

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, AUGUST 16, 2022  
4:30 PM  
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, August 16, 2022 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; City Treasurer, Lisa Allred; Public Works Director, Deric Douthit and City Clerk, Bonnie Buzzard. Attorney, Darren Cook was absent.

**ADDITIONAL STAFF PRESENT:**

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

Devitt made the motion to approve the minutes from the July 19, 2022 regular meeting. Seconded by Nielsen. 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.

Follis opened the floor for discussion with respect to the bid(s) received for one Dewatering Screw Press System for the Grove Wastewater Treatment Plant. York reported that the Staff advertised for this project and that the following two (2) bids were received:

Schwing Bioset, Inc.	\$358,200.00
(Labor cost)	<u>\$ 66,200.00</u>
	\$424,400.00
WaterTech, Inc.	\$452,500.00

York reported that he felt like the GMSA crew has the expertise to perform the installation of the equipment which would omit the installation service cost of \$66,200. York added that upon visiting with Schwing they agreed to provide a service technician, if need be, to aid in the installation for an hourly rate. York added that it is his recommendation to award the bid to Schwing as the lowest responsible bid received in the amount of \$358,200.00. Bottoroff reported that this project was the original part of the GMSA Series 2022 CWSRF promissory note with the Oklahoma Water Resource Board but was cut due to DEQ regulations. York entertained questions from the Board. Nielsen made the motion to award the bid to Schwing Bioset, Inc. in the amount of \$358,200 upon recommendation from the Staff. Seconded by Devitt. AYE: Kock, Devitt, Nielsen, and Follis. NAY: None. Motion carried.

Follis opened the floor for discussion with respect to authorizing staff to advertise for sealed bids for the purchase of two ½ ton pickups. Douthit reported that these trucks will be allocated for meter readers, and that the bid process is being utilized due to the lack of availability through the normal state contract dealers. Devitt made the motion to authorize the Staff to proceed with the solicitation

of bids for the purchase of two ½ ton pickups. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen, and Follis. NAY: None. Motion carried.

Follis then opened the floor for discussion with respect to a Resolution amending the Substance Abuse section of the City of Grove Personnel and Policies Manuel by updating 'Appendix C' the United States Department of Transportation's Pipeline and Hazardous Materials Safety Administration (PHMSA) Anti-Drug and Alcohol Misuse Prevention Policy (49 CFR Part 199). Bottoroff reported that during a recent audit from the Corporate Commission it was strongly recommended to City of Grove / GMSA incorporate this policy as part of the Personnel Policy. Bottoroff added that this policy pertains primarily to the GMSA employees that works continually with the natural gas installation / maintenance. Devitt made the motion to approve the Resolution amending the City of Grove Personnel and Policies Manuel 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 denial of Claim #211550-1-HW by Vickie Jones upon recommendation from the Oklahoma Municipal Assurance Group. Allred reported that this claim was submitted to OMAG, and after conclusion of their investigation it was their recommendation that the claim be denied due to no fault of GMSA / City of Grove. Kock made the motion to deny claim #211550-1-HW by Vickie Jones upon recommendation from OMAG. Seconded by Follis. AYE: Kock, Devitt, Nielsen, and Follis. NAY: None. Motion carried.

#### **STAFF REPORT:**

Bottoroff reported that a three-day event will be scheduled for October 13-15, 2022 to allow residents to dispose of trees, limbs, and brush at the Public Works Facility. Bottoroff noted that in conjunction with the Delaware county offer to provide the use of their large chipper to grind trees, limbs, and brush out at the Wastewater Treatment Plant to process sludge into compost. The site will be manned to prevent disposal of other items such as lumber, trash, etc. Bottoroff added that the plan is to hold another three-day event in the Spring.

Harmon reported that the sewer audit letters has been sent out indicating that the audit should get started in September. Harmon indicated that the Staff is receiving a good response from the public, but it has yet to be posted on their billing which might cause a different response.

Douthit reported that upon recommendation from the Corporation Commission, all the GMSA transmission lines will need to be changed out from gas to high pressure. The Staff should start that process via next month.

#### **TRUSTEES REPORT:**

Kock reported that he read a nice write up on Facebook regarding the quick reaction from GMSA employees to a possible resident gas explosion.

At 4:55 PM Follis made the motion to adjourn. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen, and Follis. NAY: None. Motion carried.