

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, APRIL 17, 2018  
4:30 PM  
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, April 17, 2018 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 Dyer. 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.

Kock made the motion to approve a Resolution amending the 2017-2018 FY budget. Seconded by Dyer. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to bids for the relocation of the gas transmission line as required by ODOT as part of the South Highway 59 Improvement Project. Rose & McCrary - Vice-President, Tim McCrary, P.E. addressed the Board to report that five (5) bids were received for this project, and all five (5) bids were found to be responsive. The apparent low bidder on the project is Circle B Underground, LLC with a base bid of \$453,229.00. McCrary reported that his Staff contacted four of the Circle B Underground's references and four (4) responded to the request for information in a positive way, and verified that they are qualified to complete the work. McCrary added that it is his recommendation to award the contract to Circle B Underground, LLC for the said amount of \$453,299.00. Dyer made the motion to award the contract to Circle B Underground LLC upon recommendation from McCrary. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to scheduling a budget work session to review and discuss the proposed 2018-2019 GMSA General Fund and Capital Fund budgets. Keefer reported that the Staff has started working on the upcoming annual budget, and would like to schedule a budget work session to review and discuss the proposed budget with the Board. Keefer introduced the following date & time(s) for consideration:

- Thursday, May 24<sup>th</sup> @ either 8:30 AM or 1:30 PM

Keefer added that a comprehensive copy of the proposed budget along with a detailed budget memo will be supplied to the Board a few days prior to the meeting to allow for sufficient preparation. The Board considered their recommended options. Kock then made a motion to schedule the work session for May 24<sup>th</sup> @ 8:30 AM. Seconded by McElhaney. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

**STAFF REPORTS:**

Attorney Cook reported that the Rural Water District #9 contract has been completed drafted and is ready for final consideration & / or approval by the Board. Cook added that once approval by the Board via Special Meeting or at their next regular scheduled meeting, the contract would need to go before the Oklahoma Water resource Board for hearing consideration.

Keefer remarked on the policy in the packet from the GMSA Utility Policy & Procedural Manual pertaining to the ‘Shut Off for Non-Pay’ that reflects an increase in the minimum charge of \$50 which was \$25 after the third disconnect for nonpayment by customer up to a maximum of \$100.

Keefer then reported on the updated gas contract order spread sheet as placed in the packet.

Bower updated the Board on the following ongoing projects:

- Highway 59 South waterline relocation project as per ODOT
- The bar screen repair / rebuild @ the Waste Water Treatment Plant
- Crews are working on the installation of master meters on the east and west side of Honey Creek Bridge for issue repairs
- Standard routine water leaks & maintenance

Bower added that he and six other GMSA gas employees recently attended a Corporation Commission Training session, and it was very informative and detailed a lot of forthcoming changes.

**TRUSTEES REPORT:**

Dyer reported that this is his last official GMSA meeting and that he would like to express thanks to the Staff the GMSA employees for all their assistance extended to him during his tenure on the Board.

Plunk reported that the customers of Meghan Coves expressed their thanks to the GMSA crew for their quick response on an issue they had at their location.

At 4:59 PM Dyer made the motion to adjourn. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.