

**GROVE MUNICIPAL SERVICES AUTHORITY
REGULAR MEETING
TUESDAY, DECEMBER 5, 2023
3:00 PM
MINUTES**

The Grove Municipal Services Authority met in regular session Tuesday, December 05, 2023, at 3:00 PM with Vice-Chairman Ivan Devitt presiding. Other members present were Berwin Kock, Ed Trumbull, and Justin Wadley. Member Andy Stewart was absent. Also present was General Manager, Debbie Bottoroff; City Attorney, Darren Cook; City Treasurer; Lisa Allred, and Municipal Clerk Laura Davila. Public Works Director Deric Douthit was absent.

ADDITIONAL STAFF PRESENT:

Public Works Superintendent – Jeremy Brown
Utility Office Manager – Jenn Harmon

PUBLIC COMMENTS:

Trumbull made the motion to approve the minutes from the November 7, 2023, Regular Meeting. Seconded by Kock. AYE: Kock, Trumbull, Wadley, Devitt. NAY: None. Motion Carried.

Kock made the motion to approve the purchase order register. Seconded by Trumbull. AYE: Kock, Trumbull, Wadley, Devitt. NAY: None. Motion Carried.

Devitt opened the floor with respect to a Resolution establishing a Septic Hauler Dumping Fee. Bottoroff reported that Water/Wastewater Treatment Plan Superintendent, Aston York, has researched the industry standard and discovered the current GMSA fee is significantly higher than the industry average. In addition, there are no records indicating GMSA Trust ever established this rate via Resolution. Bottoroff entertained questions and comments from the board. Kock made the motion to approve the Resolution establishing a Septic Hauler Dumping Fee in the amount of \$30/1000 gallons with a minimum load of 1000 gallons. Seconded by Trumbull. AYE: Kock, Trumbull, Wadley, Devitt. NAY: None. Motion Carried.

STAFF REPORTS:

Bottoroff reported staff held a pre-bid construction meeting with contractors interested in bidding on the Sewer Line Rehabilitation Project. There was a total of eight contractors in attendance. Bids will be presented to GMSA members for consideration at the January 2, 2024, meeting.

Harmon reported that her department would be bringing forth revisions and updates to the policy and procedures manual.

TRUSTEES REPORTS:

Kock asked about the procedures and programs in place to keep records safe. Allred reported that we have moved everything to the cloud as well as having firewalls. She also added that our security was just upgraded last summer.

At 3:18 PM Trumbull made the motion to adjourn. Seconded by Kock. AYE: Kock, Trumbull, Wadley, Devitt. NAY: None. Motion Carried.

