



**NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
REGULAR MEETING**

A Regular Session of the Glenpool Utility Service Authority will be held at 6:00 p.m. July 1, 2024, immediately following the Glenpool City Council Meeting at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool Utility Service Authority will be assembled for the meeting at the City Council Chambers, 12205 S. Yukon Ave, Glenpool, Oklahoma. Members of the public are invited to attend the in-person meeting, or join a live broadcast at this link:

Join Zoom Meeting

<https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

One tap mobile

+13462487799, US (Houston)

+14086380968, US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 897 5355 5435

Passcode: 974088

Find your local number: <https://us02web.zoom.us/u/kdrY6w7ABX>

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

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER**.
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: lasmith@cityofglenpool.com **PRIOR TO 6:00 PM JULY 1, 2024.**

AGENDA

Page

- A) **Call to Order - Joyce G. Calvert, Chair**
- B) **Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair**
- C) **Management Report**
- D) **Trustee Comments**
- E) **Public Comments**
- F) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GUSA Board to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)**

- 1) Approval of the Minutes from the June 24, 2024, special meeting. 3 - 5
[Special GUSA Meeting - 24 Jun 2024 - Minutes - Pdf](#)

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

H) **Scheduled Business**

- 1) Discussion and possible action to enter into Executive Session for the purposes of (A) discussing the purchase or appraisal of certain real property located in the City of Glenpool, pursuant to 25 O.S. § 307.B.3 of the Open Meeting Act; and (B) engaging in confidential communications between the Board and its attorney concerning a pending claim, action or possible litigation to acquire certain real property located in the City of Glenpool through the power of eminent domain, the Board having been advised by its attorney that disclosure will seriously impair the ability of the Board to process or conduct the claim, action or possible litigation in the public interest, pursuant to 25 O.S. § 307.B.4 of the Open Meeting Act.(David Tillotson, City Manager)
- 2) Wastewater Treatment Facility Project update and discussion. 6 - 16
(David Agbetunsin, City Engineer)
[WWTF GUSA Board June Update](#)

I) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 28, 2024, at 11:30 am.

Signed:Lesli Smith
Secretary



MINUTES
GUSA Special Meeting
Monday, June 24, 2024 Council Chambers 6:00 PM

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

TRUSTEES ABSENT: Chris Brobst

STAFF PRESENT: David Tillotson
Lesli Smith

STAFF ABSENT: Susan White

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

Chair Calvert called the special meeting to order at 8:09 p.m.

B) Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair

Lesli Smith called the roll, Chair Calvert declared a quorum present.

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

C) Public Comments

There were no public comments.

D) 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) Approval of the Minutes from June 3, 2024, meeting.
- 2) Approval of Budget Amendment GUSA -18 for FY23-24, increasing the GUSA Fund revenue account 5-00-5401 (Transfer from General Fund – Sales Tax) by \$75,689.00, and increasing GUSA expense account 6-90-6745 (Transfer to Reserves) by \$75,689.00, to account for Sales Tax received in excess of current budget.
- 3) Approval of Fund Transfers-01, completing budgeted transfers between funds

for FY 23-24.

Moved by Brandon Kearns, 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			
	4	0	0	1

CARRIED.

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

No items removed from the consent agenda.

F) Scheduled Business

- 1) Discussion and possible action to approve, deny or amend the proposal from Beytco, Inc. to rehab Rolling Meadows lift station in the amount of \$54,584.00 to be paid from 02-6-18-6 Sewer Improvement account.
(Jesse Hale, Public Works Director)

Moved by Brandon Kearns, seconded by Tim Fox

To approve, the proposal from Beytco, Inc. to rehab Rolling Meadows lift station in the amount of \$54,584.00 to be paid from 02-6-18-6 Sewer Improvement account.

	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.

- 2) Discussion and possible action to approve, modify or deny the Amended and Restated City Manager Employment Contract.
(Chair Calvert)

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve, the Amended and Restated City Manager Employment Contract.

	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.

G) Adjournment

The special meeting was adjourned at 8:13 p.m.

June 3, 2024

To: Chairman and Board of Trustees, Glenpool Utility Services Authority (GUSA)

From: David Agbetunsin, City Engineer

Period: May 1-31, 2024

WASTEWATER TREATMENT FACILITY PROJECT UPDATE

Wastewater Treatment Plant (WWTP)

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

Project Program Management Summary

Consultant/Project (PPM)	Program	Manager	Cost to Date	Contact Amount	S2E Engineering PLLC
Task					Progress (%)
Project Administration			70,757.40	198,200.00	39%
Design Consultant Selection Phase			28,488.00	28,488.00	100%
Regulatory Approval/Permits			22,015.32	57,954.00	38%
Public Communication Phase			11,951.87	58,302.00	20%
Detailed Design Phase			69,959.10	101,390.00	69%
Bidding Phase			-	19,251.00	0%
Construction Phase			-	245,291.00	0%
Plant Startup			-	58,541.00	0%
				44,978.00	
New Site Property and Topographic Survey			39,316.22		87%
				26,766.00	
Site Flood Plain Permitting NoRise Analysis			22,210.76		83%
Conditional Letter of Map Revisions (CLOMR), if needed			-	31,316.00	0%
Letter of Map Revisions (LOMR), if needed			-	34,024.00	0%
Environmental Information Document			30,485.00	42,662.00	71%
ARPA Grant Administration Coordination			4,450.00	52,604.00	8%
TOTAL			305,579.67	999,767.00	31%

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

Professional Engineering Design

Garver LLC is rendering professional engineering services as per the agreement executed on August 7, 2023. The engineering design is presently underway, and Garver. The 90% set has been prepared by Garver LLC. The engineering drawings have been prepared to be submitted for ODEQ review and construction permit approval. Invoices pertaining to payments made in accordance with this agreement are provided in Appendix 2.

Engineer Consultant	Cost to Date	Contact Amount	Garver LLC
Core Tasks			Progress (%)
Project Management & Admin	6,661.07	74,011.85	9%
Geotechnical Coordination	661.50	6,115.00	10%
Preliminary Design	927,669.00	927,669.00	100%
Final Design	520,364.27	1,238,962.54	42%
Hourly Services	Cost to Date	Contact Amount	Garver LLC Progress (%)
Bidding & Equipment Procurement Services	-	126,760.00	-
Construction Administration	-	642,218.00	-
Construction Observation	-	665,258.40	-
O&M Manual And Startup Training	-	127,461.00	-
TOTAL	1,455,305.84	3,808,455.79	38%

Variance Request

Staff has made a variance request with the Oklahoma Department of Environmental Quality (ODEQ) for the grit removal system, the grit classification system, and the Sequential Batch Reactor (SBR) design operating levels. Upon preliminary review ODEQ has found our variance request approvable.

404 Permit

Staff is applying for the Nationwide Permit (NWP-39) for the mitigation of the wetland using the Mitigation Bank. Staff has received the Nation-wide permit 39 from the United States Army Corps of Engineers (USACE).

Geotechnical Services

A detailed design geotechnical engineering study is required to explore and evaluate the subsurface conditions for the proposed project. Kleinfelder is the selected consultant to provide geotechnical engineering study. The geotechnical services were approved by GUSA board on February 28, 2024. The cost of this service is \$35,300.

Opinion of Probable Construction Cost (OPCC)

The updated OPCC is estimated at \$61.2 Million. There is a need for additional funding to cover the project cost. City Management is applying for the Clean Water State Revolving Fund (CWSRF) to cover the remaining project costs.

Clean Water State Revolving Fund (CWSRF)

The Clean Water State Revolving Fund is a low-interest loan program that assists communities with wastewater and pollution control projects. Staff will apply for the Clean Water State Revolving Fund (CWSRF) for the excess project funds. City Management has applied for \$35,000,000.00 CWSRF. The application is currently under review by OWRB staff.

Other Information

City Staff have applied for a permit to construct. The 90% plan set, and construction documents were submitted to Oklahoma Department of Environmental Quality for review.

Staff in collaboration with the PPM are reviewing with 90% plan set. The WWTP project has been presented to the Technical Advisory Committee (TAC) on May 17th, 2024. All review comments have been sent to the engineers.

Schedule

Below is the schedule for the project.

Updated Phase Description Schedule Date	
Notice to Proceed	August 18, 2023 (Complete)
Technical Memoranda	October 19, 2023 (Complete)
Preliminary Design	January 11, 2024 (Complete)
Preliminary Design Workshop	January 30, 2024 (Complete)
Final Design – 90% and ODEQ Submittal	April 29, 2024 (Complete)
Final Design – 90% Workshop	May 17, 2024 (Complete)
Final Design – 100% Submittal	July 12, 2024
Proposed Bid Opening	Fall 2024
Finish Construction	December 2026

Proposed Bidding schedule:

- | | |
|---|----------------------|
| • Prequalification Advertisement | June 14, 2024 |
| • Prequalification Meeting (Virtual) | June 28, 2024 |
| • Prequalification Opening | July 25, 2024 |
| • Bidding Documents Advertised | July-August |
| • Notice of Prequalification to Bidders | July-August |
| • Invitation for Bids to Prequalified Bidders | July-August |
| • Pre-Bid Conference (In-Person) | August (Date TBD) |
| • Bid Opening | September (Date TBD) |

Recommendation

This report is for information purposes only.

APPENDIX

Invoice

Date	Invoice #
5/28/2024	06-1194

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	(TBD)
Period Ending	4/30/2024

**GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES**

Agreement Reference: GUSA / May 1, 2023

Core Task Description	(%) Billed	LS Fee	Amount Billed
Core Task A: Project Administration	0.03	198,200.00	5,946.00
Core Task C: Regulatory Approval/Permits	0.15	57,954.00	8,693.10
Core Task D: Public Communication Phase	0.06	58,302.00	3,498.12
Core Task E: Detailed Design Phase	0.16	101,390.00	16,222.40
Total			\$34,359.62

CORE TASKS FEE SUMMARY	
Core Tasks Lump Sum Fee	\$767,415.00
Billed To Date	\$209,117.69
Amount Remaining	\$558,297.31

Balance Due (This Invoice) \$34,359.62

Client Total Balance \$34,359.62



Invoice

Date	Invoice #
5/28/2024	06-1195

Bill To
Mr. David Agbetunsin City Engineer, City Of Glenpool 12205 S. Yukon Ave. Glenpool, OK 74033

Service Start Date : May 1, 2023	
P.O. No.	
Period Ending	4/30/2024

GLENPOOL WASTEWATER TREATMENT FACILITIES
PROJECT PROGRAM MANAGEMENT SERVICES
TARGETED TASKS
Agreement Reference: GUSA / May 1, 2023

Targeted Task Description	Hours / Qty	Bill Rate	Amount Billed
No Rise Flood Plain Certification Process-Principal	4	200.00	800.00
Environmental Information Document-Principal	2	200.00	400.00
Environmental Information Document-Sr. Project Manager	7	175.00	1,225.00
Environmental Information Document-Administrative	2	80.00	160.00
ARPA Funds Administration & Coordination with OWRB-Sr. Project Manager	10	175.00	1,750.00
Total			\$4,335.00

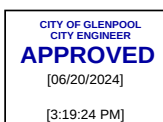
TARGETED TASKS FEE SUMMARY	
Targeted Tasks NTE Fee	\$232,350.00
Billed To Date	\$96,461.98
Amount Remaining	\$135,888.02

Balance Due (This Invoice) **\$4,335.00**

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

For questions, contact:
(918) 519-8081

WaterSolve, LLC
5031 68th Street SE
Caledonia, Michigan 49316



Invoice

Date	Invoice #
6/20/2024	10076

Bill To	
City of Glenpool OK 12205 S. Yukon Ave. Glenpool, OK 74033	

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Signed proposal	Net 30	DW				G060424 - Glenpool OK survey

Quantity	Item Code	Description	Price Each	Amount
1	Sonary Survey	Lagoon Sludge Survey Oklahoma Sales Tax	16,300.00 0.00%	16,300.00T 0.00

Thank you for your business.

WaterSolve Standard Terms & Conditions apply.	
Phone #	Fax #

616-575-8693

616-575-9031

Total

Local Web Site

\$16,300.00

www.gowatersolve.com



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, TULSA DISTRICT
2488 EAST 81ST STREET
TULSA, OKLAHOMA 74137-4290

May 31, 2024

Regulatory Office

Mr. David Agbetunsin
Glenpool Utility Service Authority - City of Glenpool
12205 S Yukon Ave
Glenpool, OK 74033

Dear Mr. Agbetunsin:

Please refer to your request, regarding the proposed City of Glenpool Wastewater Treatment Facility Improvement Project located at latitude 35.964309, longitude -96.008547 in Tulsa County, Oklahoma. We have reviewed the submitted data relative to Section 404 of the Clean Water Act.

The proposed placement of fill material, in approximately 0.114 acre of forested wetland (FS-2), associated with the proposed project, falls within the scope of Nationwide Permit 39 (NWP) for Commercial and Institutional Developments, provided the conditions therein are met. You must access the following link to view and print the NWP: <http://www.swf.usace.army.mil/Missions/Regulatory/Nationwide-Permit-Program/>. If you accept the obligations and requirements of the NWP and Activity Specific Conditions listed below, sign and return the enclosed PERMITTEE CONSTRUCTION SCHEDULE (PCS). The NWP will be valid when the signed PCS is returned to this office.

The following Activity Specific Conditions have been incorporated into this permit to ensure the activity does not have more than minimal individual or cumulative adverse effects on the environment:

a. Aquatic Resource Protection Plan: Prior to the commencement of any work on the project site, the permittee must prepare and submit to the Corps a written Aquatic Resource Protection Plan. This plan will detail how aquatic areas in the project site and proximity that are not included in the permitted impacts will be protected from unintended disturbance and impacts by the permittee and contractors working on the project. This plan must be approved by the Corps prior to commencement of any work on site. All aquatic area boundaries where the permittee or their agent made commitments during the permit evaluation process to avoid impact (no disturbance) shall be temporarily marked during construction with 1) a conspicuous barrier or 2) durable posts (t-post or other like post), flagging and signs indicating the area is "Off Limits" to all construction activities. GPS controls on construction equipment may be included in the plan but are not a substitute for conspicuous onsite boundary markers.

These disturbance boundaries will be identified and explained to all contractors, equipment operators and laborers employed on the project site. The temporary boundary shall include a vegetative buffer to help protect against unintended impacts of fill to the aquatic area(s). Once construction activities are completed, the temporary boundary markers may be removed, unless required to remain by other mitigation provisions of the permit special conditions. Once construction has commenced, you are required to submit photos of the in-place construction boundary protection markers to the Corps to verify proper implementation.

b. Compensatory Aquatic Resource Mitigation (Honey Springs Mitigation Bank): The permittee shall debit (purchase) the appropriate number and type of credits, for 0.114 acre of medium quality forested wetland impact from Honey Springs Mitigation Bank, primary service area, in compliance with the provisions of the Final Program Instrument and any applicable addendum. This debit shall compensate off-site for unavoidable adverse project impacts that would not be compensated for by on-site mitigation. The permittee shall complete the mitigation bank transaction and provide documentation to the Corps that the transaction has occurred prior to initiating work requiring Department of the Army authorization.

c. Credit Availability and Purchase Documentation: The permittee is not "guaranteed" these credits to be "saved or reserved" by the mitigation banks or in-lieu fee and failure to purchase could cause costly project delays as no work would be allowed to commence until an alternative mitigation plan is approved and constructed. Credits must be purchased (and documents of such provided to the Corps) prior to the commencement of any work.

Following completion of your activity, you must return the enclosed "PERMITTEE COMPLIANCE CERTIFICATION" form. This is the certification referred to in General Condition 30 of the NWP. (Please note that your permitted activity is subject to a compliance inspection by an U.S. Army Corps of Engineers representative. If you fail to comply with these requirements you are subject to permit suspension, modification, or revocation.)

The NWP verification for this project is based on the approved jurisdictional determination (AJD) conveyed to S2 Engineering via letter, dated January 27, 2023.

This NWP is scheduled to expire on March 14, 2026. It is incumbent on you to remain informed of changes to the NWPs. The Corps will issue a public notice announcing the changes as they occur. Furthermore, if you commence, or are under contract to commence, the activity before the date the NWP is modified or revoked, you

-3-

will have 12 months from the date of the modification or revocation to complete the activity under the present terms and conditions of this NWP.

Your project has been assigned Identification Number SWT-2020-662. If you have any questions, please contact Mr. David Carraway at (918) 669-7618.

Sincerely,

Ed Parisotto

For Andrew R. Commer
Chief, Regulatory Office

Enclosures

cc: Mr. Srin Sundaramoorthy, P.E., S2 Engineering, PLLC



CITY OF GLENPOOL
CITY ENGINEER
APPROVED

[06/25/2024]

[3:04:32 PM]

INVOICE

TERMS: NET 30 DAYS or Contract Terms
Finance Charge on Past Due Amount
1.5%/month (18% APR) may apply

David Agbetunsin
City of Glenpool, OK
140 W. 141st Street
Glenpool, OK 74033

Remit To: Kleinfelder
P. O. Box 51958
Los Angeles, CA 90051-6258

Invoice Date: 6/25/2024
Invoice No: 001486894
Client No: 034716
Project No: 24005059.001A
Bill Thru Date: 6/16/2024
Project Manager: Simon Wang

Total Due This Invoice: \$5,300.00

Project Name: Glenpool WWTP Detailed Design

Billing Period: 5/20/2024 To 6/16/2024

Professional Services

Lump Sum Fee

Total Fee	35,300.00		
Percent Complete	100.00	Total Earned	35,300.00
		Previous Fee Billing	30,000.00
		Current Fee Billing	5,300.00
		Total Fee	5,300.00
		TOTAL AMOUNT DUE THIS INVOICE	\$5,300.00

Kleinfelder prefers to receive payments via Automated Clearing House (ACH). Please include the above invoice number on your payment. For additional information regarding ACH payments, email eftrem@kleinfelder.com.