

**GROVE MUNICIPAL SERVICES AUTHORITY  
SPECIAL MEETING  
WEDNESDAY, JULY 5, 2023  
3:00 PM  
MINUTES**

The Grove Municipal Services Authority met in special session on Wednesday, July 5, 2023 at 3:00 PM with Chairman, Andy Stewart presiding. Members present were Berwin Kock, Ivan Devitt, and Don Nielsen. Member, Ed Trumbull 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 was absent.

Stewart opened the floor for election of Vice-Chairman to the Board. Nielsen nominated Ivan Devitt. Stewart seconded the nomination. Nomination ceased. AYE: Kock, Nielson, and Stewart. NAY: None. Devitt abstained. Motion carried.

Devitt made the motion to approve the minutes from the June 6, 2023 regular meeting. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen, and Stewart. NAY: None. Motion carried.

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

Stewart opened the floor for discussion with respect to a Resolution updating the water, sewer, and natural gas tap fees. Bottoroff reported that the tap fee was last updated in May 2022, and due to the continual prices increases with material the proposed Resolution will help offset the actual fees incurred by GMSA. Devitt made the motion to approve the Resolution updating the tap fees as presented. Seconded by Kock. AYE: Devitt, Kock, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to an agreement with Ardurra Group, Inc. for Professional Engineering Services for the Solids Handling Improvement Project. Douthit reported that the existing solids handling process utilized two belt filter presses, one duty and one standby. Douthit noted that the proposed project includes the replacement of one belt filter press with a screw press, and that the remaining belt filter press will remain connected to the system in parallel for redundancy. Douthit reported that this agreement includes:

- preparation of drawings / specifications indicating the scope, extent, and character of the work to be performed and furnished by contractor.
- prepare bidding proposal documents, and front-end construction contract documents.

Douthit entertained questions and comments from the Board. Devitt made the motion to approve the Agreement with Ardurra Group, Inc. as presented and discussed. Seconded by Nielsen. AYE: Devitt, Kock, Nielsen and Stewart. NAY: None. Motion carried.

Nielsen made the motion to approve the acknowledgement of receipt for Permit Exception No. WLMCO21230392 for construction of 980 linear feet of two (2) inch PVC water line and all appurtenances to service a new storage building in the Industrial Park. Seconded by Devitt. AYE: Devitt, Kock, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to a Resolution authorizing the submittal of a grant application to the Oklahoma Water Resource Board (OWRB) Rural Economic Action Plan (REAP) and Authorizing Andy Stewart, GMSA Chairman, to sign the application and other documents required. Bottoroff reported that the Staff has submitted this grant application once previously and was denied so this will be the second attempt for grant funding. Bottoroff noted that if awarded the grant, the funds will be utilized to pay for a water loss study that is being conducted with new military technology that has proven to be successful. Devitt made the motion to approve the Resolution authorizing the grant application as presented and discussed. Seconded by Nielsen. AYE: Devitt, Kock, Nielsen and Stewart. NAY: None. Motion carried.

### **STAFF REPORT:**

Bottoroff reported that due to the recent power outages caused by the storms, City Hall served as a 'Cooling Station' for several days. Bottoroff added that the crews are still working on getting the debris removed from the right-of-way.

Douthit updated the Board on the following ongoing projects:

- Contractor, Tony Steele should start testing utilities next week and be ready to start house construction in August.
- The Shoppes of Grove (the old Civic Center) should start new remodel work next week.
- His crews are scattered thin but are still getting the job accomplished.
- He has been contacted by three (3) different residents East of Grove wanting to get water to their location that would require them to cross over the highway. Douthit suggested that all get together to work with GMSA on this project.

### **TRUSTEES REPORT:**

Nielsen noticed that at the end of Baycrest Avenue & S 595 Road there is a new residential water line constructed. Nielsen questioned how many homes will that line service? Stewart indicated that will supply four new homes.

Stewart reported that the City / GMSA crews did an amazing job clearing the debris from the streets.

At 3:33 PM Devitt made the motion to adjourn. Seconded by Nielsen. AYE: Devitt, Kock, Nielsen and Stewart. NAY: None. Motion carried.