



**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 September 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)

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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, SEPTEMBER 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) 2023-08 Water Sewer Report	3 - 5
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 August 7, 2023 meeting.

6 - 10

[GUSA - 07 Aug 2023 - Minutes - Html](#)

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

H) **Scheduled Business**

I) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on September 1, 2023, by 4:30 pm.

Signed: Wendy Knight

Secretary



To: Honorable Chairman and Trustees, Glenpool Utility Service Authority

From: Jesse Hale, Public Works Director

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

The following details of all work completed between August 1, 2023 – August 27, 2023

Wastewater Treatment Plant:

- Daily calibration and testing performed (CL, DO, pH)
- Daily readings performed
- Daily flow monitoring performed
- Daily addition of chemicals to lagoon
- Weekly Biological Oxygen Demand and Total Suspended Solids samples to Green Co. Testing
- Mowed, weeded, and sprayed (where needed) at lift stations
- Vehicle and equipment maintenance performed
 - Grinder shaft is in the shop
 - Effluent VFD #3 VFD installation is complete and back online.
 - Blower #1 is down and needs repaired.
 - Blower #3 VFD is down and needs repaired. Parts Ordered

Lift Stations:

- Mowed, weeded, and sprayed (where needed) at lift stations
- Lift Stations inspected
 - New and old wood fences sprayed with sealer

Distribution:

- 722 Utility locates
- 122 service orders completed for the utility office
- 18 turn offs for non-payment
- 0 lock outs for non-payment
- Performed monthly meter reads and with 16 bad registers
- 8 leaks repaired (1 repairs pending)
- 8 meters set (8 residential, 0 commercial)
- 24 pending meter sets (22 residential, 2 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

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

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- Cleaned and serviced vehicles and equipment
- Jetrodded 0 possible sewer backup(s), (Jetrod machine is being repaired)
- 2 manholes and lid repaired
- Booster Pump station on US75 at 131st still has a pin hole leak, slowly flooding the station. The station is now mostly isolated from distribution. Awaiting further instruction from city engineer on path forward.
- Two new pumps were installed at Booster Pump Station on 150th Street.

Misc:

- Took delivery of the remaining 2 new trucks from Mark Allen. One has been completely outfitted and is in service, the other has been sent to Arrowhead Truck Equipment in Bixby for utility bed installation.
- Working on quotes for Lead Copper Service Line Inventory program. This inventory needs to be completed by October 2024.
- David Deere resigned from the City after 8 years. We are thankful for his service and wish him well.

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City Of Glenpool

Creating Opportunity

2024 Chevrolet 2500 Crew Cab 4x4 – Lift Station Operator

Primary function will be to help service lift stations. This will include pulling the future vacuum trailer and jet rod trailer.



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MINUTES
GUSA Meeting
Monday, August 7, 2023 Council Chambers 6:00 PM

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

TRUSTEES ABSENT: Brandon Kearns

STAFF PRESENT: David Tillotson
Wendy Knight
Julie Casteen
Gerald Gilbert
Jesse Hale
David Agbetunsin
Madi Plett
Jeremy Plane

STAFF ABSENT: Susan White

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 6:18 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 of Rosenstein, Fist & Ringold was also in attendance.
- C) Departmental Reports**
Jesse Hale, Director of Public Works, advised the Board that the Public Works Department has now taken delivery of all four trucks from Mark Allen Chevrolet.
[2023-07 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 July 17, 2023 meeting.
[GUSA - 17 Jul 2023 - Minutes - Html](#)
- 2) Resolution No. 2023009, updating signatories of Bancfirst accounts.
[Resolution No. 2023009 Bancfirst Signatories](#)
- 3) Updating signatories of the Mabrey Bank accounts, and authorizing the City Manager to sign the necessary bank forms.
[Staff Report - Mabrey Bank Account Signatories](#)
- 4) Updating signatories of the American Heritage Bank account and authorizing the City Manager to sign the necessary bank form.
[Staff Report - American Heritage Bank Account Signatories](#)
- 5) Approval of the Oklahoma Water Resources Board American Rescue Plan Act Grant Agreement, ARPA Grant Application No: ARP-23-0014-DPG.

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

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 - OWRB ARPA Grant Agreement](#)

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

H) Scheduled Business

- 1) Discussion and possible action to approve, deny or amend the

agreement for engineering services for the Wastewater Treatment Facility, between Glenpool Utility Services Authority and Garver LLC, pending legal review by the City Attorney.
(David Agbetunsin, City Engineer)

Mr. Agbetunsin presented and recommended Board approval of the agreement for engineering services for the Wastewater Treatment Facility, between Glenpool Utility Services Authority and Garver LLC, pending legal review by the City Attorney. The project tasks of the Engineer would include: Project Management and Administration; Geotechnical Coordination; Preliminary Design; Final Design; Bidding and Equipment Procurement Services; Construction Administration; Construction Observation; and O&M Manual and Startup Training.

- Karen Barrett, of 137 E. Glenpool Blvd, expressed her concerns and ideas for the new Wastewater Treatment Facility.

Moved by Chris Brobst, seconded by Tim Fox

To approve the agreement for engineering services for the Wastewater Treatment Facility, between Glenpool Utility Services Authority and Garver LLC, pending legal review by the City Attorney.

	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 - Agreement between GUSA and Garver LLC](#)

- 2) Discussion and possible action to approve or deny acceptance of public water line extension serving Tropical Smoothie, 12130 S. Waco Avenue.
(David Agbetunsin, City Engineer)

Mr. Agbetunsin presented an updated copy of the staff report, and recommended Board approval of acceptance of public water line extension serving Tropical Smoothie, 12130 S. Waco Avenue.

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To approve acceptance of public water line extension serving Tropical

Smoothie, 12130 S. Waco Avenue.

	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 - Tropical Smoothie Waterline Acceptance](#)

- 3) Discussion and possible action to approve or deny the Real Estate Purchase and Sale Agreement with 141st Street Land Development, LLC in the amount of \$612,500 for the purchase by GUSA of certain real property consisting of approximately 20.81 acres located in the West half of the Southwest Quarter (W/2 SW/4) of Section Eleven (11), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the United States Government Survey thereof.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Board approval of the Real Estate Purchase and Sale Agreement with 141st Street Land Development, LLC in the amount of \$612,500 for the purchase by GUSA of certain real property consisting of approximately 20.81 acres located in the West half of the Southwest Quarter (W/2 SW/4) of Section Eleven (11), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the United States Government Survey thereof. Staff has been working with different property owners to determine what site would be the best location. We have conducted soil analysis, floodplain studies, wetland delineation studies, and other analyses on the potential sites to help make this determination. **Chair Calvert** added that the earnest money was deposited with the title company, and there is a 45-day window for inspections.

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

To approve the Real Estate Purchase and Sale Agreement with 141st Street Land Development, LLC in the amount of \$612,500 for the purchase by GUSA of certain real property consisting of approximately 20.81 acres located in the West half of the Southwest Quarter (W/2

GUSA
August 7, 2023

SW/4 of Section Eleven (11), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the United States Government Survey thereof.

	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 - Sewer Property Purchase](#)

I) Adjournment

Chair Calvert declared the meeting adjourned at 6:45 p.m.