

**Minutes of the Regular Session
Medicine Park Public Works Authority
January 7, 2020**

After being posted in accordance with the *Open Meetings Act of Oklahoma*, the Regular Session of the **Medicine Park Public Works Authority** was called to order at 6:01 p.m. by Mayor Jennifer Ellis.

Members Present: David Schucker, John Branch, Jennifer Ellis,

Members Absent: Dale Nomura, Larry Cofer

Town Attorney: Toni Capra

1. **Citizen Comments-** Jean Schucker, Van Haile, Julie Alsbrook- All Items and chose to reserve their comments for any agenda item.
2. **Receive resignations from Trustees Dale Nomura and Larry Cofer, take any necessary action.** Motion by Shucker to accept. Second by Branch.
Shucker – Yes Branch – Yes Ellis – Yes Nomura – Absent Cofer – Absent **Motion Carried.**
3. **Discuss and Take Action to recommend to the Board of Trustees to appoint Roger Johnson to fill the Public Works Authority position vacated by Dale Nomura.** Ellis reminded the board this is an approximate ninety-day appointment until after the election. Motion by Branch to recommend appointment to BOT for Roger Johnson to fill the PWA seat vacated by Dale Nomura. Second by Branch.
Shucker – Yes Branch – Yes Ellis – Yes **Motion Carried.**
4. **Discuss and Take Action on Minutes of the December 15, 2020 Special Session.** Motion by Shucker to approve minutes of the December 15, 2020 Special Session. Second by Branch.
Shucker – Yes Branch – Yes Ellis – Yes **Motion Carried.**
5. **Discuss and Take Action to Approve Financial Reports.** Motion by Shucker to approve the financial reports. Second by Branch.
Shucker – Yes Branch – Yes Ellis – Yes **Motion Carried.**
6. **Discuss and Take Action to Approve Claims and Purchase Orders for December 2020/January 2021.** Motion by Shucker to approve the claims and encumbrances. Second by Branch.
Shucker – Yes Branch – Yes Ellis – Yes **Motion Carried.**
7. **Discuss and Take Action to amend the employee Christmas bonus that should have been net for an increase of \$57.38 for B. Chandler, \$38.25 for J. Roberts, \$30.60 for J. Washington. \$11.48 for J Griffin and \$30.60 for K. Hurla.** Ellis reported the motion in December for PWA did not state net amount. This will correct it. Motion by Branche to amend the employee Christmas bonus that should have been net for an increase of \$57.38 for B. Chandler, \$38.25 for J. Roberts, \$30.60 for J. Washington. \$11.48 for J Griffin and \$30.60 for K. Hurla Second by Schucker.
Shucker – Yes Branch – Yes Ellis – Yes **Motion Carried.**
8. **Receive MCSA Report from Jennifer Ellis; take any necessary action.** MCSA Meeting was cancelled due to quarantine. **No Action.**
9. **Receive PWA monthly report from PWA Clerk; take any necessary action.** See report. **No Action.**
10. **Receive PWA monthly report from PWA Supervisor; take any necessary action.** Two lift station pumps are working. Lagoon is running over due to rain received. There have been three main breaks on Big Rock water lines . OWRB is coming tomorrow to help with leak detection. **No Action.**
11. **Update on Big Rock Pointe area valve replacements; take any necessary action.** Ellis reported the valve replacement is complete. PWA Supervisor reported the up at Big Rock Pointe the reading today is 32 psi we have exceed the ODEQ minimum requirement. **No Action.**
12. **Update of USDA and additional cell for sewer lagoon.** Town Clerk reported we are waiting on Landmark Engineering for revised Engineering Report and Sludge Report. **No Action.**
13. **Update on Sewer Manhole Rehab; take any necessary action.** No update, PA Supervisor has been working on Big Rock Water leaks. **No Action.**

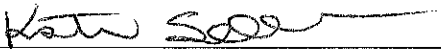
14. **Receive Addendum A to the DEQ Consent Order #16-078; authorize the Mayor to sign.** Motion by Schucker to acknowledge receipt of Addendum A and authorize the Mayor to sign. Second by Branch.
Shucker – Yes Branch – Yes Ellis – Yes **Motion Carried.**
15. **Discuss and Take Action to authorize the Mayor to sign the REAP 2021 Award Contract for the purchase of a Trash Pump/Generator.** Motion by Branch to authorize the Mayor to sign the contract for REAP 2021. Second by Schucker.
Shucker – Yes Branch – Yes Ellis – Yes **Motion Carried.**
16. **Update from Town Clerk and PWA Clerk on development of Standard Operating Procedure (SOP) and Emergency Response Plan for Public Works for Sewer and Water; take any necessary action.** Town Clerk reported that she and the PWA are working on it and will included PWA Supervisor. **No Action.**

New Business-None
Attorney Report-None
Board Comments-None

Motion by Branch to adjourn meeting. Second by Schucker.
Shucker – Yes Branch – Yes Ellis – Yes

Motion Carried.

Meeting adjourned at 6:16 p.m.



Town Clerk

1/8/2020
Date

Mayor

Date