

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, SEPTEMBER 3, 2024  
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, September 3, 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, Deric Douthit; City Treasurer, Lisa Allred; and Municipal Clerk, Laura Davila.

**ADDITIONAL STAFF PRESENT:**

Water Wastewater Superintendent – Aston York  
Public Works Superintendent – Jeremy Brown  
Utilities Office Manager – Jenn Harmon

**PUBLIC COMMENT:**

Devitt made the motion to approve the Minutes from the August 6, 2024, Regular Meeting. Seconded by Kock. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

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

Stewart opened the floor for Discussion with Respect to Approval of an Agreement with Swope Consulting Land Surveying and Civil Engineering for engineering services on the Ford Road Waterline project and for other On-Call Engineering Services as needed. Staff reported that this contract does not include on-call Engineering services and was an error. The agreement is only for engineering services on the Ford Road Waterline project. Staff reported they will come back at a later date with an on-call engineering services contract. Devitt made the motion to approve of the agreement with Swope consulting Land Surveying and Civil Engineering as discussed. Seconded by Wadley. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

**STAFF REPORTS:**

Harmon reported that GMSA has a full staff. Harmon added that they are currently conducting a full meter audit. This includes meters that are not active.

Douthit reported that on Saturday, August 17 GMSA was notified of a pump at the intake dock having issues. At the time the motors failed our towers were full. We never dropped below normal operating levels in the towers. Douthit and York answered questions from the board.

**TRUSTEE REPORTS:**

None.

At 3:14 PM Devitt made the motion to adjourn the meeting. Seconded by Wadley. AYE: Kock, Trumbull, Wadley, Devitt, and Stewart. NAY: None. Motion Carried.

