

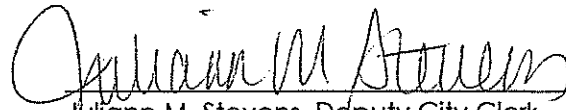
PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC WORKS AUTHORITY

RECEIVED
JAN 13 2017
City Clerk's Office

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, January 17, 2017 – 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:
 - January 3, 2017, Regular Meeting
 - January 10, 2017, 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 1/7/17
 - Monthly Budget Status Report – December 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 St, at 6:00 pm on Friday, January 13, 2017.



Juliann M. Stevens, Deputy City Clerk

OWASSO PUBLIC WORKS AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, January 3, 2017

The Owasso Public Works Authority met in regular session on Tuesday, January 3, 2017, 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 St, at 6:00 pm on Friday, December 30, 2016.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 7:01 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:
 - December 20, 2016, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Ms. Moberly to approve the Consent Agenda with claims totaling \$499,377.58.

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 – Pay Period Ending Date 12/24/16

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

YEA: Bonebrake, Bush, Kelley, Moberly, Dunn

NAY: None

Motion carried 5-0 and the meeting adjourned at 7:02 pm.

Lyndell Dunn, Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, January 10, 2017

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, January 10, 2017, 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, January 6, 2017.

1. Call to Order

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

Present

Mayor/Chair – Lyndell Dunn

Vice-Mayor/Vice-Chair – Chris Kelley

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Bill Bush

A quorum was declared present.

Absent

Councilor/Trustee – Jeri Moberly

2. Discussion relating to Capital Improvement Project (CIP) funding

Warren Lehr and Linda Jones presented the item and discussion was held.

3. Discussion relating to the Festival Park design

Larry Langford introduced Tyler Wallace, Nick Spriggs, and Jeremy Carlisle of GH2 Architects. GH2 presented the item and discussion was held.

4. Presentation and discussion relating to the results of the water model update of the Owasso Public Works Authority's Water Distribution System

Roger Stevens introduced Tommy Kitchen of TBR Engineering, LLC. Mr. Kitchen presented the item and discussion was held.

5. Discussion relating to Community Development items

A. Final Plat –Keys Landing II, on the west side of N 129 E Ave approximately ½ mile south of E 76 St N, south of Keys Landing I

B. Rezoning and Plat Waiver – 304 N Main Street from RS-3 (Single-Family Residential High Density) to CS (Commercial Shopping)

Bronce Stephenson presented the items and discussion was held. It was further explained that each item would be placed on the January 17, 2017 Council Agenda for consideration and action.

6. Discussion relating to the Policy Guide Document for the Owasso Redbud District –Increment District No. 1 (TIF)

Bronce Stephenson presented the item and discussion was held. It was further explained that an item would be placed on the February 14, 2017 Work Session Agenda for a presentation of a Draft Policy Guide and additional discussion.

7. Discussion relating to Amending the Owasso Code of Ordinances - Part 10, Chapter 8, Alarms

Scott Chambless and Bill Allen presented the item and discussion was held. It was further explained that an item would be placed on the February 14, 2017 Work Session Agenda for additional discussion.

8. Discussion relating to the grass island located in the cul-de-sac adjacent to the driveway at 8925 N 119 E Avenue (presented by Kathryn Helfon during the December 20, 2016 Council meeting)

Warren Lehr presented the item and discussion was held.

9. Discussion relating to Board & Committee vacancies

Mayor Lyndell Dunn presented the item and discussion was held. It was further explained that an item would be placed on the January 17, 2017 Council Agenda for consideration and action to fill vacancies on the Capital Improvements Committee and the Planning Commission.

10. Discussion relating to City Manager items

- Monthly sales tax report – Linda Jones presented the sales tax report and discussion was held.
- City Manager report - Warren Lehr reported that preparations are underway in anticipation of severe winter weather; staff is evaluating the city's program for holiday greenery disposal; a consent item will be placed on the January 17 Council agenda related to a grant from Public Service Company for economic development marketing; and a reception will be held prior to the start of the February 7 Council meeting to welcome students visiting from Chaumont, France.

11. City Council/Trustee comments and inquiries

Councilor Bonebrake expressed appreciation for the improvements to the Recycle Center.

12. Adjournment

The meeting adjourned at 8:55 pm.

Lyndell Dunn, Mayor/Chair

Juliann M. Stevens, Minute Clerk

Claims List

1/17/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPWA ADMINISTRATION	TREASURER PETTY CASH	NOTARY FILING FEE	10.00
	CITY GARAGE	LABOR/OVERHEAD CHGS - JAN	170.33
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - DEC 2016	31.98
	AT&T	LONG DISTANCE PHONE BILL	5.05
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	1,438.87
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.47
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	31.07
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.94
	JPMORGAN CHASE BANK	OWASSO CHAMBER LUNCHEON	50.00
	JPMORGAN CHASE BANK	SAMSClub-SUPPLIES	177.01
TOTAL OPWA ADMINISTRATION			1,981.72
UTILITY BILLING	TODD C. KIMBALL	METER READER	581.85
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	2,544.14
	TODD C. KIMBALL	METER READER	849.60
	TYRONE EUGENE DINKINS	METER READER	277.35
	JPMORGAN CHASE BANK	DELL-FN UB PC SETUP	1,026.72
	JPMORGAN CHASE BANK	AMAZON-FN UB COMP SETUP	5.95
	JPMORGAN CHASE BANK	AMAZON-FN UB PRINTER	186.74
	JPMORGAN CHASE BANK	AMAZON-FN UB PC SETUP	89.99
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	1,367.04
	TOTAL UTILITY BILLING		
WATER	VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRIC	30.60
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2016	725.72
	CITY GARAGE	LABOR/OVERHEAD CHGS - JAN	1,986.41
	CITY GARAGE	VEHICLE PARTS PURCH - DEC	1,801.25
	TWIN CITIES READY MIX, INC	CONCRETE	387.00
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	50.65
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	50.65
	CITY OF TULSA UTILITIES	WATER	88,311.15
	CITY OF TULSA UTILITIES	WATER	136,686.42
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	50.65
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - DEC 2016	41.92
	JPMORGAN CHASE BANK	HD SUPPLY-SETTER	1,394.00
	JPMORGAN CHASE BANK	HD SUPPLY-REGISTERS	312.00
	JPMORGAN CHASE BANK	HD SPLY-VALVE BOX RAISERS	118.39
	JPMORGAN CHASE BANK	HD SPLY-PVC CUTTER BLADE	16.76
	JPMORGAN CHASE BANK	HD SPLY-2' R900I METER	553.00
	JPMORGAN CHASE BANK	LOCKE SUPPLY-FITTINGS	24.80
	JPMORGAN CHASE BANK	TRANSCO-PPE	51.02
	JPMORGAN CHASE BANK	HD SUPPLY-METER SETS	4,534.00
	JPMORGAN CHASE BANK	HD SUPPLY-SUPPLIES	253.00

Claims List

1/17/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount	
TOTAL WATER			237,379.39	
WASTEWATER TREATMENT	JPMORGAN CHASE BANK	HACH-TESTING SUPPLIES	316.89	
	JPMORGAN CHASE BANK	HACH-TESTING SUPPLIES	266.91	
	JPMORGAN CHASE BANK	TRANSCO-PPE	51.02	
	GREELEY & HANSEN, LLC LBX 619776	WASTEWATER MASTER PLAN	1,983.00	
	JPMORGAN CHASE BANK	MCMaster CARR-LADDER	67.02	
	JPMORGAN CHASE BANK	MCMaster CARR-LADDERS	1,054.34	
	JPMORGAN CHASE BANK	KOMLINE-PRESSURE GAUGE	340.41	
	JPMORGAN CHASE BANK	KOMLINE SANDERSON-PUMP	1,315.03	
	JPMORGAN CHASE BANK	DALE AND LEES-AC REPAIR	952.00	
	JPMORGAN CHASE BANK	FASTENAL-BUSHINGS	1.68	
	JPMORGAN CHASE BANK	LOWES-CREDIT	-0.27	
	JPMORGAN CHASE BANK	SCHNEIDER-SERVICE	1,515.70	
	JPMORGAN CHASE BANK	LOWES-PLUMBING PARTS	16.50	
	JPMORGAN CHASE BANK	LOWES-RAILINGS/BROOM	36.88	
	AT&T	LONG DISTANCE PHONE BILL	2.33	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	68.71	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	57.31	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	52.91	
	SCHREIBER, LLC	ALUMINUM BAR SCREEN DOOR	510.00	
	SCHUERMANN ENTERPRISES, INC	BLOWER MAINTENANCE	468.82	
	CITY GARAGE	VEHICLE PARTS PURCH - DEC	1,531.92	
	CITY GARAGE	LABOR/OVERHEAD CHGS - JAN	907.66	
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2016	479.03	
	VERIZON WIRELESS	WIRELESS CONNECTION	80.02	
	JPMORGAN CHASE BANK	LOWES-PARTS	29.02	
	JPMORGAN CHASE BANK	NCL OF WISC-CHEMICALS	266.01	
	JPMORGAN CHASE BANK	NCL OF WISC-SUPPLIES	388.85	
	JPMORGAN CHASE BANK	LOWES-ADAPTER	3.33	
	JPMORGAN CHASE BANK	LOWES-PARTS	14.87	
	JPMORGAN CHASE BANK	LOWES-WRENCH/SOCKETS	89.91	
	JPMORGAN CHASE BANK	GREEN COUNTRY-TESTING	140.00	
	TOTAL WASTEWATER TREATMENT			13,007.81
	WASTEWATER COLLECTIONS	VERIZON WIRELESS	WIRELESS CONNECTION	80.04
		VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC	512.43
VERDIGRIS VALLEY ELECTRIC COOP		GARRETT CREEK ELECTRIC	175.86	
VERDIGRIS VALLEY ELECTRIC COOP		GARRETT CREEK ELECTRIC	223.19	
FLEETCOR TECHNOLOGIES		FUELMAN EXP - DEC, 2016	163.06	
CITY GARAGE		LABOR/OVERHEAD CHGS - JAN	1,250.25	
CITY GARAGE		VEHICLE PARTS PURCH - DEC	65.63	
JACQUELYN BROOKE KONONCHUK		FOG MANAGEMENT PROGRAM	2,125.00	
SCHUERMANN ENTERPRISES, INC	LIFT STATION MAINTENANCE	611.10		

Claims List

1/17/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
WASTEWATER COLLECTIONS	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	42.55
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	45.98
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	42.08
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	191.90
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - DEC 2016	100.48
	JPMORGAN CHASE BANK	UPS-SHIPPING	224.19
	JPMORGAN CHASE BANK	GRAINGER-FUSES	131.76
	JPMORGAN CHASE BANK	HD SUPPLY-SUPPLIES	146.40
	JPMORGAN CHASE BANK	TRANSCO-PPE	83.44
	JPMORGAN CHASE BANK	HD SUPPLY-SUPPLIES	208.80
	JPMORGAN CHASE BANK	HD SUPPLY-REPAIR SUPPLIES	2,200.00
TOTAL WASTEWATER COLLECTIONS			8,624.14
REFUSE COLLECTIONS	JPMORGAN CHASE BANK	TRANSCO-PPE	51.02
	JPMORGAN CHASE BANK	KIMS INT'L-PARTS	97.49
	JPMORGAN CHASE BANK	AUTO BATTERY-ALTERNATOR	133.09
	JPMORGAN CHASE BANK	STEVES WHLSE-SOCKET SET	118.00
	JPMORGAN CHASE BANK	BUMP2BUMP-FLOOR DRY	148.50
	JPMORGAN CHASE BANK	BUMP2BUMP-BULBS	42.00
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - DEC 2016	1,041.63
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.50
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.50
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.50
	CITY GARAGE	VEHICLE PARTS PURCH - DEC	347.60
	CITY GARAGE	LABOR/OVERHEAD CHGS - JAN	4,179.08
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2016	3,163.82
	COVANTA LANCASTER, INC	REFUSE TIPPING FEES	5,344.66
	JPMORGAN CHASE BANK	USCELL-CELLPHONE/HOLT	80.16
TOTAL REFUSE COLLECTIONS			14,847.55
RECYCLE CENTER	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	13.24
	CITY GARAGE	LABOR/OVERHEAD CHGS - JAN	351.50
	TERMINIX	PEST CONTROL	88.50
	NATIONAL WASTE & DISPOSAL, INC.	HAUL ROLL OFF	250.00
	OSI ENVIRONMENTAL INC	MOTOR OIL RECYCLING	125.00
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	13.24
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	13.24
	JPMORGAN CHASE BANK	WASTE MGMT-TIPPING FEES	302.36
TOTAL RECYCLE CENTER			1,157.08
FUND GRAND TOTAL			283,927.07

Claims List

1/17/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPWA GRAND TOTAL			\$283,927.07

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/07/17

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
OPWA Administration	10,853.47	16,174.49
Utility Billing	5,804.80	10,981.46
Water	15,532.28	25,980.38
Wastewater	13,962.09	23,789.29
Wastewater Collection	9,094.67	14,667.33
Refuse	14,947.51	22,842.35
Recycle Center	2,509.76	3,800.86
<u>FUND TOTAL</u>	<u>72,704.58</u>	<u>118,236.16</u>

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

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Water	\$ 450,352	\$ 3,372,762	\$ 5,759,000	58.57%
Wastewater	348,880	2,149,261	4,214,500	51.00%
Refuse & recycle	161,194	1,007,945	1,969,325	51.18%
Other Utility fees	20,841	126,669	262,925	48.18%
TOTAL OPERATING REVENUES	981,267	6,656,637	12,205,750	54.54%
OPERATING EXPENSES:				
OPWA administration	\$ (78,950)	\$ (477,871)	\$ (830,833)	57.52%
Utility Billing	(41,712)	(217,305)	(462,666)	46.97%
Water	(311,732)	(2,287,007)	(4,229,845)	54.07%
Wastewater	(196,824)	(861,086)	(2,213,202)	38.91%
Refuse & Recycle	(95,551)	(495,966)	(1,895,111)	26.17%
Debt payments	(264,041)	(1,673,420)	(3,268,222)	51.20%
TOTAL OPERATING EXPENSES	(988,810)	(6,012,655)	(12,899,879)	46.61%
OPERATING REVENUES OVER EXPENSES	(7,543)	643,982	(694,129)	
NONOPERATING REVENUES (EXPENSES)				
Interest	\$ 952	\$ 5,191	\$ 20,000	25.95%
Other revenues	1,157	6,820	12,275	55.56%
Transfers in	-	294,966	424,047	69.56%
Transfers out	(6,267)	(6,267)	(20,902,000)	0.00%
TOTAL TRANSFERS	(4,158)	300,710	(20,445,678)	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES				
Proceeds of long-term debt	\$ 6,267	\$ 966,041	\$ 21,890,988	
Expenditures of long-term debt	-	(959,774)	(988,000)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	6,267	6,267	20,902,988	
NET INCOME (LOSS)	\$ (5,434)	\$ 950,960	\$ (236,819)	
ENCUMBRANCES OUTSTANDING		\$ (562,691)		
WORKING CAPITAL - Beginning Balance		1,418,075	1,418,075	
WORKING CAPITAL - Ending Balance		\$ 1,806,344	\$ 1,181,256	