



**NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
REGULAR MEETING**

A Regular Session of the Glenpool Utility Service Authority will be held at 6:00 p.m. March 3, 2025, 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=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

One tap mobile

+13462487799, US (Houston)

+14086380968, US (San Jose)

Dial by your location

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Meeting ID: 897 5355 5435

Passcode: 974088

Find your local number: <https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

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, MARCH 3, 2025.**

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**
- 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) Approval of the minutes from February 3, 2025, meeting. 3 - 5
[GUSA - 03 Feb 2025 - Minutes - Pdf](#)

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

H) Scheduled Business

- 1) Wastewater Treatment Facility Project update and discussion. 6 - 15
(David Agbetunsin, City Engineer)
[WWTF GUSA Board February Update](#)

I) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on February 28, 2025, at 11:30 am.

Signed: Lesli Smith

Secretary



MINUTES
GUSA Meeting
Monday, February 3, 2025 Council Chambers 6:00 PM

TRUSTEES PRESENT: Tim Fox
Jacqueline Triplett-Lund
Joyce Calvert
Chris Brobst
Shayne Buchanan

TRUSTEES ABSENT:

STAFF PRESENT: David Tillotson
Lesli Smith
Lea Ann Reed
Joe Wuest

STAFF ABSENT:

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 7:03 p.m.
- B) Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair**
Lesli Smith called the roll; Chair Calvert declared a quorum present. Jana Burk Attorney, of Rosenstein, Fist & Ringold, were also in attendance.
- C) Management Report**
There was not an additional management report.
- 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) Approval of the minutes from the January 6, 2025, meeting.
- 2) Approval of the sales quote received from Vermeer Great Plains for the purchase of a vac trailer with valve actuator as described for a total purchase price of \$55,228.00 using the 02-6-16-6333 Capital Purchases fund.

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To approve the consent agenda.

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

CARRIED.

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

No items removed from the consent agenda.

H) Scheduled Business

- 1) Discussion and possible action to approve, amend or deny the Change Order#01 for the construction of the temporary construction access road in accordance with the Temporary Construction Easement Agreement dated February 3, 2025.
(David Agbetunsin, City Engineer)

Moved by Chris Brobst, seconded by Tim Fox

To approve, the Change Order#01 for the construction of the temporary construction access road in accordance with the Temporary Construction Easement Agreement dated February 3, 2025.

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

CARRIED.

- 2) Wastewater Treatment Facility Project update and discussion.
(David Agbetunsin, City Engineer)

Mr. Agbetunsin updated the board on the current status of the Wastewater Treatment Facility Project.

I) Adjournment

The meeting was adjourned at 7:12 p.m.

March 3, 2025

To: Chair and Board of Trustees, Glenpool Utility Service Authority (GUSA)
Mayor and Council, City of Glenpool

From: David Agbetunsin, City Engineer

Period: February 1- 28, 2025

WASTEWATER TREATMENT FACILITY PROJECT UPDATE

Wastewater Treatment Plant (WWTP)

The City of Glenpool has been awarded an 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 involves constructing a 3.0 MGD Sequencing Batch Reactor (SBR) Mechanical Wastewater Treatment Plant (WWTP) located in the SW1/4, NW1/4 of Section 11, T17N, R12E, Tulsa County.

Project Program Management Summary

Consultant/Project Program Manager (PPM) – S2 Engineering PLLC	Cost to Date (\$)	Contact Amount (\$)	S2E Engineering PLLC
Task			Progress (%)
Project Administration	120,361.40	198,200.00	61%
Design Consultant Selection Phase	28,488.00	28,488.00	100%
Regulatory Approval/Permits	57,954.00	57,954.00	100%
Public Communication Phase	45,767.03	58,302.00	86
Detailed Design Phase	101,390.00	101,390.00	100%
Bidding Phase	18,288.45	19,251.00	100%
Construction Phase	-	245,291.00	6%
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	24,862.50	26,766.00	93%
Conditional Letter of Map Revisions (CLOMR), if needed	-	31,316.00	0%
Letter of Map Revisions (LOMR), if	-	34,024.00	0%
Environmental Information Document	40,568.91	42,662.00	95%
ARPA Grant Administration Coordination	6,850.00	52,604.00	13%
TOTAL	520,046.68	999,767.00	52%

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. Invoices pertaining to payments made in accordance with this agreement are provided in Appendix 2.

Engineer Consultant – Garver LLC	Cost to Date (\$)	Contact Amount (\$)	Garver LLC
Core Tasks			Progress (%)
Project Management & Admin	29,604.74	74,011.85	40%
Geotechnical Coordination	6,115.00	6,115.00	100%
Preliminary Design	927,669.00	927,669.00	100%
Final Design	1,238,962.54	1,238,962.54	100%
Bidding & Equipment Procurement Services	126,739.39	126,760.00	100%
Construction Administration	90,363.37	642,218.00	14%
Construction Observation	0.00	665,258.40	-
O&M Manual And Startup Training	0.00	127,461.00	-
TOTAL	2,419,980.54	3,808,455.79	64%

Schedule

- Construction is scheduled to be completed by December 2026.

Construction Updates

- Monthly Progress Meeting held February 26, 2025
- Construction is underway, with earthwork and stormwater system installations.



Groundbreaking Ceremony

- The groundbreaking ceremony was held on February 5, 2025, at the Wastewater Treatment Facility at 10:30AM



Recommendation

This report is for information purposes only.

APPENDIX

Invoice

Date	Invoice #
2/11/2025	06-1240

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	1/31/2025

**GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES**

Agreement Reference: GUSA / May 1, 2023

Core Task Description	(%) Billed	LS Fee	Amount Billed
DECEMBER 2024			
Core Task A: Project Administration	0.03	198,200.00	5,946.00
Core Task D: Public Communication Phase	0.03	58,302.00	1,749.06
Core Task F: Bidding Phase	0.05	19,251.00	962.55
Core Task G: Construction Phase	0.01	245,291.00	2,452.91
JANUARY 2025			
Core Task A: Project Administration	0.05	198,200.00	9,910.00
Core Task D: Public Communication Phase	0.05	58,302.00	2,915.10
Core Task G: Construction Phase	0.05	245,291.00	12,264.55

Total \$36,200.17

CORE TASKS FEE SUMMARY	
Core Tasks Lump Sum Fee	\$767,415.00
Billed To Date	\$408,449.05
Amount Remaining	\$358,965.95

Balance Due (This Invoice) \$36,200.17

For any questions on this invoice, call Accounting at 918-904-0385.
Please mail check to S2 Engineering, PLLC, P.O. Box 2347, Broken Arrow, OK 74013-2347. Thank You!

Client Total Balance \$38,290.57



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

February 14, 2025
Project No : 2300438
Invoice No: 2300438-15

Project: Glenpool Wastewater Treatment Facility Design

Professional Engineering Services through January 31, 2025

	Percent Complete	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Lump Sum Services					
Task 1 - Project Management & Admin	40%	\$74,011.85	\$29,604.74	\$25,904.15	\$3,700.59
Task 2 - Geotechnical Coordination	100%	\$6,115.00	\$6,115.00	\$6,115.00	\$0.00
Task 3 - Preliminary Design	100%	\$927,669.00	\$927,669.00	\$927,669.00	\$0.00
Task 4 - Final Design	100%	\$1,238,962.54	\$1,238,962.54	\$1,238,962.54	\$0.00
Hourly Services					
Bidding & Equipment Procurement Services		\$126,760.00	\$126,739.39	\$123,239.41	\$3,499.98
Construction Administration		\$642,218.00	\$90,363.37	\$12,976.95	\$77,386.42
Construction Observation		\$665,258.40	\$526.50	\$0.00	\$526.50
O&M Manual and Startup Training		\$127,461.00	\$0.00	\$0.00	\$0.00
Application Engineering		\$437,367.00	\$0.00	\$0.00	\$0.00
Totals		\$4,245,822.79	\$2,419,980.54	\$2,334,867.05	\$85,113.49

Total Amount This Invoice \$85,113.49

Authorized by:

Thomas Helvick PE
Project Engineer

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

Attachment to Invoice: 2300438-15

February 14, 2025

Garver Project: 2300438

Glenpool Wastewater Treatment Facility Design

Period Ending:01/31/2025

Bidding & Equipment Procurement Services

Personnel	Hours	Pay Rate	Amount
Archer, Gregory	0.50	\$84.14	\$42.07
Helvick, Thomas	2.00	\$46.31	\$92.62
Ross, Benjamin	3.00	\$76.09	\$228.27
Shoemaker, Leona	10.25	\$36.94	\$378.64
Walters, Dwight	8.00	\$36.73	\$293.84
Labor			\$1,035.44

Overhead at 194.03% of Labor **\$2,009.06**

Profit at 10% of Labor and Overhead **\$304.45**

Reimbursable Expenses	Amount
Travel :	\$44.75
Supplies :	\$106.28
Reimbursable Expenses Total	\$151.03

Due This Invoice:

Bidding & Equipment Procurement Services **\$3,499.98**

Construction Administration

Personnel	Hours	Pay Rate	Amount
Becerra, Humberto	91.25	\$34.66	\$3,162.73
Blythe, Kamryn	1.50	\$24.00	\$36.00
Caig, Aidan	4.00	\$35.35	\$141.40
Chang Guzman, Ivan	24.00	\$40.39	\$969.36
Flippo, Tanner	1.00	\$42.07	\$42.07
Gatling, Christopher	6.00	\$89.19	\$535.14
Helvick, Thomas	42.00	\$46.31	\$1,945.02
Jackson, Alexander	54.00	\$60.10	\$3,245.40
Jimenez, Cecilia	18.50	\$32.69	\$604.77
Lamb, Eli	1.00	\$63.15	\$63.15
Locher, Charles	4.00	\$57.82	\$231.28
Martin, Kipp	61.00	\$81.34	\$4,961.74
Messina Rodriguez, Valeria	105.00	\$34.66	\$3,639.30
Niblett, Michael	15.50	\$77.63	\$1,203.27
Nickels, Hillary	5.00	\$30.09	\$150.45
Puttbach, Charissa	37.50	\$35.81	\$1,342.88
Ross, Benjamin	9.00	\$76.09	\$684.81
Tate, Russell	4.00	\$87.27	\$349.08
Walker, Mark	1.00	\$39.10	\$39.10
Walters, Dwight	4.00	\$36.73	\$146.92
White, Jonathan	5.00	\$86.54	\$432.70
Labor			\$23,926.57

Overhead at 194.03% of Labor **\$46,424.72**

Attachment to Invoice: 2300438-15

February 14, 2025

Garver Project: 2300438

Glenpool Wastewater Treatment Facility Design

Period Ending:01/31/2025

Profit at 10% of Labor and Overhead \$7,035.13

Due This Invoice:

Construction Administration \$77,386.42

Construction Observation

Personnel	Hours	Pay Rate	Amount
Doss, Tevin	3.00	\$35.00	\$105.00
Labor			\$105.00

Overhead at 194.03% of Labor \$203.73

Profit at 10% of Labor and Overhead \$30.87

Reimbursable Expenses	Amount
Mileage :	\$186.90
Reimbursable Expenses Total	\$186.90

Due This Invoice:

Construction Observation \$526.50



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: Thomas Helvick, PE
Copies to: Garver File 2300438
Period Ending: January 31, 2025

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

Recent Accomplishments

- Review Submittals and RFIs
- Attend Pre-Work

Need from Others

- None

Planned Assignments for Next Reporting Period

- Review Submittals and RFIs
- Attend Monthly Progress Meeting
- Attend Groundbreaking