

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, FEBRUARY 20, 2018
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, February 20, 2018 at 4:30 PM with Vice-Chairman, Berwin Kock presiding. Members present were Andy Stewart and Don Nielsen. Members Bill Dyer and Robert Plunk were absent. Also present was Assistant General Manager, Bill Keefer; Attorney, Darren Cook; Public Works Director, Jack Bower; City Treasurer, Lisa Allred; Assistant General Manager, Debbie Botoroff and City Clerk, Bonnie Buzzard.

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

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

Stewart made the motion to approve the acknowledgement of receipt of Permit No. WL000021170965 for the construction of 1,949 linear feet of eight (8) inch PVC Pipe, 100 linear feet of eight (8) inch HDPE pipe and all other appurtenances for potable waterline distribution to serve the Winters Point Subdivision, Delaware County, Oklahoma. Seconded by Nielsen. AYE: Stewart, Nielsen and Kock. NAY: None. Motion carried.

Kock opened the floor for discussion with respect to the bids for one compaction auger system for the Waste Water Treatment Plant pump station. Water & Wastewater Superintendent, Aston York addressed the Board to report that the Staff advertised for this equipment and that the following bids were received:

❖ Water Tech Inc.	\$ 59,900.00
❖ Automatic Engineering	\$ 60,750.00
❖ Environmental Improvements	\$263,114.00

York reported that this is a budgeted item of \$55,000 which would require an additional \$5,000, and that all bids were complete and included all required documentations. York entertained questions, comments and concerns from the Board. Stewart made the motion to award the bid to Water Tech as presented and discussed. Seconded by Nielsen. AYE: Stewart, Nielsen and Kock. NAY: None. Motion carried.

Kock opened the floor for discussion with respect to scheduling a special meeting on March 6, 2018, to consider bids for the South Highway 59 water line relocation project. Keefer reported that the bids are not scheduled to be opened until Friday, March 2, 2018 @ 10:00 PM. It will take the Engineer some time to review all the bids for a recommendation to the Staff, which we anticipate that being Monday, March 05, 2018. Nielsen made the motion to approve the scheduling of Tuesday, March 6, 2018 @ 4:30 PM for a special GMSA meeting. Seconded by Stewart. AYE: Stewart, Nielsen and Kock. NAY: None. Motion carried.

Stewart made the motion to approve a Resolution authorizing the annual water and sewer utility credits to Grove Public School (Jim Beauchamp Baseball Field) and Lendonwood Gardens. Seconded by Nielsen. AYE: Stewart, Nielsen and Kock. NAY: None. Motion carried.

Kock opened the floor for discussion with respect to closure of the North Cherokee Street water and gas line relocation project and making final payment to the contractor. Keefer reported that the GMSA Staff and Project Engineer has been working to resolve the close out of the North Cherokee Street water and gas line relocation project that was part of Delaware County's bridge replacement project. This issue has been ongoing for over a year and included action by the City Attorney and the contractor, Cherokee Pride. Keefer noted that some time ago the City Attorney gave notice the Cherokee Pride that GMSA would complete the project, and that our labor, equipment and material cost would be withheld from any final payment as would as would the late charges and any additional project administration charges from the engineer. Keefer reported that the original contract was in the amount of \$1,333,333.00, and that the contract has been paid out \$103,999.74 over the course of construction leaving a total balance of \$29,333.26 reserved for final payment. Keefer mentioned that the following deductions has been incurred against that balance:

Reserved Balance:	\$29,333.26
GMSA – labor, equipment and material cost to finish project:	<\$13,565.00>
GMSA – liquidated damages for time exceeded from original completion date:	<\$ 7,500.00>
Rose & McCrary – additional expenses to administer the close out part:	<\$ 5,000.00>
Amount due to contractor:	\$ 3,268.26

Stewart made the motion to approve the final payment to Cherokee Pride in the amount indicated to officially close of the project. Seconded by Nielsen. AYE: Stewart, Nielsen and Kock. NAY: None. Motion carried.

Kock opened the floor for discussion with respect to authorizing the distribution of interest funds from the OWRB Loan Account. Allred reported that when GMSA borrowed the money for the 2013 Water Treatment Plant upgrades, OWRD required a new account set up for those funds. Allred mentioned that with the completion of the North Cherokee project, the last draw of funds has been made, the account needs to be closed out. Allred noted that the bank account currently has a little over \$5,000 in it from interest that was earned from those funds, and presented two options to the Board utilize the funds:

1. Transfer the full amount to the trustee bank to go towards debt payment, or
2. Transfer the money to the GMSA Capital Fund to be utilized for capital items or projects.

Keefer suggested that the Board authorize the funds to be placed in GMSA Capital Fund. Nielsen made the motion to authorize the Staff to distribute the interest funds from the OWRB loan account to the GMSA Capital Fund. Seconded by Stewart. AYE: Stewart, Nielsen and Kock. NAY: None. Motion carried.

Stewart made the motion to approve a Resolution adopting a policy regarding Remote Deposit Capture Services. Seconded by Nielsen. AYE: Stewart, Nielsen and Kock. NAY: None. Motion carried.

Stewart made the motion to approve a Resolution amending the 2017-2018 GMSA Capital Budget. Seconded by Nielsen. AYE: Stewart, Nielsen and Kock. NAY: None. Motion carried.

STAFF REPORTS:

Keefer reported that the engineer has put out to bid for the improvements to the City Hall / Community Center front (South) parking lot. Once the bid is awarded and notice to process is granted the total project should take approximately 90 days to complete. Keefer added that during the construction period the drive thru window in the utility office will not be accessible. The Staff has initiated public notification and will be handing out information to all customers currently using the drive thru window plus the front desk.

Keefer noted that in the packet id the gas nomination update for the month of February, and additional information for from the month of January. Keefer indicated that the Staff is trying to rebuild for the month of March.

Bower updated the Board on the following ongoing projects:

- Water line maintenance @ 4th Street & Leisure
- Water leak @ the Blue Bluff Water Tower
- Standard routine maintenance

At 4:50 PM Stewart made the motion to adjourn. Seconded by Nielsen. AYE: Stewart, Nielsen and Kock. NAY: None. Motion carried.