

**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, March 21, 2017 – 6:30 pm

RECEIVED
MAR 17 2017
City Clerk's Office *lw*

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:
 - March 7, 2017, Regular Meeting
 - March 14, 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 3/4/17
 - Monthly Budget Status Report – February 2017
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, March 17, 2017.

Sherry Bishop

Sherry Bishop, City Clerk

OWASSO PUBLIC WORKS AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, March 7, 2017

The Owasso Public Works Authority met in regular session on Tuesday, March 7, 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, March 3, 2017.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 9:05 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:

Assistant Authority Manager – Sherry Bishop

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:

- February 21, 2017, Regular Meeting

B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Bush to approve the Consent Agenda with claims totaling \$430,925.82.

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 2/18/17

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

Ms. Moberly moved, seconded by Dr. Kelley to adjourn the meeting.

YEA: Bonebrake, Bush, Kelley, Moberly, Dunn

NAY: None

Motion carried 5-0 and the meeting adjourned at 9:06 pm.

Lyndell Dunn, Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, March 14, 2017

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in regular session on Tuesday, March 14, 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, March 10, 2017, and Addendum filed in the office of the City Clerk and posted at City Hall, 200 S Main St, at 5:00 pm on Monday, March 13, 2017.

1. Call to Order

Mayor/Chair Lyndell Dunn called the meeting to order at 6:04 pm.

Present

Mayor/Chair – Lyndell Dunn

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Jeri Moberly

A quorum was declared present.

Absent

Vice-Mayor/Vice-Chair – Chris Kelley

Councilor/Trustee – Bill Bush

2. Discussion relating to Policy Guide - Owasso Redbud District – Increment District No. 1 (TIF)

Bronce Stephenson and Emily Pomeroy, Center for Economic Development Law, presented the item and discussion was held. It was further explained that Resolutions adopting the Policy Guide and defining the Sales Tax Increment will be placed on the April 4, 2017, Council agenda for consideration and action.

3. Discussion relating to the Council/Chair Leadership Elections Process

Mayor/Chair Dunn presented the item and discussion was held.

4. Discussion relating to Community Development items

A. Specific Use Permit – SUP-17-01, Montessori Academy (708 N Atlanta)

B. Easement Closure – Montessori Academy (708 N Atlanta)

Bronce Stephenson presented Items 4A and 4B and discussion was held. It was further explained Item A would be placed on the March 21, 2017, Council agenda and Item B would be placed on the April 4, 2017, Council agenda for consideration and action.

5. Discussion relating to Administrative items

A. Proposed Ordinance relating to fireworks

B. Proposed Ordinance relating to the City Clerk and City Treasurer positions

Sherry Bishop presented Items 5A and 5B and discussion was held. Both items will be placed on the April 11, 2017, work session agenda for further discussion.

6. Discussion relating to the 76th and Main Intersection Improvement Project Bids

Dwayne Henderson presented the item and discussion was held. It was further explained that an item would be placed on the March 21, 2017, Council agenda for consideration and action.

7. Discussion relating to the City Manager's evaluation process and the City Attorney contract

Michele Dempster presented the item and discussion was held.

8. Discussion relating to the Utility Rate Annual Report

Linda Jones presented the item and discussion was held.

9. Discussion relating to City Manager items

- CDBG 2017 Project Selection Process – Warren Lehr presented the item and discussion was held. The required public hearing will be held during the March 21, 2017, Council meeting.
- Proposed amendments to the Owasso Zoning Code – Mr. Lehr presented the item and discussion was held.
- Proposed amendments to the Alarm Ordinances – Mr. Lehr and Scott Chambliss presented the item and discussion was held. The item will be on a future agenda for consideration and action.
- Monthly sales tax report – Linda Jones presented the sales tax report and discussion was held.
- City Manager report – Warren Lehr announced the Owasso Economic Summit on March 23, 2017; and the University of Oklahoma Placemaking Conference on April 3, 2017.

10. City Council/Trustee comments and inquiries

None

11. Adjournment

The meeting adjourned at 8:15 pm.

Lyndell Dunn, Mayor/Chair

Sherry Bishop, City Clerk

Claims List

3/21/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPWA ADMINISTRATION	CITY GARAGE	LABOR/OVERHEAD - MARCH	170.33
	CITY GARAGE	VEH PARTS PURCH - FEB	58.44
	AT&T	LONG DISTANCE PHONE BILL	6.31
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	837.18
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.47
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	35.97
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	35.87
	FELKINS ENTERPRISES, LLC	BUSINESS CARDS - STEVENS	30.00
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	40.35
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	11.79
	JPMORGAN CHASE BANK	CHARACTER TRAINING	44.68
	JPMORGAN CHASE BANK	CHARACTER TRAINING EXP	205.00
	TOTAL OPWA ADMINISTRATION		
UTILITY BILLING	JPMORGAN CHASE BANK	POSPAPER-RECEIPT PAPER	55.95
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	2,533.64
	TYRONE EUGENE DINKINS	METER READER	271.80
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	10.91
	TODD C. KIMBALL	METER READER	854.55
	DRAKE SYSTEMS INC	COPIER RENTAL	483.06
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	2,791.85
	TODD C. KIMBALL	METER READER	580.50
TOTAL UTILITY BILLING			7,582.26
WATER	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	50.87
	CITY OF TULSA UTILITIES	WATER	82,284.27
	CITY OF TULSA UTILITIES	WATER	111,312.98
	CITY GARAGE	VEH PARTS PURCH - FEB	464.52
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - FEB, 2017	747.79
	CITY GARAGE	LABOR/OVERHEAD - MARCH	1,986.41
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - FEB, 201	82.73
	JPMORGAN CHASE BANK	LOWES-TAX REFUND	-1.01
	JPMORGAN CHASE BANK	LOCKE SUPPLY-SUPPLIES	116.84
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	50.87
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	50.87
	JPMORGAN CHASE BANK	ACCURATE ENV-THMS SAMPLES	745.00
	JPMORGAN CHASE BANK	LOWES-DRAINAGE ROCK	12.35
	JPMORGAN CHASE BANK	FULLERTON-CYLINDER LEASE	40.00
	VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRIC	30.60
	JPMORGAN CHASE BANK	HD SPLY-TAPPING SADDLE	190.93
	JPMORGAN CHASE BANK	HD SPLY-SETTERS/GASKETS	954.62
	JPMORGAN CHASE BANK	HD SPLY-CORP STOP 10 GYM	133.70
	JPMORGAN CHASE BANK	HD SPLY-WATER LINE PIPE	375.00
JPMORGAN CHASE BANK	HD SPLY-METER CANS	300.00	

Claims List

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Budget Unit Title	Vendor Name	Payable Description	Payment Amount
WATER	JPMORGAN CHASE BANK	HD SPLY-BARREL LOCKS	85.00
	JPMORGAN CHASE BANK	HD SPLY-WATER METER	516.25
TOTAL WATER			200,530.59
WASTEWATER TREATMENT	JPMORGAN CHASE BANK	NCL-WASH BASIN	398.45
	JPMORGAN CHASE BANK	FULLERTON-CYLINDER LEASE	120.00
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	83.88
	JPMORGAN CHASE BANK	CINTAS-FIRST AID KIT	47.57
	JPMORGAN CHASE BANK	CINTAS-FIRST AID KIT	47.57
	JPMORGAN CHASE BANK	LOWES-GLUE	5.99
	JPMORGAN CHASE BANK	LOWES-CONCRETE ANCHORS	21.39
	JPMORGAN CHASE BANK	GRAINGER-FUSES	261.00
	JPMORGAN CHASE BANK	GRAINGER-FUSES	261.00
	JPMORGAN CHASE BANK	FORT BEND-POLYMER	2,788.00
	JPMORGAN CHASE BANK	INTERSTATE-BATTERIES	24.40
	JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REMOVAL	8,541.12
	JPMORGAN CHASE BANK	ATWOOD-HOSE NOZZLES	41.93
	JPMORGAN CHASE BANK	FORT BEND-GBT POLYMER	1,422.00
	JPMORGAN CHASE BANK	BERTREM-GATE ACTUATOR	168.00
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	54.70
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	72.71
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	12.87
	JPMORGAN CHASE BANK	GRAINGER-WATER FILTER	38.92
	JPMORGAN CHASE BANK	KOMLINE-GBT BELT	784.42
	JPMORGAN CHASE BANK	DALE & LEES-FREON	88.00
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	23.12
	JPMORGAN CHASE BANK	HACH-TESTING	127.35
	JPMORGAN CHASE BANK	CINTAS-MED CABINET REFILL	75.35
	CITY GARAGE	LABOR/OVERHEAD - MARCH	907.66
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - FEB, 2017	358.77
	CITY GARAGE	VEH PARTS PURCH - FEB	11.97
	AT&T	LONG DISTANCE PHONE BILL	0.70
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	54.70
	VERIZON WIRELESS	WIRELESS CONNECTION	80.02
TOTAL WASTEWATER TREATMENT			16,923.56
WASTEWATER COLLECTIONS	VERIZON WIRELESS	WIRELESS CONNECTION	80.02
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	42.08
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	188.36
	CITY GARAGE	VEH PARTS PURCH - FEB	152.94
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - FEB, 2017	151.30
	CITY GARAGE	LABOR/OVERHEAD - MARCH	1,250.25
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - FEB, 201	201.08
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRIC	154.13

Claims List

3/21/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount	
WASTEWATER COLLECTIONS	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRIC	193.51	
	JPMORGAN CHASE BANK	DELTA RIGGING-SHACKLES	105.84	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	42.08	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	42.08	
	JPMORGAN CHASE BANK	J & R EQUIP-CAMERA EXP	457.46	
	JPMORGAN CHASE BANK	J & R EQUIP-CAMERA REPAIR	322.96	
	VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC	404.25	
	JPMORGAN CHASE BANK	HD SPLY-LOCATE SUPPLIES	96.26	
TOTAL WASTEWATER COLLECTIONS			3,884.60	
REFUSE COLLECTIONS	JPMORGAN CHASE BANK	FASTENAL-AIR FITTINGS	18.70	
	JPMORGAN CHASE BANK	FASTENAL-BOLTS/NUTS	16.48	
	JPMORGAN CHASE BANK	BROWN FARMS-SOD	4.00	
	JPMORGAN CHASE BANK	BROWN FARMS-SOD	12.00	
	JPMORGAN CHASE BANK	CUMMINS-REPAIRS	1,332.46	
	JPMORGAN CHASE BANK	CUMMINS-FULL SERVICE	977.13	
	JPMORGAN CHASE BANK	AMERIFLEX-HYDRAULIC HOSES	197.20	
	JPMORGAN CHASE BANK	BUMP2BUMP-HOSES/TIES	102.22	
	JPMORGAN CHASE BANK	AMERIFLEX-AIR HOSE	52.95	
	JPMORGAN CHASE BANK	LOWES-WASHER NOZZLE	14.98	
	JPMORGAN CHASE BANK	LOWES-KEY PAD FOR GATE	39.97	
	UNITED ENGINES, LLC	2017 CRANE/HEIL AUTOMATED	336,000.00	
	JPMORGAN CHASE BANK	TULSA AUTO SPRING-ALIGN	95.00	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.50	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	41.60	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.50	
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	42.14	
	LENOX WRECKER SERVICE INC	TOWING SERVICES - 03 CRAN	337.50	
	JPMORGAN CHASE BANK	LOWES-PVC PARTS	7.45	
	JPMORGAN CHASE BANK	LOWES-SPRINKLER HEAD	11.47	
	JPMORGAN CHASE BANK	GELCO-SAFETY BOOTS	125.99	
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - FEB, 201	1,951.46	
	TREASURER PETTY CASH	CDL LICENSE/SCRAPER	51.50	
	COVANTA LANCASTER, INC	REFUSE TIPPING FEES - FEB	8,975.82	
	CITY GARAGE	LABOR/OVERHEAD - MARCH	4,179.08	
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - FEB, 2017	1,862.53	
	CITY GARAGE	VEH PARTS PURCH - FEB	2,141.50	
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	33.50	
	TOTAL REFUSE COLLECTIONS			358,691.63
	RECYCLE CENTER	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	13.24
AT&T		LONG DISTANCE PHONE BILL	0.07	
CITY GARAGE		VEH PARTS PURCH - FEB	143.95	
CITY GARAGE		LABOR/OVERHEAD - MARCH	351.50	

Claims List

3/21/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
RECYCLE CENTER	JPMORGAN CHASE BANK	FASTENAL-TAX CREDIT	-5.63
	JPMORGAN CHASE BANK	BURNS PROPANE-PROPANE	127.93
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	13.24
	UNIFIRST HOLDINGS LP	UNIFORM CLEANING	13.24
	JPMORGAN CHASE BANK	WASTE MGMT-TIPPING FEES	551.60
	JPMORGAN CHASE BANK	GRAINGER-LADDERS	341.37
	JPMORGAN CHASE BANK	SHELL-BACKHOE FUEL	50.05
TOTAL RECYCLE CENTER			1,600.56
FUND GRAND TOTAL			590,722.59
OPWA GRAND TOTAL			\$590,722.59

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 03/04/17

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
OPWA Administration	10,933.47	16,238.10
Utility Billing	5,884.80	11,077.77
Water	14,478.03	24,703.46
Wastewater	13,043.84	22,700.24
Wastewater Collection	8,642.95	14,357.26
Refuse	11,558.58	19,335.20
Recycle Center	2,182.40	3,404.87
FUND TOTAL	66,724.07	111,816.90

OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
 FISCAL YEAR 2016-2017
 Budgetary Basis
 Statement of Revenues & Expenses
 As of February 28, 2017

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Water	\$ 429,717	\$ 4,213,168	\$ 5,759,000	73.16%
Wastewater	352,973	2,849,925	4,214,500	67.62%
Refuse & recycle	157,384	1,318,576	1,969,325	66.96%
Other Utility fees	19,938	167,137	262,925	63.57%
TOTAL OPERATING REVENUES	960,013	8,548,807	12,205,750	70.04%
OPERATING EXPENSES:				
OPWA administration	\$ (53,363)	\$ (568,690)	\$ (830,833)	68.45%
Utility Billing	(35,274)	(289,683)	(462,666)	62.61%
Water	(341,802)	(2,920,309)	(4,279,045)	68.25%
Wastewater	(160,309)	(1,184,861)	(2,164,002)	54.75%
Refuse & Recycle	(67,715)	(682,589)	(1,895,111)	36.02%
Debt payments	(337,343)	(2,274,805)	(3,268,222)	69.60%
TOTAL OPERATING EXPENSES	(995,806)	(7,920,936)	(12,899,879)	61.40%
OPERATING REVENUES OVER EXPENSES	(35,793)	627,871	(694,129)	
NONOPERATING REVENUES (EXPENSES)				
Interest	\$ 3,339	\$ 10,650	\$ 20,000	53.25%
Other revenues	1,917	9,642	12,275	78.55%
Transfers in	-	294,966	424,047	69.56%
Transfers out	(13,950)	(228,564)	(20,902,000)	1.09%
TOTAL TRANSFERS	(8,694)	86,695	(20,445,678)	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES				
Proceeds of long-term debt	\$ 13,950	\$ 1,188,337	\$ 21,890,988	
Expenditures of long-term debt	-	(959,774)	(988,000)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	13,950	228,564	20,902,988	
NET INCOME (LOSS)	\$ (30,537)	\$ 943,130	\$ (236,819)	
ENCUMBRANCES OUTSTANDING		\$ (485,814)		
WORKING CAPITAL - Beginning Balance		1,418,075	1,418,075	
WORKING CAPITAL - Ending Balance		\$ 1,875,391	\$ 1,181,256	