

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, JUNE 16, 2020
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, June 16, 2020 at 4:30 PM with Vice-Chairman, Marty Follis presiding. Members present Berwin Kock, Ivan Devitt and Don Nielsen. Chairman, Andy Stewart was absent. Also present was General Manager, Bill Keefer; Attorney, Darren Cook; Public Works Director, Deric Douthit; Assistant General Manager, Debbie Bottoroff and City Clerk, Bonnie Buzzard. City Treasurer, Lisa Allred was absent.

Devitt made the motion to approve the minutes from the May 19, 2020 regular meeting. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

Devitt made the motion to approve the minutes from the May 27, 2020 special meeting. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

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

Follis opened the floor for discussion with respect to Change Order # 1 for the Sewer Transfer Station Rehabilitation Project. Keefer reported that the Board took action to award the bid for this project to Crossland Construction in their April meeting, and shortly thereafter a representative from Crossland approached GMSA with an alternate approach to repair the inflow channel into the transfer station. Keefer respectfully requested Douthit to research the product and to report back to him and the GMSA Board with his findings. Douthit reported that this product is an OBIC liner, and the way it works is the contractor will remove the deteriorated concrete with a 40,000 psi power washer. It will then be sound tested to make sure the concrete is of quality and then a bonding agent applied. The contractor will then apply a 50 mil layer of the liner, then a 15 mil layer of poly form, and cap with another 50 mil of liner. Douthit added that once all of the products are applied the contractor will perform a leak proof test. Douthit mentioned that this product is composed of a polyuria material which make it flexible and less likely to crack. Douthit added that he and Plant Superintendent, Aston York took a trip to Rogers, Arkansas to tour a site that had just recently completed a similar project to their wastewater structure, and that the plant operator was very pleased with the product. Douthit and York entertained questions, comments from the Board. Kock made the motion to approve Change Order # 1 for the Sewer Transfer Station Rehabilitation Project as presented, and authorize the Staff to sign all related documentation to such. Seconded by Devitt. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

Follis opened the floor for discussion with respect to approval of a \$250 credit for water for the F-4 Static Display for Fiscal Year 2020-2021. Keefer announced that the GMSA has received a 'Letter of Request' from the Grove F-4 Phantom Committee to renew their annual \$250 yearly credit for the upcoming fiscal year July 1, 2020 thru June 30, 2021. Keefer mentioned that the F-4 Committee is in the process of transferring the day to day oversite and maintenance of the facility to the local American Legion Post which is tentatively scheduled for September 15th. Nielsen made the motion to approve the request of a \$250 water credit for the F-4 Static Display for the upcoming fiscal year. Seconded by Kock. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

Devitt made the motion to approve the Resolution amending the 2019-2020 GMSA General Fund, Capital Fund and Sales Tax Fund budget as presented. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

STAFF REPORTS:

Keefer announced that effective as of the July 1st billing cycle all of the customer courtesy efforts that the GMSA Staff has been extending due to the Covid-19 pandemic will expire. Keefer mentioned that there are several projects that will start up again including the replacement of gas meters, shutting off the gas for maintenance purposes, and as per the policy our employees will relight the pilot lights which requires entrance into a residence or a business which at that time they will be asked to take the proper PPE precautions.

Keefer reported that effective as of Monday, July 6th City Hall will be opened to the public which will include the foyer and front business desk. The glass partitions have been delivered and will be installed at each work station prior to the opening. GMSA Utilities Office Manager - Jen Harmon reported that the transition will consist of the following:

- ✓ Will no longer place courtesy calls to the customers on the shut off list prior to shut off date
- ✓ Staff will start implementing the 2.5% convenient fee for customers paying over the phone

Douthit and Utility Superintendent, Jeremy Brown addressed the Board with an update on the gas pressure lines from the Corporation Commission. Brown reported that by lowering the pressure in the gas lines 20% would basically get the lines out of the transmission category. Brown noted that he will keep the Board updates on any new developments with this project.

EXECUTIVE SESSION:

At 5:20 PM Nielsen made the motion for the Board to recess into an Executive Session for the purpose of confidential communication between the 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. (Utility Customer Claim) to include participation from Jen Harmon, Deric Douthit, Debbie Bottoroff and Bill Keefer. Seconded by Devitt. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

At 5:44 PM Nielsen made the motion for the Board to come out of Executive Session with no action taken. Seconded by Kock. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

Follis announced to discussion with respect to the above-mentioned agenda item E-1. No action taken.

At 5:45 PM Devitt made the motion to adjourn. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.