



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 03, 2022 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. 2023 MEETING AND HOLIDAY SCHEDULES

AFFIRMATION OF THE ACTIONS TAKEN BY THE COWETA CITY COUNCIL AS IT PERTAINS TO THE APPROVAL OF THE CITY OF COWETA 2023 MEETING SCHEDULES AND 2023 HOLIDAY CALENDAR. (JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[221003 CY 2023 MEETING CALENDAR.PDF](#)
[221003 CY 23 CITY HOLIDAY SCHEDULE \(OBSERVED\).PDF](#)

2. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING HELD ON SEPTEMBER 12, 2022. (JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[220912 MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY.PDF](#)

3. TRUST MANAGER

AFFIRMATION OF THE ACTION TAKEN BY THE COWETA CITY COUNCIL PERTAINING TO AN EMPLOYMENT AGREEMENT WITH ROGER KOLMAN AS TRUST MANAGER.

IV. OLD BUSINESS

1. AWARD OF BID

DISCUSSION AND POSSIBLE ACTION TO AWARD A BID TO ENVISION CIVIL CONTRACTORS, LLC IN THE AMOUNT OF \$65,723.00 FOR LIFT STATION AND STORM WATER DRAINAGE REHABILITATION ALONG COWETA CREEK AND DIRECTION TO THE TRUST MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS RELATED TO THE PROJECT. (ROGER KOLMAN, TRUST MANAGER)

Documents:

[221003 STAFF REPORT RESOLUTION STORMWATER REHABILITATION.PDF](#)
[221003 BID TABULATION STORMWATER REHABILITATION.PDF](#)

2. RESOLUTION 2022-34 REGARDING BUDGET AMENDMENTS

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2022-34, 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:

[221003 STAFF REPORT RESOLUTION 2022-34.PDF](#)
[221003 RESOLUTION 2022-34 BUDGET AMENDMENT.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.

**COWETA CITY COUNCIL • COWETA PUBLIC WORKS AUTHORITY
COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
COWETA CITY HALL • 310 S BROADWAY, COWETA, OK**

1st Monday of Each Month • 6:00 p.m.

January 09, 2023 (2 nd Monday)	May 01, 2023	September 11, 2023 (2 nd Monday)
February 06, 2023	June 05, 2023	October 02, 2023
March 06, 2023	July 3, 2023	November 06, 2023
April 03, 2023	August 7, 2023	December 04, 2023

**COWETA PLANNING COMMISSION
COWETA CITY HALL • 310 S BROADWAY, COWETA, OK
3rd Monday of Each Month • 6:00 p.m.**

January 16, 2023	May 15, 2023	September 18, 2023
February 21, 2023 (3 rd Tuesday)	June 19, 2023	October 16, 2023
March 20, 2023	July 17, 2023	November 20, 2023
April 17, 2023	August 21, 2023	December 18, 2023

**COWETA BOARD OF ADJUSTMENT
COWETA CITY HALL • 310 S BROADWAY COWETA, OK**

In accordance with 11 O.S. 44-102 and Chapter 21 Section 2120 of the Coweta Zoning Code, meetings of the Coweta Board of Adjustment shall be held at the call of the chairman and at such other times as the board of adjustment may determine.

**COWETA LIBRARY BOARD
COWETA PUBLIC LIBRARY • 120 E SYCAMORE, COWETA, OK
TUESDAY, 6:00 p.m.**

January 24, 2023

April 25, 2023

June 27, 2023

September 26, 2023

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY
2023 HOLIDAY SCHEDULE**

January 2, 2023 (Monday)	New Year's Day (Observed)
February 20, 2023 (Monday)	President's Day
April 7, 2023 (Friday)	Good Friday
May 29, 2023 (Monday)	Memorial Day
July 4, 2023 (Tuesday)	Independence Day
September 4, 2023 (Monday)	Labor Day
November 10, 2023 (Friday)	Veteran's Day (Observed)
November 23, 2023 (Thursday)	Thanksgiving Day
November 24, 2023 (Friday)	Day after Thanksgiving
December 25, 2023 (Monday)	Christmas Eve (Observed)
December 26, 2023 (Tuesday)	Christmas Day (Observed)

THERE WILL BE NO TRASH SERVICE ON THE ABOVE DATES

REVISED 9/30/2022

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
SEPTEMBER 12, 2022 6:20 P.M.**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, September 12, 2022 at 6:20 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. Approval of the revised 2022 Meeting Schedule for the City of Coweta
2. Approval of Minutes of the Coweta Public Works Authority Regular Meeting held on August 1, 2022.

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

IV. OLD BUSINESS

1. Resolution 2022-30 on OWRB Financing

Trust Manager Roger Kolman led discussion and requested possible action on the adoption of Resolution 2022-30, a resolution of the Coweta Public Works Authority (The Authority) approving and authorizing a Clean Water SRF loan from the Oklahoma Water Resources Board in the total aggregate principal amount of not-to-exceed \$4,600,000.00; approving the issuance of a promissory note in the total aggregate principal amount of not-to-exceed \$4,600,000.00, secured by a pledge of revenues and authorizing its execution; approving and authorizing the execution of a loan agreement for Clean Water SRF loan; designating a local trustee and approving and authorizing the execution of a trust agreement; approving and authorizing the execution of a security agreement; ratifying and confirming a lease agreement; ratifying and confirming a sale tax agreement and/or approving and authorizing an amended sales tax agreement or an amendment to sales tax agreement; ratifying and

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
SEPTEMBER 12, 2022 6:20 P.M.**

confirming a parity agreement; approving various covenants; approving and authorizing payment of fees and expenses; and containing other provisions relating thereto.

Motion by Harold Chance, second by Randy Woodward, to adopt Resolution 2022-30, a resolution of the Coweta Public Works Authority (The Authority) approving and authorizing a Clean Water SRF loan from the Oklahoma Water Resources Board in the total aggregate principal amount of not-to-exceed \$4,600,000.00; approving the issuance of a promissory note in the total aggregate principal amount of not-to-exceed \$4,600,000.00, secured by a pledge of revenues and authorizing its execution; approving and authorizing the execution of a loan agreement for Clean Water SRF loan; designating a local trustee and approving and authorizing the execution of a trust agreement; approving and authorizing the execution of a security agreement; ratifying and confirming a lease agreement; ratifying and confirming a sale tax agreement and/or approving and authorizing an amended sales tax agreement or an amendment to sales tax agreement; ratifying and confirming a parity agreement; approving various covenants; approving and authorizing payment of fees and expenses; and containing other provisions relating thereto.

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

2. Resolution 2022-25 1% Sales Tax Fund Bank Account

Roger Kolman led discussion and requested possible action on the adoption of Resolution 2022-25, a resolution of the trustees of the Coweta Public Works Authority, Coweta, Oklahoma, approving the authorized signatories on a new bank account held by First National Bank of Coweta.

Motion by Harold Chance, second by Randy Woodward, to adopt Resolution 2022-25, a resolution of the Trustees of the Coweta Public Works Authority, Coweta, Oklahoma approving the authorized signatories on a new bank account held by First National Bank of Coweta.

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

3. Resolution 2022-27 Regarding Budget Amendments

Roger Kolman led discussion and requested action on the adoption of Resolution 2022-27, a resolution of the trustees of the Coweta Public Works Authority adopting amendments to

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
SEPTEMBER 12, 2022 6:20 P.M.**

the annual revenues and the appropriations for the budget of the Coweta Public Works Authority, Coweta Oklahoma for fiscal year ending June 30, 2023.

Motion by Harold Chance, second by Randy Woodward, to adopt Resolution 2022-27, a resolution of the Trustees of the Coweta Public Works Authority, Coweta, Oklahoma adopting amendments to the annual revenues and the appropriations for the budget of the Coweta Public Works Authority, Coweta Oklahoma for fiscal year ending June 30, 2023.

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

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Chairman Young adjourned the meeting at 6:22 p.m.

Evette Young, Chairman

Marcy Kilgore, Deputy Trust Secretary



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Mé morandum

To: Honorable Chairman and Members of the Board of Trustees
From: Roger Kolman, Trust Manager
Re: Award of Bid
Date: 10/03/2022

BACKGROUND

In July 2022, the Coweta City Council directed staff to publicly bid a proposed project to rehabilitate the bank of Coweta Creek and the stormwater system at the SH-72 sanitary sewer lift station. Three bids were received and opened on September 27, 2022 with Envision Civil Contractors, LLC being the low bid. The City Engineer has vetted the contractor and recommends award of the project to them in the amount of \$65,723.00.

STAFF RECOMMENDATION

Staff recommends award of the bid to Envision Civil Contractors, LLC and direction to the Trust Manager to execute all necessary documentation related to the project.

ATTACHMENTS

Bid Tabulation



WDB ENGINEERING P.L.L.C.

6330 S.E. 74th Street
Oklahoma City, OK 73135
PHONE (405) 741-7090
FAX (405) 741-7094
wdbengineering.net

September 28, 2022

Roger Kolman
City Manager
City of Coweta
P.O. Box 850
Coweta, OK 74429

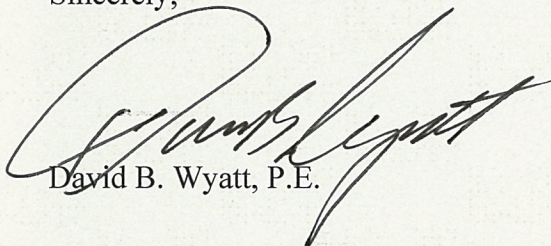
Re: SH-72 Lift Station & Storm Water Drainage Rehabilitation

Dear Roger,

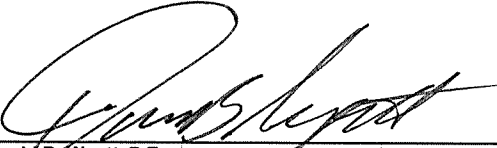
Enclosed are the bid tabulations for the above referenced project that bid on September 27th, 2022. I recommend award to Envision Civil Contractors, LLC for the amount of \$65,723.00 based on their unit price bid.

Should you have any questions please call.

Sincerely,



David B. Wyatt, P.E.

City Of Coweta									
SH-72 Lift Station Storm Water Drainage Rehabilitation									
Bid on September 27, 2022									
				Envision Civil Contractors LLC		D&D Service LLC		Stronghand LLC	
ITEM NO.	DESCRIPTION	QUANT	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
BASE BID									
1	Mobilization	1	L.S.	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$41,310.00	\$41,310.00
2	Dirt Work	1	L.S.	\$11,000.00	\$11,000.00	\$35,000.00	\$35,000.00	\$26,490.00	\$26,490.00
3	24" CGMP	48	L.F.	\$126.00	\$6,048.00	\$80.00	\$3,840.00	\$235.00	\$11,280.00
4	24" CGMP Prefab End Section	1	EA.	\$3,373.00	\$3,373.00	\$500.00	\$500.00	\$2,430.00	\$2,430.00
5	6" HDPE	30	L.F.	\$177.00	\$5,310.00	\$60.00	\$1,800.00	\$160.00	\$4,800.00
6	HDPE to PVC Transition	2	EA.	\$2,030.00	\$4,060.00	\$2,500.00	\$5,000.00	\$1,730.00	\$3,460.00
7	10'Wx30'L or Equivalent Area of Flexamat Permanent Erosion Control	12	EA.	\$2,161.00	\$25,932.00	\$3,750.00	\$45,000.00	\$2,435.00	\$29,220.00
TOTAL BASE BID					\$65,723.00		\$96,140.00		\$118,990.00
						I hereby certify this as a fair an accurate representation of bids received.			
									
						David B. Wyatt, P.E. #15398			



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Memorandum

To: Honorable Mayor and City Council
From: Julie Casteen, Assistant City Manager
Re: Supplemental Appropriation for OWRB Loan
Date: September 30, 2022

BACKGROUND

The Public Works Authority recently closed on a supplemental loan with the Oklahoma Water Resources Board (OWRB) to fund improvements at the Wastewater Treatment Plant. In addition, the SH-72 Lift Station project was not anticipated in the FY22-FY23 budget.

Because the funding for these projects was not included in the FY22-FY23 Adopted Budget, supplemental appropriations are needed:

	<u>Supplemental Appropriation</u>	<u>Fund</u>
Revenues:		
Fund Balance	\$65,000	PWA Utility Services Fund
Loan Proceeds	\$4,600,000	PWA Sewer Improvement Fund
 Expenses:		
Capital Outlay: Infrastructure	\$65,000	PWA Utility Services Fund
Administrative Fees (closing costs)	\$97,500	PWA Sewer Improvement Fund
Infrastructure (construction costs)	\$4,502,500	PWA Sewer Improvement Fund

STAFF RECOMMENDATION

Staff recommends approval of supplemental appropriations per Resolution 2022-34.

Attachments:

Resolution 2022-34

**COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA
RESOLUTION 2022-34**

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 that were 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 2020-2023 exceeds available resources; 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 3rd Day of October 2022.

Evette Young, Chairman

Attest:

Approved as to form:

Julie Casteen, Trust Secretary

Ronald D. Cates, Trust Attorney

RESOLUTION 2022-34

EXHIBIT A

COWETA PUBLIC WORKS AUTHORITY

FUND	ACCT #	DESCRIPTION	AMOUNT	REASON FOR EXPENDITURE	FUNDING SOURCE	FUND BALANCE AMOUNT	REVENUE AMOUNT	REVENUE ACCOUNT
Utility Services	04-5411.034	Infrastructure	\$ 65,000.00	SH72 Lift Station Rehab	Fund Balance	\$ 65,000.00		
Total PWA Utility Services Fund			<u>\$ 65,000.00</u>			<u>\$65,000.00</u>		
Sewer Improvements	35-5411.034	Infrastructure	\$ 4,502,500.00	Sewer Improvements	OWRB Loan Proceeds		\$4,502,500	35-04.03.20
	35-5420.034	Administrative Fees	97,500.00	Loan closing costs	OWRB Loan Proceeds		\$97,500	35-04.03.20
Total PWA Sewer Improvements Fund			<u>\$ 4,600,000.00</u>			<u>\$0.00</u>	<u>\$4,600,000.00</u>	
TOTAL PWA Funds			<u>\$ 4,665,000.00</u>			<u>\$ 65,000.00</u>	<u>\$ 4,600,000.00</u>	