

**Minutes of the Regular Session
Medicine Park Board of Trustees
Public Works Authority
November 5, 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 **Regular Session** 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

Town Attorney: Toni Capra

1. **Citizen Comments**-None
2. **Discuss and Take Action on Minutes of the October 1, 2020 Regular Session.** Motion by Nomura to accept the minutes. Second by Schucker.
Shucker – Yes Branch – Abstain (No) Ellis – Yes Nomura – Yes Cofer – Abstain(No) **Motion Carried.**
3. **Discuss and Take Action to Approve Financial Reports.** Motion by Nomura to accept the financials. Second by Schucker.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Abstain(No) **Motion Carried.**
4. **Discuss and Take Action to Approve Claims and Purchase Orders for October/November.** Motion by Nomura to pay Netessentials invoice of \$390.00 and approve all other claims. Second by Branch.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Abstain (No) **Motion Carried.**
5. **Receive MCSA Report from Jennifer Ellis; take any necessary action.** Ellis reported they are paying the bills remotely. **No Action.**
6. **Receive PWA monthly report from PWA Clerk; take any necessary action.** Town Clerk reported the report was a collaborative effort with herself, the treasurer, and the clerk. Supervisor will update in his report regarding water towers. **No Action.**
7. **Receive PWA monthly report from PWA Supervisor; take any necessary action.** Chandler reported DEQ did the yearly water inspection. The ice storm that happened from October 26-28, caused ice on the guide wires going into the tank and the wind caused the guide wires to break loose. Reed services came down and assisted with the sensors and PWA created a guide pipe for the wires to be protected from wind an ice. Cofer inquired about the water usage in Bath Lake and the Fish hatchery. Chandler was not sure why the water use at Bath Lake, but the Fish hatchery uses water to wash vehicles almost daily, which may explain the high usage. **No Action.**
8. **Update on Big Rock Pointe area valve replacements; take any necessary action.** Chandler reported, the engineer called him this week and the project should get underway in about three weeks and should only take one day to complete. **No Action.**
9. **Update of USDA and additional cell for sewer lagoon.** Nomura reported that due to wind and weather it is taking longer to get measurements. Chandler reported he would try tomorrow to get the larger cell done and the smaller cell is complete.
10. **Update on Sewer Manhole Rehab; take any necessary action.** Chandler reported they have not completed any additional manholes due to weather. Nomura asked the Town Clerk to contact the City of Lawton again about their two manholes to raise from the road resurfacing project. If no response in two weeks, they need covered. **No Action.**

11. **Update on REAP 2021; take any necessary action.** Nomura reported the application is submitted and the award date is in December. **No Action.**

12. **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 the department heads have received the draft; we need to meet. Ellis asked the Town Clerk to email all department heads and let them know we need a meeting the first week of December. Nomura and Ellis will be the board representatives. **No Action.**

13. **Update on trash and clean-up of Town on weekends; consider possible solutions and take any necessary action.** Ellis reported the Town will schedule a Fall clean-up. Branch has offered the use of a trash hauler to be used by the PWA to collect trash on the weekends as necessary. PWA Supervisor reported the trash has dropped significantly, but we need to look at when the festivals start up again. **No Action.**

14. **Discuss and Take Action to hire Kristen Hurla as PWA Clerk at a rate of \$12.00 per hour.** Motion by Nomura to approve the hiring of Kristin Hurla as the PWA Clerk at a rate of \$12.00 per hour. Second by Branch. Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**

15. **Discuss and Take Action to delegate Kristin Hurla as a purchasing agent for Medicine Park Public Works Authority.** Motion by Nomura to delegate Kristin Hurla as a Purchasing agent for PWA with the maximum of \$1250.00 per purchase order. Second by Branch. Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes **Motion Carried.**

NEW BUSINESS-None

ATTORNEY REPORT-None


BOARD COMMENTS- Cofer inquired about tree branches due to the storm. How are they being handled? Ellis stated she has a call into MCSA to see what can be done. Schucker reported he has an issue with the Medicine Park email and is working to resolve it.

Motion by Branch to adjourn meeting. Second by Schucker.

Shucker – Yes Branch – Yes Ellis – Yes Nomura – Yes Cofer – Yes

Motion Carried.

Meeting adjourned at 6:26 p.m.



 Town Clerk

11/6/2020

 Date

 Mayor

 Date