

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, OCTOBER 19, 2021
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, October 19, 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 General Manager, Debbie Bottoroff; Attorney, Darren 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

Nielsen made the motion to approve the minutes from the September 21, 2021 regular meeting. Seconded by Devitt. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

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

Devitt made the motion to approve the Resolution amending the GMSA's 2021-2022 Fiscal Year Budget as presented and discussed by Allred. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

Follis opened the floor for discussion with respect to a proposed Resolution appointing and authorizing the holder of the offices and positions of the City Attorney and City Manager of the City of Grove, OK to perform their duties and exercise the legal prerogatives such officers possess under the Code of Ordinances of the City of Grove, Oklahoma for the Grove Municipal Services Authority (GMSA) in the capacities of Attorney and General Manager of GMSA respectively. Kock reported that upon reading the Operation Agreement (passed December 1988) between the City of Grove and Grove Municipal Service Authority it is clear that all of the GMSA employees will become City of Grove full-time, and will be afforded all rights and benefits as given to all City employees. Kock expressed concern with the fact that it appears to be a gray area between the relationship between GMSA and City with the fact that no contract exists stipulating the salaries of GMSA Staff that are actual City employees. Kock also mentioned that there are no paths of job performances / evaluations for the General Manager / Attorney. Allred reported that the overall fiscal year budget reflects a percentage breakdown of all City employees that are being compensated by GMSA in the performance of their duties, and that GMSA has passed a Resolution naming the City Clerk as their Secretary to the Board, and the City Treasurer as their Treasurer to the Board. Cook reported that GMSA has the authority to call an Executive Session to any meeting to discuss job performance of the General Manager or Attorney and has the right to terminate the joint operating agreement with the City if GMSA wants to hire its own manager or attorney. Devitt made the motion to approve the Resolution appointing and authorizing the City Attorney and City Manager as the Attorney and General Manager to the GMSA Board. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.

Follis opened the floor for discussion with respect to pursuing options regarding Natural Gas customers located in the area recently annexed by the City of Grove. Bottoroff reported that ODOT has identified part of the annexed property in their Phase II of the Highway 59 widening project. Which will require GMSA to relocate utilities in that area consisting of only 6 (six) customers with 1 (one) being inactive at this time. Brown reported that it would further require GMSA to bore under the highway in which according to Engineers, Rose & McCrary would cost an estimated \$125-150,000. Brown reported that the Staff has discussed the possibility of releasing those 6 (six) gas customers to Rural Water District #10. Brown added that RWD #10 would have to officially accept the services of those customers. Bottoroff added that the Staff is looking for direction from the Board in regards to this matter. The Board was in favor of the Staff's recommendation. No further action was taken.

STAFF REPORTS:

Bottoroff reported that she received an email from American Tower expressing their intent to extend their current lease agreement with GMSA. Bottoroff reported that she and Attorney Cook will be working together in negotiating the contract extension.

Harmon reported that she had placed a report in the packet in regards to the Collection Agency statistics, and noted that she would be glad to answer any questions from the Board.

Harmon reported that effective as of October 1, 2021 GMSA assumed all of RWD #6 customer base debt service and added that the transfer should be completed by November 1, 2021.

Douthit reported that he and York went over to the Afton Vo-Tech Center to visit with their Engineer in regards to reviewing all of GMSA Work station

York reported that the Alkaline Stabilization Sludge Processing / Screw Press project has been stalled by the Oklahoma Water Resource Board and might have to be stepped down to a Class B project. York indicated that he would keep the Board updated on any new developments.

At 5:10 PM Devitt made the motion to adjourn. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Follis. NAY: None. Motion carried.