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 5, 2023, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool Utility Service Authority will be assembled for the meeting at the City Council Chambers, 12205 S. Yukon Ave, Glenpool, Oklahoma. Members of the public are invited to attend the in-person meeting, or join a live broadcast at this link:
Join Zoom Meeting
https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09
Meeting ID: 897 5355 5435
Passcode: 974088
One tap mobile
+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: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM, JUNE 5, 2023.**

AGENDA

Page

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

B) **Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair**

C) **Departmental Reports**

1) 2023-05 Water Sewer Report 3 - 4

D) **Trustee Comments**

E) **Public Comments**

F) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GUSA Board to be routine and will be enacted by**

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

1) Minutes from May 1, 2023, and May 15, 2023 meetings. 5 - 12

GUSA - 01 May 2023 - Minutes - Html
GUSA - 15 May 2023 - Minutes - Html

2) Engagement Letter from Hinkle & Company, CPA to conduct the fiscal year ending June 30, 2023 Annual Audit. 13 - 22

Hinkle & Company Eng Ltr - Audit

3) Engagement Letter from Crawford & Associates, P.C. to prepare the financial statements for fiscal year ending June 30, 2023. 23 - 28

Crawford Assoc. Eng Ltr - Fin Stmt Prep

4) Engagement Letter from Crawford & Associates, P.C. to perform monthly financial accounting for Fiscal Year 2023-2024. 29 - 32

Crawford Assoc. Eng Ltr - Accounting services

5) FY23-24 Property, General Liability and Workers Compensation insurance renewals from Oklahoma Municipal Assurance Group. 33 - 36

OMAG Insurance Renewals

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

H) **Scheduled Business**

1) Discussion and possible action to ratify, or refuse to ratify, action taken by the Glenpool City Council to adopt Resolution No. 2023006, as it pertains to the Fiscal Year 2023-2024 Annual Budget of the Glenpool Utility Service Authority.
(David Tillotson, City Manager)

2) Discussion and possible action to approve or deny acceptance of public sanitary sewer extension, serving MonTapp Addition Section 2 Tract 2 & 3. 37 - 48
(David Tillotson, City Manager)

Staff Report - Montapp Sewer Line Extension

I) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 2, 2023, by 11:30 am.
Signed: Wendy Knight
Secretary

City Of Glenpool

Creating Opportunity

To: Honorable Chairman and Trustees, Glenpool Utility Service Authority

From: Jesse Hale, Public Works Director

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

The following details of all work completed between April 27, 2023 – May 30, 2023

Wastewater Treatment Plant and Lift Stations:

- Daily testing performed
- Daily readings performed
- Daily flow monitoring performed
- Daily meter calibrations performed
- Weekly biological oxygen demand and total suspended solids samples to Green Co. Testing
- Daily addition of chemicals to lagoon
- Mowed, weeded, and sprayed (where needed) at lift stations and plant grounds
- Lift Stations inspected
- Vehicle and equipment maintenance performed
- Grinder shaft is in the shop
- Effluent Motor #3 is down. Distributors are actively looking for parts to repair VFD.
- Blower Motor #2 is down. Proceeding with repair, should be done by end of May.
- Both outfall chemical pumps were sent out for repair. One on loan from vendor. One fixed and returned.
- Jetrodded 6 possible sewer backup(s), city line(s) were clogged on all. (Wipes & Grease)

Water

- 257 Utility locates
- 171 service orders completed for the utility office
- 126 turn offs for non-payment
- 0 lock outs for non-payment (6/1 is next lockout date)
- Performed monthly meter reads and with 51 bad registers
- 10 leaks repaired (6 repairs pending)
- 6 meters set (3 residential, 2 commercial, 1 park)
- 29 pending meter sets (23 residential, 6 commercial)
- Monthly water samples taken and passed
- Mowed, weeded, and sprayed (where needed) at water towers and booster stations

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

- Cleaned and serviced vehicles and equipment
- Found and raised 3 manholes around town.
- Found collapsed sewer line north of post office. Contractor redirected and redid piping.
- All staff attended OMAG/DEQ training held at Conference Center.
- Fully staffed as of Mid May. Repairs and completed tickets have drastically increased.
- Contractors will be doing some general repairs at GlenPark lift station in a few weeks
- Contractor will be replacing some driveways and sidewalks torn out for leak repairs

Misc.

-

MINUTES
GUSA Meeting
Monday, May 1, 2023 Council Chambers 6:00 PM

TRUSTEES PRESENT:

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

STAFF PRESENT:

David Tillotson
Susan White
Wendy Knight
Sarah Cage
Gerald Gilbert
Jesse Hale
Madi Plett
Jeremy Plane

A) Call to Order - Joyce G. Calvert, Chair
Chair Calvert called the meeting to order at 6:16 p.m.

B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair
Wendy Knight called the roll, Chair Calvert declared a quorum present.
Scott Major, District Attorney, was also in attendance.

C) Departmental Reports

2023-04 Water Sewer Report

D) Trustee Comments
There were no Trustee comments.

E) Public Comments
There were no public comments.

F) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GUSA Board to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

1) Minutes from April 3, 2023, and April 17, 2023 meetings.

GUSA - 03 Apr 2023 - Minutes - Html
GUSA - 17 Apr 2023 - Minutes - Html

2) Agreed Upon Audit Procedures Engagement Letter for FY22-23, with Elfrink and Associates, PLLC.

Agreed Upon Audit Procedures Engagement Letter

3) Purchase of 1 (one) Vac Trailer for a total purchase price of $163,111.13, to be funded from GL Account Number 02-6-16-6333: Capital Purchases.
(Jesse Hale, Public Works Director)

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

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.

2023-05-01 PW Purchase - Vac Trailer c quotes (003)

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

H) Scheduled Business

1) Discussion and possible action to elect Chair, tabled from April 17, 2023 meeting.
(Joyce G. Calvert, Chair)

Moved by Brandon Kearns, seconded by Jacqueline Triplett-Lund

To nominate Joyce Calvert as Chair.

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

CARRIED.

2) Discussion and possible action to elect Vice-Chair, tabled from April 17, 2023 meeting.
(Chair)

Moved by Joyce Calvert, seconded by Chris Brobst

To nominate Brandon Kearns as Vice-Chair.

	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.

3) Discussion and possible action to approve, deny or amend a Wastewater Treatment Facility Project Program Management Services Agreement between Glenpool Utility Services Authority (GUSA) and S2 Engineering PLLC.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Board approval of a Wastewater Treatment Facility Project Program Management Services Agreement between Glenpool Utility Services Authority (GUSA) and S2 Engineering PLLC. The core and other "as needed" tasks of the PPM would include: Project Administration; Design Consultant Selection Phase; Regulatory Approval/Permits; Public Communication Phase; Detailed Design Phase; Bidding Phase; Construction Phase; Plant Start-up; New Site Property and Topographic Survey; Site Flood Plain

Permitting; Environmental Information Document (EID); and ARPA Grant Administration Coordination.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve a Wastewater Treatment Facility Project Program Management Services Agreement between Glenpool Utility Services Authority (GUSA) and S2 Engineering PLLC.

	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 - Agreement

I) Adjournment
Chair Calvert declared the meeting adjourned at 6:33 p.m.

MINUTES
GUSA Special Meeting
Monday, May 15, 2023 Council Chambers 6:00 PM

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

TRUSTEES ABSENT: Chris Brobst

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

A) Call to Order - Joyce G. Calvert, Chair
Chair Calvert called the meeting to order at 7:15 p.m.

B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair
Wendy Knight called the roll, Chair Calvert declared a quorum present.

C) Trustee Comments
There were no Trustee comments.

D) Public Comments
There were no public comments.

E) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GUSA Board to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

1) Renewal of the employee benefits package for Fiscal Year 2023-2024.

Moved by Brandon Kearns, seconded by Tim Fox

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			
	4	0	0	1

CARRIED.

Staff Report - Benefits Renewal

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

G) Scheduled Business

1) Presentation and discussion of FY23-24 annual budget. No action will be taken.
(David Tillotson, City Manager)

Mr. Tillotson presented a draft of the FY23-24 annual budget. No action was taken.

2) Discussion and possible action to approve or deny a quote from L.A.M. Construction LLC, for the Kendalwood Park North Drainage Improvements Project, in an amount not to exceed $91,000.00, to be funded from GL Account Number 02-6-16-6279: SEP Project.
(David Agbetunsin, City Engineer)

Mr. Agbetunsin presented and recommended Board approval of a quote from L.A.M. Construction LLC, for the Kendalwood Park North Drainage Improvements Project, in an amount not to exceed $91,000.00, to be funded from GL Account Number 02-6-16-6279: SEP Project. Kendalwood Park North has been closed since 2021 due to several drainage issues. The City solicited quotes to address the drainage problems, and received three responses.

Moved by Jacqueline Triplett-Lund, seconded by Joyce Calvert

To approve a quote from L.A.M. Construction LLC, for the Kendalwood Park North Drainage Improvements Project, in an amount not to exceed $91,000.00, to be funded from GL Account Number 02-6-16-6279: SEP Project.

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

CARRIED.

Staff Report - Kendalwood Park North Drainage Improvements Project

3) Discussion and possible action to enter into Executive Session for the purpose of discussing the purchase or appraisal of certain real property, pursuant to Title 25, Section 307(B)(3) of the Oklahoma Statutes. (David Tillotson, City Manager).

Moved by Brandon Kearns, seconded by Jacqueline Triplett-Lund

To enter into Executive Session at 7:46 p.m.

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

CARRIED.

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

Moved by Tim Fox, seconded by Jacqueline Triplett-Lund

To reconvene in Regular Session at 7:46 p.m.

	For	**Against**	**Abstained**	**Absent**
Joyce Calvert	x			

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

CARRIED.

H) Adjournment
Chair Calvert declared the meeting adjourned at 7:46 p.m.

City Of Glenpool
Creating Opportunity

STAFF REPORT

To: Honorable Mayor and City Council

From: Susan White, Asst. City Manager

Date: June 5, 2023

Re: Audit Engagement for FYE June 30, 2023, with Hinkle & Company

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Background:

The City has engaged Hinkle & Company for the past two years to conduct the Financial and Compliance audit. Staff is pleased with the quality of their work and professionalism.

Attached is their Engagement Letter for the purpose of providing audit services for FYE June 30, 2023, at an estimated cost of $28,500.

Staff Recommendation:

Staff recommends Council approval to engage Hinkle & Company at an estimated cost of $28,500.

Attachments:

Hinkle & Company Engagement Letter

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;
Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com

HINKLE & COMPANY PC
Strategic Business Advisors

5028 E. 101st Street
Tulsa, OK 74137
TEL: 918.492.3388
FAX: 918.492.4443
www.hinklecpas.com

May 16, 2023

City of Glenpool
Sarah N. Cage, City Comptroller
12205 South Yukon Avenue
Glenpool, Oklahoma 74033

The following represents our understanding of the services we will provide City of Glenpool (The City).

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Glenpool, as of June 30, 2023 and for the year then ended and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with Government Auditing Standards, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America require that supplementary information (RSI), such as management's discussion and analysis (MD&A), budgetary comparison schedule for the General Fund, schedules of the City's proportionate share of the net pension liability and the City's contributions, be presented to supplement the City of Glenpool basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI.

The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussions and Analysis
- Schedule of the City's proportionate share of the net pension liability and Other Post-employment Benefits
- Schedule of the City's contributions
- Budgetary Comparison Schedule
- Notes to the Budgetary Comparison Schedule

Auditor Responsibilities

We will conduct our audit in accordance with GAAS. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about City's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America.
b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
c. To provide us with:
    i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
    ii. Additional information that we may request from management for the purpose of the audit;
    iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
    iv. A written acknowledgement of all the documents that [management] expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
    v. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;

i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

Reporting
We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the Mayor and City Council of the City of Glenpool. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Kirk Vanderslice is the engagement partner for the audit services specified in this letter. His responsibilities include supervising the auditing services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. *We will work with your staff to schedule the audit to meet the City's needs.*

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. We estimate that our fee for the audit will be $28,500. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

The audit documentation for this engagement is the property of Hinkle & Company, PC and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Hinkle & Company, PC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Mayor and Audit Committee, the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statement's compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Hinkle & Company, PC

This letter correctly sets forth our understanding of the City of Glenpool.

Mayor Joyce Calvert City of Glenpool	Date

HBC
CPAs & Advisors

Report on the Firm's System of Quality Control

April 29, 2020

To the Members of
Hinkle & Company, PC
and the Peer Review Committee of the OSCPA

We have reviewed the system of quality control for the accounting and auditing practice of Hinkle & Company, PC (the firm) in effect for the year ended September 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

9905 N. May Avenue, Oklahoma City, Oklahoma 73120
Phone (405) 848-7797 Fax (405) 848-7840 Web address: www.hbc-cpas.com

To the Members of
Hinkle & Company, PC
and the Peer Review Committee of the OSCPA
Page 2

Opinion

In our opinion the system of quality control for the accounting and auditing practice Hinkle & Company, PC in effect for the year ended September 30, 2019 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Hinkle & Company, PC has received a peer review rating of pass.

HBC CPAs & Advisors

HBC CPAs & Advisors
Oklahoma City, Oklahoma

9905 N. May Avenue, Oklahoma City, Oklahoma 73120
Phone (405) 848-7797 Fax (405) 848-7840 Web address: www.hbc-cpas.com

STAFF REPORT

To: Honorable Mayor and City Council

From: Susan White, Asst. City Manager

Date: June 5, 2023

Re: Annual Financial Statements for FYE June 30, 2023

Background:

The City requested a proposal from Crawford & Associates to prepare the financial statements for the fiscal year ending June 30, 2023.

Attached is their Engagement Letter for 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 for the preparation of the annual financial statements for the fiscal year ending June 30, 2023, at approximately $37,000.

Attachments:

Crawford & Associates Engagement Letter

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;
Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com

CRAWFORD & ASSOCIATES P.C.

April 14, 2023

Ms. Susan White, Assistant City Manager
City of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

Dear Ms. White:

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, 2023

T: 405-691-5550
F: 405-691-5646 | W: www.crawfordcpas.com
E: info@crawfordcpas.com | 10308 Greenbriar Place, Oklahoma City, OK 73159

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, 2023. 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 $265
- Shareholders $180
- Senior Managers $160
- Managers $140
- Senior Professional Staff $120
- Professional Staff $80
- Clerical Staff $50

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 2023 prior to the end of FY 2024, we may begin interim preparations in the spring of 2024 to facilitate a more timely issuance of FY 2024's financial statements.

The term of this engagement is a period from July 1, 2023 through the June 30, 2024. 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.

<u>Acceptance</u>

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: ______________________________

STAFF REPORT

To: Honorable Mayor and City Council

From: Susan White, Asst. City Manager

Date: June 5, 2023

Re: Accounting Services

Background:

Crawford & Associates have provided excellent accounting services and staff recommends continuing their services for FY 2024 to maintain the financial records until the time a new Finance Director is in place.

Attached is their Engagement Letter for the purpose of providing accounting services on a monthly basis at approximately $5,000 per month.

Staff Recommendation:

Staff recommends Council approval to engage Crawford & Associates for monthly accounting services, at an approximate cost of $5,000 a month.

Attachments:

Crawford & Associates Engagement Letter

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;
Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com

CRAWFORD & ASSOCIATES P.C.

April 14, 2023

Ms. Susan White, Assistant City Manager
City of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

Dear Ms. White:

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.

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Budget Preparation and Amendment Assistance
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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

T: 405-691-5550
F: 405-691-5646 | W: www.crawfordcpas.com
E: info@crawfordcpas.com | 10308 Greenbriar Place, Oklahoma City, OK 73159

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

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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.

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- Firm President $265
- Shareholders $180
- Senior Managers $160
- Managers $140
- Senior Professional Staff $120
- Professional Staff $80
- Clerical Staff $50

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 $5,000 per month.

The term of this engagement is for services to be provided monthly, beginning July 1, 2023 and continuing monthly through June 30, 2024, 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 2024. 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: ______________________________

Date: June 5, 2023

To: Honorable Mayor and Council/ Chair and Trustees
From: Wendy Knight, City Clerk
Re: Renewal of Property, General Liability, and Workers Compensation Insurance for FY 23-24

Background:

The current policies for Property, General Liability, and Workers Compensation insurance expires at midnight on June 30, 2023. Oklahoma Municipal Assurance Group (OMAG) is asking renewal for the following:

Plan	FY23-24 Renewal	FY22-23 Premium	% Change	Comments
Municipal Property Protection	$113,711.	$103,170.	10%	*Standard rate increase
Municipal Liability Protection	$96,122.	$92,262.	4%	*Standard rate increase + expenditures from State Auditor website, updated every 2-4 years
Worker's Compensation	$223,151.	$248,924.	- 10%	**DECREASE

*** Standard rate increase due to loss trends and general market conditions**

Staff Recommendation:

Staff recommends renewal of all OMAG insurance policies for FY2023-2024

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;
Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com

OMAG

3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Date of Invoice: 5/10/2023

INVOICE

Mail To:	
City of Glenpool 12205 S. Yukon Ave. Glenpool, Oklahoma 74033	Insured: City of Glenpool Policy No.: PRO140044407 Policy Type: Property Effective Date: 7/1/2023 Expiration Date: 7/1/2024

Inst. No.	Date	Transaction Type	Amount	Running Total
1	7/1/2023	Renewal	$28,427.75	$28,427.75
			Current Amount Due	$28,427.75
	Total Policy Balance Before Payment: $113,711.00		**Payment Due By**	7/1/2023

Thank you for your business. If you have questions about your account, please call 1-800-234-9461 or 405-657-1400.

If not paid within 45 days of due date, policy will be cancelled.

If you are interested in being able to make this payment via ACH, please contact Matt Jacobson at (405) 657-1429.

Detach along the perforation above. Keep top portion for your records. Return bottom portion with your remittance.

Policy No.: PRO140044407 Insured: City of Glenpool	Amount Due: $28,427.75 Payment Due By: 7/1/2023

PLEASE REMIT PAYMENT TO:

OMAG
P.O. Box 3091
Edmond, OK 73083

3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Date of Invoice: 5/10/2023

INVOICE

Mail To:	
City of Glenpool 12205 S. Yukon Ave. Glenpool, Oklahoma 74033	Insured: City of Glenpool Policy No.: GLA140047307 Policy Type: General Liability/Auto Effective Date: 7/1/2023 Expiration Date: 7/1/2024

Inst. No.	Date	Transaction Type	Amount	Running Total
1	7/1/2023	Renewal	$24,030.50	$24,030.50
			Current Amount Due	$24,030.50
	Total Policy Balance Before Payment: $96,122.00		**Payment Due By**	7/1/2023

Thank you for your business. If you have questions about your account, please call 1-800-234-9461 or 405-657-1400.

If not paid within 45 days of due date, policy will be cancelled.

If you are interested in being able to make this payment via ACH, please contact Matt Jacobson at (405) 657-1429.

Detach along the perforation above. Keep top portion for your records. Return bottom portion with your remittance.

Policy No.: GLA140047307 Insured: City of Glenpool	Amount Due: $24,030.50 Payment Due By: 7/1/2023

PLEASE REMIT PAYMENT TO:

OMAG
P.O. Box 3091
Edmond, OK 73083

OMAG

3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Date of Invoice: 5/30/2023

INVOICE-Workers' Compensation Standard Plan

Mail To: Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033	Insured: City of Glenpool Policy No.: WCV140012407 Effective Date: 7/1/2023 Expiration Date: 7/1/2024

Inst. No.	Date	Transaction Type	Amount
1	7/1/2023	Renewal	$55,787.75

Standard Plan Premium: 201,218.00 OMAG Admin. Fee: 21,933.00 Total Premium: 223,151.00 Total Policy Balance Before Payment: $223,151.00	**Current Amount Due:** $55,787.75 **Payment Due By:** 7/1/2023

Thank you for your business. If you have questions about your account, please call 1-800-234-9461 or 405-657-1400.

Detach along the perforation below. Keep top portion for your records.

Return bottom portion with your remittance.

Policy Number: WCV140012407 Insured Name: City of Glenpool Invoice Number: 14555	Amount Due: $55,787.75 Payment Due By: 7/1/2023

PLEASE REMIT PAYMENT TO:
OMAG
P. O. Box 3091
Edmond, OK 73083

City Of Glenpool
Creating Opportunity

To: Chairman and Board of Trustees, GUSA

From: David Agbetunsin, City Engineer

Date: June 5, 2023

Re: Acceptance of Public Sanitary Sewer Extension Serving MonTapp Addition Section 2 Tract 2 & 3

Background:

This item is for Board consideration and action regarding the approval and acceptance for ownership a certain public sewer line extension constructed to serve the MonTapp Addition Section 2 Tracts 2 & 3 located approximately 330 feet North of the intersection of 126th Street and Vancouver Avenue, per the attached "As-Built" Construction documents. This sewer line extension was permitted for construction by the Oklahoma Department of Environmental Quality (ODEQ) and was inspected by City staff during construction for compliance with the approved construction plans and State and City design criteria. It should be noted that the subject sewer line extension was constructed within general utility easements created by several separate instruments. The attached Maintenance Bond issued by the sewer line Contractor (MSB Construction LLC.) covers 100% of the total cost of the sewer line facilities in question for the required one-year period from GUSA acceptance.

Staff Recommendation:

Staff recommends that the Board approve the acceptance of these facilities for ownership as illustrated - including the corresponding 'As-Built' construction documents supported by the required one-year maintenance bond.

Attachments:

1. 'As-Built' Sewer line Construction Plans
2. ODEQ Construction Permit
3. Associated Maintenance Bond

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

PUBLIC SANITARY SEWER AND DRAINAGE PLANS

TO SERVE

MONTAPP ADDITION SECTION 2
TRACTS 2 & 3 (GLS 242)

AN ADDITION TO THE CITY OF GLENPOOL
IN A PART OF THE NE 1/4 OF SECTION 3,
T17N, R12E IB&M. TULSA COUNTY, OKLAHOMA

2021

OWNERS' INFORMATION

SOUTH COUNTY LAND, LLC
AN OKLAHOMA LIMITED LIABILITY COMPANY
5711 EAST 71st STREET #120
TULSA, OKLAHOMA 74136
PH: (918) 494-4004
FAX: (918) 494-4009

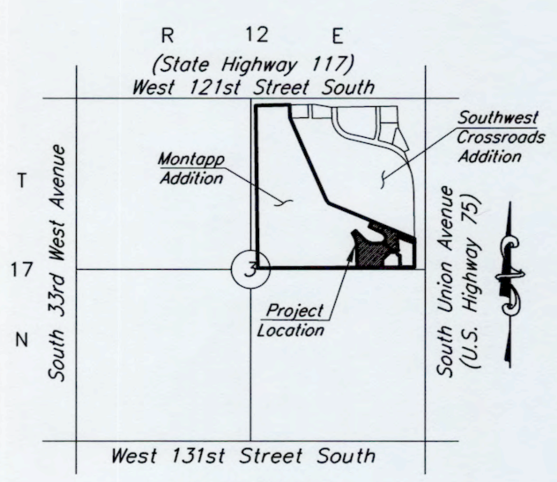
RESOURCE LIST

CITY OF GLENPOOL
12205 S. YUKON AVENUE
GLENPOOL, OK 74033
PH: (918) 322-5409

DAVID TILLOTSON
CITY MANAGER

GERALD GILBERT, AICP
DIRECTOR DEVELOPMENT SERVICES

FIRE DEPARTMENT
PAUL NEWTON
FIRE CHIEF
14522 S. BROADWAY
GLENPOOL, OK 74033
PH: (918) 322-2172



LOCATION MAP
NTS

SHEET INDEX

GENERAL NOTE

1. ALL SANITARY SEWER CONSTRUCTION SHALL CONFORM TO ODEQ STANDARDS OAC 252:656 AND THE CITY OF GLENPOOL STANDARDS AND SPECIFICATIONS.
2. ALL WORK NOT CLASSIFIED AS PAY ITEM SHALL BE CONSIDERED AS INCIDENTAL AND THE COST THEREIN SHALL BE INCLUDED IN PRICE FOR ITEMS WHICH ARE CLASSIFIED FOR PAYMENT.
3. ALL PVC PLASTIC PIPE FURNISHED ON THIS PROJECT MUST BE SDR-35 AND SHALL MEET THE REQUIREMENTS OF A.S.T.M. STANDARD D 2412-76. CONTRACTORS SHALL SUBMIT TO THE CITY OF GLENPOOL'S CONSTRUCTION INSPECTOR OR CITY ENGINEER, CERTIFIED COPIES OF ALL REPORTS OF TESTS CONDUCTED BY AN INDEPENDENT LABORATORY BEFORE INSTALLATION OF PVC PIPE. TESTS SHALL BE CONDUCTED IN ACCORDANCE WITH STANDARD METHOD OF TEST FOR "INTERNAL LOADING PROPERTIES OF PLASTIC PIPE BY PARALLEL-PLATE LOADING". IN THE ABSENCE OF SUCH REPORT, THE CITY CAN REQUIRE INDEPENDENT LABORATORY TESTING OF 1/2 OF ALL PIPE DELIVERED AT THE COST OF THE CONTRACTOR.
4. ALL WYES, RISERS, AND SERVICE CONNECTIONS ARE TO BE PRIVATELY MAINTAINED BY THE PROPERTY OWNER AND RISER PIPES ARE TO BE EXTENDED TO 4' ABOVE FINISHED GRADE AND CAPPED.
5. PIPE LEAKAGE TEST SHALL BE PERFORMED BY THE CONTRACTOR IN ACCORDANCE WITH ODEQ STANDARDS (OAC 252:656-5-5 B).
6. MANHOLE LEAKAGE TEST – IN ACCORDANCE WITH OAC 252:656-5-4(G)(5) A MANHOLE LEAKAGE TEST MUST BE PERFORMED. THE MANHOLES WILL BE CONCRETE AND POURED MONOLITHICALLY. SUBSEQUENT TO ALL PIPE CONNECTIONS IN PLACE TO THE MANHOLE (NORMAL LATERAL, LINEAL, OR DROP CONNECTION); AND ALL CONNECTIONS HAVING WATER STOP GASKETS CAST WITHIN THE MANHOLE; AND CAST IN PLACE MANHOLE BARREL SECTIONS IN A CONTINUOUS CONCRETE POUR WITHOUT SEAMS OR JOINTS; THE CONTRACTOR AND CITY OF GLENPOOL INSPECTOR SHALL PERFORM A VISUAL INSPECTION FOR LEAKS. IF LEAKS ARE OBSERVED, IMMEDIATE PROCEDURES MUST BE PERFORMED TO ELIMINATE LEAKS. IF NO LEAKS ARE OBSERVED, THE MANHOLE SHALL BE ACCEPTABLE. IN CASE OF DISCREPANCIES, THE CITY ENGINEER SHALL BE CONTACTED TO REVIEW THE MANHOLE AND THE CITY ENGINEER SHALL MAKE THE FINAL DETERMINATION.

   OAC 252:656-5-4. (7) LEAKAGE TESTING. SPECIFY THE ASTM STANDARD FOR THE TEST TO BE USED. ASTM TESTING STANDARDS ARE ASTM C-969 AND C-1244.

   OAC 252:656-5-5. TESTS (B) LEAKAGE TESTS ARE REQUIRED FOR ALL GRAVITY LINES. HYDROSTATIC TESTS MUST USE A 2-FOOT TEST HEAD AND LEAKAGE INWARD OR OUTWARD SHALL NOT EXCEED 10 GALLONS PER INCH OF PIPE DIAMETER PER MILE PER DAY. WHERE AIR TESTS ARE PROPOSED, SPECIFY THE ASTM STANDARD FOR THE TEST TO BE USED. UNI-BEL PLASTIC PIPE ASSOCIATION PROCEDURES MAY BE USED FOR PLASTIC PIPE. AN AIR TEST RESULT MUST ASSURE A LEAKAGE LIMIT EQUIVALENT TO THE HYDROSTATIC TEST LIMIT.
7. ALL MANHOLES SHALL BE CONSTRUCTED IN ACCORDANCE WITH ODEQ STANDARDS (OAC 252:656-5-4 G).
8. AT STREET CROSSINGS, WATER AND SEWER LINES ARE TO BE BACKFILLED AND COMPACTED WITH TYPE "A" AGGREGATE TO 95% STANDARD PROCTOR.
9. ODEQ STANDARDS OAC 252:656-5-5 (A) – PERFORM DEFLECTION TESTS ON ALL FLEXIBLE PIPE AFTER THE FINAL BACKFILL HAS BEEN IN PLACE AT LEAST 30 DAYS. DEFLECTION MUST NOT EXCEED 5%. TESTS MUST BE RUN USING A RIGID BALL OR MANDREL WITH A DIAMETER EQUAL TO 95% OF THE INSIDE DIAMETER OF THE PIPE TAKING INTO ACCOUNT MANUFACTURING TOLERANCES. TEST SHALL BE PERFORMED WITHOUT MECHANICAL PULLING DEVICES.
10. NO WATER JETTING OF TRENCHES FOR WATER, SANITARY SEWER, OR STORM SEWER.
11. MAXIMUM SLOPES FOR UTILITY EASEMENTS ARE 6:1.
12. CONTRACTOR TO LOCATE AND VERIFY SEWER SERVICE CONNECTIONS FOR ALL EXISTING SEWER SERVICES.
13. AN EFFORT HAS BEEN MADE TO LOCATE AND SHOW APPROXIMATE LOCATION OF UNDERGROUND UTILITY LINE. BURIED UTILITIES ARE NOT NECESSARILY SHOWN. IT IS THE CONTRACTORS RESPONSIBILITY TO LOCATE AND PRESERVE ALL UTILITY SERVICES.
14. CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL UTILITY COMPANIES PRIOR TO CONSTRUCTION.
15. ALL WORK MUST MEET ADA REQUIREMENTS.
16. ALL QUANTITY ESTIMATES SHOWN IN THIS SET OF PLANS ARE THE ENGINEER'S ESTIMATE AND ARE NOT GUARANTEED QUANTITIES. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR CALCULATING HIS/HER OWN QUANTITIES. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONSTRUCT THE PROJECT IN ACCORDANCE WITH THE CONSTRUCTION PLANS, DESIGN DETAILS, SPECIFIC STANDARDS, SPECIFICATIONS, AND SPECIAL CONDITIONS. ANY WORK REQUIRED IN THE CONSTRUCTION PLANS, DETAILS, OR STANDARDS FOR WHICH NO SPECIFIC BID ITEM IS PROVIDED SHALL BE CONSIDERED TO BE ANCILLARY, THE COST OF WHICH SHALL BE INCLUDED IN OTHER ITEMS OF WORK.
17. CONTRACTOR SHALL ACQUIRE LICENSING TO WORK IN THE CITY OF GLENPOOL, SHALL MAINTAIN INSURANCE VERIFICATION PER CITY'S REQUIREMENTS AND SHALL SUBMIT NECESSARY BONDS TO SATISFY CITY OF GLENPOOL REQUIREMENTS.
18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF ALL UTILITIES, PUBLIC OR PRIVATE.
19. CONTRACTOR FOR VEGETATIVE COVER SHALL APPLY APPROPRIATE GRASS MIXTURE TO PROVIDE GROWTH CONDITIONED WITH THE TIME OF THE YEAR AND THE GROWING CYCLE. COVER WILL BE PLACED ON BARE, SLOPED OR ERODIBLE AREAS AS APPROVED BY THE ENGINEER.
20. ALL WATER AND SEWER TRENCHES CROSSING STREETS SHALL BE BACKFILLED INCLUDING 2'-0" BACK OF CURB WITH TYPE "A" AGGREGATE AND COMPACTED TO 95% STANDARD PROCTOR.
21. THE CITY REQUESTS AT LEAST 48 HOURS NOTICE FOR INSPECTIONS. THE CITY INSPECTORS MUST BE NOTIFIED PRIOR TO A CONSTRUCTION EVENT SUCH AS POURING CONCRETE, LAYING PIPE OR LAYING HOT MIX ASPHALT CONCRETE.

NOTE TO CONTRACTOR

CALL OKIE: 1-800-522-6543

This number is to be used for information on the location of all underground utilities. Contact this number prior to any excavation.

BEFORE YOU DIG

CALL OKIE
(800) 522-6543

BENCH MARKS:

BENCHMARK – BM 1	
ELEVATION	691.87
MONUMENT	CUT "X" ON TOP OF CURB
LOCATION	W. SIDE OF VANCOUVER AVE. N. OF YUKON AVE. N. OF INLET

BENCHMARK – BM 2	
ELEVATION	701.95
MONUMENT	CUT "X" ON HEADWALL
LOCATION	S. OF 126TH ST. E. OF VANCOUVER AVE.

BENCHMARK – BM 3	
ELEVATION	710.78
MONUMENT	DOUBLE 60D IN PP
LOCATION	N. FACE OF PP E. OF GRAVEL DRIVE S. OF 126TH ST.

ALERT TO CONTRACTOR:

1. ALL CONSTRUCTION FOR THE PUBLIC IMPROVEMENT WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF GLENPOOL AND THE OKLAHOMA STANDARDS AND SPECIFICATIONS FOR HIGHWAY CONSTRUCTION (ENGLISH UNITS), ODOT 2009. IN CASE OF ANY CONFLICT BETWEEN THE CITY OF GLENPOOL STANDARDS/SPECIFICATIONS AND THE OWNER'S SITE SPECIFIC STANDARDS AND SPECIFICATIONS, THE CITY OF GLENPOOL STANDARDS AND SPECIFICATIONS SHALL PREVAIL.
2. ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES SHALL BE PERFORMED PRIOR TO CONTRACTOR COMPLETION AND THE FINAL CONNECTION OF SERVICES.

I, Muhammad A. Khan, Oklahoma Professional Engineer, #18318, do hereby state that these public sanitary sewer line plans, prepared by me or under my direct, responsible supervision, are in strict conformance with the applicable Codes of the City of Glenpool and the sound principles and practice of the Civil Engineering profession.

MUHAMMAD A. KHAN, P.E. #18318

AS-BUILT CONTRACTOR:

MSB CONSTRUCTION, INC.
MARK BERTSCH
9505 S. 4090 ROAD
OOLOGAH, OK 74053

"AS-BUILT" 05-09-23

SMC Consulting Engineers, P.C.

Oklahoma City, Oklahoma

NOT VALID FOR CONSTRUCTION
LICENSED PROFESSIONAL ENGINEER
MUHAMMAD ASHRAF KHAN
18318
OKLAHOMA
UNLESS SIGNED IN THIS BLOCK

SANITARY SEWER AND DRAINAGE PLANS FOR MONTAPP ADDITION SECTION 2

W. 126th ST SOUTH & S. UNION AVE.
GLENPOOL, OKLAHOMA

SMC Consulting Engineers, P.C.
815 West Main - Oklahoma City, OK 73106
PH: 405-232-7715 Fax: 405-232-7859
Website: www.smcokc.com
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. 464 EXP 06/30/2023

No.	Revision	By	Date

PROJECT NO.: 4621.30
DATE: 06/25/2021
SCALE: NOT TO SCALE
DRAWN BY: TN
ENGINEER: MUHAMMAD A. KHAN
P.E. NUMBER: 18318

TITLE SHEET

SHEET NO.
1

UTILITY STATEMENT & CAUTION:

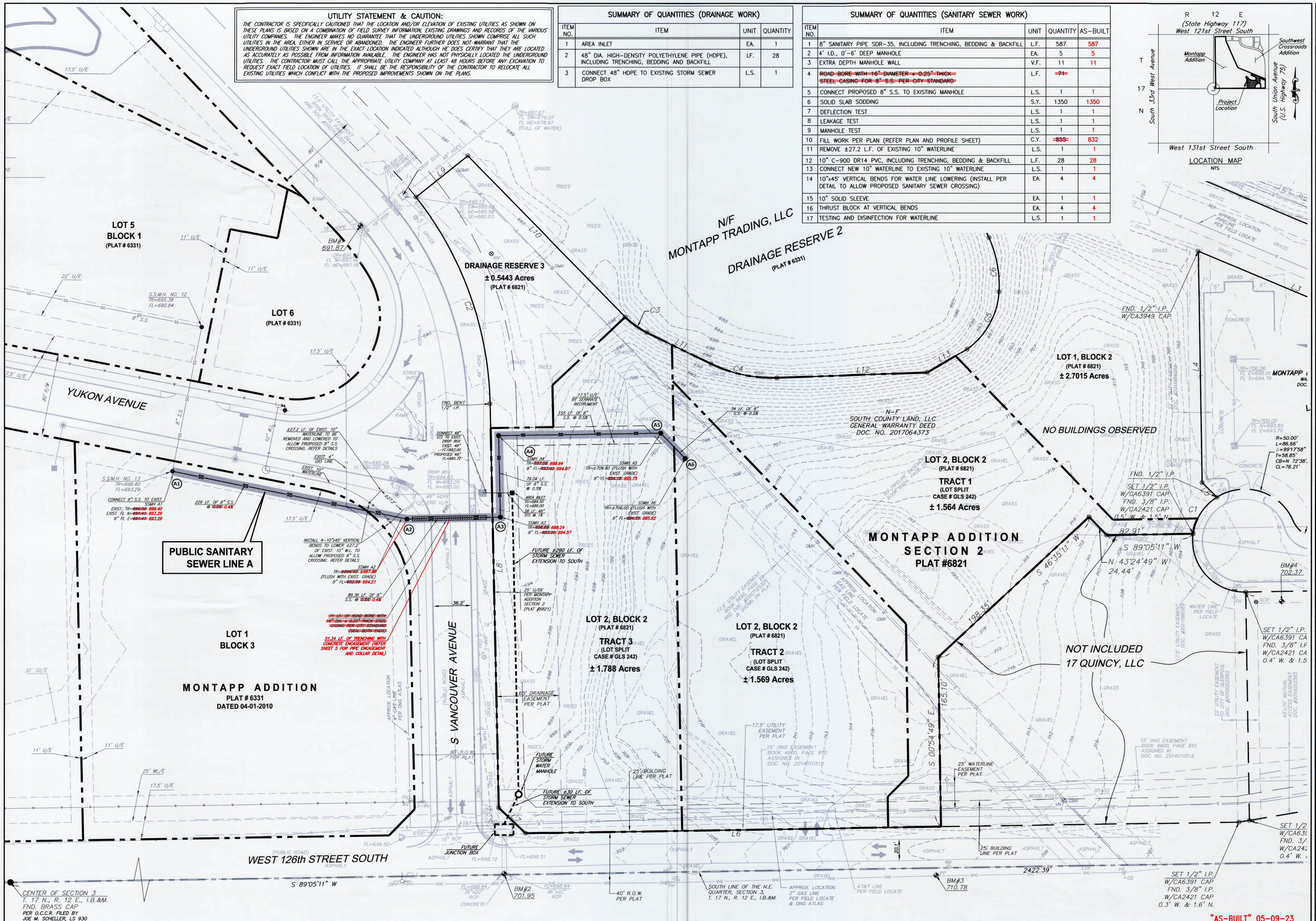
THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON A COMBINATION OF FIELD SURVEY INFORMATION, EXISTING DRAWINGS AND RECORDS OF THE VARIOUS UTILITY COMPANIES. THE ENGINEER MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE ENGINEER FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE ENGINEER HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

SUMMARY OF QUANTITIES (DRAINAGE WORK)

ITEM NO.	ITEM	UNIT	QUANTITY
1	AREA INLET	EA.	1
2	48" DIA. HIGH-DENSITY POLYETHYLENE PIPE (HDPE), INCLUDING TRENCHING, BEDDING AND BACKFILL	LF.	28
3	CONNECT 48" HDPE TO EXISTING STORM SEWER DROP BOX	L.S.	1

SUMMARY OF QUANTITIES (SANITARY SEWER WORK)

ITEM NO.	ITEM	UNIT	QUANTITY	AS-BUILT
1	8" SANITARY PIPE SDR-35, INCLUDING TRENCHING, BEDDING & BACKFILL	L.F.	587	587
2	4' I.D., 0'-6' DEEP MANHOLE	EA.	5	5
3	EXTRA DEPTH MANHOLE WALL	V.F.	11	11
4	~~ROAD BORE WITH 16" DIAMETER x 0.25" THICK STEEL CASING FOR 8" S.S. PER CITY STANDARD~~	L.F.	~~71~~	
5	CONNECT PROPOSED 8" S.S. TO EXISTING MANHOLE	L.S.	1	1
6	SOLID SLAB SODDING	S.Y.	1350	1350
7	DEFLECTION TEST	L.S.	1	1
8	LEAKAGE TEST	L.S.	1	1
9	MANHOLE TEST	L.S.	1	1
10	FILL WORK PER PLAN (REFER PLAN AND PROFILE SHEET)	C.Y.	~~855~~	832
11	REMOVE ±27.2 L.F. OF EXISTING 10" WATERLINE	L.S.	1	1
12	10" C-900 DR14 PVC, INCLUDING TRENCHING, BEDDING & BACKFILL	L.F.	28	28
13	CONNECT NEW 10" WATERLINE TO EXISTING 10" WATERLINE	L.S.	1	1
14	10"x45° VERTICAL BENDS FOR WATER LINE LOWERING (INSTALL PER DETAIL TO ALLOW PROPOSED SANITARY SEWER CROSSING)	EA.	4	4
15	10" SOLID SLEEVE	EA.	1	1
16	THRUST BLOCK AT VERTICAL BENDS	EA.	4	4
17	TESTING AND DISINFECTION FOR WATERLINE	L.S.	1	1



GRAPHIC SCALE
(IN FEET)
1 inch = 40 ft.

NOT VALID FOR CONSTRUCTION UNLESS SIGNED IN THIS BLOCK

LICENSED PROFESSIONAL ENGINEER MUHAMMAD ASHRAF KHAN 18318 OKLAHOMA

SANITARY SEWER AND DRAINAGE PLANS FOR MONTAPP ADDITION SECTION 2

W. 126th ST SOUTH & S. UNION AVE. GLENPOOL, OKLAHOMA

SMC Consulting Engineers, P.C.
815 West Main - Oklahoma City, OK 73106
PH: 405-232-7715 Fax: 405-232-7859
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OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. 464 EXP 06/30/2023

No.	Revision	By	Date

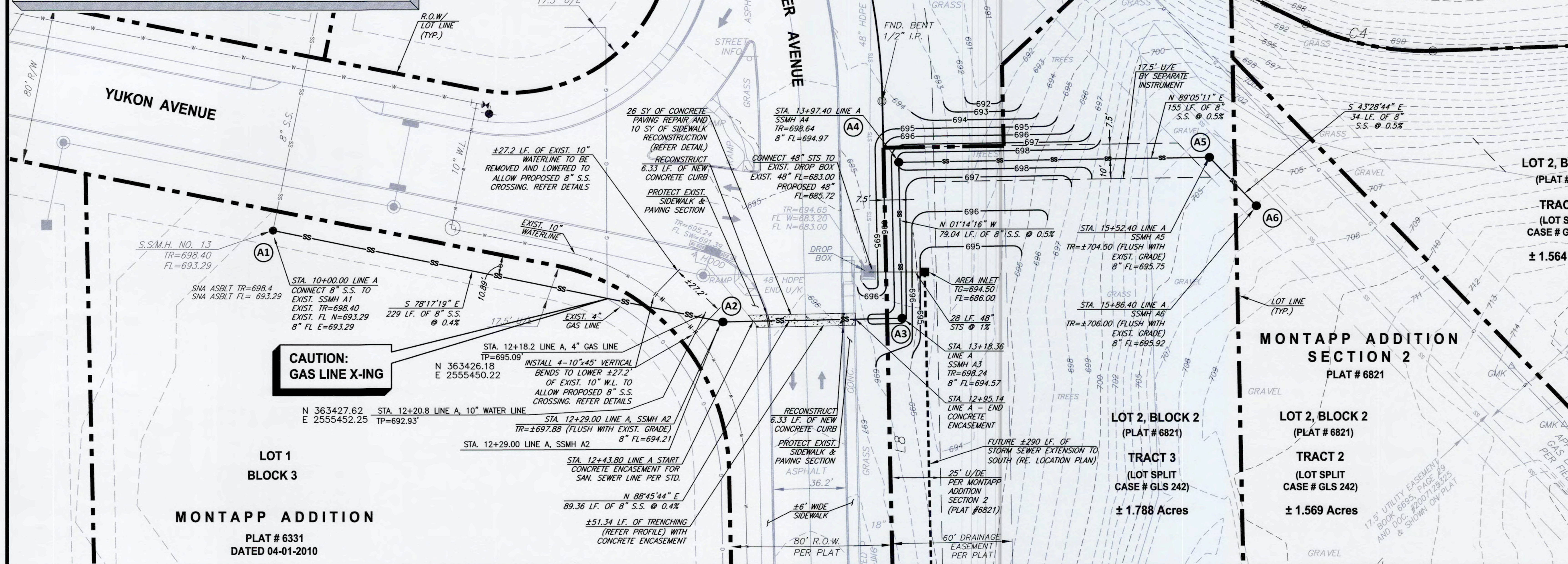
PROJECT NO.: 4621.30
DATE: 06/25/2021
SCALE: AS SHOWN
DRAWN BY: TN
ENGINEER: MUHAMMAD A. KHAN
P.E. NUMBER: 18318

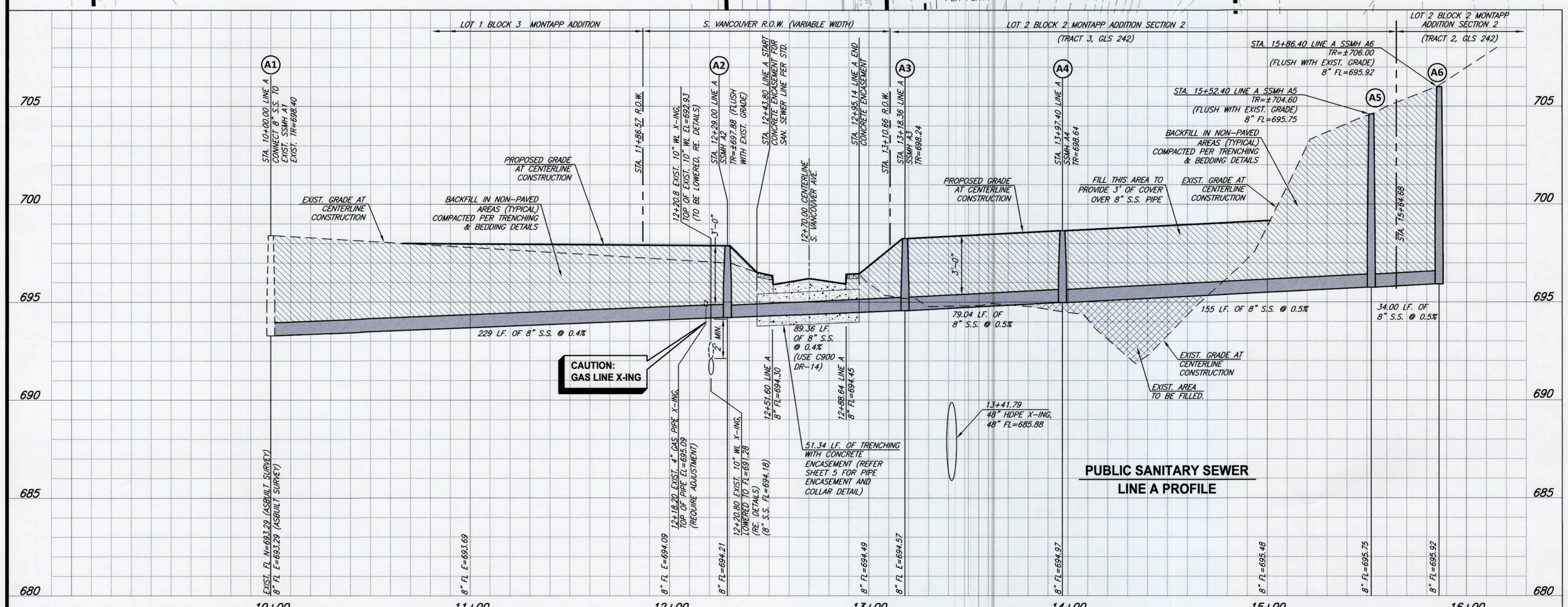
SANITARY SEWER LOCATION PLAN

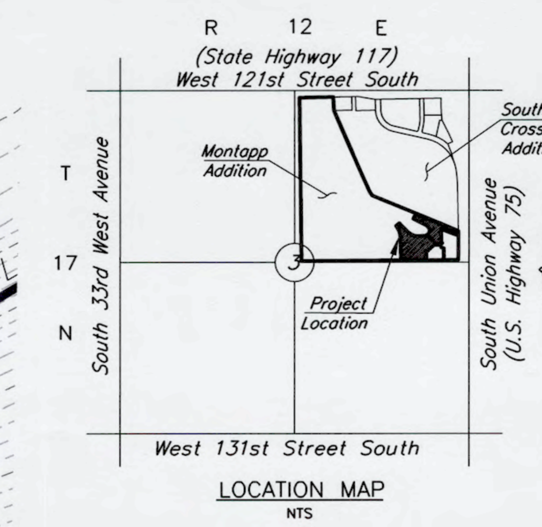
SHEET NO. 3

UTILITY STATEMENT:

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON A COMBINATION OF FIELD SURVEY INFORMATION, EXISTING DRAWINGS AND RECORDS OF THE VARIOUS UTILITY COMPANIES. THE ENGINEER MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE ENGINEER FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE ENGINEER HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.







LOCATION MAP

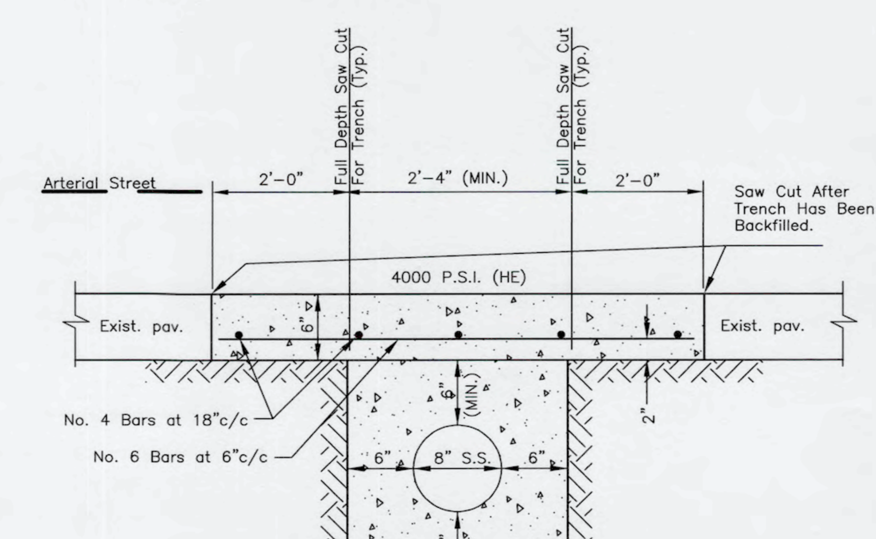
NTS

GRAPHIC SCALE

(IN FEET)
1 inch = 30 ft.

NOTE:

1. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR MAKING ALL ADJUSTMENTS OF EXISTING UTILITIES TO ALLOW THE DESIGN TO BE BUILT.
2. CONTRACTOR SHALL MAINTAIN AT LEAST A MINIMUM OF 2 FEET VERTICAL AND A MINIMUM OF 10 FEET HORIZONTAL SEPARATION BETWEEN SANITARY AND WATER LINES.
3. CONTRACTOR SHALL REFER PROJECT GEOTECHNICAL REPORT FOR EXISTING SOIL CLASSIFICATION AND GROUND WATER TABLE.
4. UNLESS OTHERWISE NOTED, ALL SANITARY SEWER PIPES SHALL BE SDR 35 PVC.
5. TRENCHING AND BEDDING SHALL BE COMPACTED IN ACCORDANCE WITH SANITARY SEWER PIPE TRENCHING AND BEDDING DETAIL.
6. BEDDING AND BACKFILL COMPACTION REQUIREMENTS: 95% STANDARD PROCTOR (ASTM D690).
7. CONTRACTOR TO INSTALL SLAB SOD OVER ALL DISTURBED AREAS.
8. THE SANITARY SEWER CONNECTION TO CONCRETE STRUCTURE SHALL BE WATER TIGHT USING THE HIGH STRENGTH NON-SHRINK STRUCTURAL GROUT OR OTHER APPROVED EQUAL MATERIAL.



TYPICAL PERMANENT REPAIR SECTION FOR PAVING

N.T.S.

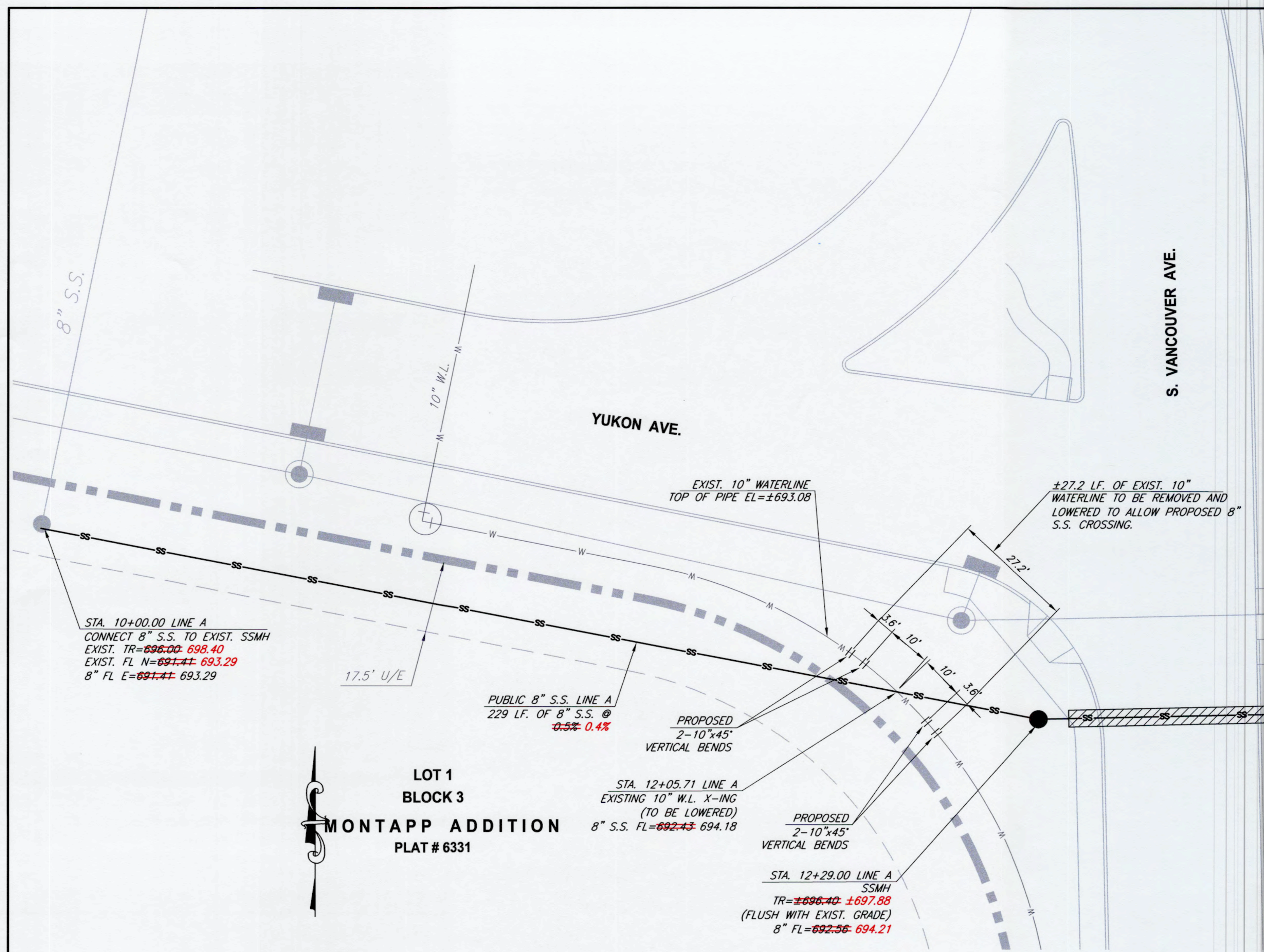
BEARING & STATIONING NOTE:

ALL SEWER BEARINGS AND LINE DIMENSIONS ARE MEASURED TO THE CENTER OF JUNCTION BOXES AND MANHOLES UNLESS OTHERWISE INDICATED. THE CONTRACTOR SHALL MAKE ADJUSTMENTS IN PIPE CONNECTIONS AT JUNCTION BOXES AND MANHOLES AS NECESSARY TO ALLOW THE DESIGN TO BE BUILT.

REGISTERED PROFESSIONAL ENGINEER
MUHAMMAD ASHRAF KHAN
18318
OKLAHOMA

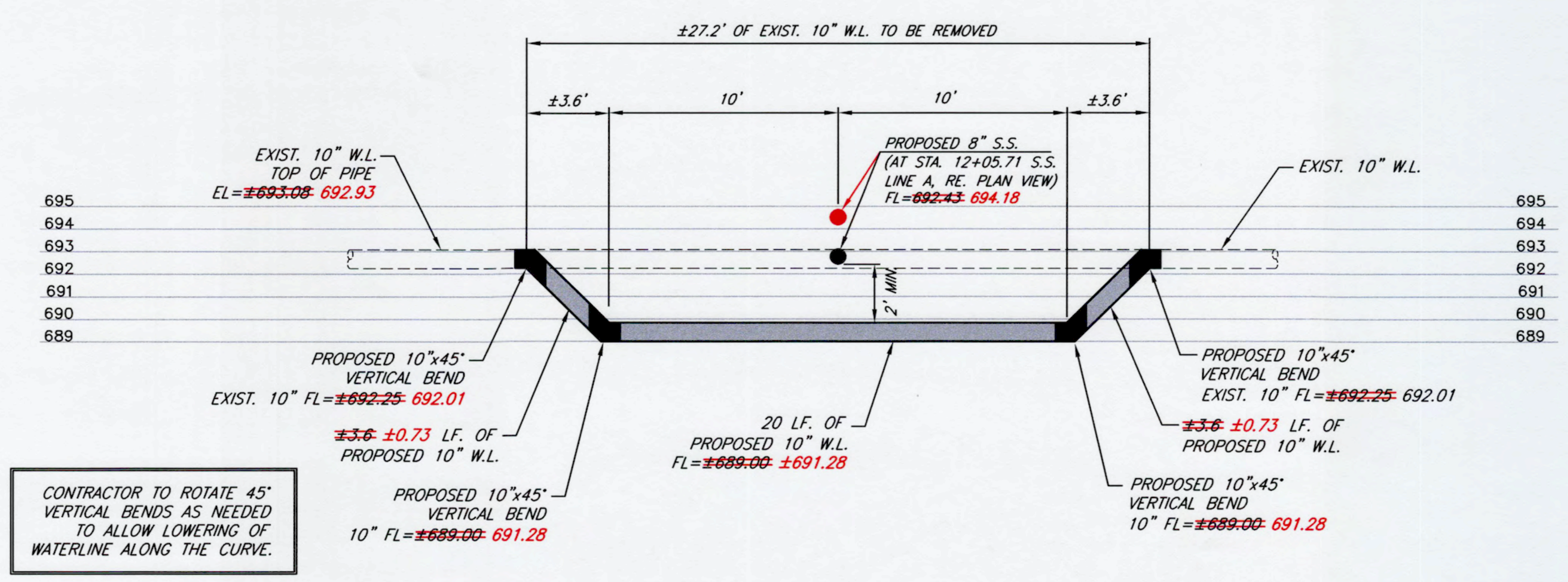
"AS-BUILT" 05-09-23

SMC CONSULTING ENGINEERS, P.C.	815 WEST MAIN, OKLAHOMA CITY, OK 73106 PHONE: 405-232-7715 FAX: 405-232-7859	SMC CO., P.C. OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA. 464 EXP 6/30/2023	MONTAPP ADDITION SECTION 2, GLENPOOL, OKLAHOMA	PUBLIC SANITARY SEWER LINE 'A' PLAN & PROFILE	NO/DATE/BY: 1 11/01/22 MDS REVISION: FIELD ADJUSTMENT	SCALE: HORIZ. SCALE: 1"=30' VERT. SCALE: 1"=3'	DATE: 06/25/21 SHEET NO. 4



PLAN

NOT TO SCALE

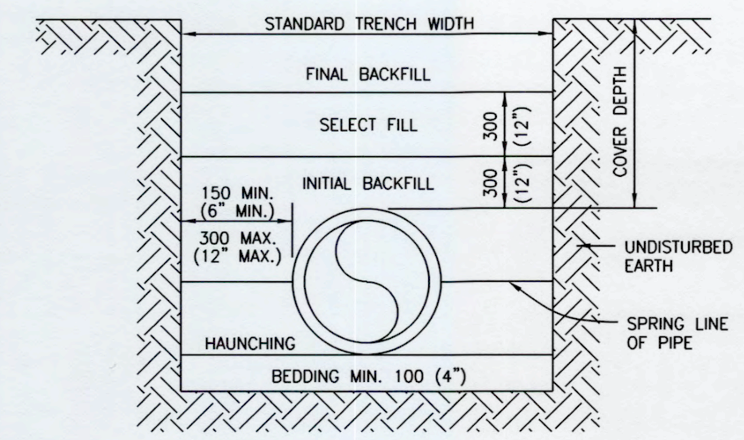


PROFILE

NOT TO SCALE

DETAILS OF LOWERING EXISTING 10" WATERLINE

NOT TO SCALE



PIPE INSIDE DIAMETER MM	PIPE INSIDE DIAMETER IN.	STANDARD TRENCH WIDTH MM	STANDARD TRENCH WIDTH IN.
150	6	450	18
200	8	600	24
250	10	750	30
300	12	750	30
375	15	900	36
450	18	900	36
525	21	1,050	42
600	24	1,050	42
675	27	1,200	48
750	30	1,200	48
900	36	1,350	54
1,050	42	1,500	60
1,200	48	1,650	66

BEDDING MATERIALS

BACKFILL DESCRIPTION	NON-PAVED AREAS			PAVED AREAS (See Note 8)		
	P V C	DUCTILE IRON	H D P E	P V C	DUCTILE IRON	H D P E
FINAL BACKFILL	EXCAVATED MATERIAL	EXCAVATED MATERIAL	EXCAVATED MATERIAL	SBM	SBM	SBM
SELECT BACKFILL	SELECT FILL	SELECT FILL	SELECT FILL	SBM	SBM	SBM
INITIAL BACKFILL	COVER ≤ 10'-SAND OR SBM > 10'-SBM	SELECT FILL	COVER ≤ 10'-SAND OR SBM > 10'-SBM	SBM	SBM	SBM
HAUNCHING	COVER ≤ 10'-SAND OR SBM > 10'-SBM	SELECT FILL	COVER ≤ 10'-SAND OR SBM > 10'-SBM	SBM	SBM	SBM
BEDDING	See Note 5	See Note 5	See Note 5	See Note 5	See Note 5	See Note 5

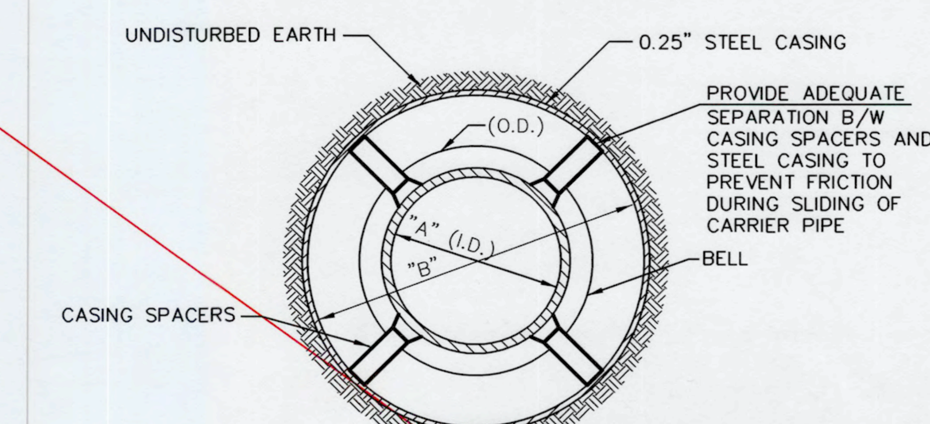
NOTES:

1. INSTALLATION AND BACK FILLING SHALL MEET MANUFACTURERS RECOMMENDATIONS.
2. SELECT FILL CONSISTS OF EXCAVATED MATERIALS CONTAINING NO ROCKS LARGER THAN 50 MM (2").
3. STANDARD BEDDING MATERIAL (SBM) SHALL CONFORM TO ODOT 703.01, TYPE A AGGREGATE BASE OR FLOWABLE FILL PER SECTION 501.02(B).
4. COMPACTION REQUIREMENTS:
   a. NON-PAVED AREAS: 90% MAXIMUM STANDARD PROCTOR DENSITY FOR COHESIONLESS SOILS AND 85% FOR COHESIVE SOILS.
   b. PAVED AREAS: 95% MAXIMUM STANDARD PROCTOR DENSITY FOR COHESIONLESS SOILS.
5. IF TRENCH IS DRY BEDDING SHALL BE 100 MM (4") SAND OR TYPE A AGGREGATE BASE, AND IF WET SHALL BE NO. 57 OR NO. 67 ROCK PER SECTION 701.06(C) ODOT SPECS.
6. IN SANDY SOIL, CONTRACTOR MAY BACKFILL WITH NATIVE MATERIAL AND USE WARNING TAPE 18" ABOVE PIPE.
7. NO WATER JETTING ALLOWED.
8 THE BACKFILL MATERIAL SHALL EXTEND A MINMUM OF 2-FEET BEHIND THE BACK OF CURB, OR THE EDGE OF PAVEMENT WHERE NO CURB EXISTS.

METRIC UNITS ARE IN MM WITH ENGLISH UNITS IN PARENTHESIS, UNLESS INDICATED OTHERWISE.

SANITARY SEWER PIPE TRENCHING AND BEDDING

NOT TO SCALE

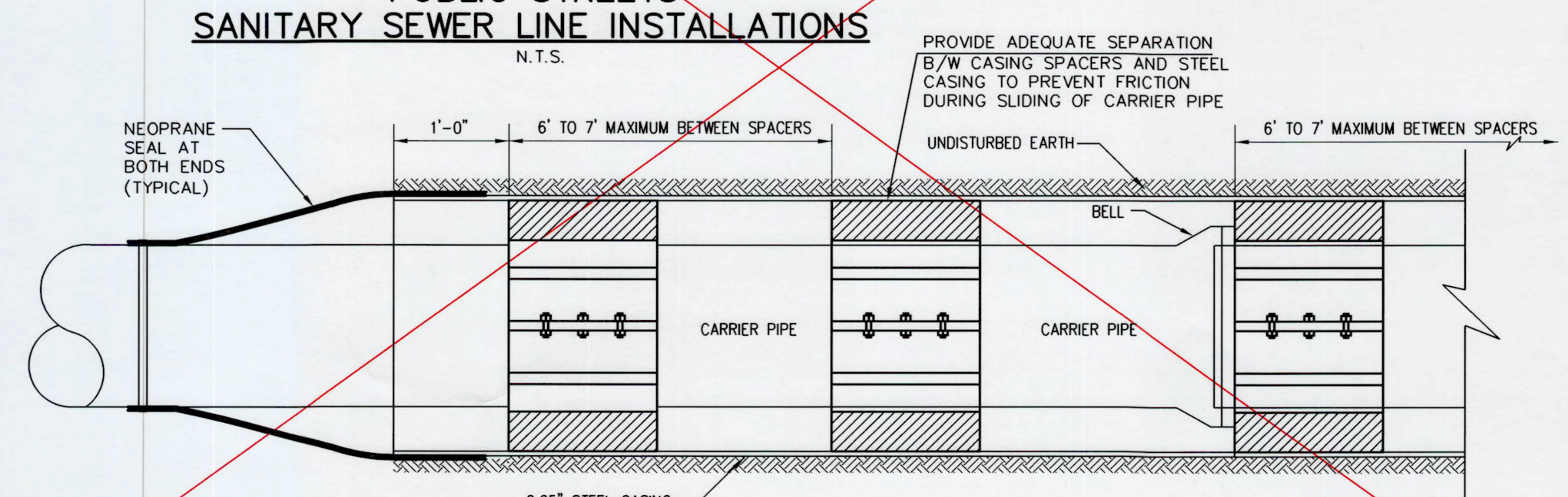


PIPE & STEEL CASING SCHEDULE

PIPE DIAMETER "A"	CASING DIAMETER "B"
4	10"
6	12"
8	14"or16"
10	18"
12	20"
16	24"
18	26"
20	30"
24	33"

TYPICAL SECTION FOR STEEL CASING PUBLIC STREETS SANITARY SEWER LINE INSTALLATIONS

N.T.S.



CASING SPACER DETAIL

(CARRIER PIPE IN CENTER)

N.T.S.

"AS-BUILT" 05-09-23

NOT VALID FOR CONSTRUCTION

LICENSED PROFESSIONAL ENGINEER
MUHAMMAD ASHRAF KHAN
18318
OKLAHOMA

UNLESS SIGNED IN THIS BLOCK

SANITARY SEWER PLANS FOR MONTAPP ADDITION SECTION 2

W. 126th ST SOUTH & S. UNION AVE. GLENPOOL, OKLAHOMA

SMC Consulting Engineers, P.C.
815 West Main - Oklahoma City, OK 73106
PH: 405-232-7715 Fax: 405-232-7859
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OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. 464 EXP 06/30/2023

No.	Revision	By	Date

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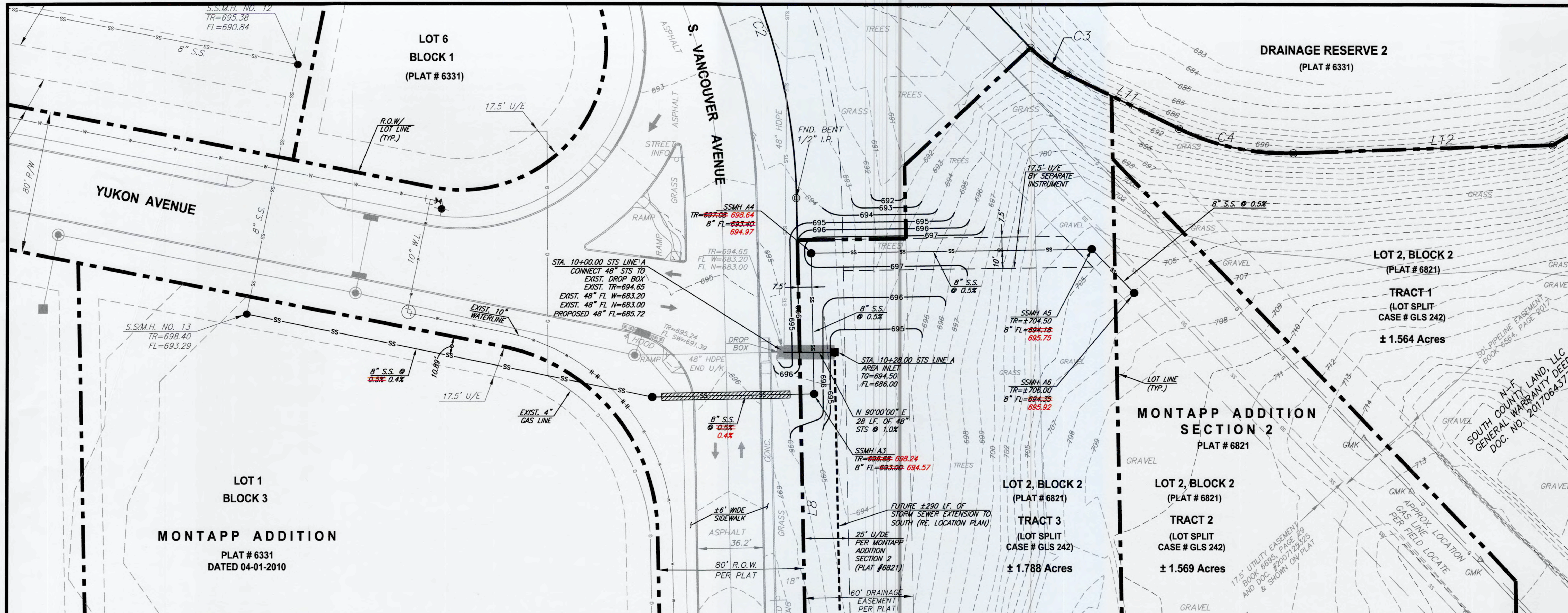
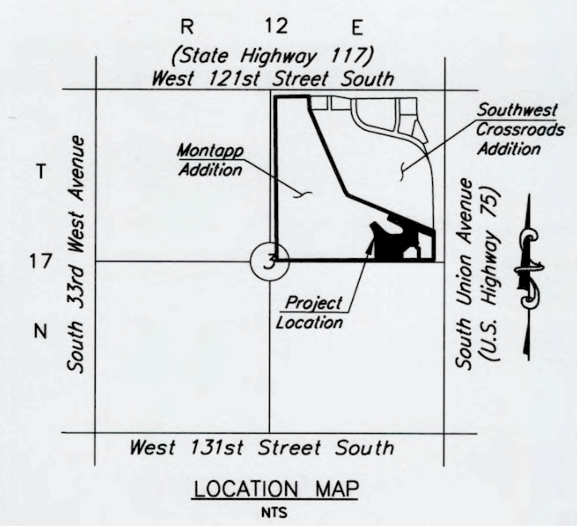
DRAWN BY:TN
ENGINEER: MUHAMMAD A. KHAN
P.E. NUMBER: 18318

SANITARY SEWER DETAILS AND WATERLINE LOWERING DETAILS

SHEET NO.
8





LOCATION MAP

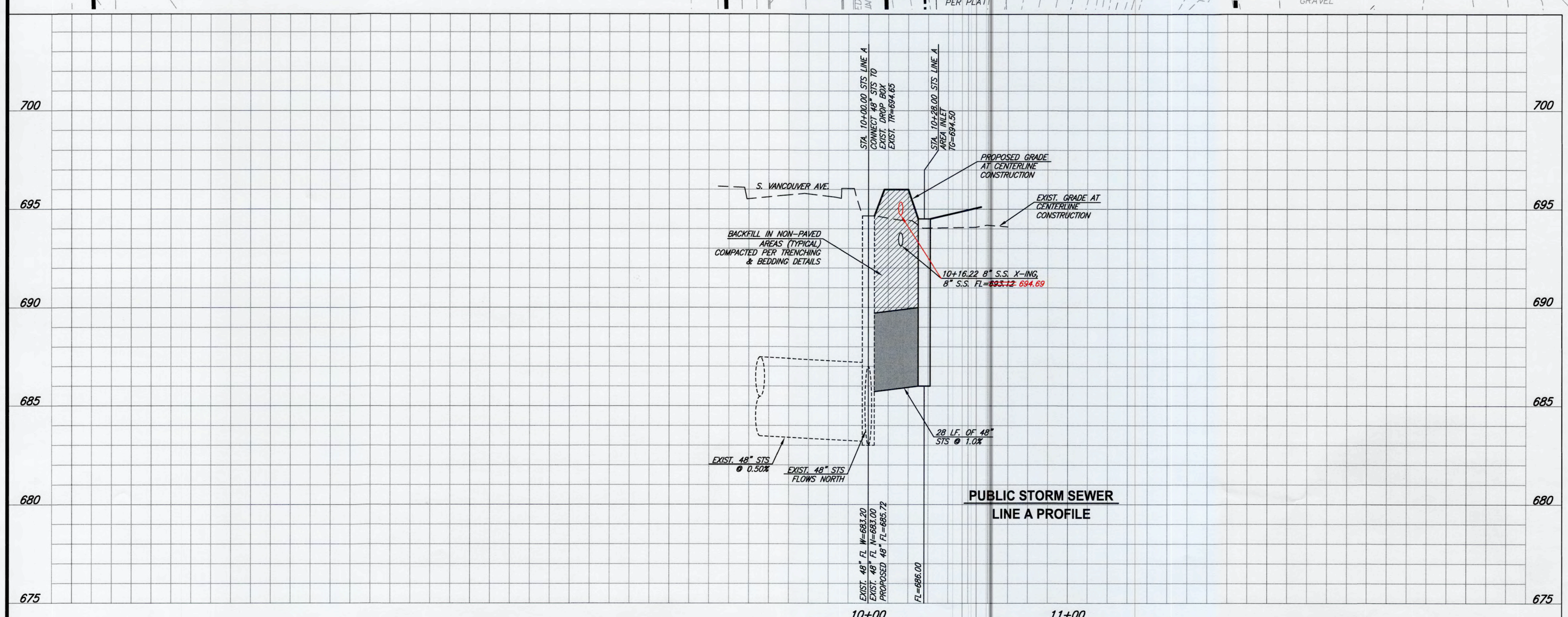
NTS

GRAPHIC SCALE

(IN FEET)

1 inch = 30 ft.

BEARING & STATIONING NOTE:
ALL SEWER BEARINGS AND LINE DIMENSIONS ARE MEASURED TO THE CENTER OF JUNCTION BOXES AND MANHOLES UNLESS OTHERWISE INDICATED. THE CONTRACTOR SHALL MAKE ADJUSTMENTS IN PIPE CONNECTIONS AT JUNCTION BOXES AND MANHOLES AS NECESSARY TO ALLOW THE DESIGN TO BE BUILT.



PUBLIC STORM SEWER
LINE A PROFILE

NOTE:

1. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR MAKING ALL ADJUSTMENTS OF EXISTING UTILITIES TO ALLOW THE DESIGN TO BE BUILT.
2. CONTRACTOR SHALL REFER PROJECT GEOTECHNICAL REPORT FOR EXISTING SOIL CLASSIFICATION AND GROUND WATER TABLE.
3. BACKFILL UNDER ALL PAVING WITH CRUSHED ROCK.
4. TRENCHING AND BEDDING SHALL BE COMPACTED IN ACCORDANCE WITH STORM SEWER PIPE TRENCHING AND BEDDING DETAIL.
5. PRIVATE STORM SEWER LABELED AS "STS" MAY BE OF POLYPROPYLENE (PP) DOUBLE WALL (MEETING THE AASHTO M330-13 FOR SMOOTH INTERIOR) OR O-RING RCP MATERIAL AND SHALL MEET SITE SPECIFIC SPECIFICATIONS. CONTRACTOR SHALL SUBMIT STORM PIPE PRODUCT DATA TO SMC CONSULTING ENGINEERS, P.C. FOR APPROVAL. CONTRACTOR SHALL SUBMIT PRECAST SHOP DRAWING OF THE STORM MANHOLES AND INLETS TO ENGINEER FOR VERIFICATION OF THE PIPE CONNECTION TO THESE STRUCTURES.
6. CONTRACTOR TO INSTALL SLAB SOD OVER ALL DISTURBED AREAS.
7. ALL STORM SEWER PIPES UNDER PAVEMENT SHALL BE "O-RINGED" REINFORCED CONCRETE PIPES, UNLESS OTHERWISE NOTED DIFFERENTLY.
8. CORRUGATED METAL PIPES SHOWN HERE ARE PART OF THE UNDERGROUND DETENTION SYSTEM.

UTILITY STATEMENT:
THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON A COMBINATION OF FIELD SURVEY INFORMATION, EXISTING DRAWINGS AND RECORDS OF THE VARIOUS UTILITY COMPANIES. THE ENGINEER MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE ENGINEER FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE ENGINEER HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

REGISTERED PROFESSIONAL ENGINEER
MUHAMMAD ASHRAF KHAN
18318
OKLAHOMA

"AS-BUILT" 05-09-23

SMC CONSULTING ENGINEERS, P.C.	815 WEST MAIN, OKLAHOMA CITY, OK 73106 PHONE: 405-232-7715 FAX: 405-232-7859	SMC CO., P.C. OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA. 464 EXP 6/30/2023	MONTAPP ADDITION SECTION 2, GLENPOOL, OKLAHOMA	PUBLIC STORM SEWER LINE 'A' PLAN & PROFILE	NO/DATE/BY REVISION	SCALE HORIZ. SCALE: 1"=30' VERT. SCALE: 1"=3'	DATE: 08/13/21	SHEET NO. 9

Scott A. Thompson
Executive Director

OKLAHOMA
Environmental
Quality

Kevin Stitt
Governor

September 9, 2022

Mr. David Agbetunsin, City Engineer
City of Glenpool
12205 S. Yukon Avenue
Glenpool, Oklahoma 74033

Re: Permit No. SL000072220619
Lot 2, Block 2, MonTapp Addition Section 2, Tracts 2 & 3 Sanitary Sewer Line Extension
Facility No. 20430

Dear Mr. Agbetunsin:

Enclosed is Permit No. SL000072220619 for the construction of 587 linear feet of eight (8) inch PVC sanitary sewer line and all appurtenances to serve the MonTapp Addition, Tulsa County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by this Department on September 9, 2022. Any deviations from the approved plans and specifications affecting capacity, flow or operation of units must be approved, in writing, by the Department before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the Glenpool, City of, after which it should be made a matter of permanent record.

We are returning one (1) set of the approved plans to you, one (1) set to your engineer and retaining one (1) set for our files.

Respectfully,

Qusay R. Kabariti

Qusay Kabariti, P.E.
Construction Permit Section
Water Quality Division

QK/RC/md

Enclosure

c: Debbie Nichols, Regional Manager, DEQ
TULSA DEQ OFFICE
Muhammad Ashraf Khan, P.E., SMC Consulting Engineers, P.C.

Scott A. Thompson
Executive Director

OKLAHOMA Environmental Quality

Kevin Stitt
Governor

PERMIT No. SL000072220619

SEWER LINES

FACILITY No. 20430

PERMIT TO CONSTRUCT

September 9, 2022

Pursuant to O.S. 27A 2-6-304, the Glenpool, City of is hereby granted this Tier I Permit to construct 587 linear feet of eight (8) inch PVC sanitary sewer line and all appurtenances to serve the MonTapp Addition, located in Section 3, T-17-N, R-12-E, Tulsa County, Oklahoma, in accordance with the plans approved September 9, 2022.

By acceptance of this permit, the permittee agrees to operate and maintain the facilities in accordance with the "Oklahoma Pollutant Discharge Elimination System Standards - OPDES" (OAC 252:606) rules and to comply with the state certification laws, Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

1) That the recipient of the permit is responsible that the project receives supervision and inspection by competent and qualified personnel.

2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.

3) That no significant information necessary for a proper evaluation of the project has been omitted or no invalid information has been presented in applying for the permit.

4) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with OAC 252:656-5-4(c)(3) of the standards for Water Pollution Control Facility Construction.

5) That tests will be conducted as necessary to ensure that the construction of the sewer lines will prevent excessive infiltration and that the leakage will not exceed 10 gallons per inch of pipe diameter per mile per day.

6) That the Oklahoma Department of Environmental Quality shall be kept informed of occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.

7) That the permittee will take steps to assure that the connection of house services to the sewers is done in such a manner that the functioning of the sewers will not be impaired and that earth and ground water will be excluded from the sewers when the connection is completed.

8) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by the Department before any such deviations are made in the construction of this project.

Scott A. Thompson
Executive Director

OKLAHOMA Environmental Quality

Kevin Stitt
Governor

PERMIT No. SL000072220619

SEWER LINES

FACILITY No. 20430

PERMIT TO CONSTRUCT

9) That any notations or changes recorded on the official set of plans and specifications in the Oklahoma Department of Environmental Quality files shall be part of the plans as approved.

10) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that this Department will be notified in writing of any sale or transfer of ownership of these facilities.

11) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by the Department.

12) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. 2-6-201 *et. seq.* For information or a copy of the GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.

13) That all manholes shall be constructed in accordance with the standards for Water Pollution Control Facility Construction (OAC 252:656-5-3), as adopted by the Oklahoma Department of Environmental Quality.

14) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in Water Pollution Control Facility Construction OAC 252:656-5-4(c)(1) and OAC 252:656-5-4(c)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested using the ASTM air test procedure with no detectable leakage prior to backfilling, in accordance with the standards for Water Pollution Control Facility Construction OAC 252:656-5-4(c)(3).

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.

Rocky Chen

Rocky Chen, P.E., Engineering Manager, Construction Permit Section
Water Quality Division

Swiss Re
Corporate Solutions

Swiss Re Corporate Solutions America Insurance Corporation
Swiss Re Corporate Solutions Premier Insurance Corporation
1200 Main Street, Suite 800
Kansas City, MO 64105

MAINTENANCE BOND BOND NO. 2339325

KNOW ALL MEN BY THESE PRESENTS:

That we, MSB Construction, LLC, as Principal, and Swiss Re Corporate Solutions America Insurance Corporation, as Surety, are held and firmly bound unto City of Glenpool, as Obligee, in the sum of One Hundred Eleven Thousand Eight Hundred Ninety-two & 50/100 Dollars ($ 111,892.50), for the payment of which sum well and truly to be made, we, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a contract with Obligee dated April 10, 2023 for: City of Glenpool - MonTapp Addition - Section 2, 8" Public Sanitary Sewer Extension

and the Principal is required to guarantee the work under said contract against defects in materials or workmanship.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, if Principal shall faithfully carry out and perform the said guarantee, and shall, on due notice, repair and make good at its own expense defects in materials or workmanship in the said work which may develop during the period of time beginning the day of owner accepatance and expiring (1) year after acceptance, or shall pay over, make good and reimburse to the Obligee losses sustained by reason of failure or default of said Principal to do so, then this obligation shall be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, this bond may be extended at the sole option of the Surety by continuation certificate executed by the Surety and the Principal. Neither non-renewal by Surety, nor failure, nor inability of the Principal to file a replacement bond shall constitute a loss to the Obligee recoverable under this bond. Regardless of the number of times this bond is extended, the liability of the Surety shall not be cumulative in amounts and shall in no event exceed the amount set forth above, or as amended by rider.

PROVIDED FURTHER, HOWEVER that any suit under this bond shall be commenced no later than one (1) year from the expiry date noted above. If this limitation is prohibited by any applicable law, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law, and said period of limitation shall be deemed to have accrued and shall commence on the expiry date noted above.

Signed and dated this 10th day of April, 20 23

MSB Construction, LLC
Principal

By: Mark Berto
Name/Title:

Swiss Re Corporate Solutions America Insurance Corporation

By: Kristin Lewis
Kristin Lewis, Attorney-in-Fact

SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC")
SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION ("SRCSPIC")
WESTPORT INSURANCE CORPORATION ("WIC")

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, and SRCSPIC, a corporation organized and existing under the laws of the State of Missouri and having its principal office in the City of Kansas City, Missouri, and WIC, organized under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint:

JOHN K. DEER, VAUGHN P. GRAHAM, JR., STEPHEN M. POLEMAN, TRAVIS E. BROWN, DEBORAH L. RAPER, JAMIE BURRIS, SHELLI R. SAMSEL, MARK D. NOWELL,
VICKI WILSON, AUSTIN K. GREENHAW, CLAYTON HOWELL, CAREY L. KENNEMER, RANDY D. WEBB, AARON WOOLSEY, GARY LILES,
THOMAS PERRAULT, KRISTIN LEWIS, and JOSHUA BRYAN JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

TWO HUNDRED MILLION ($200,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 18th of November 2021 and WIC by written consent of its Executive Committee dated July 18, 2011.

"RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION SEAL 1973 MISSOURI

SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION SEAL MISSOURI

By Erik Janssens
Erik Janssens, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC & Senior Vice President of WIC

By Gerald Jagrowski
Gerald Jagrowski, Vice President of SRCSAIC & Vice President of SRCSPIC & Vice President of WIC

WESTPORT INSURANCE CORPORATION CORPORATE SEAL MISSOURI

IN WITNESS WHEREOF, SRCSAIC, SRCSPIC, and WIC have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers

this 13TH day of FEBRUARY, 20 23

Swiss Re Corporate Solutions America Insurance Corporation
Swiss Re Corporate Solutions Premier Insurance Corporation
Westport Insurance Corporation

State of Illinois
County of Cook ss

On this 13TH day of FEBRUARY, 20 23, before me, a Notary Public personally appeared Erik Janssens, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC and Gerald Jagrowski, Vice President of SRCSAIC and Vice President of SPCSPIC and Vice President of WIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.

OFFICIAL SEAL
CHRISTINA MANISCO
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires March 20, 2026

Christina Manisco

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC and WIC, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC and WIC, which is still in full force and effect.
IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 10th day of April, 20 23.

Jeffrey Goldberg, Senior Vice President & Assistant Secretary of SRCSAIC and SRCSPIC and WIC

MSBCONS-02 JHENDON

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/10/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	
Rich & Cartmill, Inc. 2738 E. 51st Street, Suite 400 Tulsa, OK 74105	CONTACT NAME: Melissa Hall PHONE (A/C, No, Ext): (918) 293-7156 FAX (A/C, No): E-MAIL ADDRESS: mhall@rcins.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
MSB Construction, LLC 9505 S 4090 Rd Oologah, OK 74053	INSURER A: Continental Ins Co	35289
	INSURER B: COMPSOURCE MUTUAL INS CO	36188
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			7034489254	9/26/2022	9/26/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
	X Jobsite Pollution						MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:						Jobsite Polluti	$ 300,000
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			7034489268	9/26/2022	9/26/2023	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	X Comp Ded $1,000 / X Coll Ded $1,000							$
A	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB CLAIMS-MADE			7034489240	9/26/2022	9/26/2023	AGGREGATE	$ 2,000,000
	DED X RETENTION $ 10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y	N/A		03503805	9/26/2022	9/26/2023	E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Installation			6079506868	9/26/2022	9/26/2023	Installation	50,000
A	Equipment Floater			6079506868	9/26/2022	9/26/2023	Leased & Rented	100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Owner is excluded from WC

RE: MonTapp Addition - Section 2, 8" Public Sanitary Sewer Extenson

CERTIFICATE HOLDER	CANCELLATION
City of Glenpool 12205 S Yukon Glenpool, OK 74033	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)