



P.O. BOX 850 | COWETA, OKLAHOMA 74429 | PH. (918) 486-2189 | FAX (918) 486-5366 | www.cityofcoweta-ok.gov

AGENDA - REGULAR MEETING
COWETA PUBLIC WORKS AUTHORITY
COWETA CITY HALL, 310 S. BROADWAY
IMMEDIATELY FOLLOWING THE MEETING
OF THE COWETA CITY COUNCIL
MONDAY, MARCH 6, 2023 6:00 P.M.

MEETING PROCEDURE: Comments on all scheduled agenda items will be heard immediately following the presentation by staff or the petitioner. Please wait until you are recognized by the Chairman and keep your comments as brief as possible. Individuals addressing the Trustees must identify themselves by name prior to making any comments. The Trust Authority will act on an agenda item after comments from staff and the Trust Authority have been heard.

I. CALL TO ORDER

II. ROLL CALL

EVETTE YOUNG _____
HAROLD CHANCE _____
NAOMI HOGUE _____
LOGAN BROWN _____
RANDY WOODWARD _____

III. CONSENT

(All matters under the "Consent Calendar" are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from consent by request.)

1. APPROVAL OF EXPENDITURE

AFFIRMATION OF THE TRUST MANAGER'S EMERGENCY EXPENDITURE OF \$40,000.00 WITH CORE & MAIN, LP FOR THE INSTALLATION OF TWO (2) 12" WATER VALVES. (ROGER KOLMAN, TRUST MANAGER)

Documents:

[230306 STAFF REPORT EMERGENCY EXPENDITURE.PDF](#)

2. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING HELD ON JANUARY 9, 2023. (JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[230109 CPWA MEETING MINUTES.PDF](#)

IV. OLD BUSINESS

1. EMPLOYEE RETENTION STIPEND

DISCUSSION AND POSSIBLE ACTION ON THE APPROVAL OF AN EMPLOYEE STIPEND FOR INFLATION AND RETENTION. (JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[230306 STAFF REPORT EMPLOYEE STIPEND PWA.PDF](#)

2. RESOLUTION 2023-06 REGARDING BUDGET AMENDMENTS FY23
DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2023-06, A
RESOLUTION OF THE TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY ADOPTING
AMENDMENTS TO THE ANNUAL REVENUES AND APPROPRIATIONS FOR THE BUDGET OF
THE COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA FOR FISCAL YEAR ENDING
JUNE 30, 2023. (JULIE CASTEEN/ASSISTANT TRUST MANAGER)

Documents:

[230306 STAFF REPORT RESOLUTION 2023-06.PDF](#)

[230306 RESOLUTION 2023-06.PDF](#)

V. NEW BUSINESS

(Business which was not foreseen prior to the posting of the agenda.)

VI. ADJOURNMENT

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT,
PLEASE CONTACT CITY HALL BY 9:00 A.M. THE DAY OF THE MEETING.**



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Mémorandum

To: Chairman, Members of the Board of Trustees
From: Roger Kolman, Trust Manager
Re: Emergency Purchase
Date: 3/06/2023

BACKGROUND

On February 8th PWA staff discovered a large water leak on the 12" line that runs on the west side of Highway 51, through an open field between 111th Street and 121st Street. Despite the best efforts of staff, no valves could be located that isolated that section of line without shutting off the water in at least three residential subdivisions. Because of the then current weather and ground conditions, the crews would be unable to fix the leak until at least the following day. To preserve water services to the surrounding neighborhoods, while isolating the leaking line, it was necessary to have valves installed on that 12" line while it was full of pressurized water. The cost of making those emergency repairs was \$40,000.00.

STAFF RECOMMENDATION

Staff recommends affirmation of the Trust Manager's actions.

ATTACHMENTS

N/A

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
JANUARY 9, 2023 6:28 P.M.**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, January 9, 2023 at 6:28 p.m. following the meeting of the Coweta City Council at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Evette Young, Harold Chance, Naomi Hogue, Logan Brown, Randy Woodward.

TRUSTEES ABSENT: None.

I. CALL TO ORDER

The meeting was called to order by Chairman Young.

II. ROLL CALL

Roll call taken. Trustees were present as shown above.

III. CONSENT

Motion by Harold Chance, second by Randy Woodward to approve the consent calendar items:

1. Minutes of the Coweta Public Works Authority Regular Meeting held on November 7, 2022.
2. Affirmation of the actions of the Coweta City Council regarding the engagement of Elfrink & Associates, PLLC to perform the annual audit of the Coweta Public Works Authority for the fiscal year ending June 30, 2023.
3. Declaration of surplus on the following items and authorized the Trust Manager to dispose of accordingly:
 - a. Versaterm LX Handheld Meter Reading Device #1
 - b. Versaterm LX Handheld Meter Reading Device #2
 - c. Versaterm LX Handheld Meter Reading Device #3
 - d. Versaterm LX Handheld Meter Reading Device #4

Aye: Harold Chance
Randy Woodward
Evette Young
Naomi Hogue
Logan Brown

IV. Old Business

- 1. Fiscal Year 2021-2022 Audited Financial Statements and Operating Report**

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
JANUARY 9, 2023 6:28 P.M.**

Anne Elfrink from Elfrink and Associates, PLLC presented the results of the annual audited financial report and operating report for the fiscal year ended June 30, 2022.

Motion by Harold Chance, second by Randy Woodward to acknowledge receipt of the fiscal year 2022 audit report.

Aye: Harold Chance
Randy Woodward
Evette Young
Naomi Hogue
Logan Brown

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Chairman Young adjourned the meeting at 6:28 p.m.

Evette Young, Chairman

Julie Casteen, Trust Secretary



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Memorandum

To: Honorable Chairman, Members of the Board of Trustees
From: Julie Casteen, Assistant Trust Manager
Re: Inflation/Retention Stipend
Date: March 3, 2023

BACKGROUND

Sales tax revenues for the period of March 2022 to February 2023 are 17.3% over the original estimates. While much of the windfall will be used toward capital projects, staff recommends sharing the overage with employees through an inflation/retention stipend.

Inflation is battering our employees like everyone else, with our lower-paid employees being hardest hit due to surging food and housing costs. The City also continues to struggle with turnover as employees leave for higher paying jobs.

To that end, staff recommends a 5% stipend to be paid to all employees based on gross wages earned over the last 12 months from 3/1/2022 to 2/28/2023.

The cost impact of the 5% stipend for the Public Works Authority is as follows:

<u>Expense</u>	<u>Utility Services</u>	<u>Ambulance Services</u>	<u>Total</u>
Salaries	\$30,560	\$32,177	\$62,737
FICA tax	1,895	-	1,895
Medicare tax	444	467	911
Retirement	2,647	4,505	7,152
Total	\$35,546	\$37,149	\$72,695

Supplemental appropriations will be needed to cover the additional wage costs.

STAFF RECOMMENDATION

Staff recommends approval of the retention/inflation stipend for all full-time employees.

ATTACHMENTS:

None.



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Memorandum

To: Honorable Chairman and Members of the Board of Trustees
From: Julie Casteen, Assistant Trust Manager
Re: Supplemental Appropriations
Date: March 3, 2023

BACKGROUND

The PWA is projected to be over budget on water treatment chemicals by approximately \$50,000, with a 30% cost per unit increase over FY22 on the most common chemical in use. Also, unanticipated work related to water line breaks, including \$40,000 for valve installations, has resulted in a projected shortfall of \$55,000 in the Contracted Services budget line item.

In addition, the employee stipend recommended by staff will require supplemental appropriations in the Utility Services Fund totaling \$35,546, and \$37,149 in the Ambulance Fund.

STAFF RECOMMENDATION

Staff recommends approval of supplemental appropriations per Resolution 2023-06.

ATTACHMENTS:

Resolution 2023-06

**COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA
RESOLUTION 2023-06**

A RESOLUTION OF THE TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY ADOPTING AMENDMENTS TO THE ANNUAL APPROPRIATIONS FOR THE BUDGET OF THE COWETA PUBLIC WORKS AUTHORITY FOR COWETA, OKLAHOMA, FOR FISCAL YEAR ENDING JUNE 30, 2023.

WHEREAS, the Coweta Public Works Authority has received monies not anticipated that have not been appropriated in the budget for fiscal year 2022-2023; and

WHEREAS, the Coweta Public Works Authority has expenses for which the budget for fiscal year 2022-2023 exceeds available resources; and

WHEREAS, 62 O.S. Section 310.5 provides that all fund balances reserved for unencumbered appropriations for the prior fiscal year on hand at the close of day September 30, may be appropriated by supplemental appropriation for the current fiscal year; and

WHEREAS, the Coweta Public Works Authority desires to make supplemental appropriations for revenue sources and expenditures not appropriated in the budget.

NOW THEREFORE BE IT RESOLVED by the Trustees for the Coweta Public Works Authority for Coweta, Oklahoma, that the following supplemental appropriations be made:

SEE ATTACHED EXHIBIT A

PASSED BY THE COWETA PUBLIC WORKS AUTHORITY FOR COWETA, OKLAHOMA, and signed by the Chairman this 6th Day of March 2023.

Evette Young, Chairman

Attest:

Approved as to form:

Julie Casteen, Trust Secretary

Ronald D. Cates, Trust Attorney

RESOLUTION 2023-06

EXHIBIT A

FUND	ACCT #	DESCRIPTION	AMOUNT	REASON FOR EXPENDITURE	FUNDING SOURCE	FUND BALANCE AMOUNT
Utility Services	04-5101.031	Salaries	\$ 12,377.00	Stipend	Fund Balance	\$ 12,377.00
	04-5101.032	Salaries	4,239.00	Stipend	Fund Balance	4,239.00
	04-5101.033	Salaries	6,937.00	Stipend	Fund Balance	6,937.00
	04-5101.034	Salaries	3,624.00	Stipend	Fund Balance	3,624.00
	04-5101.035	Salaries	3,383.00	Stipend	Fund Balance	3,383.00
	04-5106.031	FICA Tax	767.00	Stipend	Fund Balance	767.00
	04-5106.032	FICA Tax	263.00	Stipend	Fund Balance	263.00
	04-5106.033	FICA Tax	430.00	Stipend	Fund Balance	430.00
	04-5106.034	FICA Tax	225.00	Stipend	Fund Balance	225.00
	04-5106.035	FICA Tax	210.00	Stipend	Fund Balance	210.00
	04-5107.031	Medicare Tax	179.00	Stipend	Fund Balance	179.00
	04-5107.032	Medicare Tax	62.00	Stipend	Fund Balance	62.00
	04-5107.033	Medicare Tax	101.00	Stipend	Fund Balance	101.00
	04-5107.034	Medicare Tax	53.00	Stipend	Fund Balance	53.00
	04-5107.035	Medicare Tax	49.00	Stipend	Fund Balance	49.00
	04-5111.031	Retirement	1,192.00	Stipend	Fund Balance	1,192.00
	04-5111.032	Retirement	339.00	Stipend	Fund Balance	339.00
	04-5111.033	Retirement	555.00	Stipend	Fund Balance	555.00
	04-5111.034	Retirement	290.00	Stipend	Fund Balance	290.00
	04-5111.035	Retirement	271.00	Stipend	Fund Balance	271.00
	04-5223.033	Chemicals	50,000.00	Water Treatment Chemicals	Fund Balance	50,000.00
	04-5325.033	Contracted Services	55,000.00	Waterline repairs: valves, boring	Fund Balance	55,000.00
	Total PWA Utility Services Fund			\$ 140,546.00		
Ambulance	08-5101.060	Salaries	\$ 32,177.00	Stipend	Fund Balance	\$ 32,177.00
	08-5107.060	Medicare Tax	467.00	Stipend	Fund Balance	467.00
	08-5111.060	Retirement	4,505.00	Stipend	Fund Balance	4,505.00
Total PWA Ambulance Services Fund			\$ 37,149.00			\$ 37,149.00
TOTAL PWA Funds			\$ 177,695.00			\$ 177,695.00