

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

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

Plunk made the motion to approve the minutes from the previous meeting on October 16, 2018. Seconded by Nielsen. AYE: Plunk, Nielsen and Kock. NAY: None. Motion carried.

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

Kock opened the floor for discussion with respect to the Notice of Posting of the 2019 regular scheduled GMSA meetings. Keefer reported that the March meeting date should reflect the 19th and not the 20th. Plunk made the motion to approve the Notice of Posting for the 2019 regular scheduled meetings as corrected. Seconded by Kock. AYE: Plunk, Nielsen and Kock. NAY: None. Motion carried.

Kock opened the floor for discussion with respect to a Resolution adopting a Fire Hydrant Meter Policy. Bottoroff reported that GMSA provides meters to connect to fire hydrants for water service for new construction, landscaping, residential pool fillings, maintenance trucks, etc. Currently there is no written policy addressing the use of these meters, and that the proposed Resolution establishes a policy to include the application process and other specific requirements. Plunk made the motion to approve the Resolution adopting a Fire Hydrant Meter policy as presented and discussed. Seconded by Nielsen. AYE: Plunk, Nielsen and Kock. NAY: None. Motion carried.

Plunk made the motion to approve a Resolution establishing utility rates, deposit fees and connection charges for use of fire hydrant meters. Seconded by Nielsen. AYE: Plunk, Nielsen and Kock. NAY: None. Motion carried.

Kock opened the floor for discussion with respect to approval of the Compliance Assistance Commitment Form for the Unclaimed Property Division through the Oklahoma State Treasurer's Office for unclaimed utility deposits. Allred reported that GMSA has over \$42,000 (over 650 outstanding checks) in customer's deposits that are over 1 year old. The Staff would like to be able to transfer as many of these items as we can over to the State's unclaimed property fund where hopefully customers can find them and get them off GMSA books. Plunk made the motion to approve the Compliance Assistance Commitment Form from the State's Unclaimed Property Fund. Seconded by Nielsen. AYE: Plunk, Nielsen and Kock. NAY: None. Motion carried.

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

STAFF REPORT:

Keefer reported that as of to date GMSA / RWD#9 has not received their official notification from OWRB reflecting the action they took in September approving the merger and transfer of assets to GMSA. Keefer reported that he has asked Attorney, Cook to update the Board on the current status of the documents from the Oklahoma Water Resource Board. Cook reported that he has made several attempts via email to OWRB to discuss the status of the letter of closing out this process with negative results. Cook added that upon visiting with Attorney Dyer (Legal Representative for RWD#9) it was his opinion to proceed forward with the merger without official notification from OWRB. Cook entertained questions, comments and concerns from the Board and Staff. The Board all agreed to proceed with the merger in hopes to receive some type of documentation from Dyer and OWRB.

Utility Superintendent, Deric Douthit addressed the Board to report on the following ongoing projects:

- Dead meters from audit
- Repair waterline along Harbor Road
- Drainage situation at the water plant
- Line down @ TH Rogers
- Standard routine water leaks & maintenance

TRUSTEES REPORT:

Kock asked for a status update on the downed fence @ the Water Treatment Plant. Keefer reported that it went down during the storms, and was repaired. The Staff noticed that it went down again, and is now attempting to locate a contactor to come in and repair it again.

At 4:55 PM Plunk made the motion to adjourn. Seconded by Nielsen. AYE: Plunk, Nielsen and Kock. NAY: None. Motion carried.