

**NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
REGULAR MEETING**

A Regular Session of the Glenpool Utility Service Authority will be held at 6:00 p.m. immediately following the Glenpool City Council Meeting on Monday, August 7, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman	
C) Public Works Director Report - Wes Richter	
1) Public Works Report August 2017	2
D) Scheduled Business	
1) Discussion and possible action to approve minutes from July 6, 2017 meeting. (Susan White, Secretary) GUSA MIN 070617	3
2) Discussion and possible action to approve rolling FY 2017 outstanding budget encumbrances (purchase orders) to the FY 2018 Budget. (Julie Casteen, Finance Director) 2017-08-07-FY17 Budget Rollovers to FY18 - GUSA	4 - 5

E) Adjournment

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

Signed:

City Clerk



Public Works Director's Report

August 7, 2017

To: Glenpool Utility Services Authority Board Members,

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

Waste Water Treatment Plant:

- Submitted Monthly DMR report to ODEQ.
- 3 sewer backups were reported 1 on customer's side and 2 on city side.
- Still waiting on the ERA Lab study results this study is to test our in-house lab equipment to make sure they meet ODEQ standards.

Water Distribution:

- Meter reading started on July 12th.
- Meter reading was completed on July 21st There was issues with incode uploading the data from RG3 on the latest meter change out data push.
- Total rereads for July were 180 which were due to the data errors.
- 217 Service Orders, 7 Blue tags were issued by the water billing dept.
- 3 New construction meters were set.
- 310 Line locates were issued by call Okie.
- Did not do shut offs this month due to the issues with bills.
- The meter change out project is almost complete.

**MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
REGULAR SESSION
July 6, 2017**

The Regular Session of the Glenpool Utility Services Authority was held at Glenpool City Hall. Trustees present: Tim Fox, Chairman; Momodou Ceesay, Vice-Chairman; Patricia Agee; Brandon Kearns and Jacqueline Triplett-Lund.

Staff present: Lowell Peterson, Trust Attorney; Susan White, Trust Secretary; Julie Casteen, Trust Treasurer; and Wes Richter, Director of Public Works.

- A) **Chairman Fox called the meeting to order at 9:22 p.m.**
- B) **Susan White, Secretary called the roll and Chairman Fox declared a quorum present.**
- C) Public Works Director Report - Wes Richter, Director of Public Works
- Mr. Richter reviewed the various activities accomplished by the water/wastewater personnel during the previous month.
- D) **Scheduled Business:**
- 1) **Discussion and possible action to approve minutes from June 5, 2017 meeting.**
MOTION: Trustee Lund moved, second by Trustee Kearns to approve minutes as presented.
FOR: Trustee Lund; Vice-Chairman Ceesay; Chairman Fox; Trustee Agee
AGAINST: None
ABSTAIN: Trustee Kearns (Absent June 5, 2017)
Motion carried.
- E) **Adjournment.**
- There being no further business, Chairman Fox declared the meeting adjourned at 9:31 p.m.

Date

Chairman

ATTEST:

Secretary



To: HONORABLE CHAIRMAN AND GUSA BOARD OF TRUSTEES
From: Julie Casteen, Finance Director
Date: August 2, 2017
Subject: FY18 Budget Amendment for Purchase Order Rollovers from FY17

Background:

The proposed budget amendments are a routine process that should take place after fiscal year-end is complete. Any encumbrances (Purchase Orders) that carry a balance at the end of the previous fiscal year are "rolled over" into the current year, and the budgets that supported those balances are also added to the current budget. These amendments also adjust the budgeted beginning fund balances, based on the previous year's final ending balance numbers.

Attached is a listing of purchase orders for rollover, totaled by Department.

Staff Recommendation:

Staff recommends a motion to approve FY17 Budget rollovers to the FY18 Budget as outlined in the attachment.

Attachments:

FY17 Budget Rollovers listing by Department

CITY OF GLENPOOL
FY18 BUDGET AMENDMENTS
GLENPOOL UTILITY SERVICES AUTHORITY

<u>DEPARTMENTS</u>	<u>ACTUALS</u> <u>FY2017</u>	<u>APPROVED</u> <u>BUDGET</u> <u>FY2018</u>	<u>YTD</u> <u>PROCESSED</u> <u>AMENDMENTS</u>	<u>CURRENT</u> <u>BUDGET</u> <u>FY2018</u>	<u>CURRENT</u> <u>BUDGET</u> <u>AMENDMENTS</u>	<u>RESTATED</u> <u>BUDGET</u> <u>FY2018</u>
Beginning Net Postion	\$ (9,160,754)	\$ (8,809,967)	\$ -	\$ (8,809,967)	\$ 894,604	\$ (7,915,363)
Revenues	5,204,743	5,848,377	-	5,848,377	-	5,848,377
Non-Operating Revenues	9,431	2,035	-	2,035	-	2,035
Other Financing Sources	-	-	-	-	-	-
Transfers In	2,718,693	3,537,175	-	3,537,175	-	3,537,175
Total Revenues	\$ (1,227,888)	\$ 577,620	\$ -	\$ 577,620	\$ 894,604	\$ 1,472,224
Expenses						
Water and Sewer	\$ 2,707,321	\$ 3,124,039	\$ -	\$ 3,124,039	\$ 5,996	\$ 3,130,035
Utility Billing	278,995	353,061	-	353,061	4,695	357,756
Refuse	561,715	627,758	-	627,758	-	627,758
Storm Water	4,000	21,522	-	21,522	-	21,522
Non-operating expenses	2,115,444	3,142,447	-	3,142,447	-	3,142,447
Transfers out	1,020,000	2,097,558	-	2,097,558	-	2,097,558
Total Expenses & Transfers Out	\$ 6,687,475	\$ 9,366,385	\$ -	\$ 9,366,385	\$ 10,691	\$ 9,377,076
Ending Unrestricted Net Assets	\$ (7,915,363)	\$ (8,788,765)	\$ -	\$ (8,788,765)	\$ 883,913	\$ (7,904,852)