

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

The Grove Municipal Services Authority met in regular session on Tuesday, December 3, 2024 at 3:00 PM with Chairman Andy Stewart presiding. Other members present were Berwin Kock, Ed Trumbull, and Ivan Devitt. Member Justin Wadley was absent. 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.

**PUBLIC COMMENTS:**

Jason Turk of Clearwater Energy Services was presented information regarding the purchasing of Natural Gas. The presentation lasted approximately 10 minutes.

Devitt made the motion to approve the minutes from the November 5, 2024, Regular Meeting. Seconded by Kock. AYE: Kock, Trumbull, Devitt, Stewart. NAY: None. Motion Carried.

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

Stewart opened the floor with Respect to Approval of a Resolution Amending the Utility Policy & Procedures Manual Section A22. V- Collection by Serviceman. Staff reported that the currently policy does not include a Reconnection Procedure when customers are shut off for non-pay. Adding this procedures will clarify when services may be reconnected. In addition, the currently policy allows our serviceman to collect customer's payment in the field to avoid having their utilities disconnected. This is not a good idea and creates liability issues for GMSA and our employees. Devitt made the motion to approve the resolution as discussed. Seconded by Trumbull. AYE: Kock, Trumbull, Devitt, Stewart. NAY: None. Motion Carried.

Trumbull made the motion to approve of the Notice of Posting for Regular Scheduled Grove Municipal Services Authority Meetings for the 2025 Calendar Year. Seconded by Devitt. AYE: Kock, Trumbull, Devitt, Stewart. NAY: None. Motion Carried.

**STAFF REPORTS:**

Bottoroff invited the board to the Employee Appreciation Lunch on December 13, 2024 at the Grove Community Center.

Douthit reported that GMSA crews had restored water from the main line hit near 3<sup>rd</sup> and Shundi. Douthit added that a final walk thru had been completed on the sewer project. There are a few minor fixes that will be completed tomorrow.

**TRUSTEE REPORTS:**

Devitt thanked Jeremy and Deric's crews for working through the night and next day to restore the water service.

At 3:26 PM Devitt made the motion to adjourn the meeting. Seconded by Trumbull. AYE: Kock, Trumbull, Devitt, Stewart. NAY: None. Motion Carried.