

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

RECEIVED  
APR 30 2016  
City Clerk's Office

Council Chambers, Old Central Building  
109 N Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, May 3, 2016 - 6:30 pm

1. **Call to Order**  
Chair Jeri Moberly
2. **Roll Call**
3. **Election of Chair**  
Chair Moberly
4. **Election of Vice-Chair**  
Chair
5. **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:
    - April 5, 2016, Regular Meeting
    - April 12, 2016, Regular Meeting
    - April 25, 2016, Special Meeting
  - B. Approve claims
6. **Consideration and appropriate action relating to items removed from the Consent Agenda**
7. **Report from OPWA Manager**
8. **Report from OPWA Attorney**
9. **Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
  - Payroll Payment Reports:
    - Pay Period Ending Date 4/2/16
    - Pay Period Ending Date 4/16/16
  - Monthly Budget Status Report – March 2016
10. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
11. **Adjournment**

Notice of Public Meeting filed in the office of the City Clerk and the Agenda posted at City Hall bulletin board at 6:00 pm on Friday, April 29, 2016.

  
Sherry Bishop, City Clerk

# OWASSO PUBLIC WORKS AUTHORITY

## MINUTES OF REGULAR MEETING

Tuesday, April 5, 2016

The Owasso Public Works Authority met in regular session on Tuesday, April 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 Friday, April 1, 2016.

### 1. Call to Order

Chair Jeri Moberly called the meeting to order at 9:09 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 – March 15, 2016, Regular Meeting

B. Approve claims

Dr. Kelley moved, seconded by Mr. Bonebrake to approve the Consent Agenda with claims totaling \$730,494.62.

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 3/19/2016

**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**

Mr. Bonebrake 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 9:10 pm.

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Jeri Moberly, Chair

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Lisa Wilson, Minute Clerk

# OWASSO CITY COUNCIL, OPWA & OPGA

## MINUTES OF JOINT REGULAR MEETING

Tuesday, April 12, 2016

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

### 1. Call to Order

Mayor/Chair Jeri Moberly called the meeting to order at 6:05 pm.

Present

Mayor/Chair – Jeri Moberly

Vice-Mayor/Vice-Chair – Lyndell Dunn

Councilor/Trustee – Bill Bush

Councilor/Trustee – Chris Kelley (arrived at 6:10 pm)

A quorum was declared present.

Absent

Councilor/Trustee – Doug Bonebrake

### 2. The meeting will recess and reconvene at the Wastewater Treatment Plant, 600 S Main St to tour the facility. Following the tour, the Councilors/Trustees will return to Council Chambers, 109 N Birch, to continue meeting.

The Council/Trustees recessed the meeting at 6:05pm and reconvened the meeting at 7:06 pm. Councilor Kelley arrived at 6:10pm and did not attend the tour.

### 3. Discussion relating to Community Development items

A. Annexation Request OA 16-02 – north side of E 76<sup>th</sup> St N approximately ¼ mile west of N 161<sup>st</sup> E Ave

B. Final Plat Request – Charity Auto Sales (11595 E 116<sup>th</sup> St N)

Bronce Stephenson presented each item and discussion was held. It was explained that both requests would be on the May 3, 2016 Council agenda for consideration and action.

### 4. Discussion relating to rate increase of golf fees

Sherry Bishop presented the item and discussion was held. It was explained that a resolution would be on the May 3, 2016 OPGA agenda for consideration and action.

### 5. Discussion relating the FY 2017 Budget

Sherry Bishop presented the item and discussion was held. It was explained that the required public hearing would be held during the June 7, 2016 Council meeting.

### 6. Discussion relating to City Manager contract and evaluation process and the City Attorney contract

Michele Dempster presented the item and discussion was held. It was explained that an executive session would be placed on the May 10, 2016 worksession for an evaluation presentation by Greenwood Performance. It was further discussed that an executive session would be placed on the May 17, 2016 agenda to discuss the FY 2017 contract between the City and the City Attorney.

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

- Monthly sales tax report
- City Manager report

Linda Jones presented the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised staff received notification from the City of Tulsa regarding an increase in the water rates to be effective October 1, 2016; staff continues to review quotes and furniture options for the City Hall remodel project; staff and members of the Planning Commission, City Council, and Board of Adjustment will attend an OML training on Friday, April 15, 2016; and provided an update on the City's annual free landfill day. Bronce Stephenson provided an update on the public downtown branding campaign and the Mowery development on 1<sup>st</sup> and Main Street.

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

Councilors expressed appreciation for the Wastewater Treatment Plant Tour and the opportunity to attend the OML training on Planning Commissions and Boards of Adjustment.

**9. Adjournment**

The meeting adjourned at 7:49 pm.

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Jeri Moberly, Mayor/ Chair

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Juliann M. Stevens, Minute Clerk

# OWASSO CITY COUNCIL, OPWA & OPGA

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## MINUTES OF SPECIAL MEETING

Monday, April 25, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a special meeting on Monday, April 25, 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 5:00 pm on Wednesday, April 20, 2016.

**1. Call to Order**

Mayor/Chair Jeri Moberly called the meeting to order at 8:02 am.

**2. Roll Call**

Present

Mayor/Chair – Jeri Moberly  
Councilor/Trustee – Doug Bonebrake  
Councilor/Trustee – Bill Bush  
Councilor/Trustee – Chris Kelley  
A quorum was declared present.

Absent

Vice-Mayor/Vice-Chair – Lyndell Dunn

Staff:

City Manager/Authority Manager – Warren Lehr  
City Attorney/Authority Attorney – Julie Lombardi

**3. Consideration and appropriate action relating to approval of claims for the City, OPWA and OPGA**

Mr. Bonebrake moved, seconded by Dr. Kelley to approve the Consent Agenda with City claims totaling \$691,183.38, OPWA claims totaling \$387,392.76, and OPGA claims totaling \$10,996.13.

YEA: Bonebrake, Bush, Kelley, Moberly

NAY: None

Motion carried: 4-0

**4. Adjournment**

Mr. Bush moved, seconded by Mr. Bonebrake to adjourn the meeting.

YEA: Bonebrake, Bush, Kelley, Moberly

NAY: None

Motion carried 4-0 and the meeting adjourned at 8:03 am.

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Jeri Moberly, Mayor/Chair

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Lisa Wilson, Minute Clerk

## Claims List

5/3/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPWA	AMERICAN MUNICIPAL SERVICES CORP.	COLLECTION SERVICES	265.90
<b>TOTAL OPWA</b>			<b>265.90</b>
OPWA ADMINISTRATION	STANDLEY SYSTEMS, LLC	COPIER MAINT AGREEMENT	168.08
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	13.94
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	17.39
	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	158.80
	CITY OF OWASSO	ADMINISTRATIVE OVERHEAD	15,416.00
<b>TOTAL OPWA ADMINISTRATION</b>			<b>15,774.21</b>
UTILITY BILLING	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	6.50
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	7.59
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	8.82
	JPMORGAN CHASE BANK	OFFICE DEPOT-CALCULATOR	80.84
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	1,609.92
	TODD C. KIMBALL	METER READER	534.60
	TYRONE EUGENE DINKINS	METER READER	230.40
	TYRONE EUGENE DINKINS	METER READER	102.15
<b>TOTAL UTILITY BILLING</b>			<b>2,580.82</b>
WATER	JPMORGAN CHASE BANK	HD SUPPLY-PVC CAPS	34.00
	OMEGA RAIL MANAGEMENT, INC.	PIPELINE ENCROACHMENT	300.00
	JPMORGAN CHASE BANK	DITCH WITCH-YANMAR PART	619.91
	APAC-OKLAHOMA, INC.	ASPHALT	235.17
	OMEGA RAIL MANAGEMENT, INC.	PIPELINE ENCROACHMENT	300.00
	JPMORGAN CHASE BANK	INTERSTATE-BATTERIES	49.98
	JPMORGAN CHASE BANK	HD SUPPLY-SETTERS/SADDLES	1,388.85
	JPMORGAN CHASE BANK	HD SUPPLY-CLAMPS/FLANGE	337.72
	JPMORGAN CHASE BANK	HD SUPPLY-TAPPING SADDLE	391.92
	JPMORGAN CHASE BANK	HD SUPPLY-BIT	40.23
	JPMORGAN CHASE BANK	HD SUPPLY-SETTER/METER	1,835.91
	JPMORGAN CHASE BANK	HD SUPPLY-METER CANS	970.00
	JPMORGAN CHASE BANK	ATWOODS-SPRAY PAINT	7.98
<b>TOTAL WATER</b>			<b>6,511.67</b>
SPORTSPARK WATER LINE EXT	JPMORGAN CHASE BANK	GREENHILL-CRUSHER RUN	269.37
<b>TOTAL SPORTSPARK WATER LINE EXT</b>			<b>269.37</b>
WASTEWATER TREATMENT	JPMORGAN CHASE BANK	NCL-BOD/TSS TESTING	198.06
	JPMORGAN CHASE BANK	HACH-AMMONIA TESTING	232.58
	JPMORGAN CHASE BANK	HACH-AMMONIA TESTING	97.14
	JPMORGAN CHASE BANK	OFFICE DEPOT-BATTERY BKUP	169.99

## Claims List

5/3/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
WASTEWATER TREATMENT...	JPMORGAN CHASE BANK	NCL-TUBING	228.47
	JPMORGAN CHASE BANK	OFFICE DEPOT-TAPE	25.99
	JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REMOVAL	2,093.42
	JPMORGAN CHASE BANK	WINFIELD-WEED CONTROL	456.68
	JPMORGAN CHASE BANK	HACH-COD SUPPLIES	97.37
	JPMORGAN CHASE BANK	APPLIED ENERGY-PARTS	1,460.72
	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	156.32
	JPMORGAN CHASE BANK	QUIK SERVICES-STEEL	116.00
	KTURBO USA, INC	AIR FILTER	125.00
	JPMORGAN CHASE BANK	HOME DEPOT-HARDWARE	18.60
<b>TOTAL WASTEWATER TREATMENT</b>			<b>5,476.34</b>
WASTEWATER COLLECTIONS	JPMORGAN CHASE BANK	LOWES-PARTS	35.52
	JPMORGAN CHASE BANK	HD SUPPLY-MANHOLE REPAIR	294.10
	JPMORGAN CHASE BANK	LOWES-LOCKS	55.92
	OMEGA RAIL MANAGEMENT, INC.	PIPELINE ENCROACHMENT	300.00
	OMEGA RAIL MANAGEMENT, INC.	PIPELINE ENCROACHMENT	300.00
	JPMORGAN CHASE BANK	HD SUPPLY-REPAIR MATERIAL	33.32
	JPMORGAN CHASE BANK	HD SUPPLY-REPAIR MATERIAL	48.80
	JPMORGAN CHASE BANK	CPS-LIFT STATION PARTS	7,305.85
<b>TOTAL WASTEWATER COLLECTIONS</b>			<b>8,373.51</b>
REFUSE COLLECTIONS	JPMORGAN CHASE BANK	BUMP2BUMP-GREASE	115.00
	JPMORGAN CHASE BANK	BUMP2BUMP-WD40	6.75
	JPMORGAN CHASE BANK	FASTENAL-ALL THREAD	4.69
	JPMORGAN CHASE BANK	BUMP2BUMP-HEADLIGHT	15.74
	JPMORGAN CHASE BANK	FASTENAL-BOLTS	2.22
	JPMORGAN CHASE BANK	AMERIFLEX-WASHER WAND	42.50
	JPMORGAN CHASE BANK	AMERIFLEX-HOSE	18.00
	JPMORGAN CHASE BANK	FLEET SVC-REPAIRS	2,118.60
	JPMORGAN CHASE BANK	BUMP2BUMP-CARB CLEANER	3.29
	JPMORGAN CHASE BANK	SUMMIT TRUCK-OIL HUB CAPS	36.36
<b>TOTAL REFUSE COLLECTIONS</b>			<b>2,363.15</b>
RECYCLE CENTER	ORI RECOVERY, INC	USED OIL COLLECTION FEE	80.00
	JPMORGAN CHASE BANK	WASTE MGMT-TIPPING FEES	1,161.74
<b>TOTAL RECYCLE CENTER</b>			<b>1,241.74</b>
OPWA DEBT SERVICE	BANCFIRST	FAP-01-0003-L/01C	6,463.43
	BANCFIRST	874317019/06 NOTE	35,690.09
	BANCFIRST	ORF-10-0014-CW/SANTA FE	14,375.74
	BANCFIRST	800472011/RANCH CR	25,377.32
	BANCFIRST	FAP-10-0002-L/10	7,208.19

## Claims List

5/3/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPWA DEBT SERVICE...	BANCFIRST	ORF-01-0002-L/01B	11,939.78
	BANCFIRST	ORF-99-0008-L/99B	3,618.14
	BANCFIRST	ORF-09-0007-CW/09C	23,361.34
	BANCFIRST	FAP-12-0011-L/12-02B	31,996.57
	BANCFIRST	ORF-09-0003-CW/09B	55,960.40
	BANCFIRST	874320013/13-06DW	28,795.97
<b>TOTAL OPWA DEBT SERVICE</b>			<b>244,786.97</b>
<b>FUND GRAND TOTAL</b>			<b>287,643.68</b>
OPWA STF DEBT SERVICE	BANCFIRST	874405004/2008	100,280.00
<b>TOTAL OPWA STF DEBT SERVICE</b>			<b>100,280.00</b>
<b>FUND GRAND TOTAL</b>			<b>100,280.00</b>
<b>OPWA GRAND TOTAL</b>			<b>\$387,923.68</b>

OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 04/02/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
OPWA Administration	9,936.59	14,903.60
Utility Billing	4,734.24	8,604.68
Water	14,422.39	24,573.57
Wastewater	12,315.43	21,770.76
Wastewater Collection	7,838.99	13,182.06
Refuse	13,133.85	20,659.33
Recycle Center	993.23	1,584.84
<u>FUND TOTAL</u>	<u>63,374.72</u>	<u>105,278.84</u>

OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 04/16/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
OPWA Administration	10,128.16	15,101.03
Utility Billing	6,647.31	11,907.98
Water	13,705.51	23,738.06
Wastewater	12,178.43	21,608.79
Wastewater Collection	8,214.73	13,608.84
Refuse	13,364.97	20,917.38
Recycle Center	984.00	1,574.54
<b>FUND TOTAL</b>	<b>65,223.11</b>	<b>108,456.62</b>

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

	<u>MONTH</u> <u>TO-DATE</u>	<u>YEAR</u> <u>TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT</u> <u>OF BUDGET</u>
<b>OPERATING REVENUES:</b>				
Water	\$ 391,091	\$ 4,195,097	\$ 5,337,700	78.59%
Wastewater	334,526	2,974,108	3,807,310	78.12%
Refuse & recycle	146,842	1,394,125	2,027,670	68.76%
Other Utility fees	18,724	185,891	276,325	67.27%
<b>TOTAL OPERATING REVENUES</b>	<u>891,183</u>	<u>8,749,220</u>	<u>11,449,005</u>	<u>76.42%</u>
<b>OPERATING EXPENSES:</b>				
OPWA administration	\$ (54,284)	\$ (650,268)	\$ (820,218)	79.28%
Utility Billing	(34,677)	(301,383)	(417,831)	72.13%
Water	(298,576)	(3,319,977)	(4,406,864)	75.34%
Wastewater	(154,827)	(1,405,875)	(1,745,910)	80.52%
Refuse & Recycle	(75,530)	(1,245,746)	(1,855,113)	67.15%
Debt payments	(266,766)	(2,627,592)	(3,459,800)	75.95%
<b>TOTAL OPERATING EXPENSES</b>	<u>(884,658)</u>	<u>(9,550,840)</u>	<u>(12,705,736)</u>	<u>75.17%</u>
<b>OPERATING REVENUES OVER EXPENSES</b>	<u>6,524</u>	<u>(801,620)</u>	<u>(1,256,731)</u>	
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Interest	\$ 618	\$ 7,430	\$ 20,000	37.15%
Other revenues	1,649	13,760	12,275	112.10%
Transfers in	132,450	257,401	265,735	96.86%
Transfers out	(100,000)	(300,000)	(400,000)	75.00%
<b>TOTAL TRANSFERS</b>	<u>34,718</u>	<u>(21,409)</u>	<u>(101,990)</u>	
<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>	<u>-</u>	<u>700</u>	<u>-</u>	
<b>NET INCOME (LOSS)</b>	<u>\$ 41,242</u>	<u>\$ (822,329)</u>	<u>\$ (1,358,721)</u>	
<b>ENCUMBRANCES OUTSTANDING</b>				
<b>WORKING CAPITAL - Beginning Balance</b>		1,867,540	1,867,540	
<b>WORKING CAPITAL - Ending Balance</b>		<u>\$ 1,045,211</u>	<u>\$ 508,819</u>	