

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, APRIL 18, 2017
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, April 18, 2017 at 4:30 PM with Chairman, Robert Plunk presiding. Members present were Bill Dyer, Berwin Kock, Andy Stewart 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 Dyer. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

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

Plunk opened the floor for discussion with respect to an update on the status of the repairs and improvements to the Automated Meter Reading System (AMR). Keefer reported that he has asked AMR Technician - Kaston Johnson to address the Board on the status of the AMR system. Johnson reported that he has been working on replacing the meter interface units (MIU) and the parts that are not working as well as improving the transmission of the data through the system back to City Hall. Johnson reported that the weather took out three repeaters which made it more difficult to transmit. Johnson added that he and his crew has removed all of the metal meter lids and replaced them with plastic lids to assist with the interference with battery range. Johnson noted that the return percentage has increased but isn't quite there yet for reporting accuracy. Johnson also mentioned that GMSA has visited with each of the area electric companies to see if they would be in favor of allowing GMSA to place repeaters on their utility poles. REC and GRDA denied access, and AEP (aka PSO) indicated no problem with GMSA accessing their poles. Johnson and Bower entertained questions, comments and concerns from the Board. Keefer reported that approximately \$150,000 has been placed in the 2017-2018 proposed budget just to fix what is currently broken but will not be sufficient to cover what is yet to come. Keefer added that this item will be discussed in the upcoming budget workshop, and that the Board would have the option to amend that amount if they desire. No action was taken.

Plunk opened the floor for discussion with respect to the bids received for the removal and disposal of Water Treatment Residuals for the remainder of the 2016-2017 Fiscal Year and all of the 2017-2018 Fiscal Year. Keefer reported that the Staff advertised for this project, and received only one bid from Stan Miller dba Miller Lagoon Service for \$0.024 cents per gallon. As per memo from Water & Wastewater Plant Superintendent, Aston York, it is his recommendation to award the bid to Stan Miller for the said amount of \$0.024 cents per gallon. Kock made the motion to award the bid to Stan Miller as presented for the removal and disposal of residual for the remaining of the 2016-2017 fiscal year and all of the 2017-2018 fiscal year. Seconded by Dyer. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to RWD # 9's water purchase contract. Keefer reported that on April 3rd, several members of the GMSA Board as well as the City Attorney and General Manager attended the annual meeting of the RWD#9. Keefer mentioned that on their agenda for consideration was the water purchase contract with GMSA which expired on October 17, 2016. Keefer added that it was discussed with the Board that GMSA would like to work with the District Board to pursue the dissolution of

RWD #9 as there is a minimum value for the district at this time as the debt has been retired. In turn, the RWD Board agreed to research the options and legalities of pursuing the dissolution as well as evaluate the fiscal feasibility of that action. Keefer mentioned that Cook has prepared a letter for consideration outlining GMSA's official position on this matter, and recommended course of action. Representatives of RWD #9 Larry Mason and John Dunsworth was present to entertain questions, comments and concerns from the Board. No discussion was heard. Dyer made the motion to authorize Chairman, Robert Plunk to sign the letter of GMSA regarding the *Dissolution of RWD #9*. Seconded by Stewart. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to scheduling a Work Session for Thursday, May 25, 2017 at 1:30 PM to review and discuss the proposed budget for the 2017-2018 Fiscal Year. Dyer reported that he has a scheduling conflict and would not be available at that time. Keefer reported to Dyer that he would be glad to meet with him individually to discuss the proposed budget in detail with him in which Dyer agreed. Nielsen made the motion to approve the scheduling of Thursday, May 25, 2017 @ 1:30 PM for a Workshop Session to discuss the 2017-2018 proposed budget. Seconded by Dyer. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Dyer made the motion to approve a Resolution amending the Utility Policy and Procedure Manual upon recommendation from the Staff. Seconded by Stewart. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to approval of an agreement with Account Management Resources (AMR) for collection services for past due utility accounts. Allred reported that in the past GMSA has not been very successful with collections, but accounts were not sent to the agency until they were a year or more behind. Allred added that the Staff would like to get on a schedule of turning accounts over, that are 2-3 months past due, on a monthly basis. Allred noted that this is more manageable as there is a web portal the Staff could utilize to upload the information to AMR. Dyer made the motion to approve the agreement with Account Management Resources for collection services for past due utility accounts. Seconded by Kock. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to acquisition of bridge scaffolding from the Cherokee Casino water and sewer line project. Keefer reported that the Cherokee Casino water and sewer line project manager contacted GMSA in regards to any interest in acquiring the bridge scaffolding. They have determined that they would prefer to give the scaffolding to GMSA at no cost versus scrape the specialized piece of equipment. Keefer noted that GMSA would in all likelihood be responsible for the cost associated with the disassembly and its removal from the bridge along with providing for its storage. Bower reported that he has researched the cost of disassembling and removal of this equipment, and that it would cost GMSA approximately \$4,200 with Ozark Crane. Bower estimated about 8 hours to tear down the equipment utilizing an 80 ton crane at \$280 per hour plus 5% fuel sur-charge. Keefer and Bower entertained questions, comments and concerns from the Board. Kock made the motion to approve the acquisition request for the bridge scaffolding from the Cherokee Casino water and sewer line project as presented and discussed. Seconded by Dyer. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

STAFF REPORTS:

Keefer reported on the spreadsheet(s) for Cycle I, II, & III that was created by Allred, and presented to the Board indicating the time period(s) for each cycle billing:

- billing consumption
- meters are read
- data is uploaded &/or meters are re-read

- bills are printed and sent, and
- bills are due

Keefer reported that the Staff should be completing their budget discussion within the next few weeks.

Bower updated the Board on the following ongoing projects:

- North Cherokee Street final walk thru on the gas and water line
- Replacement of gas line on 113th Street
- Replacement of piping and rails at the lift stations
- Routine maintenance and continual water leaks

EXECUTIVE SESSION:

At 5:28 PM Dyer made the motion for the Board to recess into an Executive Session for the purpose of confidential communications between a public body and its Attorney concerning a pending investigation, claim, or action if the public body, with the advice of its Attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, pursuant to Title 25 O.S. Section 307.B.4. (Pending Litigation) to include participation from Keefer and Bower. Seconded by Kock. . AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

At 5:35 PM Dyer made the motion for the Board to come out of Executive Session with no action taken. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to the above-mentioned agenda item. Stewart made the motion to authorize the City Attorney to file the motion to dismiss the lawsuit against Charles White. Seconded by Dyer. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

At 5:36 PM Dyer made the motion to adjourn. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.