

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, JANUARY 15, 2019
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, January 15, 2019 at 4:30 PM with Chairman, Andy Stewart presiding. Members present were Marty Follis, Berwin Kock, Robert Plunk and Don Nielsen. 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.

Follis made the motion to approve the minutes from the previous meeting on December 18, 2018. Seconded by Nielsen. AYE: Follis, Kock, Plunk, Nielsen and Stewart. NAY: None. Motion carried.

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

Stewart opened the floor for discussion with respect to an amendment to an Engineering Services Agreement with Rose & McCrary for the Highway 59 Gas Line Relocation project. Keefer reported that this amendment reflects the time to prepare the additional information and documentation for Change Order #4 that was approved by the Board at their last meeting. Keefer noted that Engineer, Steve McCrary is present to answer any questions or concerns from the Board. Nielsen made the motion to approve the amended Engineering Agreement with Rose & McCrary as presented. Seconded by Plunk. AYE: Follis, Kock, Plunk, Nielsen and Stewart. NAY: None. Motion carried.

STAFF REPORTS:

Keefer reported that no official documentation has been received from the Oklahoma Water Resource Board recognizing the RWD #9 consolidation with GMSA. Cook announced that he continually reaches out to them via email with negative results. Administrative Clerk, Jen Harmon reported that the first billing has gone out to the past RWD #9 customers that reflects the \$1.00 reduction for inside city limit usage. Keefer announced that if and when the Staff received that document from OWRB he would make it part of their meeting packet.

Keefer reported that the Staff has met with RWD #6 Representatives regarding concerns of billing miscalculations pertaining to their customers bank drafts. Keefer noted that a settlement has been reached with GMSA owing them approximately \$101,000. 00 that would be paid out to them over the next three fiscal years. Keefer added that Cook will be preparing the draft contracts for that settlement for all parties to sign.

Keefer noted that he received a highly commended letter from a GMSA customers thanking the following employees for their quick response to a sewer problem that occurred on Christmas Eve, and remained on the scene into early Christmas morning attempting to diagnose the problem plus offering any assistance they could to the resident's livings in the home:

Deric Douthit
Frank Wheeler, and
Chad Stephenson

Keefer expressed his appreciation to the dedication of the employees, and added that GMSA is really lucky to have such a crew. Plunk suggested that a Proclamation be prepared recognizing those employees.

Allred reported that the 'on-line bill pay' system collected approximately \$40,000 for the month of December.

Keefer updated the Board on an incident that occurred the other day when a business owners called into the GMSA office stating that they had no gas at their place of business. The Staff sent out a work order crew to assess the problem, and discovered that the meter was way too small to service the amount of gas the business was consuming. The service crew reported their findings to the main office and as per policy recommended that the owner install a larger meter to accommodate their gas usage. Keefer reported that the service crew fitted the business with a temporary meter in order to keep the business fully operating. Keefer noted that he discussed the situation with the Staff in order to receive a solution to fix the problem, and it was Staff recommendation that the business owner obtain a designated size meter that will service their gas needs. GMSA Staff estimated that a new properly sized meter costs approximately \$2,100 but that GMSA will credit him the cost of the difference of the old meter which would be an estimated \$500/600.00 therefore only costing the customer around \$1,500 for the new meter. GMSA Staff indicated that upon presenting this to the customer he strongly expressed his opposition against absorbing the cost of a new meter simply because his business has be operating this long with the current meter, and he felt like it wasn't his responsibility to change the current meter. Keefer continued discussion with the Board and Staff which lasted for approximately 30 minutes, and it was the consensus of the Board for GMSA to follow the policy as set forth from the Board. In addition requested that the City Attorney prepare correspondence to the customer as well as residential customer(s) outlining the policy and actions.

TRUSTEES REPORT:

Follis reported that his neighbor was very appreciative of the information he received pertaining to the meter upgrade to off-set the generator overload.

Nielsen commended the GMSA employees on a fine job.

At 5:14 PM Follis made the motion to adjourn. Seconded by Nielsen. AYE: Follis, Kock, Plunk, Nielsen and Stewart. NAY: None. Motion carried.