

**GROVE MUNICIPAL SERVICES AUTHORITY
RESCHEDULED REGULAR MEETING
TUESDAY, SEPTEMBER 24, 2019
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in a rescheduled regular meeting session on Tuesday, September 24, 2019 at 4:30 PM with Chairman, Andy Stewart presiding. Members present were Marty Follis, Berwin Kock, Ivan Devitt and Don Nielsen. Also present was General Manager, Bill Keefer; Public Works, Director, Jack Bower; City Treasurer, Lisa Allred; Assistant General Manager, Debbie Bottoroff and City Clerk, Bonnie Buzzard. Attorney, Darren Cook was absent.

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

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

Stewart opened the floor for discussion with respect to request from BOK, NA for approval of an Investment Selection and Disclosure Form for Short-Term Investment Vehicle. Allred reported that this request is for our debt, to select an investment vehicle for the 2005 Bond account. Allred noted that previously the Board elected to invest in Cavanal Hills, but any of the described investment vehicles would be fine with the Staff. Devitt made the motion to approve the BOK, NA Investment Selection and Disclosure Form for Short-Term Investment Vehicle for Cavanal Hill Government Fund. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to approval of contract amendments to the Natural Gas Service Agreements. Keefer reported that GMSA has received the executed contract amendment from RWD #10 but nothing from the City of Afton. Keefer announced that upon authorization from the Board, GMSA sent a certified letter to the City of Afton outlining the outcomes of not extending the current agreement for wholesale gas services, and advising them that if GMSA does not receive an executed contract amendment by September 24th meeting time, that beginning with the October gas bill for August usage, the Afton Public Works Authority bills will be calculated based upon outside city customer rates versus the wholesale gas and transportation rates as provided for in the agreement that expired July 31, 2019. Keefer announced that he and the Staff made a courtesy conference call to the City of Afton to learn that a Special City Council meeting has been called for Monday, September 30th to meet and considered the contract amendment with GMSA. Keefer informed them that if his office does not receive a copy of the executed contract amendment agreement electronically by the morning of October 1st then GMSA will proceed with proper course of action from the Board. Keefer entertained questions, comments and concerns from the Board. Follis made the motion to approve the contract amendment with RWD #10, and the contract amendment from the City of Afton contingent upon arrival (electronically / hand delivered) to GMSA by October 1, 2019. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to an Engineering Services Agreement with Rose & McCrary for On-Call Professional Consultation. Keefer reported that the scope of the work to be performed under the provisions of the agreement has not changed. Keefer added that the fixed

monthly fee of \$665 is for six (6) hours of “professional consultation”, and that the current agreement was for five (5) hours of professional consultation. Engineer, Tim McCrary was present to entertain any questions, comments and concerns from the Board and Staff. Follis made the motion to approve the Engineering Service Agreement with Rose & McCrary for on-call professional consultation. Seconded by Devitt. AYE: Follis, Kock, Devitt, and Stewart. NAY: Nielsen. Motion carried.

Stewart then opened the floor for discussion with respect to an Engineering Services Agreement with Rose & McCrary for the relocation of a section of the gas transmission line as part of an ODOT improvement project along North Highway 59. Keefer reported that this project would require GMSA to relocate approximately 7,400 ± linear feet of 6” and 2” gas pipeline and related equipment that is located within the current ODOT highway right-of-way between State Highway 125 and S 560 Road. Engineer, Tim McCreary was present to entertain questions, comments and concerns from the Board and Staff. Kock made the motion to approve the Engineering Services Agreement with Rose & McCrary for the relocation of a section of the gas transmission line as part of an ODOT improvement project along North Highway 59. Seconded by Follis. AYE: Follis, Kock, Devitt, and Stewart. NAY: Nielsen. Motion carried.

Stewart lastly opened the floor for discussion with respect to an Engineering Services Agreement with Rose & McCrary for repairs and improvements to the Sewer Transfer Pump Station. Keefer reported that this project is provided for in the 2019-2020 Sewer Collection Capital budget. The scope of the project includes repairs to the inlet channel, relocation of sewer lines and the abandonment of other sewer lines and manholes. Keefer added that the City staff will provided construction inspection on this project. Again, Engineer, Tim McCrary was present to field questions from the Board and Staff. Kock made the motion to approve the Engineering Services Agreement with Rose & McCrary for repairs and improvements to the Sewer Transfer Pump Station. Seconded by Follis. AYE: Follis, Kock, Devitt, and Stewart. NAY: Nielsen. Motion carried.

Stewart opened the floor for discussion with respect to the renewal of the water credit for the F-4 Display. Keefer reported that the Staff has received a renewal letter from representatives of the F-4 Phantom jet project. Keefer noted that the Board previously waived the deposit and the meter cost for this project, and also approved an annual water credit in the amount of \$250 to be reviewed annually. Nielsen made the motion to approve the request for renewal of water credit for the F-4 display project. Seconded by Devitt. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

STAFF REPORTS:

Keefer reported that GMSA responded to a request for bids for a used Vaccon Truck from the City of Eufaula. Unfortunately the bid that was submitted was not the low bid. Therefore, the Staff will continue to pursue other options in regards to the sale of the vehicle.

Keefer reported that the Staff has been in contact with Bond Counsel, Alan Brooks and Finance Advisor, Rick Smith about laying out the groundwork for the debt financing associated with the GMSA responsible fee(s) to the gas line relocation portion of the ODOT highway improvement project between State Highway 125 and Sailboat Bridge, which is about two years out. Keefer indicated that once more information is available he will update the Board.

Keefer then announced that Utility Superintendent, Deric Douthit and his crews has been pressure testing the gas line from Tom Cat Corner North to the main GMSA transmission line. Douthit was

present to update the Board on the results of that project, and entertained questions, comments and concerns from the Board and Staff.

Bower reported that crews are still working on the annual meter audit, and that they are approximately $\frac{2}{3}$ complete. Bower added that the crews are still working on the results from last year's audit.

At 5:26 PM Follis made the motion to adjourn. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.