

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, APRIL 19, 2022
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, April 19, 2022 at 4:30 PM with Chairman, Andy Stewart presiding. Members present were Marty Follis, Berwin Kock, Ivan Devitt and Don Nielsen. 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 was absent

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

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

Follis made the motion to approve a Resolution amending the 2021-2022 fiscal year GMSA General Fund budget as presented and discussed by Allred. Seconded by Devitt. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to a Resolution providing Grove Public Schools, American Legion Post 178 and Lendonwood Garden credit for water and sewer usage as requested. Bottoroff reported that is the same amount as approved last year. It is Staff's recommendation that the Board approve all three entities as per Resolution with one motion. Nielsen made the motion to approve the Resolution authorizing the water and sewer credits as presented and discussed. Seconded by Kock. AYE: Follis, Kock, Devitt, 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 is a requirement for reimbursement of our expenses from the Oklahoma Department of Transportation, and is in accordance to their specifications. Kock made the motion to approve the agreement with Holloway, Updike and Bellen, Inc. for the relocating of the natural gas lines as part of Phase I (560 Road to Hwy 125) ODOT project Highway 59 gas line relocation, ODOT J/P 28893(06). Seconded by Devitt. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to declaring items surplus and authorize Staff to dispose of such items. Bottoroff reported that Vehicle Maintenance Superintendent, Dale Younger created a list of surplus items from the fleet inventory for the Board to consider as surplus for auction to be scheduled around mid to later part of May 2022. Devitt made the motion to declare the listed items as surplus and authorize the Staff to dispose of each by auction. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

STAFF REPORT:

Bottoroff reported that she has been visiting with the Staff in regards to the current fee rate schedule. Bottoroff noted that some of the general service fees really need to be increased due to the inflation of material and labor cost. Bottoroff added that she will be bringing that back before the Board at a future meeting.

Devitt asked for clarification on the announcement from Public Service Company in regards to their streetlight conversion project. Michael Gordon – Manager of Community Affairs with Public Service of Oklahoma addressed the Board to report that PSO is currently converting all of their streetlights from high-intensity discharge (HID) to light-emitting diode (LED) in order to improve visibility for drivers and pedestrians and that the City of Grove is one of two cities selected for the first upgrades. Gordon added that they are expecting complaints from the residents due from the brightness and shining in windows. Gordon respectfully requested that all complaints be directed to him so that he may report them accordingly for maintenance adjustment.

Harmon updated the Board on the following projects:

- The new utility clerk started yesterday and her office is now operating at a full staff once again. Harmon noted that her office staff has conducted a lot of cross training over the past several months.
- The electronic-bill system was launched in mid-March and the Staff is working out the glitches.
- The budgeted scanner has been installed and is up and running. Harmon added that it is going to be a great investment.

Douthit reported that it is a continual struggle keeping supplies stocked. Some projects are having to be postponed and is becoming a major concern for the Staff. Brown added that some of the supply vendors are reporting a 25% price increase in May 2022.

Douthit added that the water tower located at the RWD #6 site is in need of repair and right now the estimated cost for that project is approximately \$100,000.

At 4:58 PM Devitt made the motion to adjourn. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.