

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

Council Chambers, Old Central Building
109 North Birch, Owasso, OK 74055
Regular Meeting
Tuesday, January 21, 2020 – 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 - January 7, 2020, and January 14, 2020, Regular Meetings
 - 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 January 4, 2020
 - Monthly Budget Status Report - December 2019
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 Friday, December 13, 2019, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday January 17, 2020.

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 (OPWA)

MINUTES OF REGULAR MEETING

Tuesday, January 7, 2020

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, January 7, 2020, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 13, 2019; 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 3, 2020.

1. Call to Order

Chair Chris Kelley called the meeting to order at 6:51 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 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 - December 17, 2019, Regular Meeting
- B. Approve claims

Ms. Lewis moved, seconded by Mr. Dunn to approve the Consent Agenda, as presented, with claims totaling \$771,605.77.

YEA: Bonebrake, Dunn, Bush, Lewis, Kelley

NAY: None

Motion carried: 5-0

4. Consideration and appropriate action relating to items removed from the Consent Agenda

None

5. Consideration and appropriate action to award a bid for the Water Meter Replacement Program

Travis Blundell presented the item, recommending awarding the bid to Second Sight Systems, LLC, of Barnhart, Missouri, to include the base bid, alternate #1, and alternate #2 in the amount of \$237,140.00 and authorization for the Chair to execute the agreement.

There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Ms. Lewis to award the bid and authorize the Chair to execute the agreement, as recommended.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

6. Consideration and appropriate action to award a bid for the Water Meter Replacement Program Materials

Travis Blundell presented the item, recommending awarding the bid to Core and Main LP, of Owasso, Oklahoma, and authorization for the Chair to execute the contract for the purchase of the following water materials:

- 40 Series Re-setter at \$73.40 per unit
- Carson 2200 Meter Can at \$24.95 per unit
- Sigma Cast Iron Lid at \$13.15 per unit

There were no comments from the audience. After discussion, Ms. Lewis moved, seconded by Mr. Dunn to award the bid and authorize the Chair to execute the contract, as recommended.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

7. Report from OPWA Manager

None

8. Report from OPWA Attorney

None

9. 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 December 21, 2019

10. New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)

None

11. Adjournment

Mr. Dunn moved, seconded by Ms. Lewis to adjourn the meeting.

YEA: Bonebrake, Dunn, Bush, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:02 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 14, 2020**

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, January 14, 2020, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 13, 2019; 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 10, 2020.

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. Presentation and discussion relating to the FY 2019 Audit

Linda Jones, Mike Gibson, C.P.A. from RSM US, LLP, and Todd Ward, Audit Committee Chair presented the item and discussion was held.

3. Discussion relating to Public Works Items

- A. Application - FY 2023 Surface Transportation Program (STP) Grant for the construction of roadway improvements on North 145th East Avenue from East 86th Street North to East 106th Street North
- B. Oklahoma Small Wireless Facilities Deployment Act and proposed regulation for locating in public rights-of-way and easement

Dwayne Henderson presented item A and discussion was held. Roger Stevens presented item B and discussion was held. It was further explained that both items would be placed on the January 21, 2020, City Council agenda for consideration and action.

4. Discussion relating to codification of the Owasso Code of Ordinances

Julie Lombardi presented the item and discussion was held. It was further explained that this item would be placed on the January 21, 2020, City Council agenda for consideration and action.

5. Discussion relating to City Manager items

- A. Vacancy - Capital Improvements Committee
- B. Monthly sales tax report
- C. City Manager report

Warren Lehr presented item A and discussion was held. Mr. Lehr introduced Linda Jones to present item B and discussion was held. Mr. Lehr reported on the sale of surplus city owned property, an upcoming road closure on 86th Street and Sheridan and lane closure on 76th Street.

6. City Councilor/Trustee comments and inquiries

None

7. Adjournment

The meeting adjourned at 7:00 pm.

Chris Kelley, Mayor/Chair

Attest: _____
Juliann M. Stevens, City/Authority Clerk

Actual Claims List - 01/21/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	KELLOGG ENGINEERING, INC	ENGINEERING AGREEMENT - C \$25,420.00
COFFEE CREEK LIFT STATION - Total			\$25,420.00
	AT&T	LONG DISTANCE PHONE	\$8.93
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC,	\$62.86
	CINTAS CORPORATION	FIRST AID SUPPLIES	\$43.30
	CITY GARAGE	LABOR/OVERHEAD - JAN, 202	\$160.58
	CITY GARAGE	VEHICLE PARTS PURCH - DEC	\$19.55
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2	\$36.08
	JPMORGAN CHASE BANK	JOHNSTONE-REPAIR	\$51.03
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$84.76
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$678.86
	PIONEER FENCE CO	SERVICE CALL	\$250.00
	TREASURER PETTY CASH	PARKING	\$9.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$72.88
OPWA ADMINISTRATION - Total			\$1,477.83
	CITY GARAGE	LABOR/OVERHEAD - JAN, 202	\$856.51
	NATIONAL WASTE & DISPOSAL, INC.	COMPACTOR AND HAUL CHARGE	\$189.25
	NATIONAL WASTE & DISPOSAL, INC.	RECYCLE PAPER	\$207.20
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$35.56
RECYCLE CENTER - Total			\$1,288.52
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC,	\$3,695.40
	CITY GARAGE	LABOR/OVERHEAD - JAN, 202	\$5,215.42
	CITY GARAGE	VEHICLE PARTS PURCH - DEC	\$249.70
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2	\$2,167.75
	JPMORGAN CHASE BANK	BUMP2BUMP-SUPPLIES	\$5.74
	LENOX WRECKER SERVICE INC	TOWING FOR REFUSE TRUCK I	\$235.00
	SPOK, INC.	PAGER USE	\$71.68
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$132.04
REFUSE COLLECTIONS - Total			\$11,772.73
	SUMNERONE INC	COPIER LEASE	\$421.00
	SUMNERONE INC	COPIER SUPPLIES	\$277.41
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	\$1,341.83
	TYRONE EUGENE DINKINS	METER READER	\$807.75
UTILITY BILLING - Total			\$2,847.99
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC,	\$277.26
	CITY GARAGE	LABOR/OVERHEAD - JAN, 202	\$1,853.08
	CITY GARAGE	VEHICLE PARTS PURCH - DEC	\$2,537.37
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2	\$1,432.46
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$221.45

Actual Claims List - 01/21/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	SPOK, INC.	PAGER USE \$45.30
		TREASURER PETTY CASH	DEQ LIC TRAINING \$5.00
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$144.03
		VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC \$420.99
		VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRI \$205.77
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
WASTEWATER COLLECTIONS - Total			\$7,222.73
		CITY GARAGE	LABOR/OVERHEAD - JAN, 202 \$1,154.00
		CITY GARAGE	VEHICLE PARTS PURCH - DEC \$404.83
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2 \$347.75
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$109.65
		SPOK, INC.	PAGER USE \$17.92
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$63.89
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
WASTEWATER TREATMENT - Total			\$2,178.06
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - DEC, \$75.45
		CINTAS CORPORATION	FIRST AID SUPPLIES \$71.03
		CITY GARAGE	LABOR/OVERHEAD - JAN, 202 \$2,945.33
		CITY GARAGE	VEHICLE PARTS PURCH - DEC \$55.26
		CITY OF TULSA UTILITIES	WATER \$225,884.25
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - DEC, 2 \$1,333.89
		SPOK, INC.	PAGER USE \$84.13
		TREASURER PETTY CASH	TRUCK WASH \$6.00
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$153.18
		VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRI \$30.60
WATER - Total			\$230,639.12
		CP&Y INC	DESIGN SERVICES \$44,408.07
WWTP UPGRADE - Total			\$44,408.07
OPWA - Total			\$327,255.05
69	OPWA SALES TAX SUB ACCON	MORROW PLACE INVESTMENT GROUP LLC	DEVELOPMENT AGREEMENT \$4,962.29
OPWA ST SUB - DEBT SERV - Total			\$4,962.29
OPWA SALES TAX SUB ACCOUN - Total			\$4,962.29
OPWA Grand Total			\$332,217.34

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/04/2020

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	15,908.03	23,373.75
405 Utility Billing	6,562.74	12,053.64
420 Water	15,477.64	25,559.10
450 Wastewater	13,309.83	21,220.49
455 Wastewater Collection	11,417.46	19,383.16
480 Refuse	15,274.28	25,525.74
485 Recycle Center	2,555.20	3,493.17
<u>FUND TOTAL</u>	<u>80,505.18</u>	<u>130,609.05</u>

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2019-2020
Budgetary Basis
Statement of Revenues & Expenses
As of December 31, 2019

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 460,808	\$ 3,422,325	\$ 6,652,106	51.45%
Wastewater	421,563	2,465,621	5,059,107	48.74%
Refuse & recycle	189,725	1,202,792	2,320,564	51.83%
Other Utility fees	44,380	197,709	294,076	67.23%
TOTAL OPERATING REVENUES	<u>\$ 1,116,475</u>	<u>\$ 7,288,447</u>	<u>\$ 14,325,853</u>	50.88%
OPERATING EXPENSES:				
OPWA administration	\$ (80,879)	\$ (469,179)	\$ (1,214,450)	38.63%
Utility Billing	(41,014)	(252,621)	(566,128)	44.62%
Water	(351,270)	(1,934,829)	(5,019,064)	38.55%
Wastewater	(188,728)	(2,030,079)	(3,722,252)	54.54%
Refuse & Recycle	(133,880)	(654,097)	(1,609,681)	40.64%
Debt payments	(203,967)	(1,187,713)	(2,371,949)	50.07%
TOTAL OPERATING EXPENSES	<u>\$ (999,737)</u>	<u>\$ (6,528,518)</u>	<u>\$ (14,503,524)</u>	45.01%
OPERATING REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 116,738</u>	<u>\$ 759,929</u>	<u>\$ (177,671)</u>	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 5,930	\$ 41,449	\$ 57,935	71.54%
Other revenues/(expenses)	1,402	9,571	20,807	46.00%
Transfers in	-	-	-	0.00%
Transfers out	-	(326,201)	(326,201)	100.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>\$ 7,332</u>	<u>\$ (275,181)</u>	<u>\$ (247,459)</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 477,872	\$ 2,318,794	\$ 36,154,177	
Expenditures of long-term debt	(481,616)	(590,362)	(35,678,846)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>\$ (3,744)</u>	<u>\$ 1,728,432</u>	<u>\$ 475,331</u>	
NET INCOME (LOSS)	<u>\$ 120,326</u>	<u>\$ 2,213,180</u>	<u>\$ 50,201</u>	
ENCUMBRANCES OUTSTANDING		<u>\$ (939,403)</u>		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		2,830,301	2,830,301	
Ending Balance		<u>\$ 4,104,077</u>	<u>\$ 2,880,502</u>	