

**Minutes of the Regular Session
Medicine Park Board of Trustees
Public Works Authority
August 20, 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, Larry Cofer, John Branch, Dale Nomura, Jennifer Ellis.

Members Absent: None

Citizen Comments-See Attached.

1. **Discuss and Take Action on Minutes of the July 22, 2019 Special Session and July 16, 2019 Regular Session.** Motion by Nomura to approve the meeting minutes for July 22, 2019 Special Session with the correction of Special Session at top of minutes and July 16, 2019 Regular Session meetings. Second by Cofer.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES **Motion Carried.**

2. **Discuss and Take Action to Approve Financial Reports.** Nomura moved to approve the Financials. Second by Branch.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES **Motion Carried.**

3. **Discuss and Take Action to Approve Claims and Purchase Orders for July 2019/August 2019.** Cofer inquired about the purchase of hoses. PWA Supervisor reported they were for the Flush Truck. Cofer made the motion to approve Claims and Purchase Order for July 2019/August 2019.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES **Motion Carried.**

4. **Receive MCSA Report from Jennifer Ellis; take any necessary action.** Ellis reported that bills were paid.

No Action.

5. **Receive PWA monthly report from PWA Clerk; take any necessary action.** Nomura stated that this would be the last meeting the PWA Clerk would not be attending any further meetings. Cofer made the motion to approve the report. Second by Schucker.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES **Motion Carried.**

6. **Receive PWA monthly report from PWA Supervisor; take any necessary action.** PWA Supervisor reported he did smoke testing on Big Rock and the joints are an issue. He called the aggregate people regarding the foam that goes around the lines and joints haven't received a call back. Found an abandon line on Big Rock. Found three (3) spots that they fixed. Lagoon is down and they are working on a 30-foot fire break at the lagoon, there is a 300 ft section of fence on the backside of the lagoon that needs to be replaced. There are two generators not working that are on the inventory list and would like them to be surplus. Found one water leak which was detected on Forest. Nomura made the motion to camera the line. Cofer said to get estimates for lining the pipe. Nomura amended her motion to include estimates and authorize PO's within purchasing limits for purchasing lining to repair the line over by the winery which is a Town line. Second by Cofer.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES **Motion Carried.**

7. **Receive updates on CDBG Grant for resurfacing of portions of East Lake; USDA Loan for Sewer Lagoon project; take any necessary action.** ASCOG is in the process of completing the first step by releasing the funds

to repave East Lake, by which forms to be signed by the Mayor to release funds and now the forms have all been signed. Next step will to have it go out for bids. Nomura created a Scope of Work and sent to ASCOG. ASCOG will use the Scope of Work in the bidding process. Once there is a Release of Funds, there will be a meeting with ASCOG to discuss the bidding process. Second part of this grant is the sewer lagoon and waiting on an engineering report from Lester. Shelly Bookout with the USDA emailed for an update, with no response.

No action.

8. **Receive updates on REAP 2019 Water Tower project; take any necessary.** Nomura reported last meeting it was approved to remove the Town Standpipes from the 2019 REAP Grant. The two on Big Rock will be the 2019 REAP. Originally, the REAP grant was based on information from Luckinbill but did not including engineering into the grant. \$45,000 was granted on a \$65,000 project. It was sent out for bid and they came back triple. Last meeting, they took the Town Tower portion out of the 2019 REAP grant which was approved, communicating with EST they need to revamp Scope of Work removing the Town Tower and ask for updated bids. The two towers on Big Rock can be done one at a time.

No action.

9. **Discuss and Take Action on upcoming REAP 2020 Grant Application: determine leverage funds.** Nomura reported the application for the 2020 REAP grant is complete which is the Town Tower. Engineering has been included in the grant application and grant total is \$66,098 asking for \$50,000 and leverage is \$16,098. Approve the grant and approve the leverage funds that is coming from PWA. Cofer noted the leverage funds on a couple of pages in doesn't match. Motion from Nomura to approve the grant, authorize the mayor to sign appropriate signature pages and approve leverage funds \$16,098 from PWA with correction. Second from Branch.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES

Motion Carried.

10. **Update on Auto Bridge Sewer Lift Station; consider options from EST Engineering; take any necessary action.** Nomura reminded the board that there are two different models that board asked two provide both options and EST is at 50% completion of the assessment, preliminary design and alternatives. Analysis is at 25% complete; the technical memorandum, media and presentation is not complete and will be done this week.

No action.

11. **Update on Sewer Manhole Rehab Town wide; take any necessary action.** PWA Supervisor stated that the manholes are not the issues in this town. They are not your big infiltration issue, maybe 10 % of your issues. Nomura stated the wrong wording for sewer manhole rehab and updated the wording going forward. This is more about raising sewer manholes and scraping along the side of the roads of East Lake for the CDBG. Nomura suggested changing the agenda item to say "Update on Sewer Line Rehab for East Lake Drive".

No Action.

12. **Discuss and Take Action on Big Rock Pointe water pressure, engineering and options to meet DEQ requirement of water pressure to be 25 psi town side of meter.** Ellis inquired if we have received the Consent Order yet. Town Clerk reported not yet. Town Clerk reported no quotes from major engineering firms, they are a professional service, they do not quote work, but are hired by their qualifications. Once a firm is picked for professional services, then a Letter of Engagement is signed and only then, will they talk to us. A smaller engineering firm that has been contacted said based on the number of meters we have, quoted us \$25,000. Nomura noted once the document came in from EST in a Special Session was scheduled and there was not a quorum. There was a discussion with the people that did attend. The town is required to supply the 25-psi supply. Town Attorney stated that she is aware of another engineering firm is interested in a bid, but there might be an ethical conflict, due to already having a bid EST. Nomura stated we have already established a relationship with EST and already have things in place. Right now, we have people who are moving into houses with low water pressure. We need to fix our portion. Motion from Cofer to accept EST Engineering quote to approve a PO for \$20,000 to move forward a town wide water model and \$5,0000 to be covered by the developer, Mike Hibbetts. Nomura to second.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES

Motion Carried.

13. **Discuss and Take Action on McCoy Development request to have a single water meter connection and sewer and garbage collection fees for the approved development at 172 E. Lake East Drive.**

Nomura noted to change address to 162 East Lake Drive. Ellis asked if this is was for a residential building permit, Candace. McCoy said that this is not a resident, home or RV and no kitchen. They have had to do three water deposits She wants to put in only one sewer tap, one water line. Nomura noted from McCoy's letter that she referenced an old ordinance, which has been replaced with two new ordinances, and one being that The Board of Trustees is not the board to appeal but the Board of Adjustments for appeals. Question raised if they are asking for a variance. Nomura read the current ordinance, "All persons receiving water services in or out of the boundaries in the Town of Medicine Park, OK must have a working water meter, installed and operating, and approved by the municipal government at each individual resident, other building or accounts. All sales outside said corporate boundaries after July 1, 2011 shall be on the basis of a water sales contract." Ellis suggested that McCoy Development should reapply for commercial building permits. Candace McCoy agreed. **No action.**

14. **Discussion, consideration and possible action to enter Executive Session to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried or hourly public officer or employee under the provisions of 25 O.S. §307.B.1, (Bill Chandler PWA Supervisor Annual Review), (James Roberts PWA, Annual Review) (Darrin Johnston, PWA Custodian, Annual Review), (Sabine Ruesga, PWA Clerk Annual Review).** Motion by Cofer to enter into Executive Session. Second by Branch.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES **Motion Carried.**

Entered Executive Session at 6:55 p.m.

15. **Conduct Executive Session.** Executive Session conducted.

Exit Executive Session at 7:30 p.m.

16. **Reconvene Regular Session and take any appropriate action.** Motion by Nomura to reconvene to Regular Session. Second by Branch.

Motion by Nomura to accept review for Darrin Johnston and raise pay from \$10.00 an hour to \$11.00 per hour effective August 22, 2019. Second by Branch.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES **Motion Carried.**

Motion by Nomura to accept review for James Roberts and raise pay from \$13.00 an hour to \$13.50 per hour effective August 22, 2019. Second by Branch.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES **Motion Carried.**

Motion by Nomura to accept review for Bill Chandler and covert to salary at current payrate of \$17.00 per hour effective August 22, 2019, with a review in 90 days. Second by Branch.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES **Motion Carried.**

Motion by Nomura to accept review for Sabine Ruesga and raise pay from \$14.00 an hour to \$15.00 per hour effective August 22, 2019. Second by Branch.

Schucker YES Cofer YES Branch YES Nomura YES Ellis YES **Motion Carried.**

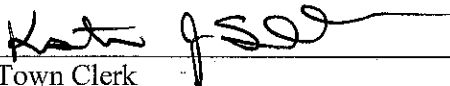
NEW BUSINESS-None

ATTORNEY REPORT-Capra thanked the board for the flowers. The family is trying to follow up with all the flowers cards, it was appreciated.

BOARD COMMENTS- Branch wanted to extend his sympathies to Ms. Capra for her loss. He has been there and knows how it feels.

Motion by Schucker to adjourn. Second by Nomura.
Schucker-YES Cofer-YES Branch-YES Nomura-YES Ellis-YES **Motion Carried.**

Meeting adjourned at 7:37 p.m.



Town Clerk

8/23/19

Date

Mayor

Date