TOWN OF KIOWA

PUBLIC WORKS AUTHORITY MINUTES

FOR REGULAR MONTHLY MEETING

SEPTEMBER 29, 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, corrections 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:** Vice Mayor Hall called meeting to order @ 6:34 P.M.

**PLEDGE OF ALLEGIANCE:** Completed.

**ROLL CALL:** Hall present, Peterson absent, Vanblaricom absent, Sexton absent, Drake present, Johnston present, Sawyer present.

**APPROVAL OF MINUTES:** No questions. Hall made the motion to approve the minutes. Seconded by Johnston. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.

**APPROVAL OF THE FINANCIAL REPORT:** Tracy Reed, “I would like to note for you that our cash overall in our unrestricted went up last month and for the year is up $52,000.00, which means money is available for an purpose/use for the town. We have about 1.6 million in unrestricted available cash so as interest rates continue to rise I would like for us to look at making sure we have adequate cash flow for our monthly activities but trying to maximize some interest that we can gain on those funds. We are very limited on what we can invest in. In PWA our water is our strongest revenue source. It is up above budget which is expected this time of year. In our operating (water, sewer, trash) if we look at exactly where we thought we would be, we are up on the revenue and expense, about $17,000.00 better than we expected to be.” Hall made the motion to approve the financial report. Seconded by Johnston. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.

**APPROVAL OF PURCHASES:** No questions. Hall made the motion to approve the purchases. Seconded by Johnston. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.

**WATER PLANT REPORT:** Joshua Furr, “We fixed two water leaks today. I had a 6 inch line break that took three days to repair. Had a 1 inch water line, another 2 inch, and had a water meter in rural water on Doyle Rd blow out a seal. We passed our test to get off of the boil order. I spent two days on zoom for my C license and went for the test and was told there was an error in my application so it set for October 7th now. November 1-4th I will go for C lab. I took us off of the copper sulfate for the algae bloom, we have had no issues. Everything has been just fine as far as the plant goes without so we’re saving money there. Our TTHM’s and HA85’s were turned in but have not heard back yet.”

1. **Presentation from Autumn with Russell & Williams for our fiscal year 2021 financial audits.** Autumn, “This is for your fiscal year 2021. When we talk about auditors opinions there are three different opinions we go off of. There is the unmodified which is the best you can receive, the modified which means there were certain modifications, and the adverse opinion which is the worst you can receive. You did receive the unmodified opinion on all aspects except you do keep your books on the modified cash basis of accounting which is typical in smaller towns but other than that everything was unmodified. On the statement of net position it shows the governmental and PWA. Cash and cash equivalents as of June 30, 2021 on the government side was a little over 2.1 million and on the PWA it was a little over $264,000.00 which left us with 2.4 million in unrestricted cash. On our PWA we did have restricted cash of $278,000.00 for the year. On the government side there was a little over $900.00 in due from. Our capital assets (fixed assets) on the government side were $547,000.00 and PWA a little over 6.2 million. All in all that left us with total assets on the government side of 2.7 million and PWA a little over 6.7 million. We didn’t have any liabilities on the town side but on PWA our meter deposit was a little over $37,000.00, due to $963.45, current long-term debt was right at $50,000.00 and our long term portion of long term debt was 2.3 million so all in all in our PWA total liabilities was 2.4 million. Our net position on the government side is a little over 2.7 million and PWA is 4.35 million. So balance sheet wise on the government side you look terrific and on PWA you do have quite a bit of debt but you are servicing it so that’s really all that matters. In government funds the various taxes collected throughout the year was a little over $272,000.00, license and permits was $121.00, fines and forfeitures $984,000.00, donations and fundraising was a little over $18,000.00, grants $32,000.00, interest $10,000.00, and other revenues $95,000.00. That left us with a total revenue as of June 30, 2021 of a little over 1.4 million. In expenditures our general government was $547,000.00, street and highways was a little over $15,000.00, public safety $472,000.00, cemetery $64.00, nutrition program $61,000.00, and various capital outlays amongst all the different funds and departments was $269,000.00. All in all we had a positive net income of $48,000.00; we did transfer out $47,000.00 to PWA which left us with a positive $1,234.00. In our PWA on the income statement, our operating revenues beginning with water was a little over $314,000.00, sewer $94,000.00, garbage $100,000.00, miscellaneous charges a little over $17,000.00. This left us with total operating revenues of $527,000.00. Our operating expenses beginning with personnel services was a little over $94,000.00, maintenance and operations $129,000.00, office supplies $316.00, utilities $24,000.00, repairs $38,000.00, professional fees $23,900.00, sanitation services $92,000.00, depreciation $211,000.00. all in all our total operating expenses was $630,882.16 for the year. We also had an interest expense of $66,000.00 and interest income of $533.00. We had transfers in from the town of $47,000.00 which left us with a negative change in net position of $121,000.00. Our cash flows from operating activities was a positive $527,900.00 which is great, we always want that number to be positive. Our net cash from investing activities we did have fixed asset purchases of a little over $61,000.00 and interest income of $533.00 which left us with net cash by investing activities of $60,722.00 that was used. Our net cash from capital and related financing activities was a negative $64,000.00; $47,000.00 was the transfers in from town with a change of $2,600.00 for meter deposit liability. We had interest expense of $66,000.00 and principal paid on our debt of $48,570.00. All in all our cash only went down $16,000.00. Your expenses weren’t too bad. Your repairs and maintenance was a little bit higher than the previous year but you did have a few little projects that were going on. The biggest thing that we are telling all of our small towns is the cost of anything related to PWA right now is insane. You need to make sure you are raising you fees at least 3% every single year. For long term liabilities you have three notes with rural development and the first one has a balance of $670,000.00 and of June 30, 2021 and it will be paid off in fiscal year 2049. The second one has a balance of $455,000.00 and it will be paid off in 2049. The last one has a balance of $1.2 million and it will be paid off in 2058. The town contributed roughly $21,000.00 on behalf of the employees to the pension fund. They also contributed to the state firefighters fund for the volunteer firefighters which was $420.00.”
2. **Discussion and possible approval to accept the fiscal year 2021 financial audits.** Hall made the motion to approve and accept the fiscal year 2021 financial audits. Seconded by Sawyer. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.
3. **Discussion and possible approval to update the card holder for our debit card with First Bank.** Hall made the motion for Latasha Sawyer to be our card holder for our debit card with First Bank. Seconded by Drake. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.
4. **Discussion and possible approval to have black poly tank at the fire department plumbed in.** Hall made the motion to approve to have the black poly tank at the fire department plumbed in. Seconded by Drake. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.
5. **Discussion and possible approval for water adjustment for Patco Double Kwik @ 727 S Garfield Ave.** No vote.
6. **Discussion and possible approval for water/sewer adjustment for Donna Peterson account #7661 @ 207 W Plum**. No vote.
7. **Discussion and possible approval for water/sewer adjustment for Whitney Weeks account #7870 @ 826 E 8th St.** Hall made the motion to approve adjustment for Whitney Weeks @ 826 E 8th St with the customer responsible for $197.97 and the city covers $115.90. Seconded by Sawyer. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.
8. **Discussion and take action on account #118130 @ 1013 S Cleveland with a balance of $3,066.87.** Hall made the motion to deactivate and close out account #118130 and write off the amount due of $3,066.87. Seconded by Drake. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.
9. **Discussion and possible approval to add Danny Drake to all PWA First Bank accounts.** Hall made the motion to add Danny Drake to all PWA First Bank accounts. Seconded by Sawyer. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.
10. **Discussion and possible approval for Joshua Furr to attend C lab training class November 1-4th in Duncan, OK.** Will need to be on the next agenda to pay per diem. Hall made the motion to approve for Joshua Furr to attend C lab training November 1-4th in Duncan, OK. Seconded by Sawyer. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.
11. **Discussion and possible approval for Zack Taylor to attend C lab training class November 1-4th in Duncan, OK.** Will need to be on the next agenda to pay per diem. Hall made the motion to approve for Zack Taylor to attend C lab training class November 1-4th in Duncan, OK. Seconded by Sawyer. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.
12. **Discussion and possible approval to renew contract with Allied Waste Systems, Inc.** No vote. Tabled.

**NEW BUSINESS:** N/A

**PUBLIC DISCUSSION:** N/A

**ADJOURN:** Hall made the motion to adjourn @ 7:33 P.M. Seconded by Johnston. Hall- yes, Drake- yes, Johnston- yes, Sawyer- yes. Motion carries.

**TIME ADJOURNED:** 7:34 P.M.

IF ASSISTANCE IS NEEDED PLEASE NOTIFY THE CITY HALL AT 918-432-5621, 24 HOURS IN ADVANCE.