

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, SEPTEMBER 19, 2017
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, September 19, 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.

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

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

Plunk opened the floor for discussion with respect to a Resolution amending the Utility Policy & Procedure Manual. Allred reported that the Staff met and discussed the proposed change and agreed to implement the change in the utility office effective as of 08-28-17, but later concurred that it needed to go before the Board for formal action, and adopted by Resolution making it mandatory for any customer who is transferring from one address to another within the system to fill out a new utility application for the new account/service address. Kock made the motion to approve the Resolution amending the Utility Policy & Procedure Manual as presented. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk then opened the floor for discussion with respect to a presentation by Karen Conrad, State Coordinator for Communities Unlimited in regards to water loss and other related programs. Keefer reported that in regards to a follow up to the Board's discussion at the last meeting pertaining to leak surveys and the sudden interest by two parties to assist GMSA with this ongoing task, the Staff has invited Karen Conrad to attend this meeting to review and discuss her services. Karen Conrad – State Coordinator for Communities Unlimited, Inc. addressed the Board to report that she has been in the water and wastewater treatment services for over 37 years. She currently holds a Class 'A' water certificate in Oklahoma and Missouri plus a Class 'B' wastewater certificate. Conrad added that she formerly worked for Missouri – American Water Company in Joplin for over 21 years and was a Plant Superintendent for 13 years. Conrad mentioned that she had taught water and wastewater courses for Crowder College for their Environmental Resources Center for five years as an adjunct instructor, and have been with Communities Unlimited for 10 years. Communities Unlimited, Inc. is a private, multi-state nonprofit rural development organization established to help people build secure and sustainable futures. Conrad reported that Communities Unlimited help low-income rural communities construct, operate and maintain public drinking water and waste disposal facilities through on-site technical assistance, training, educational workshops, assess to publications and financing. Conrad added that the goal of our programs is to support efforts in low and moderate income communities to provide an uninterrupted supply of affordable drinking water and sanitary waste disposal within an ever-changing regulatory environment. Conrad mentioned that her technical assistance is provided at no cost to communities, and that her company works closely with

state and federal agencies in prioritizing referrals so that those having the most critical needs are assisted first. Conrad detailed on the following points of interest that her company addresses:

- Compliance
- Financing
- Development
- Education
- Training
- Publication

Conrad entertained questions, comments and concerns from the Board and Staff. Conrad's presentation lasted for approximately 30 minutes. No action was taken.

STAFF REPORTS:

Keefer reported that it is getting time again to consider gas nominations. He has been watching the market, and visiting with Cindy Hollenback regards the current market rates. Keefer added that he has attached for reference an updated Gas Order Report that outlines the gas nominations, pricing, usage and storage information for the Board to review.

Keefer added that the Staff should start collecting the 'Capital Improvement' fees within the next month.

Bower updated the Board on the following ongoing projects:

- Gas line completion on 14th and Leisure
- Waterline construction for the new Dental Center on Heffelman Drive by Lowes
- Routine maintenance and continual water leaks, and
- Installation of new services lines and continual repair

TRUSTEES REPORT:

Plunk reported that he had attended the last Rural Water District #9 meeting, and that it was the consensus of the meeting to make the transition of ownership between the district and GMSA a smooth transaction. They announced the next meeting to be September 25th @ 6:00 PM.

At 5:26 PM Dyer made the motion to adjourn. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.