

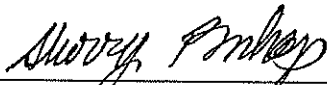
**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC WORKS AUTHORITY**

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, January 16, 2018 – 6:30 pm

RECEIVED
JAN 12 2018
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
 - January 2, 2018, Regular Meeting
 - January 9, 2018, 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 1/6/18
 - Monthly Budget Status Report – December 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, January 12, 2018.



Sherry Bishop, City Clerk

OWASSO PUBLIC WORKS AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, January 2, 2018

The Owasso Public Works Authority met in regular session on Tuesday, January 2, 2018, 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 29, 2017.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 7:16 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 19, 2017, Regular Meeting
- B. Approve claims

Mr. Bush moved, seconded by Ms. Moberly to approve the Consent Agenda with claims totaling \$566,633.07.

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 12/23/17

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 Mr. Bonebrake to adjourn the meeting.

YEA: Bonebrake, Bush, Kelley, Moberly, Dunn

NAY: None

Motion carried 5-0 and the meeting adjourned at 7:17 pm.

Lyndell Dunn, Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, January 9, 2018

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, January 9, 2018, 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 5, 2018.

1. Call to Order

Mayor/Chair Lyndell Dunn called the meeting to order at 6:02 pm.

Present	Absent
Mayor/Chair – Lyndell Dunn	None
Vice-Mayor/Vice-Chair – Chris Kelley (exit at 7:17)	
Councilor/Trustee – Doug Bonebrake (arrive at 6:07)	
Councilor/Trustee – Bill Bush	
Councilor/Trustee – Jeri Moberly	

A quorum was declared present.

2. Presentation and discussion relating to the annual financial audit

Linda Jones introduced John Manning, Chair of the Citizen Audit Committee, and Brittney Wycoff, RSM US LLP. Mr. Manning presented the Citizen Audit Committee report. Ms. Wycoff presented the annual audit and financial statements. Discussion was held. It was further explained that the January 16, 2018, Official Notices agenda item would include the Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2017.

Councilor Bonebrake arrives at 6:07 pm

3. Discussion relating to Community Development items

- A. Easement Closure – Mingo Crossing (south of E 106 St N & N Mingo Rd)
- B. Zoning – OZ-17-09 Club Villas at Bailey Ranch (SE corner - E 89 St N & N Mingo Rd)

Bronce Stephenson introduced Morgan Pemberton. Ms. Pemberton presented each item and discussion was held. It was further explained that each item would be placed on the January 16, 2018, Council agenda for consideration and action.

4. Discussion relating to Public Works items

- A. Stormwater Management Program – proposed ordinance
- B. Coffee Creek Lift Station and Force Main Improvements - proposed Sewer Assessment Area ordinance

Roger Stevens introduced Charlene Lawrence. Ms. Lawrence presented item 4A and discussion was held. Mr. Stevens presented item 4B and discussion was held. It was further explained that Item 4A would be placed on the February 6, 2018, Council agenda for consideration and action; and item 4B would be placed on the January 16, 2018, Council agenda for consideration and action.

5. Discussion relating to proposed amendments to the Code of Ordinances

- A. Part 1, General Provisions
- B. Part 2, Administrative & Government

Julie Lombardi presented each item and discussion was held. It was further explained that each item would be placed on the February 20, 2018, Council agenda for consideration and action.

6. Discussion relating to traffic signal enforcement

Warren Lehr introduced the item. Councilor Moberly and Scott Chambless presented information and discussion was held.

7. Discussion relating to City Manager items

- Hazard Mitigation Grant Program
- Resolution - Tulsa Regional Chamber 2018 OneVoice Regional Legislative Agenda
- Monthly sales tax report
- City Manager report

Warren Lehr presented the Hazard Mitigation Grant Program item and discussion was held. It was further explained that an item would be placed on the January 16, 2018, Council agenda for consideration and action.

Warren Lehr presented the Resolution - Tulsa Regional Chamber 2018 OneVoice Regional Legislative Agenda item and discussion was held. It was further explained that an item would be placed on the January 16, 2018, Council agenda for consideration and action.

Linda Jones presented the monthly sales tax report and discussion was held.

Warren Lehr reported that the Annual Character Luncheon will be held January 16, 2018, and a public meeting regarding the E 116 St N Widening Project will be held January 22, 2018.

8. City Council/Trustee comments and inquiries

None

9. Adjournment

The meeting adjourned at 8:03 pm.

Lyndell Dunn, Mayor/Chair

Julie Stevens, Deputy City Clerk

Claims List - 1/16/2018

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	GRADE LINE CONSTRUCTION	\$34,368.32
		76TH/MAIN INTERSECT IMPRV - Total	\$34,368.32
	AT&T	CONSOLIDATED PHONE	\$146.29
	AT&T	LONG DISTANCE PHONE	\$3.70
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC,	\$80.16
	CITY GARAGE	LABOR/OVERHEAD CHARGE - J	\$141.58
	CLEAN UNIFORM COMPANY	UNIFORM SERVICES	\$321.92
	JPMORGAN CHASE BANK	LOCKE-LIGHTING	\$169.31
	JPMORGAN CHASE BANK	LOCKE-REPAIR PARTS	\$187.03
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$52.92
	JPMORGAN CHASE BANK	OWASSO CHAMBER-LUNCHE	\$50.00
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$1,438.87
	STANDLEY SYSTEMS, LLC	COPIER MAINT AGREEMEN	\$124.48
	OPWA ADMINISTRATION - Total		\$2,716.26
	AT&T	CONSOLIDATED PHONE	\$12.00
	CITY GARAGE	LABOR/OVERHEAD CHARGE - J	\$530.58
	CITY GARAGE	VEHICLE PARTS PURCH - DEC	\$67.76
	CLEAN UNIFORM COMPANY	UNIFORM SERVICES	\$36.88
	JPMORGAN CHASE BANK	BURNS PROPANE-PROPANE	\$104.10
	JPMORGAN CHASE BANK	W MGMT-REC TIP FEE	\$913.74
	OSI ENVIRONMENTAL INC	OIL/ANTIFREEZE RECYCLING,	\$50.00
	TERMINIX	PEST CONTROL	\$59.00
	RECYCLE CENTER - Total		\$1,774.06
	AT&T	CONSOLIDATED PHONE	\$12.00
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC,	\$2,689.77
	CITY GARAGE	LABOR/OVERHEAD CHARGE - J	\$4,576.67
	CITY GARAGE	VEHICLE PARTS PURCH - DEC	\$3,845.63
	CLEAN UNIFORM COMPANY	UNIFORM SERVICES	\$316.62
	COVANTA LANCASTER, INC	REFUSE TIPPING FEES	\$8,641.81
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2	\$2,815.79
	JPMORGAN CHASE BANK	AUTO BATTERY-STARTER	\$348.46
	JPMORGAN CHASE BANK	BROWN CO-PPE	\$42.05
	JPMORGAN CHASE BANK	BUMP2BUMP-ANTIFREEZE	\$38.94
	JPMORGAN CHASE BANK	BUMP2BUMP-FLOOR DRY	\$99.00
	JPMORGAN CHASE BANK	BUMP2BUMP-GREASE	\$77.00
	JPMORGAN CHASE BANK	BUMP2BUMP-SUPPLIES	\$6.99
	JPMORGAN CHASE BANK	BUMP2BUMP-TOOLS	\$26.21
	JPMORGAN CHASE BANK	CUMMINS-FUEL FILTERS	\$57.69
	JPMORGAN CHASE BANK	CUMMINS-RETURN	(\$8.73)

Claims List - 1/16/2018

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	FLEETPRIDE-ALTERNATOR \$235.80
		JPMORGAN CHASE BANK	FLEETPRIDE-PARTS \$74.27
		JPMORGAN CHASE BANK	LOWES-DRILL BIT \$3.78
		JPMORGAN CHASE BANK	MIDTOWN HARDWARE-MAIL \$139.05
		JPMORGAN CHASE BANK	MIDTOWN HARDWARE-RETU (\$1.10)
		JPMORGAN CHASE BANK	W MGMT-REF TIP FEE \$2,971.79
		LENOX WRECKER SERVICE INC	TOWING \$235.00
		THE METROPOLITAN ENVIRONMENTAL TRUS	MEMBERSHIP DUES \$6,819.14
		TULSA EMERGENCY MEDICAL CENTER	DRUG TESTING \$149.00
REFUSE COLLECTIONS - Total			\$34,212.63
		CURTIS D MATTHEWS JR	METER READER \$327.50
		DONALD RAY HILTON	METER READER \$96.50
		JARED MICHAEL BARNES	METER READER \$212.50
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$27.76
		KORY MCCRACKEN	METER READER \$96.50
		TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES \$1,289.27
		TODD C. KIMBALL	METER READER \$297.50
UTILITY BILLING - Total			\$2,347.53
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC, \$161.97
		CINTAS CORPORATION	FIRST AID SUPPLIES \$42.71
		CITY GARAGE	LABOR/OVERHEAD CHARGE - J \$1,385.42
		CITY GARAGE	VEHICLE PARTS PURCH - DEC \$100.08
		CLEAN UNIFORM COMPANY	UNIFORM SERVICES \$220.97
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2 \$18.93
		JPMORGAN CHASE BANK	ATWOODS-SUPPLIES \$34.71
		JPMORGAN CHASE BANK	BA ELECTRIC-FUSES \$727.42
		JPMORGAN CHASE BANK	BROWN CO-PPE \$42.06
		JPMORGAN CHASE BANK	CORE&MAIN-PAINT \$75.12
		JPMORGAN CHASE BANK	FASTENAL-MATERIALS \$92.85
		JPMORGAN CHASE BANK	HARD HAT SAFETY-PPE \$90.00
		JPMORGAN CHASE BANK	LOWES-PARTS \$20.34
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$194.16
		VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC \$461.37
		VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRI \$374.78
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
WASTEWATER COLLECTIONS - Total			\$4,122.91
		AT&T	CONSOLIDATED PHONE \$71.98
		AT&T	LONG DISTANCE PHONE \$0.35
		CITY GARAGE	LABOR/OVERHEAD CHARGE - J \$1,024.50

Claims List - 1/16/2018

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	CLEAN UNIFORM COMPANY	\$507.84
		FLEETCOR TECHNOLOGIES	\$720.46
		JAMES A. OZBUN	\$325.00
		JPMORGAN CHASE BANK	(\$21.70)
		JPMORGAN CHASE BANK	\$89.99
		JPMORGAN CHASE BANK	\$42.06
		JPMORGAN CHASE BANK	\$4,182.00
		JPMORGAN CHASE BANK	\$50.00
		JPMORGAN CHASE BANK	\$326.98
		JPMORGAN CHASE BANK	\$317.08
		JPMORGAN CHASE BANK	\$5.94
		JPMORGAN CHASE BANK	\$2.38
		JPMORGAN CHASE BANK	\$197.13
		JPMORGAN CHASE BANK	\$17,953.78
		JPMORGAN CHASE BANK	\$22.75
		JPMORGAN CHASE BANK	\$7.04
		SCHREIBER, LLC	\$1,067.00
		SCHUERMAN ENTERPRISES, INC	\$1,186.36
		VERIZON WIRELESS	\$80.02
WASTEWATER TREATMENT - Total			\$28,158.94
		BLUE ENERGY FUELS, LLC	\$76.51
		CINTAS CORPORATION	\$42.71
		CITY GARAGE	\$1,720.17
		CITY GARAGE	\$1,275.29
		CITY OF TULSA UTILITIES	\$235,127.89
		CLEAN UNIFORM COMPANY	\$303.56
		FLEETCOR TECHNOLOGIES	\$945.67
		JPMORGAN CHASE BANK	\$29.98
		JPMORGAN CHASE BANK	\$42.06
		JPMORGAN CHASE BANK	\$71.07
		JPMORGAN CHASE BANK	\$315.00
		JPMORGAN CHASE BANK	\$112.00
		JPMORGAN CHASE BANK	\$156.00
		JPMORGAN CHASE BANK	\$695.50
		JPMORGAN CHASE BANK	\$171.90
		JPMORGAN CHASE BANK	\$270.00
		JPMORGAN CHASE BANK	\$99.89
		JPMORGAN CHASE BANK	\$12.99
		JPMORGAN CHASE BANK	\$139.49
		JPMORGAN CHASE BANK	\$20.00
		JPMORGAN CHASE BANK	\$29.72

Claims List - 1/16/2018

Fund	Vendor Name	Payable Description	Payment Amount	
61	OPWA	TWIN CITIES READY MIX, INC	CONCRETE	\$125.00
		VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRI	\$30.60
		WATER - Total		\$241,813.00
	OPWA - Total		\$349,513.65	
OPWA Grand Total			\$349,513.65	

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/06/18

OPWA

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	10,973.47	16,357.59
405 Utility Billing	5,232.00	9,273.08
420 Water	15,478.36	25,957.54
450 Wastewater	14,147.53	24,378.35
455 Wastewater Collection	11,127.06	18,592.24
480 Refuse	15,792.74	23,742.63
485 Recycle Center	1,334.00	1,996.35
<u>FUND TOTAL</u>	<u>74,085.16</u>	<u>120,297.78</u>

OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2017-2018
Budgetary Basis
Statement of Revenues & Expenses
As of December 31, 2017

	<u>MONTH</u> <u>TO-DATE</u>	<u>YEAR</u> <u>TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT</u> <u>OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 506,136	\$ 3,352,855	\$ 6,338,750	52.89%
Wastewater	400,884	2,279,529	4,511,120	50.53%
Refuse & recycle	171,978	1,081,872	2,073,950	52.16%
Other Utility fees	21,748	131,800	263,125	50.09%
TOTAL OPERATING REVENUES	<u>1,100,746</u>	<u>6,846,056</u>	<u>13,186,945</u>	<u>51.92%</u>
OPERATING EXPENSES:				
OPWA administration	\$ (72,050)	\$ (541,097)	\$ (1,138,847)	47.51%
Utility Billing	(28,745)	(217,267)	(483,089)	44.97%
Water	(311,054)	(2,404,530)	(4,542,455)	52.93%
Wastewater	(169,958)	(937,986)	(2,706,922)	34.65%
Refuse & Recycle	(101,495)	(515,247)	(2,151,173)	23.95%
Debt payments	(216,006)	(1,667,804)	(3,113,850)	53.56%
TOTAL OPERATING EXPENSES	<u>(899,308)</u>	<u>(6,283,931)</u>	<u>(14,136,336)</u>	<u>44.45%</u>
OPERATING REVENUES OVER EXPENSES	<u>201,438</u>	<u>562,124</u>	<u>(949,391)</u>	
NONOPERATING REVENUES (EXPENSES)				
Interest	\$ 13,851	\$ 76,038	\$ 20,000	380.19%
Other revenues	1,300	9,884	12,275	80.52%
Transfers in	-	292,485	292,487	100.00%
Transfers out	-	-	(326,201)	0.00%
TOTAL TRANSFERS	<u>15,151</u>	<u>378,407</u>	<u>(1,439)</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES				
Proceeds of long-term debt	\$ 596,406	\$ 1,435,470	\$ 25,507,746	
Expenditures of long-term debt	(596,406)	(1,725,734)	(25,800,233)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>-</u>	<u>(290,264)</u>	<u>(292,487)</u>	
NET INCOME (LOSS)	<u>\$ 216,589</u>	<u>\$ 650,268</u>	<u>\$ (1,243,317)</u>	
ENCUMBRANCES OUTSTANDING		<u>\$ (1,927,539)</u>		
WORKING CAPITAL - Beginning Balance		2,218,645	2,218,645	
WORKING CAPITAL - Ending Balance		<u>\$ 941,373</u>	<u>\$ 975,328</u>	