

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, JANUARY 16, 2018
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, January 16, 2018 at 4:30 PM with Chairman, Robert Plunk presiding. Members present were Berwin Kock and Don Nielsen. Member(s) Bill Dyer and Andy Stewart 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.

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

Kock made the motion to approve the Purchase Order Register. Seconded by Nielsen. AYE: Kock, Nielsen and Plunk. NAY: None. Motion carried.

Kock made the motion to approve a Resolution amending the GMSA Capital Fund budget. Seconded by Nielsen. AYE: Kock, Nielsen and Plunk. NAY: None. Motion carried.

Staff Reports:

Keefer reported that the Staff has been in contact with a large industrial customer expressing interest in purchasing water from GMSA. Keefer indicated that he would keep the Board update on any developments of this project.

Cook updated the Board on the RWD #9 merger project:

- ✓ The preliminary agreement has been drafted
- ✓ The application to the Oklahoma Water Resource Board is being prepared
- ✓ Closure is getting closer

Water / Waste Water Plant Superintendent, Aston York updated the Board on the recent incident that occurred this past weekend with the monitors at the water treatment plant. The on call personnel noticed that the monitors were not working and notified York immediately. York noted that the water in the towers got dangerously low but we was able to get everything back on line. York indicated that this is the second occurrence within a year, so this is a problem that might need to be addressed in the upcoming budget.

Bower reported that the GMSA crew was out most of the day yesterday (November 15th) during the increment weather working on a plugged main line out on Taylor Street in North Buffalo Shores. Bower reported that it was a single isolation and that the crews were unable to fix it so we went back out to the site this morning and was able blow out the plug and repair the line. Bower commended the GMSA crews for them taking ownership in their job by coming in on their day off and putting out the hard efforts on getting the customer(s) back on line during the extreme weather conditions that they faced.

Utility Superintendent, Derrick Douthit addressed the Board to update them on the recent 'Leak Survey' project. Douthit reported that the survey contractor found three (3) Class I leaks which required immediate attention for repair, and found five (5) more that are on schedule to be repaired. Douthit mentioned that in the past years the survey crews were finding approximately thirty (30) leaks, and this year they found only twenty-five (25).

GMSA Administrative Clerk, Jenn Harmon addressed the Board to update them on the On-Line Pay program the utility department is working on. Incode (our software vendor) has installed the necessary software and the Staff is waiting for them to complete the process. Jenn noted that the system should be ready to use within the next month or two. Harmon also updated the Board on the "Remote Deposit by Check" program, which will allow payment over the phone by check, which would allow the Staff to scan the customers check for immediate credit. Harmon remarked that both of these program would only assist our GMSA customer more efficiency.

At 5:02 PM Kock made the motion to adjourn. Seconded by Nielsen. AYE: Kock, Nielsen and Plunk. NAY: None. Motion carried.