



**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 March 6, 2023, 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

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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, MARCH 6, 2023.**

AGENDA

	Page
A) Call to Order - Joyce G. Calvert, Chair	
B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair	
C) Departmental Reports	
1) 2023-02 Water Sewer Report	3 - 4
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 February 6, 2023, and February 21, 2023 meetings.

5 - 12

[GUSA - 06 Feb 2023 - Minutes - Html](#)

[GUSA - 21 Feb 2023 - Minutes - Html](#)

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

H) **Scheduled Business**

I) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on March 3, 2023, by 11:30 am.

Signed: Wendy Knight

Secretary



To: Honorable Chairman and Trustees, Glenpool Utility Service Authority

From: Jesse Hale, Public Works Director

Subject: February 2023 Water, Sewer, and Wastewater Treatment Plant Report

The following details of all work completed between February 1, 2023 – February 28, 2023

Wastewater Treatment Plant and Lift Stations:

- Daily testing performed
- Daily readings performed
- Daily flow monitoring performed
- Daily meter calibrations performed
- Weekly biological oxygen demand and total suspended solids samples to Green Co. Testing
- Daily addition of chemicals to lagoon
- Mowed, weeded, and sprayed (where needed) at lift stations and plant grounds
- Lift Stations inspected
- Vehicle and equipment maintenance performed
- Grinder Motor is down and in the shop for repair. Bar Screen in use until fixed
- Effluent Motor #3 is down. Distributors are actively looking for parts to repair VFD.
- Blower Motor #2 is down. Working to get a 2nd quote for repair.
- Jetrodded 7 possible sewer backup(s), city line(s) was clear on all but 5.
- Working with Srini for a solution for disinfecting the discharge effectively

Water

- 311 Utility locates
- 125 service orders completed for the utility office
- 130 turn offs for non-payment
- 16 lock outs for non-payment
- Performed monthly meter reads and replaced 25 bad registers
- 4 leaks repaired (10 repairs pending)
- 0 meters set (0 residential, 0 commercial)
- 25 pending meter sets (25 residential, 5 commercial)
- Water tower on 141st was inspected and washed out by contractor
- Monthly water samples taken and passed
- Mowed, weeded, and sprayed (where needed) at water towers and booster stations

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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- Cleaned and serviced vehicles and equipment
 - 4 Open position(s) remains posted for laborer
 - One employee still off for an undetermined amount of time due to medical issues
 - Josh Henley left the City to work at Creek RWD 2

Misc.

- 2 employees attended C-level water lab training and passed both tests.

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MINUTES
GUSA Meeting
Monday, February 6, 2023 Council Chambers 6:00 PM

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

STAFF PRESENT: David Tillotson
Susan White
Wendy Knight
Sarah Cage
Gerald Gilbert
Joe Wuest
Jesse Hale
David Agbetunsin
Jeremy Plane

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 7:28 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) Departmental Reports**
[2023-01 Water Sewer 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) Minutes from January 3, 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 - 03 Jan 2023 - 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 or deny acknowledgment of the Receipt of Consent Order 19-289, Addendum A, GUSA Wastewater Treatment Facility.
(David Agbetunsin, City Engineer)

Mr. Agbetunsin presented and recommended the Board approve acknowledgment of the Receipt of Consent Order 19-289, Addendum A, GUSA Wastewater Treatment Facility.

Moved by Chris Brobst, seconded by Joyce Calvert

To approve acknowledgment of the Receipt of Consent Order 19-289, Addendum A, GUSA Wastewater Treatment Facility.

	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.

[Consent Order 19-289 Addendum A](#)

- 2) Discussion and possible action to approve, deny or amend the proposed salary adjustment for Public Works.
(David Tillotson, City Manager)

Mr. Tillotson recommended the Board approve the proposed salary adjustment for Public Works.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the proposed salary adjustment for Public Works.

	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.

[Staff Report - PW Salary Adjustment](#)

I) Adjournment

Chair Calvert declared the meeting adjourned at 7:31 p.m.



MINUTES
GUSA Meeting
Tuesday, February 21, 2023 Council Chambers 6:00 PM

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

TRUSTEES ABSENT: Brandon Kearns

STAFF PRESENT: David Tillotson
Susan White
Wendy Knight
Jesse Hale
David Agbetunsin
Joe Wuest
Jeremy Plane

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 7:23 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) Trustee Comments**
There were no Trustee comments.
- D) Public Comments**
There were no public comments.
- E) 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.)**
- F) Consideration and appropriate action relating to items removed from the**

Consent Agenda

G) Scheduled Business

- 1) Discussion and possible action to approve or deny Amendment No. 1, to the Agreement for Engineering Services between Glenpool Utility Services Authority, and S2E Engineering, PLLC.
(David Agbetunsin, City Engineer)

Mr. Agbetunsin presented and recommended Board approval of Amendment No. 1, to the Agreement for Engineering Services between Glenpool Utility Services Authority, and S2E Engineering, PLLC. The change to the agreement between GUSA and S2E Engineering PLLC would delete "Task A2-Synoptic Study, Modeling and WLA" on the original agreement, and replace it with "Task A2-DEQ Consent Order Addendum-Update Engineering Report". The total cost of the amended Task-A2 is forty-one thousand dollars (\$41,000.00). The amendment to the original agreement between GUSA and S2E Engineering results in a reduced total cost of \$2,200 to the original total contract cost.

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

To approve Amendment No. 1, to the Agreement for Engineering Services between Glenpool Utility Services Authority, and S2E Engineering, PLLC.

	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 - Amendment no 1 to agreement between GUSA and S2E Engineering](#)

- 2) Discussion and possible action to approve, deny or amend an Engagement Letter for Legal Services with Rosenstein, Fist & Ringold.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Board approval of an Engagement Letter for Legal Services with Rosenstein, Fist & Ringold.

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

To approve an Engagement Letter for Legal Services with Rosenstein, Fist & Ringold.

	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.

[Engagement Letter \(GUSA\)](#)

- 3) Discussion and possible action to enter into Executive Session for the purposes of **A)** engaging in confidential communications between the GUSA Board of Trustees and its attorney concerning a pending claim, action or possible litigation against J.E. Dirt Wurx, LLC and/or its surety, Merchants National Bonding, Inc., related to the Kendalwood North Park Drainage Improvement Project, the Board having been advised by its attorney that disclosure will seriously impair the ability of GUSA to process or conduct the claim, action or possible litigation in the public interest, pursuant to 25 O.S. § 307.B.4 of the Open Meeting Act; and **B)** discussing the purchase or appraisal of certain real property, pursuant to Title 25, Section 307(B)(3) of the Oklahoma Statutes.
(David Tillotson, City Manager)

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To enter into Executive Session at 7:30 p.m.

	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.

- 4) Discussion and possible action to reconvene in Regular Session.
(Joyce G. Calvert, Chair)

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

To reconvene in Regular Session at 8:27 p.m.

	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.

- 5) Discussion and possible action to approve or deny authorizing GUSA's attorney to proceed with a pending claim, action or possible litigation against J.E. Dirt Wurx, LLC and/or its surety, Merchants National Bonding, Inc., in a manner consistent with the discussion in executive session.
(David Tillotson, City Manager)

THIS ITEM DIED FOR LACK OF A MOTION.

- 6) Discussion and possible action to authorize the City Manager to make an offer and negotiate on behalf of GUSA for the purchase of certain real property located in the City of Glenpool on terms consistent with the discussion in executive session, subject to a mutually agreeable real estate purchase and sale agreement to be approved by the Board at a future meeting.
(David Tillotson, City Manager)

Moved by Joyce Calvert, seconded by Chris Brobst

To authorize the City Manager to make an offer and negotiate on behalf of GUSA for the purchase of certain real property located in the City of Glenpool on terms consistent with the discussion in executive session, subject to a mutually agreeable real estate purchase and sale agreement to be approved by the Board at a future meeting.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns				x

GUSA
February 21, 2023

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

CARRIED.

H) Adjournment

Chair Calvert declared the meeting adjourned at 8:29 p.m.