

**Minutes of the Regular Session
Medicine Park Board of Trustees
Public Works Authority
May 21, 2019**

After being posted in accordance with the "Oklahoma Open Meetings Act" the **Regular Session** of the **Medicine Park Board of Trustees of the Public Works Authority** was called to order at **6:00 p.m.** by Jennifer Ellis, Mayor.

Members Present: David Schucker, John Branch, Jennifer Ellis.

Members Absent: Larry Cofer, Dale Nomura

Citizen Comments-See Attached.

1. **Receive sealed bids for the Standpipe Rehabilitation (REAP 2019); possible awarding of bid.** Ellis reported there were no bids received to Town Hall. Town Clerk reported that we have met the competitive bid requirement twice and received zero bids. The Town can move forward with other companies using the project engineering and addenda. We are required to obtain from at least two companies, written quotes for the project. Chad Morris with EST Engineering reported he has never encountered no bids before, but his opinion is, due to the economy, it is summer and this is a smaller project, perhaps we can get more companies to submit for later in the summer. Questions were answered by the plan holders and three addenda were sent out. The plan for contacting other companies individually is a great plan. Branch made the motion to table the item. Second by Schucker. Schucker YES Cofer ABSENT Branch YES Nomura ABSENT Ellis YES **Motion carried.**
2. **Discuss and Take Action on Minutes of the May 6, 2019 Special Session and April 19, 2019 Regular Session.** Ellis stated due to lack of voting members neither minutes can be approved. Motion by Branch to table the item. Second by Schucker. Schucker YES Cofer ABSENT Branch YES Nomura ABSENT Ellis YES **Motion carried.**
3. **Discuss and Take Action to Approve Financial Reports.** Motion by Schucker to approve the financials. Second by Branch. Schucker YES Cofer ABSENT Branch YES Nomura ABSENT Ellis YES **Motion carried.**
4. **Discuss and Take Action to Approve Claims and Purchase Orders for April 2019/May 2019.** Motion by Schucker to approve claims and purchase orders. Second by Branch. Schucker YES Cofer ABSENT Branch YES Nomura ABSENT Ellis YES **Motion carried.**
5. **Receive MCSA Report from Jennifer Ellis; take any necessary action.** Ellis reported the bills were paid.
No Action.
6. **Receive PWA monthly report from PWA Clerk; take any necessary action.** See written report. PWA Clerk reported that PWA Supervisor would like sensor faucets that shut off automatically in the public restrooms. In January 11,000 gallons water used, February 36,000 gallons used, March 20,000 gallons used, April 28,000 gallons used. PWA has gone in the restrooms and the toilets and faucets are running. Mayor stated that will be bid out as part of the rehab.
No Action.
7. **Receive PWA monthly report from PWA Supervisor; take any necessary action.** Bill Chandler reported a four inch rain last night and an inch and half on Friday. West Lake pump station had an issue last night. McClain Electrical came out today to upgrade the electrical. Fort Sill Corp came out today to inspect the lagoon. Grass and vegetation look good, but we may get a letter about the dike. Town Clerk reported ODEQ is aware of the slight deterioration of the dike and we cannot repair until we get the freeboard to three feet or better. Fixed one manhole on Big Rock twenty-three to go.
No Action.
8. **Receive updates on: REAP 2019 Water Tower project; CDBG Grant for resurfacing of portions of East Lake; USDA Loan for Sewer Lagoon project; take any necessary action.** Town Clerk reported on the CDBG grant, we are waiting at this point. USDA-we received a letter from ODEQ requiring a few missing items,

consent order, timeline. Landmark Engineering were provided the documents on the same date as the letter received. Landmark has addition items they must correct and provide to ODEQ. **No Action.**

9. **Update on Auto Bridge Sewer Lift Station; consider options from EST Engineering; take any necessary action.** Town Clerk reported they are still acquiring quotes for engineering on the project. In the interim, the electrical panel and motor starters will be replaced, to give the board time to decide the best action to take with the pump station. McClain came out today to upgrade electrical to make the pump work. **No Action.**
10. **Update on Sewer Manhole Rehab Town wide; take any necessary action.** Ellis reported that PWA is working on it and started with Big Rock. **No Action.**
11. **Discuss and Take Action on request from Larry Wolcott for continuation of a roadside ditch on the westside of Merry Circle. Ellis stated with Mr. Cofer absent we are missing information.** Motion by Branch to table. Second by Schucker.
Schucker YES Cofer ABSENT Branch YES Nomura ABSENT Ellis YES **Motion carried.**
12. **Discuss and Take Action on proposed addition of E-Billing Software for PWA accounts with G-works (formerly Summit).** Treasurer reported this would save on card stock, postage and time. Motion by Ellis to approve the addition of E-Billing at a cost of \$687.50 and \$135.00 annually. Second by Branch.
Schucker YES Cofer ABSENT Branch YES Nomura ABSENT Ellis YES **Motion carried.**
13. **Discuss and Take Action on request from MPEDA to have one (1) Town dumpster placed by PWA at Park Tavern during festivals only.** Motion by Branch to have PWA move dumpster for festivals for vendor use by Park Tavern. Second by Schucker.
Schucker YES Cofer ABSENT Branch YES Nomura ABSENT Ellis YES **Motion carried.**
14. **Discuss and Take Action on request from MPEDA to utilize a PWA worker to assist electrician in lifting creek walk poles for maintenance and resetting pole when done.** Motion by Branch to authorize the use of a PWA worker to assist the electrician, in holding the pole and then resetting the pole. Second by Schucker.
Schucker YES Cofer ABSENT Branch YES Nomura ABSENT Ellis YES **Motion carried.**

NEW BUSINESS-None


ATTORNEY REPORT-No Report

BOARD COMMENTS-None

Motion by Branch to adjourn the meeting. Second by Schucker.

Schucker YES Cofer YES Branch ABSENT Nomura YES Ellis YES **Motion carried.**

Meeting adjourned at 6:28 p.m.



Town Clerk

5/28/19

Date

Mayor

Date