

Minutes of the Regular Board Meeting of the Maud Municipal Authority

February 20th, 2024

The Board of the Maud Municipal Authority met in regular session on February 20th, 2024.

1. The meeting was called to order at 7:28 P.M. by Chairman Jimmy Porterfield.
2. The Roll Call was made by Secretary to the Board David Zeller. Present for the meeting were Board Members Kurtis Dustman, Lee Davis, Bobby Shatto, and Chad Votaw. City Attorney Mat Thomas was present. The Chairman declared a quorum.
3. The Chairman welcomed the visitors.
4. No Public Comments
5. Kurtis Dustman moved to approve the consent agenda. Lee Davis seconded. The vote was Dustman-aye, Davis-aye, Shatto-aye, Votaw-aye. The Chairman declared the motion carried.
6. No items removed.
7. Public Works Superintendent Teresa Wilkerson reported that they had been working on a sewer issue on S Madison where the fiber crews bored through the main and a manhole. They have 2 more sewer issued to work on once this one is done. They have been reading meters. They have installed several more auto read meters. They turned off several accounts for non-payment. James installed the new teeth on the backhoe and excavator buckets. The tin horn at the sewer plant washed out but they have it repaired for now. Teresa has been helping out in the office.
8. Lee Davis moved to approve purchase orders 70202, 70206, 70208, 70209, 70211-70212, and 70215. Kurtis Dustman seconded. The vote was Davis-aye, Dustman-aye, Shatto-aye, Votaw-aye. The Chairman declared the motion carried.
9. Chairman Porterfield informed the board that we had not done the bid process for the water tower project to the satisfaction of Pottawatomie County. We needed to do sealed bids. We will be sending out the bid packages again for sealed bids to be opened in a public meeting of the Board.
10. Chairman Porterfield presented a list of duties for the Utility Billing Clerk. After discussion, Kurtis Dustman moved to designate the Mayor/ Chairman as the supervisor for the Utility Billing Clerk. Lee Davis seconded. The vote was Dustman-aye, Davis-aye, Shatto-aye, Votaw-abstain. The Chairman declared the motion carried.

11. Kurtis Dustman moved to go into Executive Session for the purpose of discussing the employment, promotion, demotion, disciplining, or resignation of a Utility Billing Clerk pursuant to Title 25 O.S. Section 307.B(1). Bobby Shatto seconded. The vote was Dustman-aye, Shatto-aye, Davis-aye, Votaw-aye. The Chairman declared the motion carried and the Board convened in Executive Session.

12. Executive Session.

13. Kurtis Dustman moved to come out of Executive Session and return to regular session. Bobby Shatto seconded. The vote was Dustman-aye, Shatto-aye, Davis-aye, Votaw-aye. The Chairman declared the motion carried and the Board re-convened in regular session.

14. Kurtis Dustman moved to hire Shawona Bull as a full-time Utility Billing/ Court Clerk. Chad Votaw seconded. The vote was Dustman-aye, Votaw-aye, Davis-aye, Shatto-aye. The Chairman declared the motion carried.

15. Kurtis Dustman moved to approve a request from Teresa Wilkerson for pay in lieu of unused vacation. Lee Davis seconded. The vote was Dustman-aye, Davis-aye, Shatto-aye, Votaw-aye. The Chairman declared the motion carried.

16. After discussion, Kurtis Dustman moved to raise James Phillip's pay to \$15.25/hr Chad Votaw seconded. The vote was Dustman-aye, Votaw-aye, Davis-aye, Shatto-aye.. The Chairman declared the motion carried.

17. Board Secretary Zeller updated the Board on the new Utility Billing software. The conversion is done, and most of the errors in the conversion have been fixed. We billed from the new software this month with only minor issues. Coincidentally, we received an email from our old billing system vendor that he is retiring in 2026 and will no longer support his software.

18. Chairman Porterfield and Secretary Zeller discussed with the Board the price and labor difference between mailing utility bills on cardstock versus in envelopes. It costs us approximately \$2000.00 / year more to use the envelopes. Lee Davis and Chad Votaw stated that their constituents preferred the envelopes. Chad Votaw moved to continue mailing utility bills in envelopes. Bobby Shatto seconded. The vote was Votaw-aye, Shatto-aye, Davis-aye, Dustman-abstain. The Chairman declared the motion carried.

19. None

20. Bobby Shatto moved to adjourn. Lee Davis seconded. The vote was Shatto-aye, Davis-aye, Dustman-aye, Votaw-aye,. The Chairman declared the motion carried and adjourned the meeting at 8:39 PM.



David W. Zeller, Secretary to the Board



Jimmy Porterfield, Chairman