

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, OCTOBER 18, 2016  
4:30 PM**

The Grove Municipal Services Authority met in regular session on Tuesday, October 18, 2016 at 4:30 PM with Chairman Robert Plunk presiding. Members present were Bill Dyer, Berwin Kock, Mike Ferguson and Don Nielsen. Also present was General Manager, Bill Keefer; Attorney, Darren Cook; Public Works Director, Jack Bower; Assistant General Manager, Debbie Bottoroff and City Clerk, Bonnie Buzzard.

**PUBLIC COMMENTS:**

Mr. Kip Pritchard with OMAG addressed the Board to announce that GMSA and the City of Grove has been awarded a \$1,000 grant to be used for the purchase of confined space safety equipment. Pritchard added that this is a matching grant.

Plunk opened the floor for Election of Officers:

Chairman – Nielsen nominated Robert Plunk. Seconded by Kock. Nielsen made the motion to cease nomination(s). Seconded by Dyer. AYE: Dyer, Kock, Ferguson, Nielsen and Plunk. NAY: None. Motion carried.

Vice-Chairman - Dyer nominated Berwin Kock. Seconded by Nielsen. Dyer made the motion to cease nomination(s). Seconded by Nielsen. AYE: Dyer, Kock, Ferguson, Nielsen and Plunk. NAY: None. Motion carried.

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

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

Plunk opened the floor for discussion with respect to a Resolution amending the Fee Waiver Policy for new water meters, gas meters and sewer taps. Keefer reported that during the process of creating an application and reviewing the policy, Staff discovered it was necessary to amend the policy to make it easier to understand and implement. The policy was amended to include specific documentation required by the applicant and establish a time frame the applicant would be eligible to receive a refund. Kock questioned the reasoning for GMSA Board approval as stated in:

*Section 3 – Application and Approval – Paragraph 3.3 All partial or full refunds are subject to the approval of the GMSA Board of Trustees.*

Kock suggested that the approval of refunds should be upon Staff approval, and not have it come before the Board. Keefer indicated no problem with that change. Kock made the motion to approve the Resolution as presented and amended. Seconded by Dyer. AYE: Dyer, Kock, Ferguson, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to a Resolution establishing a joint policy with the City of Grove for Gas Leak and Pipeline Emergencies. Fire Chief, Mike Reed reported that this policy will provide specific step-by-step guidelines and training requirements that will be used to assist employees with being prepared on how to safely respond to an emergency situation involving natural gas. Reed added that they will be seeking mutual aid agreements from the surrounding fire departments due to the natural gas lines that encumbers in their jurisdiction. Reed entertained questions, and comments from the Board and Staff. Dyer made the motion to approve the Resolution establishing a joint policy with the City of Grove for gas leak and pipeline emergencies. Seconded by Nielsen. AYE: Dyer, Kock, Ferguson, Nielsen and Plunk. NAY: None. Motion carried.

Plunk then opened the floor for discussion with respect to accepting the dedication of water, sewer and gas utilities and utility easements to Grove Municipal Services Authority from Shoreline, LLC on the plat of Patricia Island Estates Phase VII-A, City of Grove, Delaware County, State of Oklahoma. (subject to plat approval by City Council). Bottoroff reported that Shoreline, LLC is requesting approval of platting Patricia Island Estates Phase VII-A, the plat will consist of three additional lots approximately ½ acre in size located along Lake Breeze road. The property is located in a Lake Front Resort (LFR) zoned district and meets the permitted use and set-back requirements. Project Engineer, Tim McCrary addressed the Board to say that it is the intentions of the property owner to retain ownership of the easement for authorized use. Property Owner, Andy Stewart was present to entertain any questions, comments or concerns from the Board, Staff and Judith Read. Dyer made the motion to authorize General Manager, Bill Keefer to sign the plat upon approval from the City Council. Seconded by Nielsen. AYE: Dyer, Kock, Ferguson, Nielsen and Plunk. NAY: None. Motion carried.

#### **STAFF REPORT:**

General Manager - Keefer reported that he will be announcing a special meeting in the future for GEDA, GMSA, and City of Grove for discussion &/or consideration of an Economic Development Agreement with the undisclosed business that the Council discussed in Executive Session a couple of meeting ago.

Keefer also reported that in the budget the Staff has placed the purchase of two ¾ ton trucks. The Staff is recommending that we look at taking that amount and splitting it into one ¾ ton truck and two ½ ton trucks. Keefer added that he would detail the Board upon the forthcoming of bidding these trucks.

Public Works Director – Bower updated the Board on the following ongoing projects:

- Water loss percentage increase due to Cherokee line re-construction
- Downtown revitalization waterline replacement project
- Completion of Harbor Loop Drive project – still have small clean up to complete
- Gas leak downtown Jay, OK
- Continual work on water leaks
- Cherokee Casino - under temporary shutdown by the OK Department of Transportation

At 5:16 PM Dyer made the motion to adjourn. Seconded by Nielsen. AYE: Dyer, Kock, Ferguson, Nielsen and Plunk. NAY: None. Motion carried.