

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, MARCH 15, 2016
4:30 PM**

The Grove Municipal Services Authority met in regular session on Tuesday, March 15, 2016 at 4:30 PM with Chairman Robert Plunk presiding. Members present were Bill Dyer, Berwin Kock, Kenneth Fitch and Don Nielsen. 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.

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

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

Plunk opened the floor for discussion with respect to a Resolution amending the GMSA Sanitary Sewer Backflow Prevention Policy. Bottoroff reported that in 2014, OMAG, our liability insurance provider, suggested the City and GMSA implement a policy requiring property owners to install a backflow prevention device. The installation of such a device will minimize the number of sanitary sewer backflows. Bottoroff & Staff entertained questions, comments and concerns from the Board. Kock made the motion to approve the Resolution amending the sanitary sewer backflow prevention policy. Seconded by Dyer. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to the following agreements with the Oklahoma Department of Transportation (ODOT) for the relocation of GMSA water and gas lines as part of the Highway 59 improvement project.

- a. ODOT Agreement for the Relocation of GMSA Water Lines.
- b. ODOT Agreement for the Relocation of GMSA Gas Lines.

Keefer reported that the agreements are part of the proposal from GMSA as required by ODOT along with cost estimates and preliminary drawings for the relocation of the lines. Keefer added that ODOT required the City / GMSA to verify the location of the private easements as it relates to the current highway right-of-ways as well as the location of the gas lines within the easement. It was verified that 99% of the gas line was located within the private easement. Only a small section of the line is located in ODOT right-of-way where it transitions from the end of the four lane highway to the two land highway. Hence, GMSA is requesting that ODOT reimburse up to 99% of the costs to acquire a new private easement as well as 99% of the cost to relocate the gas line and related infrastructure. The reimbursement percentage is identified in the agreement for the gas line relocation. Keefer noted that in turn, ODOT has not verified or approved the documentation that was presented locating the private easements and the gas line. Therefore; Keefer respectfully requested that any consideration of the following two line items be contingent upon ODOT signing off on the documents pertaining to the 99% projection presented to them:

- a. Dyer made the motion to approve the ODOT Agreement for the Relocation of GMSA Water Lines as presented and discussed contingent upon the State share cost percentage approval

by ODOT. Seconded by Fitch. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

- b. Dyer made the motion to approve the ODOT Agreement for the Relocation of GMSA Gas Lines as presented and discussed contingent upon the State share cost percentage approval by ODOT. Seconded by Fitch. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

STAFF REPORTS:

Keefer reported that with the mild winter continuing, GMSA will be working with our gas provider to sell portions of our gas nominations for the month of March. Staff will continue monitoring to supplier, but once the winter months are past, we'll evaluate on what was used, what was sold back, and what was put in storage. Keefer added that with the mild winter, and short sale of gas during the winter months produces budget concerns, and that the Staff will continue monitoring that situation. Keefer advised that he will keep the Board updated as needed.

Keefer then updated the Board on the current Water Loss Report. Upon reviewing the data for the December 2015 usage as billed in January, it was determined that all of the water usage within the Cycle II billing was estimated at a lower rate of consumption. This did impact the percentage of unaccounted water but not as much as would have like to see. Keefer added that in February, GMSA crews repaired over 20 water leaks which should be reflected in next month's report. Keefer and Bower entertained questions, comments, and concerns from the Board.

Bower updated the Board on the following ongoing projects:

- The crews have attempted to repair the clear well project but is still ongoing. The Staff is monitoring the project daily.
- The Cory Smith upgrade utility line project will be completed his week and pressure tested. All residents affected should be back in service thereafter.
- The contractor for the Industrial Road sewer improvement project has moved off of site and is complete. The GMSA crews will be moving in to complete some minor finishing touches.
- Water / Waste Treatment Plant Superintendent, Aston York addressed the Board to update them on the step screen conditions, and the ongoing maintenance of the plant(s), and to report that he has started building up his inventory as well.
- GMSA Superintendent, Deric Douthit was present to field questions, comments, and concerns from the Board in regards to the "GMSA Water Recap in Gallons" monthly report.

TRUSTEES REPORT:

Kock asked for an update on the AMR's. Bower reported that the Staff is continually reading the meters manually and that they have started changing out some of the batteries.

Plunk expressed thanks to Debbie Bottoroff for the recent computer work she did on his computer, and he added a thanks to the Staff on the continual work they demonstrate on the water loss project.

At 5:12 PM Dyer made the motion to adjourn. Seconded by Nielsen. AYE: Dyer, Kock, Fitch, Nielsen and Dyer. NAY: None. Motion carried.