

**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, August 21, 2018 – 6:30 pm

RECEIVED
AUG 17 2018
City Clerk's Office
JMS

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
 - August 7, 2018, Regular Meeting
 - August 14, 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 ratification of an expenditure exceeding the OPWA Manager's spending authority to repair equipment located at the Wastewater Treatment Plant and authorization for payment**
Roger Stevens

Staff recommends ratification of an expenditure in the amount of \$28,585 to repair an aeration ditch blower for the Wastewater Treatment Plant and authorization for payment to Gardner Denver Nash, LLC, of St. Louis, Missouri.
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 Reports – Pay Period Ending Date 8/4/18
 - Monthly Budget Status Report - July 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, August 17, 2018.

Julianne M. Stevens
Julianne M. Stevens, City Clerk

OWASSO PUBLIC WORKS AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, August 7, 2018

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, August 7, 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, August 3, 2018.

1. Call to Order

Chair Chris Kelley called the meeting to order at 7:48 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 OPGA 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 of the July 17, 2018 Regular Meeting
- B. Approve claims

Mr. Bush moved, seconded by Mr. Dunn to approve the Consent Agenda with claims totaling \$707,406.47.

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 Council (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 7/21/2018

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, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:49pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Clerk

OWASSO CITY COUNCIL, PUBLIC WORKS AUTHORITY, AND PUBLIC GOLF AUTHORITY

MINUTES OF JOINT REGULAR MEETING Tuesday, August 14, 2018

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, August 14, 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, at 6:00 pm on Friday, August 10, 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
A quorum was declared present.

Absent

The Mayor explained the order of the agenda would be as follows:

Item 4B, followed by Item 3, followed by Item 2, then returning to Item 4, 5, 6, and 7.

2. Discussion relating to Mobile Food Vendor Ordinance and Fee Resolution

Bronce Stephenson presented the item and discussion was held. It was further explained that the item would be placed on the September 11, 2018, work session agenda for additional discussion.

3. Discussion relating to an agreement with Grand Gateway Economic Development Authority for Pelivan Transit

Larry Langford and Josh Quigley presented the item and discussion was held. It was further explained that this item would be placed on the August 21, 2018, City Council agenda for consideration and action.

4. Discussion relating to City Attorney items

- A. Beneficial Interest Amendment to the Regional Metropolitan Utility Authority (RMUA) Trust Indenture
- B. Potential City participation in Federal Opioid Litigation

Julie Lombardi presented item 4A and discussion was held. It was further explained that item 4A would be placed on the August 21, 2018, City Council consent agenda for consideration and action. Julie Lombardi presented item 4B and introduced Tony Puckett, McAfee & Taft, and Chris Bergin, Fulmer Sill Law Firm. Mr. Puckett and Mr. Bergin presented information and discussion was held.

5. Discussion relating to City Manager items

Jennifer Newman presented the monthly sales tax report. Warren Lehr reported that an item would be placed on the August 21, 2018 City Council consent agenda for action related to the selection of Oklahoma Municipal Retirement Fund District 1 Trustee; reported that staff attended mediation in the case styled City of Owasso vs Mary Lynn Cook and such mediation was continued to September; advised that staff is working to gather information on the Redbud Festival Park alleyway closure request; and reported on a recent conversation with Dr. Amy Fichtner, Owasso Public School Superintendent, to include the use of Ad Valorem taxes.

6. City Councilor/Trustee comments and inquiries

Mr. Bonebrake commented on the activities of first responders as Owasso begins a new school year.

7. Adjournment

The Mayor adjourned the meeting at 7:56pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 8/21/2018

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AEP/PSO	\$1,542.32
		AT&T	\$6.04
		BLUE ENERGY FUELS, LLC	\$96.36
		CITY GARAGE	\$505.33
		CITY OF OWASSO	\$25,000.00
		CLEAN UNIFORM COMPANY	\$54.82
		JPMORGAN CHASE BANK	\$184.00
		JPMORGAN CHASE BANK	\$110.56
		JPMORGAN CHASE BANK	\$1,173.00
		JPMORGAN CHASE BANK	\$308.64
		JPMORGAN CHASE BANK	\$525.28
		JPMORGAN CHASE BANK	\$461.45
		JPMORGAN CHASE BANK	\$45.90
		JPMORGAN CHASE BANK	\$46.10
		JPMORGAN CHASE BANK	\$53.76
		JPMORGAN CHASE BANK	\$214.88
		JPMORGAN CHASE BANK	\$195.80
		JPMORGAN CHASE BANK	\$53.74
		JPMORGAN CHASE BANK	\$170.66
		JPMORGAN CHASE BANK	\$43.22
		ONEOK, INC OKLAHOMA NATURAL GAS	\$98.03
		ROBBINS ENTERPRISES, INC	\$17,200.00
		TERMINIX	\$81.00
		TREASURER PETTY CASH	\$502.00
		TWIN CITIES READY MIX, INC	\$12,297.00
		UNITED STATES CELLULAR CORPORATION	\$36.39
		OPWA ADMINISTRATION - Total	\$61,006.28
		AEP/PSO	\$203.97
		CITY GARAGE	\$357.43
		CITY GARAGE	\$39.39
		CLEAN UNIFORM COMPANY	\$9.22
		JPMORGAN CHASE BANK	\$1,248.30
		TERMINIX	\$59.00
		RECYCLE CENTER - Total	\$1,917.31
		BLUE ENERGY FUELS, LLC	\$3,951.89
		CITY GARAGE	\$4,844.17
		CITY GARAGE	\$5,503.63
		CLEAN UNIFORM COMPANY	\$60.38
		COVANTA LANCASTER, INC	\$11,992.91
		CRANE CARRIER COMPANY	\$79.01

Claims List - 8/21/2018

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	FLEETCOR TECHNOLOGIES	\$2,279.19
		JPMORGAN CHASE BANK	\$44.40
		JPMORGAN CHASE BANK	\$76.02
		JPMORGAN CHASE BANK	\$1,081.98
		JPMORGAN CHASE BANK	\$2,405.84
		JPMORGAN CHASE BANK	\$537.09
		UNITED STATES CELLULAR CORPORATION	\$38.07
REFUSE COLLECTIONS - Total			\$32,894.58
		JPMORGAN CHASE BANK	\$98.54
		JPMORGAN CHASE BANK	\$28.36
		TECHNICAL PROGRAMMING SERVICES INC	\$2,441.61
		TODD C. KIMBALL	\$576.00
		TYRONE EUGENE DINKINS	\$1,007.40
UTILITY BILLING - Total			\$4,151.91
		AEP/PSO	\$6,204.15
		BLUE ENERGY FUELS, LLC	\$216.65
		CITY GARAGE	\$1,525.25
		CITY GARAGE	\$531.21
		FLEETCOR TECHNOLOGIES	\$494.11
		JPMORGAN CHASE BANK	\$165.74
		JPMORGAN CHASE BANK	\$252.85
		JPMORGAN CHASE BANK	\$100.00
		JPMORGAN CHASE BANK	\$31.59
		JPMORGAN CHASE BANK	\$1,606.92
		JPMORGAN CHASE BANK	\$81.39
		JPMORGAN CHASE BANK	\$44.40
		JPMORGAN CHASE BANK	\$22.80
		JPMORGAN CHASE BANK	\$4.80
		JPMORGAN CHASE BANK	\$7.78
		JPMORGAN CHASE BANK	\$6.17
		JPMORGAN CHASE BANK	\$143.99
		JPMORGAN CHASE BANK	\$214.52
		JPMORGAN CHASE BANK	\$17.80
		ONEOK, INC OKLAHOMA NATURAL GAS	\$176.14
		VERDIGRIS VALLEY ELECTRIC COOP	\$408.84
		VERDIGRIS VALLEY ELECTRIC COOP	\$77.14
		VERDIGRIS VALLEY ELECTRIC COOP	\$196.42
		VERIZON WIRELESS	\$80.02
WASTEWATER COLLECTIONS - Total			\$12,610.68
		AEP/PSO	\$29,049.63

Claims List - 8/21/2018

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AT&T	\$2.24
		CITY GARAGE	\$1,017.75
		CLEAN UNIFORM COMPANY	\$260.40
		FLEETCOR TECHNOLOGIES	\$538.14
		GARDNER DENVER	\$0.00
		JPMORGAN CHASE BANK	\$124.98
		JPMORGAN CHASE BANK	\$1,117.42
		JPMORGAN CHASE BANK	\$3,700.19
		JPMORGAN CHASE BANK	\$14.44
		JPMORGAN CHASE BANK	\$980.00
		JPMORGAN CHASE BANK	\$160.80
		JPMORGAN CHASE BANK	\$235.64
		JPMORGAN CHASE BANK	\$2,788.00
		JPMORGAN CHASE BANK	\$314.98
		JPMORGAN CHASE BANK	\$165.07
		JPMORGAN CHASE BANK	\$44.40
		JPMORGAN CHASE BANK	\$802.41
		JPMORGAN CHASE BANK	\$181.27
		JPMORGAN CHASE BANK	\$53.54
		JPMORGAN CHASE BANK	\$209.01
		JPMORGAN CHASE BANK	\$21.08
		JPMORGAN CHASE BANK	\$149.00
		JPMORGAN CHASE BANK	\$106.40
		JPMORGAN CHASE BANK	\$15.12
		JPMORGAN CHASE BANK	\$31.21
		JPMORGAN CHASE BANK	\$2,464.00
		JPMORGAN CHASE BANK	\$447.48
		JPMORGAN CHASE BANK	\$21.99
		JPMORGAN CHASE BANK	\$551.00
		JPMORGAN CHASE BANK	\$24.09
		JPMORGAN CHASE BANK	\$13.26
		JPMORGAN CHASE BANK	\$72.00
		JPMORGAN CHASE BANK	\$177.45
		JPMORGAN CHASE BANK	\$66.11
		JPMORGAN CHASE BANK	\$22.56
		JPMORGAN CHASE BANK	\$10,681.19
		VERIZON WIRELESS	\$80.02
		WASTEWATER TREATMENT - Total	\$56,704.27
		AEP/PSO	\$426.49
		BLUE ENERGY FUELS, LLC	\$81.77
		CITY GARAGE	\$2,579.33

Claims List - 8/21/2018

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	CITY GARAGE	\$908.20
		CITY OF TULSA UTILITIES	\$344,247.39
		CLEAN UNIFORM COMPANY	\$38.51
		FLEETCOR TECHNOLOGIES	\$1,348.65
		JPMORGAN CHASE BANK	\$280.00
		JPMORGAN CHASE BANK	\$92.90
		JPMORGAN CHASE BANK	\$37.36
		JPMORGAN CHASE BANK	\$142.37
		JPMORGAN CHASE BANK	\$27.85
		JPMORGAN CHASE BANK	\$44.40
		JPMORGAN CHASE BANK	\$110.00
		JPMORGAN CHASE BANK	\$504.54
		JPMORGAN CHASE BANK	\$53.00
		JPMORGAN CHASE BANK	\$2,896.18
		TWIN CITIES READY MIX, INC	\$96.00
		VERDIGRIS VALLEY ELECTRIC COOP	\$30.60
		WATER - Total	\$353,945.54
	OPWA - Total		\$523,230.57
OPWA Grand Total			\$523,230.57



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

FROM: Roger Stevens
Public Works Director

SUBJECT: Repair of Existing Lamson-Blower
Wastewater Treatment Plant

DATE: August 17, 2018

BACKGROUND:

Included in the approved FY 2018-2019 OPWA budget is funding to rebuild an existing "aeration ditch blower" for the oxidation ditch located at the Wastewater Treatment Plant. Current treatment requires three ditch blowers operating continuously in order to keep the microorganisms alive and active. In the event one of the three blowers become inoperable, the dissolved oxygen level would decrease to a point where treatment of wastewater would likely not meet ODEQ permit requirements. Having a back-up ditch blower is important to ensure proper wastewater treatment in the event of unforeseen equipment failure.

Public Works staff received a quote from Gardner Denver Nash LLC, of St. Louis, Missouri in the amount of \$29,000. Upon approval of the FY 2017-2018 budget, staff contacted the service provider and requested the repair service be performed on the blower. On July 30th, the refurbished blower was shipped to the Wastewater Treatment Plant, followed by the invoice in the amount of \$28,585. In error, staff failed to secure Trustee approval in accordance with purchasing procedures for expenditures over \$25,000 prior to initiating the repair.

RECOMMENDATION:

Staff recommends ratification of an expenditure exceeding the OPWA Manager's spending authority in the amount of \$28,585 to repair an aeration ditch blower for the Wastewater Treatment Plant and authorization for payment to Gardner Denver Nash, LLC of St. Louis, Missouri.

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 08/04/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	11,100.42	16,573.81
405 Utility Billing	6,052.02	11,390.75
420 Water	14,425.14	24,844.21
450 Wastewater	14,616.54	24,976.86
455 Wastewater Collection	10,833.83	18,361.67
480 Refuse	14,298.65	23,116.97
485 Recycle Center	1,200.00	1,843.59
<u>FUND TOTAL</u>	<u>72,526.60</u>	<u>121,107.86</u>

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

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 638,016	\$ 638,016	\$ 6,422,450	9.93%
Wastewater	405,824	405,824	4,731,475	8.58%
Refuse & recycle	192,922	192,922	2,199,492	8.77%
Other Utility fees	24,703	24,703	259,050	9.54%
TOTAL OPERATING REVENUES	<u>\$ 1,261,465</u>	<u>\$ 1,261,465</u>	<u>\$ 13,612,467</u>	9.27%
OPERATING EXPENSES:				
OPWA administration	\$ (65,384)	\$ (65,384)	\$ (1,134,918)	5.76%
Utility Billing	(36,452)	(36,452)	(511,169)	7.13%
Water	(90,127)	(90,127)	(4,513,981)	2.00%
Wastewater	(102,922)	(102,922)	(3,480,060)	2.96%
Refuse & Recycle	(75,843)	(75,843)	(1,374,170)	5.52%
Debt payments	(170,763)	(170,763)	(2,063,500)	8.28%
TOTAL OPERATING EXPENSES	<u>\$ (541,490)</u>	<u>\$ (541,490)</u>	<u>\$ (13,077,798)</u>	4.14%
OPERATING REVENUES OVER EXPENDITURES	<u>\$ 719,975</u>	<u>\$ 719,975</u>	<u>\$ 534,669</u>	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 4,517	\$ 4,517	\$ 34,600	13.05%
Other revenues/(expenses)	2,734	2,734	2,255	121.25%
Transfers in	-	-	-	0.00%
Transfers out	-	-	(326,201)	0.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>\$ 7,251</u>	<u>\$ 7,251</u>	<u>\$ (289,346)</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ -	\$ -	\$ 3,500,000	
Expenditures of long-term debt	-	-	(3,500,000)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
NET INCOME (LOSS)	<u>\$ 727,226</u>	<u>\$ 727,226</u>	<u>\$ 245,323</u>	
ENCUMBRANCES OUTSTANDING		\$ (342,392)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		904,325	904,325	
Ending Balance		<u>\$ 1,289,159</u>	<u>\$ 1,149,648</u>	