

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, AUGUST 21, 2018
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, August 21, 2018 at 4:30 PM with Chairman, Bob Plunk presiding. Members present were Marty Follis, Berwin Kock (came into the meeting @ 4:50 PM), Andy Stewart and Don Nielsen. Also present was General Manager, Bill Keefer; Attorney, Darren Cook; Public Work 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 Nielsen. AYE: Follis, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

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

Follis made the motion to approve a Resolution amending the 2018-2019 GMSA Capital Fund Budget. Seconded by Nielsen. AYE: Follis, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to creating a GMSA Policy for Gas Meter Upgrades. Keefer reported that he had received a memo from Jen Harmon, GMSA Utility Office Manager saying it has come to her attention that GMSA has several gas meters in service that are undersized for the BTU load of natural gas that is being used at the service address. GMSA has been finding these meters during routine meter reading or while on location for other purposes. Meter readers are finding generators connected to small meters that do not support the BYU load of a generator. Service technicians have reported finding multiple heating units that would exceed the small meters in place. Harmon noted in memo that as the Staff finds these circumstances, she has been reaching out the customers to audit their gas appliances, and for the most part, the customers have been accommodating to this request and the audit is confirming the meters at these locations are undersized. Keefer informed the Board that currently there is not a policy to guide retrofitting existing undersized meters when it is determined that the BYU loads exceeds the measuring capacity of the existing gas meter. Therefore, Staff is looking for direction from the Board in developing a policy that would address this issue as well as the following:

- ✓ Handling the costs associated with upgrading a gas meter to meet the BTU load for existing gas customers when discovered.
- ✓ Adding provisions to the application for a new gas service outside of the city limits that would authorize an inspection prior to turning on the gas to verify the BYU load for the meter size.
- ✓ Adding a provision to the new gas service application that upon discovery that the BTU load exceeds the existing gas meter size after the service connection, GMSA will automatically upgrade the meter size and bill the customer for those costs.

Keefer and Staff entertained questions, comments and concerns from the Board, and the following issues of concern:

- ✓ Natural gas not being properly metered

- ✓ Potential for gas meter to stop functioning
- ✓ Cost of upgrades absorbed GMSA or customer responsibility
- ✓ What to do with the used gas meters that are still usable

Follis made a motion to authorize the Staff to proceed with the drafting a “Gas Meter Upgrade” policy for presentation back to the Board at the next regular meeting. Seconded by Stewart. AYE: Follis, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

STAFF REPORTS:

Keefer reported that GMSA has received a receipt of notice from the Oklahoma Water Resources Board that they will be conducting a public hearing at 9:30 AM on September 24, 2018 to consider our application for merger and acquisition of assets of RWD #9. The notice requires the City/RWD #9 to give notice of the public hearing and provide essential facts to the district customers per State Statutes by September 8th. The notice will allow for protests to file by September 23, 2018.

Bower updated the Board on the following ongoing projects:

- Highway 59 South gas line relocation project as per ODOT is near completion. Crew is conducting hot taps.
- Broadway Street – crew is killing out the old lines.
- Replacement / repair up North on Farm tarps
- Standard routine water leaks & maintenance

TRUSTEES REPORT:

Kock commented on the memo from City Treasurer, Lisa Allred with the big difference of city utilities over the past two fiscal years.

At 5:10 PM Follis made the motion to adjourn. Seconded by Nielsen. AYE: Follis, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.