

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, SEPTEMBER 21, 2021  
4:30 PM  
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, September 21, 2021 at 4:30 PM with Vice-Chairman, Marty Follis presiding. Members present were Berwin Kock, Ivan Devitt and Don Nielsen. Chairman, Andy Stewart was absent. Also present was Interim City Manager, Debbie Bottoroff; City Attorney, Darrin Cook; City Treasurer, Lisa Allred; Public Works Director, Deric Douthit and City Clerk, Bonnie Buzzard.

**ADDITIONAL STAFF PRESENT:**

Public Works Superintendent – Jeremy Brown  
Utility Office Manager – Jen Harmon  
Water / Wastewater Superintendent – Aston York

Kock made the motion to approve the minutes from the August 17, 2021 regular 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 Bad Debt write off in the amount of \$79,985.50. Allred reported that the utility office has been sending accounts to collections regularly, however some the older accounts we've had no luck collecting because of the lack of information that is required by the collection agency. Allred noted that the last bad debt write off approved by the Board was June 2016. Devitt made the motion to approve the Bad Debt write off in the amount of \$79,985.50 as presented and discussed. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

Follis opened the floor for discussion with respect to a Resolution amending GMSA's Utility Rates Structure. Bottoroff reported that the Staff has been reviewing the current rate structure including all parts needed for gas, water and sewer taps and revised the tap fees based upon the current costs. Bottoroff noted one minor change on Page 3...any gas tap larger than AC 630 ~~oz~~ lb. Office Manager, Jen Harmon was present to entertain questions from the Board. Nielson made the motion to approve the Resolution as presented and amended by Staff. Seconded by Kock. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

Follis opened the floor for discussion with respect to a Resolution amending GMSA's Purchasing Policy. Cook reported that the Resolution is revising the bid limit amount in accordance to the Oklahoma State Statutes from the current amount of \$25,000 for contract / service items, and increasing it up to \$50,000. Kock made the motion to approve the Resolution amending the GMSA's Purchasing Policy as presented and discussed by Cook. Seconded by Devitt. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

**STAFF REPORTS:**

Bottoroff reported that Trustee, Don Nielsen has submitted his letter of application requesting to be re-appointed to the GMSA Board for an additional 5-year term. That letter of application will be considered by the Mayor and City Council this evening.

Douthit reported that the crews have been working with the Corporation Commission the last few days.

Brown reported that he is working through the yearly meter audit from a month ago to determine the meter replacement and maintenance that needs to be completed.

Brown added that he is down one meter reader at this time.

Water/Wastewater Superintendent, Aston York reported that he too is down one staff member.

Harmon updated the Board on the following ongoing office accounting projects:

- A lot of new services in the Grove area and the Rural Water District #6 community
- Landlord Account Update
- Sewer and Multiple Unit billing enforcement
- eBill – Payment Service Network development

**WARD REPORTS:**

Follis asked when the annexation of Sailboat Bridge / Tom Cat goes into effect. Bottoroff reported that it's effective as of October 1, 2021.

**EXECUTIVE SESSION:**

At 5:00 PM Devitt made the motion for the Board to recess into an Executive Session for the purpose of conferring on matters pertaining to economic development, including the transfer of property, financing, or creation of a proposal to entice a business to locate within the jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business, pursuant to Title 25 O.S. Section 307.C.11. (Economic Development Proposal) to include participation from Bottoroff, Douthit and York. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

At 5:13 PM Nielsen made the motion for the Board to come out of Executive Session with no action taken. Seconded by Devitt. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

Follis opened the floor for discussion with respect to agenda item E.1 above. Devitt made the motion to authorize Attorney, Cook to contact the owners of the described property as discussed for possible offer. Seconded by Follis. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

At 5:14 PM Kock made the motion to adjourn. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.