



**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 June 2, 2025, 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)

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

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER**.
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: lasmith@cityofglenpool.com **PRIOR TO 6:00 PM, JUNE 2, 2025**.

AGENDA

Page

- A) **Call to Order - Joyce G. Calvert, Chair**
- B) **Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair**
- C) **Management Report**
- D) **Trustee Comments**
- E) **Public Comments**
- F) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GUSA Board to be routine and will**

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

- 1) To approve the minutes from the May 5, 2025, meeting. 3 - 5
[GUSA - 05 May 2025 - Minutes - Pdf](#)
- 2) To approve the Engagement Letter from Crawford & Associates, P.C. to perform monthly financial accounting services, as needed, for Fiscal Year 2025-2026. 6 - 9
[FY 2025-2026 Monthly Acct Service Engagement Letter Staff Report 06-02-25](#)
[FY 2025-2026 Monthly Acct Service Engagement Letter](#)
- 3) To approve the Engagement Letter from Crawford & Associates, P.C. to prepare the financial statements for fiscal year ending June 30, 2025. 10 - 15
[FY 2024-2025 Financial Statement Engagement Letter Staff Report 06-02-25](#)
[FY 2025-2026 Financial Statement Engagement Letter](#)

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

H) Scheduled Business

- 1) Discussion and possible action to approve or deny authorizing Public Works to solicit proposals for the procurement of water meters from a new vendor.(Jesse Hale, Public Works Director) 16 - 17
[2025-06-02 PW Justification for Water Meter Vendor Change \(002\)](#)
- 2) Discussion and possible action to approve or deny a quote for the purchase of water meters from Core & Main. 18 - 19
(Jesse Hale, Public Works Director)
[2025-06-02 PW Purchase of Water Meters \(002\)](#)
[CoreMain Quote 7092](#)
- 3) Discussion and possible action to ratify, or refuse to ratify, action taken by the Glenpool City Council to adopt Resolution No. 2025009, as it pertains to the Fiscal Year 2025-2026 Annual Budget of the Glenpool Utility Service Authority. 20 - 21
(Josh Brannon, Finance Director)
[Resolution No.2025009 CITY](#)
[Exhibit A - FY 2025-2026 Proposed Budget Summary](#)
- 4) Wastewater Treatment Facility Project update and discussion. 22 - 31
(David Agbetunsin, City Engineer)
[WWTF GUSA Board May 2025 Update.docx](#)

I) Adjournment

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

Signed: Lesli Smith

Secretary



MINUTES
GUSA Meeting
Monday, May 5, 2025 Council Chambers 6:00 PM

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

TRUSTEES ABSENT:

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

STAFF ABSENT:

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 6:52 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, were also in attendance.
- C) Management Report**
There was not an additional management report.
- D) Trustee Comments**
There were no trustee comments.
- E) Public Comments**
There were no public comments.
- F) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GUSA Board to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)**

- 1) To approve the minutes from the April 21, 2025, special meeting.

Moved by Tim Fox, seconded by Chris Brobst

To approve the consent agenda.

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

CARRIED.

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

No items removed from the consent agenda.

H) Scheduled Business

- 1) Discussion and possible action to approve, amend, or deny Pay Application No. 3 submitted by Crossland Heavy Contractors for the Wastewater Treatment Plant Improvements Project.
(David Agbetunsin, City Engineer)

Moved by Jacqueline Triplett-Lund, seconded by Joyce Calvert

To approve Pay Application No. 3 submitted by Crossland Heavy Contractors for the Wastewater Treatment Plant Improvements Project.

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

CARRIED.

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

There was no motion or vote taken. This was a presentation only by David Agbetunsin..

I) Adjournment

The meeting was adjourned at 7:02 p.m.



To: Honorable Mayor and City Council / Chair and Trustees

From: Joshua M. Brannon, Finance Director

Date: June 2, 2025

Re: Accounting Services

Background:

Crawford & Associates, P.C. has provided excellent accounting services in recent years and staff recommends continuing its services into FY 2025-2026. With the City Finance Department now fully staffed, the scope of services provided by Crawford & Associates, P.C. has been reduced, and the associated cost has likewise been reduced from \$5,000 per month to less than \$2,500 per month.

Attached is the Engagement Letter for the purpose of providing accounting services on a monthly basis at an approximated amount of \$2,500 per month based on activity.

Staff Recommendation:

Staff recommends Council approval to engage Crawford & Associates, P.C. for monthly accounting services, at an estimated cost of \$2,500 per month.

Attachments:

Crawford & Associates, P.C. Engagement Letter



April 29, 2025

Mr. Josh Brannon, Finance Director
City of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

Dear Mr. Brannon:

Crawford & Associates, P.C. is pleased that the City of Glenpool (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued successful relationship as an integral financial management resource to the City of Glenpool management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Glenpool contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Glenpool are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

General Accounting, Balancing and Advisory Services for internal accounting records, month-to-month, as requested by City Management

Requested and Available Services

In conjunction with the requested and available services as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that all of these services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but will report or otherwise communicate to management any recommendations it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the compilation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$275
- Shareholders \$190
- Senior Managers \$170
- Managers \$150
- Senior Professional Staff \$130
- Professional Staff \$90
- Clerical Staff \$60

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing

estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we estimate the fees for the services anticipated at this time, as defined in the Scope of Services section of this letter, will approximate \$2,500 per month.

The term of this engagement is for services to be provided monthly, beginning July 1, 2025 and continuing monthly through June 30, 2026, unless City Management decides at their discretion to cease the monthly assistance with a one week notice prior to the first day of the subsequent month. Otherwise, the monthly contract will renew on the first of each month, up through the month of June 2025. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Glenpool.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Glenpool:

By: _____

Title: _____

Date: _____



To: Honorable Mayor and City Council / Chair and Trustees

From: Joshua M. Brannon, Finance Director

Date: June 2, 2025

Re: Preparation of Annual Financial Statements for FYE June 30, 2025

Background:

The City requested a proposal from Crawford & Associates, P.C. to prepare the financial statements for the fiscal year ending June 30, 2025.

Attached is the Engagement Letter for the preparation of the annual financial statements and scope of work. The estimated cost to complete the financial statements is \$37,000.

Staff Recommendation:

Staff recommends Council approval to engage Crawford & Associates, P.C. for the preparation of financial statements for the fiscal year ending June 30, 2025, at an estimated cost of \$37,000.

Attachments:

Crawford & Associates, P.C. Engagement Letter



April 29, 2025

Mr. Josh Brannon, Finance Director
City of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

Dear Mr. Brannon:

Crawford & Associates, P.C. is pleased that the City of Glenpool (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a successful relationship as an integral financial management resource to the City of Glenpool management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Glenpool contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Glenpool are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

Preparation of Annual Financial Statements for the fiscal year ended June 30, 2025

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Glenpool, Oklahoma as of and for the year ended June 30, 2025. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSS:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Glenpool, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but will report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the compilation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$275
- Shareholders \$190
- Senior Managers \$170
- Managers \$150
- Senior Professional Staff \$130
- Professional Staff \$90
- Clerical Staff \$60

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we estimate the fees for the services anticipated at this time, as defined in the Scope of Services section of this letter, will approximate \$37,000, unless the City requests additional services outside the scope of this agreement, or substantial changes are made to the City's reporting entity or annual activity, or turnover of key staff at the City occurs, at which we will approach management and possibly the governing body at that time about possible adjustments to our fee range. In the event we complete FY 2025 prior to the end of FY 2026, we may begin interim preparations in the spring of 2026 to facilitate a more timely issuance of FY 2026's financial statements.

The term of this engagement is a period from July 1, 2025 through the June 30, 2026. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Glenpool.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Glenpool:

By: _____

Title: _____

Date: _____



To: Honorable Chairman and Trustees, Glenpool Utility Service Authority

From: Jesse Hale, Public Works Director

Date: June 2, 2025

Re: Discussion and possible action to approve or deny Public Works begin to source new water meters from a new vendor

Background:

In 2017/18, the city embarked on a project to replace all of the residential meters in town with automatic read water meters. In the years since that installation, staff has had issues with premature failure of the registers on the meters, getting timely replacement registers, and with reliably reading the registers in the field. In the fall of 2024, the issue compounded as colder weather descended on the city. Staff has been unsuccessful with nailing down the exact cause of the higher failure rate of the registers, but it got to a point where 500 of the 3500 registers had died with every month adding 50+ registers to that list. RG3 has been slow to replace the meters in a timely manner.

With the ongoing issues since installation and the lack of replacement meters, staff began to explore options in the water meters space to see what else was available. Of the options, two water meter brands stuck out as viable replacements. Neptune's Mach 10 and Kamstrup's flowIQ meters. Both appeared to be robust and quality options for future growth.

As such, a pilot study was done with each vendor to supply the City with 10 meters each to see which setup best suited the City. The provided meters from each vendor were installed by city staff. Each grouping of meters was installed for around 90 days.

Both meter setups allow for the meters to be read by a central system with no mobile field personnel. However, for this pilot, both system vendors set their meters up as "drive-by" units. Both setups functioned well, but we had some issues with the Kamstrup setup. One being that the software was updated around once a week. Although this sounds proactive, it was distracting and staff worried that the software was not robust enough to handle the task. Additionally, the Kamstrup units had polymer thread connections which staff felt could easily be cross-threaded and lead to an additional source of leaks down the road. Alternatively, the Mach10 units proved reliable, robust and, although larger and less sleek looking, functioned flawlessly. The software accompanying the meters was each to use and understand. Another large factor was the prevalence multiple entities surrounding Glenpool, including Tulsa, Creek Co 2, Bixby, and Broken Arrow, using this system.

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

Mayor Joyce Calvert, Ward 3; Vice-Mayor Jacqueline Lund, Ward 4

Tim Fox, Ward 1; Chris Brobst, Ward 2; Shayne Buchanan, At-Large

David Tillotson City Manager, LeaAnn Reed CAO, Joe Wuest COO, Lesli Smith City Clerk

www.glenpoolonline.com



Currently we have 4,890 meters in the system. Of which, 4220 meters are being successfully read by our drive buy receiver. This leaves 670 meters that are NOT collected by our system. 53 units are manual read meters that can't read by the RG3 system. The remaining 617 meters have failed and need to be replaced. 315 of them are currently at RG3 for replacement.

Over the life of the system, we have had an average failure rate of 0.49 registers per day, but since May 2022 that average has jumped to 0.82 registers per day. Since May of 2022, our average rate of receiving repaired registers back from RG3 has averaged about 2.24 days per register. This is not sustainable.

RMA example over the last year and a half:

RMA# 2300630 – 42 registers sent in 10/19/23	received back 8/8/24
RMA# 2400043 – 40 registers sent in 1/25/24	received back 8/8/24
RMA# 2400215 – 13 registers sent in 4/5/24	received back 8/8/24
RMA# 2400399 – 19 registers sent in 7/19/24	received back 11/21/24
RMA# 2400741 – 53 registers sent in 12/3/24	received back 4/2/25
RMA# 24646 - 17 registers sent in 1/17/25	not received
RMA# 24987 - 73 registers sent in 3/13/25	not received
RMA# 25045 - 90 registers sent in 3/19/25	not received
RMA# 24127 - 120 registers sent in 3/25/25	not received
RMA# 25581 - 15 registers sent in 5/22/25	not received

Recommendation:

Staff recommends continuing to work with RG3 on any registers that are under warranty, but all new meters should Mach10 units with the preferred vendor of Core & Main

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

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Tim Fox, Ward 1; Chris Brobst, Ward 2; Shayne Buchanan, At-Large

David Tillotson City Manager, LeaAnn Reed CAO, Joe Wuest COO, Lesli Smith City Clerk

www.glenpoolonline.com



To: Honorable Chairman and Trustees, Glenpool Utility Service Authority

From: Jesse Hale, Public Works Director

Date: June 2, 2025

Re: Discussion and possible action to approve or deny a quote for the purchase of water meters from Core & Main

Background:

For a variety of reasons, many water meter registers in the city need to be replaced. Some have been broken and some were never migrated over to the automated system. To properly bill, these registers need to be replaced.

With savings in the GUSA distribution fund, staff would like to allocate the following towards the replacement of these meters:

Dia	Qty	Price
2"	50	\$ 1190/ea
1.5"	24	\$ 995/ea

Total: \$ 83,380.00

Our meter supplier, Core & Main, has stated that they have purchased a large quantity of meters and will be able to deliver this order before the end of July. Staff will work hard to replace the old meters as we have time.

Recommendation:

Staff recommends approving the quote from Core & Main for \$83,380.00 to be paid from 02-6-16-6202

Attached:

Quote from Core & Main

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

Mayor Joyce Calvert, Ward 3; Vice-Mayor Jacqueline Lund, Ward 4

Tim Fox, Ward 1; Chris Brobst, Ward 2; Shayne Buchanan, At-Large

David Tillotson City Manager, LeaAnn Reed CAO, Joe Wuest COO, Lesli Smith City Clerk

www.glenpoolonline.com



Sales Order Confirmation

Remit To:
Core & Main LP
PO Box 28330
Saint Louis, MO 63146
USA

Order # SO1000007092
Order Date 5/27/2025
Branch # 1343 Owasso OK
Branch Phone 918-586-7100
Terms NET 30 DAYS
Total Amount 83,380.00

Account # C00213569
CITY OF GLENPOOL

Mode of Delivery: CNMPickUp
To: 11 E 136TH PLACE
GLENPOOL, OK 74033
USA

Item Description	Quantity	Unit Price	UM	Extended
10094126 2X17 MACH10 FLG GAL R900I V4 W/ 6' ANT EU2E2G1SG89	50	1,190.00	EA	59,500.00
10094616 1-1/2X13 MACH10 USG R900I V4 6' ANT EU2A2G1SG89	24	995.00	EA	23,880.00
Subtotal				83,380.00

Subtotal	Freight	Handling	Restocking	Delivery	Tax	Total
83,380.00	0.00	0.00	0.00	0.00	0.00	83,380.00

This transaction is governed by and subject to Core and Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: <https://tandc.coreandmain.com>

Page 1 of 1

RESOLUTION NO. 2025009

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF GLENPOOL TO COMPLY
WITH AND OPERATE IN ACCORDANCE WITH THE MUNICIPAL BUDGET ACT AND
APPROVE THE FISCAL YEAR 2025-2026 ANNUAL BUDGET.**

WHEREAS, the Oklahoma State Statutes, Title 11, Section 201 authorizes a municipality to prepare and approve an annual budget, and

WHEREAS, the Glenpool City Council has met all requirements for publications and public input on the Fiscal Year 2025-2026 budget, and

WHEREAS, the Council members of the City of Glenpool have reviewed the proposed budget and are aware of the operations and projects planned for Fiscal Year 2025-2026;

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Glenpool that:

- A. The budget for Fiscal Year 2025-2026 be approved for the funds and amounts as listed in Exhibit A.
- B. The Finance Director or City Manager may make transfers between departments and accounts within a fund. Additional appropriations and transfers between funds must be approved by the City Council prior to implementation.
- C. The Finance Director, with the approval of the City Manager, shall be directed to invest and reinvest available funds on a continuing basis during the fiscal year ending June 30, 2026.

PASSED AND APPROVED this 2nd day of June 2025.

Joyce G. Calvert, Mayor

Attest:

Lesli Smith, Clerk

EXHIBIT A

CITY OF GLENPOOL

FY 2025-2026 PROPOSED BUDGET

OPERATING FUND BUDGET			
	<u>Revenues</u>	<u>Expenditures</u>	<u>Transfers In (Out)</u>
General Fund	15,086,866		(3,005,260)
General Government		1,899,613	
Animal Control		171,638	
Police		2,974,065	
Dispatch		698,617	
Fire		2,878,308	
Emergency Management		92,300	
Development Services		564,229	
Engineering		322,504	
General Administration		757,846	
Streets & Parks		1,722,486	
Capital Improvement Fund	220,438	132,743	102,341
ARPA Fund	31,717,211	31,703,164	-
Park & Rec Fund	26,855	720	-
Hotel/Motel Fund	281,473	2,150	(279,323)
Streets & Infrastructure Fund	1,201,701		-
Capital Expenditures		-	
Water and Sewer		95,215	
Streets and Infrastructure		1,100,000	
General Administration		6,486	
Public Safety Capital Fund	1,228,191		-
Police		366,944	
Fire		134,500	
Public Safety Personnel Fund	1,993,745		-
Police		777,752	
Fire		1,215,993	
Glenpool Utility Services Authority:	6,641,180		2,678,919
Water Distribution		4,113,109	
Utility Billing		469,959	
Sewer Operations		587,060	
Refuse		930,500	
Stormwater		174,000	
Glenpool Industrial Development Authority:	718,952		503,323
Conference Center		448,086	
Tax Increment Financing		491,000	
Economic Development		223,029	
Property Management		50,400	
Debt Service		3,774,618	
Total Operating Fund Budget	\$ 59,116,612	\$ 58,879,034	\$ -

June 2, 2025

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

From: David Agbetunsin, City Engineer

Period: May 1- 31, 2025

WASTEWATER TREATMENT FACILITY PROJECT UPDATE

Wastewater Treatment Plant (WWTP)

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

Project Program Management Summary

Consultant/Project Program Manager (PPM) – S2 Engineering PLLC	Cost to Date (\$)	Contact Amount (\$)	S2E Engineering PLLC
Task			Progress (%)
Project Administration	150,091.40	198,200.00	76%
Design Consultant Selection Phase	28,488.00	28,488.00	100%
Regulatory Approval/Permits	57,954.00	57,954.00	100%
Public Communication Phase	53,348.29	58,302.00	92%
Detailed Design Phase	101,390.00	101,390.00	100%
Bidding Phase	19,251.00	19,251.00	100%
Construction Phase	41,944.55	245,291.00	17%
Plant Startup	-	58,541.00	0%
New Site Property and Topographic Survey	39,316.22	44,978.00	87%
Site Flood Plain Permitting NoRise Analysis	24,862.50	26,766.00	93%
Conditional Letter of Map Revisions (CLOMR), if needed	-	31,316.00	0%
Letter of Map Revisions (LOMR), if	-	34,024.00	0%
Environmental Information Document	40,568.91	42,662.00	95%
ARPA Grant Administration Coordination	8,940.40	52,604.00	17%
TOTAL	566,155.27	999,767.00	57%

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

Professional Engineering Design

Garver LLC is rendering professional engineering services as per the agreement executed on August 7, 2023. Invoices pertaining to payments made in accordance with this agreement are provided in Appendix 2.

Engineer Consultant – Garver LLC	Cost to Date (\$)	Contact Amount (\$)	Garver LLC
Core Tasks			Progress (%)
Project Management & Admin	45,739.32	74,011.85	62%
Geotechnical Coordination	6,115.00	6,115.00	100%
Preliminary Design	927,669.00	927,669.00	100%
Final Design	1,238,962.54	1,238,962.54	100%
Bidding & Equipment Procurement Services	126,739.39	126,760.00	100%
Construction Administration	257,823.48	642,218.00	40%
Construction Observation	45,345.28	665,258.40	7%
O&M Manual And Startup Training	0.00	127,461.00	-
Application Engineering	6,888.15	437,367.00	2%
TOTAL	2,560,785.79	4,245,822.79	63%

Construction Contract

Crossland Heavy Contractors serves as the general contractor for the City of Glenpool Wastewater Treatment Plant Improvement Project, in accordance with the contract effective December 19, 2024.

Crossland Heavy Contractors	Amount (\$)
Amount Paid to Date	\$6,422,984.1
Pay Application in this period	-
The original contract sum	\$58,809,985.00
The balance to finish including retainage	\$52,387,000.90

Application Engineering

- Work Order Amendment No. 1 expands the scope of services to include Application Engineering, specifically the development, deployment, and commissioning of programmable logic controller (PLC) and human-machine interface (HMI) applications for plantwide process control. This Work package is to be performed by Garver LLC. The Work order 01 amendment is presented to the GUSA Board at the April 7th Board meeting for approval.

Pay Application

- No pay application has been submitted to the City at the time of the report.

Schedule

- Construction is scheduled to be completed by March 2027.

Construction Updates

- Monthly Progress Meeting held May 28, 2025
- Work done Last month:
 - Finished access road to Barber Street
 - Finished concrete work on Digester Slabs
 - Finished UV excavation
 - Continued SBR excavation
 - Installed temporary fence and wetland sign
 - Removed temporary access on Barrett's property and sodded area
 - Began Demo work on Sodium Bisulfite equipment in the Hypochlorite facility
 - Began forming digester walls, UV walls and canopy columns



Recommendation

This report is for information purposes only.

APPENDIX



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

April 30, 2025
Project No : 2300438
Invoice No: 2300438-18

Project: Glenpool Wastewater Treatment Facility Design

Professional Engineering Services through April 25, 2025

	Percent Complete	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Lump Sum Services					
Task 1 - Project Management & Admin	61.80%	\$74,011.85	\$45,739.32	\$38,782.21	\$6,957.11
Task 2 - Geotechnical Coordination	100.00%	\$6,115.00	\$6,115.00	\$6,115.00	\$0.00
Task 3 - Preliminary Design	100.00%	\$927,669.00	\$927,669.00	\$927,669.00	\$0.00
Task 4 - Final Design	100.00%	\$1,238,962.54	\$1,238,962.54	\$1,238,962.54	\$0.00
Hourly Services					
Bidding & Equipment Procurement Services		\$126,760.00	\$126,739.39	\$126,739.39	\$0.00
Construction Administration		\$642,218.00	\$257,823.48	\$194,239.79	\$63,583.69
Construction Observation		\$665,258.40	\$45,345.28	\$28,277.86	\$17,067.42
O&M Manual and Startup Training		\$127,461.00	\$0.00	\$0.00	\$0.00
Application Engineering		\$437,367.00	\$6,888.15	\$0.00	\$6,888.15
Totals		\$4,245,822.79	\$2,655,282.16	\$2,560,785.79	\$94,496.37

Total Amount This Invoice \$94,496.37

Authorized by:

Thomas Helvick 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

Attachment to Invoice: 2300438-18

April 30, 2025

Garver Project: 2300438

Glenpool Wastewater Treatment Facility Design

Period Ending:04/25/2025

Construction Administration

Personnel	Hours	Pay Rate	Amount
Angles Vega, Diego	4.00	\$46.02	\$184.08
Becerra, Humberto	46.00	\$34.66	\$1,594.36
Caig, Aidan	3.00	\$35.35	\$106.05
Carroll, Christian	12.00	\$27.40	\$328.80
Chang Guzman, Ivan	50.50	\$40.39	\$2,039.70
Dalaeli, Josef	0.50	\$64.91	\$32.46
Disheroon, Noah	22.00	\$33.65	\$740.30
Ehorn, Sydney	8.75	\$36.06	\$315.53
Gatling, Christopher	6.50	\$89.19	\$579.74
Gonzalez, John	6.00	\$69.71	\$418.26
Gonzalez, Ricardo	16.00	\$30.44	\$487.04
Halsey, Scott	27.00	\$48.57	\$1,311.39
Helvick, Thomas	42.00	\$46.31	\$1,945.02
Jimenez, Cecilia	0.50	\$32.69	\$16.35
Kerr, Ryan	16.00	\$32.25	\$516.00
Lin, Chou-Chuan	10.00	\$36.54	\$365.40
Lovett, William	3.00	\$24.56	\$73.68
Martin, Kipp	3.00	\$81.34	\$244.02
McKnight, Nicholas	2.00	\$32.22	\$64.44
Messina Rodriguez, Valeria	7.50	\$34.66	\$259.95
Niblett, Michael	4.00	\$77.63	\$310.52
Nickels, Hillary	23.50	\$30.09	\$707.12
Richers, Caleb	9.00	\$64.91	\$584.19
Ross, Benjamin	44.50	\$76.09	\$3,386.01
Tate, Russell	9.00	\$91.35	\$822.15
Verdeza, Jaime	21.00	\$38.94	\$817.74
Walters, Dwight	9.50	\$36.73	\$348.94
White, Jonathan	5.00	\$86.54	\$432.70
Wiseman, Laura	14.50	\$42.32	\$613.64
Labor			\$19,645.58
Overhead at 194.03% of Labor			\$38,118.32
Profit at 10% of Labor and Overhead			\$5,776.39

Reimbursable Expenses	Amount
Mileage :	\$43.40
Reimbursable Expenses Total	\$43.40

Due This Invoice:		
	Construction Administration	\$63,583.69

Construction Observation

Attachment to Invoice: 2300438-18

April 30, 2025

Garver Project: 2300438

Glenpool Wastewater Treatment Facility Design

Period Ending:04/25/2025

Personnel	Hours	Pay Rate	Amount
Doss, Tevin	141.00	\$35.00	\$4,935.00
Labor			\$4,935.00

Overhead at 194.03% of Labor **\$9,575.38**

Profit at 10% of Labor and Overhead **\$1,451.04**

Reimbursable Expenses	Amount
Meals :	\$416.50
Mileage :	\$689.50
Reimbursable Expenses Total	\$1,106.00

Due This Invoice:	Construction Observation	\$17,067.42
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Application Engineering

Personnel	Hours	Pay Rate	Amount
Crawford, Michael	18.25	\$64.90	\$1,184.43
Zomorodi, Mohammad	1.00	\$88.94	\$88.94
Labor			\$1,273.37

Overhead at 194.03% of Labor **\$2,470.72**

Profit at 10% of Labor and Overhead **\$374.41**

Reimbursable Expenses	Amount
Meals :	\$19.65
Travel :	\$2,750.00
Reimbursable Expenses Total	\$2,769.65

Due This Invoice:	Application Engineering	\$6,888.15
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6100 S Yale Ave. Suite 1300
Tulsa, OK 74136

TEL 918.250.5922

www.GarverUSA.com

Progress Report Glenpool WWTP Improvements

To: Glenpool Utility Service Authority
From: Thomas Helvick, PE
Copies to: Garver File 2300438
Period Ending: April 25, 2025

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

Recent Accomplishments

- Review Submittals and RFIs
- Attend Monthly Progress Meeting
- Review Pay Application No. 3
- Prepare Allowance Authorizations & Draft WCD No. 2
- Conduct Construction Administration and Observation

Need from Others

- None

Planned Assignments for Next Reporting Period

- Review Submittals and RFIs
- Attend Monthly Progress Meeting