

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, JULY 21, 2020
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, July 21, 2020 at 4:30 PM with Chairman, Andy Stewart presiding. Members present were Berwin Kock, Ivan Devitt (arrived at the meeting 4:45 PM), and Don Nielsen. Member Marty Follis was absent. Also present was General Manager, Bill Keefer; Attorney, Darren Cook; Public Works Director, Deric Douthit; City Treasurer, Lisa Allred; Assistant General Manager, Debbie Bottoroff and City Clerk, Bonnie Buzzard.

Nielsen made the motion to approve the minutes from the June 16, 2020 regular meeting. Seconded by Kock. AYE: Kock, Nielsen and Stewart. NAY: None. Motion carried.

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

Kock made the motion to approve the Acknowledgement of Receipt of Permit Exception No. WLSC0021200322 for the construction of 620 linear feet of two (2) inch PVC potable water line and all appurtenances to serve the Tom Clark property, Delaware County, Oklahoma. Seconded by Nielsen. AYE: Kock, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to approval of amendments to the GMSA Public Awareness Plan for our gas utility. Keefer reported that due to the recent Staff changes with Jack Bower retiring and Douthit stepping in as the Public Works Director position that left the Utility Superintendent position vacant. Jeremy Brown will assume the position of Utility Superintendent and Justin Howerton will assume the position of Natural Gas Foreman. Keefer added that there will be no change in basics of the plan. Nielsen made the motion to approve the amendments to the Public Awareness Plan as presented and described. Seconded by Kock. Seconded by Nielsen. AYE: Kock, Nielsen and Stewart. NAY: None. Motion carried.

Nielsen made the motion to approve a Resolution amending the 2020-2021 GMSA General Fund Budget and the GMSA Debt Service Fund Budget. Seconded by Kock. AYE: Kock, Nielsen and Stewart. NAY: None. Motion carried.

STAFF REPORTS:

Keefer reported that GMSA has submitted their application to the Oklahoma Water Resource Board for the revolving loan for the repair and replacement of the old clay tile sewer lines and brick manholes for a tentatively amount of \$5,350,000. Keefer added that the Staff received the preliminary engineering report today, and anticipates getting this project booked for sometimes this fall.

Keefer reported that effective July 1, 2020 Justin Howerton will assume the position of Gas Foreman.

Douthit updated the Board on the following ongoing projects:

- Honey Creek Booster Pump Station – The crews installed a new pump and is working great.
- Wastewater Transfer Station Rehabilitation - Crossland worked on the manhole today and is about 28 days out for the pump. The project is experiencing some minor schedule issues but should be completing as scheduled.

Office Manager, Jen Harmon addressed the Board to update them on the upcoming July 29th cutoff date. Harmon reported that the procedures will all be back to normal policy standards.

EXECUTIVE SESSION:

Stewart announced that in regards to 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) no action taken.

At 4:50 PM Devitt made the motion to adjourn. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.