



WATONGA PUBLIC WORKS AUTHORITY MEETING MINUTES FOR NOVEMBER 16, 2021

In accordance with the Oklahoma Open Meeting Law, this Agenda was posted November 12, 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, November 16, 2021 in the Conference Room of Watonga City Hall, located at 410 West Main Street, Watonga Oklahoma, for a scheduled meeting.

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

Declaration of a Quorum: at 7:40 PM.

AGENDA

1. **Approve the minutes** of the previous PWA Meeting held October 19, 2021.

Motion to approve the minutes of the previous PWA Meeting held October 19, 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 L. Willis aye B. Seitter aye

Motion carried.

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

Mr. Cowan: On page 11, in the OMPA Heading, it lists Production Demand, Cup Energy, Cost Adjustment and other items. This may have been on past reports, but it appears different and caught my attention.

Ms. Little: The actual invoice does not come before Council so I asked that the Purchase Order have more detail to give Council a better understanding of the billing, better transparency. So that is just to improve transparency.

Ms. Phillips and Ms. Little talked briefly, Approximately \$202,000 is the Electric billing, \$50,000 is quarterly payment for the Contract Line Crew that the City signed up for.

Mr. Cowan asked about the deposit from "IHS"

Mr. Jacks answered that is from the Indian Health Service paying their utility bill. They pay by direct deposit and it gets deposited in to the wrong account so I have to transfer money to get it to the proper account. We are working to get this corrected so that it gets to the proper account.

Ms. Willis and Mr. Jacks talked some about getting this issue resolved.

Motion to accept the list of Claims against Watonga PWA for the month of October 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 L. Willis aye B. Seitter aye

Motion carried.

3. **Consideration, Discussion and Action:** To instruct City Manager Karrie Beth Little to proceed with the Traffic Signal Project at Russworm Dr. and Clarence Nash, aka the junction of highways 33, 8 & 270. Project estimated total cost is \$47,000, with the Oklahoma Department of Transportation to contribute \$15,000 to the project leaving an estimated cost to the City of \$32,000 to be paid from the Light & Water Savings Account.

Mayor Seitter asked about the Light and Water Saving Account.

Mr. Jacks replied, there is approximately \$765,000 in Light and Water Savings. Of that, approximately \$89,220 is unrestricted funds and approximately \$237,367 is designated for Capital Improvements. Either of these two sources of funding could be used for this project.

Ms. Little: I consulted with Ms. Phillips and we felt this was a Capital Improvement because this has been not working for some time and we are repairing this to a higher standard than what was there previously. This would qualify for a Capital Improvement. So we are requesting this be paid from the Light and Water Savings Electric Capital Improvement Fund.

The reasoning for this and where this money comes from was briefly discussed.

Mr. Cowan asked, which company do you feel we should be talking to about this? Mid-State or Signal Tech?

Ms. Little: I will recommend Mid-State, they are the company recommended by the Oklahoma Department of Transportation (ODOT), they were able to provide an updated quote that includes the flashing yellow left turn arrow.

Mr. Cowan: I noticed that added \$6,000 to the price. Is that included in the latest estimate?

Ms. Little: The quote is \$47,000. ODOT has confirmed that they will give \$15,000 to the project leaving a balance of \$32,000 for the City, which does include the flashing arrows and the upgrade to the radar vehicle detection.

There was discussion about the other issues with the intersection. Perhaps Representative Mike Dobrinski could help us with funding and as a liaison with ODOT?

Ms. Little: Along with this we will be bring the overheard wiring up to code and we will be upgrading some of the signage.

There was discussion of financing, and Mr. Jacks and Ms. Little confirmed that there are sufficient funds in the proper account to cover this project and this does qualify as Light & Water Capital Improvements.

Motion was made by Allen Cowan to instruct City Manager Karrie Beth Little to proceed with the Traffic Signal Project at Russworm Dr. and Clarence Nash, aka the junction of highways 33, 8 & 270. Project estimated total cost is \$47,000, with the Oklahoma Department of Transportation to contribute \$15,000 to the project leaving an estimated cost to the City of \$32,000 to be paid from the Electric Capital Improvement Fund out of the Light and Water Savings Account. 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 L. Willis aye B. Seitter aye

Motion carried.

4. **Consideration, Discussion and Action:** To enter into an agreement between Watonga EMS, as a part of Watonga Public Works, and the Blaine County 522 EMS Board.

Mayor Seitter noted / asked, we agreed to the offer of \$17,500 per month from the 522 Board?

Ms. Little agreed. She explained the differences between the 522 money collected from Ad Valorem taxes and the other EMS County Fund derived from Sales Tax.

Ms. Little: This is a increase of \$3,500 a month. Last year we received \$14,000 a month and this year we will receive \$17,500. Ms. Phillips and Mr. Jacks agree that we should except this agreement. This could almost put us at the break even point with EMS. After we get this EMS 522 Contract enacted, we will revisit the other funding avenues and see what the EMS Department needs to move forward.

Mr. Cowan asked about some of the conversations with the 522 Board.

Ms. Little replied that some of preliminary conversations had taken place prior to my arrival.

Mr. Seitter asked, is this similar to what the County 522 Board is paying the other Districts?

Ms. Little: It is not a straight comparison because we actually provide EMS where the 522 Board is the EMS provider for other areas. I could mention that Watonga is the only community in Blaine County that has an EMS Charge on their utility billing.

This Contract will be retro active back to July so we will be able to replace the shortfall we have seen in the General Fund this year. This will work out to an annual increase of \$42,000. We feel this is satisfactory at this time. There are some other details we need to work out with the County concerning EMS funding, but we should get this step done at this time.

Motion to enter into an agreement between Watonga EMS, as a part of Watonga Public Works, and the Blaine County 522 EMS Board to receive \$17,500 per month to assist with EMS operations was made by Allen Cowan and seconded by Travis Bradt.

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

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

Motion carried.

5. **Comments:**

Ms. Little: I want to let the Council know, that we did send out a posting on November 4th about the power cost adjustment, it was in the form of a PowerPoint. We sent it to Council and posted it to our website as well. We have received a lot of positive comments about it. People were appreciative of the information, and we get a lot less questions about it now.

At a previous meeting we had talked about utility collections. I am looking into that in more depth. I do have aging account reports and they do exist. I do not think we are providing the diligence that aging accounts need at this time. So, with the hiring of new staff, we will give it the attention needed. I do foresee that aging report to decrease just based off of making some simple phone calls. I do not look at putting that out to a collection agency until we have done our due diligence to at least call the customer first and give them an opportunity to pay. So we will be working on this and giving it more attention

Mayor Seitter and Ms. Little discussed some of the details involved in this.

6. **Adjourn:**

Motion to adjourn was made by Lindsey Doyel 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 L. Willis aye B. Seitter aye

Motion carried at 8:07 PM.

Mayor Bill Seitter

City Clerk, Verlen Bills