



**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 April 1, 2024, 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

+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, APRIL 1, 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**
- 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 March 4, 2024 meeting and March 18, 2024, special meeting. 3 - 62
[GUSA - 04 Mar 2024 - Minutes - Pdf](#)
[GUSA - 18 Mar 2024 - Minutes - Html](#)

- 2) Budget Amendment GUSA-03 for FY23-24, increasing the GUSA Fund revenue account 02-5-00-5362 (Insurance Reimbursements) by \$1,926.00, and increasing the GUSA Fund expenditure account 02-6-16-6271 (Vehicle Repairs & Maintenance) by \$1,926.00 for insurance claim proceeds. 63 - 64
[Staff Report FY24 Budget Amendment GUSA-03_GUSA 04-01-24](#)
[FY24 Budget Amendment GUSA-03 04012024](#)

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

H) **Scheduled Business**

- 1) Discussion and possible action to approve, deny, or amend Resolution No. 2024001GUSA, a Resolution authorizing the issuance of not to exceed \$35,000,000.00; The Glenpool Utility Services Authority Clean Water SRF Promissory Note, Series 2024; Approving a Loan Agreement, Promissory Note, Mortgage, Sales Tax Agreement and Security Agreement; And authorizing such other documents and agreements as may be necessary or required; Authorizing the sale of the Note to the Oklahoma Water Resources Board and containing other provisions relating thereto. 65 - 71
(David Tillotson, City Manager)
[Staff Report - OWRB Application Resolution 04012024](#)
- 2) Wastewater Treatment Facility Project update and discussion. 72 - 79
(David Agbetunsin, City Engineer)
[WWTF GUSA Board March Update 04012024](#)

I) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on March 28, 2024, at 5:30pm.

Signed: Lesli Smith
Secretary



MINUTES
GUSA Meeting
Monday, March 4, 2024 Council Chambers 6:00 PM

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

TRUSTEES ABSENT:

STAFF PRESENT: David Tillotson
Susan White
Lesli Smith
Joshua Brannon
Jesse Hale

STAFF ABSENT:

Page

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 6:30 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.
Scott Major Attorney, of Rosenstein, Fist & Ringold was also in attendance.
- C) Management Report**
David Tillotson advised the council that Jesse Hale has been engaged in collaboration with contractors for various chemical processes pertaining to the lagoon system, as outlined in agenda item number one. He noted that at the time of agenda creation, final proposals were unavailable, prompting the inclusion of a provisional item on the agenda with an allocated budgetary ceiling, in anticipation of a potential vote during this session. Mr. Tillotson explained that the final proposal remained within the established city manager spending limit allowing the start of chemical treatments to begin on Friday. In light of that development, he requested that item number one be removed from the H) Scheduled Business section of the agenda.

[CM Report.03042024](#)

4 - 32

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 February 5, 2024 meeting. 33 - 35
[GUSA - 05 Feb 2024 - Minutes - Html](#)
- 2) Resolution No.2024001, updating signatories of Bancfirst accounts. 36 - 40
[Staff Report - Bank Account Signer](#)
[Resolution No.2024001, updating signatories of Bancfirst accounts.](#)
[Resolution No.2024002 updating signatories of Bancfirst accounts](#)
- 3) Updating signatories of the Mabrey Bank accounts and authorizing the City Manager to sign the necessary bank forms.
- 4) Authorizing updated signatories to any and all accounts at American Heritage Bank.

Moved by Brandon Kearns, seconded by Joyce Calvert

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.

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, deny or amend a proposal from Hawkins for Wastewater Treatment Facility chemicals in the amount of \$100,000.00.
(David Tillotson, City Manager)

ITEM REMOVED FROM AGENDA

- 2) Discussion and possible action to approve or deny the proposal for Detailed Geotechnical Engineering Study for the Wastewater Treatment Plant Project, to be funded from ledger account #06-06-18-6235.
(David Agbetunsin, City Engineer)

41 - 50

Moved by Brandon Kearns, seconded by Joyce Calvert

To approve the proposal for Detailed Geotechnical Engineering Study for the Wastewater Treatment Plant Project, to be funded from ledger account #06-06-18-6235.

	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 GUSA - Geotechnical Services Approval](#)

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

51 - 58

No action taken on the Wastewater Treatment Facility Project update and discussion.

[WWTF GUSA Board February Update](#)

I) Adjournment

Chair Calvert declared the meeting adjourned at 6:48 p.m.

City Manager's Report

March 4, 2024



City Of
Glenpool
Creating Opportunity

Human Resources

Open Positions

We currently have 9 open positions. These vacancies include those new positions approved in the FY2023-2024 budget.

- Public Works: 4 Positions
 - Water & Sewer Laborer (1) – Advertised and interviewing
 - Streets & Parks Laborer (1) – Post in April
 - Seasonal Streets and Parks Laborers (2) – Will post in March 2024
- Police Department: 4 Positions
 - Police Officer (3) – Offers made and accepted, pending pre-employment qualifications
 - Dispatch (1) – Advertised & accepting applications
- Administration: 1 Position
 - IT Director

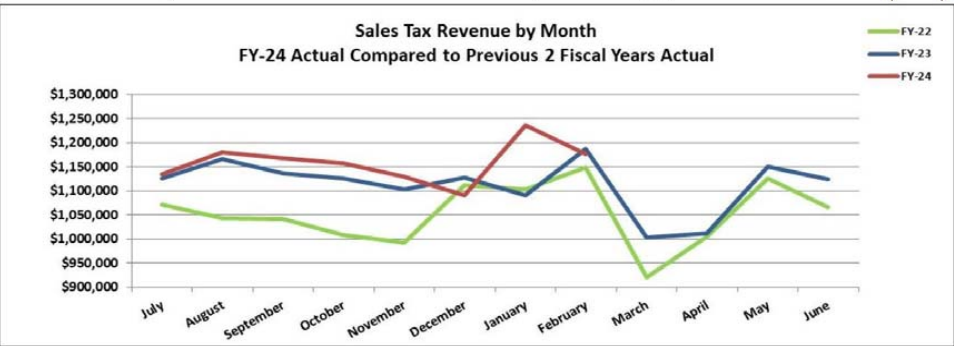
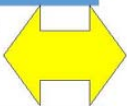
Projects and Training

- Participated in several webinars
 - SHRM: Top FMLA Mistakes: Test Your Leave Knowledge
 - SHRM: How to Drive Clarity Around Roles and Expectations
 - SHRM: 2024 HR Outlook, What Lies Ahead According to Industry Leaders
 - Guardian Tracking: Receiving Password Reset and Verification Codes

Finance

SALES TAX

FY24 Combined Sales Tax for all funds in February totaled \$1,177,808, 0.8% lower than FY23 revenues for the same period. Further details on February financial results will be reported next month after the February accounting period is closed.



GENERAL FUND REVENUES

FY24 General Fund year-to-date revenues in January totaled \$9,914,762, approximately \$843,193 or 8% higher than FY23 revenues for the same period. The change is primarily due to a 116% increase in investment income combined with a 3.7% increase in total tax revenues compared to January FY23.



GENERAL FUND EXPENDITURES

FY24 General Fund year-to-date expenditures in January totaled \$11,460,030, approximately \$4,505,341 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. Excluding this transfer, expenditures are up 28.1% over prior year-to-date.



REPORT LEGEND

Better Than
Expected



Expected, or
Minor
Variance



Monitor and
Consider
Taking
Action



SALES TAX REVENUES—ALL FUNDS

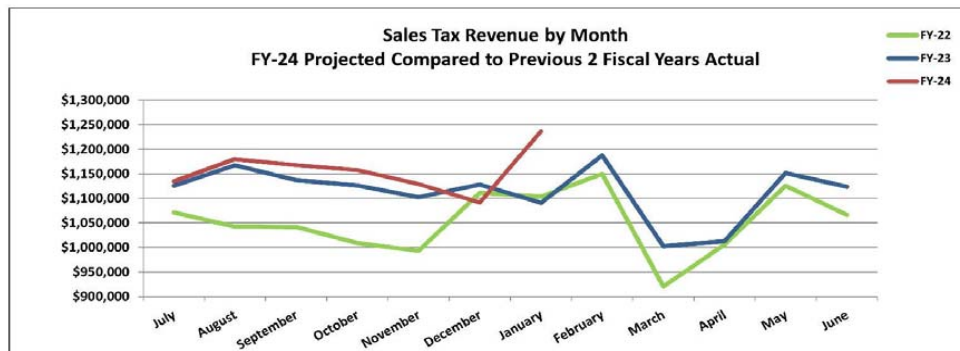


FY24 Sales Tax collections year-to-date in January were 2.1% above budget, and also 2.8% higher than FY23 collections for the same period.

MONTH	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
	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	1,236,268	95,734	1,236,268	1,090,804	145,464	8.4%	13.3%
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	\$ 8,095,804	\$ 168,337	\$ 8,095,804	\$ 13,355,155	\$ 218,574	2.5%	3.2%

Y-T-D Budget \$ 7,927,467
Y-T-D Actual 8,095,804
Y-T-D Variance 168,337
Y-T-D % Var 2.1%

Prior Year \$ 7,877,230
Y-T-D Actual 8,095,804
Y-T-D Variance 218,574
Y-T-D % Var 2.8%

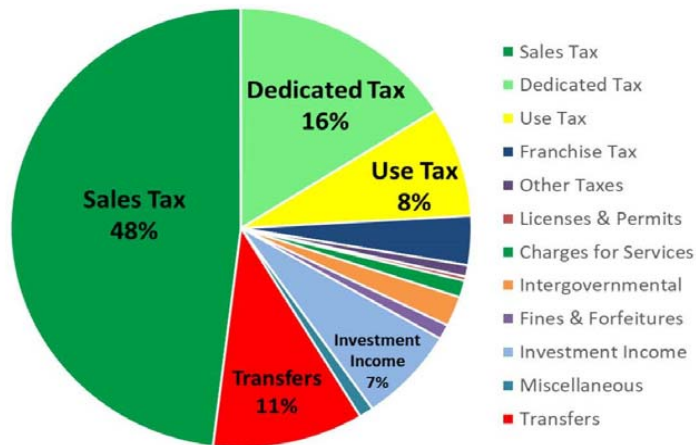


GENERAL FUND REVENUES

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Sales Tax	\$ 4,663,136	\$ 4,761,952	\$ 98,817	\$ 4,633,387
Dedicated Tax	1,554,379	1,587,587	33,209	1,544,725
Use Tax	720,095	805,107	85,012	701,851
Franchise Tax	350,000	357,327	7,327	366,633
Other Taxes	74,958	82,666	7,708	70,565
Licenses & Permits	39,258	30,535	(8,723)	36,872
Charges for Services	200,314	123,097	(77,216)	193,993
Intergovernmental	202,791	218,794	16,004	17,677
Fines & Forfeitures	123,083	107,834	(15,249)	114,886
Investment Income	58,333	689,940	631,606	311,309
Miscellaneous	35,222	99,921	64,699	88,519
Transfers	1,050,000	1,050,000	-	1,058,400
Totals	\$ 9,071,569	\$ 9,914,762	\$ 843,193	\$ 9,138,816

Over (Under) Budget year to date: **9.3%**

Increase (Decrease) over prior year: **8.5%**



GENERAL FUND EXPENDITURES BY DEPARTMENT

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget Under/(Over)	YTD FY23 Actual
General Government	\$ 903,426	\$ 834,381	\$ 69,045	\$ 674,326
Animal Control	96,601	86,628	9,973	82,103
Police Dept.	1,634,248	1,431,194	203,054	1,020,019
Dispatch	361,036	322,887	38,149	281,939
Fire Dept.	1,782,411	1,328,043	454,368	1,190,338
Emergency Mgt.	46,372	50,539	(4,167)	1,195
Community Dev.	538,042	424,543	113,498	387,707
Administration	461,731	330,003	131,728	318,403
Engineering	125,008	11,025	113,983	-
Streets & Parks	1,075,299	1,298,337	(223,039)	403,933
Transfers	5,390,943	5,342,450	48,493	2,594,725
Totals	\$ 12,415,115	\$ 11,460,030	\$ 955,085	\$ 6,954,690

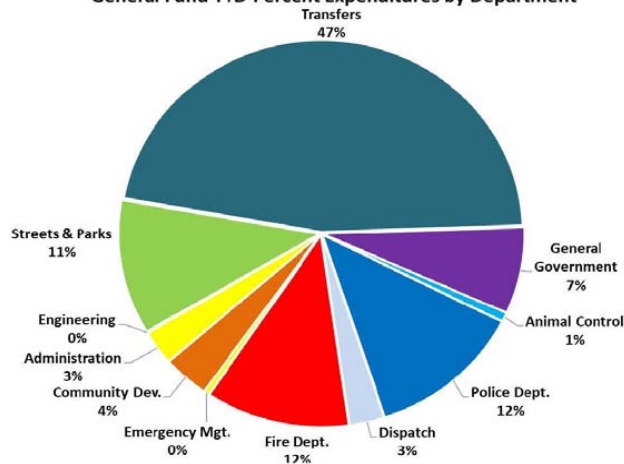
Under (Over) Budget year to date:

7.7%

Increase over prior year:

64.8%

General Fund YTD Percent Expenditures by Department



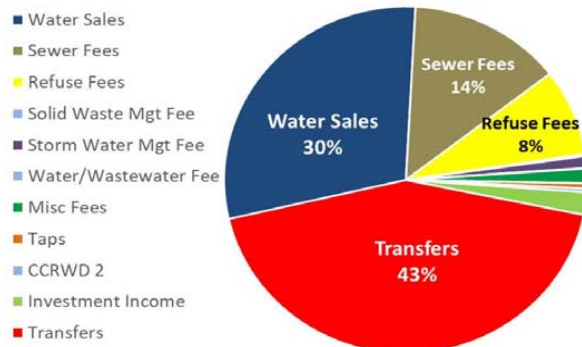
GLENPOOL UTILITY SERVICES AUTHORITY REVENUES YEAR-TO-DATE

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Water Sales	\$ 1,983,333	\$ 1,800,312	\$ (183,021)	\$ 1,857,734
Sewer Fees	933,333	836,313	(97,020)	855,846
Refuse Fees	539,583	492,948	(46,636)	482,840
Solid Waste Mgt Fee	12,833	11,715	(1,118)	11,535
Storm Water Mgt Fee	73,500	67,134	(6,366)	66,134
Water/Wastewater Fee	1,692	3,600	1,908	1,361
Misc Fees	83,125	83,797	672	77,004
Taps	32,083	30,000	(2,083)	29,100
CCRWD 2	18,375	20,229	1,854	16,794
Investment Income	61,250	128,597	67,347	60,010
Transfers	2,570,990	2,637,587	66,597	2,594,725
Totals	\$ 6,310,098	\$ 6,112,232	\$ (197,866)	\$ 6,053,083

Over (Under) Budget year to date: **-3.1%**

Increase over prior year: **1.0%**

GUSA YTD Revenues by Type

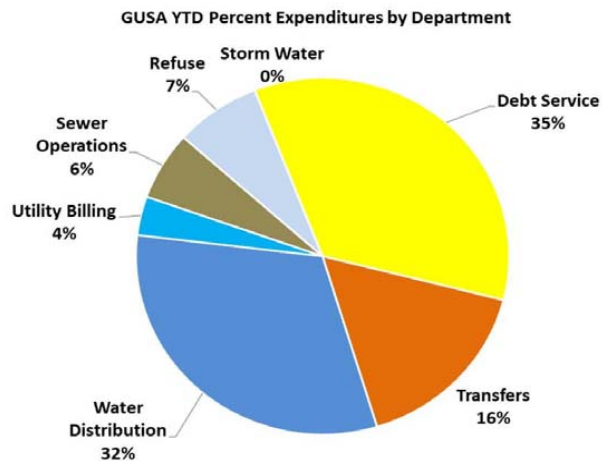


GLENPOOL UTILITY SERVICES AUTHORITY EXPENSES YEAR-TO-DATE

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget (Over)/Under	YTD FY23 Actual
Water Distribution	\$ 2,130,703	\$ 2,034,215	\$ 96,488	\$ 1,595,920
Utility Billing	226,722	226,194	528	196,790
Sewer Operations	552,849	398,692	154,157	-
Refuse	452,667	480,461	(27,794)	392,229
Storm Water	327,833	-	327,833	-
Debt Service	1,711,420	2,244,147	(532,727)	2,099,417
Transfers	1,050,000	1,050,000	-	1,050,000
Totals	\$ 6,452,194	\$ 6,433,708	\$ 18,486	\$ 5,334,356

Under (Over) Budget year to date: 0.3%

Increase over prior year: 20.6%



FUND DASHBOARD			
FUND	REVENUES	EXPENDITURES	CHANGE IN FUND BALANCE
GENERAL FUND	\$9,914,762	\$11,465,099	<\$1,550,337>
GLENPOOL UTILITY SERVICES AUTHORITY FUND	\$6,122,982	\$6,433,708	<\$310,726>
GLENPOOL INDUSTRIAL AUTHORITY FUND	\$3,099,496	\$3,095,029	\$4,467
STREETS & INFRASTRUCTURE FUND	\$519,060	\$47,607	\$471,453
PUBLIC SAFETY CAPITAL FUND	\$805,441	\$741,208	\$64,233
PUBLIC SAFETY PERSONNEL FUND	\$983,387	\$840,668	\$142,719
CAPITAL FUND	-	-	-
ARPA FUND	\$187,754	\$753,404	<\$565,650>
PARKS AND RECREATION FUND	\$10,750	-	\$10,750
HOTEL FUND	\$143,011	\$126,497	\$16,514

Development Services

Listed below are current development related activities within the City of Glenpool **through the month of February 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 March 2024.
2. **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.

Commercial/Industrial Occupancy Permits Issued in February:

1. **Fear the Lamb Enterprises** (14060 S Peoria Ave #109) – Online apparel store.
2. **GH Food Group** (14060 S Peoria Ave #115) – Appliance repair.
3. **Xpress Urgent Care** (12190 S Waco Ave Ste. C) – Urgent care clinic.
4. **Ground Control Jui Jitsu** (14020 S Peoria Ave # 112 & 113) - Martial Arts Studio.

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.
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	22	36	20
4	Scissortail	88	3	42	43
5	Redbud Glen	74	12	16	46
6	Twin Ponds	25	1	1	23
	Totals	380	38	208	134

Planning Applications Under Review:

A. Annexation(s):

- Dawes Property Annexation** - An Annexation (ANX2024-01) application to annex a 42.74-acre into the City of Glenpool corporate limits.

B. Comprehensive Plan Amendment(s):

- Scissortail II** - A proposed Comprehensive Plan Amendment (CPA-01-2024) to change the Land Use Designation of a 40.2-acre site from Suburban Residential to General Residential

C. Zone Amendment(s):

- Scissortail II** - A proposed Zone Amendment to change the zoning of a 40.2-acre site from AG (Agricultural) to RS-3 (Single Family High Density).

D. Planned Unit Development (PUD):

- 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):

- State Farm Office Marvin Manns** - A plat map for a proposed office building located at 201 E 141st St.

F. Lot Split Application(s):

- COG Waste-Water Treatment Plant** - A Lot Consolidation (GLS-264) application to consolidate four (4) tracts totaling 36.56 acres into one (1) lot.

G. Site Plan Applications:

- 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. **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.
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. **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.
5. **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.

Items Scheduled for Planning Commission Meeting – March 11, 2024

1. **Dawes Property Annexation** - An Annexation (ANX2024-01) application to annex a 42.74-acre site into the City of Glenpool corporate limits.
2. **State Farm Office Marvin Manns** – A one (1) lot plat map for a proposed office building located at 201 E 141st St.
3. **COG Waste-Water Treatment Plant** - A Lot Consolidation (GLS-264) application to consolidate four (4) tracts totaling 36.56 acres into one (1) lot.

Items Scheduled for BOA Meeting – March 11, 2024

No items

GUSA - 04 Mar 2024 Minutes Attachment

Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued February 2024	6
New Commercial Permits Issued February 2024	0
Current Active Residential Permits	52
Current Active Commercial Permits	2
Residential Permits thru February 2023	2
Residential Permits thru February 2024	11
Commercial Permits thru February 2023	0
Commercial Permits thru February 2024	0
Assessment Letters Issued in February 2024	1
Total Assessment Letters Issued in 2024	2

GUSA - 04 Mar 2024 Minutes Attachment

Code Enforcement Activity for February 2024

ACTIVITY DESCRIPTION:	Totals			
Complaints received and investigated Year to Date	132			
Open public nuisance cases through February 2024	56			
CODE ENFORCEMENT CASES	Nov	Dec	Jan 2024	Feb 2024
	84	62	58	74
High grass:	3	-0-	-0-	-0-
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	5	3	4	6
Nuisance abatements (contractor):	-0-	-0-	-0-	-0-
Notices issued for residents with no water service:	1	-0-	-0-	-0-
Tulsa County Health Department citations:	-0-	-0-	-0-	-0-
Illegally placed signs:	61	49	44	43
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	7	4	4	17
Dilapidated structures/property notices:	-0-	-0-	1	-0-
Trash can/receptacle placement notices:	-0-	-0-	-0-	1
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	3	4	3	4
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	3	1	1	3
Stagnant water causing mosquito issues:	-0-	-0-	-0-	-0-
Pest issue:	-0-	-0-	-0-	-0-
Dilapidated fencing:	1	-0-	1	-0-
Noxious odor:	-0-	-0-	-0-	-0-

Public Works

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

Streets

- Crack sealed - NA
- Filled potholes
 - 144th & Warrior
 - 121st & Waco
 - 141st Pl & S Hickory
 - 149th & Yukon Ave
 - 1088 E 132nd
 - Misc around the city
- Fixed downed streets signs
 - 134th & Nyssa Pl - STOP
 - 135th & Nyssa Pl - STOP
- Cleaned storm drains – various areas
- Picked up trash around town.
- Weeded - NA
- Trimmed trees – NA
- Fixed Storm drain at 13967 S Madison
- Replaced 2 tires on the backhoe
- Cleaned up new property at 14314 Barber
- Lowered pond level at WWTF to allow for land clearing
- Picked up Christmas tree for Code Enforcement at 1216 E 138th Pl
- Finished ROW cleaning project in old town area.

Parks

- Black Gold
 - Fixed entrance gate
 - Trimmed trees around splash pad
- Kendalwood North -
 - Playground is on order
- Kendalwood South
 - Playset installation began
 - Removed graffiti
 - Hauled off old playset
- Lambert
 - Worked on trail borders
 - Fell dead trees
 - Watered saplings

GUSA - 04 Mar 2024 Minutes Attachment

- Morris
 - Mulched leaves around ball fields
 - Changed locks from football to baseball
- Rolling Meadows
 - Feel damaged tree.
 - Removed graffiti.
 - Cleaned up leaves from playground
- South County Soccer
- Picked up trash and emptied trash cans daily at all city parks.

Facilities Maintenance

- Installed light over new Streets & Parks tool cage within Public Works shop
- Changed Air filters in all city buildings (filters only provided at EMS and Sr Center)
- OGE replaced all lights in Black Gold Park
- 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.

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.
- Blower status:
 - Blower 1: non-operational... needs motor & blower
 - Blower 2: functional
 - Blower 3: functional
 - Blower 4: non-operational... needs blower
 - Blower for #4 has been ordered
 - #1 will be left non-operational for the time being.
- Adjusted WWTF SOP to maintain 2 blowers running for 24 hours after a low (<4.0 mg/L) Dissolved Oxygen sample at the river effluent.

Lift Stations:

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

GUSA - 04 Mar 2024 Minutes Attachment

Distribution:

- 332 Utility locates
- 138 service orders completed for the utility office
- 130 turn offs for non-payment – Jan 30
- 10 lock outs for non-payment – Feb 1
- Performed monthly meter reads and with 20 bad registers
- 5 leaks repaired (1 major, 4 minor, 3 minor repairs pending)
- 3 meters set (3 residential, 0 commercial)
- 25 pending meter sets (23 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 6 possible sewer backup(s) (5 on city side, 1 on customer side)
- Diagnosed 1 hydrants, put 4 back in service and ordered parts for all others.
- Repaired 0 Sewer Manholes
- 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
- Staff visited Tulsa's AB Jewell Water Plant to see how our water is made.

Community

- Facilitated planting saplings with homeschoolers at Lambert. 30 saplings planted throughout the park with the help of 8 students.

Ezra shown watering a Roughleaf Dogwood sapling along the south boarder of Lambert Park.

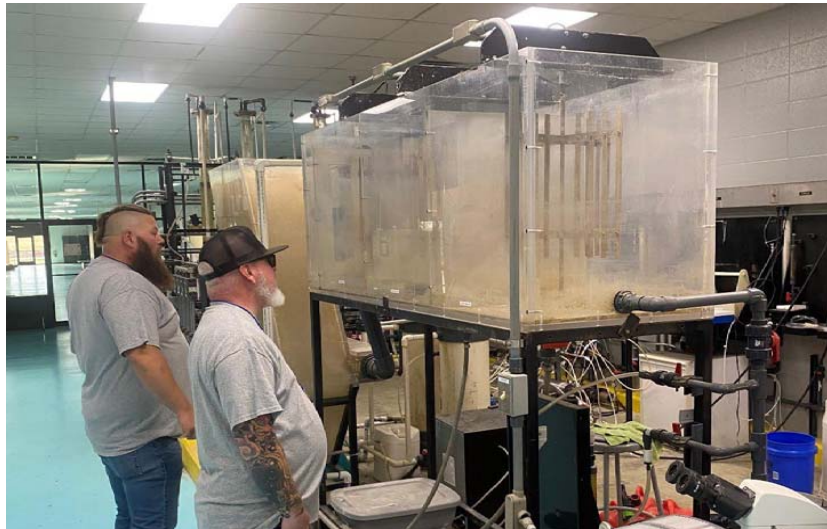


GUSA - 04 Mar 2024 Minutes Attachment

The youngest 4, of the 8 kid planting group, managed to plant trees and still have energy to go for a hike down the new Lambert trail.



Nick and Bryan investigating the test plant within the confines of the AB Jewell WTP



GUSA - 04 Mar 2024 Minutes Attachment

Jesse, Darius, Nick, & Bryan checking out the size of the filter gallery pipes at AB Jewell WTP



The recently acquired vacuum trailer has saved time, money, and much easier to use for many leaks we have in town. It is much appreciated and we are very thankful for this piece of equipment.



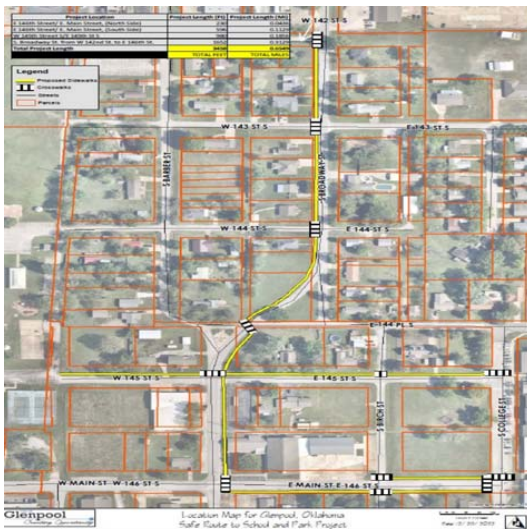
Engineering

Introduction

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

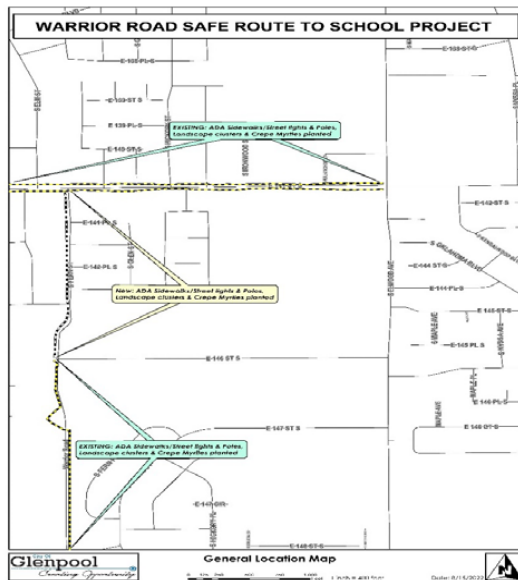
Glenpool Safe Route To School Project JP#3810404

The project establishes an ADA-compliant sidewalk network linking Glenpool Public School to Black Gold Park. Glenpool City has contracted with ODOT under the TAP3-8104 DOT Agreement to finance it. Consultant selection is in progress, with the RFQ sent out on August 30, 2023. Following interviews with two respondents, Kimley-Horn was chosen as the design consultant. Currently, ODOT is coordinating scope and fees with the consultant. The total project cost is \$1,202,760.00, with a matching fund of \$240,552.00. *(No updates have been reported since the November Engineering Departmental Report.)*



TAP Grant Sidewalk Improvement Project on Warrior Road. JP#3802804

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. Selection committee has concluded its evaluations. ODOT is coordinating the contracts with the selected Firm.



Sidewalk & Beautification Phase II Project JP#28845(05)

The project final plans, specifications and estimates have been received. The engineering department is currently coordinating the final review process. Staff would be collaborating with the consultant and ODOT on the next phases of this project.

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. City Staff has received the Draft State Highway 67 Corridor Study for final comments and review. Staff are reviewing the final draft and will provide comments to the consultant as needed.

US 75/141st

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

This project aims to address surface water runoff issues affecting residents of Rolling Meadows near the Taylor's Pond Subdivision. It entails adding stormwater collection infrastructure in the utility easement between the two subdivisions, incorporating storm inlets to gather water flowing from west to east. The Request for Qualifications (RFQ) was issued on February 1, 2024, and was available on the City of Glenpool website. Responses were due by February 26, 2024, with three submissions received. City Staff will evaluate these responses and may schedule interviews for further assessment.



Bicycle/ Pedestrian Masterplan Update

This is an update to the City of Glenpool's Bicycle and Pedestrian plan, which would become part of the INCOG Regional Go Masterplan. The City entered into agreement with INCOG on February 21st, 2024, to update the City bicycle/pedestrian plan. The selected consultant is RDG-Garver LLC.

GIS

Engineering Department is in the process of obtaining GIS Services to facilitate GIS Data collection in the field and integrate ArcGIS Online functionality into our office, alongside ArcPro, within the City.

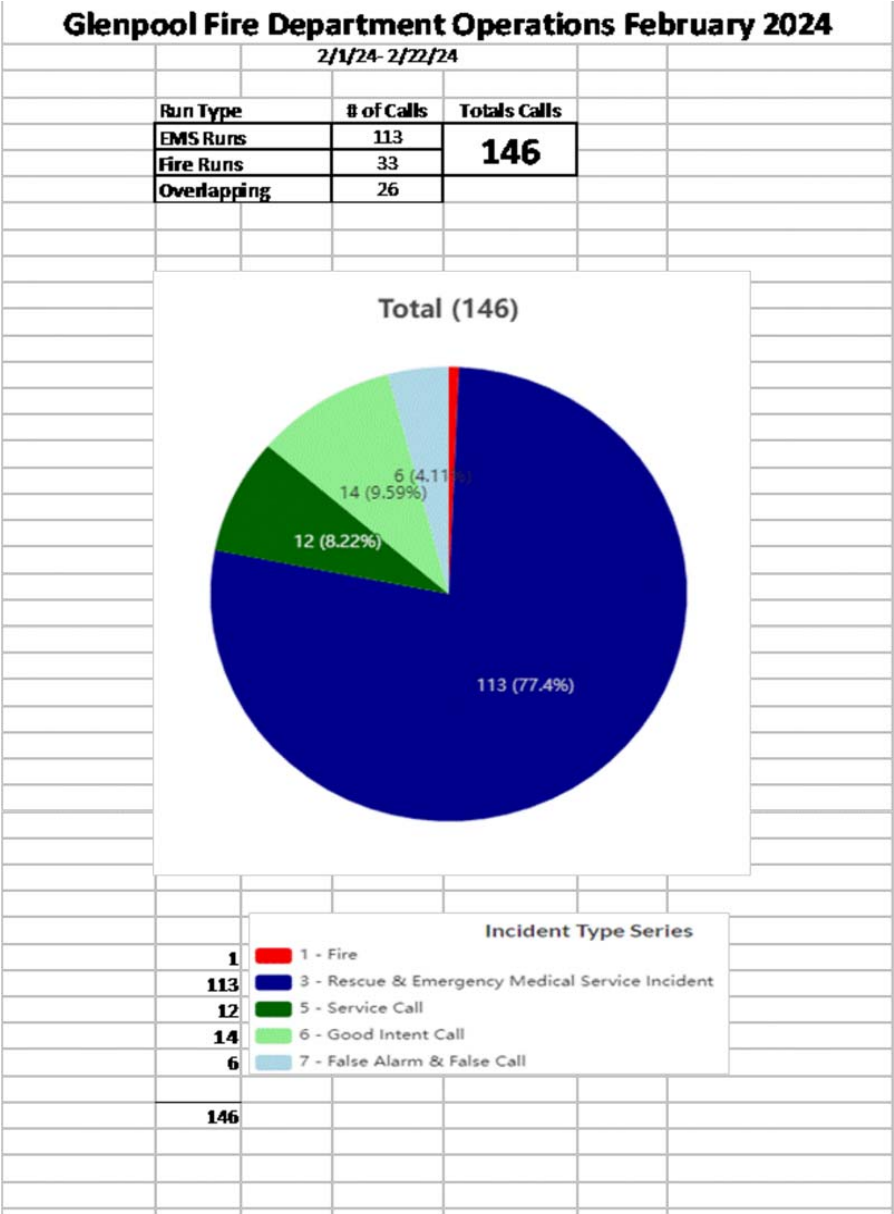
Conference Center

During February, the conference center hosted a total of 17 events. These events catered to a diverse range of interests and demographics within our community and neighboring areas. These events ranged from smaller-scale trainings, meetings, and hiring sessions to larger-scale gatherings that attracted significant attention and participation. Some events to highlight:

- ORU Baseball hosted their annual banquet where they celebrated and recognized the accomplishments of the athletes and coaches for a very successful year. This was their biggest banquet yet with over 500 people attending.
- Muscogee Creek Nation events: These consisted of a food show for their tribe to come in, taste and pick foods that will be served at other events throughout the year, as well as hosted a sweetheart dance for their elderly group.
- Jenks Southwest Elementary PTA hosted their eighth Trivia Night Fundraiser with us. This event is to raise funds for the Jenks Southwest Elementary School.
- House Divided put on their third very successful two-day trading card show. Bringing in over 200 people from across the area.
- Lastly, a scrapbooking retreat. Having attendees from neighboring states, this event provided a space for individuals to share techniques and stories, fostering connections and creativity.



Fire Department



Economic Development

February:

- *Business, Retention, & Expansion (BR&E)*
 - 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: On February 27, a meeting between Oklahoma Manufacturing Alliance, City of Glenpool and a Glenpool manufacturer was set up to explore options regarding a 5- or 10-year training plan. Potential for more meetings to follow.
- *New Business/Sites*
 - International Council of Shopping Centers (ICSC) Red River Follow Up: City Manager and Director of Economic Development have been following up on several action items related to Glenpool data.
 - Oklahoma Department of Commerce (ODOC) SITES (Supporting Industrial Transformation and Economic Success) Program: The Director of Economic Development attended the meeting February 13, 2024, in Oklahoma City as part of the monthly Select Oklahoma (State-wide Economic Development) gathering. This program is completely funded by the Oklahoma Department of Commerce and is free.
 - On Friday, February 27, 2024, Charlotte Howe from ODOC and Director of Economic Development will be meeting in Glenpool to discuss various sites before submission. The goal will be for 2 sites to be submitted to InSite for their recommendations on how to properly market them for business attraction.
 - 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.
- *Grants:*
 - Beth Miller (Grants – Special Projects Coordinator) worked with staff and Council to submit applications for various grants.
 - At the February 20th Council Meeting, the Council approved to accept the \$134k grant for lighting retrofit of City Hall/Conference Center and allow City Manager to sign necessary paperwork to complete it.
 - 2 Police grants declined from 2023 (drug incinerator, go-bags)
 - 6 grants in process
- *Special Projects:*
 - Farmers Market Ramp-Up.
 - Fees Established
 - Farmers Market Flyer Posted to Glenpool FB

GUSA - 04 Mar 2024 Minutes Attachment

- Vendor application live
- 2024 rules/regulations live.
- 16 vendor applications submitted and accepted; the application has been live for less than a month.
- Machine for EBT/SNAP in process
- Conference February 28-March 1st will provide supplies and knowledge (tent/carts/t-shirts/reusable bags/SNAP tokens/token bags/aprons/and more)
- Historical Projects: Ida E. Glenn Oil Well #1 and Glenpool History
 - The hunt is still on to mark the actual well site, have meeting 3/9 with another longtime resident to locate a concrete bunker that could be related.
 - Land has been cleared in Lambert Park this month near the coordinates.
 - Trek to find well in Jan could have been located on land owned by the trailer park (possible grant -due 3.31- we can use to purchase that land)
 - Trek to locate inside City of Glenpool owned property (Lambert Park) ongoing.
 - Working with Glenpool Historian, Garret Jackson, and Preservationist, Jeff Jenkins
 - Researching grants to start a museum.
- Miscellaneous Projects: Concert Series
 - Next Scheduled Events Committee Meeting for March 6th
 - Bands have been selected for the concert series along with the 4th of July Red, White & Boom Bash.
 - Agreed to move Concert Series to Black Gold Park instead of City Hall

Police Department

Staffing

Officer Morgan has initiated his Phase II field training and is performing exceptionally well, exceeding our expectations. Since January, our department conducted examinations for three officer positions on February 10th. Following these exams, three conditional offers have been extended to the candidates. We are scheduled to commence the background check process on March 5th.

On February 23rd, Officer Jace Allison celebrated his graduation from CLEET in Ada, Oklahoma. I, along with Deputy Chief Graves, Lieutenant Glasby, and Corporal Duque, had the honor of attending the ceremony. Officer Allison's family was also present, sharing in the pride we feel in welcoming him to the Glenpool family.

In the Communications Division, we were pleased to hire dispatcher Kelsy Knott, who began her duties on February 12th. Currently, the division is operating with one vacancy. However, we are in the process of reaching out to several qualified candidates for interviews, aiming to fill this position promptly.

Training

School Resource Officer Hill recently attended the "Justice on the Reservation" training, focusing on enhancing responses to crimes against children within Indian territory. This issue is increasingly significant throughout Oklahoma, particularly in Glenpool. With the insights gained by Officer Hill, we are confident in our ability to produce more detailed reports and pursue appropriate justice for victims effectively.

Corporals Mitchell and Weygand have embarked on their third and final phase of accident reconstruction training. This course has proven to be both mentally and physically demanding. The department stands to benefit immensely from the knowledge and skills acquired by these officers, which will further advance our professionalism and accuracy in accident reconstruction efforts.

Projects

Following the approval of new ordinances regarding the destruction of unclaimed or found property, our department's property room technician has started implementing the necessary steps to either properly dispose of or donate the surplus items. This is a significant but essential task, given the considerable amount of property currently stored in the property room.

Equipment

As of February 23rd, both Animal Control Officer (ACO) trucks have been updated with new striping and are now fully operational. This simple enhancement significantly advances the professionalism of our department.

JANUARY 24 – FEBRUARY 27		
	Calls for Service	1456
	Arrest	53
	DUI	6
	Collisions	24
	Alarm Calls	32
	Burglary	4
	Disturbance	21
	Domestic	19
	Fraud	9
	Harassment	7
	Larceny	22
	Loud Noise	4
	Motorist Assist	34
	Stolen Property	2

Calls for Service	1456
Arrest	53
DUI	6
Collisions	24
Alarm Calls	32
Burglary	4
Disturbance	21
Domestic	19
Fraud	9
Harassment	7
Larceny	22
Loud Noise	4
Motorist Assist	34
Stolen Property	2
Suspicious Activity	48
Trespassing	0
Traffic Stops	585



Communication Officer
Kelsy Knott



Always be *truthful* & *transparent*.

OUR CORE *Savor*
Show that you *care*. the journey.
Create **WOW** moments. **VALUES**
Make learning a *habit*.

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

City Of
Glenpool
Creating Opportunity



MINUTES
GUSA Meeting
Monday, February 5, 2024 Council Chambers 6:00 PM

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

TRUSTEES ABSENT:

STAFF PRESENT: David Tillotson
Susan White
Lesli Smith
Jeremy Plane
David Agbetunsin

STAFF ABSENT:

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 6:19 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.
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**

GUSA - 04 Mar 2024 Minutes Attachment

GUSA
February 5, 2024

request. A motion to adopt the consent Agenda is non-debatable.)

- 1) Minutes from January 2, 2024 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 - 02 Jan 2024 - 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 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).

Moved by Joyce Calvert, seconded by Jacqueline Triplett-Lund

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.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			

GUSA - 04 Mar 2024 Minutes Attachment

GUSA
February 5, 2024

Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Staff Report-Lot Combination- FINAL](#)

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

No action taken on the Wastewater Treatment Facility Project update and discussion.

[GUSA WWTP BOARD PROJECT UPDATE JAN 2024](#)

I) Adjournment

Chair Calvert declared the meeting adjourned at 6:50 p.m.



To: HONORABLE MAYOR AND CITY COUNCIL
From: Susan White, Assistant City Manager
Date: March 4, 2024
Subject: Approval of BancFirst account signatories

Background:

The attached resolutions are required by BancFirst to update account signatories, adding Joshua Brannon to the City of Glenpool, GUSA, and GIA accounts.

Staff Recommendation:

Staff recommends approval of the Resolution No.2024001.
Staff recommends approval of the Resolution No.2024002.

Attachments:

Resolution No. 2024001
Resolution No. 2024002

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 Lesli Smith
www.glenpoolonline.com

RESOLUTION 2024001



Corporate Authorization Resolution

State of Incorporation: OK	Account Number: *****
Date of Corporate Meeting: 2/19/2024	Corporate Name and Address:
Corporate Tax ID Number: **--6935	CITY OF GLENPOOL
Business Telephone Number: 918-322-5409	12205 S YUKON AVE
Trade name (if different than Corporate Name):	GLENPOOL, OK 74033-6635

I, the undersigned, Secretary, custodian of the books and records of the above named corporation (the "Corporation") do hereby certify to **BancFirst**, an Oklahoma State Bank ("BancFirst") as follows:

A. That I am the Secretary of the Corporation. That the Corporation is duly organized, validly existing, and in good standing under the laws of the state of incorporation as stated above, and doing business at the address shown above under the tradename identified above, if different than the corporate name.

B. That on the date shown above, the following resolutions were unanimously passed and adopted by the Corporation's Board of Directors at a meeting thereof, duly and legally called and participated in by a quorum of such Board:

RESOLVED that **BancFirst** is designated as a depository for the funds of this Corporation for the above referenced account with authority to accept at any time from whatever source and in whatever form, and if not endorsed to supply any missing endorsements thereto, and to pay or otherwise honor checks, drafts, bills, acceptances, and other instruments or orders for the payment, transfer, or withdrawal of money without inquiry, without regard to the application of the proceeds, and without regard to whether an overdraft results therefrom, all in accordance with the terms and provisions of the deposit agreement or contract as may from time to time be in force and effect.

RESOLVED FURTHER that all transactions, if any, with **BancFirst** with respect to deposits, withdrawals, rediscounts, and borrowings by or on behalf of this Corporation prior to the adoption of these resolutions are hereby expressly ratified, confirmed, and approved in all respects. Any and all prior resolutions adopted by the Board of Directors of this Corporation and certified to **BancFirst** as governing the operation of all accounts of this Corporation maintained at **BancFirst**, are in full force and effect, except as amended, modified and/or supplemented by these resolutions. To an extent these resolutions vary or are inconsistent with any prior resolutions for the above reference account, said prior resolutions are hereby declared to be null and void as of the date hereof.

RESOLVED FURTHER that this Corporation agrees and hereby authorized **BancFirst**, at any time and from time to time, to charge this Corporation for the above reference account for all checks, drafts, bills, acceptances, undertakings or other instruments or orders for the payment, transfer, or withdrawal of money, that are drawn on **BancFirst**, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they reasonably resemble the facsimile signature specimens set forth below, or the facsimile specimens that this Corporation has on file with **BancFirst** from time to time, and contain the required number of signatures, if applicable, for renting, leasing, and maintaining a safe deposit box as provided below.

RESOLVED FURTHER that,

1. These resolutions shall be continuing and in full force and effect unless and until written notice of its rescission or modification has been received by **BancFirst's** Customer Service Officer at the location where the account is maintained and thereafter acknowledged and recorded by **BancFirst** on its books and records.

2. That the following authorized agents of this Corporation named below, are authorized to make any and all other contracts, agreements, stipulations, and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with **BancFirst**, concerning funds deposited in **BancFirst**, monies borrowed from **BancFirst** or any other commercial transaction entered into between this Corporation and **BancFirst**.

3. That the following authorized agents of this Corporation named below are hereby authorized on behalf of this Corporation in connection to the above reference account to: (i) open and close said account; (ii) order any form, document, or check; (iii) change the corporate address specified above; (iv) draw and endorse checks, drafts, bills, notes, acceptances, understandings, and other instruments or orders for the payment, transfer or withdrawal of money payable to or belonging to this Corporation; (v) accept for this Corporation any and all checks, drafts, bills, notes, acceptances, understandings, and other instruments or orders for the payment of money drawn on the Corporation and receive for this Corporation any instruments, documents, securities, or other papers accompanying them; (vi) stop payment of any item drawn on the above referenced account, whether such item is signed by such person or by any other person authorized to sign, and that any stop payment order so given may be revoked only by the person so authorized in the deposit agreement or contract, then in force and effect between this Corporation and **BancFirst**; and (vii) establish preauthorized transactions.

BFAQ005 (revised July 08)

GUSA - 04 Mar 2024 Minutes Attachment

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

RESOLVED FURTHER that any one person listed below is authorized to:

- 1) Open and close the above referenced account in the name of this Corporation.
- 2) Endorse checks, drafts, bills, and other orders for the payment of money and withdraw cash and funds on deposit with **BancFirst**, and make deposits to the above referenced account on behalf of the Corporation.
- 3) Stop payment of any check, draft, bill, or other order for payment of money on behalf of this Corporation.
- 4) Enter into one or more written lease agreement(s) for the purpose of renting, leasing, and maintaining a Safe Deposit Box at one or more locations at **BancFirst**. Number of authorized signatures required for this purpose: 1.

Name	Title	Signature or Facsimile Signature (if applicable)
JOSHUA BRANNON	AUTH SIGNER	X
LESLI ANN SMITH	AUTH SIGNER	X
DAVID JAMES TILLOTSON	AUTH SIGNER	X
SARAH CAGE	AUTH SIGNER	X
SUSAN MAY WHITE	AUTH SIGNER	X

C. I further certify that: (i) none of the foregoing resolutions have been amended, modified, or rescinded, and each of such resolutions is in full force and effect on the date hereof; and (ii) there is no provision in the certificate of incorporation, corporate charter, or bylaws of this Corporation limiting the power of the Board of Directors to make the foregoing resolutions, and that the same are in conformity with the provisions of said certificate of incorporation, corporate charter and bylaws of this Corporation; (iii) the genuine signature set opposite the respective name of each of the persons named above is true and correct in all respects; and (iv) the above and foregoing resolutions contained herein are made a permanent part of the books and records of this Corporation.

IN WITNESS WHEREOF, I have hereto signed my name and caused the seal of this Corporation to be hereunto affixed effective this _____ day of _____, _____.

(CORPORATE SEAL)

The foregoing resolutions are hereby confirmed Name: X Lesli Smith
Title: City Clerk Secretary

Name: X
Title: City Manager ~~President~~

STATE OF _____ }
COUNTY OF _____ }
SS: _____

The foregoing instrument was acknowledged before me on this _____ day of _____, _____,
by _____, Secretary of _____, a corporation,
on behalf of said corporation.

My Commission Expires:

Notary Public
Commission Number: _____
(SEAL)

GUSA - 04 Mar 2024 Minutes Attachment

RESOLUTION 2024002



Corporate Authorization Resolution

State of Incorporation: OK	Account Number: *****
Date of Corporate Meeting: 2/20/2024 Corporate	Corporate Name and Address:
Tax ID Number: **-***0967	CITY OF GLENPOOL
Business Telephone Number: 918-322-5409	12205 S YUKON AVE
Trade name (if different than Corporate Name):	GLENPOOL, OK 74033-6635

I, the undersigned, Secretary, custodian of the books and records of the above named corporation (the "Corporation") do hereby certify to **BancFirst**, an Oklahoma State Bank ("**BancFirst**") as follows:

A. That I am the Secretary of the Corporation. That the Corporation is duly organized, validly existing, and in good standing under the laws of the state of incorporation as stated above, and doing business at the address shown above under the tradename identified above, if different than the corporate name.

B. That on the date shown above, the following resolutions were unanimously passed and adopted by the Corporation's Board of Directors at a meeting thereof, duly and legally called and participated in by a quorum of such Board:

RESOLVED that **BancFirst** is designated as a depository for the funds of this Corporation for the above referenced account with authority to accept at any time from whatever source and in whatever form, and if not endorsed to supply any missing endorsements thereto, and to pay or otherwise honor checks, drafts, bills, acceptances, and other instruments or orders for the payment, transfer, or withdrawal of money without inquiry, without regard to the application of the proceeds, and without regard to whether an overdraft results therefrom, all in accordance with the terms and provisions of the deposit agreement or contract as may from time to time be in force and effect.

RESOLVED FURTHER that all transactions, if any, with **BancFirst** with respect to deposits, withdrawals, rediscounts, and borrowings by or on behalf of this Corporation prior to the adoption of these resolutions are hereby expressly ratified, confirmed, and approved in all respects. Any and all prior resolutions adopted by the Board of Directors of this Corporation and certified to **BancFirst** as governing the operation of all accounts of this Corporation maintained at **BancFirst**, are in full force and effect, except as amended, modified and/or supplemented by these resolutions. To an extent these resolutions vary or are inconsistent with any prior resolutions for the above reference account, said prior resolutions are hereby declared to be null and void as of the date hereof.

RESOLVED FURTHER that this Corporation agrees and hereby authorized **BancFirst**, at any time and from time to time, to charge this Corporation for the above reference account for all checks, drafts, bills, acceptances, undertakings or other instruments or orders for the payment, transfer, or withdrawal of money, that are drawn on **BancFirst**, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they reasonably resemble the facsimile signature specimens set forth below, or the facsimile specimens that this Corporation has on file with **BancFirst** from time to time, and contain the required number of signatures, if applicable, for renting, leasing, and maintaining a safe deposit box as provided below.

RESOLVED FURTHER that,

1. These resolutions shall be continuing and in full force and effect unless and until written notice of its rescission or modification has been received by **BancFirst's** Customer Service Officer at the location where the account is maintained and thereafter acknowledged and recorded by **BancFirst** on its books and records.

2. That the following authorized agents of this Corporation named below, are authorized to make any and all other contracts, agreements, stipulations, and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with **BancFirst**, concerning funds deposited in **BancFirst**, monies borrowed from **BancFirst** or any other commercial transaction entered into between this Corporation and **BancFirst**.

3. That the following authorized agents of this Corporation named below are hereby authorized on behalf of this Corporation in connection to the above reference account to: (i) open and close said account; (ii) order any form, document, or check; (iii) change the corporate address specified above; (iv) draw and endorse checks, drafts, bills, notes, acceptances, understandings, and other instruments or orders for the payment, transfer or withdrawal of money payable to or belonging to this Corporation; (v) accept for this Corporation any and all checks, drafts, bills, notes, acceptances, understandings, and other instruments or orders for the payment of money drawn on the Corporation and receive for this Corporation any instruments, documents, securities, or other papers accompanying them; (vi) stop payment of any item drawn on the above referenced account, whether such item is signed by such person or by any other person authorized to sign, and that any stop payment order so given may be revoked only by the person so authorized in the deposit agreement or contract, then in force and effect between this Corporation and **BancFirst**; and (vii) establish preauthorized transactions.

BFAO005 (revised July 08)

GUSA - 04 Mar 2024 Minutes Attachment

RESOLVED FURTHER that any one person listed below is authorized to:

- 1) Open and close the above referenced account in the name of this Corporation.
- 2) Endorse checks, drafts, bills, and other orders for the payment of money and withdraw cash and funds on deposit with **BancFirst**, and make deposits to the above referenced account on behalf of the Corporation.
- 3) Stop payment of any check, draft, bill, or other order for payment of money on behalf of this Corporation.
- 4) Enter into one or more written lease agreement(s) for the purpose of renting, leasing, and maintaining a Safe Deposit Box at one or more locations at **BancFirst**. Number of authorized signatures required for this purpose: 1.

Name	Title	Signature or Facsimile Signature (if applicable)
JOSHUA BRANNON	AUTH SIGNER	X
LESLI ANN SMITH	AUTH SIGNER	X
SARAH CAGE	AUTH SIGNER	X
DAVID JAMES TILLOTSON	AUTH SIGNER	X
SUSAN MAY WHITE	AUTH SIGNER	X

C. I further certify that: (i) none of the foregoing resolutions have been amended, modified, or rescinded, and each of such resolutions is in full force and effect on the date hereof; and (ii) there is no provision in the certificate of incorporation, corporate charter, or bylaws of this Corporation limiting the power of the Board of Directors to make the foregoing resolutions, and that the same are in conformity with the provisions of said certificate of incorporation, corporate charter and bylaws of this Corporation; (iii) the genuine signature set opposite the respective name of each of the persons named above is true and correct in all respects; and (iv) the above and foregoing resolutions contained herein are made a permanent part of the books and records of this Corporation.

IN WITNESS WHEREOF, I have hereto signed my name and caused the seal of this Corporation to be hereunto affixed effective this 24th day of February, 2024.

(CORPORATE SEAL)

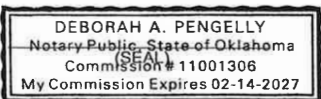
The foregoing resolutions are hereby confirmed Name: X Lesli Smith
Title: City Clerk/ Secretary

Name: X
Title: President

STATE OF OKLAHOMA)
COUNTY OF TULSA)
SS:

The foregoing instrument was acknowledged before me on this 24th day of February, 2024,
by LESLI SMITH, Secretary of CITY OF GLENPOOL, a corporation,
on behalf of said corporation.

My Commission Expires:



Deborah A. Pengelly
Notary Public
Commission Number: 11001306



To: Chairman and Board of Trustees, Glenpool Utility Services Authority
From: David Agbetunsin, City Engineer
Date: February 28, 2024

Re: Discussion and Possible Action to Approve or Deny the Proposal for Detailed Geotechnical Engineering Study for the Wastewater Treatment Plant Project

Background:

As the board is aware, the detailed design of the Wastewater Treatment Plant (WWTP) Project is underway. A detailed design geotechnical engineering study is required to explore and evaluate the subsurface conditions for the proposed project. Kleinfelder is the selected consultant to provide the geotechnical engineering study. A total of twenty-one bore sites would be drilled in this study. Please see attached proposal for more information. The scope of services would include:

1. Site Access & Boring Layout/ Utility Clearance
2. Field Exploration
3. Laboratory Testing
4. Deliverables

The associated fee with this service is Thirty-Five Thousand Three Hundred Dollars (\$35,300.00), to be funded from ARPA Contract Services Account #06-06-18-6235.

Staff Recommendation:

Staff recommends the approval of the proposal for detailed geotechnical engineering study for the WWTP, Proposal #TUL24P164190R2, to be funded from Account #06-06-18-6235.

Attachments:

- Proposal for Detailed Design Geotechnical Engineering Study.

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 Lesli Smith
www.glenpoolonline.com

GUSA - 04 Mar 2024 Minutes Attachment



February 14, 2024
Revision No. 1: February 15, 2024
Revision No. 2: February 27, 2024
Proposal No.: TUL24P164190R2

Mr. David Agbetunsin, City Engineer
City of Glenpool
122505 S. Yukon Ave.
4033Glenpool, OK

**Subject: Proposal for Detailed Design Geotechnical Engineering Study
Glenpool Wastewater Treatment Plant
Glenpool, Oklahoma**

Dear Mr. Agbetunsin:

Kleinfelder is pleased to present this proposal to provide the geotechnical engineering study for the detailed design of the proposed Wastewater Treatment Plant (WWTP) project in Glenpool, Oklahoma. The purpose of our study is to explore and evaluate site subsurface conditions in order to provide recommendations related to the geotechnical aspects of the project design and construction. Included in this proposal is a brief summary of our understanding of the project, the scope of services we can provide, and an estimate of our fees and schedule.

Kleinfelder is committed to providing quality service to its clients, commensurate with their wants, needs, and desired level of risk. If a portion of this proposal does not meet your needs, or if those needs have changed, Kleinfelder stands ready to consider appropriate modifications subject to the standards of care to which we adhere as professionals. Modifications such as changes in scope, methodology, scheduling, and contract terms and conditions may result in changes to the risks assumed by the client, as well as adjustments to our fees.

PROPOSED CONSTRUCTION

Kleinfelder previously completed the Preliminary Geotechnical Engineering Study Report for the proposed Reinforced Concrete Sequencing Batch Reactor (SBR) Basin at the WWTP identified as Kleinfelder's Project No. 20235160.001A (Report No. TUL23P151530 dated March 16, 2023).

Based on the email communications from the Project Program Manager of S2 Engineering and the attached Geotechnical Information Requirements v2 document received on February 21, 2024, we understand that the City of Glenpool is moving forward with the expansion of the existing WWTP. We also understand that Garver LLC is the design engineer of the record for the project. The proposed project will be located east of Coal Creek and west of the intersection of S. Birch St. and E. 136th Pl. The proposed structures associated with the expansion are summarized in Table 1, Summary of Proposed Improvements.

LOCALMKT/TUL24P164190R2
© 2024 Kleinfelder

Page 1 of 5
February 14, 2024
Revision No. 1: February 15, 2024, Revision No. 2: February 27, 2024

12727 E. 61st Street, Suite A, Tulsa, OK 74146 p | 918.627.6161

GUSA - 04 Mar 2024 Minutes Attachment

Table 1. Summary of Proposed Improvements			
Proposed Structure	Approx. Dimensions (ft)	Associated Boring	Boring Depths (ft)
Meter Vault	10' x 10'	B-1	35' or top of bedrock
Effluent Pump Station	15' x 18'	B-2	40' or 10' into bedrock
UV Disinfection	23' x 18'	-	-
Headworks	64' x 38'	B-3 and B-4	35' or top of bedrock
Admin/Lab Building	63' x 44'	B-5	20' or 10' into bedrock
SBR/Future SBR	363' x 105'	B-6 to B-10	30' or top of bedrock
Generator Pad	50' x 18'	B-11	35' or top of bedrock
Electrical Building	25' x 45'	B-12	35' or 10' into bedrock
Sludge Dewatering	55' x 60'	B-13	20' or top of bedrock
Aerobic Digester	131' x 66'	B-14 and B-15	30' or top of bedrock
Proposed roadway Extension	-	B-16	20' or top of bedrock
		B-21	30' or top of bedrock
Borrow site	-	B-17 to B-20	10' or top of bedrock

Structural loads and grading plans were not available at the time of our proposal. We should be notified if the information presented in the previous paragraphs is inaccurate to determine if the modification of the Scope of Services presented in this proposal would be warranted.

ANTICIPATED SUBSURFACE CONDITIONS

Based on our preliminary geotechnical exploration, the subsurface conditions at/near the project (previously designated as site 1) consists of Sand with varying amounts of clay and silt with densities of the onsite materials ranging from loose to medium dense. Shallow shale and sandstone bedrock with various degrees of weathering were encountered.

For the purpose of this proposal, bedrock is anticipated to be at a depth ranging from of 10 to 20 feet (deeper towards the southern portion of the proposed project) below the existing grade. Top of Bedrock is defined as a standard penetration test of 50 blows for less than or equal to 6 inches of penetration. Shallow groundwater surrounding the pond and creek areas at the proposed improvement locations is anticipated.

SCOPE OF SERVICES

Task 1 – Site Access & Boring Layout/Utility Clearance

Kleinfelder will coordinate public utility locating services (Oklahoma One Call) prior to starting our fieldwork. If there are any private underground utility lines or underground structures at the site, we must be informed of their locations by their owner prior to starting our fieldwork. This information must be made available to Kleinfelder by the owner at least two days before beginning our field exploration.

Please be aware that penetrating the ground surface is inherently risky. It is impossible to determine with certainty the precise location of all structures, including utilities, which may be buried in the ground. The fees charged by Kleinfelder are not adequate to compensate for both the performance of our services and the assumption of the risk of damage to such structures. Therefore, the disruption/damage of utilities or

GUSA - 04 Mar 2024 Minutes Attachment

underground structures which have not been marked will be the responsibility of the utility owner. Services rendered by Kleinfelder to repair utilities damaged during our field exploration will be billed at cost.

Kleinfelder will layout the boring locations in the field using a hand-held GPS device with an accuracy of 15 feet. Boring locations will be approximate and are subject to change based on access issues encountered at the site. Boring elevations will be referenced to a temporary benchmark if no known benchmark is provided prior to our field exploration. The locations of the borings should be considered accurate only to the degree implied by these methods. If precise boring locations or elevations are desired, we suggest a firm specializing in surveying be hired to develop the information.

Boring locations associated with the Admin/Lab Building, SBR Basin, proposed roadway, and borrow site areas (B-5 to B-9 and B-17 to B-21) are located within an existing pond and heavily wooded vegetation and may require an offset and dozer clearing to access these borings. It is our understanding that the Client will be responsible for performing dozer clearing and provide Kleinfelder access to the proposed boring locations.

Necessary removal of fences or gates, permission to enter the site from the current owner or leaseholder, and/or required use-permits will be provided to us by the client prior to our initiating field activities. Kleinfelder will strive to minimize the rutting that may occur; however, rutting in grass areas should be anticipated. If access to the proposed construction site requires crossing existing sidewalks, cracking of the sidewalks should also be anticipated. We have not included any services for the repair or restoration of damage that may occur as a result of our field exploration.

Task 2 – Field Exploration

Per your request, Kleinfelder will explore the subsurface conditions at the project sites by drilling a total of twenty one (21) soil test borings to their termination depths as listed in Table 1. Summary of Proposed Improvements.

The borings will be drilled with a rotary drill rig using 6-inch outside diameter solid flight or hollow stem augers to advance the boreholes. Sampling in the borings will consist of split-barrel samples (ASTM D1586) in cohesionless soils and hard soils, and Shelby tubes (ASTM D1587) in cohesive soils. Four samples will be obtained from the top ten (10) feet of the borings and at 5 feet intervals thereafter. Shelby-tube samples will also be tested with a hand-held pocket penetrometer. One composite bulk sample of the top 10 feet will also be collected from the proposed roadway improvement borings.

Bedrock, if encountered prior to the termination depths for borings associated with the building structure, will be cored to 10 feet into the bedrock formation using NQ-Diamond core bit which will provide approximately 2-inch diameter rock core samples. All soil samples will be visually classified by a staff engineer in the field in accordance with the Unified Soil Classification System (USCS).

Groundwater levels in the borings will be measured and recorded during drilling, at the completion of drilling, and at 24 hours after drilling, if applicable. Borings will be plugged under the appropriate Oklahoma Water Resources Board (OWRB) regulations.

GUSA - 04 Mar 2024 Minutes Attachment

Task 3 – Laboratory Testing

All laboratory tests will be conducted in accordance with ASTM standards. Depending on the soils encountered, the selection of the number and type of test will be made on representative soil samples. The tests could include the following:

- Water Content
- Atterberg limits
- Grain size distribution
- Unconfined compressive strength
- Standard Proctor
- Resilient Modulus Test
- Consolidation
- One Dimensional Swell
- Corrosivity tests (pH, Chloride, Sulfate, Redox, and Resistivity)

In addition, all soil samples will be visually classified in accordance with the Unified Soil Classification System.

Task 4 – Deliverables

This project will be performed under the direction of a professional engineer registered in the State of Oklahoma and a geotechnical engineering report (in .pdf format) will be prepared. No hard copy of the report will be provided unless specifically requested. This geotechnical engineering report will include boring layouts, boring logs, and laboratory testing results. In addition, all applicable items included in Page 2 of the Geotechnical Information Requirements v2 document (attached to this proposal) will be addressed in the report.

FEE

Based on the proposed program, we will charge a lump sum fee of **\$35,300**. An invoice for our services will be submitted at the completion of the field services. If subsurface conditions differ significantly from those anticipated above, we may need to revise our scope of services and fees in order to complete the project. Should this occur, we will contact you for authorization before proceeding with any additional work.

SCHEDULE

At the present time, we anticipate we could begin work on the project approximately two weeks following your written authorization to proceed, provided there are no circumstances beyond Kleinfelder's control and access to the boring locations are granted. The fieldwork is anticipated to take three to four days to complete. Laboratory testing will require approximately two weeks to complete. The geotechnical engineering report can be submitted within four weeks following the completion of our field work. However, we will work with City of Glenpool to understand your design priorities and prioritize our geotechnical evaluation accordingly. In addition, we could provide preliminary recommendations for high priority structures in advance of our final report, if necessary.

GUSA - 04 Mar 2024 Minutes Attachment

AUTHORIZATION

Please indicate your approval of this proposal by signing the attached Kleinfelder Client Master Services Agreement (MSA) and Work Order and returning the entire original documents to our office. A fully executed copy will be returned to you. Any modifications to the attached language must be accepted by both parties. Acceptance of the proposal indicates the Client's review and understanding of the scope and service, budget, and terms.

LIMITATIONS

Our work will be performed in a manner consistent with that level of care and skill ordinarily exercised by other members of Kleinfelder's profession practicing in the same locality, under similar conditions, and at the date, the services are provided. Our conclusions, opinions, and recommendations will be based on a limited number of observations and data. It is possible that conditions could vary between or beyond the data evaluated. Kleinfelder makes no guarantee or warranty, express or implied, regarding the services, communication (oral or written), report, opinion, or instrument of service provided. This proposal was prepared specifically for the client and its designated representatives and may not be provided to others without Kleinfelder's express permission.

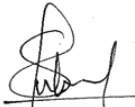
CLOSURE

We are pleased to submit our proposal for the detailed design of the proposed Glenpool Wastewater Treatment Plant project in Glenpool, Oklahoma. If you have questions regarding this proposal or require additional information, please contact the undersigned.

Sincerely,

KLEINFELDER, INC.

Certificate of Authorization #7292 Exp. 06/30/25



Supaśh Bhandari
Staff Professional II



Bruce G. Stegman, PE
Senior Professional

Attachment:

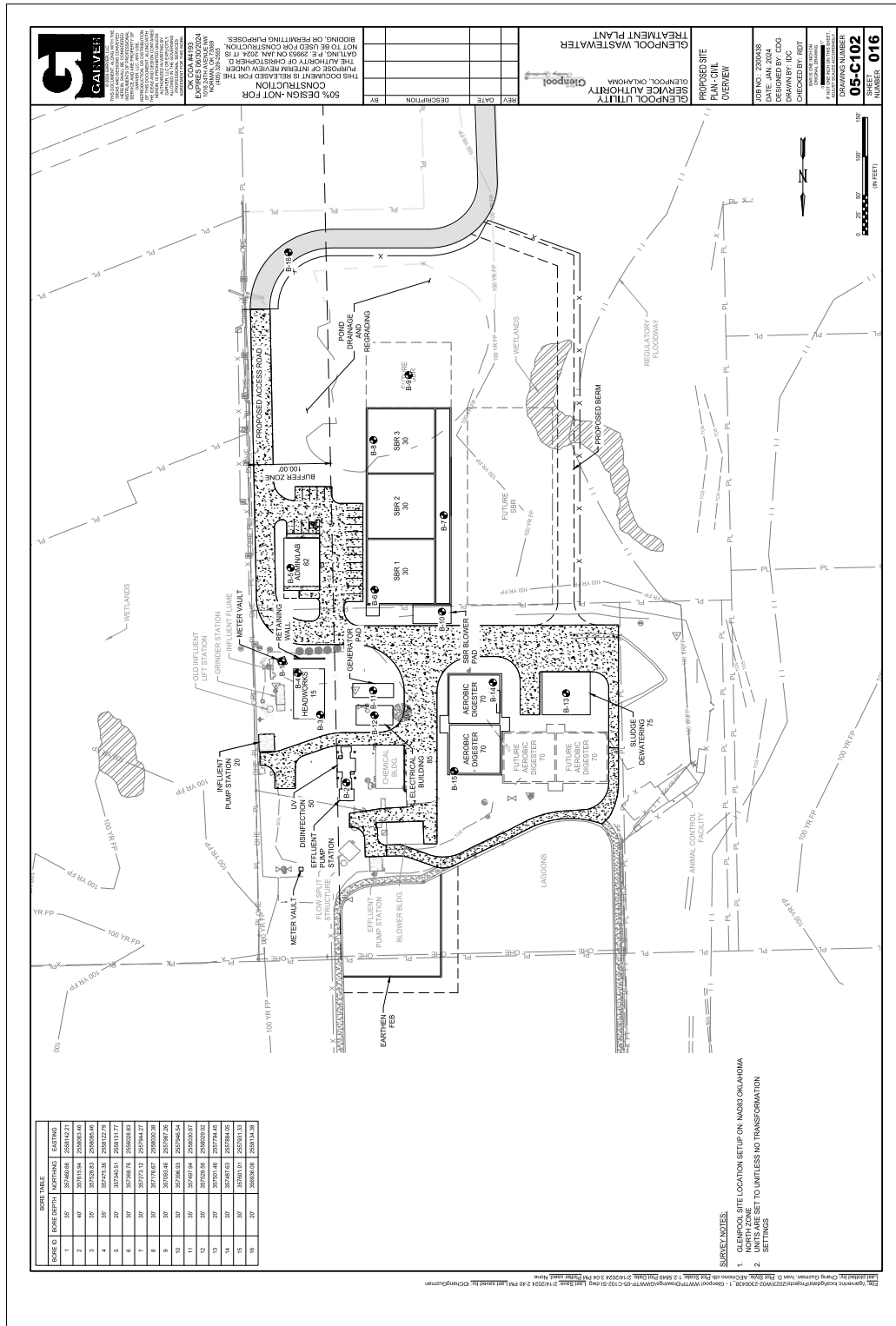
Geotechnical Information Requirements v2

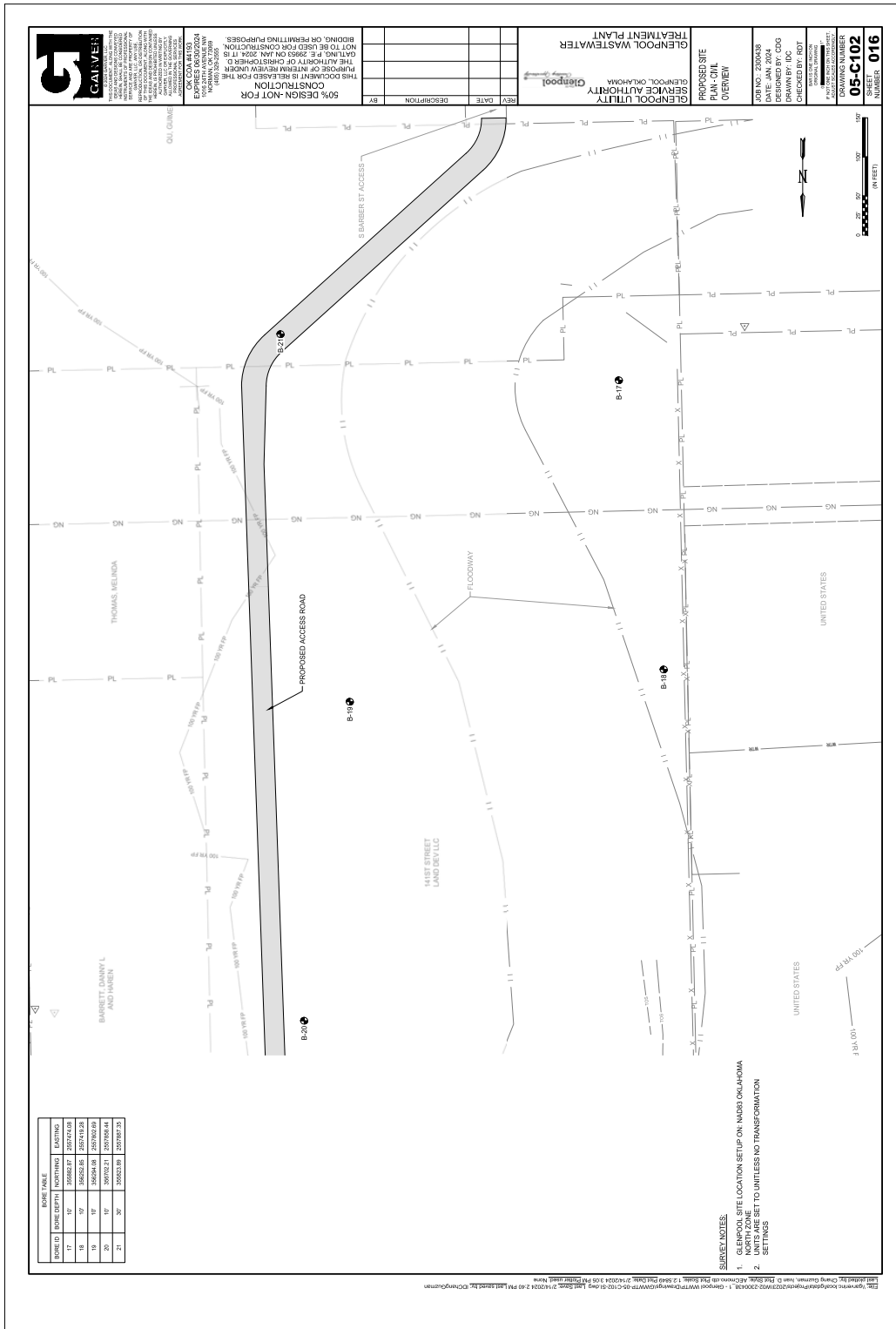
LOCALMKT/TUL24P164190R2
© 2024 Kleinfelder

Page 5 of 5
Revision No. 1: February 15, 2024, Revision No. 2: February 27, 2024

February 14, 2024

KLEINFELDER 12727 E. 61st Street, Suite A, Tulsa, OK 74146 | 918.627.6161





GUSA - 04 Mar 2024 Minutes Attachment

The geotechnical subconsultant shall perform field work and laboratory testing as required to determine the following:

- Site Access and Boring Layout/Utility Clearance
 - Subconsultant will coordinate public utility locating services prior to starting field work.
 - Borings will be laid out in the field based on a boring layout plan agreed upon by Garver and Subconsultant. Surface elevations at each boring location will be determined by Subconsultant.
 - Access to the site will be provided by Owner and is anticipated to be accessed truck/track-mounted drill rig.
- Field Exploration
 - Subconsultant will perform up to twenty-one (21) borings.
 - Borings are anticipated to be drilled with truck- or track-mounted rotary drill rig using a combination of hollow stem augers and wash boring techniques to advance the boreholes.
 - Sampling in the borings will consist of split-barrel samples (ASTM D1586) in cohesionless soils and hard soils, and Shelby tubes (ASTM D1587) in cohesive soils. Samples will be obtained at 2.5-foot intervals in the top ten (10) feet and five (5) feet intervals thereafter. Groundwater observations will be recorded in the borings during drilling, at the completion of drilling and 24 hours after completion of the drilling.
 - If refusal occurs before specified depth is achieved rock cores are not required as long as subconsultant can give a foundation recommendation. Refusal is defined as Standard Penetration Test (SPT) blow counts of 50 for less than or equal to six (6) inches of penetration.
- Recommendation for foundation design including:
 - Soil Classification
 - Over-excavation required to achieve less than 1" of total settlement. (and ½" of relative settlement).
 - Allowable bearing pressure based on recommended over-excavation.
 - Allowable bearing pressure on undisturbed native soils, if applicable.
 - Mat foundation recommendations, including recommendations for over excavation and backfill.
 - materials
 - Strip footing recommendations
 - Surface pavement design recommendations
 - Deep foundation recommendations
 - Allowable end bearing pressure.
 - Allowable skin friction, gravity, and tension. (uplift)
 - Estimated Soil Modulus of Elasticity
 - Lateral soil pressures (for each type of backfill), for both dry and submerged conditions:

GUSA - 04 Mar 2024 Minutes Attachment

- At-rest
- Active
- Passive
- Expected settlement.
 - Initial
 - Total
- Retaining wall recommendations
 - Coefficient of friction of native and backfill materials.
- Seismic Site Class
- Groundwater elevations
 - At time of boring
 - Piezometer readings, timeframe to be determined.
- Soil corrosivity
- Slope stability of excavations in native soil
- Recommendations for compaction of loose soils
 - Dynamic compaction
 - Aggregate piers
 - Vibrocompaction

GUSA - 04 Mar 2024 Minutes Attachment

March 4, 2024

To: Chairman and Board of Trustees, Glenpool Utility Services Authority (GUSA)
From: David Agbetunsin, City Engineer
Period: February 1 -29, 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 (PPM)	Program Manager	Cost to Date	Contact Amount	S2E Engineering PLLC Progress (%)
Task				
Project Administration		46,577.00	198,200.00	24%
Design Consultant Selection Phase		28,488.00	28,488.00	100%
Regulatory Approval/Permits		5,208.66	57,954.00	9%
Public Communication Phase		4,664.12	58,302.00	8%
Detailed Design Phase		33,965.65	101,390.00	34%
Bidding Phase		-	19,251.00	0%
Construction Phase		-	245,291.00	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%

GUSA - 04 Mar 2024 Minutes Attachment

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	510,217.95	927,669.00	55%
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	-	-	-

Geotechnical Services

A detailed design geotechnical engineering study is required to explore and evaluate the subsurface conditions for the proposed project. Kleinfelder is the selected consultant to provide geotechnical engineering study. A total of twenty-one bore sites would be drilled in this evaluation. Subject to GUSA Board approval Kleinfelder would be commencing the geotechnical study in March 2024. The geotechnical study would cost \$35,300.00.

Administrative Fees

OWRB has communicated via email to the City that the OWRB's Administrative fee, which was withheld from the ARPA grant, would be returned to the City for use in the WWTP project. The administrative fees allocated for this project is \$1,760,000.00

Opinion of Probable Construction Cost (OPCC)

Based on the 50% designs, the OPCC is estimated at \$62.5 Million. This is approximately \$24,000,000 overbudget of the allocated construction cost for this project. There is a need for

GUSA - 04 Mar 2024 Minutes Attachment

additional funding for this project. City Management is evaluating several options for additional funding which would be communicated accordingly.

Schedule

Below is the schedule for the project.

Updated Phase Description Schedule Date	
Notice to Proceed	August 18, 2023 (Complete)
Technical Memoranda	October 19, 2023 (Complete)
Preliminary Design	January 11, 2024 (Complete)
Preliminary Design Workshop	January 30, 2024 (Complete)
Final Design – 90% and ODEQ Submittal	April 29, 2024
Final Design – 90% Workshop	May 10, 2024
Final Design – 100% Submittal	July 12, 2024
Proposed Bid Opening	August 27, 2024
Finish Construction	September 2026

Recommendation

This report is for information purposes only.

APPENDIX 1

GUSA - 04 Mar 2024 Minutes Attachment



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 17, 2024
Project No : 2300438
Invoice No: 2300438-3

Project: Glenpool Wastewater Treatment Facility Design

Professional Engineering Services through January 26, 2024

	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	\$2,960.47	\$0.00
Task 2 - Geotechnical Coordination	0%	\$6,115.00	\$0.00	\$0.00	\$0.00
Task 3 - Preliminary Design	55%	\$927,669.00	\$510,217.95	\$343,237.53	\$166,980.42
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	\$513,178.42	\$346,198.00	\$166,980.42

Total Amount This Invoice \$166,980.42

Outstanding Invoices

2300438-1 \$187,754.16
2300438-2 \$158,443.84

Total Amount Now Due \$513,178.42

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: January 26, 2024

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

Recent Accomplishments

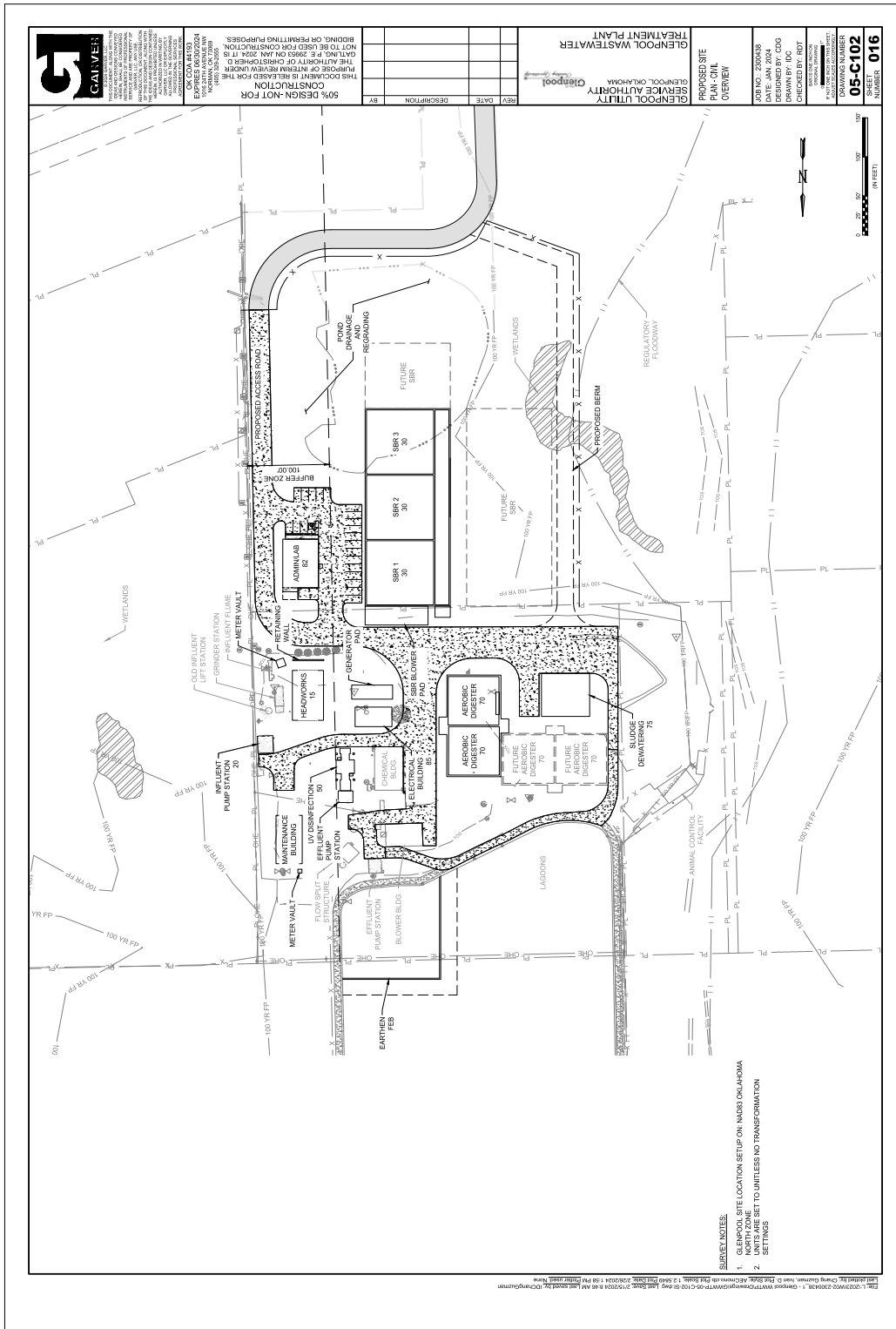
- Submit 50% Design Packet
- Monthly Progress Meetings

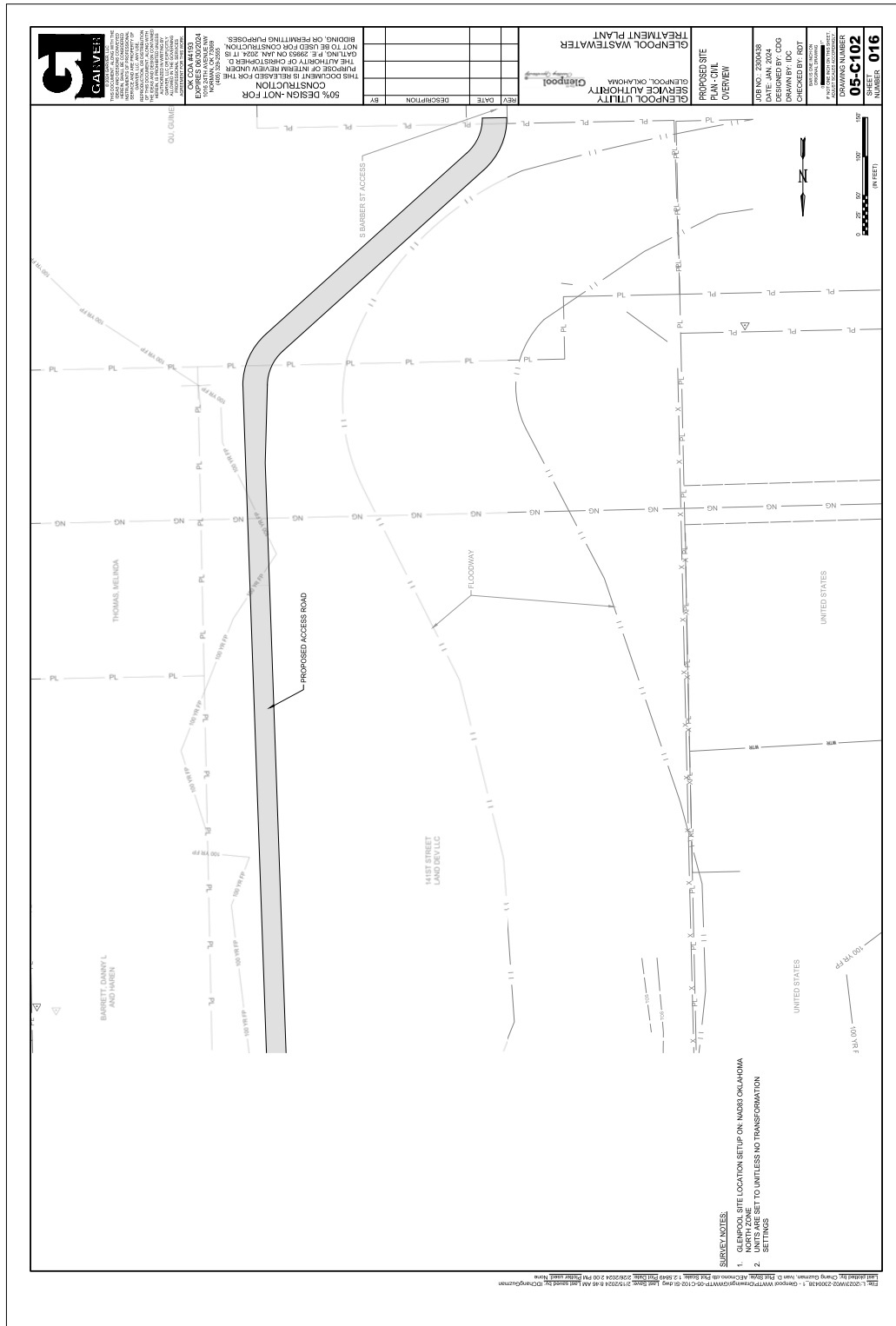
Need from Others

- None

Planned Assignments for Next Reporting Period

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







MINUTES
GUSA Special Meeting
Monday, March 18, 2024 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
Lesli Smith

STAFF ABSENT:

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

Chair Calvert called the special meeting to order at 8:45 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.

Eric Wade Attorney, of Rosenstein, Fist & Ringold was also in attendance.

C) Trustee Comments

There were no Trustee comments.

D) Public Comments

There were no public comments.

E) Scheduled Business

- 1) Discussion and possible action to approve a modification to the deadline in Section 7 of the City Manager Employment Contract, as amended, for the City Council to complete the City Manager’s annual evaluation and consider a performance incentive bonus from “not later than the final Council meeting in March” to “not later than April 30” for the current fiscal year (FY2024) only.
(David Tillotson, City Manager)

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To approve a modification to the deadline in Section 7 of the City Manager Employment Contract, as amended, for the City Council to complete the City Manager's annual evaluation and consider a performance incentive bonus from "not later than the final Council meeting in March" to "not later than April 30" for the current fiscal year (FY2024) only.

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

CARRIED.

[Modification to Deadline in Section 7 of CM Contract 2024](#)

F) Adjournment

Chair Calvert declared the special meeting adjourned at 8:47 p.m.



To: Honorable Chairman and Trustees, Glenpool Industrial Development Authority

From: Josh Brannon, Finance Director

Date: April 1, 2024

Re: FY23-24 GUSA Budget Amendment GUSA-03

Background:

The attached budget amendment requests an increase to the GUSA FY23-24 revenue budget for Insurance Reimbursements and an increase to the GUSA expenditure budget for Vehicle Repair & Maintenance to appropriate insurance claim proceeds in the amount of \$1,926.00.

Staff Recommendation:

Staff recommends approval of Budget Amendment GUSA-03, increasing revenue account 02-5-00-5362 (Insurance Reimbursements) by \$1,926.00, and increasing expenditure account 02-6-16-6271 (Vehicle Repairs & Maintenance) by \$1,926.00.

Attachments:

Budget Amendment Form GUSA-03.

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 Triplett-Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Lesli Smith

www.glenpoolonline.com

City of Glenpool
Budget Amendment

Fiscal Year: 2023 - 2024
Amendment No: GUSA-03
Date Requested: 4/1/2023

	Revenue:					Expense:				
	Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount	Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount
1	02	5-00-5362	Insurance Reimbursements	\$ 1,926	\$ 1,926	02	6-16-6271	Vehicle Repairs	\$ 1,926	\$ 16,926
2										
3										
4										
5										
6										
8										
9										
10										
11										
12										
13										
14										
			Total	\$ 1,926.00	\$ 1,926.00			Total	\$ 1,926.00	\$ 16,926.00

Notes:
Lines 1: OMAG insurance reimbursement for 2023 Chevrolet Silverado truck

Approved by the Glenpool Utility Service Authority

Chair

Date



To: Mayor and Council
GUSA Chair and Board of Trustees

From: David Tillotson, City Manager

Date: March 27, 2024

Re: Approval of Resolution #2024003 and #2024001GUSA

Background:

As staff has discussed with Council and GUSA over the past couple of months, the City through GUSA will need to supplement the \$44 million ARPA grant that was awarded to GUSA to fully fund the almost \$63 million estimated cost. As such, we are making application to the Oklahoma Water Resources Board (OWRB) for \$35 million in low interest loans through the Clean Water SRF program (CWSRF). The loans will be issued as bonds sold to OWRB for the benefit of GUSA. As part of this application process, the City and GUSA are both required to approve resolutions relating to this indebtedness, to pledge sales tax, approve a loan agreement, promissory note, and other provisions. GUSA's bond Counsel, John Weidman, will be present to speak about this issue and answer questions pertaining to the resolutions.

I realize you may have some questions about why we are applying to borrow \$35 million when we only need \$19 million to fund the current project estimate. The CWSRF program acts similarly to a construction loan in that we only pay back the money we draw down to pay for our construction project. We believe it is prudent to estimate in the extreme high end when making this application in the event construction prices increase again between today and when the project is bid. If we don't use all the funds we are approved for, then those funds won't be part of the note when the loan is finalized. This also means that we won't need to go back to OWRB and request additional funds through a second application should bids come in higher than expected.

Staff Recommendation:

Staff recommends approval of:

- Resolution 2024003, a Resolution relating to the incurring of indebtedness by the Trustees of the Glenpool Utility Services Authority in an aggregate principal amount of not to exceed thirty-five million and no/100s dollars (\$35,000,000.00), approving a sales tax agreement and other documents as may be necessary or required and declaring an emergency; and
- Resolution 2024001GUSA, a resolution authorizing the issuance of not to exceed \$35,000,000.00 the Glenpool Utility Services Authority Clean Water SRF promissory note, series 2024; approving a loan agreement, promissory note, mortgage, sales tax agreement, and security agreement; and authorizing such other documents and agreements as may be necessary or required; authorizing

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 Lesli Smith

www.glenpoolonline.com

the sale of the note to the Oklahoma Water Resources Board and containing other provisions relating thereto.

Attachments:

- Resolution No. 2024003
- Resolution No. 2024001GUSA

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 Lesli Smith

www.glenpoolonline.com

RESOLUTION NO. 2024003

**A RESOLUTION RELATING TO THE INCURRING OF
INDEBTEDNESS BY THE TRUSTEES OF THE GLENPOOL
UTILITY SERVICES AUTHORITY IN AN AGGREGATE
PRINCIPAL AMOUNT OF NOT TO EXCEED THIRTY FIVE
MILLION AND NO/100S DOLLARS (\$35,000,000.00),
APPROVING A SALES TAX AGREEMENT AND OTHER
DOCUMENTS AS MAY BE NECESSARY OR REQUIRED AND
DECLARING AN EMERGENCY.**

WHEREAS, The Glenpool Utility Services Authority (the "Authority") was created by a Declaration of Trust dated as of June 12, 1967, as amended (the "Trust Indenture"), for the use and benefit of the City of Glenpool, Oklahoma (the "City"), under authority of and pursuant to the provisions of Title 60, Oklahoma Statutes 2021, Sections 176 to 180.3, inclusive, as amended and supplemented, and other applicable statutes of the State of Oklahoma; and

WHEREAS, the Authority has determined that, in order to provide funds for making necessary improvements to the wastewater treatment system leased to the Authority by the City, it will issue its Clean Water SRF Promissory Note, Series 2024 (the "Note"), in the aggregate principal amount of not to exceed \$35,000,000.00; and

WHEREAS, there has been presented to this meeting a form of Sales Tax Agreement by and between the Authority and the City providing for the appropriation of certain sales tax to the payment of the Note on a year to year basis as provided therein.

BE IT RESOLVED BY THE CITY OF GLENPOOL, OKLAHOMA:

Section 1. The incurring of indebtedness by the Trustees of The Glenpool Utility Services Authority in the aggregate principal amount of not to exceed \$35,000,000.00 to be evidenced by the Note of the Authority is hereby approved by the Council of the City of Glenpool, Oklahoma, the governing body of said City.

Section 2. The form of Sales Tax Agreement is hereby approved and the Mayor is hereby authorized and directed to execute and deliver in the name and on behalf of the City the Sales Tax Agreement and all other documents, closing papers, certificates and such other documents as are necessary to accomplish the transactions contemplated thereby.

Section 3. The signatures of the officers of the City appearing on the Sales Tax Agreement and such other agreements, documents, closing papers and certificates executed and delivered pursuant to this Resolution shall be conclusive evidence of their approval thereof and of their authority to execute and deliver such agreements and documents on behalf of the City.

Section 4. The Chairman of the Council and City Clerk of the City be, and they hereby are, authorized and empowered for and on behalf of the City, to execute and deliver such further agreements and documents and take such action as such officer or officers may deem necessary or desirable in order to accomplish the issuance of the Note.

Section 5. By reason of the urgent need to provide permanent funding for certain public improvements, facilities and services relating to the waste water collection, treatment, transportation and disposal system leased to the Authority by the City, and for the furtherance and preservation of the public peace, health, safety and welfare of the City and the inhabitants thereof, an emergency is declared to exist for reason whereof this Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED AND PASSED this 1st day of April, 2024.

Joyce G. Calvert, Mayor

ATTEST:

Lesli Smith, City Clerk

(SEAL)

APPROVED AS TO FORM:

Scott Major, City Attorney

RESOLUTION NO. 2024001GUSA

A RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$35,000,000.00 THE GLENPOOL UTILITY SERVICES AUTHORITY CLEAN WATER SRF PROMISSORY NOTE, SERIES 2024; APPROVING A LOAN AGREEMENT, PROMISSORY NOTE, MORTGAGE, SALES TAX AGREEMENT AND SECURITY AGREEMENT; AND AUTHORIZING SUCH OTHER DOCUMENTS AND AGREEMENTS AS MAY BE NECESSARY OR REQUIRED; AUTHORIZING THE SALE OF THE NOTE TO THE OKLAHOMA WATER RESOURCES BOARD AND CONTAINING OTHER PROVISIONS RELATING THERETO.

WHEREAS, the Authority was created by a Declaration of Trust dated as of June 12, 1967, as amended (the "Trust Indenture"), for the use and benefit of the City of Glenpool, Oklahoma (the "City"), under authority of and pursuant to the provisions of Title 60, Oklahoma Statutes 2021, Sections 176 to 180.3, inclusive, as amended and supplemented, and other applicable statutes of the State of Oklahoma; and

WHEREAS, the Authority has determined that, in order to provide funds for making necessary improvements to the wastewater treatment system leased to the Authority by the City, it will issue its Clean Water SRF Promissory Note, Series 2024 (the "Note"), in the aggregate principal amount of not to exceed \$35,000,000.00; and

WHEREAS, the Authority has determined in connection with the issuance of the Note that Hilborne & Weidman, a professional corporation (the "Bond Counsel"), provide necessary bond counsel services to the Authority in connection with the issuance of the Note; and

WHEREAS, there has been presented to this meeting a form of Loan Agreement, Note, Mortgage, Sales Tax Agreement and Security Agreement (collectively the "Loan Documents"), authorizing and providing for the issuance of and security for the Note.

BE IT RESOLVED BY THE TRUSTEES OF THE GLENPOOL UTILITY SERVICES AUTHORITY:

Section 1. The general counsel, Bond Counsel and the staff of the Authority are hereby authorized and directed to prepare all documents and instruments necessary or convenient for the application for loan to the Oklahoma Water Resources Board and for the sale, issuance and delivery of the Note.

Section 2. The forms of Loan Documents presented to this meeting be, and hereby are approved, and the Chairman or Vice Chairman of Trustees and the Secretary or any Assistant Secretary of Trustees of the Authority be, and they hereby are, authorized, directed and empowered to execute and deliver in the name of the Authority the Loan Documents and other documents and

agreements in said forms and containing substantially the terms and provisions as shall be approved by the officers executing the Loan Documents and other documents and agreements, the execution thereof by such officers being conclusive evidence of such approval, and to execute and deliver in the name and on behalf of the Authority all documents, closing papers, certificates and such other documents as are necessary to accomplish the issuance and sale of the Note.

Section 3. The signatures of the officers of the Authority appearing on the Loan Documents and documents and other agreements, documents, closing papers and certificates executed and delivered pursuant to this Resolution shall be conclusive evidence of their approval thereof and of their authority to execute and deliver such agreements and documents on behalf of the Authority.

Section 4. The Chairman or Vice Chairman of Trustees and the Secretary or any Assistant Secretary of Trustees of the Authority be, and they hereby are, authorized and empowered for and on behalf of the Authority, to execute and deliver such further agreements and documents and to take such action as such officer or officers may deem necessary or desirable in order to carry out and perform the Loan Documents and any contracts, documents, or instruments executed and delivered in connection with the issuance of the Note, and to effect the purposes thereof and to consummate the transactions contemplated thereby.

Section 5. It is hereby determined to be necessary and in the best interest of the trust estate that the Note be issued in the aggregate principal amount of not to exceed \$35,000,000.00, the exact principal amount thereof, the maturity date thereof, not to exceed thirty (30) years, and the average rate of interest thereon, not to exceed 4.00% per annum, to be determined by the Chairman or Vice Chairman of Trustees of the Authority as set forth in the Note. It is further hereby determined to be necessary and in the best interest of the trust estate that the Note be issued and sold to the OWRB at a price equal to one hundred percent (100%) of the principal amount thereof and the issuance and sale of the Note is hereby specifically approved.

ADOPTED the 1st day of April, 2024.

Joyce G. Calvert, Chairman of Trustees

ATTEST:

Lesli Smith, Secretary of Trustees

(SEAL)

Approved as to Form:

Scott Major, Authority Counsel

April 1, 2024

To: Chairman and Board of Trustees, Glenpool Utility Services Authority (GUSA)
From: David Agbetunsin, City Engineer
Period: March 1 -31 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 (PPM)	Program	Manager	Cost to Date	Contact Amount	S2E Engineering PLLC
Task					Progress (%)
Project Administration			46,577.00	198,200.00	29%
Design Consultant Selection Phase			28,488.00	28,488.00	100%
Regulatory Approval/Permits			5,208.66	57,954.00	9%
Public Communication Phase			5,830.16	58,302.00	10%
Detailed Design Phase			43,597.70	101,390.00	43%
Bidding Phase			-	19,251.00	0%
Construction Phase			-	245,291.00	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			21,410.76	26,766.00	80%
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			2,700.00	52,604.00	5%
TOTAL			231,738.50	999,767.00	23%

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	4,440.71	74,011.85	6%
Geotechnical Coordination	661.50	6,115.00	10%
Preliminary Design	881,285.55	927,669.00	95%
Final Design	-	1,238,962.54	0%
Hourly Services	Cost to Date	Contact Amount	Garver LLC Progress (%)
Bidding & Equipment Procurement Services	-	126,760.00	-
Construction Administration	-	642,218.00	-
Construction Observation	-	665,258.40	-
O&M Manual And Startup Training	-	127,461.00	-
TOTAL	886,337.76	3,808,455.79	23.2%

Geotechnical Services

A detailed design geotechnical engineering study is required to explore and evaluate the subsurface conditions for the proposed project. Kleinfelder is the selected consultant to provide geotechnical engineering study. Twenty-one bore sites would be drilled in this evaluation. Subject to GUSA Board approval Kleinfelder would be commencing the geotechnical study in March 2024. The geotechnical study costs \$35,300.00. *(This task is underway)*

Administrative Fees

OWRB has communicated via email to the City that the OWRB's Administrative fee, which was withheld from the ARPA grant, would be returned to the City for use in the WWTP project. The administrative fees allocated for this project is \$1,760,000.00

Opinion of Probable Construction Cost (OPCC)

Based on the 50% designs, the OPCC is estimated at \$62.5 Million. This is approximately

\$24,000,000 overbudget of the allocated construction cost for this project. There is a need for additional funding for this project. City Management is evaluating several options for additional funding which would be communicated accordingly.

Clean Water State Revolving Fund (CWSRF)

The Clean Water State Revolving Fund is a low-interest loan program that assists communities with wastewater and pollution control projects. Staff will apply for the Clean Water State Revolving Fund (CWSRF) for the excess project funds. Staff is applying for \$35,000,000.00 in CWSRF. The unutilized funds would be de-obligated.

Schedule

Below is the schedule for the project.

Updated Phase Description Schedule Date	
Notice to Proceed	August 18, 2023 (Complete)
Technical Memoranda	October 19, 2023 (Complete)
Preliminary Design	January 11, 2024 (Complete)
Preliminary Design Workshop	January 30, 2024 (Complete)
Final Design – 90% and ODEQ Submittal	April 29, 2024
Final Design – 90% Workshop	May 10, 2024
Final Design – 100% Submittal	July 12, 2024
Proposed Bid Opening	August 27, 2024
Finish Construction	September 2026

Recommendation

This report is for information purposes only.

APPENDIX 1

Invoice

Date	Invoice #
3/3/2024	06-1172

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	1/31/2024

**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	0.04	57,954.00	2,318.16
Core Task D: Public Communication Phase	0.02	58,302.00	1,166.04
Core Task E: Detailed Design Phase	0.095	101,390.00	9,632.05
Total			\$23,026.25

CORE TASKS FEE SUMMARY	
Core Tasks Lump Sum Fee	\$767,415.00
Billed To Date	\$141,929.68
Amount Remaining	\$625,485.32

Balance Due (This Invoice) \$23,026.25

Client Total Balance \$23,026.25



Invoice

Date	Invoice #
3/3/2024	06-1173

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	1/31/2024

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
No Rise Flood Plain Certification-Follow-up and Coordination-Principal	1.5	200.00	300.00
Total			\$1,100.00

TARGETED TASKS FEE SUMMARY	
Targeted Tasks NTE Fee	\$232,350.00
Billed To Date	\$92,126.98
Amount Remaining	\$140,223.02

Balance Due (This Invoice) \$1,100.00

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

For questions, contact:
(918) 519-8081



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

March 20, 2024
Project No : 2300438
Invoice No: 2300438-4

Project: Glenpool Wastewater Treatment Facility Design

Professional Engineering Services through February 23, 2024

	Percent Complete	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Lump Sum Services					
Task 1 - Project Management & Admin	6%	\$74,011.85	\$4,440.71	\$2,960.47	\$1,480.24
Task 2 - Geotechnical Coordination	10%	\$6,115.00	\$611.50	\$0.00	\$611.50
Task 3 - Preliminary Design	95%	\$927,669.00	\$881,285.55	\$510,217.95	\$371,067.60
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	\$886,337.76	\$513,178.42	\$373,159.34

Total Amount This Invoice \$373,159.34

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: February 23, 2024

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

Recent Accomplishments

- 50% Design Review Workshop
- OPCC Discussion Workshop
- Addressing Comments from 50% Design Review
- Begin Working on Final Design
- Monthly Progress Meetings

Need from Others

- None

Planned Assignments for Next Reporting Period

- Continue Working on Final Design
- ODEQ Detailed Design Review Meeting
- WWTP Effluent Force Main Assessment
- SCADA Workshop