

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, NOVEMBER 17, 2020
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, November 17, 2020 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; Attorney, Darren Cook; Assistant General Manager, Debbie Bottoroff; City Treasurer, Lisa Allred and City Clerk, Bonnie Buzzard. Public Work Director, Deric Douthit was absent.

Devitt made the motion to approve the minutes from the October 20, 2020 regular meeting. Seconded by Nielsen. 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 a Resolution establishing a policy pertaining to the installation of city utilities as part of the development of a new subdivision. Keefer reported that during the last meeting, the Board discussed with the Staff a proposed policy pertaining to the development of infrastructure within new subdivisions which would include water, sewer, gas and street improvements. Keefer added that the current policy requires that the developer install this infrastructure at their expense per our development codes and regulations. Keefer indicated that the Staff has entertained discussions with several developers on possible scenarios and options in which the City / GMSA might be able to participate in the upfront installation of our infrastructure. Keefer noted that in most instances, installing the water and gas lines would be something that our crews would be able to do within the resources we have and in a cost effective manner. Keefer indicated that Attorney, Cook has reviewed and approved the policy as to form, and that the policy will be on the City Council agenda for consideration. Kock made the motion to approve the policy as presented. Seconded by Follis. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to a Resolution extending the waiver of utility fees and charges for facilities and buildings owned and operated by the City of Grove. Keefer reported that in May 2014 the GMSA Board approved a Resolution that provided this service to the City of Grove for a five (5) year term which expired June 2019. Keefer indicated the need to renew the Resolution was overlooked, therefore, Staff has prepared a new Resolution for consideration implementing a new five (5) year waiver that will be retroactive back to 07-01-2019. Nielsen made the motion to approve the Resolution as presented. Seconded by Follis. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

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

Follis made the motion to approve the notice of posting of the GMSA regular scheduled meetings for the 2021 calendar year. Seconded by Devitt. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Nielsen made the motion to approve the denial of claim #208778-1-HW from claimant Horace Bridgewater upon recommendation from the Oklahoma Municipal Assurance Group (OMAG). Seconded by Devitt. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

STAFF REPORT:

Keefer reported that GMSA has been contacted once again by American Tower/Tower Alliance in regards to an extension of their cell tower lease. The proposal has not changed since the last contact in May. Keefer indicated that the Staff will continue to negotiate and will present a fair offer to the Board for consideration.

Keefer reported that the Cultural/Archeological study has been completed. The consultant is working on the preparation of the report that will be submitted to the OWRB to complete the revolving loan application process.

Keefer reported that GMSA has completed their 2020 audit of their water and gas meters, and asked Utility Office Manager, Jenn Harmon to update the Board of their results. Harmon reported that the audit found meters that have not been used in several years that are leaking gas by causing idle consumption; therefore the technicians has pulled those gas meters from the system. Harmon also mentioned that the technicians found meters that were not registered into the system, and that the Staff is still trying to figure out exactly how to address those meter records for accuracy.

Keefer then added that Rural Water District #6 is moving forward with finalizing their plans to dissolve the district, and turn over their assets to GMSA. Keefer added that Attorney, Cook and Office Manager, Jenn Harmon will keep the Board updated with the details of any new developments.

TRUSTEES REPORT:

Kock reported that in Harmon's report she indicated that they discovered firefly's that has died. Kock questioned exactly how they know when a firefly has died. Harmon reported that it quits sending automated reading reports.

At 5:07 PM Follis made the motion to adjourn. Seconded by Devitt. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.