

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, DECEMBER 18, 2018  
4:30 PM  
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, December 18, 2018 at 4:30 PM with Chairman, Andy Stewart presiding. Members present were Marty Follis, Berwin Kock and Don Nielsen. Member Robert Plunk was 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.

Nielsen made the motion to approve the minutes from the previous meeting on November 20, 2018. Seconded by Kock. AYE: Kock, Nielsen and Stewart. NAY: None. Follis abstained. Motion carried.

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

Stewart opened the floor for discussion with respect to acceptance of the 2017-2018 Fiscal Year Audit. Anna Elfrink – MS, CPA presented and discussed in detail her report on the Audit of Financial Statement for the year ending 06.30.18. Elfrink reported that this audit was conducted for the purpose of forming opinions on the financial statement that collectively comprise the Grove Municipal Services Authority / City of Grove’s financial statements as a whole. Elfrink reported no major discrepancies in the audit being presented. Elfrink fielded questions from the Board. The audit presentation last for approximately 10 minutes. Elfrink added that this is an unqualified opinion of the audit, and that it contains no issues. Elfrink commended Lisa Allred and Staff on their helpfulness that was offered to her during the audit process. Nielsen made the motion to accept the 2017-2018 Fiscal Year audit as presented and discussed. Seconded by Follis. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to approval of Change Order # 4 from Circle B Construction for the South Highway 59 Gas Line Relocation Project. Keefer reported that this contract price increase in the amount of \$33,502.62 is to off-set the unforeseeable excavation of rock on the project, and to include the installation of a new 2” regulator setting in lieu of relocation of the existing regulator setting. Representative from Rose & McCrary, Steve McCrary was present to answer any questions from the Board. Follis made the motion to approve Charge Order #4 from Circle B Construction as presented and discussed. Seconded by Nielsen. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

Stewart the opened the floor for discussion with respect to bids for the lease-purchase financing for a New Vaccon Truck. Allred reported that the Staff took ‘Requests for Proposals’ for the lease-purchase of this vehicle, and received bids from two (2) financial institutes:

- Welch State Bank
- Bank of Grand Lake

Allred noted that in reviewing the bids, the bank that had the higher interest rate, actually had the lower total overall cost, and the only reason that the Staff can find, is the way each is applying

principal and accruing the interest. Therefore, it is Staff recommendation that the Board award the bid to Welch State Bank for a term of 60 months. Follis made the motion to award the bid to Welch State Bank upon recommendation from the Staff. Seconded by Kock. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to designating the current Vaccon truck as surplus equipment. Keefer reported that with the acquisition of a new vaccon truck, the current truck can be declared surplus and can be used as a trade-in towards the new truck or sold outright through a sealed bids process. Kock made the motion to declare the vaccon truck as surplus and to authorize the Staff to utilize the vehicle as a trade-in towards the purchase of a new truck or sold through a sealed bid process. Seconded by Follis. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

Stewart then opened the floor for discussion with respect to appointment of a GMSA Board Member to serve on a review committee of the proposals for the Comprehensive Plan Update. Keefer reported that the Staff is proposing a committee made up of a representative of the City Council, GMSA and the Planning & Zoning Commission along with several members of staff to review and rate the proposals as well as interview the consulting firms for a recommendation to the City Council. Follis made the motion to appoint Robert Plunk to the review committee. Seconded by Kock. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

#### **STAFF REPORT:**

Keefer reported that as of the meeting time, GMSA had not received official documentation from the Oklahoma Water Resources Board where they took action approving the merger of RWD #9 with GMSA. Cook reported that he has re-visited this item with Attorney, Dyer and that they both concluded that there will be no penalty involved in allowing the GMSA Staff to move forward with the merger process effective the first of January 2019.

Keefer added that the GMSA crews has experienced some gas/water line issues in the area of Dogwood Drive/Dogwood Lane & Hebbert Street. The Staff and crew has been working on those upgrades because that particular area is on the upcoming Pavement Management Plan this coming year.

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

- Leak survey distribution system
- Repair gas / water leaks on Hebbert Street
- Standard routine water leaks & maintenance

#### **TRUSTEES REPORT:**

Follis reported that he was very impressed with the recent road repairs done by the GMSA crews on the quick out and repair turnaround.

Nielsen wished all a Merry Christmas and a Happy New Year.

#### **EXECUTIVE SESSION:**

At 5:06 PM Follis made the motion for the Board to recess into an Executive Session for the purpose of confidential communications between a public body and its Attorney concerning a pending investigation, claim, or action if the public body, with the advice of its Attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, pursuant to Title 25 O.S. Section 307.B.4. (Pending Litigation), and to include participation from Bill Keefer, Debbie Bottoroff and Lisa Allred. Seconded by Kock. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

At 5:20 PM Kock made the motion for the Board to come out of Executive Session with no action taken. Seconded by Nielsen. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

Kock made the motion to take no action in respect to Agenda Item E.1 as above-mentioned. Seconded by Follis. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

At 5:20 PM Follis made the motion to adjourn. Seconded by Nielsen. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.