

**Minutes of the Regular Session
Medicine Park Board of Trustees
Public Works Authority
September 3, 2020**

In accordance with the “*Oklahoma Open Meetings Act, SECTION 1. AMENDATORY 25 O.S. 2011, Section 304, as amended by Section 3, Chapter 81, O.S.L. 2019 (25 O.S. Supp. 2019, Section 304) SB 661, Temporary measures*” the **Special Session** of the **Public Works Authority** was called to order at **6:00 p.m.** by Jennifer Ellis, Mayor. Larry Cofer attended by phone from his private residence in Medicine Park.

Members Present: David Schucker, John Branch, Jennifer Ellis, Dale Nomura, Larry Cofer

Members Absent: None

Town Attorney-Absent

1. **Citizen Comments**-None
2. **Receive sealed bids for the PWA Water Valve Project; possible awarding of bid.** Ellis opened sealed bids. Bids received: Lane Hickory Cattle, LLC-\$14,100.00; Rudy Box and Associates-\$16,450.00; Miller Construction and Sons-\$14,400.00; Pever Building Company-\$14,696.28; Marsau Enterprises- \$19,115.00. Jung will look at the bids to ensure qualification and requested to come back to the item when he is through. Mayor moved on with agenda and resumed after item #8. Jung Engineering reviewed the bids and determined all qualified. Jung recommended Lone Hickory Cattle LLC for \$14, 100.00. Motion by Schucker to accepted Lone Hickory Cattle, LLC \$14,100.00 for the Valve Project. Second by Branch.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**
3. **Discuss and Take Action on Minutes of the August 6, 2020 Special Session.** Motion by Nomura to approve the minutes. Second by Branch.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**
4. **Discuss and Take Action to Approve Financial Reports.** Treasurer reported the outside services budget line is over due to Lawton Septic for pumping and McCracken for portapottie service. Miscellaneous budget line is over due to Department of the Army lease document costs for lagoon lease. Motion by Nomura to approve the financials. Second by Schucker.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**
5. **Discuss and Take Action to Approve Claims and Purchase Orders for August/September.** Treasurer reported an invoice was received today from Environmental Resources Lab for \$350.00. There was no PO. Fontaine reported that a yearly test was conducted for water sent through Southern Plains and he was unaware it would be processed through another lab. Motion by Nomura to approve claims and encumbrances to include the \$350.00 to Environmental Resources Lab. Second by Schucker.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**
6. **Receive MCSA Report from Jennifer Ellis; take any necessary action.** Meeting last month was cancelled. Meeting this month. **No Action.**
7. **Receive PWA monthly report from PWA Clerk; take any necessary action.** See Report. **No Action.**
8. **Discuss and Take Action to resume PWA Account shut-off’s for the next billing cycle starting August 28, 2020; making account shut-off’s September 28, 2020 and forward.** Town Clerk stated there is a process if a resident is having issues paying a bill, but they have to come in and request. Motion by Branch to resume shutoff starting with the billing cycle on August 28, 2020 and shut-offs resume September 28, 2020 and send a ZipWhip. Second by Nomura.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**
* Jung indicated he was ready to resume Item #2. Board resumed item #2.

9. **Receive PWA monthly report from PWA Supervisor; take any necessary action.** Chandler reported a fish kill in the small lagoon cell which is due to reduction of I/I and now the cell is acidic. Started aeration with a small trash pump and will continue for the next two weeks. There is a water leak on Big Rock. Water line is located in middle of road. Will need to close the road next week and notify residents, police, and fire of the closure.
No Action.
10. **Discuss and Take Action on Purchase Order Process.** Motion by Ellis to approve the process with the addition in #2 to add after vendors. "unless a single source or unique item". Second by Nomura.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**
11. **Discuss and Take Action on quote for the Capitol Improvement Plan (CIP) item of a 4-inch Thompson HT Series Trash Pump/Portable Sewer Lift Station as part of the 2021 REAP Grant Application.** Nomura reported the REAP 2021 application is for \$25,327.75 for a 4-inch trash pump/portable lift station, quote from USA Bluebook is in the packet. The use will be for emergency loss of power or lift station issues. Cash leverage will be \$3,000.00. Motion by Nomura to use the quoted pump for \$25, 327.75 with Cash leverage of \$3, 000.00. If grant is approved will be \$22,327.75. Second by Branch.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**
12. **Update on a flow meter for the sewer system: take any necessary action.** Chandler reported with the reduction of the I/I the flowmeter is unnecessary at this time. Nomura suggested the item come off the agenda going forward.
No Action.
13. **Update of USDA and additional cell for sewer lagoon.** Nomura reported a zoom meeting to be conducted with USDA, Landmark Engineering on September 15, 2020. Meeting to determine if additional cell is necessary or if we can move to maintenance of the two cells.
No Action.
14. **Update on Sewer Line Rehab; take any necessary action.** Nomura reported it is complete with the use of the Avanti grout. Nomura suggested this item come off the agenda going forward.
No Action.
15. **Discuss and Take Action on meeting with Army Corp of Engineers on September 2, 2020, for the sewer lagoon lease.** Ellis reported she and Town Clerk met with the representatives and they have received the money for the lease renewal. Lease should come in the next two to three weeks.
No Action.
16. **Update on development of Standard Operating Procedure (SOP) and Emergency Response Plan for Public Work for Sewer and Water; take any necessary action.** Nomura reported that she and the PWA Clerk worked on this today. They realized that they are working on a Town Emergency Plan and will present a draft to BOT. Ellis inquired when the police and fire should be looped in. Nomura stated maybe a committee, but the draft will be present to BOT to move forward from there.
No Action.
17. **Update on trash and clean-up of Town on weekends; consider possible solutions and take any necessary action.** Ellis stated this issue is on the agenda for MCSA to see if a plan can be set up for next year. Town Clerk reported that residents are using private and business dumpster for residential trash. Town Clerk has recommended businesses lock the dumpsters until trash day. Branch suggest they stencil "Not for Public Use".
No Action.
18. **Update on replacing the two smaller sewer lift station pumps located at Water Street.** Chandler reported the wiring needs updated or repaired. Electrician is to come next week. Town Clerk stated that she and the PWA Clerk have looked at the total amount approved last month might be exceeded, there is about \$1,000 left. Ellis stated she can authorize the PO for within her purchasing amount.
No Action.
19. **Discuss and Take Action to extend Jacob Griffin, as a temporary worker for PWA until December 2020.** Chandler stated that with the trash issues over the summer and Griffin working weekends he has not been able to use him with sewer grout. Chandler can use griffin to the end of December. Motion by Branch to extend Jacob Griffin as a temporary until December 31, 202. Second by Nomura.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**

20. 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), (Anthony Fontaine, PWA Clerk 6-month Review).

Motion by Nomura to move into executive Session. Second by Branch.

Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**

Entered Executive Session at 6:45p.m.

21. Conduct Executive Session. Executive Session conducted.

Exited Executive Session at 7:13p.m.

22. Reconvene Regular Session and take any appropriate action. Motion by Branch to reconvene to regular session. Second by Nomura.

Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**

Motion by Nomura to give Bill Chandler a raise from \$17.00 per hour to \$18.00 per hour, effective September 10, 2020. Second by Branch.

Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**

Motion by Nomura to give James Roberts a raise from \$13.50 per hour to \$14.00 per hour, effective September 10, 2020. Second by Branch.

Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**

Motion by Nomura to accept review of Anthony Fontaine and re-evaluate at one-year employment. Second by Branch.

Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**

New Business- None


Attorney Report-None

Board Comments-None

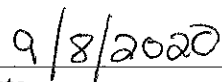
Motion by Nomura to adjourn meeting. Second by Schucker.

Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**

Meeting adjourned at 7:16 p.m.



Town Clerk



Date

Mayor

Date