

**PUBLIC NOTICE OF THE MEETING OF THE  
OWASSO PUBLIC WORKS AUTHORITY**

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Council Chambers, Old Central Building  
109 N Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, March 15, 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
    - March 1, 2016, Regular Meeting
    - March 8, 2016, Regular Meeting
  - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Consideration and appropriate action relating to Resolution 2016-01, endorsing a fee schedule for the Industrial Wastewater Pretreatment Program and Fats, Oils and Grease (FOG) Management Program and establishing an effective date**  
Travis Blundell  
  
Staff recommends approval of Resolution 2016-01.
6. **Report from OPWA Manager**
7. **Report from OPWA Attorney**
8. **Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
  - Payroll Payment Reports:
    - Pay Period Ending Date 3/5/16
  - Monthly Budget Status Report – February 2016
9. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
10. **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, March 11, 2016. /s/ Sherry Bishop, City Clerk

# OWASSO PUBLIC WORKS AUTHORITY

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## MINUTES OF REGULAR MEETING

Tuesday, March 1, 2016

The Owasso Public Works Authority met in regular session on Tuesday, March 1, 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, February 26, 2016.

### 1. Call to Order

Chair Jeri Moberly called the meeting to order at 7:21 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 – February 16, 2016, Regular Meeting

B. Approve claims

Mr. Bush moved, seconded by Mr. Dunn to approve the Consent Agenda with claims totaling \$710,292.04.

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 2/20/2016

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

None

**9. Adjournment**

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

YEA: Bonebrake, Bush, Dunn, Kelley, Moberly

NAY: None

Motion carried 5-0 and the meeting adjourned at 7:22 pm.

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Jeri Moberly, Chair

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Juliann M. Stevens, Minute Clerk

# OWASSO CITY COUNCIL, OPWA & OPGA

## MINUTES OF JOINT REGULAR MEETING Tuesday, March 8, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, March 8, 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, March 4, 2016.

### 1. Call to Order

Mayor/Chair Jeri Moberly called the meeting to order at 6:04 pm.

|                                      |        |
|--------------------------------------|--------|
| Present                              | Absent |
| Mayor/Chair – Jeri Moberly           | None   |
| Vice-Mayor/Vice-Chair – Lyndell Dunn |        |
| Councilor/Trustee – Doug Bonebrake   |        |
| Councilor/Trustee – Bill Bush        |        |
| Councilor/Trustee – Chris Kelley     |        |

A quorum was declared present.

### 2. Discussion relating to Community Development items

- A. PUD 16-02 and OZ 16-03 - Owasso Senior Living (13707 E 96<sup>th</sup> St N)
- B. Easement Closure – Keys Landing II (west side of 129<sup>th</sup> E Ave approximately ½ mile south of E 76<sup>th</sup> St N)
- C. OZ 16-02 Annexation/Rezoning (11595 E 116<sup>th</sup> St N)
- D. Final Plat – Ator Center II (west side of Garnett Rd, 8700 block)

Bronce Stephenson presented each item and discussion was held. It was explained that item 2A would be on the April 5, 2016 agenda and items 2B, 2C, and 2D would be included on the March 15, 2016 Council agenda for consideration and action.

### 3. Discussion relating to Public Works items

- A. Revised Ordinances for Sewer Assessment Areas
- B. Ordinance - Sewer Assessment Area (Garrett Creek – Morrow Place)
- C. Ordinance & Resolution - Sewer Use Ordinance, Fats, Oils and Greases (FOG)
- D. Presentation of Garnett Widening Improvements Design

Sherry Bishop presented item 3A and discussion was held. Roger Stevens presented item 2B and discussion was held. Travis Blundell presented item 3C and discussion was held. Dwayne Henderson presented item 3D and discussion was held. It was explained items 3A, 3B, and 3C would be included on the March 15, 2016 Council and OPWA agendas for consideration and action.

*The Council/Trustees recessed the meeting at 8:42pm and reconvened the meeting at 8:48 pm.*

### 4. Discussion relating to condemnation for right-of-way acquisition for Garnett Widening Project

Julie Lombardi and Roger Stevens presented this item and discussion was held. It was explained that an item would be included on the March 15, 2016 Council agenda for consideration and action.

### 5. Discussion relating to a contract for engineering and design – Fire Station #4

Chris Garrett presented the item and discussion was held. It was explained that an item would be included on the March 15, 2016 Council agenda for consideration and action.

**6. Discussion relating to City Manager items**

- Contract for engineering and design – Festival Marketplace
- Options relating to the cancellation of the April 19, 2016, City Council, OPWA & OPGA Regular Meeting
- Monthly sales tax report
- City Manager report

Warren Lehr advised that fee negotiations are underway following the request for proposals and staff anticipates a contract on the April 5, 2016 Council agenda for consideration and action. Discussion was held regarding the need to cancel the April 19, 2016 meetings and Mr. Lehr provided various options for the approval of claims. Linda Jones presented the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised that staff received notification of the INCOG timeline for submitting an application for the Community Development Block Grant (CDBG) funding and that a public hearing and resolution regarding the application would be needed no later than April 5, 2016; that the City Clerk is in receipt of an appeal to the Owasso Board of Adjustment decision for OBOA 16-01, special exception to construct a carport; and that the second education mailer related to the April 5 Recapture Sales Tax election is included in the March utility bills, as well as, scheduled speaking engagements with various community groups.

**7. City Council/Trustee comments and inquiries**

None

**8. Adjournment**

The meeting adjourned at 9:35 pm.

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Jeri Moberly, Mayor/ Chair

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Juliann M. Stevens, Minute Clerk

## Claims List

3/15/2016

| Budget Unit Title                | Vendor Name                        | Payable Description       | Payment Amount  |
|----------------------------------|------------------------------------|---------------------------|-----------------|
| OPWA ADMINISTRATION              | JPMORGAN CHASE BANK                | AMER PUB WRKS-CPII EXAM   | 300.00          |
|                                  | ONEOK, INC OKLAHOMA NATURAL GAS    | NATURAL GAS USAGE         | 619.59          |
|                                  | JPMORGAN CHASE BANK                | CHARACTER TRAINING        | 192.30          |
|                                  | UNIFIRST HOLDINGS LP               | UNIFORM CLEANING          | 63.92           |
|                                  | BKL INCORPORATED                   | ARCHITECTURAL SURVEY      | 5,000.00        |
|                                  | AT&T                               | CONSOLIDATED PHONE BILL   | 146.77          |
|                                  | JPMORGAN CHASE BANK                | SAMS CLUB-SUPPLIES        | 126.38          |
|                                  | UNIFIRST HOLDINGS LP               | UNIFORM CLEANING          | 34.42           |
|                                  | CINTAS CORPORATION                 | FIRST AID SUPPLIES        | 56.29           |
|                                  | BLUE ENERGY FUELS, LLC             | CNG FUEL PURCH - FEB      | 38.75           |
|                                  | CITY GARAGE                        | LABOR OVERHEAD CHGS - FEB | 152.41          |
|                                  | CITY GARAGE                        | VEH PARTS PURCH - FEB     | 56.88           |
|                                  | JPMORGAN CHASE BANK                | OWASSO CHAMBER-LUNCHEON   | 15.00           |
|                                  | TREASURER PETTY CASH               | TRAINING-STEVENSON        | 45.00           |
| <b>TOTAL OPWA ADMINISTRATION</b> |                                    |                           | <b>6,847.71</b> |
| UTILITY BILLING                  | TECHNICAL PROGRAMMING SERVICES INC | BILLING SERVICES          | 1,393.99        |
|                                  | TODD C. KIMBALL                    | METER READER              | 590.40          |
|                                  | TYRONE EUGENE DINKINS              | METER READER              | 278.70          |
|                                  | TYRONE EUGENE DINKINS              | METER READER              | 239.40          |
| <b>TOTAL UTILITY BILLING</b>     |                                    |                           | <b>2,502.49</b> |
| WATER                            | UNIFIRST HOLDINGS LP               | UNIFORM CLEANING          | 55.02           |
|                                  | JPMORGAN CHASE BANK                | FASTENAL-BOLTS            | 38.00           |
|                                  | JPMORGAN CHASE BANK                | ATWOOD-GRASS SEED         | 24.99           |
|                                  | JPMORGAN CHASE BANK                | FULLERTON-CYLINDER LEASE  | 40.00           |
|                                  | SHI INTERNATIONAL CORP             | ACROBAT LICENSE           | 373.86          |
|                                  | JPMORGAN CHASE BANK                | HD SUPPLY-METER SET       | 170.00          |
|                                  | JPMORGAN CHASE BANK                | LOWES-BLOCKS              | 17.60           |
|                                  | JPMORGAN CHASE BANK                | ACCURATE-LAB TESTING      | 745.00          |
|                                  | JPMORGAN CHASE BANK                | UTILITY SUPPLY-HYDR PART  | 276.49          |
|                                  | JPMORGAN CHASE BANK                | UTILITY SPLY-CHANNEL LOCK | 116.05          |
|                                  | JPMORGAN CHASE BANK                | UTILITY SUPPLY-FLANGE KIT | 109.40          |
|                                  | JPMORGAN CHASE BANK                | BROWN FARMS-SOD           | 100.00          |
|                                  | JPMORGAN CHASE BANK                | HD SUPPLY-COUPLINGS       | 303.30          |
|                                  | JPMORGAN CHASE BANK                | HD SUPPLY-1" METERS       | 1,229.40        |
|                                  | JPMORGAN CHASE BANK                | HD SUPPLY-TAPPING SADDLES | 325.64          |
|                                  | JPMORGAN CHASE BANK                | HD SUPPLY-METER SETTER    | 1,939.67        |
|                                  | JPMORGAN CHASE BANK                | HD SUPPLY-METER/METER CAN | 1,195.55        |
|                                  | JPMORGAN CHASE BANK                | HD SUPPLY-METER REGISTERS | 660.00          |
|                                  | UNIFIRST HOLDINGS LP               | UNIFORM CLEANING          | 55.02           |
|                                  | FLEETCOR TECHNOLOGIES              | FUELMAN EXP - FEB, 2016   | 684.67          |
|                                  | CITY GARAGE                        | VEH PARTS PURCH - FEB     | 577.53          |
| CITY GARAGE                      | LABOR OVERHEAD CHGS - FEB          | 1,887.33                  |                 |

## Claims List

3/15/2016

| Budget Unit Title                 | Vendor Name                      | Payable Description       | Payment Amount   |
|-----------------------------------|----------------------------------|---------------------------|------------------|
| WATER...                          | BLUE ENERGY FUELS, LLC           | CNG FUEL PURCH - FEB      | 63.38            |
|                                   | TWIN CITIES READY MIX, INC       | CONCRETE                  | 102.50           |
|                                   | CITY OF TULSA DEPT OF FINANCE    | LAB SERVICES FOR FEB 2016 | 520.00           |
| <b>TOTAL WATER</b>                |                                  |                           | <b>11,610.40</b> |
| WASTEWATER TREATMENT              | JPMORGAN CHASE BANK              | AMAZON-SUPPLIES           | 457.95           |
|                                   | JPMORGAN CHASE BANK              | LOWES-BOLTS/NUTS          | 3.53             |
|                                   | JPMORGAN CHASE BANK              | FORT BEND-POLYMER         | 2,844.00         |
|                                   | JPMORGAN CHASE BANK              | GRAINGER-GBT TANK PART    | 12.50            |
|                                   | JPMORGAN CHASE BANK              | WASTE MGMT-SLUDGE REMOVAL | 2,929.60         |
|                                   | JPMORGAN CHASE BANK              | OFFICE DEPOT-SCADA UPS    | 179.99           |
|                                   | JPMORGAN CHASE BANK              | GRAINGER-LIGHTS           | 99.51            |
|                                   | CITY GARAGE                      | LABOR OVERHEAD CHGS - FEB | 937.75           |
|                                   | FLEETCOR TECHNOLOGIES            | FUELMAN EXP - FEB, 2016   | 230.11           |
|                                   | JPMORGAN CHASE BANK              | OREILLY AUTO-BATTERIES    | 307.17           |
|                                   | JPMORGAN CHASE BANK              | HACH-AMMONIA TESTING      | 249.70           |
|                                   | JPMORGAN CHASE BANK              | HAYNES EQUIP-PARTS        | 1,176.92         |
|                                   | JPMORGAN CHASE BANK              | FULLERTON-CYLINDER LEASE  | 120.00           |
|                                   | JPMORGAN CHASE BANK              | NORD GEAR-AUGER MOTOR     | 835.52           |
|                                   | JPMORGAN CHASE BANK              | OREILLY-CLEANER           | 23.88            |
|                                   | JPMORGAN CHASE BANK              | HACH-AMMONIA TESTING      | 301.85           |
|                                   | JPMORGAN CHASE BANK              | HACH-TURBIDITY METER      | 2,920.62         |
|                                   | JPMORGAN CHASE BANK              | HOME DEPOT-HOSE           | 18.84            |
|                                   | JPMORGAN CHASE BANK              | GRAINGER-FLASHLIGHTS      | 142.17           |
|                                   | TULSA COUNTY BOCC                | SIGNS                     | 49.00            |
|                                   | JPMORGAN CHASE BANK              | FORT BEND-POLYMER         | 2,788.00         |
|                                   | JPMORGAN CHASE BANK              | FORT BEND-POLYMER         | 1,526.39         |
|                                   | JPMORGAN CHASE BANK              | FORT BEND-POLYMER         | 1,394.00         |
|                                   | JPMORGAN CHASE BANK              | FASTENAL-PARTS            | 65.51            |
|                                   | JPMORGAN CHASE BANK              | FASTENAL-BOLTS            | 9.00             |
|                                   | JPMORGAN CHASE BANK              | FASTENAL-BOLTS            | 2.04             |
|                                   | JPMORGAN CHASE BANK              | FASTENAL-BOLTS            | 2.84             |
|                                   | UNIFIRST HOLDINGS LP             | UNIFORM CLEANING          | 80.69            |
|                                   | JPMORGAN CHASE BANK              | SAMS CLUB-SUPPLIES        | 74.00            |
|                                   | UNIFIRST HOLDINGS LP             | UNIFORM CLEANING          | 56.76            |
|                                   | GREELEY & HANSEN, LLC LBX 619776 | ENGINEERING SERVICES      | 10,034.50        |
|                                   | AT&T                             | CONSOLIDATED PHONE BILL   | 64.46            |
|                                   | JPMORGAN CHASE BANK              | NCL OF WISC-TIMER         | 32.01            |
|                                   | VERIZON WIRELESS                 | WIRELESS CONNECTION       | 80.02            |
| <b>TOTAL WASTEWATER TREATMENT</b> |                                  |                           | <b>30,050.83</b> |
| WASTEWATER COLLECTIONS            | VERIZON WIRELESS                 | WIRELESS CONNECTION       | 80.02            |
|                                   | UNIFIRST HOLDINGS LP             | UNIFORM CLEANING          | 72.60            |
|                                   | UNIFIRST HOLDINGS LP             | UNIFORM CLEANING          | 129.65           |

## Claims List

3/15/2016

| Budget Unit Title                   | Vendor Name                     | Payable Description       | Payment Amount   |
|-------------------------------------|---------------------------------|---------------------------|------------------|
| WASTEWATER COLLECTIONS              | ONEOK, INC OKLAHOMA NATURAL GAS | NATURAL GAS USAGE         | 182.79           |
|                                     | JPMORGAN CHASE BANK             | ATWOODS-SUPPLIES          | 7.99             |
|                                     | JPMORGAN CHASE BANK             | HD SUPPLY-SUPPLIES        | 264.00           |
|                                     | FLEETCOR TECHNOLOGIES           | FUELMAN EXP - FEB, 2016   | 250.71           |
|                                     | JPMORGAN CHASE BANK             | GRAINGER-BALLAST IGNITORS | 252.33           |
|                                     | TREASURER PETTY CASH            | CDL RENEWAL-MARTIN        | 51.50            |
|                                     | CITY GARAGE                     | LABOR OVERHEAD CHGS - FEB | 1,355.91         |
|                                     | CITY GARAGE                     | VEH PARTS PURCH - FEB     | 1,632.66         |
|                                     | BLUE ENERGY FUELS, LLC          | CNG FUEL PURCH - FEB      | 184.83           |
| <b>TOTAL WASTEWATER COLLECTIONS</b> |                                 |                           | <b>4,464.99</b>  |
| REFUSE COLLECTIONS                  | BLUE ENERGY FUELS, LLC          | CNG FUEL PURCH - FEB      | 1,619.73         |
|                                     | COVANTA LANCASTER, INC          | REFUSE TIPPING FEES       | 4,582.47         |
|                                     | CRANE CARRIER COMPANY           | EXHAUST BLANKET           | 474.72           |
|                                     | UNITED ENGINES, LLC             | REPAIRS                   | 1,802.04         |
|                                     | SCHUERMAN ENTERPRISES, INC      | SCADA SYSTEM REPAIR       | 957.55           |
|                                     | CITY GARAGE                     | VEH PARTS PURCH - FEB     | 1,379.62         |
|                                     | FLEETCOR TECHNOLOGIES           | FUELMAN EXP - FEB, 2016   | 1,832.79         |
|                                     | UNIFIRST HOLDINGS LP            | UNIFORM CLEANING          | 41.71            |
|                                     | JPMORGAN CHASE BANK             | ACADEMY-SAFETY SHOES      | 69.99            |
|                                     | JPMORGAN CHASE BANK             | SHOE CARNIVAL-BOOTS       | 84.98            |
|                                     | JPMORGAN CHASE BANK             | OREILLYS-GLOVES           | 14.99            |
|                                     | JPMORGAN CHASE BANK             | KIMS INT'L-HYDRAULIC LINE | 29.84            |
|                                     | JPMORGAN CHASE BANK             | KIMS INT'L-HYDRAULIC LINE | 56.65            |
|                                     | JPMORGAN CHASE BANK             | FLEETPRIDE-AIR CHAMBER    | 37.70            |
|                                     | CITY GARAGE                     | LABOR OVERHEAD CHGS - FEB | 6,488.33         |
|                                     | CINTAS CORPORATION              | FIRST AID SUPPLIES        | 140.82           |
|                                     | FLEET SERVICE OF TULSA, INC     | CRANE SERVICE             | 705.79           |
|                                     | FLEET SERVICE OF TULSA, INC     | CRANE SERVICE             | 705.79           |
|                                     | UNIFIRST HOLDINGS LP            | UNIFORM CLEANING          | 41.71            |
|                                     | UNITED ENGINES, LLC             | CRANE SERVICE             | 210.60           |
|                                     | VERIZON WIRELESS                | WIRELESS CONNECTION       | 29.65            |
|                                     | JPMORGAN CHASE BANK             | LOWES-SCREWS              | 6.72             |
|                                     | JPMORGAN CHASE BANK             | BUMPER 2 BUMPER-DEF FLUID | 31.50            |
| AT&T                                | CONSOLIDATED PHONE BILL         | 10.74                     |                  |
| <b>TOTAL REFUSE COLLECTIONS</b>     |                                 |                           | <b>21,356.43</b> |
| RECYCLE CENTER                      | AT&T                            | CONSOLIDATED PHONE BILL   | 10.74            |
|                                     | UNIFIRST HOLDINGS LP            | UNIFORM CLEANING          | 11.05            |
|                                     | NATIONAL WASTE & DISPOSAL, INC. | COMPACTOR RENTAL          | 150.00           |
|                                     | JPMORGAN CHASE BANK             | BUMP2BUMP-CABLE TIES      | 0.64             |
|                                     | UNIFIRST HOLDINGS LP            | UNIFORM CLEANING          | 11.05            |
|                                     | JPMORGAN CHASE BANK             | WASTE MGMT-TIPPING FEE    | 801.09           |
| CITY GARAGE                         | VEH PARTS PURCH - FEB           | 1,231.05                  |                  |

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**Claims List**

3/15/2016

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| Budget Unit Title       | Vendor Name | Payable Description       | Payment Amount     |
|-------------------------|-------------|---------------------------|--------------------|
| RECYCLE CENTER...       | CITY GARAGE | LABOR OVERHEAD CHGS - FEB | 427.08             |
| TOTAL RECYCLE CENTER    |             |                           | 2,642.70           |
| <b>FUND GRAND TOTAL</b> |             |                           | <b>79,475.55</b>   |
| <b>OPWA GRAND TOTAL</b> |             |                           | <b>\$79,475.55</b> |

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**TO:** The Honorable Chair and Trustees  
Owasso Public Works Authority

**FROM:** Travis Blundell  
Utility Superintendent

**SUBJECT:** Amending PART 17, Utilities, Chapter 3, Sewer System

**DATE:** March 11, 2016

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**BACKGROUND:**

Due to the negative impact fats, oils, and grease (FOG) has on the City of Owasso sewer system, this past year Public Works staff and an environmental consultant began reviewing the Sewer System Ordinance. Review of the Sewer System Ordinance revealed the need to modernize some of the language, remove repetitious or unnecessary provisions, and develop a section specifically focused on a FOG Management Program that will enable staff to effectively monitor the discharge of fats, oils and grease from food service establishments (FSEs).

A draft of the new Sewer System Ordinance was completed in September of 2015. The most significant change within the Ordinance is the development of a FOG Management Program. Since the FOG program specifically focuses on the operations of FSEs there were five (5) public meetings held in November for FSEs to meet with public officials. The purpose of the meetings was to provide a venue for staff to explain the reasons for and the requirements of the FOG program. In addition, to provide FSEs an opportunity to ask questions, provide ideas for the program and express any concerns.

**PROPOSED ORDINANCE:**

The most significant changes from the current Ordinance to the proposed Sewer System Ordinance is Section 17-330 – General Limitations, Prohibitions and Requirements on Fats, Oils and Grease (FOG) discharges and the language to authorize City Council to establish fees by resolution. Section 17-330 authorizes the City of Owasso to establish uniform maintenance and monitoring requirements for limiting the discharge of FOG from FSEs and establishes regulation of FOG transporters operating within the City limits.

The proposed Sewer System Ordinance would do the following but not limited to:

- Authorize the OPWA to establish a FOG Management Program for FSEs and FOG Transporters to operate by.
- Require FSEs to apply for a FOG Wastewater Discharge permit prior to discharging wastewater.
- Require FSEs to submit a permit application within ninety (90) days of adoption of the proposed ordinance.
- Establish Prohibitions that apply to FSEs.
- Require FSEs to implement best management practices (BMPs) as specified in the FOG Management Program.
- Require new and existing FSEs to install a FOG pretreatment system.
- Establish maintenance requirements for FOG pretreatment systems.

- Require FOG Transporters operating within the City of Owasso to obtain a FOG Transporter permit.

**PROPOSED RESOLUTIONS:**

Proposed resolutions of the City Council and the OPWA establishing the rates and fees associated with the proposed Sewer System Ordinance are the Industrial Wastewater Discharge Permit and annual renewal fee, at \$500, the FOG Wastewater Discharge Permit, a \$25 monthly fee and the FOG Transporter Permit annual and renewal fee, at \$150.

**RECOMMENDATION:**

Staff recommends Trustee approval of OPWA Resolution 2016-01 endorsing fees established by Council Resolution 2016-03 for the industrial wastewater pretreatment program and FOG management program.

**ATTACHMENT:**

OPWA Resolution 2016-01

**OWASSO PUBLIC WORK AUTHORITY  
OWASSO, OKLAHOMA  
RESOLUTION 2016-01**

**A RESOLUTION OF THE OWASSO PUBLIC WORK AUTHORITY ENDORSING A FEE SCHEDULE FOR THE INDUSTRIAL WASTEWATER PRETREATMENT PROGRAM AND FATS, OILS AND GREASE (FOG) MANAGEMENT PROGRAM AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Owasso, Oklahoma has approved an ordinance establishing an Industrial Wastewater Pretreatment Program and a Fats, Oils and Grease (FOG) Management Program, Codified as Part 17, Chapter 3, Sections 17-320 through 17-335; and

**WHEREAS**, the City Council of the City of Owasso, Oklahoma has approved Resolution 2016-03 establishing the following fee schedule for Industrial Wastewater Discharge Permits, FOG Wastewater Discharge Permits, and FOG Transporter Permits:

|  |                  |
|--|------------------|
| Industrial Wastewater Discharge Permit and Renewal Fee | \$500 annual fee |
| FOG Wastewater Discharge Permit Fee                    | \$25 monthly fee |
| FOG Transporter Permit and Renewal Fee                 | \$150 annual fee |

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE OWASSO PUBLIC WORKS AUTHORITY, THAT:**

The Authority endorses the fees established pursuant to City of Owasso Resolution 2016-03 to become effective July 1, 2016.

**PASSED, ADOPTED AND APPROVED this 15<sup>th</sup> day of March, 2016.**

**THE OWASSO PUBLIC WORKS AUTHORITY**

\_\_\_\_\_  
Jeri Moberly, Chair

**ATTEST:**

\_\_\_\_\_  
Sherry Bishop, Authority Secretary

**APPROVED** as to form and legality:

\_\_\_\_\_  
Julie Lombardi, Authority Attorney

OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 03/05/16

| <u>Department</u>     | <u>Payroll Expenses</u> | <u>Total Expenses</u> |
|-----------------------|-------------------------|-----------------------|
| OPWA Administration   | 9,936.59                | 14,921.70             |
| Utility Billing       | 5,464.00                | 9,641.51              |
| Water                 | 13,771.81               | 24,051.48             |
| Wastewater            | 13,317.53               | 22,941.43             |
| Wastewater Collection | 8,808.11                | 14,528.77             |
| Refuse                | 11,924.28               | 18,860.73             |
| Recycle Center        | 984.00                  | 1,573.42              |
| <u>FUND TOTAL</u>     | <u>64,206.32</u>        | <u>106,519.04</u>     |

OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND  
 FISCAL YEAR 2015-2016  
 Budgetary Basis  
 Statement of Revenues & Expenses  
 As of February 29, 2016

|   | MONTH<br>TO-DATE    | YEAR<br>TO-DATE     | BUDGET                | PERCENT<br>OF BUDGET |
|---|---------------------|---------------------|-----------------------|----------------------|
| <b>OPERATING REVENUES:</b>                            |                     |                     |                       |                      |
| Water   | \$ 388,020          | \$ 3,804,005        | \$ 5,337,700          | 71.27%               |
| Wastewater  | 329,176             | 2,639,582           | 3,807,310             | 69.33%               |
| Refuse & recycle                                      | 147,515             | 1,247,283           | 2,027,670             | 61.51%               |
| Other Utility fees                                    | 17,953              | 167,167             | 276,325               | 60.50%               |
| <b>TOTAL OPERATING REVENUES</b>                       | <b>882,664</b>      | <b>7,858,038</b>    | <b>11,449,005</b>     | <b>68.64%</b>        |
| <b>OPERATING EXPENSES:</b>                            |                     |                     |                       |                      |
| OPWA administration                                   | \$ (65,904)         | \$ (595,984)        | \$ (820,218)          | 72.66%               |
| Utility Billing                                       | (33,201)            | (266,706)           | (417,831)             | 63.83%               |
| Water   | (302,395)           | (3,021,401)         | (4,406,864)           | 68.56%               |
| Wastewater  | (172,872)           | (1,251,048)         | (1,745,910)           | 71.66%               |
| Refuse & Recycle                                      | (95,445)            | (1,170,216)         | (1,855,113)           | 63.08%               |
| Debt payments   | (340,851)           | (2,360,827)         | (3,459,800)           | 68.24%               |
| <b>TOTAL OPERATING EXPENSES</b>                       | <b>(1,010,669)</b>  | <b>(8,666,182)</b>  | <b>(12,705,736)</b>   | <b>68.21%</b>        |
| <b>OPERATING REVENUES OVER EXPENSES</b>               | <b>(128,005)</b>    | <b>(808,144)</b>    | <b>(1,256,731)</b>    |                      |
| <b>NONOPERATING REVENUES (EXPENSES)</b>               |                     |                     |                       |                      |
| Interest  | \$ 711              | \$ 6,811            | \$ 20,000             | 34.06%               |
| Other revenues  | 881                 | 12,111              | 12,275                | 98.67%               |
| Transfers in  | -                   | 124,950             | 265,735               | 47.02%               |
| Transfers out   | -                   | (200,000)           | (400,000)             | 50.00%               |
| <b>TOTAL TRANSFERS</b>                                | <b>1,592</b>        | <b>(56,127)</b>     | <b>(101,990)</b>      |                      |
| <b>LONG-TERM DEBT PROCEEDS AND EXPENDITURES</b>       |                     |                     |                       |                      |
| Proceeds of long-term debt                            | \$ -                | \$ 528,960          | \$ 529,260            |                      |
| Expenditures of long-term debt                        | -                   | (528,260)           | (529,260)             |                      |
| <b>TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES</b> | <b>-</b>            | <b>700</b>          | <b>-</b>              |                      |
| <b>NET INCOME (LOSS)</b>                              | <b>\$ (126,413)</b> | <b>\$ (863,571)</b> | <b>\$ (1,358,721)</b> |                      |
| <b>ENCUMBRANCES OUTSTANDING</b>                       |                     |                     |                       |                      |
| WORKING CAPITAL - Beginning Balance                   |                     | 1,867,540           | 1,867,540             |                      |
| WORKING CAPITAL - Ending Balance                      |                     | <u>\$ 1,003,969</u> | <u>\$ 508,819</u>     |                      |