

**Minutes of the Regular Session
Medicine Park Board of Trustees
Public Works Authority
March 17, 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, Jennifer Ellis, Dale Nomura.

Members Absent: John Branch, Larry Cofer.

Mayor Ellis noted the incorrect date on the agenda. The date should have stated March 17, 2020.

1. **CITIZEN COMMENTS**-See list
2. **Discuss and Take Action on Minutes of the February 18, 2020 Regular Session.** Motion by Nomura to approve. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
3. **Discuss and Take Action to Approve Financial Reports.** Motion by Nomura to approve. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
4. **Discuss and Take Action to Approve Claims and Purchase Orders for February 2020/March 2020.** Motion by Nomura to approve Claims and Purchase Orders. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
5. **Receive MCSA Report from Jennifer Ellis; take any necessary action.** Ellis reported no meeting.
No Action.
6. **Receive PWA monthly report from PWA Clerk; take any necessary action.** See report.
No Action.
- 3A. **Discuss and Take Action to consider suspending water, sewer, trash shut offs for a period of 60 days and re-evaluate at the May 2020 Public Works Authority Trustees meeting.** Motion by Nomura to suspend shut-offs for PWA accounts delinquent, accounts will still accrue late fees. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
- 3B. **Receive update from Mayor regarding conference call with Governor Stitt; take any necessary action.**
Ellis reported she was on a conference call with the Governor and other Mayors and City Managers yesterday. **COVID-19**-the state is working hard to ramp up testing. **Small Businesses**- there are SBA loans available this information is available on the Town Website. Ellis stated she reached out to the MPEDA Chair to see about some type of zero interest loans for small businesses in Town and perhaps a forbearance for current MPEDA loans, and she is waiting to hear back from him. Open Meeting Act-The legislature is as we speak working on revising the Open Meetings Act to allow or clarify the video-conferencing requirements, so that meetings can be attended streaming. Phone updates with the Governor will occur every two-three days.
No Action.
7. **Receive PWA monthly report from PWA Supervisor; take any necessary action.** PWA Supervisor reported that due to the rains the lagoon is running over. He also added that residents and business need to not flush baby wipes or paper towels even if they say biodegradable. They will plug the lift station and cause extreme issues. Ellis asked the Town Clerk to send a ZipWhip to residents to remind them.
No Action.

8. **Receive updates on CDBG Grant for resurfacing portions of East Lake; USDA Loan for Sewer Lagoon Project; take any necessary action.** Nomura reported that ASCOG is putting bid packages together. Looks like August/September for the project. We have rescheduled a meeting with Landmark Engineering for the lagoon project for May. **No Action.**
9. **Receive updates on REAP 2019 Water Tower Project; take any necessary action.** Nomura reported oldest Big Rock Tower is done. Are waiting for the second to be completed. **No Action.**
10. **Discuss and Take Action to consider fencing around the Big Rock Water Towers with barbwire.** Motion by Nomura to acquire bids for fence to DEQ requirements around both sets of water Towers and the three lift station. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
11. **Discuss and Take Action on future placement of amateur radio antenna/repeater on Big Rock Water Towers.** Clerk noted there are security issues. **No Action.**
12. **Update on Auto Bridge Sewer Lift Station; take any necessary action.** Nomura reported Haynes Equipment came to pull the pumps, however it appears to require someone to go in the well and they are not equipped to do that. May need to look at gravity fed option as a CIP. **No Action.**
13. **Update on Sewer Line Rehab; take any necessary action.** PWA Supervisor reported no additional manholes lines have been worked on. The two temporary guys are to start on March 31, 2020. **No Action.**
14. **Update on Big Rock Pointe water pressure option to connect to Big Rock costs; take any necessary action.** Town Clerk reported that EST is still working on getting the proposal ready. They have a few more pieces to gather before presenting. She has emailed Chad Morris but has not received a response. **No Action.**
15. **Update on development of Standard Operating Procedure (SOP) and Emergency Response Plan for Public Work for Sewer and Water; take any necessary action.** Motion by Nomura to have PWA Supervisor and PWA Clerk work together to acquire City of Lawton's and start adapting. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
16. **Discuss and Take Action to authorize the PWA Clerk position to be a full-time position.** Nomura reported this was an oversight on the agenda item last month. Motion by Schucker to make the PWA Clerk a full-time position. Second by Nomura.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
17. **Discuss and Take Action on how to appropriately document for emergency and after-hours time for PWA workers and supervisor.** Motion by Nomura to use a work order for every time the PWA workers must come On weekends or after hours to document why they came in, address of where they worked, time in and time out, and the PWA workers will be compensated for 2 hours only if they spend less than that. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
18. **Discuss and Take Action on replacement costs with OMAG for the sewer lift stations on Granite Ridge, Auto Bridge, Water Street and Main Lift Station.** Motion by Nomura to have Town Clerk get estimates or suggestions from Haynes Equipment to better help us out. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
19. **Discuss and Take Action to hire Christopher Moore as the Groundskeeper/Custodian at a pay rate of \$12.00 per hour.** Motion by Nomura to ratify hiring Christopher Moore at \$12.00 per hour start date March 18, 2020 and authorize him to get a temporary sewer and water license. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
20. **Discuss and Take Action to hire Jacob Griffin and Justin Washington as temporary workers for the manhole project at \$11.00 per hour, projected end in six months from March 30, 2020.** Motion by Nomura

to hire Jacob Griffin and Justin Washington at \$11.00, start on March 31, 2020 as temporary workers for manhole project. Second by Schucker.

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

- 21. **Discuss and Take Action to have PWA personnel and staff follow the CDC recommended guidelines for cleaning public restroom and public areas as necessary.** Motion by Nomura to have PWA and Staff follow the CDC guidelines for cleaning town Hall and public areas as necessary. Second by Schucker.

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

New Business- None

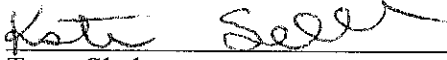
Attorney Report- None

Board Comments- None

Motion by Schucker to adjourn. Second by Nomura.

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

Meeting adjourned at 6:44 p.m.



Town Clerk



Date

Mayor

Date