE BANK | CHEMSEARCH-GREASE/LUBRIC | 186.90 |
| | JPMORGAN CHASE BANK | FASTENAL-RETURN OF BOLTS | -41.89 |
| | JPMORGAN CHASE BANK | LOWES-PARTS | 23.28 |
| | JPMORGAN CHASE BANK | OREILLY-TOOLS | 9.99 |
| | JPMORGAN CHASE BANK | OREILLY-CAMERA SUPPLIES | 5.19 |
| | JPMORGAN CHASE BANK | TRANSCO-GLOVES | 59.60 |
| | JPMORGAN CHASE BANK | STD SPLY LAWN-PARTS | 22.17 |
| | JPMORGAN CHASE BANK | P & K EQUIP-3" PUMP PART | 182.56 |
| | JPMORGAN CHASE BANK | HD SUPPLY-LOCATES | 63.00 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 45.65 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 45.65 |
| | JPMORGAN CHASE BANK | WALMART-HEATER | 18.84 |
| | JPMORGAN CHASE BANK | LODGING EXPENSE | 392.00 |
| | JPMORGAN CHASE BANK | ATWOOD-TARPS | 71.91 |
| | JPMORGAN CHASE BANK | ATWOOD-WWC MATERIALS | 6.00 |
| | JPMORGAN CHASE BANK | NORTHERN SAFETY-TRIPOD | 3,077.36 |
| **TOTAL WASTEWATER COLLECTIONS** | | | **13,058.06** |
| REFUSE COLLECTIONS | UNITED ENGINES, LLC | HYDRAULIC REPAIRS | 1,017.90 |
| | ZEE MEDICAL, INC | FIRST AID SUPPLIES | 114.10 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 41.71 |
| | CRANE CARRIER COMPANY | PARTS FOR 2012 REFUSE TRK | 296.38 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 41.71 |
| | JPMORGAN CHASE BANK | BUMP2BUMP-DEF FLUID | 37.00 |
| | JPMORGAN CHASE BANK | ACADEMY-SAFETY BOOTS | 69.99 |
| | JPMORGAN CHASE BANK | ANCHOR-WHITE PAINT | 154.85 |
| | JPMORGAN CHASE BANK | SUMMIT TRUCK-FUEL ELEMENT | 72.07 |
| | JPMORGAN CHASE BANK | FLEET SVC-ELECT REPAIR | 863.55 |
| | JPMORGAN CHASE BANK | FLEET SVC-FUEL REPAIRS | 3,673.27 |
| | JPMORGAN CHASE BANK | LOWES-PAINT SUPPLIES | 22.39 |
| | JPMORGAN CHASE BANK | BUMPER2BUMPER-BELT | 10.30 |
| | JPMORGAN CHASE BANK | LOWES-SALES TX REFUND | -1.83 |
| | SPOK, INC. | PAGER USE | 72.22 |
| | TECHNICAL PROGRAMMING SERVICES INC | HOLIDAY REFUSE INSERTS | 1,104.00 |
| | JPMORGAN CHASE BANK | BUMP2BUMP-GREASE | 42.00 |
| **TOTAL REFUSE COLLECTIONS** | | | **7,631.61** |
| RECYCLE CENTER | AEP/PSO | ELECTRIC USE | 67.69 |
| | JPMORGAN CHASE BANK | WASTE MGMT-TIPPING FEES | 911.50 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 11.05 |
| | JPMORGAN CHASE BANK | ACCURATE FIRE-BRACKETS | 77.30 |
| | LAMBERT BROWN SCALES INC | ANNUAL SCALE CALIBRATION | 186.00 |

# Claims List

2/2/2016

| Budget Unit Title | Vendor Name | Payable Description | Payment Amount |
|---|---|---|---|
| RECYCLE CENTER... | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 11.05 |
| **TOTAL RECYCLE CENTER** | | | **1,264.59** |
| OPWA DEBT SERVICE | BANCFIRST | ORF-10-0014-CW/SANTA FE | 14,375.73 |
| | BANCFIRST | 800472011/RANCH CR | 25,377.32 |
| | BANCFIRST | ORF-99-0008-L/99B | 3,630.52 |
| | OKLAHOMA WATER RESOURCES BOARD | ORF-99-0008-CW/1999A | 24,253.70 |
| | OKLAHOMA WATER RESOURCES BOARD | ORF-01-0002-CW/2001A | 26,461.90 |
| | OKLAHOMA WATER RESOURCES BOARD | ORF-02-0017-CW/2002A | 22,953.29 |
| | BANCFIRST | 874317019/06 NOTE | 35,690.09 |
| | BANCFIRST | FAP-01-0003-L/01C | 6,484.12 |
| | BANCFIRST | FAP-10-0002-L/10 | 7,255.81 |
| | BANCFIRST | ORF-01-0002-L/01B | 11,978.27 |
| | BANCFIRST | ORF-09-0007-CW/09C | 23,361.34 |
| | BANCFIRST | FAP-12-0011-L/12-02B | 32,000.00 |
| | BANCFIRST | ORF-09-0003-CW/09B | 55,960.39 |
| | BANCFIRST | 874320013/13-06DW | 28,993.67 |
| **TOTAL OPWA DEBT SERVICE** | | | **318,776.15** |
| **FUND GRAND TOTAL** | | | **391,957.01** |
| OPWA STF DEBT SERVICE | BANCFIRST | 874405004/2008 | 100,280.00 |
| **TOTAL OPWA STF DEBT SERVICE** | | | **100,280.00** |
| **FUND GRAND TOTAL** | | | **100,280.00** |
| OPWA ST SUB - DEBT SERV | SF SHOPS INVESTORS, L.P. | DEVELOPMENT AGREEMENT | 89,084.98 |
| **TOTAL OPWA ST SUB - DEBT SERV** | | | **89,084.98** |
| **FUND GRAND TOTAL** | | | **89,084.98** |
| **OPWA GRAND TOTAL** | | | **$581,321.99** |

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/23/16

| Department | Payroll Expenses | Total Expenses |
|---|---|---|
| OPWA Administration | 9,895.50 | 14,889.04 |
| Utility Billing | 5,307.20 | 9,453.54 |
| Water | 13,221.03 | 23,162.24 |
| Wastewater | 11,858.38 | 21,240.14 |
| Wastewater Collection | 9,409.08 | 15,219.31 |
| Refuse | 12,081.30 | 19,040.40 |
| Recycle Center | 987.00 | 1,575.65 |
| FUND TOTAL | 62,759.49 | 104,580.32 |