



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, OCTOBER 2, 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 consider, discuss, and may take action on, approve, adopt, amend, reject, deny, table, or not take action on any item listed on this agenda 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 REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY HELD ON AUGUST 7, 2023.

Documents:

[230807-PWA MINUTES.PDF](#)

2. MINUTES OF THE SPECIAL MEETING

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY HELD ON SEPTEMBER 18, 2023.

Documents:

[230918-PWA MINUTES- SPECIAL MEETING.PDF](#)

IV. OLD BUSINESS

1. RESOLUTION 2023-40 REGARDING BUDGET AMENDMENTS

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2023-40, 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, 2024. (JULIE CASTEEN/ASSISTANT TRUST MANAGER)

Documents:

[231002-SUPPLEMENTALS - PWA ROLLOVERS.PDF](#)
[231002-SUPPLEMENTALS RESO 2023-40-PWA.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
AUGUST 7, 2023, 6:26 P.M.**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, August 7, 2023, at 6:26 p.m. following the meeting of the Coweta City Council at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

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

I. CALL TO ORDER

The meeting was called to order by Chairman Hogue.

II. ROLL CALL

Roll call taken. Trustees were present as shown above.

III. CONSENT

Motion by Logan Brown, second by Harold Chance to approve the consent calendar items:

1. Minutes of the Coweta Public Works Authority Regular Meeting held on July 3, 2023.
2. Commercial service agreements with Cox for provision of data and telephony services and the authorization for the Trust Manager to execute all documents related to the agreements.

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

IV. Old Business

1. JOINT RESOLUTION APPOINTING A TREASURER

Trust Manager Roger Kolman led the discussion and requested possible action on the adoption of Resolution 2023-29, appointing a treasurer to act for on and on behalf of each entity.

Motion by Harold Chance, second by Randy Woodward to adopt Resolution 2023-29, a joint resolution of City Council of the city of Coweta, Oklahoma, an Oklahoma Municipal Corporation, and the board of trustees of the Coweta Public Works Authority, an Oklahoma Public Trust, and the board of trustees of the Coweta Industrial Development Authority, an Oklahoma Public Trust, appointing a treasurer to act for on and on behalf of each entity.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
AUGUST 7, 2023, 6:26 P.M.**

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

2. RESOLUTION 2023-31 BANK SIGNATORIES

Trust Manager, Roger Kolman discussed and requested possible action on the adoption of Resolution 2023-31, approving the authorized signatories on certain accounts held by the First National Bank of Coweta.

Motion by Harold Chance, second by Randy Woodward to adopt Resolution 2023-31, 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

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

3. 18” WATERLINE IMPROVEMENTS

Roger Kolman, Trust Manager, discussed and requested possible action to engage WDB Engineering, PLLC to design and bid improvements on the 18” water distribution line on South 353rd East Avenue and direct the Trust Manager to execute all necessary documents.

Motion by Harold Chance, second by Randy Woodward to approve the engagement of WDB Engineering, PLLC. to design and bid improvements on the 18” water distribution line on South 353rd East Avenue and direct the Trust Manager to execute all necessary documents.

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

4. RESOLUTION 2023-34 ADOPTING AMENDMENTS

Trust Manager Roger Kolman led discussion and possible action on the adoption of Resolution 2023-34, adopting amendments to the annual appropriations for the budget of Coweta Public Works Authority for fiscal year ending June 30, 2024.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
AUGUST 7, 2023, 6:26 P.M.**

Motion by Harold Chance, second by Randy Woodward to adopt Resolution 2023-34, a resolution of the board of trustees of the Coweta Public Works Authority, adopting amendments to the annual appropriations for the budget of the Coweta Public Works Authority for fiscal year ending June30, 2024.

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

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Chairman Hogue adjourned the meeting at 6:31 p.m.

Naomi Hogue, Chairman

Marcy Kilgore, Trust Secretary

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPEICAL MEETING
SEPTEMBER 18, 2023, 6:29 P.M.**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, September 18, 2023, at 6:29 p.m. following the meeting of the Coweta City Council at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

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

I. CALL TO ORDER

The meeting was called to order by Chairman Hogue.

II. ROLL CALL

Roll call taken. Trustees were present as shown above.

III. OLD BUSINESS

1. HIRING A TRUST MANAGER

Discussion and appropriate action related to the process for hiring a Trust Manager.

No action taken.

2. AUTHORIZATION FOR JULIE CASTEEN

Discussion and appropriate action related to the authorization for Julie Casteen, Assistant Trust Manager, to approve payment of usual and customary claims, purchase orders and disbursements in accordance with the ordinances, policies, and procedures of the Trust.

Motion by Harold Chance, second by Logan Brown to give authorization to Julie Casteen to approve payment of usual and customary claims, purchase orders and disbursements in accordance with the ordinances, policies, and procedures of the Trust.

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

3. RATIFICATION REGARDING SEVERANCE

Discussion and appropriate action related to ratification of the action taken by the City Coweta Council regarding the severance which may be due to Roger Kolman, former Trust Manager, pursuant to the terms of the employment agreement between the City of Coweta, The Coweta Public Works Authority, and The Coweta Industrial Development Authority.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPEICAL MEETING
SEPTEMBER 18, 2023, 6:29 P.M.**

Motion by Harold Chance, second by Randy Woodward ratifying the action taken by the City Coweta Council regarding the severance which may be due to Roger Kolman, former Trust Manager, pursuant to the terms of the employment agreement between the City Coweta, The Coweta Public Works Authority, and The Coweta Industrial Development Authority.

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

4. INTERIM TRUST MANAGER

Possible appointment of an Interim Trust Manager as a temporary position, and ratifying the salary established by the City Council.

No action taken.

VI. ADJOURNMENT

Chairman Hogue adjourned the meeting at 6:31 p.m.

Naomi Hogue, Chairman

Marcy Kilgore, Trust Secretary



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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: September 29, 2023

BACKGROUND

The Coweta Public Works Authority has projects that were encumbered in Fiscal Year 2022-2023 that were not completed by June 30, 2023. The PWA's policy is to roll the unexpended appropriations forward to the following fiscal year.

STAFF RECOMMENDATION

Staff recommends approval of supplemental appropriations per Resolution 2023-40.

ATTACHMENTS:

Resolution 2023-40

**COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA
RESOLUTION 2023-40**

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, 2024.

WHEREAS, the Coweta Public Works Authority has projects encumbered in fiscal year 2022-2023 that are not complete; and

WHEREAS, the Coweta Public Works Authority has expenses for which the budget for fiscal year 2023-2024 exceeds available resources; and

WHEREAS, the Coweta Public Works Authority had unexpended unencumbered cash balances on hand at the end of fiscal year 2022-2023; 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 2nd Day of October 2022.

Naomi Hogue, Chairman

Attest:

Approved as to form:

Marcy Kilgore, Trust Secretary

Jeff Stephens, Trust Attorney

RESOLUTION 2023-40

EXHIBIT A

COWETA PUBLIC WORKS AUTHORITY

FUND	ACCOUNT #	DESCRIPTION	AMOUNT	REASON FOR EXPENDITURE	FUNDING SOURCE	FUNDING AMOUNT
Utility Services	04-5325.033	Contracted Services	\$ 8,272.00	Water Purchase from RWD5	Fund Balance	\$ 8,272.00
	04-5310.033	Vehicle Maintenance	3,000.00	Repairs (Prior Year Claim)	Fund Balance	3,000.00
	04-5102.035	Contract Labor	4,418.00	Solid Waste Temp Workers	Fund Balance	4,418.00
Ambulance Services	08-5403.060	Vehicles	275,467.00	Ambulance	Fund Balance	275,467.00
		Total PWA Fund	\$ 291,157.00			\$291,157.00
Sewer Improvements	35-5411.034	Infrastructure	\$15,107,061.00	Sewer Improvements	OWRB Loan Proceeds	\$15,107,061
	35-5425.034	Contracted Services	199,241.00	Engineering Services	OWRB Loan Proceeds	\$199,241
		Total Sewer Improvements Fund	\$15,306,302.00			\$15,306,302.00
1% Sales Tax Fund	36-5405.007	Buildings & Improvements	\$ 7,000,000.00	Public Safety Building	Fund Balance	\$ 7,000,000.00
	36-5411.015	Infrastructure	146,785.00	111th Street Projects	Fund Balance	146,785.00
	36.5300.037	Other Charges and Services	4,282,503.00	Contingency	Fund Balance	4,282,503.00
		Total 1% Sales Tax Fund	\$11,429,288.00			\$11,429,288.00
		TOTAL ALL PROPRIETARY FUNDS	\$27,026,747.00			\$27,026,747.00