

**GROVE MUNICIPAL SERVICES AUTHORITY
SPECIAL MEETING
TUESDAY, MAY 7, 2024
3:00 PM
MINUTES**

The Grove Municipal Services Authority met in special session on Tuesday, May 07, 2024 at 3:00 PM with Chairman Andy Stewart presiding. Other members present were Berwin Kock, Ed Trumbull, Justin Wadley, and Ivan Devitt. Also present was General Manager, Debbie Bottoroff; City Attorney, Darren Cook; Public Works Director, Deeric Douthit; City Treasurer, Lisa Allred; and Municipal Clerk, Laura Davila.

ADDITIONAL STAFF PRESENT:

Public Works Superintendent – Jeremy Brown
Utility Office Manager – Jenn Harmon

PUBLIC COMMENT:

Kock made the motion to approve the Minutes from the April 2, 2024 Regular Meeting. Seconded by Wadley. AYE: Kock, Trumbull, Wadley, Stewart. NAY: None. Abstained: Devitt. Motion Carried.

Devitt made the motion to approve the Purchase Order Register. Seconded by Kock. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

Stewart opened the floor for discussion with respect to the presentation of the 2022-2023 Annual Financial report (Audit) for Grove Municipal Services Authority. Anne Elfrink – MS, CPA presented and discussed in detail her report on the Audit of Financial Statement for the year ending 06-30-23. Elfrink reported that this audit was conducted for the purpose of forming opinions on the financial statement that collectively comprise the GMSA / City of Grove's financial statements as a whole. The audit presentation lasted approximately 15 minutes. Devitt made the motion to accept the 2022-2023 Fiscal Year audit as presented. Seconded by Kock. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

Stewart opened the floor for discussion with Respect to a Budget Amendment to the 2023-2024 GMSA Capital Fund. Allred reported that there are several line items and that this budget amendment is housekeeping that we do at the end of every year. Devitt made the motion to approve the Budget Amendment as discussed. Seconded by Wadley. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

Stewart opened the floor for Discussion with Respect to Approval of a Resolution to Provide a credit for water usage for the Grove Public Schools Beauchamp Baseball Field, American Legion Post 178 F-4 Static Display and Lendonwood Gardens. Bottoroff reported that for several years GMSA has provided a credit for water usage to the above listed facilities. Devitt made the motion to approve of a Resolution to provide a credit for water usage for the Grove Public Schools Beauchamp Baseball Field, American Legion Post 178 F-4 Static Display and Lendonwood Gardens. Seconded by Trumbull. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

Stewart opened the floor for Discussion Action with Respect to Approval of a Resolution authorizing the extension of a Full Waiver of Water, Wastewater and Natural Gas utility fees and charges for facilities and buildings owned and operated by the City of Grove. Bottoroff reported that on November 17, 2020 per Resolution 20-014, Grove Municipal Services Authority unanimously approved a full waiver of fees and charges for all facilities an building s that the City of Grove owns an operates. The current term expire o June 30, 2024 and the new five year term will begin on July 1,

2024, and expire on June 30, 2029. Devitt made the motion to approve the Resolution as presented. Seconded by Trumbull. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

Stewart opened the floor for Discussion with Respect to a Resolution establishing Utility Impact Fee for Capital Center Phase II subdivision. Bottoroff reported that per Resolution NO. 20-28, the Grove Municipal Services Authority Water and Gas Utilities Extension Policy was approved on November 17, 2020. The purpose of the Policy is to assist developers with the cost of the installation of water and gas utilities in new subdivisions located within the city limits. The Impact Fee is calculated on a per lot basis. The effective Date for the Impact Fee is May 7, 2024. There have been three Impact Fees charged prior to the effective date at a per service rate of \$932.98 and will not be affected by the proposed Resolution. Bottoroff also noted that staff is proposing an amendment for future subdivisions to be calculated on a per unit supplied with GMSA utilities basis instead of a per lot basis. Devitt made the motion to approve the Resolution as presented by staff. Seconded by Trumbull. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

Stewart opened the floor for Discussion Action with Respect to Recommending the City Council deny Claim No. 214421-1-LN submitted by Michael Smith as recommended by Oklahoma Municipal Assurance Group (OMAG). Allred reported that the OMAG has reviewed and investigated the matter and finds the CITY/GMSA has no liability in the matter. Devitt made the motion to deny Claim No. 214421-1-LN. Seconded by Trumbull. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

Kock made the motion to approve the Respect to a Revised Notice of Posting for the Grove Municipal Services Authority (GMSA) Regular Scheduled Meetings for the Remaining Calendar Year. Seconded by Wadley. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

Stewart opened the floor for Discussion with Respect to Scheduling a Special Meeting to hold a 2024-2025 Budget Work Session. Bottoroff reported that the plan was to schedule a work session/Special meeting for May 16, 2024 @ 2:00 PM to review and discuss the proposed 2024-2025 GMSA Budget. Council and Staff discussed the date and time. No action was taken.

STAFF REPORTS:

Bottoroff reported that the Natural Gas Transportation Agreement with Wholesale Gas Customers is to be amended every two years, and the Administrative Fee Agreements are to be amended annually, both agreements amendments are effective July 1. The Natural Gas Agreement with the Wholesale Gas Customers does not require amending at this time, the agreements expire July 31, 2025.

Bottoroff also wanted to compliment Jenn Harmon and her employees for handling customers complaints and issues with professionalism during the moving process.

Douthit reported that the Broadway project is complete and that the GMSA crews are installing new services nearly every day.

Brown reported that there are currently 3 positions vacant in GMSA and several applications have been received.

TRUSTEE REPORTS:

Wadley reported that a GMSA customer had an issue and came in to speak with GMSA Staff. The customer reported that he received great customer service from Utility Clerk Jeff Lovelady.

At 3: 32PM Devitt made the motion to adjourn the meeting. Seconded by Kock. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.