

**NOTICE OF MEETING AND AGENDA  
THE BOARD OF TRUSTEES FOR THE  
WEST SILOAM SPRINGS MUNICIPAL AUTHORITY  
MONDAY, JULY 18, 2022, FOLLOWING THE TOWN BOARD OF TRUSTEES  
MEETING THAT BEGINS AT 6:00 PM**

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

**DATE:** July 18, 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 (X) Rescheduled Regular Meeting ( )  
Special Meeting ( ) Continued or Rescheduled Meeting ( )  
Emergency Meeting ( )

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**AGENDA**

- 1) Call to order  
Called to order by Mayor Wise at 7:46 p.m.
- 2) Roll call and determination of quorum  
Sam Byers absent, Rhonda Wise here, Marty Thompson here, Linda Dixon here, Andrew Conklin here.
- 3) Statement of compliance with statutory notice requirements under 25 O.S. § 311 (A) (9)  
Town Clerk Laura Poteet posted the agenda at the Town Hall on July 14, 2022 by 4:00 p.m., per statute.
- 4) Discussion and possible action on any matter related to approving the minutes from the regular meeting on June 20, 2022
  - a. Reading of the Minutes
  - b. Discussion, motion, and vote to approve the minutesRhonda motioned to approve, Linda seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes.
- 5) Discussion and possible action on any matter related to approving the minutes from the special meeting June 23, 2022

**Rhonda recused herself from voting; Marty motioned to approve, Andrew seconded. Marty yes, Linda yes, Andrew yes.**

- 6) **REPORTS FROM MUNICIPAL AUTHORITY OFFICIALS AND/OR EMPLOYEES:**
- a. **FINANCIAL REPORTS:** Kris Kirk CPA reporting on financial status for month of June 2022

**Kris Kirk was unable to attend this meeting.**

- b. **DIRECTOR OF PUBLIC WORKS:** Report on Municipal Authority issues or projects given by Waylon Chandler
- c. **CHAIRMAN:** NO REPORT
- d. **VICE CHAIRMAN:** NO REPORT
- e. **MUNICIPAL AUTHORITY ATTORNEY:** NO REPORT

- 7) **PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON)**

**None.**

- 8) **DISCUSSION, AND POSSIBLE ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR June 2022**

WATER PO #'S 12429-12488	\$ 72,079.89
STREET PO #'S 1691-1696	\$ 2,346.33
METER PO # 743-745	\$ 425.00
FOR A GRAND TOTAL OF:	\$ <u>74,851.22</u>

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

- 9) **EXECUTIVE SESSIONS. 25 O.S. § 311 (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 item:

- a. Proposed executive session pursuant to 25 O.S. § 311 (B) (1), to discuss all matters concerning hiring Waylon Chandler as Director of Public Works
  - 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 to go into executive session at \_\_\_\_\_ . Returned from executive session to open session at \_\_\_\_\_ . Municipal Attorney Bryce Harp advised there were no actions in executive session, and no votes taken.

**Rhonda motioned to hire Waylon Chandler as Director of Public Works, Andrew seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes.**

#### **10) Resolutions**

- a. Discussion and possible vote on resolution revising the pay scale for Municipal Authority employees  
**Rhonda motioned to pass Resolution MA-07-017, Marty seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes. Amendments/changes to go in effect immediately.**
- b. Discussion and possible action regarding proposed resolution approving continfent fee services proposal from Cason LeBlanc of LeBlanc Engineering for the AMR water meter system services.  
**Rhonda motioned to table, Andrew seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes.**
- c. Discussion and possible action to adopt and approve Ordinance 2022-07-02 passed by the Trustees for the Town of West Siloam Springs during their regular meeting on July 18, 2022, said ordinance amends the Town of West Siloam Springs and West Siloam Springs Municipal Authority Plan Adopting the Revised and Restated OkMRF Master Defined Contribution Retirement Plan  
**Rhonda motioned to adopt and approve Ordinance 2022-07-02, Andrew seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes.**

#### **11) Purchases, Vendors, and Contracts**

- a. Discussion and possible action on hiring Cason LeBlanc for general engineering services for the Municipal Authority  
**Rhonda motioned to table, Andrew seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes.**
- b. Discussion and possible action on purchasing a heavy-duty trailer to move the backhoe and roller with.  
**Rhonda motioned to approve, Linda seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes.**
- c. Discussion and possible action on purchasing ArcGIS program for \$500.00 per year  
Waylon spoke on this, advising it is a GPS system that we need. **Rhonda motioned to purchase the program, Andrew seconded. Rhonda yes, Marty yes Linda yes, Andrew yes.**
- d. Discussion and possible action on switching from RVS water software to Sequoyah software  
**Marty motioned to have Rhonda take care of this matter, Andrew seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes.**
- e. Discussion and possible action on possible contract with South Delaware County Regional Water Authority to perform water billing services.  
**Rhonda motioned to table, Andrew seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes.**

12) Discussion and possible action on issuing water/street workers an annual uniform allowance

**Marty motioned to approve, Andrew seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes. Allowance to be used at the discretion of Public Works Director; shirts may possibly be purchased from a uniform company, with boots, pants to be purchased by employee.**

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

14) MOTION AND VOTE TO ADJOURN

**Rhonda motioned to adjourn at 8:58 p.m., Marty seconded. Rhonda yes, Marty yes, Linda yes, Andrew yes.**

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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.

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POSTED ON JULY 15, 2022, BY 4:00 P.M. BY LAURA POTEET

Time Posted: \_\_\_\_\_

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(initial)