

**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 Tuesday, September 5, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

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A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Julie Casteen, Deputy Secretary; Timothy Lee Fox, Chairman	
C) Public Works Director Report - Wes Richter	
1) Public Works Report Sept 2017	2
D) Scheduled Business	
1) Discussion and possible action to approve minutes from August 7, 2017 meeting. GUSA MIN 080717	3
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

September 5, 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 2 on customer's side and 1 on city side.
- Received the results on the ERA Lab study results this study is to test our in-house lab equipment to make sure they meet ODEQ standards. We passed
- Submitted the results of the study to ODEQ.

Water Distribution:

- Meter reading started on August 17th.
- Meter reading was completed on August 18th.
- There were 177 corrections made before billing went out.
- Total rereads for August were 0.
- 323 Service Orders, 5 Blue tags were issued by the water billing dept.
- 3 New construction meters were set.
- 368 Line locates were issued by call Okie.
- There were 162 turn offs.
- The meter change out project is almost complete. The RG3 crews are finished installing the meters I am currently going through all the numbers with RG3 to make sure everything matches and to make sure any issues and all the training specified in the contract has been completed before I will say that the project is complete.

MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
REGULAR SESSION
August 7, 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: Susan White, Trust Secretary; Julie Casteen, Trust Treasurer; and Wes Richter, Director of Public Works. Lowell Peterson, Trust Attorney was absent.

- A) **Chairman Fox called the meeting to order at 7:12 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 July 6, 2017 meeting.**
MOTION: Trustee Agee moved, second by Trustee Lund to approve minutes as presented.
FOR: Trustee Lund; Vice-Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns
AGAINST: None
Motion carried.
 - 2) **Discussion and possible action to approve rolling FY 2017 outstanding budget encumbrances (purchase orders) to the FY 2018 Budget.**
Ms. Casteen, Finance Director requested Board approval to roll over outstanding purchase orders remaining in FY 2017 Budget to FY 2018 Budget.
MOTION: Vice-Chairman Ceesay moved, second by Trustee Agee to authorize Finance Director to roll over outstanding purchase orders to FY 2018 Budget.
FOR: Vice-Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns; Trustee Lund
AGAINST: None
Motion carried.
- E) **Adjournment.**
- There being no further business, Chairman Fox declared the meeting adjourned at 7:27 p.m.

Date

Chairman

ATTEST:

Secretary