

PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC WORKS AUTHORITY

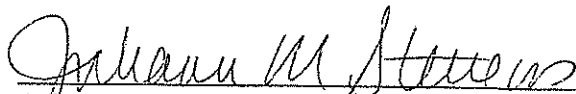
RECEIVED
JUN 15 2018
City Clerk's Office *JS*

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, June 19, 2018 – 6:30 pm

1. **Call to Order**
Chair Chris Kelley
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
 - June 5, 2018, Regular Meeting
 - June 12, 2018, Regular Meeting
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Consideration and appropriate action relating to Resolution 2018-07, providing for the adoption of an Annual Budget for Fiscal Year 2018-2019 for the Owasso Public Works Authority**
Linda Jones

Staff recommends approval of Resolution 2018-07.
6. **Report from OPWA Manager**
7. **Report from OPWA Attorney**
8. **Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Report – Pay Period Ending Date 6/9/18
 - Monthly Budget Status Report - May 2018
9. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
10. **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, June 15, 2018.


Juffann M. Stevens, City Clerk

The City of Owasso encourages citizen participation. To request an accommodation due to a disability, contact the City Clerk at least 48 hours prior to the scheduled meeting by phone 918-376-1502 or by email to jstevens@cityofowasso.com

OWASSO PUBLIC WORKS AUTHORITY

**MINUTES OF REGULAR MEETING
Tuesday, June 5, 2018**

The Owasso Public Works Authority met in regular session on Tuesday, June 5, 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, June 1, 2018.

1. Call to Order

Chair Chris Kelley called the meeting to order at 8:31 pm.

2. Roll Call

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

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
 - May 15, 2018, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda with claims totaling \$676,987.47.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

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)

The Chair acknowledged receipt of the following:

- Payroll Payment Reports:
 - Pay Period Ending Date 5/12/18
 - Pay Period Ending Date 5/26/18

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 Mr. Dunn to adjourn the meeting.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried 5-0 and the meeting adjourned at 8:32 pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Secretary

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, June 12, 2018

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, June 12, 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, June 8, 2018.

1. Call to Order

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

Present

Mayor/Chair – Chris Kelley

Vice-Mayor/Vice-Chair – Bill Bush

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Lyndell Dunn

Councilor/Trustee – Kelly Lewis *arrived at 6:21pm*

A quorum was declared present.

Absent

None

2. Discussion relating to the Owasso Zoning Code

Bronce Stephenson presented the item and discussion was held. It was further explained that an item would be placed on the June 19, 2018 City Council agenda for consideration and action.

3. Discussion relating to the Owasso Code of Ordinances - Part 5, Building Regulations and Codes

Julie Lombardi presented the item and discussion was held. It was further explained that an item would be placed on a future work session agenda for additional discussion.

4. Discussion relating to City Manager items

- FY 2018-19 Proposed Budget – Warren Lehr and Linda Jones presented the item and discussion was held. It was further explained that an item would be placed on the June 19, 2018, City Council, OPWA, and OPGA agendas for consideration and action.
- Monthly sales tax report – Linda Jones presented the report and discussion was held.
- City Manager report – Warren Lehr reported that staff intends to recommend at the July 3, 2018 City Council meeting to renew the contract for first responder support services; commented that false alarm calls have been reduced in the first quarter of 2018; and reported on another successful Keep Owasso Clean event recently held.

5. Discussion relating to Board & Committee appointments

Mayor Kelley presented the item and discussion was held. It was further explained that an item would be placed on either the June 19, 2018 or July 3, 2018 City Council agenda for consideration and action.

6. City Councilor/Trustee comments and inquiries

None.

7. Adjournment

Lyndell Dunn moved, seconded by Doug Bonebrake to adjourn the meeting.
The meeting adjourned at 6:40 pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 6/19/2018

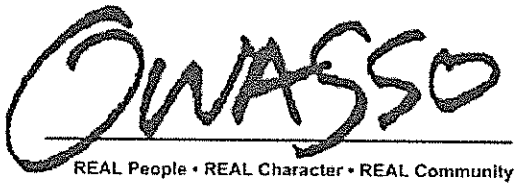
Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AT&T	LONG DISTANCE PHONE \$5.73
		BAKERS TRENCHING	BORING \$3,400.00
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - MAY, 201 \$74.97
		CITY GARAGE	LABOR/OVERHEAD - JUNE, 20 \$141.58
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$27.41
		CLIFFORD POWER SYSTEMS INC	GENERATOR PACKAGE \$24,996.00
		JPMORGAN CHASE BANK	A-BEST ROOFING-REPAIR \$899.00
		JPMORGAN CHASE BANK	GRAINGER-SUPPLIES \$67.80
		JPMORGAN CHASE BANK	LOCKE-PARTS \$13.80
		JPMORGAN CHASE BANK	LOWES-BOARDS \$45.04
		JPMORGAN CHASE BANK	LOWES-HARDWARE \$13.12
		JPMORGAN CHASE BANK	LOWES-REBAR/WOOD \$232.45
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$10.49
		JPMORGAN CHASE BANK	OWASSO CHAMBER-LUNCHE \$20.00
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$482.30
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$101.80
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$105.73
		TECHNICAL PROGRAMMING SERVICES INC	MAILER \$1,440.00
		TREASURER PETTY CASH	CAR WASH \$22.00
		TWIN CITIES READY MIX, INC	CONCRETE \$240.00
		UNITED STATES CELLULAR CORPORATION	PW CELL PHONES \$36.49
OPWA ADMINISTRATION - Total			\$32,375.71
		AT&T	LONG DISTANCE PHONE \$1.63
		CITY GARAGE	LABOR/OVERHEAD - JUNE, 20 \$530.58
		CITY GARAGE	VEH PARTS PURCH - MAY, 20 \$154.14
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$4.61
		JPMORGAN CHASE BANK	LOWES-PAINT/SUPPLIES \$218.14
		NATIONAL CINEMEDIA	RECYCLE CENTER ADVERTISIN \$10,083.00
		TERMINIX	PEST CONTROL \$59.00
		TREASURER PETTY CASH	CDL RENEW-FOSTER \$56.50
RECYCLE CENTER - Total			\$11,107.60
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - MAY, 201 \$3,717.46
		CITY GARAGE	LABOR/OVERHEAD - JUNE, 20 \$4,576.67
		CITY GARAGE	VEH PARTS PURCH - MAY, 20 \$511.41
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$30.19
		COVANTA LANCASTER, INC	REFUSE TIPPING FEES \$12,574.92
		CRANE CARRIER COMPANY	SWITCH \$76.74
		CUMMINS SOUTHERN PLAINS, LTD	PARTS/LABOR \$554.43
		FLEETCOR TECHNOLOGIES	FUELMAN EXP - MAY, 2018 \$2,654.16

Claims List - 6/19/2018

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$16.95
		JPMORGAN CHASE BANK	\$65.74
		JPMORGAN CHASE BANK	\$13.85
		JPMORGAN CHASE BANK	\$25.98
	TULSA EMERGENCY MEDICAL CENTER	VACCINES	\$149.00
	UNITED STATES CELLULAR CORPORATION	PW CELL PHONES	\$38.26
REFUSE COLLECTIONS - Total			\$25,005.76
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	\$4,002.34
	TODD C. KIMBALL	METER READER	\$584.25
	TYRONE EUGENE DINKINS	METER READER	\$996.75
UTILITY BILLING - Total			\$5,583.34
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - MAY, 201	\$241.16
	CITY GARAGE	LABOR/OVERHEAD - JUNE, 20	\$1,385.42
	CITY GARAGE	VEH PARTS PURCH - MAY, 20	\$2,178.95
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - MAY, 2018	\$51.53
	JPMORGAN CHASE BANK	ATWOODS-SUPPLIES	\$87.93
	JPMORGAN CHASE BANK	GRAINGER-PARTS	\$129.42
	JPMORGAN CHASE BANK	WHITE STAR-REFUND	(\$127.66)
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$177.39
	SHERWOOD CONSTRUCTION CO, INC	STONE	\$291.14
	VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC	\$451.32
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRI	\$301.62
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
WASTEWATER COLLECTIONS - Total			\$5,248.24
	AT&T	LONG DISTANCE PHONE	\$0.61
	ATCO MANUFACTURING COMPANY	EQUIPMENT DEGREASER	\$278.75
	CITY GARAGE	LABOR/OVERHEAD - JUNE, 20	\$1,024.50
	CLEAN UNIFORM COMPANY	UNIFORM SERVICE	\$55.11
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - MAY, 2018	\$797.50
	INSTRUMENT & SUPPLY, INC	SERVICE	\$1,801.00
	JPMORGAN CHASE BANK	BROWN CO-MATERIAL	\$54.00
	JPMORGAN CHASE BANK	DEQ-LIC RENEW	\$506.00
	JPMORGAN CHASE BANK	EQUIP ONE-RENTAL	\$89.00
	JPMORGAN CHASE BANK	GRAINGER-REAGENT	\$70.89
	JPMORGAN CHASE BANK	HACH-REAGENT	\$261.27
	JPMORGAN CHASE BANK	HAYNES EQUIP-REPAIR	\$1,944.48
	JPMORGAN CHASE BANK	IBT-PARTS	\$110.90
	JPMORGAN CHASE BANK	INSTRUMENT&SPLY-SERVI	\$1,797.60
	JPMORGAN CHASE BANK	INTERSTATE-BATTERIES	\$24.40
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$32.94

Claims List - 6/19/2018

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$50.34
		JPMORGAN CHASE BANK	\$142.46
		JPMORGAN CHASE BANK	\$40.00
		JPMORGAN CHASE BANK	\$50.84
		JPMORGAN CHASE BANK	\$10.78
		JPMORGAN CHASE BANK	\$39.94
		JPMORGAN CHASE BANK	\$72.00
		JPMORGAN CHASE BANK	\$222.90
		JPMORGAN CHASE BANK	\$11.28
		JPMORGAN CHASE BANK	\$9,709.57
	TREASURER PETTY CASH	CDL RENEW-PRIDGEN	\$56.50
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
	WASTEWATER TREATMENT	- Total	\$19,335.58
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - MAY, 201	\$95.43
	CITY GARAGE	LABOR/OVERHEAD - JUNE, 20	\$1,720.17
	CITY GARAGE	VEH PARTS PURCH - MAY, 20	\$74.38
	CITY OF TULSA DEPT OF FINANCE	LAB SERVICES	\$620.00
	CITY OF TULSA UTILITIES	WATER	\$340,029.89
	CLEAN UNIFORM COMPANY	UNIFORM SERVICE	\$37.51
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - MAY, 2018	\$1,185.69
	JPMORGAN CHASE BANK	ACCURATE INV-TESTING	\$745.00
	JPMORGAN CHASE BANK	LOWES-PARTS	\$1.59
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	\$6.29
	VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRI	\$30.60
	WATER	- Total	\$344,546.55
	OPWA	- Total	\$443,202.78
	OPWA Grand Total		\$443,202.78



TO: The Honorable Chair and Trustees
Owasso Public Works Authority (OPWA)

FROM: Linda Jones
Finance Director

SUBJECT: Resolution 2018-07
FY 2018-2019 Annual OPWA Operating Budget

DATE: June 15, 2018

BACKGROUND:

Pursuant to statutory and Charter provisions, an annual operating budget for the General Fund, OPWA Fund, OPGA Fund and other funds has been developed and was transmitted for City Council review on May 8, 2018. The proposed budget was discussed during the May and June Council work sessions. Printed copies of the proposed budget have been available for public viewing at City Hall, the Owasso Library, and on the City's website.

Resolution 2018-07 provides for the adoption of a fiscal year budget for the Owasso Public Works Authority.

PUBLIC HEARING:

On May 23 and 30, 2018, legal notice of a public hearing was published in the Owasso Reporter, and such hearing was conducted on June 5, 2018. The public hearing provided opportunity for citizen comment and questions relating to the proposed budget. No public comments were received.

RECOMMENDATION:

Staff recommends approval of Resolution 2018-07 adopting a Fiscal Year 2018-2019 budget for the OPWA Fund.

ATTACHMENT:

OPWA Resolution 2018-07

**OWASSO PUBLIC WORKS AUTHORITY
OWASSO, OKLAHOMA
RESOLUTION 2018-07**

**A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL
BUDGET FOR FISCAL YEAR 2018-2019 FOR THE OWASSO PUBLIC
WORKS AUTHORITY**

WHEREAS, The Owasso Public Works Authority was created as a Title 60 Public Trust; and

WHEREAS, The Authority Manager has prepared a budget for fiscal year ending June 30, 2019 (FY 2018-2019); and

WHEREAS, the budget has been formally presented to the Trustees; and

WHEREAS, certain budget filing requirements are mandated by State Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE OWASSO PUBLIC WORKS AUTHORITY,

THAT: The Owasso Public Works Authority does hereby adopt the FY 2018-2019 Budget with total resources available in the amount of \$42,590,607 and total departmental appropriations in the amount of \$42,345,284 as follows:

Administration	\$1,134,918
Utility Billing	511,169
Water	4,513,981
Wastewater Treatment	2,003,176
Wastewater Collections	4,976,884
Refuse	1,161,985
Recycle Center	212,185
Debt Service	6,198,941
Interfund Transfers Out	<u>21,632,045</u>
Total Expenditures	\$42,345,284

THAT: The effective date of this Resolution shall be July 1, 2018.

PASSED, ADOPTED AND APPROVED This 19th day of June, 2018, by the Trustees of the Owasso Public Works Authority.

Dr. Chris Kelly, Chair

ATTEST:

Juliann M. Stevens, Authority Secretary

APPROVED AS TO FORM:

Julie Lombardi, Authority Attorney

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 06/09/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	11,516.57	16,892.42
405 Utility Billing	5,776.00	10,950.32
420 Water	14,747.25	24,974.34
450 Wastewater	13,360.46	23,313.34
455 Wastewater Collection	10,834.83	18,194.26
480 Refuse	15,119.63	22,722.88
485 Recycle Center	1,476.00	2,159.14
<u>FUND TOTAL</u>	<u>72,830.74</u>	<u>119,206.70</u>

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

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Water	\$ 482,688	\$ 5,585,431	\$ 6,338,750	88.12%
Wastewater	375,286	4,144,553	4,511,120	91.87%
Refuse & recycle	187,721	1,936,401	2,073,950	93.37%
Other Utility fees	21,985	235,162	263,125	89.37%
TOTAL OPERATING REVENUES	\$ 1,067,680	\$ 11,901,547	\$ 13,186,945	90.25%
OPERATING EXPENSES:				
OPWA administration	\$ (70,403)	\$ (862,636)	\$ (1,125,847)	76.62%
Utility Billing	(37,235)	(396,950)	(483,089)	82.17%
Water	(385,559)	(4,081,120)	(4,542,455)	89.84%
Wastewater	(309,499)	(2,200,092)	(2,849,422)	77.21%
Refuse & Recycle	(122,516)	(1,558,609)	(2,151,173)	72.45%
Debt payments	(238,778)	(3,161,470)	(3,406,337)	92.81%
TOTAL OPERATING EXPENSES	\$ (1,163,989)	\$ (12,260,876)	\$ (14,558,323)	84.22%
OPERATING REVENUES OVER EXPENDITURES	\$ (96,309)	\$ (359,329)	\$ (1,371,378)	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 3,729	\$ 28,237	\$ 20,000	141.19%
Other revenues/(expenses)	4,438	18,963	12,275	154.48%
Transfers in	-	292,485	292,487	100.00%
Transfers out	-	-	(326,201)	0.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	\$ 8,168	\$ 339,686	\$ (1,439)	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 833,979	\$ 5,645,630	\$ 35,307,746	
Expenditures of long-term debt	(833,979)	(5,645,630)	(35,307,746)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	\$ -	\$ -	\$ -	
NET INCOME (LOSS)	\$ (88,142)	\$ (19,643)	\$ (1,372,817)	
ENCUMBRANCES OUTSTANDING		\$ (1,316,365)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		2,214,177	2,214,177	
Ending Balance		\$ 878,169	\$ 841,360	