

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, APRIL 16, 2019  
4:30 PM  
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, April 16, 2019 at 4:30 PM with Chairman, Andy Stewart presiding. Members present were Marty Follis, Berwin Kock and Robert Plunk. Also present was General Manager, Bill Keefer; Attorney, Darren Cook; Public Works Director, Jack Bower; City Treasurer, Lisa Allred; Assistant General Manager, Debbie Bottoroff and City Clerk, Bonnie Buzzard.

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

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

Stewart opened the floor for discussion with respect to bids for the labor & materials to construct a 35' x 15' metal structure for the Water Treatment Plant. Keefer reported that the Board entertained earlier discussions that certain equipment at that plant needs to be contained in a climate control area especially during the summer months. Keefer added that once it was determined that the budgeted funding for the odor control equipment at the sewer transfer station was insufficient to cover the costs for that project, the funds were reallocated to cover other project in which, this was one of those projects. The Staff advertised for seal bids, and the following two bids were received:

- BRU-CON LLC                      \$30,000.00
- Mid-Land Enterprises            \$46,000.00

Keefer mentioned that the bids were reviewed the low bid from BRU-CON LLC was a responsible and complete bid, therefore it is Staff recommendation to award the bid to BRU-CON LLC as presented. Plunk made the motion to award the bid to BRU-CON upon Staff recommendation. Seconded by Follis. AYE: Follis, Kock, Plunk and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to the Automated Meter Reading System (AMR). Keefer reported that that annual debt payment for this system cost GMSA approximately \$180,000 per year, and does not pay out until September 2026. As the Board is aware, the system has had a number of issues and problems almost from day one that was compounded by the bankruptcy of the vendor shortly after the project was completed. Keefer added that since 2011 GMSA has in addition to the debt payments, spent another \$700,000 to maintain the system including repairs and replacement of defective components. At this time GMSA is faced with several large capital expenditures to replace parts of the system that have failed in order for the AMR to function as originally intended. This includes the replacement of a number of old gas meters and related materials and parts; replacing the gas fireflies; a number of water meters that aren't operating correctly; and additional water fireflies. The estimated cost for these expenditures is over \$631,000 which cannot all be purchased in one year. Keefer mentioned that the goal from the start has been to have 90-95% of the meters consistently reporting through the AMR system, and that highest percentage has been 85-87% but because of ongoing problems and more issues with components of the system, the percentage is starting to head in the wrong direction again which is now at 76%. Keefer asked that because of the major investment that GMSA has already made in the AMR system, do we continue to move forward

and commit the necessary resources to improve/repair the system and the investment we have to achieved the goal noted above or does GMSA reevaluate this position and “cut their losses” and go back to manually reading all of our gas and water meters each month? Keefer entertained questions, comments and concerns from the Board and Staff in regards to both scenarios. The discussion last for approximately 30 minutes. Follis made the motion to authorize the Staff to move forward with the improving the AMR’s as discussed through the budget process. Seconded by Plunk. AYE: Follis, Kock, Plunk and Stewart. NAY: None. Motion carried.

**STAFF REPORTS:**

Keefer reported that in an attempt to rebuild our gas storage, GMSA has nominated blocks of 5,000 dekatherms for April through July at a unit cost of \$2.25 per dekatherms whereas the unit cost for the balance of the nominations was \$2.42 per dekatherms. Keefer noted that Cindy Hollenback has officially retired, and that her duties will be distributed throughout other employees.

Keefer reported that he has supplied (in the packet) a copy of the Code of Ethics of Conduct and Conflict of Interest Policy that was approved and adopted by City Council Resolution. The policy was introduced to the City Council upon attendance of an Oklahoma Municipal League workshop pertaining to code of ethics and the OML Handbook for members of governing bodies. So, the Council Members started questioning why the City of Grove did not have such a policy like many other cities across the state did. Keefer mentioned that the document was compiled using several examples of polices from other cities across the State of Oklahoma as well as the OML Handbook template. Keefer noted that the policy was not created in response to any specific issues or problems. Kock firmly expressed his personal concerns with the overall policy, and to particularly some of the wording subjects it represents. Cook assured the Board that he has reviewed the policy in its entirety, and that it appears to be a standard form of policy for City Council members as well as other appointed officials. Keefer reported that a hard copy will be provided to each Trustee along with a copy of the enacting resolution and acknowledgement of receipt of the policy.

Keefer then noted that the Staff has started compiling together the proposed 2019-2020 GMSA Budget. Staff will be looking to schedule a budget work session with the Board the later part of May, and that a draft copy of the agenda and memo will be sent out at least 3-5 days prior to the work session.

Keefer informed the Board that the new Vaccon Combination Sewer Maintenance / Hydro-Excavator truck has been delivered, and that a company representative will be coming in to start training next week or the later part of this week.

Bower reported that the crew is still working in the Village of Honey Creek area switching over services. Water leaks is an ongoing problem with the most recent at Four Seasons, and the collapsed storm drain in the parking lot of the Fire Department.

**TRUSTEES REPORT:**

Plunk announced his resignation to the Board. He expressed his heartfelt thanks to the Staff and Employees for their professionalism they displayed during his tenure. Plunk reported that he has enjoyed serving on the Board, and is grateful for the friendships that was established.

At 5:25 PM Follis made the motion to adjourn. Seconded by Kock. AYE: Follis, Kock, Plunk and Stewart. NAY: None. Motion carried.