

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, OCTOBER 20, 2015  
4:30 PM**

The Grove Municipal Services Authority met in regular session on Tuesday, October 20, 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.

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

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

Plunk opened the floor for discussion with respect to an update on repairs and issues at the Wastewater Treatment Plant. Bower reported that Aston York was unable to attend the meeting and asked him to update the Board on this ongoing project:

1. repair part assembly for gear box and motor for step screen is up and running
2. two pumps at the transfer left station are in the shop – PO has been assigned to repair them
3. a new Veribal Frequency Drive pump has been installed and working
4. drained down and cleaned the valves to the SBR's and got them working smoother
5. the plant is way down on its limits on the total color form
6. the plant has been back into compliance since August
7. received estimated quotes on the two blowers the need to be repair in the amount of \$8,500 and \$5,000

Bower reported that the larger amounts of repair and upgrading should be winding down. There is some minor repairs that need to be attended to but can wait until possible spring. Consultant John Gibe is still on board but should be concluding his services within the next month. Gibe is conducting some training with the Staff, and is creating a check list and maintenance list for the Staff. Keefer indicated that this item will no longer be placed on the agenda separately, and that he will update the board as needed in his General Managers Report. No action was taken.

Plunk opened the floor for discussion with respect to an amendment to an Engineering Services Agreement with Rose & McCrary for the North Cherokee Bridge Utility Relocation Project. Keefer reported that the purpose of the amendment is to provide the bidding and construction phase services. Engineer, Tim McCrary was present to entertained questions, comments and concerns from the Board. Dyer made the motion to approve the emended Engineering Service Agreements with Rose and McCrary for the North Cherokee Bridge Utility Relocation Project. Seconded by Fitch. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to approval of Engineering Services Agreements related to the relocation of GMSA Utilities as it pertains to the ODOT Highway 10/59 Project South of Grove. Keefer presented and discussed on each of the following separately:

- a. Engineering Services Agreement with Rose & McCrary – Keefer reported that is agreement is the design and inspection services for the water line relocation; land acquisition services for the new

private easements; project bidding services for both the water and gas lines and construction administration services. Fitch made the motion to approve the Engineering service Agreement with Rose & McCrary as presented and discussed. Seconded by Nielsen. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

- b. Engineering Services Agreement with Professional Engineering Consultants (PEC) – Keefer reported that this agreement will allow PEC to perform the design services and prepare the plans and specifications for the relocation of 5,400' of gas transmission line and related gas infrastructure. Kock made the motion to approve the Engineering Service agreement with PEC as presented and discussed. Seconded by Dyer. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.
- c. Engineering Services Agreement with Utility Design Services, Inc. – Keefer last reported that Utility Design Services will provide quality assurance and quality service to PEC for the design of the gas transmission line. Kock made the motion to approve the Engineering Service Agreement with Utility Design Services as presented and discussed. Seconded by Fitch. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

Nielsen made the motion to approve a Resolution amending the 2015-2016 GMSA Capital Budget. Seconded by Kock. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.

#### **STAFF REPORTS:**

Keefer asked the Board for an update on the laptop computers vs. the notebook packets. He informed the members that should they need additional apparatus to download the packet from their personal computer to their issued laptop to let the Staff know.

Keefer noted that the contractor has started installing the new sewer line in the Industrial Park.

Keefer also reported that the crew is preparing to start work on replacing approximately 1200' of water line that runs parallel to Thompson Road along the east side of Buffalo Shores South.

#### **TRUSTEES REPORT:**

Dyer respectfully requested that the Staff add the service date to their water lost report.

Kock asked when should the Board start seeing the increase difference from the utility rate change. Allred reported that she would need to look at the budget numbers.

Kock reported that the election of GMSA officers are generally on the next agenda after the appointment of Trustees, which is usually the October meeting. Kock questioned the reasoning for that item not being placed on this agenda. Keefer reported that it was an oversight and that it would be on the next agenda for consideration.

Nielsen asked for an update on the transportation of gas from the CNG Station. Keefer reported that he would have that for the Board at their next meeting.

At 5:28 PM Dyer made the motion to adjourn. Seconded by Nielsen. AYE: Dyer, Kock, Fitch, Nielsen and Plunk. NAY: None. Motion carried.