NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
REGULAR MEETING

A Regular Session of the Glenpool Utility Service Authority will be held at 6:00 p.m. on February 5, 2024, immediately following the Glenpool City Council Meeting 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
One tap mobile
+13462487799, US (Houston)
+14086380968, US (San Jose)
Dial by your location
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 897 5355 5435
Passcode: 974088
Find your local number: https://us02web.zoom.us/u/kdrY6w7ABX

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: lasmith@cityofglenpool.com **PRIOR TO 6:00 PM, FEBRUARY 5, 2024.**

AGENDA

Page

A) **Call to Order - Joyce G. Calvert, Chair**

B) **Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair**

C) **Management Report**

1) CM Report.02052024- FINAL 3 - 33

D) **Trustee Comments**

E) **Public Comments**

F) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GUSA Board to be routine and will be enacted by**

one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

1) Minutes from January 2, 2024 meeting. 34 - 36
GUSA - 02 Jan 2024 - Minutes - Html

G) **Consideration and appropriate action relating to items removed from the Consent Agenda**

H) **Scheduled Business**

1) Discussion and possible action to approve an application for lot combination (GLS 264) which will consolidate four (4) lots totaling 36.67 acres into one (1) lot. The subject lots are located at the northeast corner of the intersection of U.S. Highway 75 and West 141st Street South approximately 500 feet east of U.S. Highway 75 and 575 feet north of West 141st Street South. (David Agbetunsin, City Engineer). 37 - 41
Staff Report-Lot Combination- FINAL

2) Wastewater Treatment Facility Project update and discussion. 42 - 61
(David Agbetunsin, City Engineer)
WWTF GUSA Board January Update

I) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on February 2, 2024 at 11:30 am.

Signed: Lesli Smith
Secretary

City Manager's Report

February 5, 2024

City Of Glenpool

Creating Opportunity

Human Resources

Open Positions

We currently have 10 open positions. These vacancies include those new positions approved in the FY2023-2024 budget.

- Public Works: 5 Positions
  - Water & Sewer Laborer – Advertised
  - Streets & Parks Laborer – Advertised and interviewing
  - Seasonal Streets and Parks Laborers (3) – Will post in March 2024
- Police Department: 2 Positions
  - Police Officer (1) – Accepting applications
  - Dispatch (1) – Offer accepted, pending pre-employment test results
- Fire Department: 1 Position
  - Fire Fighter – Advertising, closed. Testing to begin after the 1st of the year.
- Administration: 1 Position
  - IT Director
- Finance: 1 Position
  - Finance Director – Offer accepted, pending pre-employment test results

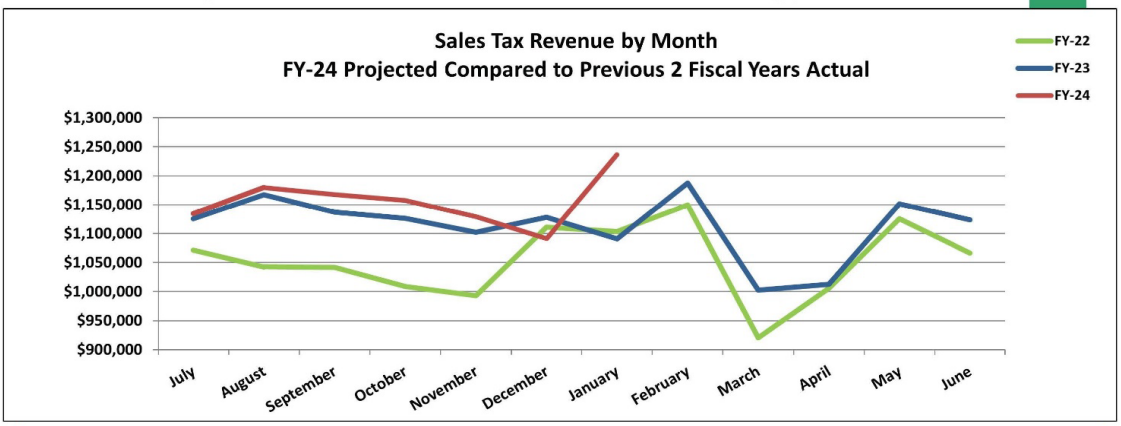
Projects and Training

- Participated in several webinars
  - SHRM: Building a Sense of Belonging at Work
  - SHRM: Creating Thriving Starts - How to Maximize Employee Engagement
  - ClearGov: How Contributors Can Maximize ClearGov's Tools

Finance

SALES TAX

FY24 Combined Sales Tax for all funds in January totaled $1,236,268, 13.3% higher than FY23 revenues for the same period. Further details on December financial results will be reported next month after the December accounting period is closed.



GENERAL FUND REVENUES

FY24 General Fund year-to-date revenues in December totaled $8,444,576, approximately $475,389 or 6% higher than FY23 revenues for the same period. The change is primarily due to a 183.5% increase in investment income combined with a 3.3% increase in total tax revenues compared to November FY23.

GENERAL FUND EXPENDITURES

FY24 General Fund year-to-date expenditures in December totaled $10,301,415, approximately $853,820 higher than FY23 expenditures YTD. The increase is largely due to a one-time transfer of $2,550,000 to the Glenpool Industrial Authority for the purchase of property in November.

REPORT LEGEND

Better Than Expected

Expected, or Minor Variance

Monitor and Consider Taking Action

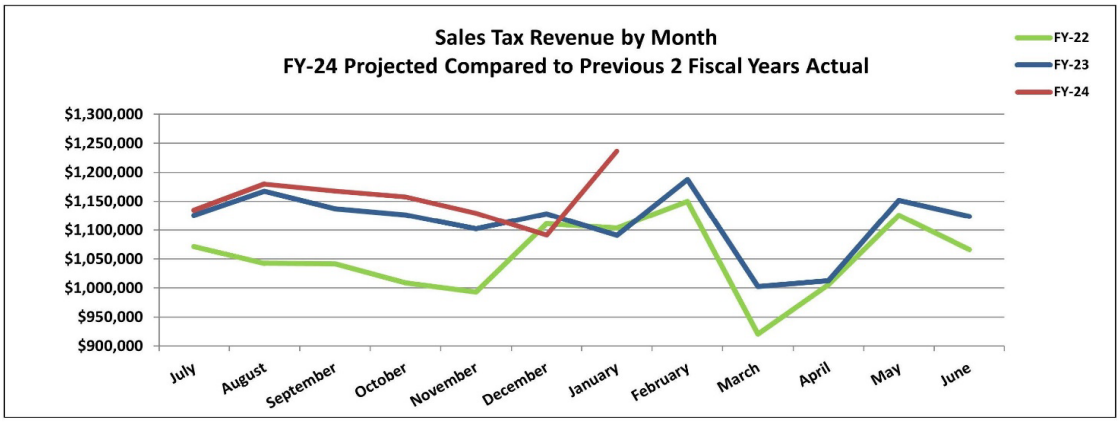
SALES TAX REVENUES—ALL FUNDS

FY24 Sales Tax collections year-to-date in December were 1.1% above budget, and also 1.1% higher than FY23 collections for the same period.

	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
MONTH	REVISED BUDGET	FY2024 ACTUAL	AMT INC/(DEC)	FY2024 ACTUAL	FY2023 ACTUAL	AMT INC/(DEC)	INC(DEC) BUDGET	INC(DEC) PRIOR YR
July	$ 1,142,094	$ 1,134,751	$ (7,343)	$ 1,134,751	$ 1,125,530	$ 9,221	-0.6%	0.8%
August	$ 1,148,637	1,179,694	31,057	1,179,694	1,167,026	12,667	2.7%	1.1%
September	$ 1,132,475	1,167,426	34,951	1,167,426	1,136,626	30,800	3.1%	2.7%
October	$ 1,110,095	1,157,352	47,257	1,157,352	1,126,462	30,891	4.3%	2.7%
November	$ 1,089,369	1,128,880	39,511	1,128,880	1,102,424	26,457	3.6%	2.4%
December	$ 1,164,263	1,091,433	(72,830)	1,091,433	1,128,358	(36,925)	-6.3%	-3.3%
January	$ 1,140,534			-	1,090,804			
February	$ 1,214,932			-	1,187,747			
March	$ 999,718			-	1,002,690			
April	$ 1,049,085			-	1,012,534			
May	$ 1,183,624			-	1,151,247			
June	$ 1,138,469			-	1,123,707			
TOTAL	**$ 13,513,295**	**$ 6,859,536**	**$ 72,603**	**$ 6,859,536**	**$ 13,355,155**	**$ 73,110**	**1.1%**	**1.1%**

Y-T-D Budget	$ 6,786,933
Y-T-D Actual	6,859,536
Y-T-D Variance	72,603
Y-T-D % Var	1.1%

Prior Year	$ 6,786,426
Y-T-D Actual	6,859,536
Y-T-D Variance	73,110
Y-T-D % Var	1.1%

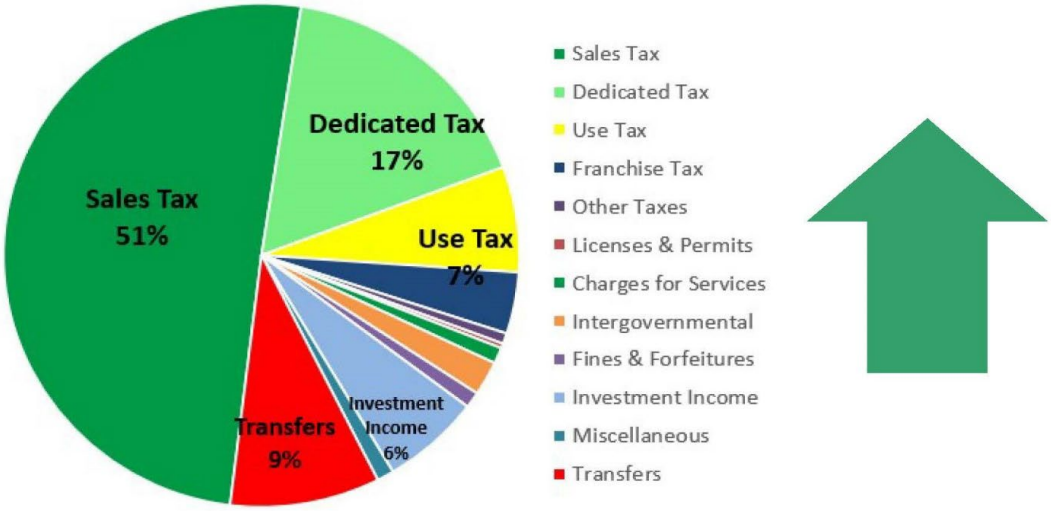


GENERAL FUND REVENUES

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Sales Tax	$ 3,992,245	$ 4,034,779	$ 42,534	$ 3,328,076
Dedicated Tax	1,330,748	$ 1,345,155	14,407	1,109,547
Use Tax	617,224	$ 541,023	(76,201)	474,717
Franchise Tax	300,000	$ 315,102	15,102	296,876
Other Taxes	64,250	$ 54,522	(9,728)	50,243
Licenses & Permits	33,650	$ 24,052	(9,598)	31,928
Charges for Services	171,698	$ 82,257	(89,441)	98,235
Intergovernmental	173,821	$ 175,619	1,799	128,490
Fines & Forfeitures	105,500	$ 81,900	(23,600)	87,430
Investment Income	50,000	$ 496,401	446,401	175,114
Miscellaneous	30,191	$ 85,462	55,271	78,411
Transfers	900,000	750,000	(150,000)	756,000
Totals	**$ 7,769,326**	**$ 7,986,273**	**$ 216,948**	**$ 6,615,068**

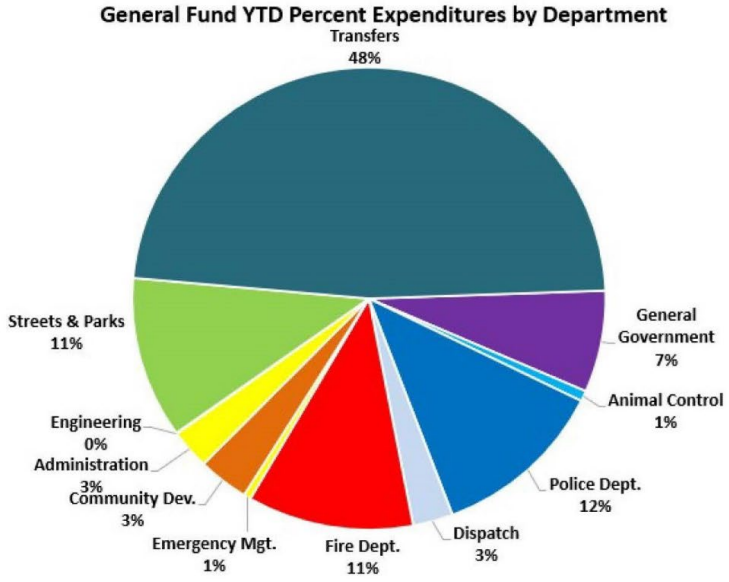
Over (Under) Budget year to date: **2.8%**

Increase (Decrease) over prior year: **20.7%**



GENERAL FUND EXPENDTURES BY DEPARTMENT

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget Under/(Over)	YTD FY23 Actual
General Government	$ 774,365	$ 734,013	$ 40,352	$ 575,754
Animal Control	82,801	75,369	7,432	72,428
Police Dept.	1,400,784	1,232,886	167,898	888,510
Dispatch	309,460	282,881	26,579	245,734
Fire Dept.	1,527,781	1,170,309	357,472	1,038,018
Emergency Mgt.	39,747	50,478	(10,731)	1,125
Community Dev.	461,179	357,663	103,516	340,239
Administration	395,769	284,055	111,714	272,561
Engineering	107,150	5,545	101,605	-
Streets & Parks	921,685	1,164,898	(243,214)	363,940
Transfers	5,013,666	4,950,017	63,648	2,230,818
Totals	**$ 11,034,385**	**$ 10,308,113**	**$ 726,271**	**$ 6,029,128**
Under (Over) Budget year to date:		**6.6%**		
Increase over prior year:		**71.0%**		



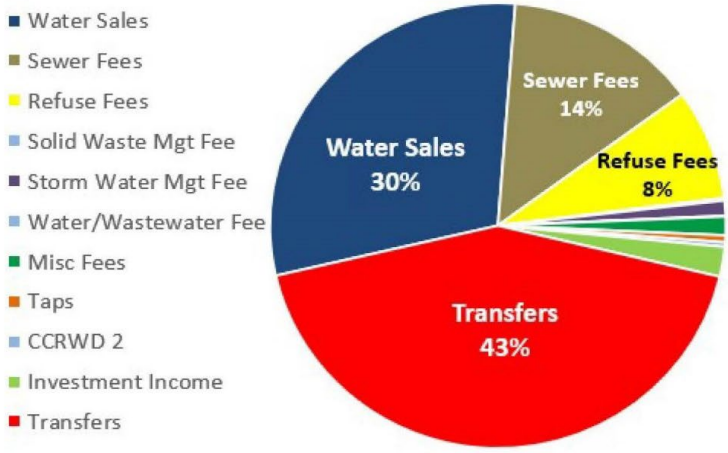
GLENPOOL UTILITY SERVICES AUTHORITY
REVENUES YEAR-TO-DATE

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Water Sales	$ 1,700,000	$ 1,568,346	$ (131,654)	$ 1,624,412
Sewer Fees	800,000	723,470	(76,530)	743,658
Refuse Fees	462,500	422,087	(40,413)	413,335
Solid Waste Mgt Fee	11,000	10,033	(967)	9,878
Storm Water Mgt Fee	63,000	57,498	(5,502)	56,634
Water/Wastewater Fee	1,450	2,878	1,428	1,202
Misc Fees	71,250	70,850	(400)	67,565
Taps	27,500	26,200	(1,300)	28,000
CCRWD 2	15,750	17,457	1,707	14,310
Investment Income	52,500	113,520	61,020	48,411
Transfers	2,203,706	2,245,155	41,450	2,230,818
Totals	**$ 5,408,656**	**$ 5,257,494**	**$ (151,162)**	**$ 5,238,223**

Over (Under) Budget year to date: **-2.8%**

Increase over prior year: **0.4%**

GUSA YTD Revenues by Type

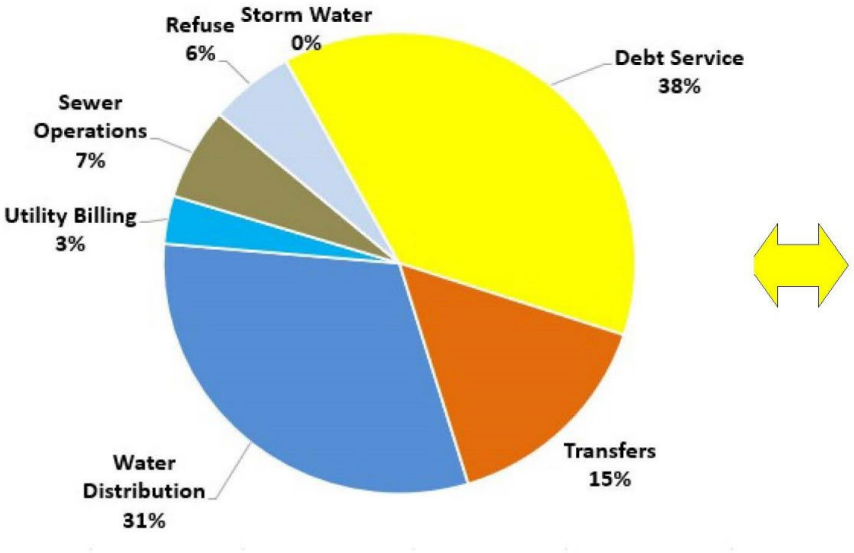


GLENPOOL UTILITY SERVICES AUTHORITY
EXPENSES YEAR-TO-DATE

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget (Over)/Under	YTD FY23 Actual
Water Distribution	$ 1,862,032	$ 1,834,592	$ 27,440	$ 1,373,445
Utility Billing	194,333	198,560	(4,227)	167,917
Sewer Operations	473,871	382,241	91,630	-
Refuse	388,000	345,758	42,242	326,944
Storm Water	281,000	-	281,000	-
Debt Service	1,466,931	2,244,147	(777,216)	2,227,267
Transfers	900,000	900,000	-	900,000
Totals	**$ 5,566,166**	**$ 5,905,298**	**$ (339,132)**	**$ 4,995,574**

Under (Over) Budget year to date: **-6.1%**

Increase over prior year: **18.2%**



FUND DASHBOARD

FUND	REVENUES	EXPENDITURES	CHANGE IN FUND BALANCE
GENERAL FUND	$7,986,273	$10,308,113	<$2,321,840>
GLENPOOL UTILITY SERVICES AUTHORITY FUND	$5,257,494	$5,905,298	<$647,804>
GLENPOOL INDUSTRIAL AUTHORITY FUND	$6,043,303	$242,025	$5,319,595
STREETS & INFRASTRUCTURE FUND	$437,991	$47,607	$390,384
PUBLIC SAFETY CAPITAL FUND	$732,778	$717,412	<$428>
PUBLIC SAFETY PERSONNEL FUND	$829,797	$734,137	$95,660
CAPITAL FUND	-	-	-
ARPA FUND	-	$753,404	<$753,404>
PARKS AND RECREATION FUND	$8,950	-	$8,950
HOTEL FUND	$126,497	$106,664	$19,833

Development Services

Listed below are current development related activities within the City of Glenpool **through the month of January 2024**. These activities listed include Projects Under Construction, Planning Applications Under Review, Approved Projects Not Under Construction, Building Permits and Inspections, and Code Enforcement Activity. The most recent activities are highlighted in **red**.

Commercial/Industrial Projects Under Construction:

1. **Wade's RV Service Center** - Commercial RV Sales, Service and Storage project located at 16059 S Us Hwy 75. Estimated completion late January 2024.

2. **17 Quincy, LLC Warehouse #2** - A Site Plan application for a proposed 16,000 sf warehouse office building on a 1.56-acre site in MonTapp Addition. Estimated completion February 2024.

3. **Miller Tippens** – A Site Plan application for a 5,000sf addition to an existing building located at 437 E 141st St. S. Estimated completion date January 2024.

Commercial/Industrial *Occupancy* Permits Issued in December:

1. **Beehive (12570 S Vancouver Ave Bldg #B)) – Senior Living Facility**

Earth Change Permits Issued:

1. **Eagle I Investments (The Lakes at Twin Mounds Commercial)** – Southwest corner of W. 161st Street and US 75. The owner is clearing, grading and preparing the 11-acre site for future commercial uses.

2. **South 75 Business Park –** 2.5-acre site near northwest and northeast corner of 166th Street South and South Broadway Street. The owner is clearing, grading and installing drainage improvements to serve the area.

Earth Change Permits Issued:

3. **Grandview Heights Apartments North Expansion** – A 120-unit apartment project on 6.8-acre site located at 12150 South Yukon Avenue. This is an expansion of the existing Grandview Heights Apartment project.

4. **146th and Vancouver Commercial:** An earth change permit for future commercial uses including a restaurant and retail space.

Residential Projects Under Construction:

	Subdivision Name	Lots Approved	Under Construction	Completed	Lots Available
1	The Pines	31	**0**	**31**	0
2	Glen Hills I (Phase 1-6)	84	0	82	2
3	Glen Hills II (Phase 7-11)	78	**13**	**33**	**32**
4	Scissortail	88	**3**	**42**	**43**
5	Redbud Glen	74	**2**	16	**56**
6	Twin Ponds	25	1	1	23
	Totals	**380**	**19**	**205**	**156**

Planning Applications Under Review:

A. **Annexation(s):** **No New Applications**

B. **Comprehensive Plan Amendment(s):** **No New Applications**

C. **Zone Amendment(s):** **No New Applications**

D. **Planned Unit Development (PUD):**

1. **S75 Business Park (PUD 42B) – A proposed major amendment to the PUD 42B regulations to allow a campground within the PUD 42B boundaries.**

E. **Subdivision Plat(s):** **No New Applications**

F. **Lot Split Application(s):** **No New Applications**

G. **Site Plan Applications:**

1. **State Farm Office – Marvin Manns – A Site Plan review of a proposed office building located at 201 E 141st St.**

H. **Specific Use Permits:** **No New Applications**

I. **Variance(s):** **No New Applications**

Approved Projects Not Under Construction

1. **McGraw Winfield Realtors** – A proposed 4,434sf office building located at 12189 South Yukon Avenue.

2. **By-Weld Industries** - A proposed metal fabrication business located on a 6.81-acre lot within the S75 Business Park Phase III. The project consists of a 16,585sf building and related site improvements.

3. **Carson Trails** – A 497-lot residential Planned Unit Development (PUD) located north and east of the northeast corner of West 181st Street and South Union Avenue directly adjacent to Eden South neighborhood. A subdivision plat for Phase I of Carson Trails PUD-43. The plat consists of 82 residential lots and four (4) reserve areas.

4. **Grandview Heights Apartments North Expansion** – A 120-unit apartment project on 6.8-acre site located at 12150 South Yukon Avenue. This is an expansion of the existing Grandview Heights Apartment project.

5. **Redbud Glen II –** A Preliminary Plat to subdivide a 25.729-acre site into sixty-seven (67) lots in eight (8) blocks and four (4) reserve areas. The subject site is generally located north of E. 149th Street S. and West of S. Elwood Ave.

6. **Twin Ponds Phase II** – Preliminary Plat of a 12.29-acre site. The plat proposes to subdivide the site into ten (10) lots and four (4) reserve areas. The subject site is generally located north of West 181st Street South – ½ mile west of Highway 75.

7. **C & C Office Complex** – A Site Plan review of a proposed 2,672 sf office building located 459 E 151st S. The existing single-family residence will be converted into an office building.

Planning Commission Meeting - January 8, 2024

1. **Carson Trails –** A subdivision plat for Phase I of Carson Trails PUD-43. The plat consists of 82 residential lots and four (4) reserve areas.

Approved by Planning Commission 4-0

BOA Meeting - January 8, 2024

1. **Sanchez Property Setback Variance -** A Variance (BOA 487) request to reduce the side yard setback for a proposed single-family house located at 94 W 147th St S.
   Approved by BOA 5-0

Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued **January 2024**	**2**
New Commercial Permits Issued **January 2024**	**0**
Current Active Residential Permits	**36**
Current Active Commercial Permits	**2**
Residential Permits thru **January 2023**	**1**
Residential Permits thru **January 2024**	**2**
Commercial Permits thru **January 2023**	**0**
Commercial Permits thru **January 2024**	**0**
Assessment Letters Issued in **January 2024**	**1**
Total Assessment Letters Issued in 2024	**1**

Code Enforcement Activity for January 2024

ACTIVITY DESCRIPTION:	Totals
Complaints received and investigated **Year to Date**	**58**
Open public nuisance cases through **January 2024**	**24**

CODE ENFORCEMENT CASES	Oct	Nov	Dec	Jan 2024
	101	**84**	**62**	**58**
High grass:	**32**	**3**	**-0-**	**-0-**
Fire damaged structures:	**-0-**	**-0-**	**-0-**	**-0-**
Illegally parked vehicles:	**4**	**5**	**3**	**4**
Nuisance abatements (contractor):	**-0-**	**-0-**	**-0-**	**-0-**
Notices issued for residents with no water service:	**2**	**1**	**-0-**	**-0-**
Tulsa County Health Department citations:	**-0-**	**-0-**	**-0-**	**-0-**
Illegally placed signs:	**44**	**61**	**49**	**44**
Damage to public facilities citations:	**-0-**	**-0-**	**-0-**	**-0-**
Excessive trash & debris notices:	**11**	**7**	**4**	**4**
Dilapidated structures/property notices:	**-0-**	**-0-**	**-0-**	**1**
Trash can/receptacle placement notices:	**1**	**-0-**	**-0-**	**-0-**
Building demolition & removal:	**-0-**	**-0-**	**-0-**	**-0-**
Inoperable/abandoned vehicles:	**2**	**3**	**4**	**3**
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	**6**	**3**	**1**	**1**
Stagnant water causing mosquito issues:	**-0-**	**-0-**	**-0-**	**-0-**
Pest issue:	**-0-**	**-0-**	**-0-**	**-0-**
Dilapidated fencing:	**-0-**	**1**	**1-0-**	**1**
Noxious odor:	**-0-**	**-0-**		**-0-**

Public Works

The following details of all work completed between December 23, 2023 – January 26, 2024

Streets

- Crack sealed – Taylors Pond (4 days)
- Filled potholes – NA
- Fixed downed streets signs – NA
- Cleaned storm drains – various areas
- Picked up trash around town.
- Weeded - NA
- Trimmed trees - NA
- Cleaned up hay at Hwy 75 and 141st
- Cleaned up shop and house at 1122 E 156th
- Set up and tore down barricades at downed power pole at 141st & Peoria
- Provided road clearing during winter storm. Salt and sand
- Spread ice melt at City Hall, Utility Billing, and Senior Citizens, then cleaned up areas after storm
- Added storage room to shop
- Cleaned ice from road due to water leak at 144th and Poplar

Parks

- Black Gold
  - Contractor removed Christmas lights in park.
  - Swapped out flag with a repaired flag
  - Removed leaves from park
- Kendalwood North
  - Watered new sod
- Kendalwood South
  - Playset installation set for early February
- Lambert
  - Road Closed sign placed where low water bridge was removed
- Morris
  - Cleaned debris from low water bridge
- Rolling Meadows
- South County Soccer
- Picked up trash and emptied trash cans daily at all city parks.

Facilities Maintenance

- Monitored the installation of the new generator at EMSA building. Unit is in and has been fully commissioned.
- Fixed several issues on older public works trucks using parts from pick n pull.
- Issues at 1122 E 156th: Locks on both buildings changed. Gate repaired and code changed. Water leak has potentially been found in a fixture in the house. Seals will be replaced soon
- Assisted PW Dir with finding all costs associated with expanding EMS usage of the Old City Hall building.
- Elevators were inspected and recertified.
- Boarded up abandoned house on 147th and South Birth
- Outstanding Projects:
    - The north waterfall pump at city hall is out of service. Replacement pump is pending.
    - An RFQ for AC Maintenance program throughout the city has been issued. Three responses have been received.
    - OGE is working on converting all lights in the park to LEDs

Wastewater Treatment Plant:

- Daily calibration and testing performed (CL, DO, pH)
- Daily readings performed.
- Daily flow monitoring performed.
- Daily addition of chemicals to lagoon
- Weekly Biological Oxygen Demand and Total Suspended Solids samples to Green Co. Testing
- Mowed, weeded, and sprayed (where needed)
- Vehicle and equipment maintenance performed.
- Sodium building continues to freeze.
- Grinder shaft is in the shop.
- Blower status:
    - Blower 1: non-operational… needs VFD, motor, blower
    - Blower 2: functional
    - Blower 3: non-operational… needs motor
    - Blower 4: functional
    - Two motors have been ordered to get #3 operational and have a spare. #1 will be left non-operational for the time being.

Lift Stations:

- Mowed, weeded, and sprayed (where needed)
- Inspected all lift stations
- Cleaned floats
- Assisted dethawing headworks at WWTF
- Working with vendors to get quotes to redo Rolling Meadows lift station

Distribution:

- 447 Utility locates
- 110 service orders completed for the utility office
- 0 turn offs for non-payment – no turns off for December
- 0 lock outs for non-payment – no lock outs for December
- Performed monthly meter reads and with 40 bad registers
- 5 leaks repaired (0 major, 5 minor, 8 minor repairs pending)
- 8 meters set (8 residential, 0 commercial)
- 21 pending meter sets (19 residential, 2 commercial)
- Monthly water samples taken and passed
- Mowed, weeded, and sprayed (where needed) at water towers and booster stations
- Cleaned and serviced vehicles and equipment
- Jetrodded 5 possible sewer backup(s) (4 on city side, 1 on customer side)
- Diagnosed 10 hydrants, put 5 back in service and ordered parts for all others.
- Sewer Manholes repaired 10 (all were buried and then raised to grade)
- Booster Pump station on US75 at 131st has had it's pin hole leak temporarily repaired. The station is now mostly isolated from distribution. Awaiting further instruction from city engineer on path forward.
- 120Water has begun collecting data for our lead service line inventory

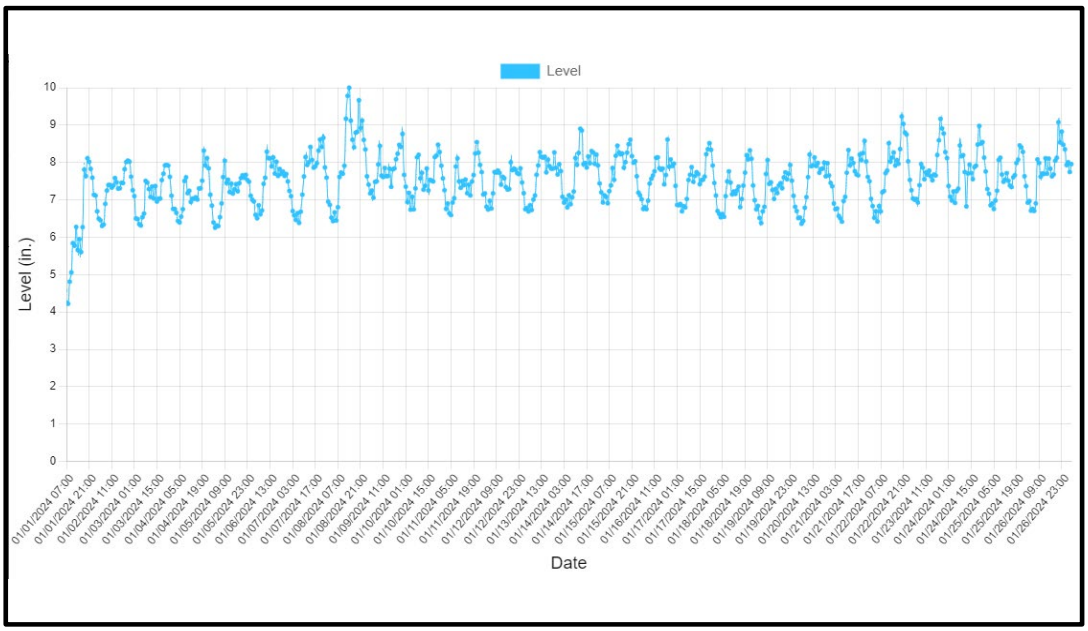
Misc:

- All teams participated in team building at public safety's shooting simulator.
- City staff have taken over maintenance responsibility of the property at 1122 E 156th.

Community:

The pumps at Glen Park lift station weren't working properly. Cody pulled them and found a the pump was clogged with wipes.

The 5 iTracker units installed last month have been gathering data non stop. Shown below is the data from the iTracker unit at the outflow of Taylor's Pond and Rolling Meadows for the month of January. This shows the standard ebb and flow of the city's sanitary sewer usage.



Streets crews worked hard during our last winter storm. It was cold and slippery, but they got us through with minimal issues.

Elton “Tex” Cude began retirement as of January 16th. We will miss his smile, his endless stories and his tireless efforts to make Glenpool a better place.

Resident graffiti artist and water superintendent Jeremy McCool touching up (cleaing up) another artists work at the pump station in Brookover Corner.

Engineering

Introduction

This report summarizes the activities of the engineering department and infrastructure projects in the City of Glenpool during the stated period.

Wastewater Treatment Plant (WWTP)

The City of Glenpool received direct award of the American Rescue Plan Act (ARPA) grant for a new mechanical wastewater treatment facility (WWTF). The City currently owns and operates a Lagoon System Wastewater Treatment Plant. The proposed project is a 3.0 MGD Sequencing Batch Reactor (SBR) Mechanical Wastewater Treatment Plant (WWTP). The project is in the SW1/4, NW1/4 of Section 11, T17N, R12E, Tulsa County.

Project Program Management Summary

Consultant/Project Program Manager (PPM)	S2E Engineering PLLC
Task	Progress (percentage)
Project Administration	24%
Design Consultant Selection Phase	100%
Regulatory Approval/Permits	9%
Public Communication Phase	8%
Detailed Design Phase	34%
Bidding Phase	0%
Construction Phase	0%
New Site Property and Topographic Survey	87%
Site Flood Plain Permitting NoRise Analysis	79%
Conditional Letter of Map Revisions (CLOMR), if needed	0%
Letter of Map Revisions (LOMR), if needed	0%
Environmental Information Document	67%
ARPA Grant Administration Coordination	4%

Professional Engineering Design

Engineering design is currently in progress. Garver has presented two (2) draft Technical Memoranda (TM) covering Disinfection and Dewatering Alternatives. 50% of the design has been submitted by Garver LLC, and is currently under review by Staff.

Engineer Consultant	Garver LLC
Core Tasks	Progress (Percentage)
Project Management & Admin	4%
Geotechnical Coordination	0%
Preliminary Design	37%
Final Design	0%

2023 Street Maintenance and Stormwater Structure Improvement Project

This project is the 2023 Street maintenance and stormwater structure improvements project involving street paving repairs, overlays, and stormwater structure improvements within the city of Glenpool. This project consists of two phases. Phase I was approved by the council on May 15, 2023, with a total of 285,500. Phase II was approved by the council on July 17, 2023, with a total of 318,700. This project has experienced delays, due to weather conditions. This project is complete and closed out.

Project Summary

Contractor	Dunham Asphalt Services
Advertised For Bid	April 1 2023
Notice to Proceed	August 8 2023
Planned Final Completion	November 8, 2023
Actual Completion Date	December 8, 2023
Planned Project Cost (Phase I&II)	$604,200
Change Order	$70,196
Liquidated Damages (LD)	30 Days
Total Project Cost less LD's (Phase I&II)	$671,396

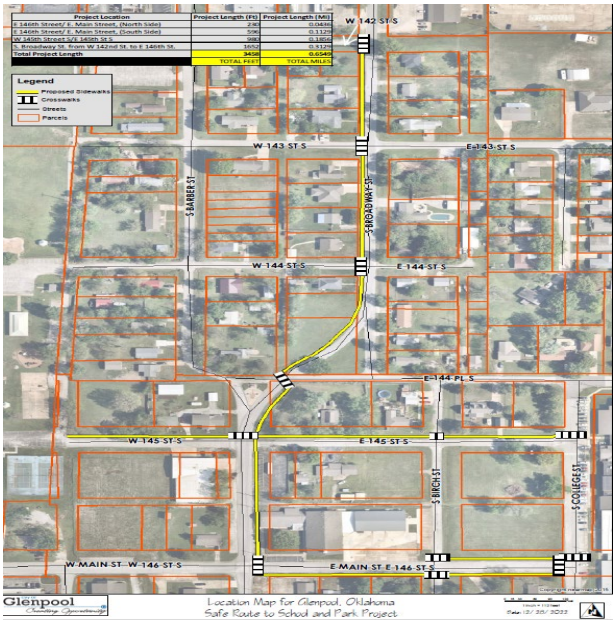
Glenpool Safe Route To School Project

This project provides an ADA compliant sidewalk network from the Glenpool Public School to Black Gold Park. The City of Glenpool has entered into a contract with ODOT to fund this project under the TAP3-8104 DOT Agreement. Consultant selection is underway. The RFQ was sent out August 30th, 2023. The City interviewed 2 respondents to the RFQ. The City has selected Kimley-Horn as the design consultant for this project. ODOT is presently coordinating the scope and fees with the Consultant.

Total Project cost: $1,202,760.00

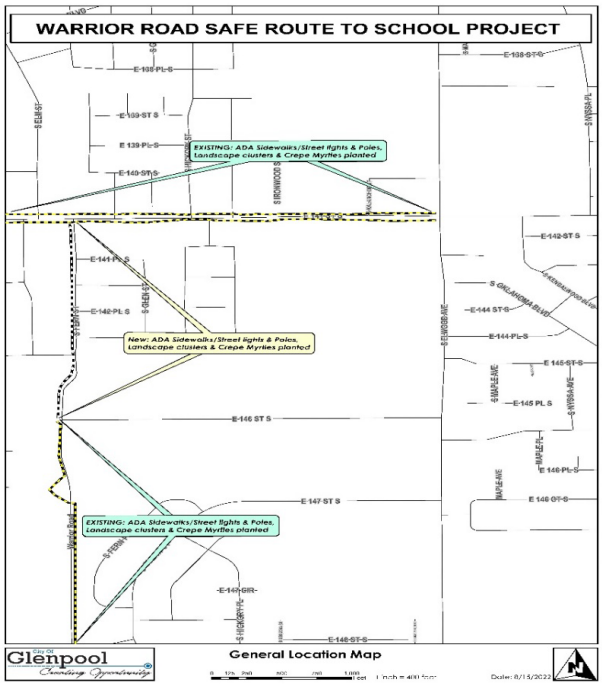
Match fund: $ 240,552.00

(*This project is on-going, no updates since the November Engineering Departmental Report*).



TAP Grant Sidewalk Improvement on Warrior Road from 146th Street to 141st Street.

The City has received the Urban Funding Agreement from Oklahoma Department of Transportation. City Staff sent out a request for qualification for this project on December 13, 2023. Staff received 3 statements of qualification for this project in response to the Request for Qualification. The consultant selection is evaluated based on qualification.



SH67/151st Corridor Study

This is a progress update on the SH 67/151st St Corridor Study. The City of Glenpool in conjunction with Kimley-Horn, Oklahoma Department of Transportation, INCOG and the City of Bixby, held its 3rd Public Meeting on the SH 67/151st corridor on September 5th, 2023. Staff anticipates receiving a draft final report by Mid-February.

US 75/141st

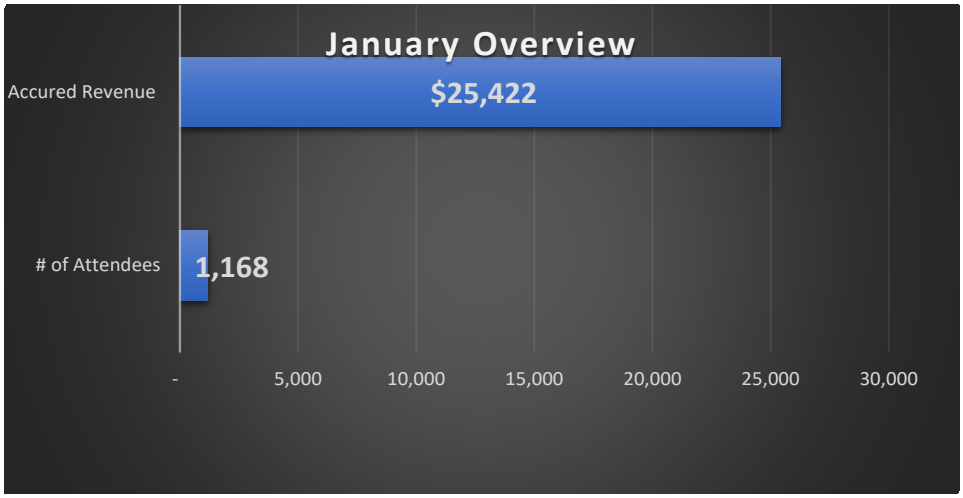
The construction of the US-75 Grade Drain Bridge and Surface Project, designated as State JP # 35120(08), located at the intersection of US-75 and 141st Street, is currently underway. The Oklahoma Department of Transportation, in collaboration with the design consulting firm Poe and Associates and the City of Glenpool, will be organizing a public meeting on November 28, 2023. As per the ODOT's 8-year plan, the anticipated date for the project to be put out for bids is February2024. The project duration is estimated at 315 days. The project cost is estimated to be approximately $27.5 Million. Construction is estimated to begin Summer 2024. (*This project is on-going, no updates since the November Engineering Departmental Report*).

Rolling Meadows Stormwater

The purpose of this project is to address problems related to surface water runoff impacting the residents of Rolling Meadows situated adjacent to the Taylor's Pond Subdivision on the western side. The project involves implementing additional stormwater collection infrastructure within the current utility easement separating the two subdivisions. This will be achieved through the incorporation of storm inlets designed to gather surface water as it flows from the west to the east. Request for Qualifications is scheduled to be sent out by January 31st, 2024. A copy of the RFQ shall be made available on the City of Glenpool website.

Conference Center

January tends to be a slower month following the holiday season. However, during this period, we successfully hosted 14 events including training sessions, meetings, birthday parties, a Quinceañera celebration, and a conference featuring the esteemed speaker and evangelist Justin Peters from Justin Peters Ministries. Additionally, we participated in the Tulsa Wedding Show, generating interest and numerous tours that we are optimistic will lead to additional bookings in the near future.

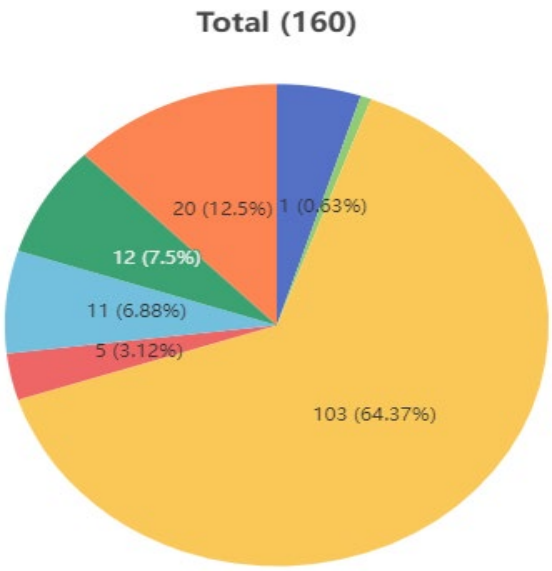


Fire Department

Glenpool Fire Department Operations January 2024

1/1/24-1/25/24

Run Type	# of Calls	Totals Calls
EMS Runs	103	160
Fire Runs	57	
Overlapping	44	



Incident Type Major

8	1 - Fire
1	2 - Overpressure Rupture, Explosion, Overheat(no fire)
103	3 - Rescue & Emergency Medical Service Incident
5	4 - Hazardous Condition (No Fire)
11	5 - Service Call
12	6 - Good Intent Call
20	7 - False Alarm & False Call

160

Economic Develpment

January:

- *Business, Retention, & Expansion (BR&E)*
  - Chamber & City Collaboration: Monthly meetings are occurring between Sydney Bland (Chamber Director) and Joe Wuest (City Economic Development Director) to discuss BR&E strategies and support for local businesses.
  - Visits & Outreach: Economic Development Director has begun reaching out to local businesses and manufacturers regarding BR&E visits for 2024. The goal would be to spend time with businesses to listen to their needs and develop a strategy on how the City might support in overcoming challenges.
  - Manufacturing Training: The City and Chamber collaborated on bringing the Oklahoma Manufacturing Alliance to Glenpool in December 2023, to assist a Glenpool manufacturer in their training needs. An additional meeting has been set for February as a follow-up and to explore options regarding a 5- or 10-year plan.
  - Client Relationship Management Tool: All available local business data and BR&E survey information has been loaded into the Client Relationship (CRM) tool, ExecutivePulse. This will help the Director of Economic Development with inputting important BR&E data regarding visits, outreach, etc.
- *New Business/Sites*
  - International Council of Shopping Centers (ICSC) Red River: City Manager and Director of Economic Development will be attending the ICSC Red River conference on Dallas on January 31st-February 2nd. Meetings with various retail vendors and partners as well as further discussions with developers will be occurring.
  - Oklahoma Department of Commerce (ODOC) SITES (Supporting Industrial Transformation and Economic Success) Program: ODOC will be hosting several informative sessions regarding their new SITES Program. The Director of Economic Development will be attending the meeting February 13, 2024, and will receive recommendations on ways to improve and market Glenpool's assets from InSite Consulting. This program is completely funded by the Oklahoma Department of Commerce and is free.
  - Business Inquiries: Economic Development has had continued conversations with several potential businesses regarding relocating aspects of their operation to Glenpool.
    - Exploratory discussions have centered around sites, existing buildings, current/future infrastructure needs, and job creation.
- *Partnerships:*
  - Tulsa's Future Economic Development Officer Roundtable: On January 9th, Director of Economic Development met at the Tulsa Regional Chamber with other regional EDOs and the firm Ernst & Young, to help develop a strategic plan for regional Economic Development efforts.
    - Ernst & Young provided an opportunity for each community represented to discuss what is needed in the future for successful business attraction.
  - Oklahoma Manufacturing Alliance (OMA): On January 18th, Director of Economic Development hosted staff of OMA at City Hall to discuss future partnership in supporting local businesses.
    - One specific item addressed was supply chain and how their platform connects manufacturers across the country, assisting in providing the supplies necessary to operate.
    - Brainstormed ideas on how Glenpool manufacturers can utilize this platform more in the future.

        - Future monthly meetings will be set up with the Director of Economic Development and OMA Field Representative to further collaborate on meeting the local manufacturing businesses' needs.
- *Grants:*
    - Beth Miller (Grants – Special Projects Coordinator) worked with staff and Council to submit applications for various grants. In total, the city was awarded $134,917.26. This was from one grant, the Oklahoma Commerce Lighting Retrofit Grant for City Hall, and Conference Center.
        - 2 grants submitted (50k for woodchipper, 1000 for park benches)
        - 1 grant approved for safety equipment in December, still awaiting purchase of equipment for 80% reimbursement
        - 2 Police grants still awaiting approval/decline from 2023 (drug incinerator, go-bags)
        - 4 grants in process
- *Special Projects:*
    - Farmers Market Ramp-Up.
        - Meeting on 1/10 Events Committee agreed on fees
        - Updated Farmers Market Flyer
        - Updated 2024 vendor application
        - Updating 2024 rules/regulations
        - Worked with Finance to get separate GL for Farmers Market payments
        - Budget in process
        - Exploring getting a machine for EBT/SNAP that could be utilized by those in need at the Market.
        - Conference next month will provide supplies (tent/carts/t-shirts/reusable bags/SNAP tokens/token bags/aprons/and more)
    - Historical Project**s:** Ida E. Glenn Oil Well #1 and Glenpool History
        - The hunt is still on to mark the actual well site.
        - Land being cleared in Lambert Park this month near the coordinates
        - Trek to find well last month could have been located on land owned by the trailer park
        - Trek to locate inside City of Glenpool owned property (Lambert Park) ongoing
        - Working with Glenpool Historian, Garret Jackson, and Preservationist, Jeff Jenkins
        - Last updates from Historian were from 1/23/24, he believes to site to be on City property, another trek will be scheduled after clearing
        - Researching grants to start a museum
    - Miscellaneous Project**s:** Concert Series
        - Next Scheduled Events Committee Meeting for 1/31
        - Staff are working on the booking of various bands, etc.
        - Concert Series to move to Black Gold Park instead of City Hall as this venue appears to attract more residents.

Police Department

STAFFING

Clinton Morgan has started his FTO program. He is currently CLEET certified and will be released upon Completing his FTO. The department is one officer short and will conduct testing on February 10, 2024.

The communications division hired one dispatcher, Jefferey Allen, who started on January 15th and has offered the last position to a candidate out of state.

TRAINING

Two officers Continued their collision reconstruction training this month and will complete phase 2 of the three phases. They attend phase three in February. This training will assist the department in the future development of a collision response team.

Every officer completed a two-hour de-escalation training pertaining to domestic violence calls. This is part of the department's quarterly training with the Ti simulator.

PROJECTS

We continue to be involved with the OHSO traffic grant and participated in the Trooper Dees distracted driving campaign.

EQUIPMENT

In August of 2022 we ordered a new animal control truck with approved funds by the city council. We finally received the truck and it has been issued to ACO Stonecypher.

JANUARY 1 – JANURY 24

Calls for Service	967
Arrest	21
DUI	5
Collisions	35
Alarm Calls	41
Burglary	1
Disturbance	7
Domestic	8
Fraud	5
Harassment	0
Larceny	12
Loud Noise	3
Motorist Assist	34
Stolen Property	5
Suspicious Activity	22
Trespassing	0
Traffic Stops	374

Officer Clinton Morgan

Communications Officer Jefferey Allen

Always be ***truthful*** & ***transparent***.

OUR CORE VALUES

Savor the journey.

Show that you ***care***.

Create ***WOW*** moments.

Make learning a ***habit***.

OUR MISSION: DEVELOPING A CULTURE OF TRUST TO BETTER SERVE OUR COMMUNITY

City Of Glenpool

Creating Opportunity

MINUTES
GUSA Meeting
Tuesday, January 2, 2024 Council Chambers 6:00 PM

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

TRUSTEES ABSENT:

STAFF PRESENT:

STAFF ABSENT:

Page

A) Call to Order - Joyce G. Calvert, Chair
Chair Calvert called the meeting to order at 6:24 p.m.

B) Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair
Lesli Smith called the roll, Mayor Calvert declared a quorum present.
Scott Major Attorney, of Rosenstein, Fist & Ringold was also in attendance.

C) Management Report
There were no Management Reports.

D) Trustee Comments
There were no Trustee comments.

E) Public Comments
There were no public comments.

F) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GUSA Board to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

1) Minutes from December 4, 2023 meeting. # - #

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To approve the consent agenda.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

GUSA - 04 Dec 2023 - Minutes - Html
GUSA - 04 Dec 2023 - Minutes - Html

G) Consideration and appropriate action relating to items removed from the Consent Agenda

No items were removed.

H) Scheduled Business

1) Discussion and possible action to approve or deny the agreement with Utility Service Company for maintenance of GUSA's water storage tank at 156th and Highway 75, pending legal review and approval as to form. (Jesse Hale Public Works Director) # - #

Moved by Chris Brobst, seconded by Tim Fox

To approve or deny the agreement with Utility Service Company for maintenance of GUSA's water storage tank at 156th and Highway 75, pending legal review and approval as to form.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

156th Street Tower MP Contract 11.17.23 (002)
156th Street Tower MP Contract 11.17.23 (002)

I) Adjournment

Chair Calvert declared the meeting adjourned at 6:28 p.m.

City Of Glenpool
Creating Opportunity

Date: January 5, 2024

To: Chairman and Board of Trustees, Glenpool Utility Services Authority
Mayor and Council, City of Glenpool

From: David Agbetunsin, City Engineer

Subject: Approval or Denial of an application for lot combination (GLS 264) which will consolidate four (4) lots totaling 36.67 acres into one (1) lot.

Background:
This is a lot-combination application (GLS 264) which will consolidate four (4) lots totaling 36.67 acres into a single unified lot. The subject lots are located at the northeast corner of the intersection of U.S. Highway 75 and West 141st Street South approximately 500 feet east of U.S. Highway 75 and 575 feet north of West 141st Street South.

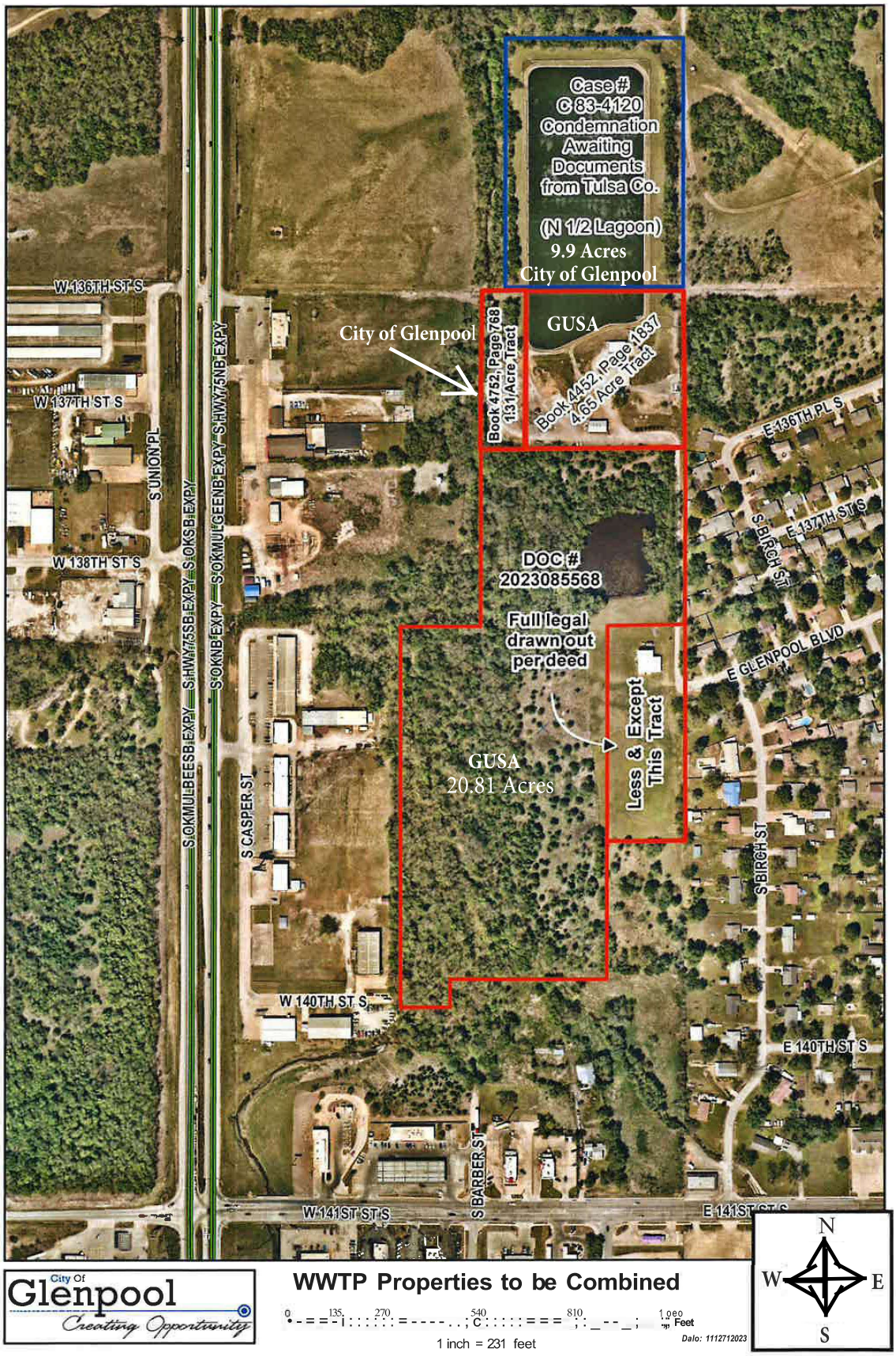
The ownership details of these lots are as follows:

A. 1.31 Acres - Book 4752, Page 768 (Animal Control Building) - City of Glenpool
B. 9.90 Acres - Case # C83-4120 (Lagoon) - City of Glenpool
C. 4.65 Acres - Book 4452, Page 1837 (Lagoon) - GUSA
D. 20.81 Acres - Doc #2023085568 - GUSA

The ongoing Wastewater Treatment Plant (WWTP) project is currently in the design phase. The preliminary site layout shows that the WWTP structures cross the property lines of the lots, posing set-back issues. Furthermore, part of the lagoon (9.9 acres) is owned by City of Glenpool through a condemnation case #C83-4120, while the other 4.65 acres is owned by GUSA. This lot consolidation application streamlines the ownership of these lots and combines all four lots into one (1) under the ownership of Glenpool Utility Services Authority (GUSA).

Staff Recommendation:
We recommend approval of the lot-combination application (GLS 264) to consolidate the four lots totaling 36.67 acres into one lot under the ownership of Glenpool Utility Services Authority (GUSA).

Attachments:
- Map of Tracts
- Preliminary Site Layout
- Lot Combination Application



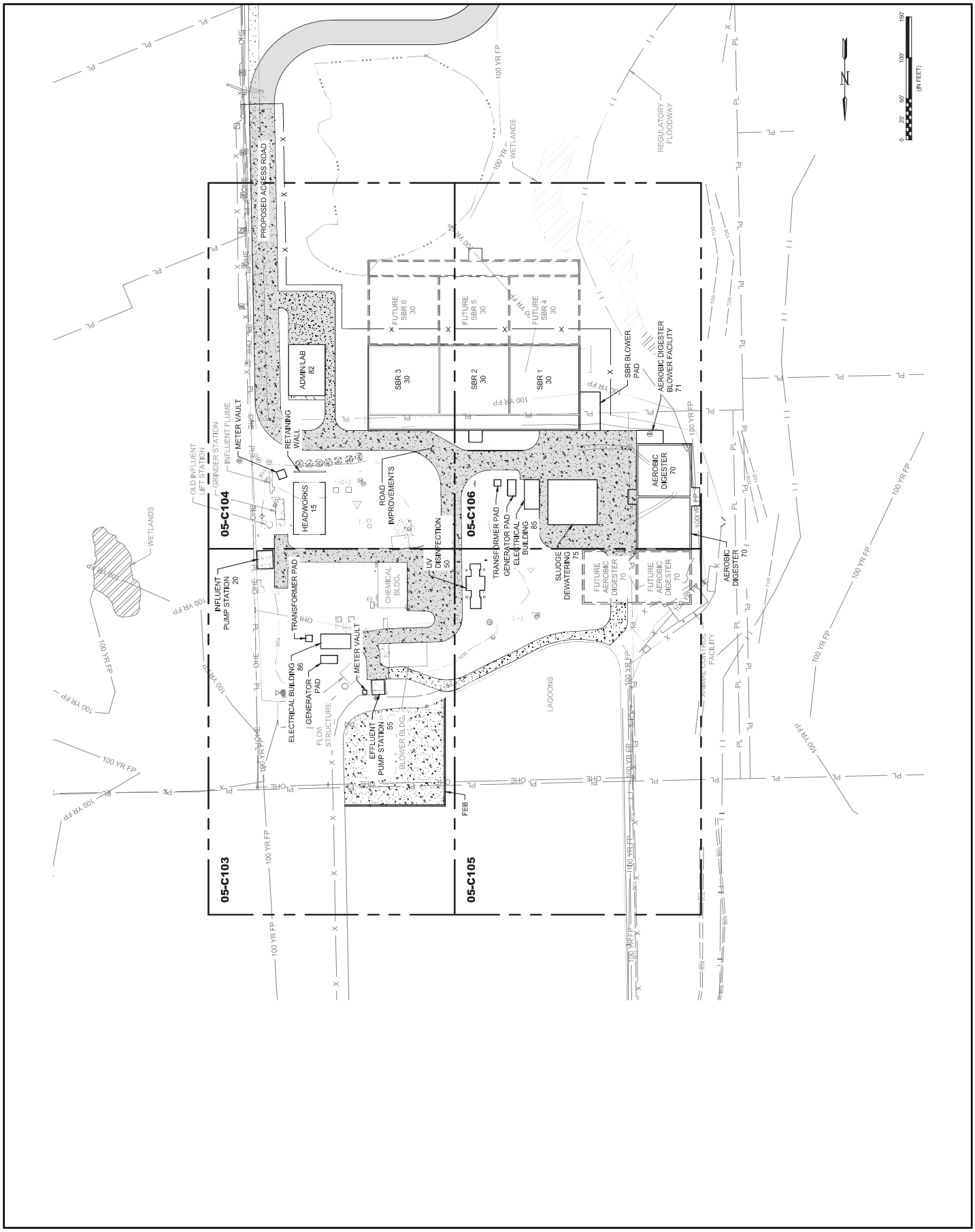
City Of Glenpool
Creating Opportunity

WWTP Properties to be Combined

0 135 270 540 810 1,080 Feet

1 inch = 231 feet

Dalo: 1112712023


05-C103
05-C104
05-C105
05-C106
PROPOSED ACCESS ROAD
ADMIN/LAB 82
RETAINING WALL
METER VAULT
OLD INFLUENT LIFT STATION
INFLUENT FLUME
GRINDER STATION
HEADWORKS 15
ROAD IMPROVEMENTS
INFLUENT PUMP STATION 20
TRANSFORMER PAD
ELECTRICAL BUILDING 86
GENERATOR PAD
METER VAULT
FLOW STRUCTURE
EFFLUENT PUMP STATION 55
BLOWER BLDG.
CHEMICAL BLDG.
UV DISINFECTION 50
FEB
SBR 3 30
SBR 2 30
SBR 1 30
FUTURE SBR 6 30
FUTURE SBR 5 30
FUTURE SBR 4 30
SBR BLOWER PAD
AEROBIC DIGESTER BLOWER FACILITY 71
AEROBIC DIGESTER 70
TRANSFORMER PAD
GENERATOR PAD
ELECTRICAL BUILDING 85
SLUDGE DEWATERING 75
FUTURE AEROBIC DIGESTER 70
FUTURE AEROBIC DIGESTER 70
AEROBIC DIGESTER 70
ANIMAL DISPOSAL FACILITY
LAGOONS
WETLANDS
WETLANDS
REGULATORY FLOODWAY
100 YR FP
N
0 25' 50' 100' 150'
(IN FEET)

CITY OF GLENPOOL
LOT SPLIT PROCEDURE

Any individual or company who wishes to divide or merge platted or unplatted property with the City limits of the Glenpool.

1. The applicant must fully complete the application, including the legal description on the overall tract as well as the legal description of the split tracts.

2. The requested lot dimensions must be in conformance with the zoning on the property. If you are uncertain about the zoning of your property, please contact the Community Development Department at 918-209-4610.

3. The application must be accompanied by a sketch plat, survey or other type of drawing (drawn to scale on 8.5"x 11" or 11"x17" paper) accurately demonstrating the proposed split. Please show all existing buildings on the property along with the dimensions from the proposed property line to the existing building.

4. The filing fee per fee schedule: www.glenpoolonline.com.

5. Following the receipt of the completed lot split application, Staff will research and analyze the request and produce a Staff Report. Additionally, the proposed lot split will be reviewed by the Technical Advisory Committee (TAC). The applicant or the representative for the applicant should make arrangements to attend this meeting. The comments and recommendations of the TAC along with the Staff Report will be forwarded to the Planning Commission for review.

6. The Glenpool Planning Commission will hear the request for lot split per meeting schedule: www.glenpoolonline.com. The applicant or representative of the applicant should make arrangements to attend the Planning Commission meeting. At meeting, the applicant or the representative of the applicant will have a chance to speak, as well as any interested citizens. At the conclusion of the review, the Commission will approve, approve conditionally, or deny the lot split request by majority vote. The action of the Glenpool Planning Commission shall be final.

If you have any questions, or require any further information, please call the Community Development Department at 918-209-4610.

City Of Glenpool
Creating Opportunity

LOT SPLIT APPLICATION

FEE:per fee schedule

NOTE: Two copies of a sketch, plat of survey or other type of drawing that will accurately depict the proposed split MUST BE attached to this application.

APPLICATION NO.
S T R
RECEIPT NO.

THE FOLLOWING INFORMATION IS TO BE SUPPLIED BY APPLICANT

NAME OF RECORD OWNER	WHAT IS THE PRESENT USE OF THE TRACT?

LEGAL DESCRIPTION OF EXISTING UNDIVIDED TRACT, WHICH YOU PROPOSE TO SPLIT, AS SHOWN ON THE RECORD OF THE COUNTY CLERK.

FIRST TRACT TO BE CREATED	LEGAL DESCRIPTION OF PROPOSED TRACT	**STAFF USE ONLY**	SOURCE OF WATER SUPPLY FOR THIS TRACT ☐CITY ☐WELL ☐OTHER	
		TAC REVIEW	TYPE OF SEWAGE DISPOSAL TO BE AVAILABLE FOR THIS TRACT ☐SEWER ☐SEPTIC ☐OTHER	
		PC REVIEW	STREET OR STREETS TRACT WILL FACE	
		INST. RELEASED	PROPOSED USE OF THIS TRACT	LOT SIZE OF PROPOSED TRACT FT. X FT.
SECOND TRACT TO BE CREATED	LEGAL DESCRIPTION OF PROPOSED TRACT	**STAFF USE ONLY**	SOURCE OF WATER SUPPLY FOR THIS TRACT ☐CITY ☐WELL ☐OTHER	
		TAC REVIEW	TYPE OF SEWAGE DISPOSAL TO BE AVAILABLE FOR THIS TRACT ☐SEWER ☐SEPTIC ☐OTHER	
		PC REVIEW	STREET OR STREETS TRACT WILL FACE	
		INST. RELEASED	PROPOSED USE OF THIS TRACT	LOT SIZE OF PROPOSED TRACT FT. X FT.
THIRD TRACT TO BE CREATED	LEGAL DESCRIPTION OF PROPOSED TRACT	**STAFF USE ONLY**	SOURCE OF WATER SUPPLY FOR THIS TRACT ☐CITY ☐WELL ☐OTHER	
		TAC REVIEW	TYPE OF SEWAGE DISPOSAL TO BE AVAILABLE FOR THIS TRACT ☐SEWER ☐SEPTIC ☐OTHER	
		PC REVIEW	STREET OR STREETS TRACT WILL FACE	
		INST. RELEASED	PROPOSED USE OF THIS TRACT	LOT SIZE OF PROPOSED TRACT FT. X FT.
FOURTH TRACT TO BE CREATED	LEGAL DESCRIPTION OF PROPOSED TRACT	**STAFF USE ONLY**	SOURCE OF WATER SUPPLY FOR THIS TRACT ☐CITY ☐WELL ☐OTHER	
		TAC REVIEW	TYPE OF SEWAGE DISPOSAL TO BE AVAILABLE FOR THIS TRACT ☐SEWER ☐SEPTIC ☐OTHER	
		PC REVIEW	STREET OR STREETS TRACT WILL FACE	
		INST. RELEASED	PROPOSED USE OF THIS TRACT	LOT SIZE OF PROPOSED TRACT FT. X FT.

AS APPLICANT, WHAT IS YOUR INTEREST IN THIS PROPERTY?

☐ PRESENT OWNER ☐ PURCHASER ☐ ATTORNEY FOR OWNER ☐ OTHER

	NAME	ADDRESS	PHONE
If other than present owner, give name, address and phone number of present owner.			
I certify that this information is true and correct.	NAME	ADDRESS	PHONE

FOR COMMISSION USE

L. NO.	S. T. R.	SUBDIVISION NAME	
ZONING REQUIREMENT	MAJOR STREET PLAN REQUIREMENT	UTILITY EASEMENT NEEDS	HEALTH DEPT. NEEDS

ACTION RECOMMENDED TO THE PLANNING COMMISSION	ACTION TAKEN BY THE PLANNING COMMISSION	DATE	CONDITION:

February 5, 2024

To: Chairman and Board of Trustees, Glenpool Utility Services Authority (GUSA)
From: David Agbetunsin, City Engineer
Period: January 1 -30, 2024

WASTEWATER TREATMENT FACILITY PROJECT UPDATE

Wastewater Treatment Plant (WWTP)

The City of Glenpool received direct award of the American Rescue Plan Act (ARPA) grant for a new mechanical wastewater treatment facility (WWTF). The City currently owns and operates a Lagoon System Wastewater Treatment Plant. The proposed project is a 3.0 MGD Sequencing Batch Reactor (SBR) Mechanical Wastewater Treatment Plant (WWTP). The project is in the SW1/4, NW1/4 of Section 11, T17N, R12E, Tulsa County.

Project Program Management Summary

Consultant/Project Program Manager (PPM)	**Cost to Date**	**Contact Amount**	**S2E Engineering PLLC**
Task	**46,577.00**	**198,200.00**	**Progress (%)**
Project Administration	28,488.00	28,488.00	24%
Design Consultant Selection Phase	5,208.66	57,954.00	100%
Regulatory Approval/Permits	4,664.12	58,302.00	9%
Public Communication Phase	33,965.65	101,390.00	8%
Detailed Design Phase	-	19,251.00	34%
Bidding Phase	-	245,291.00	0%
Construction Phase	-	198,200.00	0%
Plant Startup	-	58,541.00	0%
New Site Property and Topographic Survey	39,316.22	44,978.00	87%
Site Flood Plain Permitting NoRise Analysis	21,110.76	26,766.00	79%
Conditional Letter of Map Revisions (CLOMR), if needed	-	31,316.00	0%
Letter of Map Revisions (LOMR), if needed	-	34,024.00	0%
Environmental Information Document	28,700.00	42,662.00	67%
ARPA Grant Administration Coordination	1,900.00	52,604.00	4%
TOTAL	208,930.41	999,767.00	21%

Appendix 1 contains invoices corresponding to payments made so far. These invoices align with the agreement established on 05-01-2023 between S2 Engineering PLLC and Glenpool Utility Services for the provision of Project Program Management Services.

Professional Engineering Design

Garver LLC is rendering professional engineering services as per the agreement executed on August 7, 2023. The engineering design is presently underway, and Garver has submitted two (2) preliminary Technical Memoranda (TM) addressing Disinfection and Dewatering Alternatives. Currently, 50% of the design has been submitted by Garver LLC and is undergoing assessment by the Staff. Invoices pertaining to payments made in accordance with this agreement are provided in Appendix 2.

Engineer Consultant	**Cost to Date**	**Contact Amount**	**Garver LLC**
Core Tasks			**Progress (%)**
Project Management & Admin	2,960.47	74,011.85	4%
Geotechnical Coordination	-	6,115.00	0%
Preliminary Design	343,237.53	927,669.00	37%
Final Design	-	1,238,962.54	0%
Hourly Services	Cost to Date	Contact Amount	Garver LLC
Bidding & Equipment Procurement Services	-	-	-
Construction Administration	-	-	-
Construction Observation	-	-	-
O&M Manual And Startup Training	-	-	-

Recommendation

This report is for information purposes only.

APPENDIX 1

S2 Engineering
Water - Wastewater - Reuse | Consultant

Invoice

Date	Invoice #
6/12/2023	06-1110

Bill To

Mr. David Agbetunsin
City Engineer, City Of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	Agreement
Period Ending	5/31/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES

Agreement Reference: GUSA / May 1, 2023

Core Task Description	(%) Billed	LS Fee	Amount Billed
Core Tasks-Task A:Project Administration	0.02	198,200.00	3,964.00
Core Tasks-Task B: Design Consultant Selection	0.36	28,488.00	10,255.68
		Total	$14,219.68

CORE TASKS FEE SUMMARY	
Core Tasks Lump Sum Fee	$767,415.00
Billed To Date	$14,219.68
Amount Remaining	$753,195.32

Balance Due (This Invoice) $14,219.68

Client Total Balance $14,219.68

S2 Engineering
Water - Wastewater - Reuse | Consultant

Invoice

Date	Invoice #
8/10/2023	06-1122

Bill To

Mr. David Agbetunsin
City Engineer, City Of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	Agreement
Period Ending	7/31/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES

Agreement Reference: GUSA / May 1, 2023

Core Task Description	(%) Billed	LS Fee	Amount Billed
Core Tasks-Task A:Project Administration	0.02	198,200.00	3,964.00
Core Tasks-Task B: Design Consultant Selection	0.5	28,488.00	14,244.00
		Total	$18,208.00

CORE TASKS FEE SUMMARY	
Core Tasks Lump Sum Fee	$767,415.00
Billed To Date	$32,427.68
Amount Remaining	$734,987.32

Balance Due (This Invoice) $18,208.00

Client Total Balance $18,208.00

S2 Engineering
Water - Wastewater - Reuse | Consultant

Invoice

Date	Invoice #
9/6/2023	06-1131

Bill To

Mr. David Agbetunsin
City Engineer, City Of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	
Period Ending	8/31/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES

Agreement Reference: GUSA / May 1, 2023

Core Task Description	(%) Billed	LS Fee	Amount Billed
Core Task A:Project Administration	0.01	198,200.00	1,982.00
Core Task B Design Consultant Selection	0.14	28,488.00	3,988.32
Core Task E Detailed Design Phase	0.02	101,390.00	2,027.80
		Total	$7,998.12

CORE TASKS FEE SUMMARY	
Core Tasks Lump Sum Fee	$767,415.00
Billed To Date	$40,425.80
Amount Remaining	$726,989.20

Balance Due (This Invoice) $7,998.12

Client Total Balance $47,353.50

S2 Engineering
Water - Wastewater - Reuse | Consultant

Invoice

Date	Invoice #
10/21/2023	06-1146

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	24-17445
Period Ending	9/30/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES

Agreement Reference: GUSA / May 1, 2023

Core Task Description	(%) Billed	LS Fee	Amount Billed
Core Task A: Project Administration	0.04	198,200.00	7,928.00
Core Task C: Regulatory Approval / Permits	0.02	57,594.00	1,151.88
Core Task D: Public Communication	0.02	58,300.00	1,166.00
Core Task E: Detailed Design Phase	0.07	101,390.00	7,097.30
		Total	$17,343.18

CORE TASKS FEE SUMMARY	
Core Tasks Lump Sum Fee	$767,415.00
Billed To Date	$57,768.98
Amount Remaining	$709,646.02

Balance Due (This Invoice) $17,343.18

Client Total Balance $17,343.18

S2 Engineering
Water - Wastewater - Reuse | Consultant

Invoice

Date	Invoice #
11/17/2023	06-1150

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	24-17445
Period Ending	10/31/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES

Agreement Reference: GUSA / May 1, 2023

Core Task Description	(%) Billed	LS Fee	Amount Billed
Core Task A: Project Administration	0.045	198,200.00	8,919.00
Core Task C: Regulatory Approval/Permits	0.02	57,954.00	1,159.08
Core Task D: Public Communication Phase	0.02	58,302.00	1,166.04
Core Task E; Detailed Design Phase	0.07	101,390.00	7,097.30
		Total	$18,341.42

CORE TASKS FEE SUMMARY	
Core Tasks Lump Sum Fee	$767,415.00
Billed To Date	$76,110.40
Amount Remaining	$691,304.60

Balance Due (This Invoice) $18,341.42

Client Total Balance $18,341.42

S2 Engineering
Water - Wastewater - Reuse | Consultant

CITY OF GLENPOOL
CITY ENGINEER
APPROVED
[01/30/2024]
[4:18:49 PM]

Invoice

Date	Invoice #
12/23/2023	06-1160

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	24-17445
Period Ending	11/30/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES

Agreement Reference: GUSA / May 1, 2023

Core Task Description	(%) Billed	LS Fee	Amount Billed
Core Task A: Project Administration	0.05	198,200.00	9,910.00
Core Task C: Regulatory Approval/Permits	0.02	57,954.00	1,159.08
Core Task D: Public Communication Phase	0.02	58,302.00	1,166.04
Core Task E; Detailed Design Phase	0.085	101,390.00	8,618.15
		Total	$20,853.27

CORE TASKS FEE SUMMARY	
Core Tasks Lump Sum Fee	$767,415.00
Billed To Date	$96,963.67
Amount Remaining	$670,451.33

Balance Due (This Invoice) $20,853.27

Client Total Balance $20,853.27

S2 Engineering
Water - Wastewater - Reuse | Consultant

Invoice

Date	Invoice #
1/26/2024	06-1166

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	
Period Ending	12/31/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES

Agreement Reference: GUSA / May 1, 2023

Core Task Description	(%) Billed	LS Fee	Amount Billed
Core Task A: Project Administration	0.05	198,200.00	9,910.00
Core Task C: Regulatory Approval/Permits	0.03	57,954.00	1,738.62
Core Task D: Public Communication Phase	0.02	58,302.00	1,166.04
Core Task E: Detailed Design Phase	0.09	101,390.00	9,125.10
		Total	$21,939.76

CORE TASKS FEE SUMMARY	
Core Tasks Lump Sum Fee	$767,415.00
Billed To Date	$118,903.43
Amount Remaining	$648,511.57

Balance Due (This Invoice) $21,939.76

Client Total Balance $42,793.03

S2 Engineering
Water - Wastewater - Reuse | Consultant

CITY OF GLENPOOL
CITY ENGINEER
APPROVED
[08/14/2023]
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Invoice

Date	Invoice #
7/7/2023	06-1119

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	(Pending)
Period Ending	6/30/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES
TARGETED TASKS
Agreement Reference: GUSA / May 1, 2023

Targeted Task Description	Hours / Qty	Bill Rate	Amount Billed
TT1-New Site Property and Topographic Survey-Direct Expense-Subconsultant-Keithline Engineering Group	1	38,536.22	38,536.22
TT2-No Rise Flood Plain Certification-Direct Expense-Meshek & Assoc	1	2,772.11	2,772.11
TT3-Environmental Information Document-New Site-Project Engineer	2	150.00	300.00
TT3-Environmental Information Document-New Site-Administrative	1	80.00	80.00
TT4-ARPA Funds Administration & Coordination with OWRB-Senior Project Manager	2	175.00	350.00
Total			$42,038.33

TARGETED TASKS FEE SUMMARY	
Targeted Tasks NTE Fee	$232,350.00
Billed To Date	$42,038.33
Amount Remaining	$190,311.67

Balance Due (This Invoice) $42,038.33

Please mail payments to:
S2 Engineering, PLLC
P.O. Box 2347
Broken Arrow, OK 74013

For questions, contact:
(918) 519-8081

S2 Engineering
Water - Wastewater - Reuse | Consultant

CITY OF GLENPOOL
CITY ENGINEER
APPROVED
[08/14/2023]
[2:52:35 PM]

Invoice

Date	Invoice #
8/10/2023	06-1123

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	Agreement
Period Ending	7/31/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES
TARGETED TASKS
Agreement Reference: GUSA / May 1, 2023

Targeted Task Description	Hours / Qty	Bill Rate	Amount Billed
TT2-No Rise Certificate-Project Engineer	2	150.00	300.00
TT2-No Rise Certificate-Project Engineer-Direct Expense-Meshek & Assoc	1	4,950.20	4,950.20
TT3-EID-New Site-USACE Coord.-Wetlands-Senior Project Manager	2	175.00	350.00
ARPA Funds Administration & Coordination with OWRB- Senior Project Engineer	2	175.00	350.00

Total $5,950.20

TARGETED TASKS FEE SUMMARY	
Targeted Tasks NTE Fee	$232,350.00
Billed To Date	$47,988.53
Amount Remaining	$184,361.47

Balance Due (This Invoice) $5,950.20

Please mail payments to:
S2 Engineering, PLLC
P.O. Box 2347
Broken Arrow, OK 74013

For questions, contact:
(918) 519-8081

S2 Engineering
Water - Wastewater - Reuse | Consultant

Invoice

Date	Invoice #
9/6/2023	06-1130

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	
Period Ending	8/31/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES
TARGETED TASKS
Agreement Reference: GUSA / May 1, 2023

Targeted Task Description	Hours / Qty	Bill Rate	Amount Billed
TT1-New Site Property and Topographic Survey-Sr. PM	4	175.00	700.00
TT1-New Site Property and Topographic Survey-Administrative	1	80.00	80.00
TT2-No Rise Flood Plain Certification- Principal	8	200.00	1,600.00
TT2-No Rise Flood Plain Certification- Direct Expense-Meshek & Associates	1	9,405.38	9,405.38
TT3-Environmental Information Document-New Site- Principal	8	200.00	1,600.00
TT3-Environmental Information Document-New Site- Direct Expense-Cojeen Archaeological Services	1	17,490.00	17,490.00
TT3-Environmental Information Document-New Site- Direct Expenses-Blackshare Environmental	1	8,480.00	8,480.00

Total	$39,355.38

TARGETED TASKS FEE SUMMARY	
Targeted Tasks NTE Fee	$232,350.00
Billed To Date	$87,343.91
Amount Remaining	$145,006.09

Balance Due (This Invoice)	$39,355.38

Please mail payments to:
S2 Engineering, PLLC
P.O. Box 2347
Broken Arrow, OK 74013

For questions, contact:
(918) 519-8081

S2 Engineering
Water - Wastewater - Reuse | Consultant

Invoice

Date	Invoice #
11/17/2023	06-1151

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	
Period Ending	10/31/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES
TARGETED TASKS
Agreement Reference: GUSA / May 1, 2023

Targeted Task Description	Hours / Qty	Bill Rate	Amount Billed
TT2-No Rise Flood Plain Certification-Principal	2	200.00	400.00
TT2-No Rise Flood Plain Certification-Direct Expense-Meshek & Associates	1	1,683.07	1,683.07
TT3-Environmental Information Document-New Site-Principal	2	200.00	400.00
TT4-ARPA Funds Administration & Coordination with OWRB-Principal	2	200.00	400.00
Total			$2,883.07

TARGETED TASKS FEE SUMMARY	
Targeted Tasks NTE Fee	$232,350.00
Billed To Date	$90,226.98
Amount Remaining	$142,123.02

Balance Due (This Invoice)	$2,883.07

Please mail payments to:
S2 Engineering, PLLC
P.O. Box 2347
Broken Arrow, OK 74013

For questions, contact:
(918) 519-8081

S2 Engineering
Water - Wastewater - Reuse | Consultant

Invoice

Date	Invoice #
1/26/2024	06-1167

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	
Period Ending	12/31/2023

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES
TARGETED TASKS
Agreement Reference: GUSA / May 1, 2023

Targeted Task Description	Hours / Qty	Bill Rate	Amount Billed
ARPA Funds Administration & Coordination with OWRB- Principal	4	200.00	800.00
		Total	$800.00

TARGETED TASKS FEE SUMMARY	
Targeted Tasks NTE Fee	$232,350.00
Billed To Date	$91,026.98
Amount Remaining	$141,323.02

Balance Due (This Invoice) $800.00

Please mail payments to:
S2 Engineering, PLLC
P.O. Box 2347
Broken Arrow, OK 74013

For questions, contact:
(918) 519-8081

APPENDIX 2

750 SW 24th Street Ste 200
Moore, OK 73160
405-329-2555

www.GarverUSA.com

INVOICE

David Agbetunsin
City of Glenpool, OK
12205 S Yukon Ave
Glenpool, OK 74033

November 15, 2023
Project No : 2300438
Invoice No: 2300438-1

Project: Glenpool Wastewater Treatment Facility Design

Professional Engineering Services through October 27, 2023

	Percent Complete	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Lump Sum Services					
Task 1- Project Management & Admin	3%	$74,011.85	$2,220.36	$0.00	$2,220.36
Task 2 - Geotechnical Coordination	0%	$6,115.00	$0.00	$0.00	$0.00
Task 3 - Preliminary Design	20%	$927,669.00	$185,533.80	$0.00	$185,533.80
Task 4 - Final Design	0%	$1,238,962.54	$0.00	$0.00	$0.00
Hourly Services					
Bidding & Equipment Procurement Services		$126,760.00	$0.00	$0.00	$0.00
Construction Administration		$642,218.00	$0.00	$0.00	$0.00
Construction Observation		$665,258.00	$0.00	$0.00	$0.00
O&M Manual and Startup Training		$127,461.00	$0.00	$0.00	$0.00
Totals		**$3,808,455.39**	**$187,754.16**	**$0.00**	**$187,754.16**

Total Amount This Invoice **$187,754.16**

Authorized by:_____

Cole Niblett PE
Project Manager

Remit Payment To:

For delivery via regular US postal service:
Garver, LLC
P.O. Box 736556
Dallas, TX 75373-6556

For delivery via overnight courier service:
JPMorgan Chase (TX1-0029)
Attn: Garver, LLC P.O. Box 736556
14800 Frye Road, 2nd Floor
Fort Worth, TX 76155

6100 S Yale Ave. Suite 1300
Tulsa, OK 74136

TEL 918.250.5922

www.GarverUSA.com

Progress Report #1
Glenpool WWTP Improvements

To: Glenpool Utility Service Authority
From: Cole Niblett
Copies to: Garver File 2300438
Period Ending: October 27, 2023

Please allow us to give a brief progress report of our work on the above referenced project.

Recent Accomplishments

- Project Kick-off Meeting
- Headworks & SBR Design Workshop
- Disinfection & Sludge Dewatering Workshop
- Preliminary Sludge Dewatering Technical Memorandum
- Preliminary Disinfection Technical Memorandum
- Site Visit to Norman and Del City WWTPs
- Site Visit to Bentonville, AR WWTP
- Monthly Progress Meetings

Need from Others

- None

Planned Assignments for Next Reporting Period

- Deliver Final Sludge Dewatering Technical Memorandum
- Deliver Final Disinfection Technical Memorandum
- Discuss Current Opinion of Probable Construction Cost for Budget Purposes
- SBR Venders Lunch and Learn Presentations
- Continue working on Preliminary Design

750 SW 24th Street Ste 200
Moore, OK 73160
405-329-2555

www.GarverUSA.com

INVOICE

David Agbetunsin
City of Glenpool, OK
12205 S Yukon Ave
Glenpool, OK 74033

January 15, 2024
Project No : 2300438
Invoice No: 2300438-2

Project: Glenpool Wastewater Treatment Facility Design

Professional Engineering Services through December 29, 2023

	Percent Complete	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Lump Sum Services					
Task 1- Project Management & Admin	4%	$74,011.85	$2,960.47	$2,220.36	$740.11
Task 2 - Geotechnical Coordination	0%	$6,115.00	$0.00	$0.00	$0.00
Task 3 - Preliminary Design	37%	$927,669.00	$343,237.53	$185,533.80	$157,703.73
Task 4 - Final Design	0%	$1,238,962.54	$0.00	$0.00	$0.00
Hourly Services					
Bidding & Equipment Procurement Services		$126,760.00	$0.00	$0.00	$0.00
Construction Administration		$642,218.00	$0.00	$0.00	$0.00
Construction Observation		$665,258.00	$0.00	$0.00	$0.00
O&M Manual and Startup Training		$127,461.00	$0.00	$0.00	$0.00
Totals		**$3,808,455.39**	**$346,198.00**	**$187,754.16**	**$158,443.84**

Total Amount This Invoice **$158,443.84**

Authorized by:_____

Cole Niblett PE
Project Manager

Remit Payment To:

For delivery via regular US postal service:
Garver, LLC
P.O. Box 736556
Dallas, TX 75373-6556

For delivery via overnight courier service:
JPMorgan Chase (TX1-0029)
Attn: Garver, LLC P.O. Box 736556
14800 Frye Road, 2nd Floor
Fort Worth, TX 76155

6100 S Yale Ave. Suite 1300
Tulsa, OK 74136

TEL 918.250.5922

www.GarverUSA.com

Progress Report
Glenpool WWTP Improvements

To: Glenpool Utility Service Authority
From: Cole Niblett, PE
Copies to: Garver File 2300438
Period Ending: December 29, 2023

Please allow us to give a brief progress report of our work on the above referenced project.

Recent Accomplishments

- SBR Venders Lunch and Learn Presentations
- Continue working on Preliminary Design
- Monthly Progress Meetings

Need from Others

- None

Planned Assignments for Next Reporting Period

- Deliver 50% Design Packet
- 50% Design Review Workshop
- Begin Working on Final Design