

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, FEBRUARY 4, 2025
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, February 4, 2025, 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; Municipal Clerk, Laura Davila.

ADDITIONAL STAFF PRESENT:

Kristi Ford – Human Resources Director

Karyn Pesich – Municipal Clerk

Aston York – Water and Wastewater Plant Superintendent

Michelle Walker – Utility Office Manager

AGENDA ITEMS:

Trumbull made the motion to approve the Minutes from January 7, 2025, Regular Meeting. Seconded by Devitt. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

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

Stewart opened the floor to CONSIDER AND TAKE ACTION WITH RESPECT TO A RESOLUTION APPROVING AND AUTHORIZING A LOAN APPLICATION TO THE OKLAHOMA WATER RESOURCES BOARD; APPROVING AND AUTHORIZING A CLEAN WATER SRF LOAN FROM THE OKLAHOMA WATER RESOURCES BOARD IN THE TOTAL AGGREGATE PRINCIPAL AMOUNT OF NOT-TO-EXCEED \$1,000,000.00; APPROVING THE ISSUANCE OF A PROMISSORY NOTE IN THE TOTAL AGGREGATE PRINCIPAL AMOUNT OF NOT-TO-EXCEED \$1,000,000.00, SECURED BY A PLEDGE OF REVENUES AND AUTHORIZING ITS EXECUTION; APPROVING AND AUTHORIZING THE EXECUTION OF A LOAN AGREEMENT FOR CLEAN WATER SRF LOAN; DESIGNATING A LOCAL TRUSTEE AND APPROVING AND AUTHORIZING THE EXECUTION OF A TRUST AGREEMENT; APPROVING AND AUTHORIZING THE EXECUTION OF A SECURITY AGREEMENT; RATIFYING AND CONFIRMING A SALES TAX AGREEMENT; RATIFYING AND CONFIRMING LEASE AGREEMENTS; APPROVING VARIOUS COVENANTS; APPROVING AND AUTHORIZING PAYMENT OF FEES AND EXPENSES; AND CONTAINING OTHER PROVISIONS RELATING THERETO. This is for the Screw Press for the Wastewater Treatment Plant that has been an ongoing project for several years. Allan Brooks, Bond Counsel, The Public Finance Law Group PLLC, and Chris Wolff, Financial Advisor, Municipal Financial Services, Inc. were present to answer questions from the Board. Devitt made the motion to approve the Resolution and other required documents as discussed. Seconded by Trumbull. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

Stewart opened the floor for Discussion with Respect to Awarding the Bid to Purchase and Install Replacement Dewatering Equipment at the Wastewater Treatment Plant. Staff reported that 3 bids were received, and all 3 bids received were under the Engineer's estimate. Staff recommends awarding the bid to Walters-Morgan Construction, Inc. as recommend by staff and the project engineer, Kayla, Miller, PE, Adurra Group, Inc. Trumbull made the motion to Award the Bid to Purchase and Install Replacement Dewatering Equipment at the Wastewater Treatment Plant to Walters-Morgan, Construction, Inc. Seconded by Wadley. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.

STAFF REPORTS:

Bottoroff offered to answer any questions on the manager's reports in the meeting packet.

Douthit introduced Michelle Walker, (Duckie), as the new Utility Office Manager.

TRUSTEE REPORTS:

Devitt asked staff a question on the billing procedure being a Net15 instead of a Net30. Staff reported they would review the policy and contact other municipalities regarding their procedures.

At 3:13PM Devitt made the motion to adjourn the meeting. Seconded by Trumbull. AYE: Kock, Trumbull, Wadley, Devitt, Stewart. NAY: None. Motion Carried.