



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, MAY 1, 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

NAOMI HOGUE_____

LOGAN BROWN_____

HAROLD CHANCE_____

CAROLINE MARTIN_____

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. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING HELD ON APRIL 3, 2023. (JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[230403 MINUTES OF THE PWA.PDF](#)

2. MINUTES OF THE SPECIAL MEETING

APPROVAL OF THE MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPECIAL MEETING HELD ON APRIL 10, 2023. (JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[230410 MINUTES OF THE PWA SPECIAL MEETING.PDF](#)

IV. OLD BUSINESS

1. RESOLUTION 2023-14 BANK SIGNATORIES

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2023-14, A

RESOLUTION OF THE TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA APPROVING THE AUTHORIZED SIGNATORIES ON CERTAIN ACCOUNTS HELD BY FIRST NATIONAL BANK OF COWETA. (JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[230501 STAFF REPORT RESOLUTION 2023-14.PDF](#)
[230501 RESOLUTION 2023-14.PDF](#)

2. RESOLUTION 2023-15 REGARDING BUDGET AMENDMENTS FY23

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2023-15, 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:

[230501 STAFF REPORT RESOLUTION 2023-15.PDF](#)
[230501 RESOLUTION 2023-15.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.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
APRIL 3, 2023 6:54 P.M.**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, April 3, 2023 at 6:54 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 March 6, 2023.
2. Declaration of surplus on the following items and authorized the Trust Manager to dispose of accordingly:
 - a. IBM 4247-Z03 Dot Matrix Bill Printer and Print Supplies.

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

IV. Old Business

1. Architectural Services Selection

Trust Manager Roger Kolman presented information on the selection of a firm for architectural services for the Public Safety Facility. Staff recommended BKL Architects and Engineers.

Motion by Randy Woodward, second by Logan Brown to approve an engagement with BKL Architects and Engineers for architectural services related to the Public Safety Facility.

Aye: Randy Woodward
Logan Brown

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
APRIL 3, 2023 6:54 P.M.**

Evette Young
Harold Chance
Naomi Hogue

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Chairman Young adjourned the meeting at 6:58 p.m.

Naomi Hogue, Chairman

Julie Casteen, Trust Secretary

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPECIAL MEETING
April 10, 2023 6:07 P.M.**

The Trustees of the Coweta Public Works Authority met in special session on Monday, April 10, 2023 at 6:07 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Naomi Hogue, Harold Chance, Caroline Martin, Logan Brown, Randy Woodward.

TRUSTEES ABSENT: None.

I. CALL TO ORDER

The meeting was called to order by Trustee Hogue.

II. Oaths of Office signed by newly elected Trustee Caroline Martin and re-elected Trustee Naomi Hogue.

III. ROLL CALL

Roll call taken. Trustees were present as shown above.

IV. Old Business

1. Selection of Chairman

Motion by Logan Brown, second by Harold Chance, selecting Naomi Hogue as Chairman for the Coweta Public Works Authority.

Aye: Logan Brown
Harold Chance
Caroline Martin
Randy Woodward
Naomi Hogue

2. Selection of Vice-Chairman

Motion by Randy Woodward, second by Harold Chance, selecting Logan Brown as Vice-Chairman for the Coweta Public Works Authority.

Aye: Randy Woodward
Harold Chance
Caroline Martin
Logan Brown
Naomi Hogue

V. ADJOURNMENT

Chairman Hogue adjourned the meeting at 6:09 p.m.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPECIAL MEETING
April 10, 2023 6:07 P.M.**

Naomi Hogue, Chairman

Julie Casteen, Trust Secretary



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Memorandum

To: Honorable Chairman and Members of the Board of Trustees
From: Julie Casteen, Assistant Trust Manager
Re: Resolution 2023-14
Date: May 1, 2023

BACKGROUND

The authorized bank account signatories must be updated with First National Bank of Coweta as a result of Naomi Hogue being selected as Chairman of the Coweta Public Works Authority. All signatories on the accounts must complete new applications to be submitted to the bank with an authorizing resolution.

STAFF RECOMMENDATION

Staff recommends the adoption of Resolution 2023-14.

ATTACHMENTS:

Resolution 2023-14

**COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA
RESOLUTION 2023-14**

**A RESOLUTION OF THE TRUSTEES OF THE COWETA PUBLIC WORKS
AUTHORITY APPROVING THE AUTHORIZED SIGNATORIES ON CERTAIN
ACCOUNTS HELD BY FIRST NATIONAL BANK OF COWETA.**

WHEREAS, the Coweta Public Works Authority has established banking accounts with First National Bank of Coweta; and

WHEREAS, from time to time it is necessary to change signatories on those accounts.

NOW THEREFORE BE IT RESOLVED by the Trustees for the Coweta Public Works Authority for Coweta, Oklahoma, that:

SECTION 1. The following persons shall be authorized signatories on all First National Bank accounts established for the Coweta Public Works Authority:

Naomi Hogue
Roger Kolman
Julie Casteen

**PASSED BY THE COWETA PUBLIC WORKS AUTHORITY FOR COWETA,
OKLAHOMA**, and signed by the Chairman this 1st Day of May, 2023.

Naomi Hogue, Chairman

Attest:

Approved as to form:

Julie Casteen, Trust Secretary

Jeff Stephens, Trust Attorney



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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: May 1, 2023

BACKGROUND

The PWA is projected to be over budget in several areas due to unanticipated work related to water and sewer repairs, vehicle repairs and equipment damage. In addition, electric and natural gas service to the plants and other facilities are overbudget due to higher than anticipated rate increases and increased consumption.

STAFF RECOMMENDATION

Staff recommends approval of supplemental appropriations per Resolution 2023-15.

ATTACHMENTS:

Resolution 2023-15

**COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA
RESOLUTION 2023-15**

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 1st Day of May 2023.

Naomi Hogue, Chairman

Attest:

Approved as to form:

Julie Casteen, Trust Secretary

Jeff Stephens, Trust Attorney

RESOLUTION 2023-15

EXHIBIT A

FUND	ACCT #	DESCRIPTION	AMOUNT	REASON FOR EXPENDITURE	FUNDING SOURCE	FUND		REVENUE ACCOUNT
						BALANCE AMOUNT	REVENUE AMOUNT	
Utility Services	04-5310.033	Maint/Vehicles & Equip	\$ 2,255.00	Damage repairs to vehicle 19-3971	Ins Reimb	\$ -	\$ 2,255.00	04-04.03.39
	04-5325.033	Contracted Services	\$ 25,000.00	Waterline bores/repairs	Fund Balance	\$ 25,000.00	\$ -	
	04-5204.034	Minor Tools & Equipment	\$ 3,000.00	Jetter head/hose	Fund Balance	\$ 3,000.00	\$ -	
	04-5310.034	Maint/Vehicles & Equip	\$ 5,106.00	Damage repairs to vehicle 14-3986	Ins Reimb	\$ 500.00	\$ 4,606.00	04-04.03.39
	04-5325.034	Contracted Services	\$ 30,000.00	Manhole/Pump Repairs/Engineering	Fund Balance	\$ 30,000.00	\$ -	
	04-5310.035	Maint/Vehicles & Equip	\$ 5,000.00	Truck repairs	Fund Balance	\$ 5,000.00	\$ -	
	04-5307.037	Utilities	\$ 75,000.00	Utility rate increases	Fund Balance	\$ 75,000.00	\$ -	
Total PWA Utility Services Fund			\$ 145,361.00			\$138,500.00	\$6,861.00	