

**NOTICE OF MEETING AND AGENDA**  
**THE BOARD OF TRUSTEES FOR THE**  
**WEST SILOAM SPRINGS MUNICIPAL AUTHORITY**  
MONDAY, MARCH 21, 2022, following the Town Board of Trustees Meeting  
that begins at 6:00 p.m.

---

NAME OF  
PUBLIC BODY:           **WEST SILOAM SPRINGS MUNICIPAL AUTHORITY, BOARD OF TRUSTEES**

DATE:                   **MONDAY, MARCH 21, 2022**

TIME:                   **Immediately following the Town Board of Trustees Meeting that begins  
at 6:00 p.m.**

LOCATION:               **West Siloam Springs Town Hall, Conference Room, 4880 Cedar Drive,  
Colcord, OK 74338**

TYPE OF MEETING:    Regular Meeting  Rescheduled Regular Meeting ( )  
Special Meeting ( ) Continued or Rescheduled Meeting ( )  
Emergency Meeting ( )

---

**AGENDA**

1. Call to order  
**Called to order by Mayor Rhonda Wise at 7:23 p.m.**
2. Roll call and determination of quorum  
**Sam here, Rhonda here, Marty here, Linda here, Andrew here.**
3. Statement of compliance with statutory notice requirements under 25 O.S. § 311(A)(9)  
**Agenda posted at the Town Hall on March 17, 2022 at 2:00 p.m., in compliance with statutory requirements.**
4. Andrew Conklin, Ward 4 Trustee - Oath of Office  
**Mr. Conklin was sworn in as Trustee, Ward 4, at Regular Town meeting.**
5. Discussion and possible action on any matter related to approving the minutes from the SPECIAL meeting on February 15, 2022
  - a. Acknowledgment of Opportunity to Review Minutes
  - b. Discussion, motion, and vote to approve the minutes**After acknowledgement of all having reviewed minutes of February's Special meeting, Rhonda motioned to approve the minutes, Sam seconded. Sam yes, Rhonda yes, Marty yes, Linda yes, Andrew yes.**

6. Discussion and possible action on any matter related to approving the minutes from the REGULAR meeting on February 21, 2022

- a. Acknowledgment of Opportunity to Review Minutes
- b. Discussion, motion, and vote to approve the minutes

After acknowledgment of all having reviewed minutes of February's regular meeting, Rhonda motioned to approve the minutes, Linda seconded. Sam yes, Rhonda yes, Marty no, Linda yes, Andrew yes.

7. REPORTS FROM MUNICIPAL AUTHORITY OFFICIALS AND/OR EMPLOYEES:

- a. **FINANCIAL REPORTS:** Kris Kirk reported on financial status, stating that WSS Municipal Authority has had a profit of \$230,000.00 over the last 8 months, and that the ending balance in bank is \$449,000.00 in cash.
- b. **DIRECTOR OF PUBLIC WORKS:** Gary Fain advised they have been cleaning ditches, patching holes in the roads, rebuilt the snow plow, also a new fire hydrant meter was installed at Larry Williams Trucking.
- c. **CHAIRMAN:** Rhonda gave an update on status of Convenience Center. Still in works; Municipal Attorney should have revised draft of contract at next meeting. Revisions were made on the one-year lease, which will now be from Fiscal year to Fiscal year, instead of physical year.
- d. **VICE CHAIRMAN:** No report
- e. **MUNICIPAL AUTHORITY ATTORNEY:** No report

8. PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON)

None.

9. DISCUSSION, AND POSSIBLE ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR FEBRUARY 2022

WATER PO #'S 12349-12377 for a total of:	\$77,382.24
STREET PO # 1654-1668 for a total of:	\$9,819.08
METER PO #'S 431-734 for a total of:	\$225.00
FOR A GRAND TOTAL OF:	\$87,426.32

10. EXECUTIVE SESSIONS. 25 O.S. § 307(B) permits the public body to meet in Executive Session for certain specified reasons under certain specified conditions. It is the opinion of the town attorney that the Board of Trustees may adopt a motion to meet in executive session to discuss the following items:

- a. Proposed executive session pursuant to 25 O.S. § 307(B)(1), and with guidance from the Attorney General's Office pursuant to 2006 OK AG 17, to discuss the qualifications of Laura Poteet for purposes of determining

compensation for performance of "extra duties" as permitted by 11 O.S. § 10-117(5)

- i. Discussion, motion, and vote to convene or not convene in executive session
- ii. Acknowledge the board has returned to open session
- iii. Executive session minutes compliance statement
- iv. Discussion, motion, and vote to affirm that no votes or action taken during executive session
- v. Consideration, discussion, and possible action on items discussed in executive session

**Rhonda motioned Executive Session not needed, Sam seconded. Sam yes, Rhonda yes, Marty yes, Linda yes, Andrew yes.**

11. Discussion and possible action on any matter related to proposed resolution for Municipal Authority to compensate Town Clerk/Treasurer for performing additional duties unrelated to her official statutory duties (Proposed Citation: Resolution MA-2022-03-01)

**Sam motioned to approve Resolution MA-2022-03-01; to take same action as on the Town's regular meeting; Linda seconded. Sam yes, Marty abstained, Linda yes, Andrew yes. Town Clerk's compensation to be \$13.00 per hour, equally split with the General Fund.**

**Rhonda recused from vote.**

12. Discussion and possible action on all matters related to possible purchase of digital water meters and associated software and hardware

- a. Discussion on necessity
- b. Discussion about the materials and services
- c. Discussion on whether an emergency exists
- d. Invitation to submit bids
- e. Financing and Budget considerations

**Mayor spoke and it was agreed that although a necessity, there is not an emergency at this time. It was decided that bids that had been received to date were "on hold" until an official invitation to submit bids is published. To be published for 2 weeks in the newspaper. Sam motioned that Gary and Paul would work with Town Clerk to get all pertinent information needed and then invitation to bid would be published.**

**Shawn Kloepfer, with Ft, Smith Company, Winwater spoke on the possibility of purchasing ultrasonic water meters (digital meter reading system) and the advantages of same. He stated the accuracy is better, they have leak-detection, allowing customers to know when there is a leak. They also create a customer profile (in the software) that shows how much water is being used every hour, and this would**

aid in customer inquiries about water loss/leaks. Gary advised approximately 800 meters would be needed, at a cost of approximately \$250.00 per meter. Gary, Paul, and Terry Woods checking into grants, financing options. The biggest advantage to this system would be in labor, as it would probably take a day to read all meters in town, instead of days, freeing up labor. Cason LeBlanc, of Cherokee Nation, to speak at the next regular meeting, to assist with obtaining a grant to help cover the costs of the new meters/system. This would be non-Cherokee Nation grant/funds.

13. Discussion and possible action on all matters related to proposed Resolution establishing a pay scale for public works hires (Proposed Citation: MA-2022-03-02)

**Marty motioned to approve proposed Resolution MA-2022-03-02, Sam seconded. Sam yes, Rhonda yes, Marty yes, Linda yes, Andrew yes. This pay scale to be effective as of this date, March 21, 2022.**

14. Discussion and action to surplus 109 old water meters

**Marty motioned to "scrap" all old water meters not functioning, it is planned to take to a scrap metal yard.**

15. Discussion and action on hauling off junk metal from Town Hall, and surplus at Fraley's scrap metal in West Siloam springs.

**Sam motioned to approve, Rhonda seconded. Sam yes, Rhonda yes, Marty yes, Linda yes, Andrew yes.**

16. Discussion and action on surplus of a 1999 Chev pickup Vin # 1GCEC14WXXE214573. To be sold on Gov Deals Auction

**Sam motioned to approve, Rhonda seconded. Sam yes, Rhonda yes, Marty yes, Linda yes, Andrew yes.**

17. Discussion and action on having a Car show at West Siloam Springs Park on June 04/2022.

**Marty motioned to approve, Rhonda seconded. Sam yes, Rhonda yes, Marty yes, Linda yes, Andrew yes. Car show held by a jewelry shop owner in Siloam Springs. Plans are to have food vendors, Town to assist with parking. Donations to the Park are planned, as an entry fee for Car Show. All vendors will need to be licensed/have Health Dept. permits. Linda added to Park Committee, in addition to Gary and Sam.**

18. Discussion and possible action on new matters that could not have been anticipated prior to posting of agenda, if any.

**Retracted question by Marty. No other.**

19. MOTION AND VOTE TO ADJOURN.

**Sam motioned to adjourn at 8:16 p.m., Rhonda seconded. Sam yes, Rhonda yes, Marty yes, Linda yes, Andrew yes.**

---

This regular monthly meeting is being held consistent with the Open Meeting Act codified at 25 O.S. §§ 301, *et seq*, and notice of the meeting and the agenda was posted according to the mandates of 25 O.S. § 311.

---

POSTED ON MARCH 17, 2022, BY 4:00 P.M. BY LAURA POTEET

Time Posted: 2:00

LP  
(initial)