

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, NOVEMBER 17, 2015
4:30 PM**

The Grove Municipal Services Authority met in regular session on Tuesday, November 17, 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, Darren Cook; Public Works Director, Jack Bower; City Treasurer, Lisa Allred; Assistant General Manager, Debbie Bottoroff and City Clerk, Bonnie Buzzard.

Plunk opened the floor for Election of Officers:

- Chairman – Fitch nominated Robert Plunk. Dyer seconded the nomination. Nomination ceased. AYE: Dyer, Koch, Fitch, Nielsen and Plunk. NAY: None. Nomination carried.
- Vice-Chairman – Koch nominated Bill Dyer. Fitch seconded the nomination. Nomination ceased. AYE: Dyer, Koch, Fitch, Nielsen and Plunk. NAY: None. Nomination carried.

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

Nielsen made the motion to approve the purchase order register. Seconded by Dyer. AYE: Dyer, Koch, 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 pertaining to permit #SL000021150795 for the construction of 1,552 linear feet of eight (8) inch PVC sanitary sewer line and all appurtenances to serve the Baycrest Apartments, Delaware County, Oklahoma. Seconded by Nielsen. AYE: Dyer, Koch, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Fitch made the motion to approve the ‘Notice of Posting’ of the GMSA regular scheduled meeting for the 2016 calendar year. Seconded by Nielsen. AYE: Dyer, Koch, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to an amendment to the gas transportation agreement with Blue Energy Fuels. Keefer reported that because Blue Energy has not yet established a history of gas usage when the agreement was signed, a flat monthly fee was set for their administrative fee in the amount of \$50. Upon reviewing the calculation for the adjustment of Blue Energy’s fee, it was determined that their volume of gas transported is minimal when compared to the other transportation customers. Therefore, Staff is recommending that we continue with a fixed monthly fee for Blue Energy in the amount of \$25 per month. Dyer made the motion to approve the amendment to the Gas Transportation Agreement with Blue Energy Fuels as presented and discussed. Seconded by Fitch. AYE: Dyer, Koch, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Fitch made the motion to approve a Resolution adopting a policy for the Purchase Card System. Seconded by Nielsen. AYE: Dyer, Koch, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to a Resolution adopting the updated Public Awareness Plan for the GMSA Natural Gas System. Keefer reported that Deric Douthit – GMSA

Superintendent informed him that the Oklahoma Corporation Commission (OCC) recently performed an audit on our Public Awareness Program for the natural gas system. Douthit reported that the overall audit went well but OCC did request that GMSA update their Public Awareness Plan. Therefore, Staff has prepared a draft plan that includes new state and federal regulations. Douthit was present to entertain questions, comments and concerns from the Board and Staff. Kock made the motion to approve a Resolution adopting an updated Public Awareness Plan for the GMSA Natural Gas System. Seconded by Nielsen. AYE: Dyer, Koch, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

STAFF REPORTS:

Keefer reported that the Staff recently discovered that there are a number of GMSA properties and several pieces of equipment that are not included on the list of items covered by our insurance company. Staff met with the Oklahoma Municipal Assurance Group to review our property list, coverage and to discuss what needs to be covered, etc. Staff will be working on this project over the next few weeks to update the list and take necessary steps to ensure that both the City and GMSA are adequately covered. Keefer anticipated that it would take an additional \$6,000 – \$8,000 in a budget amendment to add the additional coverage to our current policy.

Keefer then updated the Board on the ongoing issues with the automatic meter readers (AMR). Keefer noted that it was recently discovered that a number of the fire flies in our AMR system have become physically detached from the meter. Because of this problem, the fire flies on these meters have failed to detect and report all of the gas usage, and in some instances reported zero usage even though the consumption of gas has continued to be adequately reported on the meter itself. The problem was discovered while performing a manual audit (read) on the system. Keefer added that the Staff is waiting for Zenner to repair the problem but it might be spring 2016 before a solution is presented. In the meantime, the Staff is going back to reading all of the meters manually.

Bowers reported that the Oklahoma Department of Quality conducted a surprise inspection a few weeks ago on the Wastewater Treatment Plant facility, and was pleased with the plant operations, conditions and record keeping. Bower also updated the Board on the ongoing repairs and necessary upkeep expenses associated with that plant.

Bower then updated the Board on the following ongoing GMSA construction projects:

- Thompson Road project is about 60% complete.
- Industrial Park Sewer Line project is about 75% complete. Contractor has experienced some complication but has agreed to go back and fix the problems.
- Highway 59 widening project has experienced some discrepancies in the gas lines location. The crews have gone out and marked the lines and according to ODOT those lines are outside the easement. The Staff is discussing this with Rose & McCrary for possible survey solution.

REPORT FROM TRUSTEES:

Dyer announced that he will be out of town for the January & February meeting(s).

Nielsen reported that he experienced Bolt tearing up a gas line during installation and commended the GMSA crews for the professional handling on the repair of the gas line.

At 5:31 PM Dyer made the motion to adjourn. Seconded by Nielsen. AYE: Dyer, Koch, Fitch, Nielsen and Plunk. NAY: None. Motion carried.