

**MINUTES OF
THE BOARD OF TRUSTEES FOR THE
WEST SILOAM SPRINGS MUNICIPAL AUTHORITY**

MONDAY, JANUARY 17, 2022, immediately 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: **JANUARY 17, 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)**

MINUTES

- 1) Call to order 6:25 PM
- 2) Roll call and determination of quorum
SAM HERE, MARTY HERE, LINDA HERE, SANDRA HERE, RHONDA HERE
- 3) Discussion and possible action on any matter related to approving the minutes from the regular meeting on December 20, 2021.
 - a. Acknowledgement of opportunity to review minutes
 - b. Discussion, motion, and vote to approve the minutes

**SAM MOTION TO APPROVE THE MINUTES FROM THE DECEMBER 20, 2021, MEETING
RHONDA SECONDED
SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES.**

- 4) REPORTS FROM MUNICIPAL AUTHORITY OFFICIALS AND/OR EMPLOYEES:
 - a. **FINANCIAL REPORTS:** Kris Kirk CPA reporting on financial status for December 2021.
Good December \$379,000 in net income, invested \$262,000 in equipment, and infrastructure 117,000 for this fiscal year, closed out December with \$447,000 in Municipal account and \$79,000. In subsidy account
 - b. **DIRECTOR OF PUBLIC WORKS:** Gary Fain reporting on status of projects and infrastructure. **Meeting next Friday with ODOT to fix the intersection and stripe the highway. Racetrack is coming along, getting closer to getting that put in.**

The housing on the south we are getting the sewer put in, it will be ready for water before too long. Roads are getting graded.

- c. **CHAIRMAN:** If necessary, summary report on updates and activities not covered by Municipal Authority supervisors or employees
- d. **VICE CHAIRMAN:** No report
- e. **MUNICIPAL AUTHORITY CLERK:** No report
- f. **MUNICIPAL AUTHORITY ATTORNEY:** No report

5) **PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON)**

Beverly Lamb, are their houses for sale behind the Mexican restaurant? Yes

6) **DISCUSSION, AND POSSIBLE ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR DECEMBER 2021**

WATER PO #'S 12260-12307 for a total of:	\$ 101,450.90
METER PO #'S 725-729 for a total of:	\$ 335.53
STREET PO #'S 1644 - 1648 for a total of:	\$ 4,265.03
FOR A GRAND TOTAL OF:	\$ 106,051.46

SAM MOTIONS WE APPROVE THE PURCHASE ORDERS FOR \$ 106,051.46

LINDA SECONDED

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES.

7) Discussion and possible action to conclude Gary Fain's probationary period for new employees.

Rhonda stated that 90 days probation is in the handbook, and it is up to the board if we want to change, he is on the 71st day

**Marty asked why, is this just for Insurance and Retirement, Yes was given by Linda
Marty stated that was his agreement at time of hire.**

RHONDA MOTIONED TO WAVE THE 90 DAY PERIOD AS OF TODAY

LINDA SECONDED

SAM YES, MARTY NO, LINDA YES, SANDRA NO, RHONDA YES.

8) Discussion and possible action concerning creating position of Deputy Public Works Director. (See Ordinances, Ch. 1, Article 2, §§ 9(a)(1), and Art. 10, § 58; Personnel Policies, § 5.1)

Gary is asked to speak on this to why it is necessary, by the town Attorney.

Rhonda stated we have to create this position before we can go on to #9.

Gary stated, it is a none paid position, if Gary can't be here someone needs to man the place and carry on the business. This is a Citizen position.

RHONDA MOTIONED TO CREATE A POSITION OF DEPUTY OF PUBLIC WORKS DIRECTOR, A NONE EMPLOYEED POSITION, A VOLUNTEE POSITION.

LINDA SECONDED.

SAM YES, MARTY YES, LINDA YES, SANDRA NO, RHONDA YES.

- 9) Discussion and possible vote on motion to confirm appointment of Paul Fields as Deputy Public Works Director. (See Ordinances, Ch. 1, Article 2, §§ 9(a)(1), and Art. 10, § 58; Personnel Policies, § 5.1)

Rhonda stated Paul has volunteered on the Parks committee, and helped tremendously, a concerned citizen that wants to see the town grow, he is willing to donate his time an effort.

RHONDA MOTIONS TO CONFIRM APPOINTMENT OF PAUL FIELDS AS DEPUTY OF PUBLIC WORKS DIRECTOR

SAM SECONDED

SAM YES, MARTY YES, LINDA YES, SANDRA NO, RHONDA YES.

- 10) Discussion and possible action regarding proposed Operation and Maintenance Agreement with South Delaware County Regional Water Authority (SDCRWA); said agreement will delegate responsibility of water system operations and maintenance to SDCRWA as an independent contractor.

Bryce stated, this is the final draft that Mr. Davidson, council for the Authority, and I both approved, so the Lawyers have signed off

Gary said Raymond had no help. This will free up Raymond and get us more people out here, we will have more expertise to go on, it will save us money

Rhonda stated it will save us money and avoid us having to contract out work

Gary we can stop some of this contracting out, its costing too much money. We can do this cheaper here. we get 4 people for this amount we will pay. (3,500)

Gary said, will provide a daily to do list. Gary stated Terry has helped us get an engineer in here for the Racetrack.

Marty asked what the guarantee is? Gary replied, they will provide us 4 people 24 hours a day. It is their responsibility to take care of the system. Rhonda asked 27/77 Gary said yes, 38 years' experience with the water system.

Terry stated that this contract will help him add one more employee, that will give him 4 people, that will keep us from having to add two more, and let him pay one more person.

Marty asked about the rolling 2-year contract renewing every year automatically.

Sam said we have a year-to-year contract Ordinance Bryce will look that up.

Terry reported that the \$3,500 that they are charging us will be for them to be able to hire a part time employee for us and part time employee for them.

Bryce stated this is basically insurance, if something happens in an emergency, we will have a team of 3-4 here to work on it.

Marty would like a shorter term.

Siloam springs water is a backup system.

Marty wants to amend this contract; Bryce wants them specifically spelled out.

RHONDA MOTIONED that we go ahead and go with SDCRWA with the said agreement to delegate responsibility of water system operations and maintenance to South Delaware county as independent contractor, as said with the contract. Pending the one year, because Sam is saying we cannot go into more than one year, so pending the one-year stipulation. Bryce stated under section C, 1 contingent on if there is a legal limitation that that is changed. But if there is not a legal limitation, does it stay the same, Rhonda said yes. That is my motion.

LINDA SECONDED

SAM YES, MARTY NO, LINDA YES, SANDRA NO, RHONDA YES.

- 11) Discussion and possible action about to abolish the Water Operator position upon finalizing water systems Operation and Maintenance Agreement with South Delaware County Rural Water Authority. (See *Ordinances*, Ch. 1, Article 2, § 9(a)(6), Ch. 1, Art. 10, § 58(a)).

Marty requested Gary to expand on this.

Raymond is overwhelmed, and I need someone on Maintenance, and he knows what he is doing, and I need more people in the summertime, and even in the winter.

I am trying to save money. Marty asked what we will be saving, Gary stated looks like about 168,000. If we look at 4 salaries.

SAM MOTIONED THAT WE ABOLISH THE WATER OPERATOR POSITION UPON FINALIZING THE WATER SYSTEM OPERATION MAINTENANCE AGREEMENT

LINDA SECONDED

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES.

- 12) Discussion and possible vote to approve Raymond Anderson transfer to Maintenance Department. (See *Ordinances*, Ch. 1, Article 2, §§ 9(a)(1), and Art. 10, § 58; *Personnel Policies*, § 5.1)

MARTY MOTIONED TO TABLE AGENDA ITEM 12

SAM SECONDED

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES.

- 13) Discussion and possible action to approve draft of Lease with Delaware County Solid Waste Trust Authority to operate a convenience center and to authorize Director of Public Works and municipal counsel to finalize agreement with DCSWTA.

Marty reported they are going to only manned facilities and closing all open drive-up dumpster operations.

Sam requested they put up security cameras and report people illegally dumping to the DA's office.

BRYCE said, changes to this agreement, install security cameras, investigate illegal dumping, and refer cases to the DA, they want water, we will charge them for that service, we will have full ownership of the gate, gate and fence stays even if this contract ends. Marty is the point of contact for approval of final contract

SAM MOTIONED TO APPROVE THE LEASE WITH DELAWARE COUNTY SOLID WASTE TRUST AUTHORITY BASED ON THE REVISION OF THE CONTRACT. GIVING OUR ATTORNEY TO PRESENT THE CONTRACT, AFTER BEING REVIEWED BY MARTY, REPRESENTING THE BOARD.

LINDA SECONDED

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES.

- 14) Discussion and possible action to name a Deputy Purchasing Officer authorized to request funds for supplies, materials, equipment, and services less than or equal to \$25,000.00 when Purchasing Officer is unavailable. (See *Ordinances*, Ch. 7, § 1).

RHONDA MOTIONED THAT WE NAME THE CHIEF AS THE DEPUTY PURCHASING OFFICER, AUTHORIZED TO REQUEST FUNDS FOR SUPPLIES, MATERIALS, EQUIPMENT

**AND SERVICES LESS THAN OR EQUAL TO \$25,000.00 WHEN PURCHASING OFFICER IS UNAVAILABLE. ADVISED BY TOWN ATTORNEY
SAM SECONDED
SAM YES, MARTY NO, LINDA YES, SANDRA NO, RHONDA YES.**

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

16) MOTION AND VOTE TO ADJOURN.

**SAM MOTIONED WE ADJOURN
MARTY SECONDED
SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA 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.

CHAIRMAN RHONDA WISE

VICE MAYOR LINDA DIXON