TOWN OF KIOWA

PUBLIC WORKS AUTHORITY MINUTES

FOR REGULAR MONTHLY MEETING

July 28, 2022 @ 6:30 P.M.

AT KIOWA CITY HALL

813 S. HARRISON ST.

KIOWA, OKLAHOMA

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to **amendment**, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same **amendment** language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, Attorney or to the recommending board, commission or committee.

**CALL MEETING TO ORDER:** Mayor Peterson called meeting to order @ 6:30 P.M.

**PLEDGE OF ALLEGIANCE:** Completed.

**ROLL CALL:** Hall-present, Peterson-present, Vanblaricom-present, Nichols- absent, Sexton-present, Ellis- absent, Johnston- absent.

**APPROVAL OF MINUTES:** No questions. Peterson made the motion to approve the minutes. Seconded by Hall. Hall-yes, Peterson-yes, Vanblaricom-abstained, Sexton-yes. Motion carries.

**APPROVAL OF THE FINANCIAL REPORT:** Reed “Okay so does everybody have the financials? So these are our financials through the end of June. Last fiscal year gives us our totals for the year. So first schedule is our schedule for cash. So I’ll note for you that we did have a slight decrease in our unrestricted cash last month. Now that was because we did purchase the irrigation system. Do you all recall September that we received that insurance reimbursement of about $49,000, we ended up spending about $35,000 of it. So that’s reflected there, but I’ll note for you at the very bottom, you’ll see our cash for the year did go up by about $70,000, so that’s great. Now, as you all recall, we did take some of that restricted cash that had been spent and reimbursed as needed, but overall we were still up. So we ended the year with about $70,000 more than we started the year with cash. So any questions on the cash schedule?” Vanblaircom “And that’s PWA, correct”? Reed “That’s both, so in PWA we were up about $91,000. Vanblaircom “Okay.” Reed “But in total, over three funds, which is going to be our general fund, cemetery care, we were up by 70. Vanblaircom “Okay with the PWA is that with the insurance and stuff like that and the REAP Grant and stuff like that? Is that why it went up?” Reed “Yes. So, also you all know we did a mid-year adjustment on the revenue side. So all of that is going to be reflected in there. So any additional questions on our cash position at the end of last year?” Vanblaircom “Can you tell me what our cash positon is without that stuff?” Reed “Um let’s see.” Vanblaircom “What the water is actually making on its own?” Reed “Well are you saying what we’re making now, as opposed to before?” Vanblaircom “Yeah.” Reed “I don’t have that in front of me, but I can get it for you actually. Hold on I may, let me see if I have it printed here because you know, we did it midyear. I don’t have that. I don’t have that printed but I can get it for you. The actual impact of that, if I remember correctly hit around the April timeframe, by the time it was enacted, we build, we receive those revenues. So I can look and tell you really those last couple of months where we’re landing there. Overall. So page two is our PWA. So in that revenues expenses in our PWA, it does include both. So Regina, you will see at the bottom. You will see those insurance reimbursements at $49,000 in that very first column that year to date. So that income is reflected there. And then up in our sewer expenses, capital outlay is included this month, the 35,000 that we spend to replace that piece of equipment. So we did have a net positive there of about 14,000, which is unusual. I mean typically those insurance reimbursements are just that? It is simply just enough to get us by, to replace that. So do you see at the bottom there, Regina, it does show that we have a net income of 87,000 in our PWA. So again, it’s page two. Vanblaircom “Oh my page, sorry.” Reed “Oh wait you’re looking at the budget, I am looking at financials. Do you all have it? Mike’s got it he’ll share with you. So page two is gonna show our PWA financials through June. So the entire year. Do you see there at the bottom, you’re looking at the cash schedule there. The 87,000, that very first column. So when we take into consideration those 12 months, all of our revenues, expenses, we are up in our PWA by about 87,000. That’s typical. It has not been typical for you all in the past. That is typically the way that those tend to go. When we get to the general plan, you will see it’s flipped, which is unusual for you all, but we are still net positive for the year cash wise and on the income side. Any additional questions on PWA, does that help? Vanblaircom “ Well I just wanted to say, this net income is including those insurance and all that stuff?” Reed “ Yes.” Vanblaircom “So taking all that out of it.” Reed “Yes, so in this case it was $14,000 profit there. So you would be down about the 73 ish range. And I can get that for you. What we really look like in those later months of the year. I don’t recall off the top of my head and I don’t have that printed in front of me. I probably have it on my computer. Let me see if I can fire it up, and if not I should be able to log in and look, if that will help you have a good understanding of really where we are.” Vanblaircom “Yeah, I mean if I just wanna see where we’re at, seeing how we raised the rate of where we were a year ago when we didn’t raise. I wanna see what the difference in where we’re at actually, if we’re maintaining or if we’re actually making anything of it.” Reed “Gotcha, yeah. I will go look at that, I’ll see if I have it here and if not I’ll sneak in there and see if I can get you that answer before for the town side.” Vanblaircom “Thank you.” Peterson “I am going to make a motion to approve the financial report.” Hall “I’ll second.” Hall-yes, Peterson-yes, Vanblaircom-yes, Sexton-yes. Motion carries.

**APPROVAL OF THE PURCHASE ORDERS:** Peterson “We don’t have any purchases.” Reed “Are you just saying you don’t have the report?” Peterson “Yes, Kasey is out with COVID.” Reed “I can get it printed for you all so you can approve them during PWA. Vanblaircom “Who are we purchasing our chemicals from?” Lott “Hawkins, we are purchasing some from Water Tech also, but mostly Hawkins.” Vanblaircom “do you know about when the last time was we had a delivery?” Lott “Last week actually, last Thursday about a week ago.” Peterson “Any questions on the purchase order?” Peterson makes motion to approve the purchases. Hall seconds it. Hall-yes, Peterson-yes, Vanblaircom-abstained, Sexton-yes. Motion carries.

**WATER PLANT REPORT:** Furr, “We got our test back; we passed so that is good. We repaired a one inch line off Sharon Drive, the whole line is still holding. I had a meeting with DEQ everything is good and still is. Vincent handled the MOR’s this month. We have an electrician coming to look at the fan in the chlorine room at the plant.” Lott states Josh is still learning but picking up on everything very quick and doing a great job. He would like to see him spend a little more time at the plant. The decant line needs jetted out. Vanblaricom questions if DEQ said anything about the decant line and Lott stated that they weren’t and Jonathan with DEQ was pleased with how everything was going.

1. **Discussion and possible approval for Ken Doyle @ 2464 Kiowa Lake Rd to have a water adjustment.** Peterson “Kasey is not here so I don’t want to go over these without her here. Table until next meeting. No vote.
2. **Discussion and possible approval for Emily Aguilar @ 403 Lincoln to have a water adjustment.** Peterson “Kasey is not here so I don’t want to go over these without her here. Table until next meeting. No vote.
3. **Discussion and possible approval to for Steve Cox @ 18680 S Hwy 69 to have second water meter put in.** Peterson “Did you all go look at that?” Taylor “We did, but there was no one there to measure how far it would be off the main where he wanted it or where it is.” Vanblaircom “Is there some reason he is wanting a second meter?” Taylor “I have no idea.” Peterson “Something about feeding his animals. It was far from his house, but that is all I know why he wanted another one. We did not know how far the line was down.” Peterson “I don’t know how much it’s going to cost or if there is going to be additional fees and stuff. Cause it’s a new meter.” Furr “That and if it is too deep, we have to get outside help.” Peterson “We will have to table that.” No vote, tabled to next meeting.
4. **Discussion and possible approval to add Kasey Sawyer to all PWA First Bank accounts.** Peterson “I am going to make a motion to approve to add Kasey Sawyer to all PWA First bank accounts.” Hall seconds. Hall-yes, Peterson-yes, Vanblaircom-abstain, Sexton-yes. Motion carries.
5. **Discussion and possible approval to suspend the employee personnel policy.** Vanblaircom “I requested it to be on here to be suspended until we can review it and ensure that it is accurate with our city ordinances and state statues. There are things in there that we don’t do. That’s listed there; it’s been brought up numerous times. I think it’s going to end up getting us off into a wreck. So I ask that we suspend until it can be reviewed and updated.” Layden “Well the effect of that would be you’re doing away with your entire employee policy. So if that’s what you want to do you can but that’s a motion to do away with it completely.” Vanblaircom “I said suspend it, I didn’t say do away with it until it can be reviewed. Because it’s not within our accordance of our ordinances or with state statue. It says we do PMPs. We don’t, there’s never been a PMP done on any staff here ever. You have some staff that don’t even know what even exists.” Layden “That’s what you are asking to suspend it specifically, what’s that mean to you?” Vanblaircom “Until we review it, it needs reviewed if we are going to utilize it and that’s what we’re going to hold people accountable for. Then it needs to reflect the true of what we can do as a town.” Layden “Right, and I would agree with that, but technically you’re asking to suspend it, which to me means do away with it, until some later date. If that’s what you’re asking I would not, then you would be operating without anything. If you’re asking that it be reviewed, you need to get together and look at it and make sure it’s in compliance and that sort of thing. Vanblaircom “I just don’t like employees coming at me and saying that this is what our employee handbook says and wants to pick certain sections out of it and utilize against us because it’s wrong.” Layden “Okay, I understand.” Vanblaircom “It doesn’t matter to me, we can set a time to review it, get it all updated. To ensure it’s accurate, or it’s whatever, it just needs to be fixed.” Vanblaircom makes a motion to suspend until it is reviewed. Lack of second to motion dies on the floor.
6. **Discussion and possible approval to adopt ordinance an update the categories and duties for the Municipal Treasurer.** Peterson makes a motion to approve, to adopt the ordinance and update the categories and duties for the municipal treasurer as the OML handbook, municipal treasurer categories and duties, 4-1, 4-2, 4-3, 4-4, and 4-5.” Hall seconds the motion. Hall-yes, Peterson-yes, Vanblaircom-abstain, Sexton-yes. Motion carries.
7. **Discussion and possible approval to remove Jerri Ellis from all PWA First Bank accounts.** Peterson makes a motion to remove Jerri Ellis from all PWA First Bank accounts. Hall seconds. Hall-yes, Peterson-yes, Vanblaircom-yes, Sexton-yes. Motion carries.
8. **Discussion and possible approval to accept quote from B&B in Tulsa, Oklahoma in the amount of $641.00 plus shipping for a new motor for the compressor pump at the water plant.** Peterson makes a motion to approve to purchase a new motor for the compressor pump amount to not exceed $700.00 for the water plant. Hall seconds. Hall-yes, Peterson-yes, Vanblaircom-yes, Sexton-yes. Motion carries.

**NEW BUSINESS:** N/A

**PUBLIC DISCUSSION:** Town person 1 “Just out of curiosity, if your handbook says one thing and your city ordinance, which is supposed to be law says something entirely different, which one do you go by?” Layden “The city ordinance typically. If there is a city ordinance that is in conflict with the handbook it will need to be reconciled.” Vanblaircom “I got a question, in line with his. What if our city ordinance and state statues conflict with this handbook, which one supersedes it?” Layden “State law first of all it is what we rely on whatever state law says.”

**ADJOURN:** Peterson made the motion to adjourn @ 6:56 P.M. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes Sexton-yes. Motion carries.

**TIME ADJOURNED:** 6:56 P.M

IF ASSISTANCE IS NEEDED PLEASE NOTIFY THE CITY HALL AT 918-432-5621, 23 HOURS IN ADVANCE.