

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, SEPTEMBER 20, 2022
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, September 20, 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

Kock made the motion to approve the minutes from the August 16, 2022 regular meeting. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.

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

Stewart opened the floor for discussion with respect to ‘Bad Debt Write Off’ for debts that are over five (5) years old. Allred reported that the total amount of \$12,780.78 is made up of accounts that are over 5-years old and is not eligible to be sent to collections. Allred and Staff entertained questions, comments, and concerns from the Board regarding some possible solutions on collecting the outstanding bad debts in the future. Follis made the motion to approve the ‘Bad Debt Write Off’ in the amount of 12,780.78 as presented and discussed. Seconded by Devitt. AYE: Follis, Kock, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to solicitation of bids for 2 (Two) ½ ton pickup trucks. Bottoroff reported that the Staff advertised for these two pickups plus Vehicle Maintenance Superintendent, Dale Younger sent out invitations to bid to seven (7) different surrounding dealerships and not one single bid was received. Bottoroff added that Younger is currently exploring other avenues for acquiring the vehicles. Therefore, no action was taken from the Board.

Stewart opened the floor for discussion with respect to a three-party agreement including GMSA, GEDA and Whitewing Investments LLC regarding a sewer project on property located on 21st Street. Bottoroff reported that GEDA currently owns the property located along Highway 59 North between Tractor Supply and Matt’s Diner. Chris White (dba Whitewing Investments LLC) has purchased the property adjacent to the East of that property along 21st Street. White is wanting to develop that property which would require utilities in which GMSA has an interest in aiding with extension and installation of those services to promote economic development within the City of Grove. Bottoroff reported that as a part of the consideration for obtaining utilities for the property Whitewing has agreed to deed the City of Grove an easement across its property to connect GEDA’s Highway 59 property to the Sunrise Boulevard entrance into Wolf Creek Park. Bottoroff entertained questions, comments, and concerns from the Board. Devitt made the motion to approve the three-party agreement between GEDA, GMSA and Christ White dba Whitewing Investments LLC as presented and discussed. Seconded by Follis. AYE: Follis, Kock, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to approval of a Resolution reclassifying the natural gas transmission line to a high-pressure distribution line. Douthit reported that this project has been presented and discussed before the Board in pasted meeting and therefore, the Staff feels like it is time to reclassify the transmission line. Douthit noted that the Resolution is a formal request to the Oklahoma Corporation Commission to reduce the classification of the natural gas transmission line to a high-pressure distribution line. Follis made the motion to the Resolution as presented. Seconded by Kock. AYE: Follis, Kock, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.

Stewart then opened the floor for discussion with respect to a Resolution creating a GMSA Natural Gas Leak/Pipeline Rupture Emergency Response Policy. Bottoroff reported that the current policy states that the GMSA Staff shall call 911 upon the report of a natural gas leak. The Staff had visited with Police Chief, Mark Morris who respectfully requested that the Staff consider calling the non-emergency line to the Police Dispatch Center. Morris noted that the response time will be the same and would omit having a 911 line tied up. Bottoroff noted that upon the release of the packets the Staff later learned that the Oklahoma Corporation Commission requires that 911 be called in the event of a natural gas leak inside a structure or gas line rupture or strike, so the Staff would recommend that the Board consider amending the proposed Resolution to its original state of policy. Devitt made the motion to approve the Resolution as presented and amended. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to the GMSA policy regarding 'Deposits on Record' of a deceased utility account holder. Office Manager, Jenn Harmon addressed the floor to report that the current policy for this item allow for the personal representative of the deceased customer's utility account to provide legal documents to assume responsibility of the account. The current policy doesn't request the representative to pay the difference of the deposits to bring it up to the current rate fee. Harmon entertained questions, comments and concerns from the Board and Staff. Bottoroff reported that if the Board had no problems with the policy changes, the Staff would bring it back before the Board at their October meeting. No action was taken.

Stewart again opened the floor for discussion with respect to the 'Deposit Affidavit' as an acceptable document to be utilized upon the death of a utility account holder who has 'Deposits on Record'. Harmon reported that this affidavit would allow for someone to claim and collect any deposits on record, or any other funds left by the decedent, and could be used when there is no will or trust for the account of the decedent. Bottoroff again reported that if the Board had no problems with the policy changes, the Staff would bring it back before the Board at their October meeting. No action was taken.

STAFF REPORT:

Bottoroff reported that the Oklahoma Department of Transportation will be hosting a Public Forum on Wednesday, September 21, 2022 at the Grove Community Center from 3:00 to 5:00 PM to discuss the Highway 59 North Phase I & Phase II projects. This meeting was scheduled at the request of State Representative, Josh West.

Douthit updated the Board on the following ongoing projects:

1. the continual issues on getting parts and materials to get certain jobs completed
2. Smoke testing is completed and should be re-evaluate within 30 days
3. Closing of Baycrest from Quail Run to 595 Road beginning September 26th for approximately two (2) weeks for reconstruction and repair

Brown reported that he had visited with an individual company about the utilization of a drone for the certain GMSA utility projects. Brown noted that the sale technician indicated that a drone would not be a good purchase for that subject matter.

Brown then reported that GMSA will be hosting the Class C & D recertification classes next week.

At 5:25 PM Follis made the motion to adjourn. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.