



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, DECEMBER 4, 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 NOVEMBER 6, 2023. (MARCY KILGORE, CITY CLERK).

Documents:

[231106-PWA MINUTES.DOCX](#)

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 NOVEMBER 20, 2023. (MARCY KILGORE, CITY CLERK).

Documents:

[231120-PWA MINUTES-SPECIAL MEETING.PDF](#)

3. 2024 HOLIDAY SCHEDULE

APPROVAL OF THE CITY OF COWETA REVISED 2024 HOLIDAY SCHEDULE THAT WAS PREVIOUSLY APPROVED ON NOVEMBER 6, 2023.

Documents:

[HOLIDAY SCHEDULE 2024.PDF](#)

4. RESOLUTION 2023-44 ADOPTING BUDGET AMENDMENTS

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2023-44, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA, ADOPTING AMENDMENTS TO THE ANNUAL APPROPRIATIONS FOR THE BUDGET OF THE COWETA PUBLIC WORKS AUTHORITY FOR FISCAL YEAR ENDING JUNE 30, 2024. (JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[231204-STAFF REPORT SUPPLEMENTALS - PWA.DOCX](#)
[231204-SUPPLEMENTALS RESO 2023-44-PWA.DOCX](#)

IV. CONSIDER ITEMS REMOVED FROM CONSENT

V. ADMINISTRATION

1. AWARD OF BID

REVIEW OF BIDS RECEIVED, DISCUSSION AND POSSIBLE AWARD OF A BID FOR REPLACEMENT OF EQUIPMENT AT THE WATER TREATMENT PLANT (TURBIDIMETERS, CONTROLLERS, CHLORINE ANALYZERS AND RELATED EQUIPMENT), AND AUTHORIZATION FOR THE INTERIM TRUST MANAGER TO EXECUTE A CONTRACT AND ANY OTHER DOCUMENTS RELATED TO THE PROJECT.

2. AWARD OF BID

REVIEW OF BIDS RECEIVED, DISCUSSION AND POSSIBLE AWARD OF A BID FOR REPLACEMENT OF EQUIPMENT AT THE WASTEWATER TREATMENT PLANT (CONTROLLERS, CHLORINE ANALYZERS AND RELATED EQUIPMENT), AND AUTHORIZATION FOR THE INTERIM TRUST MANAGER TO EXECUTE A CONTRACT AND ANY OTHER DOCUMENTS RELATED TO THE PROJECT.

VI. NEW BUSINESS

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

VII. 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
NOVEMBER 6, 2023, 6:48 P.M.**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, November 6, 2023, at 6:48 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 Naomi Hogue to approve the consent calendar items:

1. Approval of the City of Coweta 2024 Meeting schedules and 2024 Holiday calendar.
2. Minutes of the Coweta Public Works Authority Regular Meeting held on October 2, 2023.
3. Minutes of the Coweta Public Works Authority Special Meeting held on October 6, 2023.

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

IV. CONSIDER ITEMS REMOVED FROM CONSENT

No items removed.

V. ADMINISTRATION

1. SEPARATION AGREEMENT

Discussion and appropriate action related to a proposed general release and separation agreement between the City of Coweta, the Coweta Public Works Authority, and the Coweta Industrial Authority and Roger Kolman.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
NOVEMBER 6, 2023, 6:48 P.M.**

Motion by Logan Brown, second by Naomi Hogue to approve a general release and separation agreement between the City of Coweta, the Coweta Public Works Authority, and the Coweta Industrial Authority and Roger Kolman.

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

VI. NEW BUSINESS

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

No new business.

VII. EXECUTIVE SESSION

(Pursuant to 25 O.S. Section 307 the Board of Trustees may enter into executive session for the purposes specifically provided for in this section.)

No executive session.

VIII. ADJOURNMENT

Chairman Hogue adjourned the meeting at 6:49 p.m.

Naomi Hogue, Chairman

Marcy Kilgore, Trust Secretary

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPECIAL MEETING
NOVEMBER 20, 2023, 5:00 P.M.**

The Trustees of the Coweta Public Works Authority met in special session on Monday, November 20, 2023, at 5:02 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. Pledge of Allegiance given

IV. ADMINISTRATION

1. PURCHASE APPROVAL

Consideration and possible approval of soliciting bids for Water Treatment Plant improvements related to necessary equipment replacement, related installation, and calibration (Lee Baucom, Plant Supervisor).

Motion by Naomi Hogue, second by Logan Browne to approve solicitation of bids for Water Treatment Plant improvements related to necessary equipment replacement, related installation, and calibration.

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

2. PURCHASE APPROVAL

Consideration and possible approval of soliciting bids for Wastewater Treatment Plant improvements related to necessary equipment replacement, related installation, and calibration (Keldon Valladao, Lead Plant Operator).

Motion by Naomi Hogue, second by Logan Browne to approve solicitation of bids for Water Treatment Plant improvements related to necessary equipment replacement, related installation, and calibration.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPECIAL MEETING
NOVEMBER 20, 2023, 5:00 P.M.**

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

V. ADJOURNMENT

Chairman Hogue adjourned the meeting at 5:23 p.m.

Naomi Hogue, Chairman

Marcy Kilgore, Trust Secretary

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY
2024 HOLIDAY SCHEDULE**

January 1, 2024 (Monday)	New Year's Day
February 19, 2024 (Monday)	President's Day
March 29, 2024 (Friday)	Good Friday
May 27, 2024 (Monday)	Memorial Day
July 4, 2024 (Thursday)	Independence Day
September 2, 2024 (Monday)	Labor Day
November 11, 2024 (Monday)	Veteran's Day
November 28, 2024 (Thursday)	Thanksgiving Day
November 29, 2024 (Friday)	Day after Thanksgiving
December 24, 2025 (Tuesday)	Christmas Eve
December 25, 2024 (Wednesday)	Christmas Day

THERE WILL BE NO TRASH SERVICE ON THE ABOVE DATES



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Memorandum

To: Honorable Chair and Members of the Board of Trustees
From: Julie Casteen, Assistant Trust Manager
Re: Budget Amendments
Date: December 4, 2023

BACKGROUND

The Water Treatment Plant and the Wastewater Treatment Plant are both in need of several pieces of laboratory equipment and other tools and equipment.

Because the funding for these projects was not included in the FY23-FY24 Adopted Budget, supplemental appropriations are needed:

	<u>Supplemental Appropriation</u>	<u>Fund/Department</u>
Revenues:		
Fund Balance	\$50,000	PWA Utility Services Fund
Expenses:		
Capital Outlay: Machinery & Equipment	\$30,000	Water Department
Capital Outlay: Machinery & Equipment	\$20,000	Wastewater Department

STAFF RECOMMENDATION

Staff recommends adoption of Resolution 2023-44.

Attachments:

Resolution 2023-44

**COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA
RESOLUTION 2023-44**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA, ADOPTING AMENDMENTS TO THE ANNUAL APPROPRIATIONS FOR THE BUDGET OF THE COWETA PUBLIC WORKS AUTHORITY FOR FISCAL YEAR ENDING JUNE 30, 2024.

WHEREAS, the Coweta Public Works Authority has need for unexpected expenditures that were not appropriated in the adopted budget for fiscal year 2023-2024; and

WHEREAS, 11 O.S. Section 17-216 provides that supplemental appropriations may be made from unexpended and unencumbered fund balances on hand at the end of the preceding fiscal year which had not been anticipated or appropriated in the budget, for revenues received or to be received from sources not anticipated in the budget, or revenues received or to be received from anticipated sources but in excess of the budget amounts therefore; 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 BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY that the following supplemental appropriations be made:

ACCOUNT #	DESCRIPTION	AMOUNT	REASON FOR EXPENDITURE	FUNDING SOURCE	FUND BALANCE AMOUNT
04-5404.033	Machinery & Equipment	\$ 30,000	Laboratory/Plant Equipment	Fund balance	\$ 30,000
04-5404.034	Machinery & Equipment	20,000	Laboratory/Plant Equipment	Fund balance	20,000
		<u>\$ 50,000</u>			<u>\$ 50,000</u>

PASSED BY THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA, and signed by the Chairperson this 4th Day of December 2023.

Naomi Hogue, Chair

Attest:

Approved as to form:

Marcy Kilgore, Trust Secretary

Jeff Stephens, Trust Attorney