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MAY 13 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, May 17, 2016 – 6:30 pm**

1. **Call to Order**
   Chair Lyndell Dunn

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:
      - May 3, 2016, Regular Meeting
      - May 10, 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 4/30/16
   - Monthly Budget Status Report – April 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 the Agenda posted at City Hall bulletin board at 6:00 pm on Friday, May 13, 2016.

Sherry Bishop

Sherry Bishop, City Clerk

# OWASSO PUBLIC WORKS AUTHORITY

## MINUTES OF REGULAR MEETING
## Tuesday, May 3, 2016

The Owasso Public Works Authority met in regular session on Tuesday, May 3, 2016, in the Council Chambers at Old Central, 109 N Birch, Owasso, Oklahoma per the Notice of Public Meeting and Agenda filed in the office of the City Clerk and posted on the City Hall bulletin board at 6:00 pm on Friday, April 29, 2016.

1. **Call to Order**
   Chair Jeri Moberly called the meeting to order at 7:24 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. **Election of Chair**
   Chair Moberly called for a nomination for the position of Chair. Mr. Bonebrake moved, seconded by Dr. Kelley to nominate Mr. Dunn for Chair.
   YEA: Bonebrake, Bush, Dunn, Kelley, Moberly
   NAY: None
   Motion carried: 5-0

4. **Election of Vice-Chair**
   Chair Dunn called for a nomination for the position of Vice-Chair. Mr. Bush moved, seconded by Mr. Bonebrake to nominate Dr. Kelley for Vice-Chair.
   YEA: Bonebrake, Bush, Dunn, Kelley, Moberly
   NAY: None
   Motion carried: 5-0

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

Mr. Bonebrake moved, seconded by Dr. Kelley to approve the Consent Agenda with claims totaling $387,923.68.
YEA: Bonebrake, Bush, Dunn, Kelley, Moberly
NAY: None
Motion carried: 5-0

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

7. **Report from OPWA Manager**
   None

8. **Report from OPWA Attorney**
   None

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)**
    None

11. **Adjournment**
    Ms. Moberly 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 7:25 pm.

_____
Lyndell Dunn, Chair

_____
Lisa Wilson, Minute Clerk

# OWASSO CITY COUNCIL, OPWA & OPGA

## MINUTES OF JOINT REGULAR MEETING
## Tuesday, May 10, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday May 10, 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, May 6, 2016.

1. **Call to Order**
   Mayor/Chair Lyndell Dunn called the meeting to order at 6:00 pm.

   | Present | Absent |
   |---|---|
   | Mayor/Chair – Lyndell Dunn | |
   | Vice-Mayor/Vice-Chair – Chris Kelley | |
   | Councilor/Trustee – Doug Bonebrake | |
   | Councilor/Trustee – Bill Bush (arrived at 6:25 pm) | |
   | Councilor/Trustee – Jeri Moberly | |

   A quorum was declared present.

2. **Discussion relating to the Festival Marketplace Concept Plan and GH2 Architects, LLC of Tulsa, Oklahoma will present concept plan.**
   John Feary presented the item and introduced Tyler Wallace of GH2 Architects. Mr. Wallace presented a concept plan for the project and discussion was held.

3. **Consideration and appropriate action relating to a request for an executive session for the purpose of discussing personnel matters relating to the City Manager as provided for in Title 25, O.S. Section § 307(B)(1)**
   Dr. Kelley moved, seconded by Mr. Bonebrake to enter into executive session.
   YEA: Bonebrake, Kelley, Moberly, Dunn
   NAY: None
   Motion carried: 4-0

   At 6:15 pm, the Council, along with Julie Lombardi, Jim and Jeanine Rhea with Greenwood Performance, entered into executive session. Bill Bush arrived at 6:25 pm. At 7:24 pm, the Council returned to open session.

4. **Discussion relating to Community Development items**
   A. OA-16-03 Annexation Request – 7347 N 115th E Ave
   B. OA-16-04 Annexation Request – 7400 N Mingo Valley Expressway
   C. SUP 16-01 – Charity Auto Sales – 11595 E 116th St N

   Bronce Stephenson presented each item and discussion was held. It was explained that each request would be on the May 17, 2016 Council agenda for consideration and action.

5. **Discussion relating to Change Order No. 5 – 106th & Garnett Rd Intersection Improvements Project**
   Dwayne Henderson presented the item and discussion was held. It was explained that an item would be on the May 17, 2016 Council agenda for consideration and action.

6. **Discussion relating to Public Hearing and zoning approval process**
   Julie Lombardi presented the item, along with Bronce Stephenson, and discussion was held.

7. **Discussion relating to Council Orientation and Review**
   Julie Lombardi presented the item and discussion was held. It was explained that a discussion item would be listed on subsequent worksession agendas to continue reviewing Council/Trustee responsibilities and duties.

8. **Discussion relating to Board & Committee Appointments**
   Julie Stevens presented the item and discussion was held. Mayor Dunn requested Council recommendations for appointments to fill vacancies on the various boards and committees.

9. **Discussion relating to City Manager items**
   - Resolution – Sales Tax Watchdog Committee oversight of Vision Sales Tax
   - Ordinance – Amending Use Tax language
   - Utility rate increases
   - FY 2017 Budget presentation
   - Monthly sales tax report
   - City Manager report

   Warren Lehr presented a proposed Resolution related to oversight of the Vision Recapture Sales Tax expenditures and a proposed Ordinance amending the Use Tax language. Discussion was held on both items. It was further explained that both items would be on the May 17, 2016 agenda for Council consideration and action. Linda Jones presented proposed utility rate increases and discussion was held. Mr. Lehr provided the City Council with the proposed FY 2017 operating budgets and discussion was held. Ms. Jones provided the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised that May 8-14 is National Economic Development Week; and May 15-21 is both National Law Enforcement Week and Public Works Week; discussed a complimentary letter received from the Owasso Chamber of Commerce regarding staff assistance with the annual Trail Days events; and Bronce Stephenson provided a summary of the INCOG GO Plan, a comprehensive regional plan for pedestrian and bicycle improvements.

10. **City Council/Trustee comments and inquiries**
    Mayor Dunn commended staff.

11. **Adjournment**
    The meeting adjourned at 9:50 pm.

_____
Lyndell Dunn, Mayor/ Chair

_____
Juliann M. Stevens, Minute Clerk

# Claims List

5/17/2016

| Budget Unit Title | Vendor Name | Payable Description | Payment Amount |
|---|---|---|---|
| OPWA ADMINISTRATION | ONEOK, INC OKLAHOMA NATURAL GAS | NATURAL GAS USAGE | 201.15 |
| | AT&T | CONSOLIDATED PHONE BILL | 146.51 |
| | CITY GARAGE | LABOR/OVERHEAD - MAY, 201 | 152.41 |
| | BLUE ENERGY FUELS, LLC | CNG FUEL PURCH - APRIL, 2 | 37.72 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 34.42 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 63.92 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 36.52 |
| | TERMINIX | PEST CONTROL | 75.00 |
| | JPMORGAN CHASE BANK | CHARACTER TRAINING | 116.44 |
| | JPMORGAN CHASE BANK | CHARACTER TRAINING | 205.61 |
| | JPMORGAN CHASE BANK | INTERSTATE-BATTERIES | 49.90 |
| **TOTAL OPWA ADMINISTRATION** | | | **1,119.60** |
| UTILITY BILLING | TODD C. KIMBALL | METER READER | 868.95 |
| | TYRONE EUGENE DINKINS | METER READER | 280.95 |
| | TECHNICAL PROGRAMMING SERVICES INC | BILLING SERVICES | 1,359.50 |
| | TODD C. KIMBALL | METER READER | 594.90 |
| **TOTAL UTILITY BILLING** | | | **3,104.30** |
| WATER | JPMORGAN CHASE BANK | LOWES-ROCK | 15.12 |
| | JPMORGAN CHASE BANK | LOWES-ROCK | 18.90 |
| | CITY OF TULSA UTILITIES | WATER | 91,278.62 |
| | CITY OF TULSA UTILITIES | WATER | 143,865.33 |
| | CITY GARAGE | LABOR/OVERHEAD - MAY, 201 | 1,887.33 |
| | BLUE ENERGY FUELS, LLC | CNG FUEL PURCH - APRIL, 2 | 67.04 |
| | FLEETCOR TECHNOLOGIES | FUELMAN EXP - APRIL, 2016 | 638.25 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 55.02 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 55.47 |
| | CITY GARAGE | VEHICLE PARTS PURCH - APR | 1,059.48 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 123.80 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 55.02 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 97.43 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 55.02 |
| | JPMORGAN CHASE BANK | LOWES-SUPPLIES | 88.98 |
| | JPMORGAN CHASE BANK | HD SUPPLY-METER CANS | 270.34 |
| | JPMORGAN CHASE BANK | HD SUPPLY-METERS | 1,129.40 |
| | JPMORGAN CHASE BANK | HD SUPPLY-METER CAN | 79.13 |
| | JPMORGAN CHASE BANK | HD SUPPLY-METER REGISTERS | 618.00 |
| | JPMORGAN CHASE BANK | HD SUPPLY-METER CAN | 88.19 |
| | CITY OF TULSA DEPT OF FINANCE | LAB SERVICES-APRIL 2016 | 500.00 |
| | JPMORGAN CHASE BANK | YELLOWHOUSE-WINDOW | 345.10 |
| | VERDIGRIS VALLEY ELECTRIC COOP | WATER CONTROL ELECTRIC | 30.60 |
| | JPMORGAN CHASE BANK | BROWN FARMS-SOD | 57.50 |
| | JPMORGAN CHASE BANK | BROWN FARMS-SOD | 35.00 |

# Claims List

5/17/2016

| Budget Unit Title | Vendor Name | Payable Description | Payment Amount |
|---|---|---|---|
| **TOTAL WATER** | | | **242,514.07** |
| WASTEWATER TREATMENT | JPMORGAN CHASE BANK | TULCO-OIL | 1,488.65 |
| | JPMORGAN CHASE BANK | DALE AND LEES-AC REPAIR | 965.50 |
| | JPMORGAN CHASE BANK | WASTE MGMT-SLUDGE REMOVAL | 1,380.96 |
| | JPMORGAN CHASE BANK | GREEN COUNTRY-TESTING | 100.00 |
| | JPMORGAN CHASE BANK | NCL OF WISC-LAB SUPPLIES | 286.18 |
| | JPMORGAN CHASE BANK | STND SPPLY-WEEDEATER LINE | 56.31 |
| | JPMORGAN CHASE BANK | FORT BEND SERV-POLYMER | 2,788.00 |
| | JPMORGAN CHASE BANK | FORT BEND SERV-POLYMER | 1,422.00 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 60.94 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 97.43 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 75.84 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 57.01 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 123.80 |
| | CITY GARAGE | VEHICLE PARTS PURCH - APR | 11.97 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 55.47 |
| | FLEETCOR TECHNOLOGIES | FUELMAN EXP - APRIL, 2016 | 331.61 |
| | CITY GARAGE | LABOR/OVERHEAD - MAY, 201 | 937.75 |
| | JPMORGAN CHASE BANK | TERMINEX-PEST CONTROL | 66.00 |
| | VERIZON WIRELESS | WIRELESS CONNECTION | 80.02 |
| | JPMORGAN CHASE BANK | HACH CO-LAB SUPPLIES | 199.79 |
| | AT&T | CONSOLIDATED PHONE BILL | 64.35 |
| **TOTAL WASTEWATER TREATMENT** | | | **10,649.58** |
| WASTEWATER COLLECTION | ONEOK, INC OKLAHOMA NATURAL GAS | NATURAL GAS USAGE | 176.17 |
| | JPMORGAN CHASE BANK | MAXWELL SPPLY-SAFETY VEST | 42.12 |
| | JPMORGAN CHASE BANK | LOWES-REPAIR PARTS | 81.40 |
| | JPMORGAN CHASE BANK | ATWOODS-SEALER/WIPES | 12.98 |
| | JPMORGAN CHASE BANK | ATWOODS-GRASS SEED | 69.98 |
| | CITY GARAGE | LABOR/OVERHEAD - MAY, 201 | 1,355.91 |
| | FLEETCOR TECHNOLOGIES | FUELMAN EXP - APRIL, 2016 | 396.51 |
| | BLUE ENERGY FUELS, LLC | CNG FUEL PURCH - APRIL, 2 | 153.75 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 55.47 |
| | VERIZON WIRELESS | WIRELESS CONNECTION | 80.04 |
| | CITY GARAGE | VEHICLE PARTS PURCH - APR | 56.27 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 123.80 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 45.85 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 45.85 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 97.43 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 45.85 |
| | JPMORGAN CHASE BANK | LOWES-TOOLS | 58.96 |
| | JPMORGAN CHASE BANK | WALMART-SUPPLIES | 10.61 |
| | JPMORGAN CHASE BANK | HD SUPPLY-REPAIR | 117.65 |

# Claims List

5/17/2016

| Budget Unit Title | Vendor Name | Payable Description | Payment Amount |
|---|---|---|---|
| WASTEWATER COLLECTIONS | JPMORGAN CHASE BANK | HD SUPPLY-REPAIR | 124.00 |
| | VERDIGRIS VALLEY ELECTRIC COOP | COFFEE CREEK ELECTRIC | 470.22 |
| | VERDIGRIS VALLEY ELECTRIC COOP | GARRETT CREEK ELECTRIC | 168.56 |
| | VERDIGRIS VALLEY ELECTRIC COOP | GARRETT CREEK ELECTRIC | 287.90 |
| | JPMORGAN CHASE BANK | BROWN FARMS-SOD | 95.00 |
| | JPMORGAN CHASE BANK | HD SUPPLY-REPAIR MATERIAL | 170.00 |
| **TOTAL WASTEWATER COLLECTIONS** | | | **4,342.28** |
| REFUSE COLLECTIONS | COVANTA LANCASTER, INC | REFUSE TIPPING FEES | 5,582.14 |
| | JPMORGAN CHASE BANK | KIMS INTL-CYL RETURN LINE | 75.10 |
| | CINTAS CORPORATION | FIRST AID SUPPLIES | 75.71 |
| | JPMORGAN CHASE BANK | WASTE MGMT-TIPPING FEES | 3,730.00 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 41.71 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 97.43 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 38.16 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 123.82 |
| | CITY GARAGE | VEHICLE PARTS PURCH - APR | 529.65 |
| | VERIZON WIRELESS | WIRELESS CONNECTION | 29.65 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 41.71 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 55.47 |
| | BLUE ENERGY FUELS, LLC | CNG FUEL PURCH - APRIL, 2 | 1,208.48 |
| | FLEETCOR TECHNOLOGIES | FUELMAN EXP - APRIL, 2016 | 2,841.87 |
| | COVANTA LANCASTER, INC | REFUSE TIPPING FEES | 5,813.73 |
| | CITY GARAGE | LABOR/OVERHEAD - MAY, 201 | 6,488.33 |
| | JPMORGAN CHASE BANK | BUMP2BUMP-FLOOR DRY | 137.25 |
| | JPMORGAN CHASE BANK | OLD DOMINION-BROOM | 991.41 |
| | AT&T | CONSOLIDATED PHONE BILL | 10.72 |
| **TOTAL REFUSE COLLECTIONS** | | | **27,912.34** |
| RECYCLE CENTER | AT&T | CONSOLIDATED PHONE BILL | 10.72 |
| | JPMORGAN CHASE BANK | WASTE MGMT-TIPPING FEES | 1,469.36 |
| | CITY GARAGE | LABOR/OVERHEAD - MAY, 201 | 427.08 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 8.01 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 11.05 |
| | CITY GARAGE | VEHICLE PARTS PURCH - APR | 196.70 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 11.05 |
| | UNIFIRST HOLDINGS LP | UNIFORM CLEANING | 11.05 |
| **TOTAL RECYCLE CENTER** | | | **2,145.02** |
| **FUND GRAND TOTAL** | | | **291,787.19** |
| **OPWA GRAND TOTAL** | | | **$291,787.19** |

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 04/30/16

| Department | Payroll Expenses | Total Expenses |
|---|---|---|
| OPWA Administration | 9,936.59 | 14,876.21 |
| Utility Billing | 5,529.60 | 10,205.76 |
| Water | 13,480.55 | 23,446.83 |
| Wastewater | 11,887.21 | 21,258.85 |
| Wastewater Collection | 7,827.57 | 13,164.56 |
| Refuse | 11,788.81 | 18,659.37 |
| Recycle Center | 984.00 | 1,573.06 |
| FUND TOTAL | 61,434.33 | 103,184.64 |

OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2015-2016
Budgetary Basis
Statement of Revenues & Expenses
As of April 30, 2016

| | MONTH TO-DATE | YEAR TO-DATE | BUDGET | PERCENT OF BUDGET |
|---|---|---|---|---|
| OPERATING REVENUES: | | | | |
| Water | $ 393,781 | $ 4,588,877 | $ 5,337,700 | 85.97% |
| Wastewater | 321,958 | 3,296,066 | 3,807,310 | 86.57% |
| Refuse & recycle | 148,794 | 1,542,919 | 2,027,670 | 76.09% |
| Other Utility fees | 19,217 | 205,108 | 276,325 | 74.23% |
| TOTAL OPERATING REVENUES | 883,750 | 9,632,970 | 11,449,005 | 84.14% |
| OPERATING EXPENSES: | | | | |
| OPWA administration | $ (50,677) | $ (700,945) | $ (820,218) | 85.46% |
| Utility Billing | (33,611) | (334,994) | (417,831) | 80.17% |
| Water | (285,143) | (3,605,119) | (4,406,864) | 81.81% |
| Wastewater | (129,253) | (1,535,128) | (1,745,910) | 87.93% |
| Refuse & Recycle | (80,015) | (1,325,760) | (1,855,113) | 71.47% |
| Debt payments | (272,220) | (2,899,813) | (3,459,800) | 83.81% |
| TOTAL OPERATING EXPENSES | (850,919) | (10,401,759) | (12,705,736) | 81.87% |
| OPERATING REVENUES OVER EXPENSES | 32,831 | (768,789) | (1,256,731) | |
| NONOPERATING REVENUES (EXPENSES) | | | | |
| Interest | $ 590 | $ 8,020 | $ 20,000 | 40.10% |
| Other revenues | 4,070 | 17,830 | 12,275 | 145.25% |
| Transfers in | - | 257,401 | 265,735 | 96.86% |
| Transfers out | - | (300,000) | (400,000) | 75.00% |
| TOTAL TRANSFERS | 4,660 | (16,749) | (101,990) | |
| LONG-TERM DEBT PROCEEDS AND EXPENDITURES | | | | |
| Proceeds of long-term debt | $ - | $ 528,960 | $ 529,260 | |
| Expenditures of long-term debt | - | (528,260) | (529,260) | |
| TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES | - | 700 | - | |
| NET INCOME (LOSS) | $ 37,491 | $ (784,838) | $ (1,358,721) | |
| ENCUMBRANCES OUTSTANDING | | $ (613,641) | | |
| WORKING CAPITAL - Beginning Balance | | 1,867,540 | 1,867,540 | |
| WORKING CAPITAL - Ending Balance | | $ 469,061 | $ 508,819 | |