

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, MARCH 15, 2022
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, March 15, 2022 at 4:30 PM with Chairman, Andy Stewart presiding. Members present were Marty Follis, Berwin Kock and Don Nielsen. Member Ivan Devitt 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

Stewart opened the floor for discussion with respect to revising the Notice of Posting of the 2022 GMSA regular meeting schedule. Bottoroff reported that the State of Oklahoma requires posting the dates of meetings for each calendar year prior to the 15th of December of that year plus any revisions made to the schedule. Bottoroff added that the only change to the notice is the location of the meeting room to #5. Follis made the motion to approve the revised Notice of Posting of the 2022 GMSA regular scheduled meetings as presented and discussed. Seconded by Nielsen. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

Nielsen made the motion to approve the minutes from the February 15, 2022 regular meeting as corrected. Seconded by Follis. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

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

Stewart opened the floor for discussion with respect to approval of an Agreement with Holloway, Updike and Bellen, Inc. for Engineering Services for Utility Line Relocations. Bottoroff reported that the Oklahoma Department of Transportation (ODOT) is currently working on the design for Highway 59 – Phase I from 560 Road to Highway 125 and Phase II – Highway 125 to Sailboat Bridge which includes relocating the natural gas transmission line and the sewer force main. Bottoroff added that as a requirement for reimbursement of GMSA expenses, ODOT requires GMSA to select an engineer for the project(s):

- a. Relocating the natural gas lines as part of Phase I (560 Road to Hwy 125) ODOT project Highway 59 Gas Line Relocation, ODOT I/P 28893(06) – Greg Armstrong, PE, Vice President of Holloway, Updike and Bellen, Inc. addressed the Board to report that ODOT will most likely pay a large percentage of the cost of this project depending upon the description of the reasoning for event. Armstrong noted that upon visiting with the Staff discussions was introduced about revising the proposed contract to include engineering design for the transmission line & high pressure distribution line. Armstrong noted that he would incorporate that project into the contract to bring back before the Board at the next meeting. No action was taken.
- b. Relocating the sewer lines as part of Phase II ODOT project Highway 59 North Sewer (Force Main) Relocations – Sailboat Bridge to SH 125, ODOT I/P 28893(06) – Armstrong reported that this engineering project will be subject to 100% reimbursement from ODOT for the said amount of \$93,415.90. Follis

made the motion to approve the agreement with Holloway, Updike and Bellen, Inc. for this project as presented and discussed. Seconded by Kock. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

- c. Relocating the natural gas lines as part of Phase II ODOT project Highway 59 North Gas Line Relocations – Sailboat Bridge to SH 125, ODOT I/P 28893(06) – Armstrong reported that this engineering project cost of \$192,000 is not subject for reimbursement from ODOT. Kock made the motion to approve the agreement with Holloway, Updike and Bellen, Inc. for this project as presented and discussed. Seconded by Nielsen. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.

STAFF REPORT:

Bottoroff reported that the Staff has been meeting with the representatives of Rural Water District #3 in regards to their need of GMSA suppling them with water for a new development. The representative has agreed to perform a study to determine the condition of the infrastructure and the improvements necessary to provide water to the area. Once the study is completed the Staff will meet with the representatives to revisit the idea of GMSA providing water to the area.

Bottoroff reported that the Staff is discussing the possibility of changing the policy in regards to excavation on new utility services. The current policy requires the customers to provide the excavation and backfill but most often the customers try to save money and dig the lines themselves resulting in the project taking excessive time or resulting in damages to the main line. The proposed change would put the responsibility of excavation on the GMSA employees who work together daily to expose our main lines. Bottoroff added that the Staff will prepared a draft policy for consideration before the Board at a future meeting.

Douthit reported that the budget process will be difficult this year due to the increasing prices of fuel and the availability of equipment and materials.

At 4:53 PM Follis made the motion to adjourn. Seconded by Nielsen. AYE: Follis, Kock, Nielsen and Stewart. NAY: None. Motion carried.