

**TOWN OF KIOWA PUBLIC WORKS AUTHORITY MINUTES
FOR THE REGULAR MONTHLY MEETING
MARCH 28TH, 2019 AT 6:30 P.M.
AT KIOWA CITY HALL
813 SOUTH HARRISON ST.
KIOWA, OKLAHOMA**

CALL MEETING TO ORDER: Mayor Johnston called the meeting to order at 6:30 p.m.

ROLL CALL: Karon Sexton- present, Ned Naugle-present, Regina VanBlaricom-present, Carla Lamson-present, Deanna Sexton-present, Serena Johnston-present.

PLEDGE OF ALLEGIANCE: Completed.

CONSIDERATION OF THE MINUTES: Minutes reviewed for February regular meeting and March special meeting. No questions. Mayor Johnston made the motion to approve the minutes, seconded by Naugle. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D. Sexton-yes, Johnston-yes. Motion carried.

FINANCIAL REPORT: Lamson reported a Revenue of \$37,540.07, Expenses of \$42,059.76 with a Net Income Loss of \$4,519.69. No questions. Mayor Johnston made the motion to approve the Financial Report, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D. Sexton-yes, Johnston-yes. Motion carried.

PURCHASE ORDERS: Purchase Orders reviewed. No questions. Mayor Johnston made the motion to approve the Purchase Orders, seconded by Naugle. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D.Sexton-yes, Johnston-yes. Motion carried.

1. **WATER PLANT REPORT:** Written copy given to the Board Members. Dale VanBlaricom present. Dale reported on water leaks being fixed. States the Water Plant is running well.
2. Discussion and possible approval of health, dental, and vision insurance renewal. Lisa Irby

Lisa Irby presented the information for insurance options and the changes to Blue Cross and Blue Shield. Mayor Johnston asked employees if they were happy with Blue Cross and Blue Shield with yes responses. Mayor Johnston made the motion to approve to stay with Blue Cross and Blue Shield for health insurance, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D.Sexton-yes, Johnston-yes. Motion carried.

3. Discussion and possible approval to award bidder for AMR (Automatic Meter Reading) Project.

Robert Vaughan with Infrastructure Solutions present and presented Board Members with Bid Tabulations, Warranty information on meters and Engineer Recommendation. Utility Technologies representative present and Core and Main representative present. Questions asked about the warranties were answered by the representatives. Robert Vaughan referred to the attorney Pat Layden for the legalities of choosing the Bid of Lowest or Best Bidder with justification if the lowest bidder is not awarded.

Mayor Johnston made the motion to award Utility Supply Technologies (Iperle meter) the AMR Meter Project, based on the better warranty, in the amount of \$132,745.00, seconded by Naugle. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D.Sexton-yes, Johnston-yes. Motion carried.

4. Discussion and possible approval for Rural Water District 11 to place a Drop Box for water payments at the Kiowa City Hall. Rural Water District 11 called and stated they were looking at other options and wouldn't be here tonight. No Vote.

5. Discussion and possible approval to participate in the Choctaw Nation Summer Work Program. Discussion. Mayor Johnston made the motion to approve to participate in the Choctaw Nation Summer Work Program, seconded by K. Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D.Sexton-yes, Johnston-yes. Motion carried.

6. Discussion and possible approval to pay lodging and per diem rates to employees going to training. Deanna Sexton

Deanna discussed the need for the agenda item due to Motels not taking Purchase Orders or Cash anymore. The only way you can reserve a motel room is by Debit or Credit card and the employee that is going to training is going to have to reserve on their personal card and be reimbursed by the Town or Public Works Authority with a check. Deanna stated that she sends a W-9 with the trainees for tax exempt. Board members questions

answered. Regina asked about a Blanket Purchase Order, and was informed that the trainings will still be on the agenda and Purchase Orders will still be approved. The only change is reservations made with personal credit cards instead of Town checks and reimbursements to the trainee. Discussed having the trainee e-mail motel confirmations. Mayor Johnston made the motion to pay lodging and per diem rates to employee instead of paying Motel direct with Town check, with motel confirmations from trainee, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D.Sexton-yes, Johnston-yes. Motion carried.

7. Discussion and possible approval to pay Carla Lamson for accrued comp time on last pay check in April. Discussion. Mayor Johnston made the motion to approve to pay remaining comp time to Carla Lamson on her last pay check in April, seconded by K. Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D.Sexton-yes, Johnston-yes. Motion carried.
8. Discussion and possible approval for Carla Lamson to donate accrued Sick Time. Discussion. Pat Layden consulted and stated it will have to be monitored and tracked. Mayor Johnston made the motion to approve for Carla Lamson to donate accrued sick time back to the city with stipulation for an Employee to use this, they must be on Leave With Out Pay status, meaning zero comp, sick, or vacation time, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D.Sexton-yes, Johnston-yes. Motion carried. The Board Thanked Carla for her time and a job well done.
9. Discussion and possible approval to transfer \$4,759.00 from PWA Savings Account to PWA Water Debt Serve Account to bring the Debt Serve Account to one(1) year of payments totaling \$65,208.00 required by USDA. Table until next monthly meeting.
10. Discussion and possible approval to discontinue monthly transfers in the amount of \$ 543.40 from PWA General Fund to PWA Water Debt Serve Account and leave in PWA General Fund. Table until next monthly meeting.
11. Discussion and possible approval to transfer \$8,040.00 from PWA Savings Account to PWA Water Short Lived Asset Account to bring Short Lived Asset Account to one(1) year of payments required by USDA. Tabled until next monthly meeting.
12. Discussion and possible approval to discontinue monthly transfers in the amount of \$513.90 form PWA General Fund to PWA Water Short Lived

Asset Account and leave in PWA General Fund. Table until next monthly meeting.

13. Discussion and possible approval to set a date for the City Wide Garage Sale. Discussion. Regina VanBlaricom made the motion to set Garage Sale and first week end in June, which is June 1st and 2nd, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D.Sexton-yes, Johnston-yes. Motion carried.

14. Discussion and possible approval to set a date for Town Clean up. Regina VanBlaricom made the motion to set Town Clean up dates for the 1st weekend in June and the 1st weekend in October, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D.Sexton-yes, Johnston-yes. Motion carried.

New Business: No New Business

Public Discussion: Discussed the Farmer's Market being ready for the season. Discussed Playground Equipment being installed when warmer weather get here.

Adjourn: Mayor Johnston made the motion to Adjourn, seconded by K.Sexton, K.Sexton-yes, Naugle-yes, VanBlaricom –yes, Lamson-yes, D.Sexton-yes, Johnston-yes. Motion carried. Time: 7:30 p.m.