



P.O. BOX 850
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www.cityofcoweta-ok.gov

**AGENDA - REGULAR MEETING
COWETA PUBLIC WORKS AUTHORITY
COWETA CITY HALL, 310 S. BROADWAY
MONDAY, DECEMBER 1, 2025 6:00 PM**

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 Chair 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 ____ Jeremy Barnett ____ Joshua Wilburn ____ Donald Vieth ____

III. CONSENT

(All matters under the "Consent Calendar" are considered by the 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 REGULAR MEETING

Approval of the minutes of the Coweta Public Works Authority meeting held on October 6, 2025. *(Marcy Kilgore, City Clerk/Treasurer)*

2. SURPLUS PROPERTY

Approval of the Declaration of Surplus of the following items and authorizing the City Manager to dispose of them accordingly: 1. Trimble Geo XT GPS Unit
Edgar Barroso, Public Works Director

IV. CONSIDER, DISCUSS AND TAKE ACTION ON ITEMS REMOVED FROM CONSENT

V. ADMINISTRATION

1. AUTHORIZED REPRESENTATIVES CERTIFICATE LISTING PERSONS AUTHORIZED TO EXECUTE REQUISITIONS FOR FUNDS FROM THE LOANS ISSUED BY THE OKLAHOMA WATER RESOURCES BOARD

Discuss and consider approval of an Authorized Representatives Certificate listing Naomi Hogue, Chairman; Julie Casteen, Trust Manager; and McKay Hale, Assistant Trust Manager as authorized to execute requisitions for funds from the loans issued by the Oklahoma Water Resources Board on October 1, 2019, and September 1, 2022.
Julie A. Casteen, Trust Manager

2. RESOLUTION 2025-41 BANK SIGNATORIES

Discuss and consider possible action related to the adoption of Resolution 2025-41, a resolution of the Coweta Public Works Authority, Oklahoma, approving Naomi Hogue, Julie Casteen, McKay Hale, and Marcy Kilgore as authorized signatories on certain accounts held by the First National Bank of Coweta, RCB Bank of Coweta, and BancFirst of Coweta.
Julie A. Casteen, Trust Manager

VI. NEW BUSINESS

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

VII. ADJOURNMENT

IF YOU REQUIRE A SPECIAL ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY CITY HALL AT LEAST 24 HOURS BEFORE THE MEETING.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
OCTOBER 6, 2025, 7:16 P.M.**

The agenda for this meeting was posted at least 24 hours prior to the start of this meeting at the entrance of City Hall, 310 S Broadway, Coweta, OK.

The Trustees of the Coweta Public Works Authority met in regular session on Monday, October 6, 2025, at 7:16 p.m. following the meeting of the Coweta City Council at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Naomi Hogue, Jeremy Barnett, Lauren Givan, Joshua Wilburn, Donald Vieth

TRUSTEES ABSENT: None.

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 Naomi Hogue, second by Jeremy Barnett to approve the consent calendar items:

1. Approval of the minutes of the Coweta Public Works Authority regular meeting held on September 8, 2025.
2. Approval of the adoption of Resolution 2025-33, 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, Coweta, Oklahoma for the fiscal year ending June 30, 2026; appropriating \$10,637,060.06 from fund balances previously reserved for various purchase orders and projects that remain open from the prior fiscal year to be paid in the fiscal year ending June 30, 2026.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan
Joshua Wilburn
Donald Vieth

IV. CONSIDER ITEMS REMOVED FROM CONSENT

No items removed.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
OCTOBER 6, 2025, 7:16 P.M.**

V. NEW BUSINESS

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

No new business.

VI. ADJOURNMENT

Chairman Hogue adjourned the meeting at 7:16 p.m.

Naomi Hogue, Chairman

Marcy Kilgore, Trust Secretary

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager.

Department: _____ Department Contact: _____ Date: _____

Items Requested to be Surplused: _____

ID/Asset Tag Number: _____

<u>PROPERTY DESCRIPTION</u>	<u>CONDITION</u>	<u>DATE PURCHASED</u>	<u>Approximate Current Value</u>
		Excellent Good Fair Poor	

Reason for being surplused:

Has it been offered for transfer to another Department within the City: Yes No

Has it been offered for transfer to another agency within the State: Yes No If so, to whom:

Name of agency:

Sold for scrap metal: Yes No If yes, to whom:

Amount received:

-----FINANCE USE ONLY-----

Date placed on surplus website: _____ Did item sell: Yes No

Date Sold: _____ Amount received: \$ _____

Name, Address, and Telephone Number of Buyer: _____

Item ready to be released to buyer with a copy of receipt attached: Yes No Date: _____

City Manager approval of the request for surplus: _____ Date: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, and receipt of funds from Public Surplus:

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____



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Memorandum

To: Honorable PWA Chairman and Trustees

From: Julie A. Casteen, Trust Manager

Re: **AUTHORIZED REPRESENTATIVES CERTIFICATE LISTING PERSONS AUTHORIZED TO EXECUTE REQUISITIONS FOR FUNDS FROM THE LOANS ISSUED BY THE OKLAHOMA WATER RESOURCES BOARD**

Date: December 1, 2025

BACKGROUND

The Oklahoma Water Resources Board has requested the attached Authorized Representatives Certificate be completed, signed, and returned, naming certain staff as being authorized to execute requisitions for loan funds on behalf of the Authority with regard to the Oklahoma Water Resources Board State Revolving Funds Promissory Note Series 2019 and Series 2022 to Oklahoma Water Resources Board. These notes were obtained for improvements to the wastewater treatment facility.

STAFF RECOMMENDATION

Staff recommends authorization of Naomi Hogue, Chairman; Julie Casteen, Trust Manager; and McKay Hale, Assistant Trust Manager to execute loan expenditure requisitions with the Oklahoma Water Resources Board.

ATTACHMENTS

1. 2025-Coweta Authorized Representatives Certificate-SRF



OKLAHOMA Water Resources Board

AUTHORIZED REPRESENTATIVES CERTIFICATE

Re: Coweta Public Works Authority, Wagoner County, Oklahoma Water Resources Board State Revolving Funds Promissory Note Series 2019 and Series 2022 to Oklahoma Water Resources Board (the "Loans")

We, the undersigned, the duly qualified and Chairman and Secretary of the Board of Directors of Coweta Public Works Authority, (the "Borrower"), hereby certify and affirm as follows:

1. As of the date hereof, the following persons are authorized to execute requisitions for funds from the Loans on behalf of the Borrower, and the following signatures are the true and genuine signatures of said persons:

Printed Name: Naomi Hogue Printed Title: Chairman

Signature: _____

Printed Name: Julie Casteen Printed Title: Trust Manager

Signature: _____

Printed Name: McKay Hale Printed Title: Assistant Trust Manager

Signature: _____

Printed Name: _____ Printed Title: _____

Signature: _____

2. The Oklahoma Water Resources Board ("Board") may treat any requisition for funds from the Loans bearing any of the signatures of the persons identified above as a duly authorized requisition on behalf of the Borrower, until notified otherwise in writing by the Borrower.

3. At any time that any of the above identified persons cease to be authorized to execute requisitions on behalf of the Borrower, or at any time any other person or persons become so authorized, the Borrower shall notify the Board accordingly. Whenever other persons become so authorized, the Borrower shall file with the Board, in a monthly operating statement or such other writing as the Board may accept, the true and genuine signatures and titles of such persons.

Terms used herein shall have the same meaning as set forth in the Loan Agreements for the Oklahoma Water Resources Board State Loan State Revolving Fund loans between the Board and the Borrower dated as of October 1, 2019 and September 1, 2022, respectively.

WITNESS our hands and the seal of the Borrower this ____ day of _____, 20__.

_____ COUNTY, OKLAHOMA

Chairman

ATTEST:

Secretary

(SEAL)



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Memorandum

To: Honorable PWA Chairman and Trustees
From: Julie A. Casteen, Trust Manager
Re: **RESOLUTION 2025-41 BANK SIGNATORIES**
Date: December 1, 2025

BACKGROUND

To comply with our auditors' request for statements on the PWA's bank accounts, the list of authorized bank signatories must be updated. Each account requires two signatures for transactions. McKay Hale, Assistant Trust Manager, is being added as a signatory on all accounts to ensure access to statements and the ability to complete transactions when the Trust Manager is unavailable.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. 251201-Resolution 2025-41- Bank Signatories-PWA

RESOLUTION NO. 2025-41

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, RCB BANK OF COWETA, AND BANCFIRST OF COWETA.

WHEREAS, the Coweta Public Works Authority has established banking account(s) with First National Bank of Coweta, RCB Bank of Coweta, and BancFirst of Coweta; and

WHEREAS, from time to time it is necessary to change signatories on those account(s).

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, RCB Bank, and BancFirst account(s) established for the Coweta Public Works Authority:

Naomi Hogue
Julie Casteen
McKay Hale
Marcy Kilgore

This Resolution is approved in an open meeting by the Trustees of the Coweta Public Works Authority and signed by the Chairman this 1st Day of December, 2025.

Naomi Hogue, Chairman

ATTEST:

Marcy Kilgore, Trust Secretary

APPROVED:

Patrick Boulden, City Attorney