RECEIVED
FEB 12 2016
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 16, 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
      - February 2, 2016, Regular Meeting
      - February 9, 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 2/6/16
   - Monthly Budget Status Report – January 2016

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, February 12, 2016.

Sherry Bishop

Sherry Bishop, City Clerk

OWASSO PUBLIC WORKS AUTHORITY

MINUTES OF REGULAR MEETING
Tuesday, February 2, 2016

The Owasso Public Works Authority met in regular session on Tuesday, February 2, 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 29, 2016.

1. **Call to Order**
   Chair Jeri Moberly called the meeting to order at 7:28 pm.

2. **Roll Call**

   Present
   Chair – Jeri Moberly
   Vice-Chair – Lyndell Dunn
   Trustee – Doug Bonebrake
   A quorum was declared present.

   Absent
   Trustee – Bill Bush
   Trustee – Chris Kelley

   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 19, 2016, Regular Meeting
   B. Approve claims
   Mr. Dunn moved, seconded by Mr. Bonebrake to approve the Consent Agenda with claims totaling $581,321.99.
   YEA: Bonebrake, Dunn, Moberly
   NAY: None
   Motion carried 3-0

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 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)

None

9. Adjournment

Mr. Bonebrake moved, seconded by Mr. Dunn to adjourn the meeting.
YEA: Bonebrake, Dunn, Moberly
NAY: None
Motion carried 3-0 and the meeting adjourned at 7:29 pm.

Jeri Moberly, Chair

Juliann M. Stevens, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING
Tuesday, February 9, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, February 9, 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, February 5, 2016.

1. **Call to Order**
   Mayor/Chair Jeri Moberly called the meeting to order at 6:00 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. **Discussion relating to Community Development items**
   A. Planned Unit Development – PUD-16-01, Somerset (proposed residential development located on the north side of E 96th ST N approximately ½ mile west of N 145th E Ave)
   B. Final Plat – Tyann VII
   C. Vehicle Purchase (dedicated CNG pick-up truck)

   Karl Fritschen presented Item 2A and discussion was held. Bronce Stephenson presented items 2B-C and discussion was held. It was explained that all items would be included on the February 16, 2016 Council agenda for consideration and action.

3. **Discussion relating to Support Services**
   A. Vehicle Purchase (dedicated CNG Cargo Van and CNG pick-up truck)
   B. Proposed Amendment to the Lease Agreement with GTP Acquisition Partners II, LLC, (Communications Tower north of Ram Water Tank)

   Larry White presented each item and discussion was held. It was explained that all items would be included on the February 16, 2016 Council agenda for consideration and action.

4. **Discussion of Council/Chair Leadership Elections Process**
   Mayor Moberly presented the item and discussion was held.

5. **Discussion relating to City Manager items**
   - Annual Tulsa Regional Chamber Washington D.C. Fly-In (April 2016)
   - Monthly sales tax report
   - City Manager report

   Warren Lehr presented information related to the annual Fly-In and past legislative efforts of those attending. Discussion was held. Linda Jones presented the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised that staff received estimates to repair a leaking roof at the Animal Control Facility and will not be seeking a budget amendment as noted during the January worksession. He advised that the first education mailer related to the April 5 Recapture Sales Tax election is included in the February utility bills.

6. City Council/Trustee comments and inquiries

Councilor Bonebrake commented on talking points related to the April 5 election. Councilor Bush inquired on the need for an executive session to receive a litigation update from the City Attorney. Mayor Moberly commented on the presentation given by Mr. Stephenson at the monthly Chamber luncheon.

7. Adjournment

The meeting adjourned at 7:54 pm.

Jeri Moberly, Mayor/ Chair

Juliann M. Stevens, Minute Clerk

Claims List

2/16/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPWA	AMERICAN MUNICIPAL SERVICES CORP.	COLLECTION SERVICES	97.54
TOTAL OPWA			**97.54**
OPWA ADMINISTRATION	TREASURER PETTY CASH	PARKING FEE	2.00
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	36.42
	SIGNALTEK INC	PARKING LOT LIGHT REPAIR	291.40
	AT&T	LONG DISTANCE PHONE BILL	5.71
	JPMORGAN CHASE BANK	CHARACTER TRAINING	138.72
	CITY GARAGE	LABOR/OVERHEAD - JAN, 201	152.41
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	3.70
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	886.44
	JPMORGAN CHASE BANK	DELL-PRINTER CARTRIDGE	78.84
	AT&T	CONSOLIDATED PHONE BILL	146.71
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	34.42
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - JAN, 201	50.06
	CITY OF OWASSO	ADMINISTRATIVE OVERHEAD	15,416.00
	BKL INCORPORATED	ARCHITECTUAL SURVEY	10,000.00
TOTAL OPWA ADMINISTRATION			**27,242.83**
UTILITY BILLING	TODD C. KIMBALL	METER READER	916.35
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	1,387.73
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	17.18
	JPMORGAN CHASE BANK	AMAZON-UB SSD UPGRADES	170.00
TOTAL UTILITY BILLING			**2,491.26**
WATER	JPMORGAN CHASE BANK	DIAMOND FOREST-LUMBER	800.00
	JPMORGAN CHASE BANK	BUMPER TO BUMPER-ADAPTER	43.97
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	55.02
	FLEETCOR TECHNOLOGIES	CITY FUELMAN EXP - JAN, 2	745.66
	JPMORGAN CHASE BANK	SHOE CARNIVAL-BOOTS	194.97
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	109.82
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	12.93
	JPMORGAN CHASE BANK	FASTENAL-SCREWS	44.99
	JPMORGAN CHASE BANK	FASTENAL-SUPPLIES	86.64
	TWIN CITIES READY MIX, INC	CONCRETE	639.00
	JPMORGAN CHASE BANK	FASTENAL-RETURN	-73.53
	JPMORGAN CHASE BANK	BROWN FARMS-SOD	95.00
	JPMORGAN CHASE BANK	HD SUPPLY-COUPLINGS	315.36
	JPMORGAN CHASE BANK	HD SUPPLY-METER CANS	508.50
	JPMORGAN CHASE BANK	HD SUPPLY-GAUGES/FITTINGS	300.00
	JPMORGAN CHASE BANK	LOWES-SAW	99.00
	JPMORGAN CHASE BANK	ATWOOD-BIBS	49.99
	JPMORGAN CHASE BANK	LOWES-DRIVEWAY JOINT	16.96

Claims List

2/16/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
WATER...	VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRIC	30.60
	JPMORGAN CHASE BANK	ADVANCE AUTO-HEADLIGHT	10.84
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	55.02
	HD SUPPLY WATERWORKS, LTD.	WATER METERS - METER REPL	26,136.00
	HD SUPPLY WATERWORKS, LTD.	WATER METERS - METER REPL	22,143.00
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - JAN, 201	74.00
	CITY GARAGE	VEH PARTS PURCH - JAN, 20	841.75
	CITY GARAGE	LABOR/OVERHEAD - JAN, 201	1,887.33
TOTAL WATER			**55,222.82**
WASTEWATER TREATMENT	CITY GARAGE	LABOR/OVERHEAD - JAN, 201	937.75
	JPMORGAN CHASE BANK	HACH-COD/AMMONIA TESTING	285.32
	JPMORGAN CHASE BANK	HACH-TECH SUPPORT	950.00
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	63.09
	CITY GARAGE	VEH PARTS PURCH - JAN, 20	2,327.48
	GREELEY & HANSEN, LLC LBX 619776	ENGIENEERING SERVICES	8,521.00
	JPMORGAN CHASE BANK	OREILLY-HITCH/SEAT COVER	59.98
	AT&T	CONSOLIDATED PHONE BILL	64.44
	VERIZON WIRELESS	WIRELESS CONNECTION	80.02
	FLEETCOR TECHNOLOGIES	CITY FUELMAN EXP - JAN, 2	382.05
	JPMORGAN CHASE BANK	GRAINGER-JAW PULLER	82.94
	JPMORGAN CHASE BANK	GRAINGER-RING PLIERS	155.48
	JPMORGAN CHASE BANK	LOWES-LUMBER RAILS	29.20
	JPMORGAN CHASE BANK	LOWES-STORAGE RACK	80.73
	JPMORGAN CHASE BANK	LOWES-PLIERS	14.23
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	50.43
	JPMORGAN CHASE BANK	BRENNTAG-GBT POLYMER	851.20
	JPMORGAN CHASE BANK	HD SUPPLY-PARTS	34.15
	JPMORGAN CHASE BANK	NCL OF WISC-LAB SUPPLIES	152.57
	JPMORGAN CHASE BANK	ACCURATE-LAB TESTING	90.00
	JPMORGAN CHASE BANK	ACCURATE-LAB TESTING	90.00
	FAIRFIELD SERVICES COMPANY	PARTS FOR GRIT AUGER	239.81
	JPMORGAN CHASE BANK	GRAINGER-REFUND	-299.03
	AT&T	LONG DISTANCE PHONE BILL	3.40
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	56.76
	SCHUERMANN ENTERPRISES, INC	TROUBLESHOOT ALARM	719.90
	SCHUERMANN ENTERPRISES, INC	EXTRACTED ANALOG VALUES	1,281.25
	SCHUERMANN ENTERPRISES, INC	BLOWER REPLACEMENT	3,992.82
	JPMORGAN CHASE BANK	FORT BEND-POLYMER	1,550.90
	JPMORGAN CHASE BANK	FORT BEND-POLYMER	2,788.00
	JPMORGAN CHASE BANK	FORT BEND-POLYMER	1,422.00
	JPMORGAN CHASE BANK	FORT BEND-POLYMER	1,394.00
	JPMORGAN CHASE BANK	GREEN COUNTRY-TESTING	55.00
	JPMORGAN CHASE BANK	GREEN COUNTRY-TESTING	95.00

Claims List

2/16/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
WASTEWATER TREATMENT...	JPMORGAN CHASE BANK	TERMINIX-PEST CONTROL	63.00
	JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REMOVAL	4,409.31
	JPMORGAN CHASE BANK	AIRMAC-REPAIRS	1,072.50
	JPMORGAN CHASE BANK	AIRMAC-PARTS	4,662.74
	JPMORGAN CHASE BANK	STA RITE INDUSTRIES-PARTS	7,993.00
TOTAL WASTEWATER TREATMENT			**46,802.42**
WASTEWATER COLLECTIONS	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	193.70
	JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES	4.16
	VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC	716.73
	JPMORGAN CHASE BANK	HD SUPPLY-SUPPLIES	33.32
	JPMORGAN CHASE BANK	HD SUPPLY-SUPPLIES	81.50
	JPMORGAN CHASE BANK	PIKEPASS FEES	7.50
	JPMORGAN CHASE BANK	LOWES-TOOLS	59.85
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	70.40
	JPMORGAN CHASE BANK	HD SUPPLY-RISERS	529.46
	JPMORGAN CHASE BANK	LOWES-FOAM SEALANT	7.36
	JPMORGAN CHASE BANK	HD SUPPLY-METER LOCATOR	700.00
	JPMORGAN CHASE BANK	HD SUPPLY-CONCRETE RINGS	476.00
	JPMORGAN CHASE BANK	HD SUPPLY-MANHOLE RISER	163.00
	JPMORGAN CHASE BANK	LOWES-TIE DOWN STRAPS	22.98
	FLEETCOR TECHNOLOGIES	CITY FUELMAN EXP - JAN, 2	325.96
	VERIZON WIRELESS	WIRELESS CONNECTION	80.02
	JPMORGAN CHASE BANK	LOWES-PARTS	18.76
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRIC	172.01
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRIC	258.02
	CITY GARAGE	VEH PARTS PURCH - JAN, 20	913.54
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - JAN, 201	184.63
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	45.65
	CITY GARAGE	LABOR/OVERHEAD - JAN, 201	1,355.91
TOTAL WASTEWATER COLLECTIONS			**6,420.46**
REFUSE COLLECTIONS	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - JAN, 201	2,329.32
	CITY GARAGE	VEH PARTS PURCH - JAN, 20	1,450.85
	CITY GARAGE	LABOR/OVERHEAD - JAN, 201	6,488.33
	JPMORGAN CHASE BANK	BUMPER TO BUMPER-PARTS	12.74
	JPMORGAN CHASE BANK	ANCHOR PAINT-PAINT	154.85
	JPMORGAN CHASE BANK	KIMS INT'L-HYDRAULIC LINE	71.38
	VERIZON WIRELESS	WIRELESS CONNECTION	29.65
	FLEETCOR TECHNOLOGIES	CITY FUELMAN EXP - JAN, 2	1,551.93
	AT&T	CONSOLIDATED PHONE BILL	10.74
	JPMORGAN CHASE BANK	BUMP2BUMP-RATCHET	31.98
	JPMORGAN CHASE BANK	ANCHOR PAINT-PAINT	154.85
	JPMORGAN CHASE BANK	BUMP2BUMP-STARTING FLUID	0.30

Claims List

2/16/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
REFUSE COLLECTIONS...	JPMORGAN CHASE BANK	LOWES-PAINT SUPPLIES	9.15
	JPMORGAN CHASE BANK	CUMMINS-TURBO REPLACEMENT	9,497.38
	TREASURER PETTY CASH	VEHICLE CLEANING FEE	25.00
	JPMORGAN CHASE BANK	FASTENAL-HARDWARE	11.07
	TREASURER PETTY CASH	TOLLS	4.00
	FLEET SERVICE OF TULSA, INC	SERVICE REPAIR 2015 CRANE	645.07
	COVANTA LANCASTER, INC	REFUSE TIPPING FEES	4,303.25
	THE METROPOLITAN ENVIRONMENTAL TRUS	MET MEMBERSHIP DUES	3,262.23
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	32.87
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	41.71
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	41.71
	COVANTA LANCASTER, INC	REFUSE TIPPING FEES	5,153.00
TOTAL REFUSE COLLECTIONS			**35,313.36**
RECYCLE CENTER	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	11.05
	JPMORGAN CHASE BANK	WASTE MGMT-TIPPING FEES	891.90
	AT&T	LONG DISTANCE PHONE BILL	0.06
	AT&T	CONSOLIDATED PHONE BILL	10.74
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	11.05
	CITY GARAGE	LABOR/OVERHEAD - JAN, 201	427.08
TOTAL RECYCLE CENTER			**1,351.88**
FUND GRAND TOTAL			**174,942.57**
OPWA GRAND TOTAL			**$174,942.57**

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/06/16

Department	Payroll Expenses	Total Expenses
OPWA Administration	9,950.44	14,955.11
Utility Billing	5,307.20	9,453.53
Water	15,017.79	25,245.29
Wastewater	11,834.08	21,213.30
Wastewater Collection	8,446.53	14,110.36
Refuse	11,897.38	18,829.35
Recycle Center	1,036.36	1,635.01
FUND TOTAL	63,489.78	105,441.95

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

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Water	$ 380,475	$ 3,415,986	$ 5,337,700	64.00%
Wastewater	324,310	2,310,406	3,807,310	60.68%
Refuse & recycle	142,199	1,099,768	2,027,670	54.24%
Other Utility fees	21,002	149,214	276,325	54.00%
TOTAL OPERATING REVENUES	867,986	6,975,374	11,449,005	60.93%
OPERATING EXPENSES:				
OPWA administration	$ (49,506)	$ (530,080)	$ (820,218)	64.63%
Utility Billing	(34,302)	(233,505)	(417,831)	55.88%
Water	(294,942)	(2,720,620)	(4,406,864)	61.74%
Wastewater	(166,094)	(1,076,562)	(1,745,910)	61.66%
Refuse & Recycle	(73,133)	(1,074,771)	(1,855,113)	57.94%
Debt payments	(267,182)	(2,019,975)	(3,460,100)	58.38%
TOTAL OPERATING EXPENSES	(885,159)	(7,655,513)	(12,706,036)	60.25%
OPERATING REVENUES OVER EXPENSES	(17,173)	(680,139)	(1,257,031)	
NONOPERATING REVENUES (EXPENSES)				
Interest	$ 744	$ 6,100	$ 20,000	30.50%
Other revenues	812	11,230	12,275	91.49%
Transfers in	-	124,950	265,735	47.02%
Transfers out	-	(200,000)	(400,000)	50.00%
TOTAL TRANSFERS	1,556	(57,719)	(101,990)	
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	-	(329,300)	300	
NET INCOME (LOSS)	$ (15,617)	$ (1,067,158)	$ (1,358,721)	
ENCUMBRANCES OUTSTANDING				
WORKING CAPITAL - Beginning Balance		1,867,540	1,867,540	
WORKING CAPITAL - Ending Balance		$ 800,382	$ 508,819	