

PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC WORKS AUTHORITY

RECEIVED
SEP 16 2016
City Clerk's Office

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, September 20, 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:
 - September 6, 2016, Regular Meeting
 - September 13, 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 9/3/16
 - Monthly Budget Status Report – August 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 side), at 6:00 pm on Friday, September 16, 2016.


Sherry Bishop, City Clerk

OWASSO PUBLIC WORKS AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, September 6, 2016

The Owasso Public Works Authority met in regular session on Tuesday, September 6, 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 at City Hall, 200 S Main (west side), at 6:00 pm on Friday, September 2, 2016.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 7:54 pm.

2. Roll Call

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

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:
 - August 16, 2016, Regular Meeting
- B. Approve claims

Mr. Bush moved, seconded by Ms. Moberly to approve the Consent Agenda with claims totaling \$689,991.43.

YEA: Bonebrake, Bush, Kelley, Moberly, Dunn

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 Reports:
 - o Pay Period Ending Date 8/20/16

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 Ms. Moberly to adjourn the meeting.

YEA: Bonebrake, Bush, Kelley, Moberly, Dunn

NAY: None

Motion carried 5-0 and the meeting adjourned at 7:55 pm.

Lyndell Dunn, Chair

Juliann M. Stevens, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING

Tuesday, September 13, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, September 13, 2016, in the Council Chambers at Old Central, 109 N Birch Street, Owasso, Oklahoma per the Notice of Public Meeting and Agenda filed in the office of the City Clerk and posted at City Hall, 200 S Main (west side), at 6:00 pm on Friday, September 9, 2016.

1. Call to Order

Mayor/Chair Lyndell Dunn called the meeting to order at 6:16 pm.

Present

Mayor/Chair – Lyndell Dunn

Vice-Mayor/Vice-Chair – Chris Kelley

Councilor/Trustee – Doug Bonebrake

Absent

Councilor/Trustee – Jeri Moberly

Councilor/Trustee – Bill Bush

A quorum was declared present.

2. Discussion relating to Tax Increment Financing (TIF) Districts

Bronce Stephenson, Chelsea Levo, and Leslie Batchelor, Center for Economic Development Law, presented the item and discussion was held. It was further explained that a Resolution related to the development of a project plan and creation of a TIF review committee would be placed on the September 20, 2016 Council agenda for consideration and action.

3. Discussion relating to Community Development items

A. Specific Use Permit – Jim Glover Auto Family Coffee Creek Dealership (10500 block of HWY 169 east service road)

B. Final Plat – Somerset (north side of E 96 St N, approximately ½ mile west of N 145 E Ave)

Bronce Stephenson presented Items 3A and 3B and discussion was held. It was further explained that Items 3A and 3B would be placed on the September 20, 2016 Council agenda for consideration and action.

4. Discussion relating to financing capital improvement projects

Linda Jones presented the item and discussion was held.

5. Discussion relating to Fire Station No. 4 and a project design services contract

Chris Garrett presented the item and discussion was held. It was further explained that an item would be placed on the September 20, 2016 Council agenda for consideration and action.

6. Discussion relating to Public Works items

A. Street Rehabilitation Program – FY 17 Project Priority List

B. 76 & Main intersection Improvement Project – Design Presentation

Roger Stevens presented Items 6A and 6B and discussion was held. It was further explained that Item 6A would be placed on the September 20, 2016 Council agenda for consideration and action.

7. Discussion relating to a proposed resolution supporting the Tulsa Regional Chamber OneVoice Legislative Agenda

John Feary presented the item and discussion was held. It was further explained that an item would be placed on the September 20, 2016 Council agenda for consideration and action.

8. Discussion relating to City Manager items

- Monthly sales tax report
- City Manager report

Linda Jones provided the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised that staff is reviewing the current Alarm Ordinance for efficiencies; FY 16 budget carry-over requests would be submitted for consideration and action in October; a consent agenda item will be placed on the September 20, 2016 Council agenda to accept a land donation from the Larkin Bailey Foundation; the State of the City presentation will take place on Friday, September 16; and acknowledged the city's annual block party event held on Saturday, September 10.

9. City Council/Trustee comments and inquiries

None

10. Adjournment

The meeting adjourned at 10:00 pm.

Lyndell Dunn, Chair

Juliann M. Stevens, Minute Clerk

Claims List

9/20/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPWA ADMINISTRATION	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	12.40
	JPMORGAN CHASE BANK	OFFICE DEPOT-RETURN	-164.99
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.47
	JPMORGAN CHASE BANK	OWASSO CHAMBER-ST OF CITY	40.00
	JPMORGAN CHASE BANK	TRAINING EXPENSE	92.61
	JPMORGAN CHASE BANK	CHARACTER TRAINING	169.51
	AT&T	LONG DISTANCE PHONE BILL	10.01
	JPMORGAN CHASE BANK	OFFICE DEPOT-FILE CABINET	164.99
	AEP/PSO	ELECTRIC USE	1,346.90
	JPMORGAN CHASE BANK	HOME DEPOT-WOOD FINISH	21.74
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	97.02
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	31.07
	JOHN A MARSHALL COMPANY	OFFICE FURNITURE	1,061.05
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	56.57
	CITY GARAGE	LABOR OVERHEAD CHGS - SEP	170.33
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - AUG, 201	39.02
	PAUL HARRISON HEAT & AIR, INC	A/C REPAIRS	230.00
	TOTAL OPWA ADMINISTRATION		
UTILITY BILLING	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	4,574.59
	TODD C. KIMBALL	METER READER	860.40
	TYRONE EUGENE DINKINS	METER READER	280.05
	TODD C. KIMBALL	METER READER	591.30
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	129.99
TOTAL UTILITY BILLING			6,436.33
WATER	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	50.50
	JPMORGAN CHASE BANK	AMAZON-REPAIR PARTS	43.50
	JPMORGAN CHASE BANK	AMAZON-REPAIR PARTS	30.29
	HD SUPPLY WATERWORKS, LTD.	WATER METERS	13,794.00
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	50.50
	CITY OF TULSA UTILITIES	WATER	115,479.83
	CITY OF TULSA UTILITIES	WATER	222,787.92
	VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRIC	30.68
	JPMORGAN CHASE BANK	HD SUPPLY-CASING SPACERS	623.60
	JPMORGAN CHASE BANK	HD SUPPLY-SOLID SLEEVE	201.81
	JPMORGAN CHASE BANK	HD SUPPLY-DEEP SOCKETS	220.29
	JPMORGAN CHASE BANK	HD SUPPLY-30 INCH GASKETS	317.00
	JPMORGAN CHASE BANK	HD SUPPLY-3 INCH REGISTER	150.00
	JPMORGAN CHASE BANK	HD SUPPLY-BARREL LOCKS	174.80
	TWIN CITIES READY MIX, INC	CONCRETE	351.40
	TWIN CITIES READY MIX, INC	CONCRETE	96.00
	JPMORGAN CHASE BANK	GELCO-WORK BOOTS	135.00
AEP/PSO	ELECTRIC USE	541.03	

Claims List

9/20/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
WATER...	JPMORGAN CHASE BANK	LOWES-LEAK REPAIR	31.27
	CITY GARAGE	VEH PARTS PURCH - AUG, 20	4.00
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - AUG, 201	77.35
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - AUG, 2016	1,219.01
	CITY GARAGE	LABOR OVERHEAD CHGS - SEP	1,986.41
	JPMORGAN CHASE BANK	FUEL	8.10
	LARRY R KORNEGAY	DIRT	30.00
TOTAL WATER			358,434.29
SPORTSPARK WATER LINE E	JPMORGAN CHASE BANK	GREENHILL-SCREENINGS	261.28
TOTAL SPORTSPARK WATER LINE EXT			261.28
WASTEWATER TREATMENT	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	53.21
	SCHUERMAN ENTERPRISES, INC	TROUBLESHOOT PRESS	1,325.00
	SCHUERMAN ENTERPRISES, INC	TROUBLESHOOT PRESS	1,457.08
	SCHUERMAN ENTERPRISES, INC	REPAIR BELT PRESS	689.80
	JPMORGAN CHASE BANK	OFFICE DEPOT-BINDERS	91.98
	JPMORGAN CHASE BANK	WARREN CAT-DOZER RENTAL	3,765.30
	JPMORGAN CHASE BANK	WARREN CAT-DOZER REPAIR	1,535.38
	AEP/PSO	ELECTRIC USE	23,346.33
	VERIZON WIRELESS	WIRELESS CONNECTION	80.02
	CITY GARAGE	LABOR OVERHEAD CHGS - SEP	907.66
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - AUG, 2016	466.26
	CITY GARAGE	VEH PARTS PURCH - AUG, 20	23.94
	JPMORGAN CHASE BANK	HACH-AMMONIA TESTING	478.12
	JPMORGAN CHASE BANK	HACH-COD VIAL RECYCLING	410.89
	JPMORGAN CHASE BANK	GRAINGER-TOOLS	56.98
	JPMORGAN CHASE BANK	GRAINGER-PLIERS	84.87
	AT&T	LONG DISTANCE PHONE BILL	2.89
	JPMORGAN CHASE BANK	CONT'L RESEARCH-BACTO	1,050.00
	JPMORGAN CHASE BANK	GREEN CO TSTING-ANALYTICS	650.00
	JPMORGAN CHASE BANK	GREEN CO TESTING-TESTING	100.00
	JPMORGAN CHASE BANK	EVOQUA-CLARIFIER PARTS	913.00
	JPMORGAN CHASE BANK	GREEN CO TST-PERMIT RENEW	1,667.00
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	64.61
TOTAL WASTEWATER TREATMENT			39,220.32
WASTEWATER COLLECTIONS	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	42.33
	OMEGA RAIL MANAGEMENT, INC.	PIPELINE ENCROACHMENT	500.00
	OMEGA RAIL MANAGEMENT, INC.	PIPELINE ENCROACHMENT	500.00
	JPMORGAN CHASE BANK	DALE & LEES-A/C REPAIR	733.41
	JPMORGAN CHASE BANK	OREILLY-OIL/FUEL TREATMNT	107.44
	JPMORGAN CHASE BANK	OREILLY-CLEANING SUPPLIES	21.48

Claims List

9/20/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
WASTEWATER COLLECTIONS	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRIC	140.35
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRIC	254.15
	JPMORGAN CHASE BANK	LOWES-MANHOLE REPAIR	16.40
	JPMORGAN CHASE BANK	INTERSTATE-BATTERIES	47.20
	JPMORGAN CHASE BANK	LODGING EXPENSE	169.10
	VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC	427.73
	CITY GARAGE	VEH PARTS PURCH - AUG, 20	102.56
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - AUG, 2016	230.74
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - AUG, 201	194.36
	CITY GARAGE	LABOR OVERHEAD CHGS - SEP	1,250.25
	VERIZON WIRELESS	WIRELESS CONNECTION	80.02
	AEP/PSO	ELECTRIC USE	4,644.31
	JPMORGAN CHASE BANK	LOWES-CONCRETE	172.20
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	74.22
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	182.75
	JPMORGAN CHASE BANK	UPS STORE-SHIPPIG FEE	254.86
	TOTAL WASTEWATER COLLECTIONS		
REFUSE COLLECTIONS	COVANTA LANCASTER, INC	REFUSE TIPPING FEES	5,916.04
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	26.16
	JPMORGAN CHASE BANK	BUMP2BUMP-OIL DRY	396.00
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	31.79
	JPMORGAN CHASE BANK	LODGING EXPENSE	1,262.26
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	3.49
	JPMORGAN CHASE BANK	GELCO-SAFETY BOOTS	98.99
	CITY GARAGE	LABOR OVERHEAD CHGS - SEP	4,179.08
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	51.49
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - AUG, 201	1,671.68
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - AUG, 2016	2,590.14
	CITY GARAGE	VEH PARTS PURCH - AUG, 20	2,817.12
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	8.50
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	3.20
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	3.75
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	12.00
	JPMORGAN CHASE BANK	BUMP2BUMP-HOSE CLAMPS	17.60
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	3.50
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	12.50
	JPMORGAN CHASE BANK	FASTENAL-CABLE TIES	5.09
	JPMORGAN CHASE BANK	FASTENAL-NUTS/BOLTS	9.79
	JPMORGAN CHASE BANK	LOWES-MAILBOXES	40.64
	JPMORGAN CHASE BANK	CUMMINS-SERVICE	496.15
	JPMORGAN CHASE BANK	CUMMINS-SERVICE/REPAIR	799.16
	JPMORGAN CHASE BANK	CUMMINS-FILTER	91.04
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.50

Claims List

9/20/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
REFUSE COLLECTIONS...	JPMORGAN CHASE BANK	KIM'S INT'L-HOSE FOR 07-1	214.25
	JPMORGAN CHASE BANK	AMER PUB WRKS-BOOK	11.86
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.50
TOTAL REFUSE COLLECTIONS			20,840.27
RECYCLE CENTER	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	6.72
	ZOLL MEDICAL CORP	DEFIBRILLATOR	1,403.67
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	6.72
	AT&T	LONG DISTANCE PHONE BILL	0.25
	CITY GARAGE	LABOR OVERHEAD CHGS - SEP	351.50
	AEP/PSO	ELECTRIC USE	121.59
	OSI ENVIRONMENTAL INC	OIL/ANTIFREEZE RECYCLE	125.00
TOTAL RECYCLE CENTER			2,015.45
OPWA DEBT SERVICE	BANCFIRST	ORF-09-0007-CW/09C	25.00
TOTAL OPWA DEBT SERVICE			25.00
FUND GRAND TOTAL			440,790.50
OPWA GRAND TOTAL			\$440,790.50

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 09/03/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
OPWA Administration	10,629.96	15,790.66
Utility Billing	5,692.80	10,802.90
Water	14,842.89	24,959.35
Wastewater	11,201.98	19,574.03
Wastewater Collection	8,394.39	13,772.01
Refuse	12,343.45	19,653.16
Recycle Center	998.40	1,581.44
<u>FUND TOTAL</u>	<u>64,103.87</u>	<u>106,133.55</u>

OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
 FISCAL YEAR 2016-2017
 Budgetary Basis
 Statement of Revenues & Expenses
 As of August 31, 2016

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 722,991	\$ 1,255,505	\$ 5,759,000	21.80%
Wastewater	341,490	684,364	4,214,500	16.24%
Refuse & recycle	166,009	330,977	1,969,325	16.81%
Other Utility fees	22,483	43,597	262,925	16.58%
TOTAL OPERATING REVENUES	<u>1,252,973</u>	<u>2,314,443</u>	<u>12,205,750</u>	<u>18.96%</u>
OPERATING EXPENSES:				
OPWA administration	\$ (53,390)	\$ (97,843)	\$ (830,833)	11.78%
Utility Billing	(35,292)	(67,327)	(459,946)	14.64%
Water	(481,008)	(823,752)	(4,197,013)	19.63%
Wastewater	(140,252)	(259,866)	(2,213,202)	11.74%
Refuse & Recycle	(91,657)	(151,657)	(1,730,406)	8.76%
Debt payments	(316,872)	(560,339)	(3,268,222)	17.15%
TOTAL OPERATING EXPENSES	<u>(1,118,472)</u>	<u>(1,960,784)</u>	<u>(12,699,622)</u>	<u>15.44%</u>
OPERATING REVENUES OVER EXPENSES	<u>134,500</u>	<u>353,659</u>	<u>(493,872)</u>	
NONOPERATING REVENUES (EXPENSES)				
Interest	\$ 577	\$ 1,123	\$ 20,000	5.62%
Other revenues	1,604	2,635	12,275	21.47%
Transfers in	-	-	424,047	0.00%
Transfers out	-	-	-	0.00%
TOTAL TRANSFERS	<u>2,181</u>	<u>3,758</u>	<u>456,322</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES				
Proceeds of long-term debt	\$ -	\$ 596,774	\$ 625,988	
Expenditures of long-term debt	-	(596,774)	(625,000)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>-</u>	<u>-</u>	<u>988</u>	
NET INCOME (LOSS)	<u>\$ 136,681</u>	<u>\$ 357,418</u>	<u>\$ (36,562)</u>	
ENCUMBRANCES OUTSTANDING		\$ (665,889)		
WORKING CAPITAL - Beginning Balance		1,032,986	1,032,986	
WORKING CAPITAL - Ending Balance		<u>\$ 724,514</u>	<u>\$ 996,424</u>	