

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

RECEIVED

JUL 15 2016

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Council Chambers, Old Central Building  
109 N Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, July 19, 2016 – 6:30 pm

City Clerk's Office

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:
    - July 5, 2016, Regular Meeting
    - July 12, 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 7/9/16
  - Monthly Budget Status Report – June 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, 200 S Main (west entrance), Owasso, OK bulletin board at 6:00 pm on Friday, July 15, 2016.

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Juliann M. Stevens, Deputy City Clerk

# OWASSO PUBLIC WORKS AUTHORITY

## MINUTES OF REGULAR MEETING Tuesday, July 5, 2016

The Owasso Public Works Authority met in regular session on Tuesday, July 5, 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, July 1, 2016.

**1. Call to Order**

Chair Lyndell Dunn called the meeting to order at 7:48 pm.

**2. Roll Call**

Present

Absent

Chair – Lyndell Dunn

Trustee – Jeri Moberly

Vice-Chair – Chris Kelley

Trustee – Doug Bonebrake

Trustee – Bill Bush

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:**

- June 21, 2016, Regular Meeting

**B. Approve claims**

Mr. Bonebrake moved, seconded by Mr. Bush to approve the Consent Agenda with claims totaling \$339,743.86.

YEA: Bonebrake, Bush, Kelley, Dunn

NAY: None

Motion carried: 4-0

**4. Consideration and appropriate action relating to items removed from the Consent Agenda**

None

**5. Consideration and appropriate action relating to the OPWA Series 2006 Promissory Note and the Lease Purchase Agreement with the Owasso Public Schools**

Linda Jones presented the item recommending approval of the final payment on the Series 2006 Promissory Note for the Ator school property in an amount not to exceed \$625,000 and approval of a budget amendment for the Owasso Public Works Authority, increasing the estimated revenues and the appropriation for expenditures by \$428,400 for the payoff of the 2006 Promissory Note.

There were no comments from the audience. Mr. Bush moved, seconded by Mr. Bonebrake to authorize final payment and approve a budget amendment as recommended.

YEA: Bonebrake, Bush, Kelley, Dunn

NAY: None

Motion carried: 4-0

**6. Report from OPWA Manager**

None

**7. Report from OPWA Attorney**

None

**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 6/25/16

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

None

**10. Adjournment**

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

YEA: Bonebrake, Bush, Kelley, Dunn

NAY: None

Motion carried 4-0 and the meeting adjourned at 7:52 pm.

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Lyndell Dunn, Chair

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Lisa Wilson, Minute Clerk

# OWASSO CITY COUNCIL, OPWA & OPGA

## MINUTES OF JOINT REGULAR MEETING Tuesday, July 12, 2016

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

### 1. Call to Order

Vice Mayor/Vice Chair Chris Kelley called the meeting to order at 6:00 pm.

Present

Vice-Mayor/Vice-Chair – Chris Kelley

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Bill Bush

Councilor/Trustee – Jeri Moberly

A quorum was declared present.

Absent

Mayor/Chair – Lyndell Dunn

### 2. Discussion relating to Community Development items

A. Planned Unit Development – PUD-16-03 (OZ-16-06), Tyann Villa (immediately east of Smith Elementary School)

B. Planned Unit Development – PUD-16-04, Owasso 140 (north side of E 76 St N approximately ¾ mile west of N 161 E Ave)

C. Specific Use Permit – SUP-16-02, IQ Car Wash (8702 N Garnett Rd)

D. Zoning Code and Land Use Updates

Bronce Stephenson presented each item and discussion was held. It was explained that items 2A, 2B, and 2C would be on the July 19, 2016 Council agenda for consideration and action.

### 3. Discussion relating to Public Works items

Roger Stevens

A. Bid Award – CDBG Sidewalk Project

B. Bid Award – Bailey Golf Course Dam Repair Project

C. FY 2016 Street Rehabilitation Project Update

Dwayne Henderson presented each item and discussion was held. It was explained that items 3A and 3B would be on the July 19, 2016 Council agenda for consideration and action.

### 4. Discussion relating to proposed utility rate increases

Linda Jones presented the item and discussion was held. Roger Stevens discussed increased operation costs. It was explained that the proposed Ordinance and Resolutions would be presented to the Council/OPWA in August for consideration and action.

### 5. Discussion relating to Council Orientation and Review

Julie Lombardi presented the item and discussion was held.

### 6. Discussion relating to City Manager items

- Center for Economic Development Law (CEDL) contract
- Mission, Vision, Values
- Monthly sales tax report
- City Manager report

Warren Lehr and Julie Lombardi presented a proposed contract for legal services and discussion was held. It was explained that an item would be presented to Council during the July 19, 2016 meeting for consideration and action. Mr. Lehr presented a tri-fold brochure detailing the City's management and work philosophy and discussion was held. Linda Jones

provided the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr announced that the city hall location at 200 S Main is open for business; and that the Keep Owasso Clean program had a successful event on Saturday, July 9.

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

None

**8. Adjournment**

The meeting adjourned at 9:15 pm.

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Chris Kelley, Vice Mayor/ ViceChair

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Juliann M. Stevens, Minute Clerk

## Claims List

7/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPWA ADMINISTRATION	AT&T	CONSOLIDATED PHONE BILL	149.51
	CITY OF OWASSO	ADMINISTRATIVE OVERHEAD	15,424.00
	JPMORGAN CHASE BANK	QUIK SERVICES-SUPPLIES	36.00
	AT&T	LONG DISTANCE PHONE BILL	6.76
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	41.88
	JPMORGAN CHASE BANK	MEETING EXPENSE	36.22
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	96.84
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	31.97
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	56.58
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	13.56
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	17.92
	JPMORGAN CHASE BANK	MEETING EXPENSE	196.00
	JPMORGAN CHASE BANK	INTERSTATE-BATTERIES	48.40
	JPMORGAN CHASE BANK	PROJ LAMP SOURCE-LAMP	195.17
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH-JUNE 2016	60.50
	CITY GARAGE	LABOR/OVERHEAD - JULY, 20	170.33
	<b>TOTAL OPWA ADMINISTRATION</b>		
UTILITY BILLING	TODD C. KIMBALL	METER READER	857.70
	JPMORGAN CHASE BANK	AMAZON-BOOKS	30.58
	JPMORGAN CHASE BANK	WALMART-CASH BOXES	112.59
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	2,280.55
	TODD C. KIMBALL	METER READER	584.55
	TYRONE EUGENE DINKINS	METER READER	276.45
	JPMORGAN CHASE BANK	AMAZON-BATTERY BACKUPS	177.80
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	1,359.14
<b>TOTAL UTILITY BILLING</b>			<b>5,679.36</b>
WATER	JPMORGAN CHASE BANK	CREDIT REFUND	-1,665.35
	HD SUPPLY WATERWORKS, LTD.	WATER METERS	15,669.75
	JPMORGAN CHASE BANK	QUIK SVC-EXPANDED METAL	40.00
	JPMORGAN CHASE BANK	ANCHOR-PAINT	57.07
	CITY OF TULSA UTILITIES	WATER	111,235.55
	CITY OF TULSA UTILITIES	WATER	185,464.02
	JPMORGAN CHASE BANK	HD SUPPLY-METER CANS/LIDS	582.00
	JPMORGAN CHASE BANK	ATWOOD-PAINT	27.87
	JPMORGAN CHASE BANK	FASTENAL-BOLTS	12.00
	CITY OF TULSA DEPT OF FINANCE	LAB SERVICES JUN 2016	500.00
	HD SUPPLY WATERWORKS, LTD.	WATER METERS	4,836.00
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	50.47
	CITY GARAGE	LABOR/OVERHEAD - JULY, 20	1,986.41
	FLEETCOR TECHNOLOGIES	FUELMAN EXP-JUNE 2016	1,032.80
	CITY GARAGE	GARAGE PARTS/JUNE2016	468.15
VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRIC	31.00	

## Claims List

7/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
WATER...	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	12.50
	TOMMY E. KITCHEN	WATER MODEL UPDATE	2,219.36
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH-JUNE 2016	43.51
<b>TOTAL WATER</b>			<b>322,603.11</b>
WASTEWATER TREATMENT	FLEETCOR TECHNOLOGIES	FUELMAN EXP-JUNE 2016	462.41
	JAMES A. OZBUN	MOTOR REPAIR	1,896.00
	JPMORGAN CHASE BANK	HACH-AMMONIA TESTING	214.03
	JPMORGAN CHASE BANK	HAYNES EQUIP-SEALS	150.00
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	12.50
	JPMORGAN CHASE BANK	PMSI-UNIFORM	19.90
	CITY GARAGE	GARAGE PARTS/JUNE2016	325.00
	CITY GARAGE	LABOR/OVERHEAD - JULY, 20	907.66
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	66.48
	JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES	11.88
	JPMORGAN CHASE BANK	BA ELECTRIC-BREAKER	1,117.42
	JPMORGAN CHASE BANK	IRBY-ELECTRIC BREAKER	3,237.92
	JPMORGAN CHASE BANK	USPS-SHIPPING	7.62
	JPMORGAN CHASE BANK	NCL OF WIC-TEST SUPPLIES	135.75
	JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REMOVE	2,858.41
	JPMORGAN CHASE BANK	NCL-UV GLASSES	47.38
	JPMORGAN CHASE BANK	DEQ-WATER LICENSE	62.00
	JPMORGAN CHASE BANK	DEQ-ANNUAL PERMIT FEE	8,663.93
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	51.02
	JPMORGAN CHASE BANK	FASTENAL-NUTS & BOLTS	5.00
	JPMORGAN CHASE BANK	CINTAS-MEDICAL SUPPLIES	66.68
	JPMORGAN CHASE BANK	HD SUPPLY-REPAIR SUPPLIES	64.80
	JPMORGAN CHASE BANK	HD SUPPLY-REPAIR SUPPLIES	8.20
	AT&T	LONG DISTANCE PHONE BILL	2.10
	JPMORGAN CHASE BANK	HOME DEPOT-PARTS	26.53
	AT&T	CONSOLIDATED PHONE BILL	65.67
	VERIZON WIRELESS	WIRELESS CONNECTION	80.02
<b>TOTAL WASTEWATER TREATMENT</b>			<b>20,566.31</b>
WASTEWATER COLLECTIONS	VERIZON WIRELESS	WIRELESS CONNECTION	80.02
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	12.50
	VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC	450.30
	JPMORGAN CHASE BANK	HD SUPPLY-MANHOLE REPAIR	571.30
	JPMORGAN CHASE BANK	HD SUPPLY-REPAIR SUPPLIES	84.00
	JPMORGAN CHASE BANK	LOWES-TOOLS	11.98
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	41.30
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	180.42
	JPMORGAN CHASE BANK	GRAINGER-CHAIN HOIST	2,637.55
	JPMORGAN CHASE BANK	GRAINGER-HOIST TROLLEY	398.01

## Claims List

7/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
WASTEWATER COLLECTIONS	CITY GARAGE	LABOR/OVERHEAD - JULY, 20	1,250.25
	CITY GARAGE	GARAGE PARTS/JUNE2016	217.42
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRIC	145.50
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRIC	290.27
	JPMORGAN CHASE BANK	HD SUPPLY-TOOLS	32.91
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH-JUNE 2016	217.19
	FLEETCOR TECHNOLOGIES	FUELMAN EXP-JUNE 2016	382.29
<b>TOTAL WASTEWATER COLLECTIONS</b>			<b>7,003.21</b>
REFUSE COLLECTIONS	FLEETCOR TECHNOLOGIES	FUELMAN EXP-JUNE 2016	2,813.77
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH-JUNE 2016	1,671.29
	COVANTA LANCASTER, INC	REFUSE TIPPING FEES	5,582.59
	CITY GARAGE	LABOR/OVERHEAD - JULY, 20	4,179.08
	CITY GARAGE	GARAGE PARTS/JUNE2016	7,275.07
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.61
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	51.47
	JPMORGAN CHASE BANK	MACS HYDRAULIC-CYLINDER	282.75
	FLEET SERVICE OF TULSA, INC	REFUSE TRUCK REPAIRS	5,936.73
	JPMORGAN CHASE BANK	APW-CONF REGISTRATION	799.00
	JPMORGAN CHASE BANK	SUMMIT TRUCK-DRAIN REPAIR	268.25
	JPMORGAN CHASE BANK	BUMP2BUMP-OIL DRY	137.25
	JPMORGAN CHASE BANK	BUMP2BUMP-OIL DRY	137.25
	AT&T	CONSOLIDATED PHONE BILL	10.94
	AT&T	CONSOLIDATED PHONE BILL	10.94
	JPMORGAN CHASE BANK	TRANSCO SUPPLY-PPE	12.50
	VERIZON WIRELESS	WIRELESS CONNECTION	29.65
<b>TOTAL REFUSE COLLECTIONS</b>			<b>29,232.14</b>
RECYCLE CENTER	JPMORGAN CHASE BANK	TERMINIX-TREATMENT PLAN	305.00
	AT&T	LONG DISTANCE PHONE BILL	0.17
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	6.50
	CITY GARAGE	LABOR/OVERHEAD - JULY, 20	351.50
	CITY GARAGE	GARAGE PARTS/JUNE2016	71.17
<b>TOTAL RECYCLE CENTER</b>			<b>734.34</b>
<b>FUND GRAND TOTAL</b>			<b>402,400.11</b>
<b>OPWA GRAND TOTAL</b>			<b>\$402,400.11</b>

OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 07/09/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
OPWA Administration	10,528.05	15,562.71
Utility Billing	5,612.81	10,714.99
Water	13,681.52	23,630.80
Wastewater	11,173.48	19,548.73
Wastewater Collection	8,262.94	13,665.09
Refuse	13,109.18	20,567.90
Recycle Center	998.40	1,595.71
<u>FUND TOTAL</u>	<u>63,366.38</u>	<u>105,285.93</u>

OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND  
 FISCAL YEAR 2015-2016  
 Budgetary Basis  
 Statement of Revenues & Expenses  
 As of June 30, 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	\$ 458,493	\$ 5,472,778	\$ 5,337,700	102.53%
Wastewater	334,035	3,960,177	3,807,310	104.02%
Refuse & recycle	179,026	1,885,433	2,027,670	92.99%
Other Utility fees	19,223	243,383	276,325	88.08%
<b>TOTAL OPERATING REVENUES</b>	<u>990,777</u>	<u>11,561,771</u>	<u>11,449,005</u>	<u>100.98%</u>
<b>OPERATING EXPENSES:</b>				
OPWA administration	\$ (53,429)	\$ (817,758)	\$ (820,218)	99.70%
Utility Billing	(34,355)	(414,563)	(417,831)	99.22%
Water	(335,609)	(4,262,426)	(4,406,864)	96.72%
Wastewater	(163,525)	(1,862,561)	(1,745,910)	106.68%
Refuse & Recycle	(141,681)	(1,562,605)	(1,855,113)	84.23%
Debt payments	(257,481)	(3,423,039)	(3,459,800)	98.94%
<b>TOTAL OPERATING EXPENSES</b>	<u>(986,082)</u>	<u>(12,342,953)</u>	<u>(12,705,736)</u>	<u>97.14%</u>
<b>OPERATING REVENUES OVER EXPENSES</b>	<u>4,696</u>	<u>(781,182)</u>	<u>(1,256,731)</u>	
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Interest	\$ -	\$ 8,618	\$ 20,000	43.09%
Other revenues	2,673	21,392	12,275	174.27%
Transfers in	2,501	259,902	265,735	97.80%
Transfers out	300,000	-	(400,000)	0.00%
<b>TOTAL TRANSFERS</b>	<u>305,174</u>	<u>289,911</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	-	(528,960)	(529,260)	
<b>TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>NET INCOME (LOSS)</b>	<u>\$ 309,870</u>	<u>\$ (491,271)</u>	<u>\$ (1,358,721)</u>	
<b>ENCUMBRANCES OUTSTANDING</b>		\$ (20,667)		
<b>WORKING CAPITAL - Beginning Balance</b>		1,867,540	1,867,540	
<b>WORKING CAPITAL - Ending Balance</b>		<u>\$ 1,355,602</u>	<u>\$ 508,819</u>	