

GROVE MUNICIPAL SERVICES AUTHORITY
SPECIAL MEETING MINUTES
SEPTEMBER 25, 2018

Robert Plunk, Chairman, called the meeting to order. Members present were Marty Follis, Berwin Kock and Don Nielsen. Andy Stewart arrived at 4:02 p.m. Also in attendance were Bill Keefer, City Manager; Debbie Bottoroff, Assistant City Manager; Bryce Harp, City Attorney, Jack Bower, Public Works Director and Lisa Allred, City Treasurer.

Public Comments

None

Agenda Items

Plunk opened the floor for discussion in respect to the approval of minutes of the August 21, 2018 meeting. Nielsen made a motion seconded by Follis to approve the minutes as presented. 4 AYE, 0 NAY, Motion carried.

Plunk opened the floor for discussion in respect to the Purchase Order Register. Allred advised members Purchase Order No. 19-47964 in the amount of \$12,510.09 paid to B & B Meter Service for repairs to wholesale meters will be removed from the GMSA General Fund and will be paid out of the Gas Transmission Repair Fund. Kock made a motion seconded by Stewart to approve the Purchase Order Register. 5 AYE, 0 NAY, Motion carried.

Plunk opened the floor for discussion in respect to the Resolution creating a GMSA Policy for Gas Meter Upgrades. Keefer advised members the policy establishes a process that requires identifying BTU loads to correctly size the gas meter as well as requiring upgrades in the sizing of gas meter once it is determined that an existing meter is insufficiently sized to handle the customer's BTU load. Jennifer Harmon, GMSA Utility Office Manager, advised during the annual audit on the water and gas meters several properties have been identified that will need to be further investigated to determine if the size of the gas meter requires upgrading. After further discussion, Kock made a motion seconded by Stewart to approve the Resolution creating the GMSA Gas Meter Upgrades Policy. 5 AYE, 0 NAY, Motion carried.

Plunk opened the floor for discussion in respect to preparation of a GMSA policy and related documents pertaining to Fire Hydrant Water Meters. Harmon advised members that GMSA provides Fire Hydrant Water Meters to contractors allowing them to have water on or close to their job site, as well as to homeowners to fill residential swimming pools. Staff has encountered problems with meters not being returned, or being returned broken, and nonpayment of water used. Establishing a policy will provide more oversight on the use of the meters and implement a deposit requirement and monthly fees similar to regular service accounts. Keefer advised members, if it is their desire to implement a policy with fees and deposits, staff will provide a Resolution for their consideration at their next meeting. He added, establishing the fees and deposits require Council approval, therefore, an Ordinance will be provided to the Council for their consideration at a later meeting. No action was taken.

Staff Reports

In addition to a written Manager's Report, Keefer advised members the Oklahoma Water Resource Board did not receive any protest regarding dissolution of Rural Water District No. 9, resulting in the Public Hearing being canceled.

Bower advised members the gas system located south on Highway 59 was operational, and the contractors were cleaning up the site and have a small punch list to complete.

Board Reports

Kock asked for clarification on the incentive GMSA previously provided to the City of Jay. Keefer advised GMSA provided a credit to the City of Jay for the cost of gas transportation two years ago. The credit was approximately \$2,000 and was over a one-year time period. The purpose of the credit was to assist the City of Jay with economic development with opening the chicken processing plant resulting in job creations, and increased revenue.

Adjourn

Stewart made a motion seconded by Nielsen to adjourn. 5 AYE 0 NAY, Motion carried.

Meeting adjourned at 4:35 p.m.