

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

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

DATE:                   **MONDAY, FEBRUARY 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 ()

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**AGENDA**

1. Call to order  
    **Meeting called to order at 6:48 p.m. by Mayor Wise.**
2. Roll call and determination of quorum  
    **Sam here, Rhonda here, Marty absent, Linda here.**
3. Statement of compliance with statutory notice requirements under 25 O.S. §  
    311(A)(9)  
    **Agenda posted by Mayor Wise on February 17, 2022 at 4:00 p.m.**
4. Discussion and possible action on any matter related to approving the minutes  
    from the regular meeting on January 17, 2022
  - a. Acknowledgment of Opportunity to Review Minutes
  - b. Discussion, motion, and vote to approve the minutes**Rhonda motioned to approve minutes of January 17, 2022 meeting, Sam  
seconded, Sam yes, Rhonda yes, Linda yes.**
5. REPORTS FROM MUNICIPAL AUTHORITY OFFICIALS AND/OR EMPLOYEES:
  - a. **FINANCIAL REPORTS:** Kris Kirk CPA reporting on financial status for  
    January 2022  
**Kris Kirk had was unable to attend meeting, but had previously sent over**

financials for January, 2022.

- b. **DIRECTOR OF PUBLIC WORKS:** Gary Fain reported the Race Track contract was signed. Also, beacon tower light was repaired. His department also repaired 4 major water leaks, 3 which seemed to be sabotage. Culverts were also cleaned, with 2 of them being replaced. Reported also that he met with ODOT about striping roads, intersection work. This road work has all been delayed due to weather. He also advised they have cold patch mix to repair some of the roads, and will be doing some near future road grading. Received some refurbished meters from Adair County and they are in planning stages for electric water meters. Attorney spoke on a 5th water leak, wherein damage to a water line was caused by a United Underground Utility, and that he could write a letter to the company, asking for reimbursement of labor and materials to the Town. Gary to get this information to the Attorney as soon as he gets it. (Repairs on this leak were made by Terry Woods).
- c. **CHAIRMAN:** Summary report on monthly activities not covered by Municipal Authority officials or employees
- d. **VICE CHAIRMAN:** No report
- e. **MUNICIPAL AUTHORITY ATTORNEY:** No report

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

7. DISCUSSION, AND POSSIBLE ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR January 2022

WATER PO #'S 12308-12348 for a total of:	\$108,296.31
STREET PO # 730 for a total of:	\$75.00
METER PO #'S 1649-1653 for a total of:	\$5,033.38
FOR A GRAND TOTAL OF:	\$113,404.69

**Motioned to approve purchase orders by Sam, seconded by Linda.**

**Sam yes, Rhonda yes, Linda yes.**

8. **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

**Motioned by Rhonda to go into Executive Session at 6:58 p.m., seconded by Sam, Sam yes, Rhonda yes, Linda yes.**

**Board back from Executive Session at 7:34 p.m. Attorney Bryce Harp confirmed minutes were taken; and no action, no votes were taken.**

**Sam motioned to table Item 8a., seconded by Linda.**

**Sam yes, Rhonda yes, Linda yes.**

Proposed executive session pursuant to 25 O.S. § 307(B)(1)&(4), to discuss whether to accept Colleen McGuire's resignation on January 21, 2022, and to discuss investigation arising from written statements Ms. McGuire made post-resignation

- 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

**Motioned by Sam to accept Colleen McGuire's resignation, seconded by Linda. Sam yes, Rhonda yes, Linda yes.**

- b. Proposed executive session pursuant to 25 O.S. § 307(B)(1)&(4), to discuss Raymond Anderson's termination on January 21, 2022, and whether it was "for cause"

- 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

**Motioned by Sam that Raymond Anderson's termination on the above date was "for cause", seconded by Rhonda. Sam yes, Rhonda yes, Linda yes.**

- c. Proposed executive session pursuant to 25 O.S. § 307(B)(4), to discuss investigation into vandalism of Town/Authority property that occurred between January 21, 2022, and January 23, 2022

- 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

**Motioned by Sam that West Siloam Springs Police Dept. keeps updated investigation on suspected vandalism of water pipes/water hydrants, seconded by Linda.**

**Sam yes, Rhonda yes, Linda yes. Attorney advised our contractor Terry Woods, submitted a memo that out of the 5 water leaks, he attributed 3 to vandalism, with these 3 occurring from January 21-February 21, 2022. He noted also the above employment termination date was on January 21, 2022.**

- d. 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

9. Discussion and possible action on any matter related to proposed **Resolution MA-2022-02-02** which will compensate Town Clerk/Treasurer for performing additional duties unrelated to official statutory duties on behalf of the Municipal Authority

**Motioned by Sam to table, Linda seconded. Sam yes, Rhonda yes, Linda yes.**

10. Discussion and possible action regarding negotiations with DCSWTA about convenience center lease

Attorney spoke of pending contract, and concerns about a one-year lease on Mr. Moore's part, and paperwork delays. Future direction for Attorney from Mayor Wise.

**Motioned by Sam to table, Linda seconded.**

**Sam yes, Rhonda no, Linda yes.**

11. Discussion and possible action regarding a Close-out Public Hearing for a Community Development Block Grant (CDBG) Contract Number 17531 CDBG 19 for the Town of West Siloam Spring's Sanitary Sewer Extension project.

**Already voted on to approve previously, Town's meeting. Sam motioned to approve, Rhonda seconded. Sam yes, Rhonda yes, Linda yes.**

12. Discussion and possible action to approve Community Development Block Grant (CDBG) Project #17531 CDBG 19 Contract Closeout Certifications, to include:

- a) Close-out Resolution MA-2022-02-03

- b) CDBG Engineer's Certification of Completion
- c) Section 3 Summary Report Part II
- d) Final Wage Compliance Form
- e) Form 9.1 Close-out Beneficiary Form
- f) Closeout Checklist
- g) Final Administrative Payment approval for Grand Gateway Economic Development Association
- h) Any other Close-out documents required for CDBG Project #17531 CDBG 19 Sanitary Sewer Extension Project

**Rhonda motioned to adopt same action of Town, Linda seconded.**

**Sam yes, Rhonda yes, Linda yes.**

**Sam motioned to Close-out Resolution MA-2022-02 (Renumbered), Linda seconded. Sam yes, Rhonda yes, Linda yes.**

13. Discussion and possible action on matters concerning adjusting water and sewer rates

**Discussion only. Motions made on Town's meeting.**

14. Discussion and possible action on all matters concerning proposed Ordinance **MA-2022-02-03** which will establish new water and sewer rates inside and outside municipal boundaries **Sam motioned to approve MA-2022-02-03 (renumbered), Rhonda seconded. Sam yes, Rhonda yes, Linda yes.**

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

Sam motioned to appoint Andrew Conklin as board trustee, Ward #4, Linda seconded. Sam yes, Rhonda yes, Linda yes. (Same action as Town's meeting),

16. MOTION AND VOTE TO ADJOURN.

**Sam motioned to adjourn at 8:00 p.m., Rhonda seconded. Sam yes, Rhonda yes, Linda 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 FEBRUARY 17, 2022, BY 4:00 P.M. BY MAYOR RHONDA WISE

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

\_\_\_\_\_ (initial)