

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, JULY 20, 2021
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, July 20, 2021 at 4:30 PM with Chairman, Andy Stewart presiding. Members present was Berwin Kock, Ivan Devitt and Don Nielsen. Member Marty Follis was absent. Also present was Interim General Manager, Debbie Bottoroff; Attorney, Darren Cook; City Treasurer, Lisa Allred; Public Works Director, Deric Douthit and City Clerk, Bonnie Buzzard.

PUBLIC COMMENTS:

Steve Wheeler – Field Operations Manager of the Oklahoma Rural Water Association addressed the Board for presentation of appreciation plaques to Grove High School Staff Members, Renae Dozier and Debi Troppman for their above and beyond efforts that allowed ORWA to be able to satisfy the immense need for certified water and wastewater operations in Oklahoma.

Devitt made the motion to approve the minutes from the June 15, 2021 regular meeting. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

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

Stewart opened the floor for discussion with respect to a Resolution of the Grove Municipal Services Authority approving and authorizing a loan application to the Oklahoma Water Resources Board; approving and authorizing a Clean Water SRF loan from the Oklahoma Water Resources Board in the total aggregate principal amount of not to exceed \$1,000,000.00; approving the issuance of a Series 2021 Clean Water SRF Promissory Note in the total aggregate principal amount of not to exceed \$1,000,000.00, secured by a pledge of revenues and authorizing its execution; approving and authorizing the execution of a loan agreement for Clean Water SRF loan; designating a local trustee and approving and authorizing the execution of a Trust Agreement; approving and authorizing the execution of a Security Agreement; ratifying and confirming a Sales Tax Agreement; ratifying and confirming a Utilities Lease Agreement, as amended; approving various covenants; approving and authorizing the execution of professional services agreements and approving and authorizing the payment of fees and expenses; and containing other provisions relating thereto. Rick Smith – Municipal Finance Services addressed the Board to report on the future financing plan highlights for GMSA that detailed on the following GMSA issuance components for a loan not-to-exceed 20 years and a loan amount not-to-exceed \$1,000,000 to cover the acquisition and installation of new equipment at the Wastewater Treatment Plant to add a lime stabilization mechanism and replace the belt press process:

- Estimated Lime Stabilization Equipment \$560,500.00
- Screw Press (replace belt press) \$293,300.00
- Installation \$ 88,800.00
- Project Cost \$942,600.00

- Bond Counsel Fees & Expenses \$ 19,500.00
- Local Counsel Fee \$ 7,500.00
- Financial Advisor Fee & Expenses \$ 19,500.00
- Trustee Bank Acceptance Fee \$ 500.00
- Rounding \$ 400.00
- Total Note Amount: \$ 990,000.00

Smith added that the interest rate on the loan will be set approximately ten (10) days before closing. Smith and Bond Counselor, Allan Brooks entertained questions, comments and concerns from the Board and Staff. Devitt made the motion to approve a Resolution authorizing issuance, sale and delivery of a promissory note of the Authority to the Oklahoma Water Resources Board; ratifying and confirming a Sales Tax Agreement; ratifying and confirming Lease Agreements; and containing other provisions related thereto. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to approval of an Agreement with Rose and McCrary, PC Engineering & Land Surveying for Engineering Services for utility line relocations. Engineer, Tim McCrary was present to entertain any questions from the Board and Staff on each of the following agreements:

- a. Relocating the sewer lines as part of Phase II ODOT project Highway 59 North sewer (force main) relocations – Sailboat Bridge to SH 125, ODOT J/P 28893(06) – Devitt made the motion to approve the Engineering Service Agreement with Rose & McCrary, PC as presented. Seconded by Kock. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.
- b. Relocating the natural gas lines as part of Phase II ODOT project Highway 59 North gas line relocations – Sailboat Bridge to SH 125, ODOT J/P 28893(06) - Devitt made the motion to approve the Engineering Service Agreement with Rose & McCrary, PC as presented. Seconded by Kock. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Devitt made the motion to approve a Resolution amending to the 2021-2022 GMSA Capital Fund. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to approval of an Agreement with Rose and McCrary, PC Engineering & Land Surveying for Engineering Services for the design of water, sewer and gas line improvements to the west side of the Grove Regional Airport aka West Side Utility Improvements. Cook reported that upon review of the agreement it was respectfully suggested to McCrary that particular sections of agreement be amended. McCrary approved and presented the Board with a signed amended agreement. Devitt made the motion to approve the agreement as presented and amended upon recommendation from Cook. Seconded by Kock. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to the awarding of bid for the removal and disposal of Water Plant Residuals. Bottoroff reported that the Staff advertised for bids for this project and that the following two (2) bids were received:

- Environmental Works \$.0296 cents per gallon cost
- Miller Environmental LLC \$.0275 cents per gallon cost

Plant Superintendent, Aston York reported that it is his recommendation that the bid be awarded to Miller Environmental LLC as presented. Devitt made the motion to award Miller Environmental LLC the bid as recommended by Staff. Seconded by Nielsen. AYE: Kock. Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Nielsen made the motion to approve the Natural Gas Agreement with the Afton Public Works Authority. Seconded by Devitt. AYE: Kock. Devitt, Nielsen and Stewart. NAY: None. Motion carried.

STAFF REPORT:

Utility Office Manager, Jenn Harmon reported and discussed in detail with the Board the process of eBills/On Line Bill Pay System. Harmon noted that GMSA has initiated the process to add eBills to the online bill pay feature with the goal to have the new feature available in July 2021. After the feature is integrated in the Incode system, the Staff will starting training and testing the feature in house. Once the training and testing is complete GMSA will start advertising the service to customers in hope to encouraging them to create an online account to view and pay their bill online. Harmon added that the cost of this feature is \$100 per month.

Douthit updated the Board on the following ongoing and upcoming projects:

- ✓ Feasibility study with the Cherokee Nation
- ✓ Patricia Island – 1200’ – 1500’ water line extension cost estimate
- ✓ Highway 10 – East of Grove – three (3) customers wanting sewer service which would cause boring under the highway.
- ✓ Suggested policy change on the relocation of resident gas meters currently located inside their privacy fence

Cook reported that the Rural Water District #6 closure hearing is coming up and that he is prepared to attend if needed.

TRUSTEES REPORT:

Devitt expressed his appreciation to Douthit and Brown for their efforts and support with the customer’s needs.

At 5:35 PM Devitt made the motion to adjourn. Seconded by Nielsen. AYE: Kock. Devitt, Nielsen and Stewart. NAY: None. Motion carried.