



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
MONDAY, APRIL 1, 2024 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_____

HAROLD CHANCE_____

CAROLINE MARTIN_____

JOE CASH_____

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 MARCH 4, 2024.

Documents:

[240304-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 MARCH 11, 2024.

Documents:

[240311-PWA MINUTES - SPECIAL.DOCX](#)

IV. CONSIDER ITEMS REMOVED FROM CONSENT

V. ADMINISTRATION

1. RESOLUTION 2024-07 BANK SIGNATORIES

DISCUSS AND CONSIDER ACTION ON THE ADOPTION OF RESOLUTION 2024-07, 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, TRUST MANAGER)

Documents:

[240401-STAFF REPORT PWA BANK SIGNATORIES.PDF](#)
[240401-BANK SIGNATORIES - PWA RESO 2024-07.PDF](#)

2. BID AWARD - WASTEWATER TREATMENT PLANT IMPROVEMENTS

DISCUSS AND CONSIDER ACTION TO AWARD A BID TO DARIS CONTRACTORS, LLC IN THE AMOUNT OF \$16,292,400.00 FOR WASTEWATER TREATMENT PLANT IMPROVEMENTS AND DIRECTION TO THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS RELATED TO THE PROJECT. (JULIE CASTEEN, TRUST MANAGER)

Documents:

[240401-STAFF REPORT WWTP IMPROVEMENTS BID AWARD.PDF](#)
[240328-WWTP IMPROVEMENTS BID TAB.PDF](#)
[240329-RECOMENDATION OF AWARD.PDF](#)
[240401-015-NOTICE OF AWARD \(ORF-418\).PDF](#)

3. RESOLUTION 2024-10 ADOPTING BUDGET AMENDMENTS

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2024-10, 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, TRUST MANAGER)

Documents:

[240401-SUPPLEMENTALS RESO 2024-10-PWA.PDF](#)

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
MARCH 4, 2024, 7:24 P.M.**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, March 4, 2024, at 7:24 p.m. following the meeting of the Coweta City Council at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Naomi Hogue, Harold Chance, Joe Cash, 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 Harold Chance, second by Naomi Hogue to approve the consent calendar items:

1. Minutes of the Coweta Public Works Authority Regular Meeting held on February 5, 2024.

Aye: Harold Chance
Naomi Hogue
Joe Cash
Caroline Martin
Randy Woodward

V. CONSIDER ITEMS REMOVED FROM CONSENT

No items removed.

VI. ADMINISTRATION

1. RESOLUTION 2024-05 ADOPTING BUDGET AMENDMENTS

Assistant City Manager, Julie Casteen, led discussion and requested possible action related to the adoption of Resolution 2024-05, 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 June 30, 2024.

Motion by Harold Chance, second by Naomi Hogue to adopt Resolution 2024-05, 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 June 30, 2024.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
MARCH 4, 2024, 7:24 P.M.**

Aye: Harold Chance
Naomi Hogue
Joe Cash
Caroline Martin
Randy Woodward

2. RFP-WWTP

Interim City Manager, Lisa Taylor, led discussion and requested possible action to solicit bids related to Wastewater Treatment Plant Improvements, referenced as Project No. ORF-19-0002-CW.

Motion by Harold Chance, second by Randy Woodward to approve the solicitation of bids related to Wastewater Treatment Plant Improvements, referenced as Project No. ORF-19-0002-CW.

Aye: Harold Chance
Randy Woodward
Naomi Hogue
Joe Cash
Caroline Martin

3. RFP- SOLID WASTE/RECYCLING SERVICES

Julie Casteen led discussion and requested approval for soliciting proposals related to solid waste and recycling collection, removal, and disposal services.

Motion by Harold Chance, second by Naomi Hogue to approve the solicitation of proposals related to solid waste and recycling collection, removal, and disposal services.

Aye: Harold Chance
Naomi Hogue
Joe Cash
Caroline Martin
Randy Woodward

4. CONTRACT AMENDMENT RWD #4 SANITARY SERVICE FOR LANCASTER PLACE

Community Development Director, Carolyn Back, led discussion and requested approval of an addendum to initial contract dated November 27, 2019, between Rural Water, Sewer, Gas, and Solid Waste District No. 4 and the Coweta Public Works Authority to extend contract services to encompass the land area known as Lancaster Park.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
MARCH 4, 2024, 7:24 P.M.**

Motion by Harold Chance, second by Naomi Hogue to approve an addendum to initial contract dated November 27, 2019, between Rural Water, Sewer, Gas, and Solid Waste District No. 4 and the Coweta Public Works Authority to extend contract services to encompass the land area known as Lancaster Park.

Aye: Harold Chance
Naomi Hogue
Joe Cash
Caroline Martin
Randy Woodward

IV. NEW BUSINESS

No new business.

VII. ADJOURNMENT

Chairman Hogue adjourned the meeting at 7:28 p.m.

Naomi Hogue, Chairman

Marcy Kilgore, Trust Secretary

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPECIAL MEETING
MARCH 11, 2024, 6:24 P.M.**

The Trustees of the Coweta Public Works Authority met in special session on Monday, March 11, 2024, at 6:24 p.m. following the meeting of the Coweta City Council at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Naomi Hogue, Harold Chance, Joe Cash, 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. ADMINISTRATION

1. TRUST MANAGER EMPLOYMENT AGREEMENT

Affirmation of the actions taken by the City Council regarding an employment agreement with Julie Casteen as Trust Manager.

Motion by Naomi, second by Harold Chance to affirm the actions taken by the City Council regarding the employment agreements with Julie Casteen as Trust Manager

Aye: Naomi Hogue
Harold Chance
Joe Cash
Caroline Martin
Randy Woodward

VIII. ADJOURNMENT

Chairman Hogue adjourned the meeting at 6:24 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, Trust Manager
Re: Resolution 2024-07
Date: March 28, 2024

BACKGROUND

The authorized bank account signatories must be updated with First National Bank of Coweta as a result of changes in staff. All signatories on the accounts must complete new signature cards to be submitted to the bank with an authorizing resolution.

STAFF RECOMMENDATION

Staff recommends the adoption of Resolution 2024-07.

ATTACHMENTS:

Resolution 2024-07

**COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA
RESOLUTION 2024-07**

**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
Julie Casteen
Marcy Kilgore

**PASSED BY THE COWETA PUBLIC WORKS AUTHORITY FOR COWETA,
OKLAHOMA**, and signed by the Chairman this 1st Day of April, 2024.

Naomi Hogue, Chairman

Attest:

Approved as to form:

Marcy Kilgore, Trust Secretary

Jeff Stephens, Trust Attorney



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Memorandum

To: Honorable Chairman and Members of the Board of Trustees
From: Julie Casteen, Trust Manager
Re: Bid Award – WWTP Improvements
Date: March 28, 2024

BACKGROUND

On February 21, 2024 the City of Coweta issued a solicitation for bids related to the Wastewater Treatment Plant. The project will include the construction of a new lift station, lagoon, lagoon partition walls to create two aeration basins, two aerobic sludge digesters, construction of one flow equalization basin, an activated sludge pump station, two secondary clarifiers, and sludge drying beds, in addition to modification of the existing disinfection basin. These improvements will allow adequate wastewater treatment for anticipated growth in the community and will help to maintain the water quality in the Arkansas River.

Bids from four qualified contractors were received and opened on March 28, 2024. The bids received were significantly higher than the engineering estimate, mostly due to the current operating environment in the construction industry.

Funding for this project was secured via Oklahoma Water Resources Board loans in 2019 and 2022. However, the low bid of \$16,292,400 is approximately \$1.43 million higher than the total amount financed for the project.

In keeping with compliance with the ODEQ Consent Order Case #23-186, construction on improvements at the wastewater treatment plant must commence on or before May 1, 2024. There is not sufficient time to seek additional financing, and current rates are not desirable. Staff recommends the use of fund balance in the Public Works Authority Utility fund to bridge the funding gap.

STAFF RECOMMENDATION

Staff recommends that Council and PWA ratify the decision to award the bid for the Wastewater Treatment Plant Improvements to Daris Contractors, LLC in the amount of \$16,292,400, funded by OWRB loan proceeds and a transfer from fund balance of \$1,430,000 from the Coweta Public Works Authority Utility Fund to the Sewer Improvements Fund. A budget amendment for the transfer will be presented as a separate item.

ATTACHMENTS:

Bid Tabulation
Recommendation of Award
Notice of Award

City of Coweta and The Coweta Public Works Authority

Wastewater Treatment Plant Improvements

Bids March 28, 2024 @ 2:00 p.m.

Contractors	Bonds & Affidavits	Addendum	Bid Amount
Reed Environmental, LLC			
BRB Contractors Inc.	✓ OK	✓	\$17,417,000 ⁰⁰
Crossland Heavy Contractors	✓ OK	✓	\$16,868,000 ⁰⁰
TimberWolf Excavating, LLC			
Daris Contractors, LLC	✓ OK	✓	\$16,292,400 ⁰⁰
Orr Construction, Inc.			
Downey Contracting, LLC	✓ OK	✓	\$29,878,000 ⁰⁰

M. Kilgore

 Marcy Kilgore, City Clerk





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

March 29, 2024

Julie Casteen
City Manager
City of Coweta
310 S. Broadway
Coweta, OK 74429

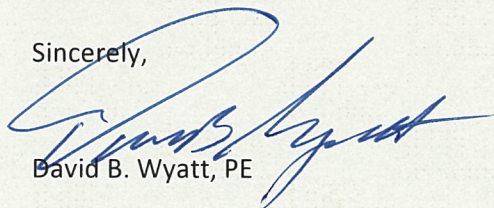
Re: Waste Water Treatment Plant Improvements
ORF-19-0002-CW

Dear Julie,

I have reviewed the bids received for the above referenced project on March 28, 2024, and recommend award to Daris Contractors for their submitted bid in the amount of \$16,292,400.00.

If you should have any questions, please do not hesitate to give me a call.

Sincerely,



David B. Wyatt, PE

NOTICE OF AWARD

Date: ____/____/____

Project: _____

Loan#: ORF-____-____-CW

The _____ has considered the bid submitted by
Owner
_____ for the above referenced project in response to the
Contractor
Advertisement for Bids dated ____/____/____ and Information for Bidders. You are hereby
notified that your bid has been accepted for items in the amount of \$_____.

You are required per the Information for Bidders to execute the Agreement and furnish the
required Contractor's Performance Bond, Statutory Bond, Maintenance Bond and Certificate of
Insurance within ____ calendar days from the date of this Notice. If you fail to provide these in the
specified time, the Owner will be entitled to consider all your rights arising out of the Owner's
acceptance of your Bid as abandoned and as a forfeiture of your Bid Bond. The Owner will be
entitled to such other rights as may be granted by law.

Owner's Authorized Representative signature

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged by _____,
Contractor's Representative name

Authorized Representative of _____.
Contractor

Contractor's Authorized Representative signature

____/____/____
Date

**COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA
RESOLUTION 2024-10**

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 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:

				FUND	
FUND	ACCOUNT #	DESCRIPTION	AMOUNT	REASON FOR EXPENDITURE	FUNDING SOURCE
Utility Services Fund	04-5535.037	Transfer Out: Sewer Improvements	\$1,430,000	Transfer for WWTP Improvements	Fund balance
			<u>\$1,430,000</u>		<u>\$1,430,000</u>
Sewer Improvements Fund	35-04.03.37	Transfer In: PWA	\$1,430,000	Transfer for WWTP Improvements	
			<u>\$1,430,000</u>		<u>\$ -</u>

PASSED BY THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA, and signed by the Chairperson this 1st Day of April 2024.

Naomi Hogue, Chair

Attest:

Marcy Kilgore, Trust Secretary

Approved as to form:

Jeff Stephens, Trust Attorney