

**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 Monday, June 4, 2018, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman	
C) Public Works Director Report - Wes Richter	
1) Public Works Report June 2018	2
D) Scheduled Business	
1) Discussion and possible action to ratify action taken by the Glenpool City Council to adopt Resolution No 2018004, as it pertains to the FY 2018-2019 Annual Budget of the Glenpool Utility Service Authority. (David Tillotson, City Manager) RESOLUTION 2018004	3 - 4
2) Discussion and possible action to approve minutes from May 7, 2018 meeting. (Susan White, Secretary) GUSA - 07 May 2018 - Minutes - Html	5 - 6
E) Adjournment	

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 1, 2018 at 4:30 p.m.
Signed: Susan White, City Clerk



Public Works Director's Report

June 4, 2018

To: Glenpool Utility Services Authority Board Members,

The following report highlights and summarizes the various activities that are currently being addressed by the Public Works Department.

Waste Water Treatment Plant:

- Submitted Monthly DMR report to ODEQ.
- Still waiting on results from the quarterly bio monitoring tests.
- 3 sewer backups were reported all 3 were on the customers side.

Water Distribution:

- Meter reading started on May 7th and ended on April 8th.
- Rereads for May were 2
- 169 Service Orders, 10 Blue tags were issued by the water billing dept.
- 4 New service taps and 5 leaks were repaired.
- 244 Line locates were issued by call Okie which brings the total for 2018 to 1178 locates.
- Turn offs 115

RESOLUTION 2018004

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 FY 2018-2019 ANNUAL BUDGET

WHEREAS, The Municipal Budget Act, Title 11 Oklahoma Statutes Sections 17-201 – 17-305, (the “Act”) authorizes a municipality to prepare and approve an annual budget in accordance with the terms of the Act, and

WHEREAS, The Glenpool City Council, as the governing body for the City of Glenpool, has met all statutory requirements for publication of notice of the date, time and place of the required public hearing, together with the proposed budget summary and the municipal clerk has made available a sufficient number of copies of the proposed budget as the governing body determine and have them available for review or for distribution or sale at the office of the municipal clerk; and

WHEREAS, The Glenpool City Council has held a public hearing on the proposed budget no later than fifteen days prior to the beginning of the budget year, at which any person could present to the City Council comments, recommendations or information on any part of the proposed budget; and

WHEREAS, The proposed budget presents a complete financial plan for the City of Glenpool and presents information necessary and proper to disclose the financial position and condition of the City and the revenues and expenditures thereof, both past and anticipated; and

WHEREAS, The proposed expenditures do not exceed the estimated revenues and appropriated fund balance for any fund; and

WHEREAS, Revenues are classified separately by source and expenditures are departmentalized within each fund; and

WHEREAS, the Glenpool City Council has reviewed the proposed budget and is aware of the operations and projects planned for FY 2018-2019.

NOW THEREFORE BE IT RESOLVED by the Glenpool City Council THAT:

- A. The budget for fiscal year 2018-2019 be approved for the following funds and amounts:
SEE EXHIBIT A attached hereto and incorporated herein.
- B. The Finance Director, with the approval of the City Manager, may make transfers between departments and accounts within a fund, provided that no expenditure may be incurred or made by any officer or employee which exceeds the fund balance for any fund, and further provided that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimums required.
- C. Additional appropriations, and interfund transfers, must be approved by the Glenpool City Council prior to implementation.
- D. No officer or employee of the City shall authorize, make or incur expenditures in excess of ninety percent (90%) of the appropriation for any fund of the budget as adopted or amended until revenues received, including the prior fiscal year's fund balance carried

forward, totals an amount equal to at least ninety percent (90%) of the appropriation for the fund.

- E. The Finance Director shall be given blanket authority and directed to invest and reinvest available funds on a continuing basis during the fiscal year ending June 30, 2019 in a manner described in the City of Glenpool Investment Policy.
- F. The governing body may amend the budget to make supplemental appropriations to any fund up to the amount of additional revenues which are available for current expenses for the fund due to:
 - 1. Revenues received or to be received from sources not anticipated in the budget for that year;
 - 2. Revenues received or to be received from anticipated sources but in excess of the budget estimates therefor; or
 - 3. Unexpended and unencumbered fund balances on hand at the end of the preceding fiscal year which had not been anticipated or appropriated in the budget.

PASSED AND APPROVED this 4th day of June 2018.

Name: Timothy Lee Fox
Title: Mayor

Attest:

Name: Susan White
Title: City Clerk

MINUTES
GUSA Meeting
Monday, May 7, 2018 Council Chambers 6:00 PM

COUNCIL PRESENT: Tim Fox
Momodou Ceesay
Trish Agee
Brandon Kearns
Jacqueline Triplett-Lund

COUNCIL ABSENT:

STAFF PRESENT: David Tillotson
Lowell Peterson
Susan White
John Gonsalves
Lynn Burrow

STAFF ABSENT: Rick Malone

A Call to Order - Timothy Lee Fox, Chairman

B Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman

- 1) Secretary White called the roll and Chairman Fox declared a quorum.

C Public Works Director Report - Wes Richter

D Scheduled Business

- 1) Discussion and possible action to approve minutes from April 2, 2018 meeting.
(Susan White, Secretary)

Moved by Momodou Ceesay, seconded by Tim Fox

To approve minutes as presented. Trustees Agee and Kearns each abstained because they were absent from the April 2, 2018 meeting.

	For	Against	Abstained	Absent
Tim Fox	x			

Momodou	x			
Ceesay				
Trish Agee			x	
Brandon Kearns			x	
Jacqueline	x			
Triplett-Lund				
	3	0	2	0

CARRIED.

- 2) Discussion and possible action to approve and authorize execution of Reaffirmation of Agreed Upon Procedures Engagement Letter with Elfrink and Associates, PLLC, for FY 2018 Annual Audit of Compliance with Glenpool/Creek-2 Settlement Agreement of May 2015.
(Lowell Peterson, City and GUSA Legal Counsel)

Lowell Peterson, City and GUSA Legal Counsel advised the Trustees this item is the GUSA counterpart that has been approved earlier in the evening by the City Council at their Regular Meeting.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve and authorize execution of Reaffirmation of Agreed Upon Procedures Engagement Letter with Elfrink and Assoc., PLLC.

	For	Against	Abstained	Absent
Tim Fox	x			
Momodou	x			
Ceesay				
Trish Agee	x			
Brandon Kearns	x			
Jacqueline	x			
Triplett-Lund				
	5	0	0	0

CARRIED.

E Adjournment

There being no further business the meeting was adjourned at 8:57 p.m.