

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, FEBRUARY 16, 2016  
4:30 PM**

The Grove Municipal Services Authority met in regular session on Tuesday, February 16, 2016 at 4:30 PM with Chairman Robert Plunk presiding. Members present were Kenneth Fitch and Don Nielsen. Member(s) Bill Dyer and Berwin Kock was absent. Also present was General Manager, Bill Keefer; Attorney, Darren Cook; Public Works Director, Jack Bower; City Treasurer, Lisa Allred; Assistant General Manager, Debbie Bottoroff and City Clerk, Bonnie Buzzard.

Fitch made the motion to approve the minutes from the previous meeting. Seconded by Nielsen. AYE: Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Fitch made the motion to approve the purchase order register. Seconded by Nielsen. AYE: Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to approval of a Resolution providing water and sewer credits for the Grove Public Schools and Lendonwood Gardens for the 2016-2017 Fiscal Year. Keefer reported that GMSA has provided a credit to the Grove Public Schools in an amount not to exceed \$3,000, and a credit to Lendonwood Gardens in an amount not to exceed \$5,000 for water and sewer usage for the past three years. Therefore, both entities are requesting the same consideration again this fiscal year. Jim Reynolds, Representative from Lendonwood Gardens was present to entertain questions, comments and concerns from the Board and Staff. Nielsen made the motion to approve the Resolution providing water and sewer credits for the Grove Public Schools and Lendonwood Gardens as presented. Seconded by Fitch. AYE: Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to approval of a Resolution amending the Measuring Unit Calculating the Base Rates for Natural Gas. Keefer reported that the Staff has recently discovered that the Resolution incorrectly listed the measuring unit used in calculating the base rate for GMSA natural gas customers, and after much research and review of previous utility rates, the Staff determined the measuring unit was inadvertently changed; therefore, it is necessary to amend the Resolution to reflect the correct measuring unit. Fitch made the motion to approve the Resolution amending the measuring unit calculating the base rates for Natural Gas as presented and discussed. Seconded by Nielsen. AYE: Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Bottoroff reported that when the new website was developed one of the options considered was to offer GMSA customers the ability to pay their bills on-line. Staff has reviewed options from various companies offering this type of service. The cost to provide these services to GMSA customers are as follows:

- INCODE Software (*current software provider*) \$5,000.00
  - One time start-up fee for the software import / export module
- Payment Service Network, Inc. (PSN) \$787.00
  - Service Implementation Fee - \$149
  - Website Customization - \$200
  - Credit Card Swipe Terminal - \$219 x 2
  - Annual Fee - \$89
  - Month Fee - \$44.90 x12 = \$538.80

Bottoroff added that customers will have 24/7 access to their accounts and will be able to pay their bill using debit or credit cards, or they may pay with an electronic check from their checking or savings account. Customers will be able to view their payment history including usage. The Staff

conducted a survey gathering information from customers regarding the interest in on-line bill pay was printed on the back of the GMSA bills plus it was posted on the new website. Following are the number of customers that responded to the survey:

- ✓ 60 yes
- ✓ 19 no

Bottoroff mentioned that if it is the desire of the GMSA Board to offer this service to its customers, the initial cost plus the annual cost will need to be included in the 2016-17 GMSA budget. In addition, the GMSA Board will need to decide if they want to absorb any or all costs of the convenience fee or pass those costs on to their customers. Bottoroff entertained questions, comments and concerns from the Board. Fitch made the motion to authorize the Staff to move forward with this project and to place the proposed cost in the upcoming 2016-2017 Fiscal Year budget. Seconded by Nielsen. AYE: Fitch, Nielsen and Plunk. NAY: None. Motion carried.

### **STAFF REPORTS:**

Keefe reported that in the packet are several reports prepared by Cindy Hollenback in regards to the following topics:

- ✓ Update on gas usage and gas storage this winter as it relates to our gas nominations
- ✓ An updated report on the gas use at the Blue Energy Fill Station (CNG)
- ✓ A report outlining the credit GMSA provided to the City of Jay for transportation costs for the new owner of the chicken processing plant.

Keefe mentioned that the Staff is looking at putting additional gas back into storage.

Keefe then reported that the Staff was approached by the Cherokee Nation asking if the City of Grove / GMSA would be interested in taking over the sanitary sewer line to the new proposed casino once completed. Keefe added that the extension would run from Tom Cat Corner to the North end of Sailboat Bridge. Keefe noted the following conditions of the proposed project were discussed:

- ✓ Cherokee Nation would totally construct the project themselves, and
- ✓ That they asked if GMSA would consider giving them a reduced rate on their service once complete

Keefe and Staff entertained questions, comments and concerns from the Board in regards to the pros and cons of the proposed project.

Bower updated the Board on the following on-going projects:

1. Cory Smith Addition – that project has hit solid rock, and ran into some privately owned sewer lines that were broken. Project Superintendent, Deric Douthit reported that project is about 50% complete.
2. Buffalo Shores South Project – Douthit indicated that the project should be complete by the end of the week. The crew has started seeding it this week.
3. Water Plant Clear Well – Bower noted that the diver is still working on that project and that no new information has been reported.
4. Water Plant Computer – Bower reported that the plant computer has crashed and that the Staff is looking at getting a replacement and back-up.

### **TRUSTEES REPORT:**

Fitch reported that he noticed the “flushing” quantity is not accounted for on the “GMSA Water Recap in Gallons” report. Keefe noted and advised that he would look into that for the next report.

At 5:23 PM Fitch made the motion to adjourn. Seconded by Nielsen. . AYE: Fitch, Nielsen and Plunk. NAY: None. Motion carried.