

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, AUGUST 17, 2021  
4:30 PM  
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, August 17, 2021 at 4:30 PM with Chairman, Andy Stewart presiding. Members present were 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.

Nielsen made the motion to approve the minutes from the July 20, 2021 regular meeting. Seconded by Devitt. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

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

Nielsen made the motion to approve the revised Notice of Posting to the 2021 Grove Municipal Services Authority regular scheduled calendar meeting(s) indicating that the meeting will be held in Room 7 instead of Room 5. Seconded by Devitt. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to declaration surplus of ZENNER materials and equipment currently in inventory. Bottoroff reported that GIS Coordinator, Kaston Johnson contacted Zenner representatives to see if they would have any interest in purchasing the new and barely used equipment that GMSA has in inventory. Johnson reported that they offered to purchase the inventory equipment at 20% of the purchase price on the new equipment and \$5 each on the used gas MIU's plus they will pay for the freight of the equipment and products shipped to them. Kock made the motion to declare the proposed equipment as surplus. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Devitt made the motion to authorize the Staff to offer to sell the surplus equipment and products to Zenner as discussed. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to utility rates established by Ordinance No. 776 particularly sewer rates for multiple units. Bottoroff reported that the staff is experiencing some inconsistency throughout the GMSA system when it comes to sewer charges for multiple units. Utility Office Manager, Jenn Harmon addressed the Board to report that her department has several master meters that are solely paying for their utilities and that she has some master meters that have each unit paying for their utilities. Harmon reported that according to the current Ordinance it indicated that GMSA will bill the sewer base rate (X's) the number of units being served and the appropriate rate after the amount used allowable by the base rate, and that multiple units are defined as those taps serving more than one residence or business. Harmon indicated that she is looking for direction from the Board on how to move forward with the discrepancies of billing sewer charges for multiple units. Harmon entertained questions and comments from the Board and Staff. The Board authorized Harmon to make contact with all of the effective customers and advise them of the current ordinance

pertaining to sewer rates for multiple units and to inform them of the forthcoming changes in rates that they will be experiencing effective as of January 1, 2022.

**STAFF REPORT:**

Bottoroff reported that effective that last day of September 2021, Don Nielsen's term on the Board will expire, and that the Staff will advertise for this vacant position for possible appointment from the Mayor during their regular scheduled meeting Tuesday, September 21<sup>st</sup>.

Bottoroff then added that the Staff has concerns with the availability of materials used in a day to day operations. Bottoroff mentioned that upon ordering the materials the Staff is seeing numerous materials being placed on 'Back Order" with the delivery dates unknown. Bottoroff noted that this is very frustrated to the Staff and could results in causing delay in certain projects.

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

- Continual concrete and ditch work
- Various Road Projects
- Water meter can availability after January 1, 2022
- Regulators availability is unknown at this time along with pipe and other inventory working material

At 5:03 PM Devitt made the motion to adjourn. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.