



**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 August 4, 2025, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

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

Join Zoom Meeting

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

Meeting ID: 897 5355 5435

Passcode: 974088

One tap mobile

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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, AUGUST 4, 2025**.

AGENDA

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

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

1) To approve the minutes from the July 21, 2025, special meeting. 3 - 15
[Special GUSA - 21 Jul 2025 - Minutes - Pdf](#)

2) To approve FY 25-26 Budget Amendment GUSA-02, appropriating \$20,350.00 16 - 17
of ODEQ Collection Event Grant revenues for Refuse Pickup Fees. City
Council approved acceptance of the FY 25-26 ODEQ grant on July 7, 2025.
[FY 25-26 Budget Amendment GUSA-02 - Staff Report 08-04-25](#)
[FY 25-26 Budget Amendment GUSA-02 - ODEQ Collection Event Grant 08-04-25](#)

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

H) Scheduled Business

1) Wastewater Treatment Facility Project update and discussion. 18 - 22
(David Agbetunsin, City Engineer)
[WWTF GUSA Board July Update](#)

I) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____, _____ at _____ am/pm.

Signed:

Secretary



MINUTES
GUSA Special Meeting
Monday, July 21, 2025 Council Chambers 6:00 PM

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

TRUSTEES ABSENT: Chris Brobst

STAFF PRESENT: David Tillotson
 Lesli Smith
 Lea Ann Reed

STAFF ABSENT: Joe Wuest

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- A) **Call to Order - Joyce G. Calvert, Chair**
 Chair Calvert called the special meeting to order at 6:09 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. Jana Burk Attorney, of Rosenstein, Fist & Ringold, were 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) To approve the minutes from the July 7, 2025, meeting.

Moved by Tim Fox, seconded by Jacqueline Triplett-Lund

To approve the consent agenda.

	For	Against	Abstained	Absent
Joyce Calvert	x			

Tim Fox	x			
Chris Brobst				x
Shayne Buchanan	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 were removed from the consent agenda.

F) Scheduled Business

- 1) Discussion and possible action to approve, amend, or deny Pay Application No. 5 submitted by Crossland Heavy Contractors for the Wastewater Treatment Plant Improvements Project.
(David Agbetunsin, City Engineer)

Moved by Joyce Calvert, seconded by Jacqueline Triplett-Lund

To approve as written, Pay Application No. 5 submitted by Crossland Heavy Contractors for the Wastewater Treatment Plant Improvements Project.

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

CARRIED.

- 2) Discussion and possible action to approve, amend, or deny the Work Change Directives No. 2, with Allowance Authorizations #2, #4, #5, #7, #8, and #10 for the Wastewater Treatment Plant Project.
(David Agbetunsin, City Engineer)

4 - 13

Prior to the motion and vote, City Engineer Agbetunsin delivered a PowerPoint presentation to the GUSA Board to provide further explanation of the agenda item and its necessity.

Moved by Tim Fox, seconded by Joyce Calvert

To approve, the Work Change Directives No. 2, with Allowance Authorizations #2, #4, #5, #7, #8, and #10 for the Wastewater Treatment Plant Project.

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

CARRIED.

[Work_Change_Directive_No_2_Presentation MINUTES DOCS](#)

G) Adjournment

The special meeting was adjourned at 6:26 p.m.



Staff Report – Work Change Directive No. 2

City of Glenpool – July 21, 2025

Prepared by: David Agbetunsin, City Engineer

Special GUSA - 21 Jul 2025 Minutes Attachment

Project Background



Wastewater Treatment Plant Project undergoing field changes.



Changes due to evolving conditions and design modifications.



Some changes result in added cost; others provide credits.



Net credit to the City: **\$114,216.08.**

Summary of Allowance Authorizations

Authorization #	Description	Cost / Credit
No. 2	Headworks Electrical Changes	\$35,264.31
No. 4	Future Digester Expansion Credit	-\$8,912.77
No. 5	RCP Through New Access Road	\$14,254.03
No. 7	24" to 30" SS Increase to Headworks	\$69,504.71
No. 8	Digester Drop Leg & Air Valve Credit	-\$19,458.36
No. 10	VFD Credit	-\$204,868.00

Allowance Authorization No. 2

This work is to bring the electrical design up to code by ensuring a single point disconnection point for safety reason.



Electrical modifications at headworks and electrical building.



Cost: \$35,264.31.

Allowance Authorization No. 4

The plan provides for a starter wall on the west side of the SBR. This wall has been deleted and the credit issued to the City.

Removed starter wall
for future digester
expansion.



Credit: \$8,912.77.

Allowance Authorization No. 5

This change provides additional drainage under the new access road to mitigate standing water.

Installed 18" RCP
and headwalls due
to shallow gas line.



Cost: \$14,254.03

Allowance Authorization No. 7

This change increases the sanitary sewer pipe into the headworks from 24" to 30" to allow the screens to operate as designed at peak flows and increase the hydraulic capacity of the influent pipe.

3 Options Evaluated

This option adds 4MGD capacity, reduces headloss risk.

Upsized influent sewer pipe from 24" to 30".

Cost: \$69,504.71.

Allowance Authorization No. 8

This credit is for removing from the contracted work additional air piping and valves at the aerobic digester. This reduces the work from 2 valves and 2 drop legs to 1 each per manufacturer recommendation.



Removed air piping and valves at aerobic digester.



Credit: \$19,458.36.

Allowance Authorization No. 10

This change reduces the rating of the effluent pump Variable Frequency Drive (VFD) to match the size of the effluent pumps and gives a credit back to the Owner.

Reduced VFD rating
from 200HP to 150
HP matching effluent
pump size.

Credit:
\$204,868.00.

Staff Recommendation

- Approve Work Change Directive No. 2.
- Approve Allowance Authorizations No. 2, 4, 5, 7, 8, and 10, with a total credit to the City of **\$114,216.08**



To: Honorable Chair & Trustees, Glenpool Utility Service Authority

From: Joshua Brannon, Finance Director

Date: August 4, 2025

Re: FY 25-26 Budget Amendment GUSA-02

Background:

On July 7, 2025, City Council approved acceptance of the FY 2025-2026 ODEQ Collection Event Grant in the amount of \$20,350.00, with no required City match. Grant funds are received on a reimbursement basis upon submission of allowable project activities.

This Budget Amendment appropriates the grant revenues within the GUSA Fund (02-5-00-5248 Grant – Other), a matching amount of expenditures for Refuse Pickup Fees (02-6-19-6252), as well as right-sizing the budget allocation between what is anticipated for refuse and recycle program fees throughout the year.

Staff Recommendation

Staff recommends approval of Budget Amendment GUSA-02.

Attachment:

Budget Amendment Form GUSA-02

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

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

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

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

www.glenpoolonline.com

Glenpool Utility Service Authority Budget Amendment

Fiscal Year: 2025-2026

Amendment No: GUSA-02

Date Requested: 8/4/2025

Revenue					
Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
02	5-00-5248	Grants - Other	\$ -	\$ 20,350.00	\$ 20,350.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
		Total		\$ 20,350.00	

Expense					
Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
02	6-19-6252	Refuse Pickup Fees	\$ 888,000.00	\$ 35,350.00	\$ 923,350.00
02	6-19-6281	Recycle Program Fees	\$ 42,500.00	\$ (15,000.00)	\$ 27,500.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
		Total		\$ 20,350.00	

Notes:

Appropriation of funds from the ODEQ Collection Event Grant to cover the applicable grant project activities in full. City Council approved the acceptance of the FY 2025-2026 ODEQ Collection Event Grant on July 7, 2025. No City match is required. Funds are received on a reimbursement basis. This Budget Amendment also rightsizes the budget allocation between what is anticipated for refuse pickup fees and recycle program fees throughout the year.

Approved by the Glenpool Utility Service Authority

Chair

Date

July 30, 2025

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

From: David Agbetunsin, City Engineer

Period: July 1- 31, 2025

WASTEWATER TREATMENT FACILITY PROJECT UPDATE

Wastewater Treatment Plant (WWTP)

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

Project Program Management Summary

Consultant/Project Program Manager (PPM) – S2 Engineering PLLC	Cost to Date (\$)	Contact Amount (\$)	S2E Engineering PLLC Progress (%)
Task			
Project Administration	155,046.40	198,200.00	78%
Design Consultant Selection Phase	28,488.00	28,488.00	100%
Regulatory Approval/Permits	57,954.00	57,954.00	100%
Public Communication Phase	54,222.82	58,302.00	93%
Detailed Design Phase	101,390.00	101,390.00	100%
Bidding Phase	19,251.00	19,251.00	100%
Construction Phase	51,020.32	245,291.00	21%
Plant Startup	-	58,541.00	0%
New Site Property and Topographic Survey	39,316.22	44,978.00	87%
Site Flood Plain Permitting NoRise Analysis	24,862.50	26,766.00	93%
Conditional Letter of Map Revisions (CLOMR), if needed	-	31,316.00	0%
Letter of Map Revisions (LOMR), if	-	34,024.00	0%
Environmental Information Document	40,568.91	42,662.00	95%
ARPA Grant Administration Coordination	8,940.40	52,604.00	17%
TOTAL	581,060.57	999,767.00	58%

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

Professional Engineering Design

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

Engineer Consultant – Garver LLC	Cost to Date (\$)	Contact Amount (\$)	Garver LLC
Core Tasks			Progress (%)
Project Management & Admin	51,290.21	74,011.85	69%
Geotechnical Coordination	6,115.00	6,115.00	100%
Preliminary Design	927,669.00	927,669.00	100%
Final Design	1,238,962.54	1,238,962.54	100%
Bidding & Equipment Procurement Services	126,739.39	126,760.00	100%
Construction Administration	302,927.79	642,218.00	47%
Construction Observation	74,974.57	665,258.40	11%
O&M Manual And Startup Training	0.00	127,461.00	-
Application Engineering	17,881.32	437,367.00	4%
TOTAL	2,746,559.82	4,245,822.79	65%

Construction Contract

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

Crossland Heavy Contractors	Amount (\$)
Amount Paid to Date	\$7,529,582.60
Pay Application in this period	-
The original contract sum	\$58,809,985.00
The balance to finish including retainage	\$52,387,000.90

Application Engineering

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

Work Change Directive No.2

- Work Change Directive No.2 was approved at the July 21, 2025, GUSA meeting. Allowance Authorization #2,4,5,7,8, and 10 were approved. The work change directive #2 provides a net credit of \$114,216.08 to the City of Glenpool/GUSA.

Pay Application

- Pay Application #5 was approved by the GUSA Board on July 21, 2025. Pay Application #5 is in the amount of \$1,185,366.71.

Schedule

- Construction is scheduled to be completed by March 2027.

Construction Updates

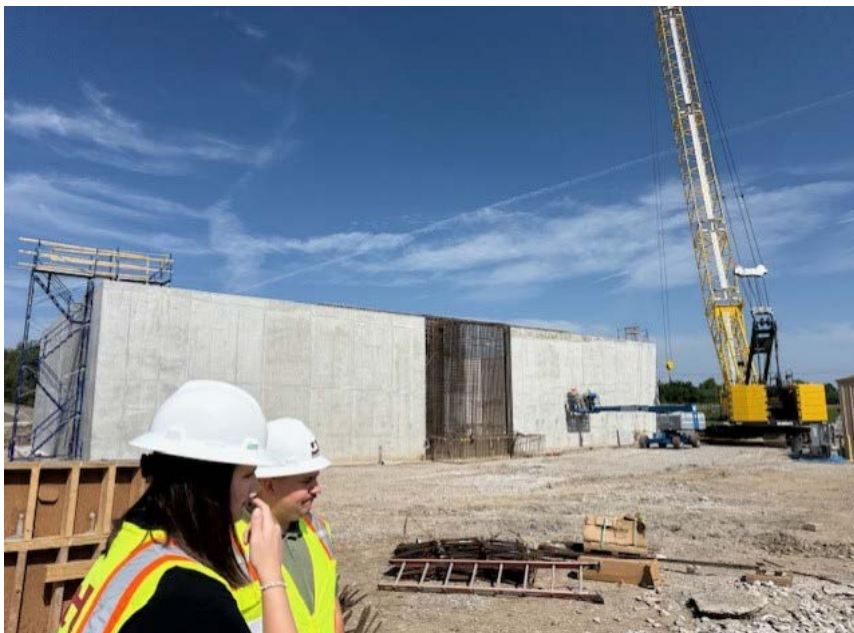
- Continued rebar, and forms on SBR slabs
- Continued Digester and UV concrete
- Continued excavation and backfill at Maintenance Building per RFI #52 & #57
- Poured Admin. Building slab and began masonry
- Finished the permanent fence on the southwest side of the Barrett's property
- Excavated Headworks Vortex and poured bottom slab



Panoramic View of the WWTF Project



Administrative Building in progress



Digester Structure under Construction



Ultraviolet Structure under construction



Maintenance building foundation under construction

[Recommendation](#)

This report is for information purposes only.