

MINUTES
Of the
CHECOTAH PUBLIC WORKS AUTHORITY
Immediately Following
CHECOTAH CITY COUNCIL
TUESDAY, November 13, 2018
City Hall
414 W. Gentry, Checotah, Ok. 74426

1. Call to order – *Chairman Tarkington called the meeting to order at 7:12 p.m.*
2. Roll Call – *Trustees present were Brinsfield, Fields, Greenleaf, Key, Myers, Reaves, Robison, Tarkington and Wiles.*
3. Discuss and/or take action on approval of minutes of PWA meeting October 9, 2018, as presented or amended.
Motion was moved by Trustee Key and seconded by Trustee Brinsfield to approve minutes of PWA meeting October 9, 2019.
Motion carried unanimously with Trustees Brinsfield, Field, Greenleaf, Key, Myers, Reaves, Robison, Tarkington and Wiles voting yes.
4. Discuss and/or take action on Financial Report as presented or as amended.
Motion was moved by Trustee Wiles and seconded by Trustee Greenleaf to approve Financial Report 4. 1 thru 3 as presented.
Motion carried unanimously with Trustees Brinsfield, Field, Greenleaf, Key, Myers, Reaves, Robison, Tarkington and Wiles voting yes.

Motion was moved by Trustee Key and seconded by Trustee Greenleaf to approve Financial Report 4. #4 as presented.
Motion carried unanimously with Trustees Brinsfield, Field, Greenleaf, Key, Myers, Reaves, Robison, Tarkington and Wiles voting yes.
 - i. Estimated salaries for November in the amount of \$55,000.00
 - ii. Actual Salaries for October in the amount of **\$52,546.81.**
 - iii. Expenditures for October in the amount of **\$117,967.91.**
 - iv. Budget Amendment PWA in the amount of \$315,000.00.
5. Reports of Committees, Boards and Departments:

Water Maintenance Report
Utility Report
6. Discuss and/or take action on annual Identity Theft Protection Program (Red Flag Rules).
Motion was moved by Trustee Wiles and seconded by Trustee Fields to approve annual Identity Theft Protection Program (Red Flag Rules) report.
Motion carried unanimously with Trustees Brinsfield, Field, Greenleaf, Key, Myers, Reaves, Robison, Tarkington and Wiles voting yes.

7. Discuss and/or take action on PWA Meeting Dates for 2019.
Motion was moved by Trustee Key and seconded by Trustee Greenleaf to approve PWA Meeting Dates for 2019.
Motion carried unanimously with Trustees Brinsfield, Field, Greenleaf, Key, Myers, Reaves, Robison, Tarkington and Wiles voting yes.
8. Discuss and/or take action on Holiday Closings for 2019.
Motion was moved by Trustee Brinsfield and seconded by Trustee Myers to approve Holiday Closings for 2019.
Motion carried unanimously with Trustees Brinsfield, Field, Greenleaf, Key, Myers, Reaves, Robison, Tarkington and Wiles voting yes.
9. Discuss and/or take action on Christmas Bonus for PWA Employees.
Motion was moved by Trustee Robison and seconded by Trustee Greenleaf to approve Bonus for PWA Employees.
Motion carried unanimously with Trustees Brinsfield, Field, Greenleaf, Key, Myers, Reaves, Robison, Tarkington and Wiles voting yes.
10. Discuss and/or take action on employee contracts upon completion of paid training effective immediately, with commitment to the Checotah Public Works Authority for two years of service upon date of completion.
Motion was moved by Trustee Brinsfield and seconded by Trustee Greenleaf to approve employee contracts upon completion of paid training effective immediately, with commitment to the Checotah Public Works Authority for two years of service upon date of completion, contracts are subject for review by OMAG and City Attorney.
Motion carried unanimously with Trustees Brinsfield, Field, Greenleaf, Key, Myers, Reaves, Robison, Tarkington and Wiles voting yes.
11. Remarks and inquiries by governing body.
12. Adjournment – ***Motion was moved by Trustee Brinsfield and seconded by Trustee Robison.***
Motion carried unanimously with Trustees Brinsfield, Field, Greenleaf, Key, Myers, Reaves, Robison, Tarkington and Wiles voting yes.

LouAnn Moore, Assistant Secretary

Daniel Tarkington, Chairman