



**NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
REGULAR MEETING**

A Regular Session of the Glenpool Utility Service Authority will be held at 6:00 p.m. immediately following the Glenpool City Council Meeting on January 3, 2022 at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool Utility Service Authority will be assembled for the meeting at the City Council Chambers, 12205 S. Yukon Ave, Glenpool, Oklahoma. Members of the public are invited to attend the in-person meeting, or join a live broadcast at this link:

Join Zoom Meeting

<https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

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The GUSA Board welcomes comments from citizens of Glenpool who wish to address any item on the agenda.

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER**.
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM, JANUARY 3, 2022.**

AGENDA

	Page
A) Call to Order - Joyce G. Calvert, Chair	
B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair	
C) Public Works Director Report - Robby Rosencutter	
1) PWD Montly Rpt - 20220103	3 - 5
D) Scheduled Business	
1) Discussion and possible action to approve, deny, or amend the minutes from December 13, 2021 meeting. (Wendy Knight, Secretary) GUSA - 13 Dec 2021 - Minutes - Html	6 - 11

E) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on December 30, 2021, by 4:00 pm.

Signed: Wendy Knight

Secretary



January 3rd, 2022

To: **Honorable Chairman and Trustee's, Glenpool Utility Service Authority**

From: **Robby Rosencutter, Public Works Director**

RE: December 2021 Public Works Operations Report

The following breakouts detail all work completed or still in-progress, performed by the Public Works Department for the month of December, 2021:

WASTEWATER TREATMENT PLANT & LIFT STATIONS:

- **WWTP:**
 - Performed Daily Reads on Pumps, Blowers, and VFDs.
 - Pulled Biological Oxygen Demand and Total Suspended Solids Samples every Tuesday to deliver to Green Country Testing.
 - Installed Heater in Dichlorination Facility at River Outfall.
 - Auger in Headworks needs a New Motor and Motor Starter.
 - Due to both being down, we switched to the Bar Screen as backup. Currently awaiting delivery and installation.
 - Pump 3 on Effluent Lift Station at WWTP is still down.
 - Installed New VFD Board.
 - Other problems arose after completing installation of VFD Board; troubleshooting is currently in-progress.
- **Lift Stations:**
 - Completed Final Acceptance to Twin Mounds Lift Station.
 - Installed Deodorizer Blocks at Speedys Lift Station to mitigate Smell.

WATER & SEWER:

- **Water:**
 - 270 OKIE 811 (One Call) Locates.
 - 4,776 Meter Reads completed to-date.
 - 40 Defective Registers replaced.
 - 258 Service Orders were completed for Utility Billing.
 - 136 Customers Shut-Offs for Non-Payment.
 - New Water Meter(s) set for: Floyd's RV.

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight

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- In-Progress: New 12-IN Waterline Installation for Floyd's RV Facility (near completion).
 - Currently waiting for Water Samples to come back 'Clean,' before Final Tie-In to City's Main Waterline can be performed.
- Two (2) Minor Water Leak Repairs made to City Waterlines.
- Exercising Water Valves when time permits, per New Main Waterline Exercise and Maintenance Program (implemented last month).
- **Sewer:**
 - Continued sending Camera through Main Sewer Lines to inspect for obstructions and/or damages inside Piping and Connections, per New Sewer Line Maintenance Program (implemented last month).
 - No Sewer Line Backups reported this past month.

STREETS & PARKS:

- **Streets:**
 - Repaired North and South Gates behind Saint Francis Glenpool.
 - Set Trailer, Barricades and Parking Cones for Christmas Parade.
 - Trimmed Trees and Overgrown Vegetation on East and West Side of Service Road to WWTP Facility.
 - Cut & Removed Tree Limbs on East side of Elwood, between 141st and 143rd Streets.
 - Complete: Crack Sealed Streets in Longhorn Estates.
 - In-Progress: Crack Seal Streets in Rolling Meadows.
 - Repaired Potholes in: Rolling Meadows, Taylor Pond, and 141st Street, West of HWY 75.
 - In-Progress: Clear Ditches on 121st Street, in front of Starbucks.
- **Parks:**
 - Daily check of parks, pick up trash, and empty trash cans.
 - Cut and Removed Tree Limbs over Walking Trail, and Sprayed Poison Ivey in Black Gold Park.
 - Installed Two New Trash Cans at North and South Ends of Kendalwood North Park.
 - Removed Downed Tree Limbs in Morris Park.
 - Veteran's Memorial Upgrades To-Date:
 - Set and Removed Barricades at Intersections around Veteran's Memorial for Rededication on Pearl Harbor Remembrance Day.
 - Installed Steel Anchors to Bricks installed in flowerbed, under Flag Poles.

ACCIDENTS/INJURIES (Incidents; Life Threats; Near Misses; Safety Observations; Etc.):

- **None.**

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PWD TRAININGS:

- **Harassment in the Workplace; Presented by Community Care EAP:**
 - All PWD Personnel – Completed 14-Dec-2021.
- **Glenpool Water Emergency Response Plan; EPA Certification:**
 - Jeremy McCool; Water & Sewer Superintendent – Completed 28-Dec-2021.
- **ODEQ Class 'C' Waste Water Lab Certification:**
 - Kyle Hughes, WWTP Superintendent – Completed 9-Dec-2021.

CLAIMS FOR CONTRACTOR DAMAGES TO INFRASTRUCTURE:

- **No New Claims to Contractors this Month.**

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**MINUTES
GUSA Meeting**

Monday, December 13, 2021 Council Chambers 6:00 PM

TRUSTEES PRESENT: Joyce Calvert
Brandon Kearns
Tim Fox
Jacqueline Triplett-Lund

TRUSTEES ABSENT: Chris Brobst

STAFF PRESENT: David Tillotson
Susan White
Wendy Knight
Frank Ordaz
Lynn Burrow

STAFF ABSENT: Lowell Peterson
Jim Martin

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 8:02 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair**
Wendy Knight called the roll, Chair Calvert declared a quorum present.
- C) Public Works Director Report - Robby Rosencutter**
[Monthly Report - Public Works - November](#)
- D) Scheduled Business**
- 1) Discussion and possible action to approve, deny, or amend the minutes from November 1, 2021 meeting.
(Wendy Knight, Secretary)

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the minutes as presented.

	For	Against	Abstained	Absent
Joyce Calvert	x			

Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

[GUSA - 01 Nov 2021 - Minutes - Html](#)

- 2) Discussion and possible action to approve, deny or amend, Resolution 2021014, a Resolution of the Glenpool Utility Services Authority, a Public Trust pursuant to Title 60 of the Oklahoma Statutes, designating a capital improvement project and expressing its intent to issue tax exempt bonds or notes to reimburse the costs of the project.
(David Tillotson, City Manager)

Mr. Tillotson recommended Board approval of Resolution 2021014, a Resolution of the Glenpool Utility Services Authority, a Public Trust pursuant to Title 60 of the Oklahoma Statutes, designating a capital improvement project and expressing its intent to issue tax exempt bonds or notes to reimburse the costs of the project.

Moved by Tim Fox, seconded by Jacqueline Triplett-Lund

To approve Resolution 2021014, a Resolution of the Glenpool Utility Services Authority, a Public Trust pursuant to Title 60 of the Oklahoma Statutes, designating a capital improvement project and expressing its intent to issue tax exempt bonds or notes to reimburse the costs of the project.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

[Staff Report - Sewer Plant Resolution 2021014](#)
[Final Resolution - Sewer Plant Costs.12092021 \(003\)](#)

- 3) Discussion and possible action to approve or deny a Professional

Services Agreement received from S2 Engineering, PLLC. for engineering and reporting services regarding a wasteload allocation study and wetlands delineation report, in a total amount not to exceed \$115, 300.00 plus certain reimbursable expenses, to be funded from funds received from the American Rescue Plan Act (ARPA).
(Lynn Burrow, Community Development Director)

Mr. Burrow presented and recommended Board approval of a Professional Services Agreement received from S2 Engineering, PLLC. for engineering and reporting services regarding a wasteload allocation study and wetlands delineation report, in a total amount not to exceed \$115, 300.00 plus certain reimbursable expenses, to be funded from funds received from the American Rescue Plan Act (ARPA). This Agreement consists of the production of a formal Wasteload Allocation Study covering the proposed discharge of three million gallons per day (MGD) of treated sewage into the Arkansas River, and also includes a detailed study and associated analysis exploring the potential to discharge treated sewage into Coal Creek in lieu of, or in conjunction with, discharge into the Arkansas River. The Agreement covers the production of a Wetlands Determination and Delineation Study covering two separate tracts located adjacent to the existing Glenpool wastewater treatment facility. These tracts are being considered for City/GUSA purchase which will be needed to accommodate the construction of a totally new wastewater treatment facility. The wetlands study is necessary to determine what impact the determination and subsequent delineation of any Federally regulated wetland areas discovered on either of these properties may, or may not, have on their potential use for this project.

Moved by Brandon Kearns, seconded by Tim Fox

To approve a Professional Services Agreement received from S2 Engineering, PLLC. for engineering and reporting services regarding a wasteload allocation study and wetlands delineation report, in a total amount not to exceed \$115, 300.00 plus certain reimbursable expenses, to be funded from funds received from the American Rescue Plan Act (ARPA).

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			

	4	0	0	1
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CARRIED.

S2 Engineering - Final

- 4) Discussion and possible action to approve or deny acceptance of public sanitary sewer improvements, serving Twin Mounds residential development and Glenpool Ridge senior living project, located on the south side of 161st Street – west of Highway 75.
(Lynn Burrow, Community Development Director)

Mr. Burrow presented and recommended the Board approve acceptance of public sanitary sewer improvements, serving Twin Mounds residential development and Glenpool Ridge senior living project, located on the south side of 161st Street – west of Highway 75. The sanitary sewer related improvements were permitted for construction by the City of Glenpool and the Oklahoma Department of Environmental Quality (ODEQ) and were inspected by City staff during construction for compliance with the approved construction plans as well as with State and City design criteria. It should be noted that the subject sanitary sewer improvements were constructed within existing public general utility easements, public rights-of-way, or State Highway rights-of-way.

Moved by Brandon Kearns, seconded by Tim Fox

To approve acceptance of public sanitary sewer improvements, serving Twin Mounds residential development and Glenpool Ridge senior living project, located on the south side of 161st Street – west of Highway 75.

	For	Against	Abstained	Absent
Joyce Calvert			x	
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	3	0	1	1

CARRIED.

Sanitary Sewer Acceptance Twin Mounds

- 5) Discussion and possible action to approve or deny acceptance of public sanitary sewer improvements, serving Redbud Glen residential development, located on the west side of Elwood Avenue – at 148th

Street.
(Lynn Burrow, Community Development Director)

Mr. Burrow presented and recommended the Board approve acceptance of public sanitary sewer improvements, serving Redbud Glen residential development, located on the west side of Elwood Avenue – at 148th Street. These public sanitary sewer related improvements were permitted for construction by the City of Glenpool and the Oklahoma Department of Environmental Quality (ODEQ) and were inspected by City staff during construction for compliance with the approved construction plans as well as with State and City design criteria. It should be noted that the subject sanitary sewer improvements were constructed within public general utility easements created by the approved final subdivision plat for Redbud Glen Addition.

Moved by Brandon Kearns, seconded by Joyce Calvert

To approve acceptance of public sanitary sewer improvements, serving Redbud Glen residential development, located on the west side of Elwood Avenue – at 148th Street.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

[Sanitary Sewer Acceptance Redbud Glen](#)

- 6) Discussion and possible action to approve or deny a contract with Oklahoma Department of Human Services to participate in the Low Income Household Water Assistance Program (LIHWAP).
(Wendy Knight, City Clerk)

Ms. Knight presented and recommended Board approval of a contract with Oklahoma Department of Human Services to participate in the Low Income Household Water Assistance Program (LIHWAP). The LIHWAP is a 100 percent federally funded program to assist low-income households paying a high portion of their income for drinking water and wastewater services.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve a contract with Oklahoma Department of Human Services to participate in the Low Income Household Water Assistance Program (LIHWAP).

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst				x
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

[Staff Report - LIHWAP](#)
[LIHWAP Contract](#)

E) Adjournment

Chair Calvert declared the meeting adjourned at 8:32 p.m.