

**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC WORKS AUTHORITY (OPWA)**

**Council Chambers, Old Central Building
109 North Birch, Owasso, Oklahoma 74055
Regular Meeting
Tuesday, January 15, 2019 – 6:30 pm**

RECEIVED

JAN 11 2019



City Clerk's Office

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
 - December 18, 2018, Regular Meeting
 - January 8, 2019, 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 12/22/18 and 1/5/19
 - Monthly Budget Status Report- December 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)**
9. **Adjournment**

Notice of Public Meeting filed in the office of the City Clerk on December 14, 2018, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, January 11, 2019.

Juliann 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, December 18, 2018

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, December 18, 2018, in the Council Chambers at Old Central, 109 N Birch, Owasso, Oklahoma per the Notice of Public Meeting filed December 15, 2017, and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, December 14, 2018.

1. Call to Order

Chair Chris Kelley called the meeting to order at 7:32pm.

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 Authority 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 December 4, 2018, Regular Meeting
- B. Approve claims dated December 18, 2018, and January 2, 2019

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda with claims for December 18, 2018, totaling \$1,183,249.56 and January 2, 2018, claims totaling \$413,539.67.

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 12/08/18
- Monthly Budget Status Report - November 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 7:33 pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, January 8, 2019

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, January 8, 2019, in the Council Chambers at Old Central, 109 N Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed December 14, 2018, and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, January 4, 2019.

1. Call to Order/Roll Call

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

None

2. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered to be routine and will be enacted by one motion. Any Councilor/Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)

- A. Approve City Council claims dated January 2, 2019, and January 8, 2019
- B. Approve Owasso Public Works Authority Claims dated January 2, 2019, and January 8, 2019
- C. Approve Owasso Public Golf Authority Claims dated January 2, 2019, and January 8, 2019

Mr. Bonebrake, seconded by Ms. Lewis to approve the Consent Agenda with City Council claims for January 2, 2019, totaling \$851,384.75 and January 8, 2019, totaling \$168,779.02; and Owasso Public Works Authority claims for January 2, 2019, totaling \$388,334.98 and January 8, 2019, totaling \$17,640.86; and Owasso Public Golf Authority claims for January 2, 2019, totaling \$18,493.47 and January 8, 2019, totaling \$7,011.41.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

3. Discussion relating to Community Development Items

- A. Request for de-annexation (OA 18-05), 160 acres located on the northeast corner of East 106th Street North and North Memorial Drive and 132 acres located on south of East 106th Street North and west of the railroad tracks
- B. Request for annexation (OA 18-06), 1.68 acres located at 12429 North 135th East Avenue
- C. Request for annexation (OA 18-07), 7.05 acres located near the northeast corner of East 116th Street North and North 145th East Avenue
- D. Request for special use permit (SUP 18-01), Jim Glover Auto Family located in the 10500 block of the East US169 Service Road

Brian Dempster and Morgan Pemberton presented items 3A, 3B, and 3C, and discussion held. It was further explained that items 3A, 3B, and 3C will be placed on January 15, 2019, City Council agenda for consideration and action. Brian Dempster advised that item 3D was tabled during the January 7, 2019, Planning Commission meeting and will be included on the February 12, 2019, work session agenda for discussion.

4. Discussion relating to Part 3, Alcoholic Beverages, Taxation, and Regulation of the Owasso Code of Ordinances

Julie Lombardi and Julie Stevens presented the item and discussion was held. It was further explained that this item will be placed on February 12, 2019, work session agenda for additional discussion.

5. Discussion relating to the Development and Financing Agreement with BROGRAN, LLC for Tax Increment Financing, Owasso Redbud District, Increment District No. 1, Development Project Assistance, amending Section 5.05, Construction Schedule, for the project known as Mowery Lofts and Retail

Chelsea Levo Feary presented the item and discussion was held. It was further explained that an item will be placed on an OPWA agenda for consideration and action.

6. Discussion relating to the FY 2022 Federal Highway Administration Surface Transportation Grant Program for the East 86th Street North Rehabilitation Project from North 118th East Avenue to North 128th East Avenue

Dwayne Henderson presented the item and discussion was held. It was further explained that an item will be placed on the January 15, 2019, City Council agenda for consideration and action.

7. Discussion relating to City/Authority Manager items

- Tulsa Regional Chamber 2019 OneVoice Legislative Agenda
- Sanitary Sewer Line Cleaning and Maintenance Program
- Fire Room Thermal Lining System for the Owasso Public Safety Operations and Training Complex (Fire Station 4)
- Monthly sales tax report
- City Manager report

Warren Lehr and Juliann Stevens presented the Tulsa Regional Chamber 2019 OneVoice Legislative Agenda and discussion was held. Ms. Stevens explained that a Resolution endorsing the legislative agenda will be placed on the January 15, 2019, City Council consent agenda for consideration and action. Roger Stevens presented the Public Works Sanitary Sewer Line Cleaning and Maintenance Program and discussion was held. David Hurst and Mark Stuckey advised that an item will be placed on the February 19, 2019, City Council agenda seeking consideration and action to award a bid for an additional Thermal Lining System for Owasso Public Safety Training Complex. Linda Jones presented the monthly sales tax report and discussion was held. Warren Lehr provided members of the City Council with a copy of the Public Works monthly status report; commented on the Fire Department's efforts towards the annual MDA Fill the Boot Campaign; progress of the Police Department Renovation Project; and announced the positions of General Services Superintendent, Public Works and the Utility Services Superintendent, Public Works have been filled.

8. City Councilor/Trustee comments and inquiries

Councilor Bonebrake inquired about the progress of the Owasso Redbud Festival Park.

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 8:02 pm

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 1/15/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - DEC, 201 \$59.57
		CITY GARAGE	LABOR/OVERHEAD - JAN, 201 \$505.33
		CITY GARAGE	VEH PARTS PURCH - DEC, 20 \$26.83
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$139.64
		JPMORGAN CHASE BANK	EMPLOYEE RECOGNITION \$46.82
		JPMORGAN CHASE BANK	OFFICE DEPOT-PARTS \$32.99
		JPMORGAN CHASE BANK	OKIE811-FEE \$2,210.69
		JPMORGAN CHASE BANK	OWASSO CHAMBER-LUNCHE \$50.00
		JPMORGAN CHASE BANK	REASORS-SUPPLIES \$122.16
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$81.68
		JPMORGAN CHASE BANK	VALS DISTRIB-SUPPLIES \$75.76
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$2,445.69
OPWA ADMINISTRATION - Total			\$5,797.16
		CITY GARAGE	LABOR/OVERHEAD - JAN, 201 \$357.43
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$18.44
		JPMORGAN CHASE BANK	WASTE MGMT-REC TIP FE \$789.19
		WASTE MANAGEMENT QUARRY LANDFILL	LANDFILL TIPPING FEES \$225.80
RECYCLE CENTER - Total			\$1,390.86
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - DEC, 201 \$2,963.00
		CITY GARAGE	LABOR/OVERHEAD - JAN, 201 \$4,844.17
		CITY GARAGE	VEH PARTS PURCH - DEC, 20 \$64.84
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$102.32
		CRANE CARRIER COMPANY	PARTS \$258.35
		FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2018 \$2,329.09
		JPMORGAN CHASE BANK	BUMP2BUMP-CONNECTORS \$2.45
		JPMORGAN CHASE BANK	BUMP2BUMP-OIL FILTER \$107.22
		JPMORGAN CHASE BANK	BUMP2BUMP-SUPPLIES \$121.51
		JPMORGAN CHASE BANK	BUMP2BUMP-WIRE BRUSH \$12.49
		JPMORGAN CHASE BANK	CRANE CARRIER-SUPPLIE \$160.48
		JPMORGAN CHASE BANK	CUMMINS-SERVICE \$357.13
		JPMORGAN CHASE BANK	J&R EQUIP-PARTS \$292.42
		JPMORGAN CHASE BANK	KIMS INT'L-HOSE \$112.60
		JPMORGAN CHASE BANK	SEMI TRUCK-WASH \$80.00
		WASTE MANAGEMENT QUARRY LANDFILL	LANDFILL TIPPING FEES \$6,632.67
REFUSE COLLECTIONS - Total			\$18,440.74
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$37.49
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$3.30
		TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES \$2,414.70
		TYRONE EUGENE DINKINS	METER READER \$993.75
UTILITY BILLING - Total			\$3,449.24

Claims List - 1/15/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - DEC, 201 \$251.18
		CITY GARAGE	LABOR/OVERHEAD - JAN, 201 \$1,525.25
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$128.00
		FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2018 \$61.58
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$168.48
		VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC \$496.61
		VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRI \$211.58
WASTEWATER COLLECTIONS - Total			\$2,842.68
		CITY GARAGE	LABOR/OVERHEAD - JAN, 201 \$1,017.75
		CITY GARAGE	VEH PARTS PURCH - DEC, 20 \$445.49
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$184.55
		FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2018 \$448.18
		JAMES A. OZBUN	REBUILD \$3,000.00
		JPMORGAN CHASE BANK	BUMP2BUMP-MIRROR \$9.74
		JPMORGAN CHASE BANK	FORT BEND SVC-POLYMER \$2,970.00
		JPMORGAN CHASE BANK	GRAINGER-MOTOR GREASE \$19.10
		JPMORGAN CHASE BANK	HACH CO-REAGENT \$109.00
		JPMORGAN CHASE BANK	LOWES-BOLTS \$22.84
		JPMORGAN CHASE BANK	NORTHERN SAFETY-SENSO \$234.50
		JPMORGAN CHASE BANK	OFFICE DEPOT-BACKUPS \$199.99
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$3.74
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$20.49
		JPMORGAN CHASE BANK	WALMART-WATER \$11.28
		JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REM \$9,550.01
		SCHUERMANN ENTERPRISES, INC	REPAIR - DITCH BLOWER #3 \$4,595.00
		SCHUERMANN ENTERPRISES, INC	SERVICE \$439.55
WASTEWATER TREATMENT - Total			\$23,281.21
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - DEC, 201 \$69.76
		CITY GARAGE	LABOR/OVERHEAD - JAN, 201 \$2,579.33
		CITY GARAGE	VEH PARTS PURCH - DEC, 20 \$5.00
		CITY OF TULSA DEPT OF FINANCE	LAB SERVICES \$540.00
		CITY OF TULSA UTILITIES	WATER \$400,000.00
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$114.53
		FLEETCOR TECHNOLOGIES	FUELMAN EXP - DEC, 2018 \$1,197.87
		JET TRUCKING, LLC	DIRT \$90.00
		JPMORGAN CHASE BANK	LOWES-SAW \$18.98
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$43.90
		JPMORGAN CHASE BANK	OREILLY-SUPPLIES \$55.96
		JPMORGAN CHASE BANK	SHOE CARNIVAL-BOOTS \$99.98
		JPMORGAN CHASE BANK	TWIN CITIES-CONCRETE \$1,247.00
		JPMORGAN CHASE BANK	UTILITY SUPPLY-METER \$988.45

Claims List - 1/15/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	TULSA ASPHALT, LLC	REPAIR \$126.22
		VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRI \$30.60
		VERMEER GREAT PLAINS, INC.	HYDRO EXCAVATOR \$79,530.00
		WATER - Total	\$486,737.58
	OPWA - Total		\$541,939.47
67	OPWA SALES TAX	HAWKINS DELAFIELD & WOOD LLP	ARBITRAGE CALCULATION \$4,047.35
		OPWA STF DEBT SERVICE - Total	\$4,047.35
	OPWA SALES TAX - Total		\$4,047.35
OPWA Grand Total			\$545,986.82

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 12/22/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	11,227.02	16,723.65
405 Utility Billing	6,175.20	11,525.98
420 Water	15,988.65	26,509.57
450 Wastewater	14,508.42	24,893.50
455 Wastewater Collection	11,484.81	20,082.78
480 Refuse	11,871.96	20,063.11
485 Recycle Center	2,482.90	4,479.37
<u>FUND TOTAL</u>	<u>73,738.96</u>	<u>124,277.96</u>

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/05/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	11,202.02	16,808.77
405 Utility Billing	6,175.20	11,587.74
420 Water	18,601.83	29,262.19
450 Wastewater	15,237.73	25,912.04
455 Wastewater Collection	11,432.04	19,650.84
480 Refuse	14,910.87	24,703.77
485 Recycle Center	2,862.76	4,947.78
<u>FUND TOTAL</u>	<u>80,422.45</u>	<u>132,873.13</u>

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2018-2019
Budgetary Basis
Statement of Revenues & Expenses
As of December 31, 2018

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Water	\$ 445,105	\$ 3,441,848	\$ 6,422,450	53.59%
Wastewater	387,580	2,365,020	4,731,475	49.98%
Refuse & recycle	177,999	1,150,644	2,199,492	52.31%
Other Utility fees	23,519	152,110	259,050	58.72%
TOTAL OPERATING REVENUES	\$ 1,034,203	\$ 7,109,622	\$ 13,612,467	52.23%
OPERATING EXPENSES:				
OPWA administration	\$ (81,066)	\$ (622,234)	\$ (1,274,598)	48.82%
Utility Billing	(38,135)	(234,923)	(521,269)	45.07%
Water	(293,127)	(2,073,372)	(4,585,349)	45.22%
Wastewater	(146,588)	(1,024,944)	(3,866,383)	26.51%
Refuse & Recycle	(73,346)	(540,101)	(1,440,705)	37.49%
Debt payments	(126,381)	(992,033)	(2,063,500)	48.08%
TOTAL OPERATING EXPENSES	\$ (758,643)	\$ (5,487,608)	\$ (13,751,804)	39.90%
OPERATING REVENUES OVER EXPENDITURES	\$ 275,560	\$ 1,622,014	\$ (139,337)	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 4,169	\$ 30,028	\$ 34,600	86.79%
Other revenues/(expenses)	1,214	9,114	2,255	404.16%
Transfers in	-	-	-	0.00%
Transfers out	-	-	(326,201)	0.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	\$ 5,383	\$ 39,142	\$ (289,346)	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 819,942	\$ 7,801,174	\$ 30,221,086	
Expenditures of long-term debt	(794,580)	(7,801,174)	(30,221,086)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	\$ 25,362	\$ -	\$ -	
NET INCOME (LOSS)	\$ 306,305	\$ 1,661,156	\$ (428,683)	
ENCUMBRANCES OUTSTANDING				
		\$ (1,515,756)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		1,503,028	1,503,028	
Ending Balance		\$ 1,648,428	\$ 1,074,345	