

**Minutes of the Regular Session  
Medicine Park Board of Trustees  
Public Works Authority  
February 18, 2020**

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, Dale Nomura, Larry Cofer

**Members Absent:** None

Mayor Ellis reminded the attendees that citizen comments will have a time limit and to not talk over other people. If someone wishes to speak, they must sign up on the Citizen Comments sheet.

1. **Citizen Comments**-See list
2. **Discuss and Take Action on Minutes of the January 21, 2020 Regular Session.** Motion by Cofer to approve with the following corrections. Item #8 Shows Branch voted yes; he was absent. Item # 11 shows he voted yes; he was absent. Second by Nomura.  
Schucker- Yes    Branch-Abstain    Ellis-Yes    Nomura-Yes    Cofer- Yes    **Motion Carried.**
3. **Discuss and Take Action to Approve Financial Reports.** Motion by Nomura to approve the financials. Second by Shucker.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes    **Motion Carried.**
4. **Discuss and Take Action to Approve Claims and Purchase Orders for January 2020/February 2020.** Motion by Nomura to pay the bills. Second by Schucker.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes    **Motion Carried.**
5. **Discuss and Take Action on renewing the Line of Credit with Arvest for \$100,000; authorize Trustees to sign any appropriate documents.** Motion by Nomura to renew the Line of Credit and authorize the board members to sign. Second by Cofer.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes    **Motion Carried.**
6. **Receive MCSA Report from Jennifer Ellis; take any necessary action.** Ellis reported the bills were paid.  
**No Action.**
7. **Receive PWA monthly report from PWA Clerk; take any necessary action.** **No Action.**
8. **Receive PWA monthly report from PWA Supervisor; take any necessary action.** Chandler reported the lagoon is running over due to the rain last week, but the pump station did not. Junction Box at the lagoon needs repaired.  
**No Action.**
9. **Receive updates on CDBG Grant for resurfacing portions of East Lake; USDA Loan for Sewer Lagoon Project; take any necessary action.** Nomura reported waiting on ASCOG to get the bid package together.  
**No Action.**
10. **Discuss and Take Action on hiring temporary workers through PWA for manhole projects versus using an Employment Agency for those hires.** Cofer asked PWA Supervisor how many. He stated as many as they can. Cofer wanted to know if there is enough equipment for more than two additional. He said no. Town Clerk reported that temporary workers through Express would need to be paid about \$12.00 per hour. Motion by Nomura to hire from a Temp. Agency two general laborers to work with PWA on manhole project. Second by Branch.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes    **Motion Carried.**

11. **Receive updates on REAP 2019 Water Tower Project; take any necessary action.** Nomura reported the project has started. **No Action.**
12. **Discuss and Take Action on quote from Luckinbill for repair of vent and roof of old Big Rock Water Tower.** Motion by Schucker to approve the \$3,000 for the vent and \$5,000 for the roof repair to the old Big Rock water tower for a total of \$8,000. Second by Branch.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**
13. **Discuss and Take Action on future placement of amateur radio antenna/repeater on Big Rock Water Towers.** discussion surrounded if the repeaters can be added back to the water tower. Cofer asked PWA Supervisor his recommendation, he stated he would rather not have them on there. Mr. Slayter with Luckinbill reported the H frame antenna next to the tower will need removed to do maintenance on the tower. Town Clerk asked how it would be powered. Mr. Grossman with the amateur Ham group stated we would. Ellis stated we would need to pull the meter information and either find a lease agreement or have one developed. Motion by Nomura to table to next month. Second by Branch.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**
14. **Update on Auto Bridge Sewer Lift Station; take any necessary action.** Nomura reported we have been trying to contact Ryburn for several months. Town Clerk reported she has contacted Haynes Equipment to start the process with a new vendor. **No Action.**
15. **Update on Sewer Line Rehab; take any necessary action.** Motion by Nomura to rename this agenda item to "Update on Sewer Inflow and Infiltration (I&I) issues". Second by Cofer.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**
16. **Update on Big Rock Pointe water pressure option to connect to Big Rock costs; take any necessary action.** Town Clerk reported that EST is working on getting a quote together to assemble costs for the project. Hoping to have something for next month. Motion by Nomura to table. Second by Cofer.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**
17. **Update on capping sewer service line south of East Lake Drive between Water Street and E. Elm on an unused service line due to an I & I issue identified.** Ellis reported she spoke to the property owner Doug Hilliary and he gave permission to cap the line. Motion by Nomura to have PWA cap the line. Second by Branch.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**
18. **Update on development of Standard Operating Procedure (SOP) and Emergency Response Plan for Public Work for Sewer and Water; take any necessary action.** Ellis asked the Town Clerk if there is an SOP, she said no. Ellis asked if the piece added to the packet was just one section. The Town Clerk agreed that it must be. Motion by Nomura to start the process to develop an SOP and Emergency Procedures. Second by Branch.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**
19. **Discuss and Take Action on quote for \$7323.00 from Bob Davis Construction for junction box concrete repair at sewer lagoon.** Motion by Schucker to approve \$7323.00 to fix the junction box. Second by Nomura.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**
20. **Discuss and Take Action on resignation of Frank Didiano, PWA Groundskeeper and Sabine Ruesga, PWA Clerk.** Motion by Nomura to accept Frank Didiano and Sabine Ruesga resignations. Second by Branch.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**
21. **Discuss and Take Action to offer Sara Melrose, Town Hall Administrative Assistant, the PWA Clerk position with a \$.50 per hour raise from her current Town rate of \$12.00 per hour.** Motion by Schucker to approve the \$.50 per hour and the position, effective March 2<sup>nd</sup>, 2020. Second by Branch.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**

**New Business-** None


**Attorney Report-** None

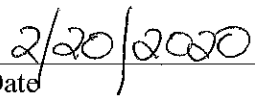
**Board Comments-** None

Motion by Schucker to adjourn. Second by Branch.

**Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes Motion Carried.**

**Meeting adjourned at 6:58 p.m.**

  
\_\_\_\_\_  
Town Clerk

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date