

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

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

Devitt made the motion to approve the minutes from the October 18, 2022 regular meeting. Seconded by Nielsen. AYE: Follis, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.

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

Nielsen made the motion to approve the Notice of Posting of the GMSA 2023 calendar year regular scheduled meetings. Seconded by Follis. AYE: Follis, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to a Resolution amending Section A.6 of the GMSA Policy and Procedure Manual. Harmon reported that during a previous meeting the Staff discussed with Board the current procedure on how a utility account is handled upon notification that the account owner has deceased. The Staff received those proposed changes as discussed from the Board, and have implemented the verbiage into the policy, as underlined for Board approval. Devitt made the motion to approve the Resolution amending Section A.6 of the GMSA Policy & Procedure Manual as presented. Seconded by Nielsen. AYE: Follis, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.

STAFF REPORT:

Bottoroff reported that the Staff submitted a letter to the Oklahoma Corporation Commission requesting permission to reclassify a section of 21 miles of 6' transmission line to a high-pressure distribution line. The Staff received a letter back from a representative of the Corporation Commission indicating no objections to the decision to reduce the maximum safe operating pressures for the proposed transmission pipeline but the letter was really unclear if the request was approved or denied. So, Douthit and Brown reached out to the Oklahoma Corporation Commission to verbally hear that that the transmission line reclassification was approved.

Douthit reported that in accordance to the recent seminars the Staff has been attending, the vendors are all reporting that the prices of material and equipment will continue to increase.

Douthit added that the Staff is working on service orders daily and that a majority of the orders pertains to new and existing gas services.

Douthit expressed thanks to Travis and the crew with Public Service Company (AEP) for their assistance with the Grove Public Library project.

At 4:43 PM Devitt made the motion to adjourn. Nielsen seconded the motion. AYE: Follis, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.