



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, AUGUST 3, 2020 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 MORRIS _____
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. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING HELD ON JUNE 1, 2020.

Documents:

[200601 MINUTES OF THE REGULAR MEETING OF THE PWA.PDF](#)

2. MINUTES OF THE JUNE 29, 2020 SPECIAL MEETING

APPROVAL OF THE MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPECIAL MEETING HELD ON JUNE 29, 2020.

Documents:

[200629 MINUTES OF THE SPECIAL MEETING OF THE PWA.PDF](#)

IV. OLD BUSINESS

1. CONTRACT ADDENDUM

DISCUSSION AND POSSIBLE ACTION TO APPROVE AN ADDENDUM TO THE CONTRACT WITH THE METER INSTALL GROUP, LLC RELATED TO THE PURCHASE AND INSTALLATION OF AMR TECHNOLOGY IN THE AMOUNT OF TWENTY-FIVE THOUSAND FOUR HUNDRED TWENTY-TWO DOLLARS AND THREE CENTS (\$25,422.03).
(ROGER KOLMAN, TRUST MANAGER)

Documents:

[200803 STAFF REPORT CONTRACT ADDENDUM.PDF](#)
[COWETA ADDENDUM 072020.PDF](#)

2. JOINT RESOLUTION 2020-24

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF JOINT RESOLUTION 2020-24, A JOINT RESOLUTION OF THE 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 HAVING THE CITY OF COWETA, OKLAHOMA AS ITS BENEFICIARY, ALLOCATING FUNDS FOR THE PURCHASE OF AUTOMATIC METER READING TECHNOLOGY AND THE TERMS FOR THE REPAYMENT THEREOF. (ROGER KOLMAN, TRUST MANAGER)

Documents:

[200803 STAFF REPORT AMR SYSTEM.PDF](#)
[200803 RESOLUTION 2020 24.PDF](#)

3. RESOLUTION 2020-25 AMENDING THE FY20-21 BUDGET

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2020-25, 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 FOR FISCAL YEAR ENDING JUNE 30, 2021. (JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[200803 STAFF REPORT RESOLUTION 2020 25.PDF](#)
[200803 RESOLUTION 2020 25.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
JUNE 1, 2020**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, June 1, 2020 at 6:35 p.m. following the meeting of the Coweta City Council at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Evette Morris, Harold Chance, Naomi Hogue, Logan Brown, Randy Woodward.

TRUSTEES ABSENT: None.

I. CALL TO ORDER

The meeting was called to order by Chairman Morris.

II. ROLL CALL

Roll call taken. Trustees were present as shown above.

III. CONSENT

Motion by Evette Morris, second by Harold Chance to approve the consent calendar items:

1. Minutes of the Coweta Public Works Authority Regular Meeting held on May 4, 2020.

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

IV. OLD BUSINESS

1. Purchase of a 2021 Sanitation Truck

Wes Richter, Public Works Director, described the need to purchase a new sanitation truck.

Motion by Harold Chance, second by Randy Woodward, to approved the purchase of a sanitation truck from Summit Truck Group using State of Oklahoma Cooperative Purchasing Contract (SW0197), at a cost not to exceed \$185,947.97 with funds coming from the Capital Improvement Fund, Solid Waste Department (12-5403.035) and authorizing the City Manager to execute all documents related to the purchase.

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

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
JUNE 1, 2020**

2. Resolution 2020-15 on FY2020-2021 Budget Adoption.

Julie Casteen recommended approval of the proposed budget as presented at the public hearing.

Motion by Evette Morris, second by Harold Chance, to adopt Resolution 2020-15, a resolution of the Trustees of the Coweta Public Works Authority, Coweta, Oklahoma adopting the budget for the Coweta Public Works Authority Utility Services Fund, The Sewer Improvements Fund, and the Ambulance Service Fund for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, and providing for the investment of said funds.

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

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Chairman Morris adjourned the meeting at 6:41 p.m.

Evette Morris, Chairman

Julie Casteen, Trust Secretary

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPECIAL MEETING
JUNE 29, 2020**

The Trustees of the Coweta Public Works Authority met in special session on Monday, June 29, 2020 at 6:03 p.m. following the special meeting of the Coweta City Council at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Evette Morris, Harold Chance, Naomi Hogue, Logan Brown, Randy Woodward.

TRUSTEES ABSENT: None.

I. CALL TO ORDER

The meeting was called to order by Chairman Morris.

II. ROLL CALL

Roll call taken. Trustees were present as shown above.

III. OLD BUSINESS

1. Resolution 2020-07

Trust Manager Roger Kolman discussed the completion of the water interconnection with Wagoner County Rural Water District No. 5 (RWD5) in July 2019. Mr. Kolman described the need for payment to RWD5 in the amount of \$19,281.79 after attempts to fund the project from FEMA disaster funds failed.

Motion by Randy Woodward, second by Harold Chance to approved payment to RWD5 in the amount of \$19,281.79.

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

VI. ADJOURNMENT

Chairman Morris adjourned the meeting at 6:05 p.m.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY SPECIAL MEETING
JUNE 29, 2020**

Evette Morris, Chairman

Julie Casteen, Trust Secretary



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Memorandum

To: Honorable Mayor and Members of the City Council/
Chairman and Members of the Board of Trustees
From: Roger Kolman, City Manager
Re: Contract Addendum
Date: 8/3/2020

BACKGROUND

In March 2020, the City of Coweta and the Coweta Public Works Authority entered into a contract for the purchase and installation of AMR technology with the Meter Install Group. Subsequently the City and the Trust Authority adopted a joint resolution for the financing of the costs related to that purchase. The initial cost for the project was \$616,588.00. However, when Meter Install Group began installation of the meters, it was discovered that 37 meters recorded in the City's utility system as 5/8" x 3/4" meters were in fact larger meters which have a higher cost. The cost for acquisition and installation of those additional meters is \$25,422.03

The accompanying contract addendum reflects the additional costs related to the 37 meters.

STAFF RECOMMENDATION

Staff recommends approval of the contract addendum.

ATTACHMENTS

Contract Addendum
MIG Quote

CONTRACT ADDENDUM

THIS CONTRACT ADDENDUM dated this _____ day of _____, 20____

BETWEEN:

CITY OF COWETA & COWETA PUBLIC WORKS AUTHORITY

ON THE FIRST PART

- AND -

METER INSTALL GROUP LLC

OF THE SECOND PART

Background

- A. City of Coweta & Coweta Public Works Authority and Meter Install Group LLC (the "Parties") entered into the contract (the "Contract") dated March 24, 2020 for the purpose of Water Meter Replacement and Installation.
- B. The Parties desire to amend the Contract on the terms and conditions set forth in this Contract Addendum (the "Agreement").
- C. This Agreement is the first amendment to the Contract.
- D. References in this Agreement to the Contract are the Contract as previously amended or varied.

IN CONSIDERATION OF the Parties agreeing to amend their obligations in the existing Contract, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to keep, perform, and fulfill the promises, conditions and agreements below:

Amendments

- 1. The Contract is amended as follows:
 - a. Increase product and installation as listed on Meter Install Group Estimate #18, attached to this amendment, totalling \$ 25,422.03.

No Other Change

- 2. Except as otherwise expressly provided in this Agreement, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

Miscellaneous Terms

Capitalized terms not otherwise defined in this Agreement will have the meanings ascribed to them in the Contract. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine include the feminine and vice versa. No regard for gender is intended by the language in this Agreement.

Governing Law

Subject to the terms of the Contract, it is the intention of the Parties that this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Oklahoma without regard to the jurisdiction in which any action or special proceeding may be instituted.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day
of _____, _____.

WITNESS: _____

City of Coweta _____ (Party)

WITNESS: _____

Meter Install Group _____ (Party)

Meter Install Group

2912 S Access Rd
Longview, TX 75602



Estimate

Date	Estimate #
6/24/2020	18

Name / Address
City of Coweta & Coweta Public Works Authority P. O. Box 850 Coweta, OK 74429

Project

Description	Qty	Rate	Total
PD10GBT - 1" PD METER	17	226.00	3,842.00
PD15GBT - 1 1/2" PD METER	7	522.29	3,656.03
PD20GBT - 2" PD METER	13	597.00	7,761.00
1" Water Meter Installation	17	39.00	663.00
1.5" Water Meter Installation	7	475.00	3,325.00
2" Water Meter Installation	13	475.00	6,175.00
		Total	\$25,422.03



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Memorandum

To: Honorable Mayor and Members of the City Council/
Chairman and Members of the Board of Trustees
From: Roger Kolman, City Manager
Re: Joint Resolution
Date: 8/3/2020

BACKGROUND

In March 2020, the City of Coweta and the Coweta Public Works Authority entered into a contract for the purchase and installation of AMR technology with the Meter Install Group. Subsequently the City and the Trust Authority adopted a joint resolution for the financing of the costs related to that purchase. The initial cost for the project was \$616,588.00. However, when Meter Install Group began installation of the meters, it was discovered that 37 meters recorded in the City's utility system as 5/8" x 3/4" meters were in fact larger meters which have a higher cost. The cost for acquisition and installation of those additional meters is \$25,422.03

The accompanying Joint Resolution changes the amount financed between the two entities for this project to reflect a total project cost of \$643,000.

STAFF RECOMMENDATION

Staff recommends adoption of Joint Resolution 2020-24.

ATTACHMENTS

Resolution 2020-24

RESOLUTION NO. 2020-24

A JOINT RESOLUTION OF THE 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 HAVING THE CITY OF COWETA, OKLAHOMA AS ITS BENEFICIARY, ALLOCATING FUNDS FOR THE PURCHASE OF AUTOMATIC METER READING TECHNOLOGY AND THE TERMS FOR THE REPAYMENT THEREOF.

WHEREAS, the City of Coweta, Oklahoma, (“City”), an Oklahoma municipal corporation, owns a domestic water system which serves the citizens of City and surrounding areas in Wagoner County, Oklahoma,

WHEREAS, the Coweta Public Works Authority, (“Authority”) is an Oklahoma public trust which has the City as its beneficiary,

WHEREAS, the City, acting by and through the City Council, its duly elected governing body, and the Authority, acting by and through its duly appointed governing body, the Trustees, have entered into and are operating pursuant to a lease of the water system between the City and the Authority whereby the Authority is improving, maintaining and operating the water system for the benefit of the City, the citizens of the City and entities as well as individuals in surrounding areas of Wagoner County, Oklahoma

WHEREAS, the City Council and the Trustees, (jointly the “Parties”) recognize the need for the operation of public utilities to be as efficient as possible; and

WHEREAS, the Parties approved Joint Resolution 2020-07 on March 2, 2020 providing for an agreement between the Parties to finance the purchase of Automatic Meter Reading Technology (AMR); and

WHEREAS, the Parties jointly entered into a Contract for Meter Replacement and/or AMR Installation with the Meter Install Group; and

WHEREAS, quantities for certain size meters included in the Contract were incorrect, creating a need to purchase and install additional AMR meters in the amount of Twenty-Five Thousand Four Hundred Twenty-Two Dollars and Three Cents (\$25,422.03); and

WHEREAS, it is necessary to amend the terms of repayment for the purchase of AMR technology between the Parties to include the additional costs; and

WHEREAS, the City currently has unrestricted and unencumbered funds available in its Capital Projects Fund to cover the costs of the acquisition and installation of an AMR system; and

WHEREAS, the Authority has the ability to repay the City for the costs of the AMR system over a period of years; and

WHEREAS, the use of funds currently available from the City will reduce financing costs for the project.

THEREFORE, BE IT RESOLVED by the City Council of the City of Coweta, Oklahoma and the Board of Trustees of the Coweta Public Works Authority, that:

SECTION 1. The City shall provide funding in an amount not to exceed Six Hundred and Forty-Three Thousand and No/100s Dollars (\$643,000.00) to the Authority for the purchase and installation of Automatic Meter Reading Technology.

SECTION 2. The Authority shall pay to the City the sum of Six Hundred and Forty-Three Thousand and No/100s Dollars (\$643,000.00), or so much thereof that is actual used by the Authority for the purchase and installation of the Automatic Meter Reading Technology plus interest at One Percent (1%) per annum, said sum payable in equal annual installments over a term of Nine (9) years from the date of the last payment made to a third party for the acquisition and installation of the Automatic Meter Reading Technology. Interest shall accrue from the date of the last payment made to a third party for the acquisition and installation of the Automatic Meter Reading Technology. Payments shall be due on the first anniversary date of the beginning of interest accrual and on each anniversary date thereafter until paid in full.

SECTION 3. The obligation created hereby as well as any payments of principal and interest made hereon by the Authority will be subordinate to any and all secured debts of the Authority. The City Manager is hereby authorized execute on behalf of the City any lawful and reasonable Subordination Agreements as may be required by Secured Creditors of the Authority.

This Resolution is approved in open meeting by the City Council of the City of Coweta, Oklahoma, and the Board of Trustees of the Coweta Public Works Authority on this 3rd day of August 2020.

Evette Morris, Mayor and Chairman

ATTEST:

Julie Casteen, City Clerk

APPROVED:

Ronald D. Cates, City/Trust Attorney



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Memorandum

To: Honorable Chairman and Members of the Board of Trustees

From: Julie Casteen, Assistant City Manager

Re: Supplemental Appropriations

Date: August 3, 2020

BACKGROUND

An amendment to the contract with Meter Install Group requires funds to be transferred from the Capital Improvement Fund to the Coweta Public Works Authority to cover the cost of additional meters for the AMR project. The budget in the Coweta Public Works Authority must be amended to include a \$26,000 transfer from the Capital Improvement Fund (04-04.03.14) to cover an expenditure for meters (04-5404.033), with the remaining \$577.00 allocated to interest to be paid on the advance from the Capital Improvement Fund (04-5414.037).

STAFF RECOMMENDATION

Staff recommends approval of supplemental appropriations per Resolution 2020-25.

Attachments:

Resolution 2020-25

RESOLUTION 2020-25

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 FOR FISCAL YEAR ENDING JUNE 30, 2021.

WHEREAS, the Coweta Public Works Authority has need for unexpected expenditures that were not appropriated in the adopted budget for fiscal year 2020-2021; 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 that the following supplemental appropriations be made:

COWETA PUBLIC WORKS AUTHORITY FUND

Revenue: Transfer from Capital Improvement Fund (04-04.03.14)	\$26,000
Expenditure: Machinery & Equipment (04-5404.033)	\$25,423
Expenditure: Interest Expense (04-5414.037)	\$577

PASSED BY THE COWETA PUBLIC WORKS AUTHORITY FOR COWETA, OKLAHOMA, and signed by the Chairman this 3rd Day of August 2020.

Evette Morris, Chairman

Attest:

Approved as to form:

Julie Casteen, Trust Secretary

Ronald D. Cates, Trust Attorney