

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, JUNE 20, 2017
4:30 PM
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, June 20, 2017 at 4:30 PM with Chairman Robert Plunk presiding. Members present were Bill Dyer, Berwin Kock, Andy Stewart and Don Nielsen. Also present was General Manager, Bill Keefer; Attorney, Darrin Cook; Public Works Director, Jack Bower; City Treasurer, Lisa Allred; Assistant General Manager, Debbie Bottoroff and City Clerk, Bonnie Buzzard.

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

Kock made the motion to approve the minutes from the 05-25-17 special meeting. Seconded by Dyer. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

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

Plunk opened the floor for discussion with respect to a recommendation to the City Council for approval of the proposed 2017-2018 GMSA Budget. Keefer reported that the budget was presented and discussed in detail on the 05-25-17 special meeting. Keefer noted no changes in the proposed budget since that meeting. Dyer made the motion to approve the 2017-2018 GMSA budget upon recommendation to the Mayor and City Council. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk then opened the floor for discussion with respect to approval of the following Gas Transportation Orders (Exhibit A) and Administration Fee documents (Exhibit B) for the following:

- a. Fairland Public Works Authority – Dyer made the motion to approve the Gas Transportation Order and Administration Fee document for Fairland Public Works Authority as presented. Seconded by Kock. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.
- b. Afton Public Works Authority –Dyer made the motion to approve the Gas Transportation Order and Administration Fee documents for Afton Public Works Authority as presented. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.
- c. Blue Energy Fuel - Dyer made the motion to approve the Gas Transportation Order and Administration Fee documents for Blue Energy Fuel as presented. Seconded by Stewart. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.
- d. Simmons Food, Inc. - Dyer made the motion to approve the Gas Transportation Order and Administration Fee documents for Afton Public Works Authority as presented. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.
- e. Jay Public Works Authority – Keefer reported that the Staff hasn't received the signed documents from Jay Public Works Authority therefore no action will be needed.
- f. RWD District # 10 - Dyer made the motion to approve the Gas Transportation Order and Administration Fee documents for Afton Public Works Authority as presented. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Dyer made the motion to approve a Resolution amending the 2016-2017 Fiscal Year Budget. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

Plunk opened the floor for discussion with respect to changes to the GMSA Utility Surcharges Fee Schedule. Keefer reported that during the presentation of the 2017-2018 FY budget, the Board entertained an increase of a monthly surcharge on water, sewer and gas. The current surcharge is \$1.25 for each utility service the customer has. Keefer added that at that time the Board requested that the Staff bring this back before the Board for further discussion and requested information on the number of customers we have in each utility. Keefer noted that he had Allred prepare a bar graph identifying the number of customers for sewer and the number of meters for water and gas. Keefer respectfully requested that the Board come up with a new name for the fee versus designation it as a surcharge. Stewart made the motion to authorize the Staff to prepare a Resolution for consideration approving the increase of the current surcharge as discussed, and changing the name to "Capital Improvement Fund". Seconded by Dyer. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.

STAFF REPORTS:

Keefer discussed with the Board on the "Consent to Annexation Release and Restrictive Covenant" document by saying that the document will be used when there is a request for connection to GMSA utilities as prepared by the City Attorney. The documents is the by-product of the policy that was approved by GMSA and the City of Grove in regards to annexation and extension of utilities within a defined proximity of the city limits of the City of Grove. Keefer added that he has visited with several of the property owners regarding this policy.

Cook updated the Board on status of the RWD #9 contract by saying that he has visited with their Attorney and that he indicated that he is awaiting for the required signatures.

Bower updated the Board on the following ongoing projects:

- Replacement of gas line on 113th Street
- Replacement of gas line on 14th and Leisure
- Removal of the scaffolding along Sailboat Bridge before the 4th of July
- Incidents caused by the contracted boring crews working for Bolt
- Routine maintenance and continual water leaks

REPORT FROM TRUSTEES:

Kock reported that he had recently read where 3 crew members were killed while working on a gas line. Kock expressed concern for our GMSA crew safety. Douthit and Bower responded by saying that they have placed additional safety equipment in this upcoming budget year, and that they are continually refresh the crews on the safety policy.

Kock asked for an update on the US Highway 59 South ODOT project. Bower responded by saying that as per Project Engineer Tim McCreary they are still waiting on the right-of-way acquisitions.

At 5:19 PM Dyer made the motion to adjourn. Seconded by Nielsen. AYE: Dyer, Kock, Stewart, Nielsen and Plunk. NAY: None. Motion carried.