



## WATONGA PUBLIC WORKS AUTHORITY MEETING MINUTE FOR OCTOBER 19, 2021

*In accordance with the Oklahoma Open Meeting Law, this Agenda was posted October 15, 2021 Prior to 5:00 PM. at the Main Street Entrance of Watonga City Hall, located at 410 West Main Street, Watonga, Oklahoma.*

**The Watonga Public Works Authority (PWA) of Watonga did meet immediately following Watonga City Council Meeting at 6:00 PM on Tuesday, October 19, 2021 in the Conference Room of Watonga City Hall, located at 410 West Main Street, Watonga Oklahoma, for a scheduled meeting.**

**Council Present:** Travis Bradt, Allen Cowan, Lindsey Doyel and Mayor Bill Seitter. Also present, City Manager Karrie Beth Little and City Clerk Verlen Bills. Ladina Willis and City Attorney Jared Harrison were absent.

**Declaration of a Quorum:** at 7:00 PM

### AGENDA

1. **Approve the minutes** of the previous PWA Meeting held September 21, 2021.

Motion to approve the minutes of the previous PWA Meeting held September 21, 2021 was made by Allen Cowan and seconded by Lindsey Doyel.

Mayor Bill Seitter, hearing no further comment, called for a vote:

T. Bradt aye    A. Cowan aye    L. Doyel aye    B. Seitter aye

Motion carried.

2. **Review and accept the list of Claims** against the Watonga PWA for the month of September 2021.

Mr. Bradt asked about invoices from CEC Corporation.

Airport Manager Jena Ohman acknowledged that there was some issues receiving the invoices on time. The company is in the process of changing hands and personnel are shifting around. Toby Baker is still the engineer for the Airport Project but he is now with Parkhill.

Mayor Seitter asked, how should we be getting invoices?

Mrs. Ohman explained the process as she understands it now, and she is working to keep up with this. In the future we will know when we do not get an invoice.

City Treasurer Rodney Jacks noted that we actually only get reimbursed 90% at this time. We will get the other 10% when the project is properly closed out.

Mayor Seitter added that this was a common practice with this type of project.

Motion to approve the List of Claims against the Watonga PWA for the month of September 2021 was made by Travis Bradt and seconded by Allen Cowan.  
Mayor Bill Seitter, hearing no further comment, called for a vote:  
T. Bradt aye    A. Cowan aye    L. Doyel aye    B. Seitter aye  
Motion carried.

3. **Consideration, Discussion and Action:** To approve a Low Income Household Water Assistance Program (LIHWAP) between Watonga Light and Water Department under the Watonga Public Works Authority and the Oklahoma Department of Human Services (OKDHS).

Ms. Little; I attended a Zoom Meeting on this the other day. This program is similar to Low Income Household Electric Assistance Program. It will be the same process for the water utility component. The customer can apply for both at the same time, but only one time per year.

Mr. Cowan asked, this is based on income and will this be a burden to our staff?

Ms. Little; Very little for our staff. OKDHS approves the application. Then they will send us a confirmation that the customer has been approved and they will make the payment toward that account.

There is an emergency clause in the contract that would require us to give notice 72 hours before water is turned off and we need to provide an estimate of the billing for the next 90 days. This is something our staff could handle without a lot of time involved.

Mr. Bradt asked how will we get this information out to the public.

Ms. Little; The program does not go into effect until December 28, 2021. OKDSH will send us the information and then we can send out fliers and post it to our web site. An insert mailing might be the most effective way to reach this group of people. Department of Human Services no longer has an office in this area so we have talked about setting up something at the Library to help these people get signed up. The Library already provides similar services.

Mr. Bradt asked how much trouble will this be to keep up with?

Ms. Little; It should not be any problem. OKDHS will provide the account numbers for the accounts they are paying for. It will be a minimal effort of the staff.

There was discussion of the logistics for this program.

Ms. Little; It is a program that I recommend to the Council because it will help the customers that need the help.

Allen Cowan made the motion to approve a Low Income Household Water Assistance Program between Watonga Light and Water Department under the Watonga Public Works Authority and the Oklahoma Department of Human Services. Motion was seconded by Lindsey Doyel.  
Mayor Bill Seitter, hearing no further comment, called for a vote:  
T. Bradt aye A. Cowan aye L. Doyel aye B. Seitter aye  
Motion carried.

4. **Comments:**

Mr. Cowan asked, some time back we contracted with American Collections Company to help us with Light and Water collections. How is that doing?

No one present in the meeting was directly involved with Light and Water collections, but the consensus among the group was that they do not collect much. Mr. Jacks noted that we receive a check from them once in a while.

Ms. Little suggested we look into this.

5. **Adjourn:**

Motion to adjourn was made by Allen Cowan and seconded by Lindsey Doyel.  
Mayor Bill Seitter, hearing no further comment, called for a vote;  
T. Bradt aye A. Cowan aye L. Doyel aye B. Seitter aye  
Motion carried at 7:14 PM.

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Mayor Bill Seitter

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City Clerk, Verlen Bills