**GROVE MUNICIPAL SERVICES AUTHORITY**

**REGULAR MEETING**

**TUESDAY, APRIL 21, 2015**

**4:30 PM**

The Grove Municipal Services Authority met in regular session on Tuesday, April 21, 2015 at 4:30 PM with Chairman Robert Plunk presiding. Members present were Bill Dyer, Berwin Kock, Kenneth Fitch and Don Nielsen. Also present was General Manager, Bill Keefer; Attorney, Brandon Watkins; Public Works Director, Jack Bower; City Treasurer, Lisa Allred; Assistant General Manager, Debbie Bottoroff and City Clerk, Bonnie Buzzard.

Dyer made the motion to approve the minutes from the previous meeting. Seconded by Nielsen. AYE: Dyer, Kock, Nielsen and Plunk. NAY: None. Fitch abstained. Motion carried.

Kock made the motion to approve the minutes from the 03-24-15 special meeting. Seconded by Nielsen. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

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

Kock made the motion to approve the Acknowledgement of Receipt from the Oklahoma Department of Environmental Quality for Permit #WL000021150156 for the construction of 9,915 linear feet of twelve (12) inch PVC potable water line and all appurtenances to serve the City of Grove, Delaware County, Oklahoma (aka North Cherokee Street waterline replacement). Seconded by Fitch. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to a Resolution providing for a partial waiver of the Wholesale Transportation Fees for a set period of time for the City of Jay/Jay Utilities Authority. Keefer reported that GMSA has received a letter of request from Les Newkirk, Mayor of the City of jay, requesting that the GMSA Board consider a partial waiver of the wholesale gas transportation fees as part of an incentive package for Free Ranger LLC dba Crystal Lake Farms, the new owners of the chicken processing plant located within their community. Newkirk addressed the Board to report that the new business owners plans to start with 75 employees in the beginning, and add an additional 30 more employees within a few months. Newkirk expressed appreciation to the Board for their consideration to this proposed incentive Resolution. Nielsen made the motion to approve the Resolution providing for a partial waiver of the Wholesale Transportation Fees for a set period of time for the City of Jay/Jay Utilities Authority as presented and discussed. Seconded by Fitch. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to a Resolution providing for charges for water, sewer and natural gas services for the City of Grove and surrounding area(s). Keefer reported that the proposed Resolution incorporates the proposed water rate adjustments as authorized by the GMSA Board at the March 24th special meeting. The Resolution includes a $1 increase in the base charge, removal of 1,000 gallons from the base charge; and increasing the rate $0.65 per 1,000 gallons. The rate increase will be effective on June 1, 2015. The Resolution also addressed the issue regarding master meters and the base fees being charged for each of the units served by the master meter as discussed at several previous meetings. The fee schedule for several of the deposit categories were adjusted to be fair and consistent within along with adjustments to the water and sewer taps fee to reflect current costs for those services. Dyer questioned the ten (10) days prior to penalty as described in Section 2. GMSA Office Manager, Tawni Adams indicated that number should read fifteen (15) days prior to penalty. The Staff entertained questions, comments and concerns from the Board and Judith Read. Dyer made the motion to approve the Resolution upon recommendation to the Mayor and City Council, providing for charges for water, sewer and natural gas services for the City of Grove and surrounding area as presented and discussed to include the following amendment:

* *Section 2 - ….All bills are due and payable ~~10~~ 15 days after billing date.*

Seconded by Fitch. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

**STAFF REPORTS**:

Keefer reported that several years ago, the City was the recipient of a donation of at least ten “chain baskets” that are to be used as “greens and holes” for Frisbee or disc golf. The City Staff could never locate a place for this project until recently it came to Staff’s attention that the SE corner of the property owned by GMSA where the WWTP and the Public Works Facility is located would be idea for this project. Keefer indicated that he would place this in the upcoming GMSA budget for construction of t-boxes and parking area.

Keefer noted that the Staff has been working on a game plan to address the issues with the AMR’s. Zenner is consulting with Incode to see if they can work out the communication problem. However, GMSA may be required to upgrade their server to ensure the City/GMSA does not encounter any problems during that process.

Bower reported that the Staff is continually working on the water leaks. The crew recently repaired a 12” main in front of the Masonic Lodge, and prior to that they repaired an 8” main along the location of Candlewyke Inn.

The crews are starting the utility replacement on Ski Street next week.

At 5:02 Dyer made the motion to adjourn. Seconded by Nielsen. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.