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 November 6, 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)
+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: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM, NOVEMBER 6, 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) **Management Report**

1) Final CM Report.11062023 — 3 - 37

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 October 2, 2023 meeting. GUSA - 02 Oct 2023 - Minutes - Html	38 - 39
2)	2024 Meeting Schedule. GUSA 2024 Meeting Schedule	40 - 41
3)	Receipt and acceptance of FY22-23 Independent Accountant's Report on Applying Agreed-Upon Procedures as required by the Settlement Agreement between the City of Glenpool, Glenpool Utility Services Authority, and Creek County Rural Water District No. 2. Annual AUP Audit	42 - 48
4)	Agreed Upon Audit Procedures Engagement Letter for FY23-24, Elfrink and Associates, PLLC. AUP Audit Engagement Letter	49 - 58

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 November 3, 2023, by 11:30 am.
Signed: Wendy Knight
Secretary

City Manager's Report

October 2, 2023

City Of Glenpool

Creating Opportunity

Human Resources

Open Positions

We currently have 10 open positions. These vacancies include those new positions approved in the FY2023-2024 budget.

- Public Works: 5 Positions
  - Water & Sewer Laborer – Advertised
  - Streets & Parks Laborer - Advertised
  - Seasonal Streets and Parks Laborers (3) – Will post in March 2024
- Police Department: 3 Positions
  - Police Officer (2)
    - Posting Closed 10/27/2023 – Testing scheduled for 11/18/2023
  - Dispatch (1) – Advertised
- Development Services: 1 Position
  - City Planner – Offer Accepted, Start date of 11/20/2023
- Administration: (1)
  - IT Director

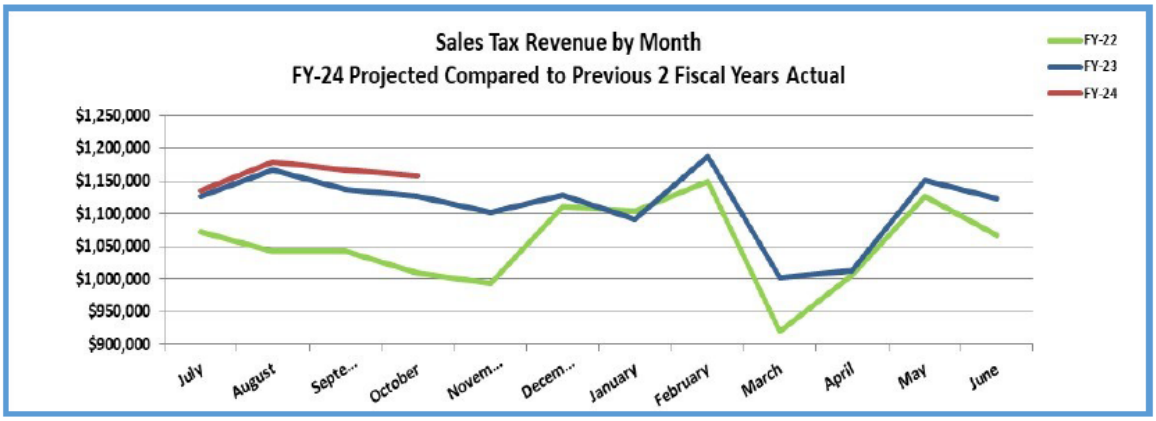
Projects and Training

- Participated in SHRM webinars
  - Supporting and Retaining Valuable Generalist Employees
  - From Training to Thriving: Keys to a Skilled Workforce
  - How to Invest in Your Workforce During a Slow Economy (Without Spending More Money)
- Tyler Tech webinar
  - HR Suite and Time & Attendance

Finance

SALES TAX

FY24 Combined Sales Tax for all funds in October totaled $1,157,352, 2.7% higher than FY23 revenues for the same period. Further details on October financial results will be reported next month after the October accounting period is closed.



GENERAL FUND REVENUES

FY24 General Fund year-to-date revenues in September totaled $4,330,012, approximately $346,087 or 8.7% higher than FY23 revenues for the same period. The change is primarily due to a 282.1% increase in investment income combined with a 3.2% increase in total tax revenues compared to September FY23.

GENERAL FUND EXPENDITURES

FY24 General Fund year-to-date expenditures in September totaled $3,574,752, approximately $562,747 higher than FY23 expenditures YTD, an increase of 11.2% for the same period. Increased wage costs combined with capital expenditures in the Streets & Parks department contributed to the increase. However, overall spending is 13.6% under budget YTD.

REPORT LEGEND

Better Than Expected

Expected, or Minor Variance

Monitor and Consider Taking Action

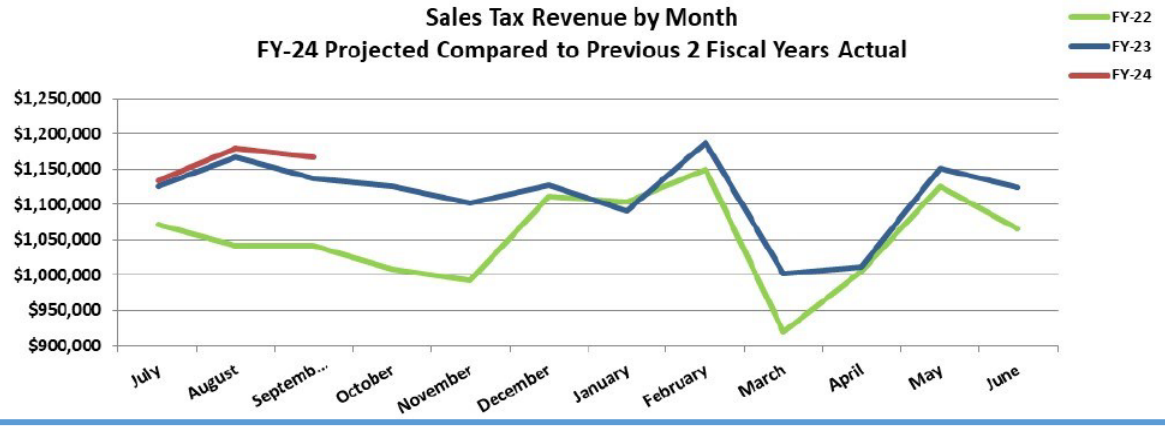
SALES TAX REVENUES—ALL FUNDS

FY24 Sales Tax collections year-to-date in September were 1.7% above budget, and also 1.5% higher than FY23 collections for the same period.

CITY OF GLENPOOL
SCHEDULE OF SALES TAX REVENUE - ALL FUNDS
Fiscal Year Ending June 30, 2024

	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
MONTH	REVISED BUDGET	FY2024 ACTUAL	AMT INC/(DEC)	FY2024 ACTUAL	FY2023 ACTUAL	AMT INC/(DEC)	INC(DEC) BUDGET	INC(DEC) PRIOR YR
July	$ 1,142,094	$ 1,134,751	$ (7,343)	$ 1,134,751	$ 1,125,530	$ 9,221	-0.6%	0.8%
August	$ 1,148,637	1,179,694	31,057	1,179,694	1,167,026	12,667	2.7%	1.1%
September	**$ 1,132,475**	**1,167,426**	**34,951**	**1,167,426**	**1,136,626**	**30,800**	**3.1%**	**2.7%**
October	$ 1,110,095			-	1,126,462			
November	$ 1,089,369			-	1,102,424			
December	$ 1,164,263			-	1,128,358			
January	$ 1,140,534			-	1,090,804			
February	$ 1,214,932			-	1,187,747			
March	$ 999,718			-	1,002,690			
April	$ 1,049,085			-	1,012,534			
May	$ 1,183,624			-	1,151,247			
June	$ 1,138,469			-	1,123,707			
TOTAL	$ 13,513,295	$ 3,481,870	$ 58,665	$ 3,481,870	$ 13,355,155	$ 52,688	1.7%	1.5%

Y-T-D Budget	$ 3,423,205	Prior Year	$ 3,429,183
Y-T-D Actual	3,481,870	Y-T-D Actual	3,481,870
Y-T-D Variance	58,665	Y-T-D Variance	52,688
Y-T-D % Var	1.7%	Y-T-D % Var	1.5%

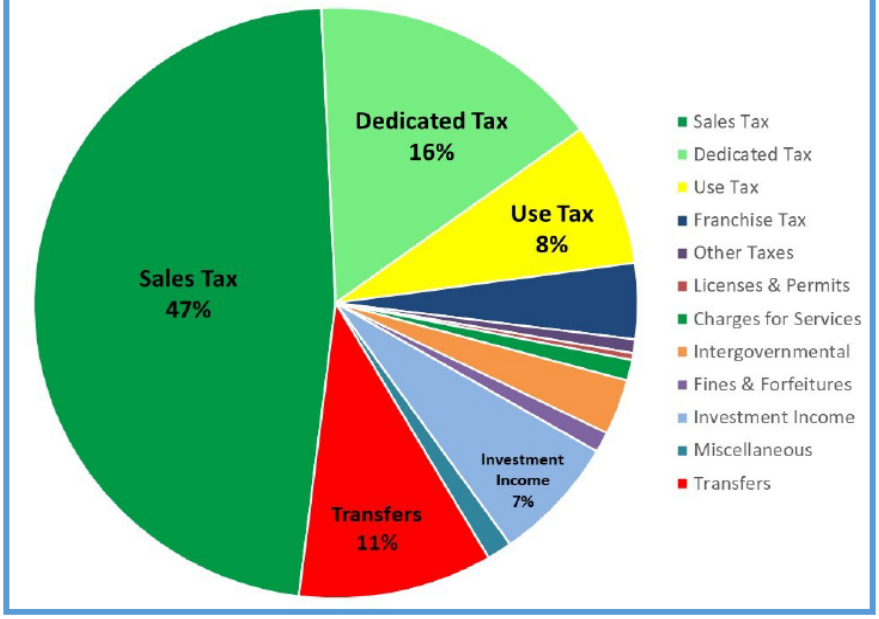


GENERAL FUND REVENUES

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Sales Tax	$ 2,013,616	$ 2,048,036	$ 34,420	$ 2,017,045
Dedicated Tax	671,205	$ 682,795	11,590	672,463
Use Tax	308,612	$ 338,436	29,824	278,370
Franchise Tax	150,000	$ 179,411	29,411	180,924
Other Taxes	32,125	$ 32,713	588	30,203
Licenses & Permits	16,825	$ 15,817	(1,008)	25,215
Charges for Services	85,849	$ 49,312	(36,537)	60,967
Intergovernmental	85,973	$ 131,090	45,117	82,275
Fines & Forfeitures	52,750	$ 48,640	(4,110)	42,729
Investment Income	25,000	$ 295,593	270,593	77,369
Miscellaneous	10,095	$ 58,169	48,074	62,045
Transfers	450,000	450,000	-	453,600
Totals	**$ 3,902,050**	**$ 4,330,012**	**$ 427,962**	**$ 3,983,205**

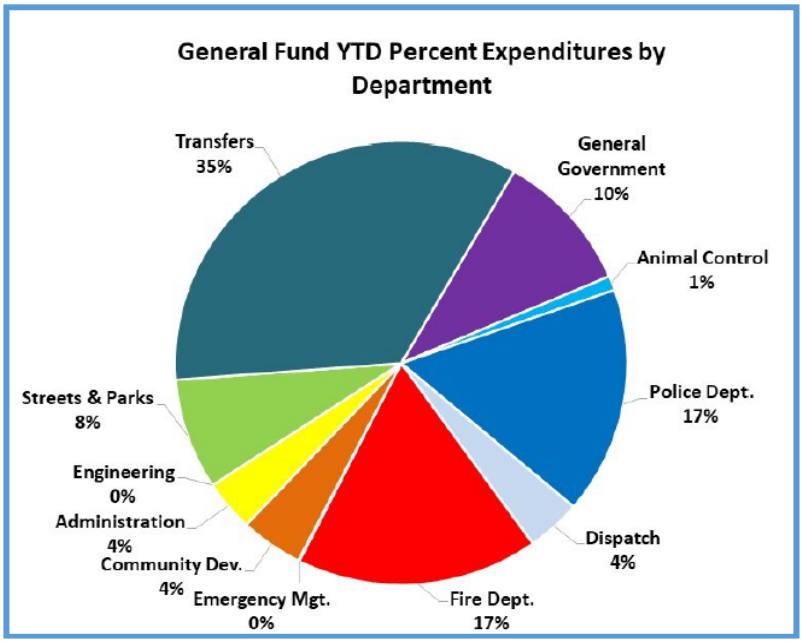
Over (Under) Budget year to date: **11.0%**

Increase (Decrease) over prior year: **8.7%**



GENERAL FUND EXPENDTURES BY DEPARTMENT

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget Under/(Over)	YTD FY23 Actual
General Government	$ 387,158	$ 382,423	$ 4,734	$ 332,298
Animal Control	41,401	39,105	2,295	37,454
Police Dept.	694,455	618,119	76,335	488,913
Dispatch	154,730	145,660	9,069	127,011
Fire Dept.	763,890	646,473	117,417	562,824
Emergency Mgt.	19,874	3,125	16,748	152
Community Dev.	230,589	167,170	63,420	184,825
Administration	197,885	138,400	59,484	144,032
Engineering	53,575	-	53,575	-
Streets & Parks	442,092	301,481	140,611	214,674
Transfers	1,151,853	1,287,657	(135,804)	1,122,463
Totals	**$ 4,137,500**	**$ 3,729,615**	**$ 407,885**	**$ 3,214,645**
Under (Over) Budget year to date:		**9.9%**		
Increase over prior year:		**16.0%**		

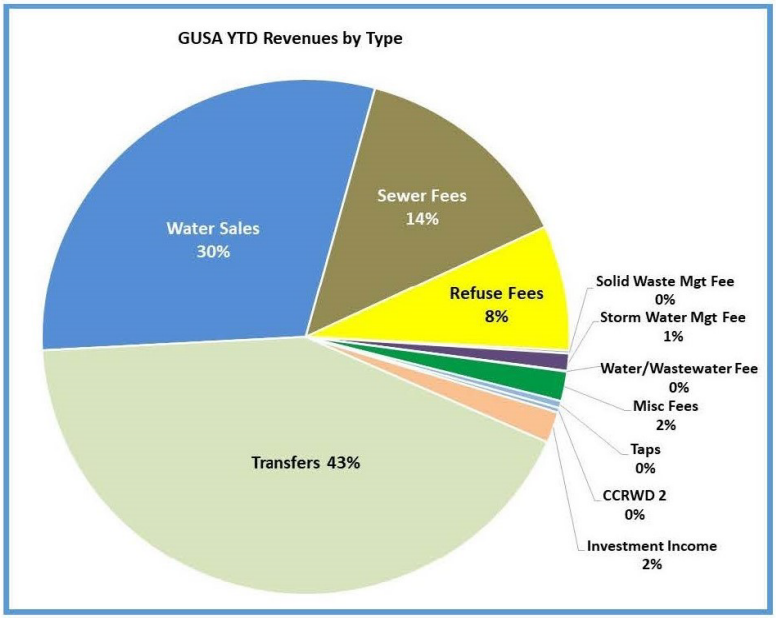


GLENPOOL UTILITY SERVICES AUTHORITY
REVENUES YEAR-TO-DATE

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Water Sales	$ 850,000	$ 801,481	$ (48,519)	$ 885,268
Sewer Fees	400,000	366,081	(33,919)	397,826
Refuse Fees	231,250	210,412	(20,838)	205,728
Solid Waste Mgt Fee	5,500	5,005	(495)	4,919
Storm Water Mgt Fee	31,500	28,688	(2,812)	28,200
Water/Wastewater Fee	725	1,320	595	995
Misc Fees	35,625	49,233	13,608	36,434
Taps	13,750	11,800	(1,950)	14,550
CCRWD 2	7,875	7,948	73	6,629
Investment Income	26,250	51,935	25,685	12,923
Transfers	1,101,853	1,132,795	30,942	1,122,463
Totals	**$ 2,704,328**	**$ 2,666,698**	**$ (37,630)**	**$ 2,715,936**

Over (Under) Budget year to date: **-1.4%**

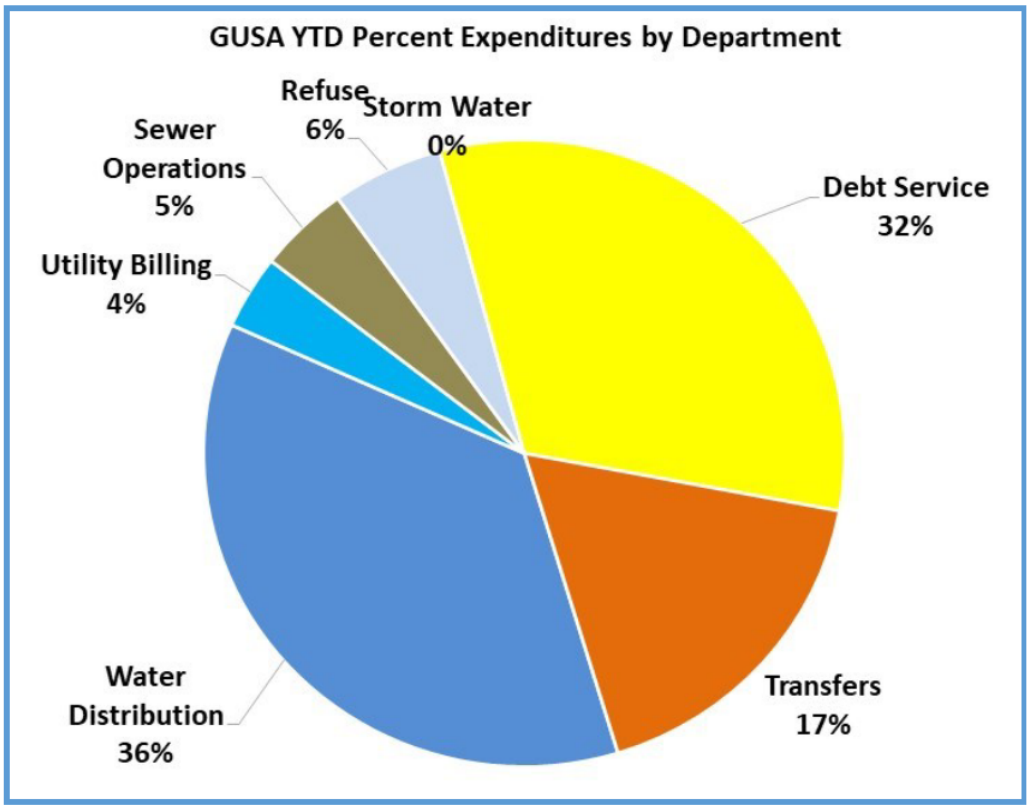
Decrease over prior year: **-1.8%**



GLENPOOL UTILITY SERVICES AUTHORITY
EXPENSES YEAR-TO-DATE

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget (Over)/Under	YTD FY23 Actual
Water Distribution	$ 868,516	$ 946,013	$ (77,497)	$ 653,607
Utility Billing	97,167	98,664	(1,497)	87,612
Sewer Operations	236,935	119,759	117,176	-
Refuse	194,000	145,926	48,074	130,931
Storm Water	140,500	-	140,500	-
Debt Service	733,466	835,715	(102,249)	737,112
Transfers	450,000	450,000	-	450,000
Totals	**$ 2,720,583**	**$ 2,596,076**	**$ 124,507**	**$ 2,059,262**

Under (Over) Budget year to date: **4.6%**



FUND DASHBOARD

FUND	REVENUES	EXPENDITURES	CHANGE IN FUND BALANCE
GENERAL FUND	$4,330,012	$3,729,615	$600,397
GLENPOOL UTILITY SERVICES AUTHORITY FUND	$2,666,698	$2,596,076	$76,022
GLENPOOL INDUSTRIAL AUTHORITY FUND	$367,938	$255,420	$112,518
STREETS & INFRASTRUCTURE FUND	$222,672	$23,804	$198,868
PUBLIC SAFETY CAPITAL FUND	$539,785	$583,245	<$43,460>
PUBLIC SAFETY PERSONNEL FUND	$421,863	$371,722	$50,141
CAPITAL FUND	-	-	-
ARPA FUND	-	748,313	<$104,066>
PARKS AND RECREATION FUND	$4,400	-	$4,400
HOTEL FUND	$71,444	$71,444	-

Development Services

Listed below are current development related activities within the City of Glenpool **through the month of October 2023**. These activities listed include Projects Under Construction, Planning Applications Under Review, Approved Projects Not Under Construction, Building Permits and Inspections, and Code Enforcement Activity. The most recent activities are highlighted in **red**.

Commercial/Industrial Projects Under Construction:

1. **Wade's RV Service Center** - Commercial RV Sales, Service and Storage project located at 16059 S Us Hwy 75. Estimated completion late August 2023
2. **Mammoth Luxury Garage Condos** – Commercial storage with office space project located at 16571 S. Broadway St. Estimated completion July 2023
3. **Arrowhead Mini Storage** – A Site Plan application for Phase II of the Arrowhead Mini Storage located at 14801 S. Elwood Ave. Estimated completion August 2023
4. **Beehive Phase II** – A Site Plan application for Phase II of the Beehive Care Facility located at 12570 Vancouver Ave. Estimated completion March 2024
5. **17 Quincy, LLC Warehouse #2** - A Site Plan application for a proposed 16,000 sf warehouse office building on a 1.56-acre site in MonTapp Addition. Estimated completion September 2023
6. **Miller Tippens –** A Site Plan application for a 5,000sf addition to an existing building located at 437 E 141st St. S. Estimated completion date October 2023

Commercial/Industrial *Occupancy* Permits Issued in September/October:

1. **Burdette Jui Jitsu (15065 S Elwood Ste# 105)** – Martial Arts School
2. **Super Donut (13601 US Hwy 75 Ste# B)** – Donut shop
3. **BTC (1400 W 161st St)** – Equipment Building
4. **Campbells Heating and** Air (14060 S Peoria Ste#106 and 107) – Mechanical Services
5. **First Oklahoma Credit Union (14912 S Broadway St.)** – Banking Services
6. **King of Kings (15251 S Broadway St.)** – Religious Services
7. **The Real Taco (14765 Casper St. Ste# A)** - Restaurant

Earth Change Permits Issued:

1. **Eagle I Investments (The Lakes at Twin Mounds Commercial)** – Southwest corner of W. 161st Street and US 75. The owner is clearing, grading and preparing the 11-acre site for future commercial uses.

2. **Phillips Corner** – 5.5 acres site adjacent to Crystal Pools on North Casper Street. The owner is clearing, grading and preparing the site for future commercial uses.

3. **South 75 Business Park –** 2.5-acre site near northwest and northeast corner of 166th Street South and South Broadway Street. The owner is clearing, grading and installing drainage improvements to serve the area.

Residential Projects Under Construction:

	Subdivision Name	Lots Approved	Under Construction	Completed	Lots Available
1	The Pines	31	**0**	**31**	0
2	Glen Hills I (Phase 1-6)	84	0	82	2
3	Glen Hills II (Phase 7-11)	78	**33**	**26**	**19**
4	Scissortail	88	**8**	**36**	**44**
5	Redbud Glen	74	0	16	58
6	Twin Ponds	25	1	1	23
	Totals	**380**	**42**	**192**	**146**

Planning Applications Under Review:

A. Annexation(s): **No New Applications**

B. Comprehensive Plan Amendment(s): **No New Applications**

C. Zone Amendment(s): **No New Applications**

D. Planned Unit Development (PUD): **No New Applications**

E. Subdivision Plat(s): **No New Applications**

F. Lot Split Application(s):

1. **Huntsman Property** – A Lot Split Application to consolidate two (2) lots into one (1). The subject site is located at 658 W 141ST St.

2. **South 75 Business Park II A –** A Lot Split of a 20.554-acre parcel into 3 (three) lots. The subject site is generally located on the southwest corner of S. Broadway St. and E. 161st St S.

G. Site Plan Applications:

1. **State Farm Office** – A Site Plan review of a proposed office building located at 201 E 141st St.

H. Specific Use Permits: **No New Applications**

I. Variance(s):

1. **Thompson Property Carport** – Variance request for a reduced frontyard and sideyard setback requirements for a proposed carport. The subject property is located at 423 E 137th St.

Approved Projects Not Under Construction

1. **McGraw Winfield Realtors** – A proposed 4,434sf office building located at 12189 South Yukon Avenue.

2. **By-Weld Industries** - A proposed metal fabrication business located on a 6.81-acre lot within the S75 Business Park Phase III. The project consists of a 16,585sf building and related site improvements.

3. **Carson Trails** – A 497-lot residential subdivision located north and east of the northeast corner of West 181st Street and South Union Avenue directly adjacent to Eden South neighborhood.

4. **Grandview Heights Apartments North Expansion** – A 120-unit apartment project on 6.8-acre site located at 12150 South Yukon Avenue. This is an expansion of the existing Grandview Heights Apartment project.

5. **Redbud Glen II –** A Preliminary Plat to subdivide a 25.729-acre site into sixty-seven (67) lots in eight (8) blocks and four (4) reserve areas. The subject site is generally located north of E. 149th Street S. and West of S. Elwood Ave.

6. **C & C Office Park –** A Preliminary and Final Plat to subdivide a 1.26-acre site into two (2) lots located at 459 E 151st St. South

7. **Twin Ponds Phase II** – Preliminary Plat of a 12.29-acre site. The plat proposes to subdivide the site into ten (10) lots and four (4) reserve areas. The subject site is generally located north of West 181st Street South – ½ mile west of Highway 75.

Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued **October 2023**	**2**
New Commercial Permits Issued **October 2023**	**0**
Current Active Residential Permits	**52**
Current Active Commercial Permits	**11**
Residential Permits thru **October 2022**	**67**
Residential Permits thru **October 2023**	**48**
Commercial Permits thru **October 2022**	**6**
Commercial Permits thru **October 2023**	**0**

Assessment Letters Issued in **October 2023**	**1**
Total Assessment Letters Issued in 2023	**13**

Code Enforcement Activity for October 2023

ACTIVITY DESCRIPTION:	**Totals**
Complaints received and investigated **Year to Date**	**1,080**
Open public nuisance cases through **October 2023**	**71**

CODE ENFORCEMENT CASES	**Jul**	**Aug**	**Sept**	**Oct**
	108	**82**	**92**	**101**
High grass:	**32**	**16**	**33**	**31**
Fire damaged structures:	**-0-**	**-0-**	**-0-**	**-0-**
Illegally parked vehicles:	**6**	**1**	**7**	**4**
Nuisance abatements (contractor):	**-0-**	**1**	**1**	**-0-**
Notices issued for residents with no water service:	**-0-**	**-0-**	**-0-**	**2**
Tulsa County Health Department citations:	**-0-**	**-0-**	**-0-**	**-0-**
Illegally placed signs:	**42**	**46**	**29**	**44**
Damage to public facilities citations:	**-0-**	**-0-**	**-0-**	**-0-**
Excessive trash & debris notices:	**9**	**7**	**9**	**11**
Dilapidated structures/property notices:	**-0-**	**-0-**	**-0-**	**-0-**
Trash can/receptacle placement notices:	**-0-**	**-0-**	**-0-**	**1**
Building demolition & removal:	**-0-**	**-0-**	**-0-**	**-0-**
Inoperable/abandoned vehicles:	**3**	**4**	**1**	**2**
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	**16**	**10**	**4**	**6**
Stagnant water causing mosquito issues:	**2**	**1**	**2**	**-0-**
Pest issue:	**-0-**	**2**	**1**	**-0-**
Dilapidated fencing:	**2**	**1**	**3**	**-0-**
Noxious odor:	**-0-**	**1**	**-0-**	**-0-**

Public Works

The following details of all work completed between September 27, 2023 – October 27, 2023

Streets

- Crack sealed – All around public safety building.
- Filled potholes around town – Eden South and other various other locations with over 4 tons asphalt used.
- Fixed downed streets signs - none
- Cleaned storm drains – lots of areas around town – 2 day effort
- Picked up trash around town.
- Weeded
    - Creek at 141st and 75, both north and south
    - Creek at Morris Park
    - Ditch at 121st near Yukon Ave
- Trimmed trees - none
- Cleaned East and West curbs on Broadway from 161st to 166th.
- Repaired road at 141st and Warrior Rd after water line repair.
    - SignalTek came out to repair the timing after sensors were ruined.
- Ongoing inspections for Road Projects
- Kendalwood North drainage project is complete.
- Capital Project Completion – 141st & US75 received a new battery backup for the controller.

Parks

- Black Gold
    - Mowed & trimmed.
    - Installed new gate to improve flow into and out of North Field
    - Added additional trash cans and tables for Black Gold Days
    - Clean up after Black Gold Days
    - Changed out Flag
    - Winterized splash pad
- Kendalwood North
    - Mowed & trimmed.
    - Watered new sod laid during drainage project.
- Kendalwood South
    - Mowed & trimmed.
- Lambert
    - Mowed & trimmed.
    - Park Bridge is still closed.
    - Sprayed and mowed to prep for seed.
    - Seeded park with wildflowers and native grasses to stabilize creek bank

- Morris
    - Mowed & trimmed.
    - Fixed broken locks
- Rolling Meadows
    - Mowed & trimmed.
- South County Soccer
    - Mowed & trimmed.
- Picked up trash and emptied trash cans daily at all city parks.

- Community
    - Cleaned and set trash cans for Farmer's Market.
    - Tooks tables and generator to GPS GIS APB for Spooktacular Fest
    - Boarded up house for Police Department

Facilities Maintenance

- Completed work on Oil Derrick monument. A single pane of glass was removed to investigate the internal working. The internal lights were fixed to illuminate the derrick before Black Gold Days.
- Completed - renovation of back bathroom at public works building.
- Touched up paint in Community Development for new employee.
- Completed biannual elevator safety inspection
- Outstanding Projects:
    - The north waterfall pump at city hall is out of service. Replacement pump is pending.
    - An RFQ for AC Maintenance program throughout the city has been issued. Three responses have been received.

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)
- Vehicle and equipment maintenance performed.
- Grinder shaft is in the shop.
- Blower #1 is down AGAIN and needs repaired. Automatic Engineering installed a new VFD but it blew up immediately upon powering it up. They are looking for replacement parts.
- Blower #3 VFD is down and needs repaired.
- Toured Bentonville, AR wastewater facility.

Lift Stations:

- Mowed, weeded, and sprayed (where needed)
- Lift Stations inspected
- Vac Trailer on loan from Key Equipment was used to clean out accessible stations.
- Installed odor abatement system at Newman LS. This will help keep odor down at Newman through the manhole at 137th and Union, into Shell LS, and then to the WWTP.

Distribution:

- 898 Utility locates
- 152 service orders completed for the utility office
- 0 turn offs for non-payment – Scheduled for 2023-10-31 Halloween.
- 0 lock outs for non-payment – Scheduled for 2023-11-02
- Performed monthly meter reads and with 19 bad registers
- 9 leaks repaired (2 repairs pending)
- 3 meters set (3 residential, 0 commercial)
- 22 pending meter sets (21 residential, 1 commercial)
- Monthly water samples taken and passed
- Mowed, weeded, and sprayed (where needed) at water towers and booster stations
- Cleaned and serviced vehicles and equipment
- Jetrodded 3 possible sewer backup(s)
- Sewer Manhole at FFCU raise 9 inches to grade
- Trained crew on HydroVac training with VacTrailer on loan from Key Equipment
- Diagnosed 12 hydrants, put 3 back in service and ordered parts for others.
- ➢ Booster Pump station on US75 at 131st has had it's pin hole leak temporarily repaired. The station is now mostly isolated from distribution. Awaiting further instruction from city engineer on path forward.

Misc:

- One service truck is still at Arrowhead Truck Equipment in Bixby for utility bed installation.
- A vendor has been chosen for the Lead Copper Inventory. This inventory needs to be completed by October 2024.
- Capital Expense Update – Vacuum Trailer from Key Equipment should be delivered November 6th.

Scent abatement pump and barrel installed at Newman Lift Station

The vacuum trailer on loan from Key Equipment has proven to be a very useful tool. We are excited to take ownership of our new one in a few weeks. The area of disturbance using this trailer is minimal and it can get into very tight spots.

Seeding at Lambert park

Seeding was completed by Jesse Hale and the following volunteers:

Jack Titchener – OK Conservation Commission, Urban Soil Conservationist

Cheryl Cheadle – OK Conservation Commission, Blue Thumb, Glenpool resident

Jeffery Jenkins – Blue Thumb, Glenpool resident

Several sunny areas were selected for seeding in hopes for a colorful growing season next year as well as areas by the creek to grow grasses needed to stabilize the creek bank.

Status of Low Water Bridge at Lambert Park

April 2023

October 2023

Improvements/Repairs to Black Gold Park

Our beautiful Oil Derrick needed some attention. We replaced the lights within the derrick to give it some life.

In order to give proper access to the north grassy area of the park, a 16 foot fence was installed.

Storm Sewer Repair near Ron's on 141st

This broken storm drain was repaired as a part of our road maintenance program. Now that this is complete, the bump on 141st between Ron's and QuikTrip can be repaired.

Engineering

Introduction

This report summarizes the activities of the engineering department and infrastructure projects in the City of Glenpool during the stated period.

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 Program Manager (PPM)	S2E Engineering PLLC
Task	Progress (percentage)
Project Administration	9%
Design Consultant Selection Phase	100%
Regulatory Approval/Permits	2%
Public Communication Phase	2%
Detailed Design Phase	9%
Bidding Phase	0%
Construction Phase	0%
New Site Property and Topographic Survey	87%
Site Flood Plain Permitting NoRise Analysis	71%
Conditional Letter of Map Revisions (CLOMR), if needed	0%
Letter of Map Revisions (LOMR), if needed	0%
Environmental Information Document	66%
ARPA Grant Administration Coordination	1%

Professional Engineering Design

Engineering design is currently in progress. Representatives from the city, as well as personnel from PPM and Garver, conducted visits to three Wastewater Treatment Facilities in Del City, OK, Norman, OK, and Bentonville, AR The objective of these visits was to gain firsthand knowledge of the technology and procedures employed at these facilities, which encompassed areas such as SCADA, Operations/Lab Building, Screening, Grit removal, Grit Pumps, SBR, UV Disinfection, Dewatering, and Odor Control, in order to obtain practical experience with this equipment.

Garver has presented two (2) Technical Memoranda (TM) for the Engineering Design covering Disinfection and Dewatering Alternatives. Based on the technical memoranda, city staff would be making final decisions on the disinfection and dewatering technologies to be used in the WWTP. The preliminary design is estimated to be completed in November 2023, with Final Design 90% and ODEQ Submittal scheduled for February 27th, 2023.

Consent Oder:

The addendum-A to the Consent Order required the City to submit an approvable engineering report to DEQ by October 1, 2023. This report was updated and submitted to ODEQ on September 25, 2023. The Engineering report was received and approved on October 25, 2023, by ODEQ. This fulfils the task itemized in Consent Order 19-289 Addendum A.

2023 Street Maintenance and Stormwater Structure Improvement Project

This project is the 2023 Street maintenance and stormwater structure improvements project involving street paving repairs, overlays, and stormwater structure improvements within the city of Glenpool. This project consists of two phases. Phase I was approved by the council on May 15, 2023, with a total of 285,500. Phase II was approved by the council on July 17, 2023, with a total of 318,700. This project has experienced delays, due to weather conditions, and the contractor's acquisition by another company. The engineering department is actively overseeing the project timeline and maintaining regular communication with the contractor to guarantee the project's successful completion. (Please see map for individual project status).

Project Summary

Contractor	Dunham Asphalt Services
Advertised For Bid	April 1 2023
Notice to Proceed	August 8 2023
Estimated Final Completion	October 14, 2023 (Behind Schedule)
Total Project Cost (Phase I&II)	$604,200 (Excluding Change Order)

The interlocal street overlay project is a joint effort by the City of Glenpool, the City of Jenks, and Tulsa County. The project is located on Elwood from 121st street to 131st street, 131st street from Elwood St to Peoria St, and 141st street from Peoria St. to Lewis St. This overlay project is

estimated to be complete by the end of October 2023. This project is carried out by Tulsa County Crew. The City of Glenpool is a financial partner in this project via the interlocal agreement with Tulsa County and the City of Jenks. This project has experienced weather delays October 23rd - 29th, 2023.

Kendalwood North Park Drainage Improvement Project

This project involves addressing the drainage issues in the Kendalwood North Park. This project has been completed.

Project Summary

Contractor	L.A.M Construction LLC
Advertised For Bid	March 9, 2023
Notice to Proceed	August 24 2023
Final Completion Date	October 16 2023
Total Project Cost (Phase I&II)	$91,000

City staff is progressing with the Master Plan for this park.

Stormwater Program

FY2023 Community Assistance Visit: The Oklahoma Water Resources Board completed the 2023 community assistance visit. During the CAV the special flood hazard areas were inspected for new and recent floodplain development and no deficiencies were reported in the City of Glenpool. (please find attached "Glenpool CAV Close-out Letter")

Glenpool Safe Route To School Project

This project provides an ADA compliant sidewalk network from the Glenpool Public School to Black Gold Park. The City of Glenpool has entered into a contract with ODOT to fund this project under the TAP3-8104 DOT Agreement. Consultant selection is underway. The RFQ was sent out August 30th, 2023. The City interviewed 2 respondents to the RFQ and forwarding the selection to ODOT once the interviews are complete.

Total Project cost: $1,202,760.00
Match fund: $ 240,552.00

TAP Grant Sidewalk Improvement on Warrior Road from 146th Street to 141st Street.

The City has received the Urban Funding Agreement from Oklahoma Department of Transportation. This agreement has been reviewed by the legal team and placed on the November 6th, 2023, regular council meeting agenda for Council Consideration and possible approval.

SH67/151st Corridor Study

This is a progress update on the SH 67/151st St Corridor Study. The City of Glenpool in conjunction with Kimley-Horn, Oklahoma Department of Transportation, INCOG and the City of Bixby, held its 3rd Public Meeting on the SH 67/151st corridor on September 5, 2023. (*This project is on-going, no updates since the September Engineering Departmental Report*).

US 75/141st

The construction of the US-75 Grade Drain Bridge and Surface Project, designated as State JP # 35120(08), located at the intersection of US-75 and 141st Street, is currently underway. The Oklahoma Department of Transportation, in collaboration with the design consulting firm Poe and Associates and the City of Glenpool, will be organizing a public meeting on November 28, 2023. The engineering department has already received the final project plans and will be participating in a review meeting scheduled for November 3, 2023. As per the ODOT's 8-year plan, the anticipated date for the project to be put out for bids is February 2024.

Recommendation

This report is for information purposes only. Staff has no recommendations.

Attachment

- Project Map of Road Projects Within City Limits (last update October 27, 2023).
- CAV Close out letter.

JULIE CUNNINGHAM
EXECUTIVE DIRECTOR

KEVIN STITT
GOVERNOR

OKLAHOMA
Water Resources Board

September 25, 2023

Honorable Mayor Joyce Calvert
City of Glenpool
12205 S Yukon Ave.
Glenpool, Oklahoma 73033

RE: FY2023 Community Assistance Visit

Dear Honorable Mayor Joyce Calvert,

On April 17, 2023, OWRB staff met with your staff regarding the City of Glenpool floodplain management program and participation in the National Flood Insurance Program (NFIP). I want to thank you for the courtesy extended to my staff during the visit.

The OWRB coordinates the NFIP and assists communities each year with floodplain management activities as part of this program. This Community Assistance Visit (CAV) was performed under the 2023 OWRB Community Assistance Program funded in part by the Federal Emergency Management Agency (FEMA).

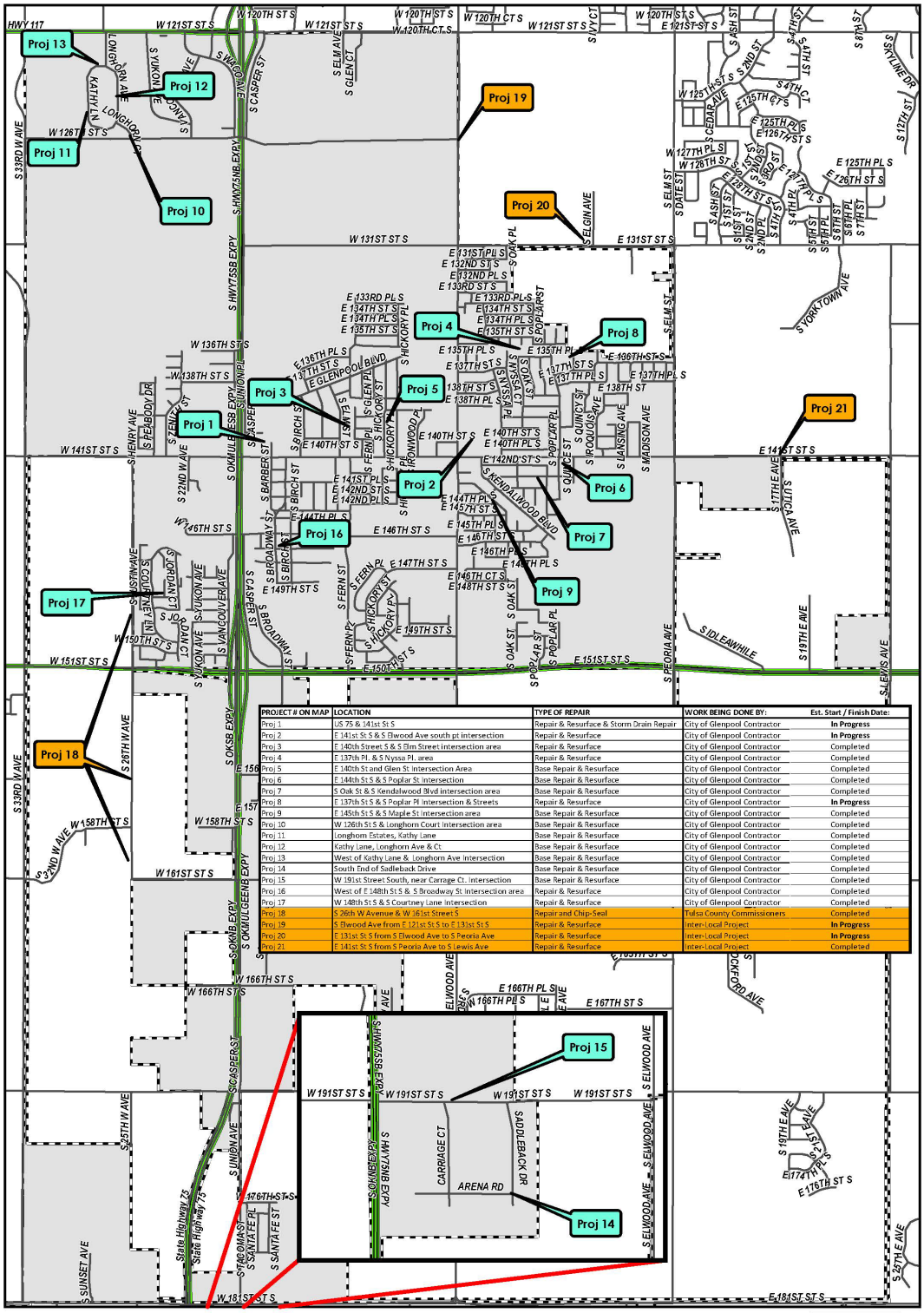
During the CAV, the special flood hazard area (SFHA) in your community was inspected for new and recent past floodplain development. Your community regulations and procedures for implementation of its floodplain management program were also evaluated. We found no deficiencies in your community.

Any items initially identified during the CAV have been resolved and the CAV is now closed. Overall, the City of Glenpool's program is effectively promoting and administering the floodplain management program. Thank you again for your cooperation in this matter. If you have any questions, please contact Mr. Jonathan Phillips at (405) 530-8902.

Best Regards,

Yohanes Sugeng

Yohanes Sugeng, P.E., CFM, Division Chief
Engineering & Planning Division



PROJECT # ON MAP	LOCATION	TYPE OF REPAIR	WORK BEING DONE BY:	Est. Start / Finish Date:
Proj 1	US 75 & 141st St S	Repair & Resurface & Storm Drain Repair	City of Glenpool Contractor	In Progress
Proj 2	E 141st St S & S Elwood Ave south pt intersection	Repair & Resurface	City of Glenpool Contractor	In Progress
Proj 3	E 140th Street S & S Elm Street intersection area	Repair & Resurface	City of Glenpool Contractor	Completed
Proj 4	E 137th Pl. & S Nyssa Pl. area	Repair & Resurface	City of Glenpool Contractor	Completed
Proj 5	E 140th St and Glen St. intersection Area	Base Repair & Resurface	City of Glenpool Contractor	Completed
Proj 6	E 144th St S & S Poplar St intersection	Base Repair & Resurface	City of Glenpool Contractor	Completed
Proj 7	S Oak St & S Kendalwood Blvd intersection area	Base Repair & Resurface	City of Glenpool Contractor	Completed
Proj 8	E 137th St S & S Poplar Pl intersection & Streets	Repair & Resurface	City of Glenpool Contractor	In Progress
Proj 9	E 145th St S & S Maple St intersection area	Base Repair & Resurface	City of Glenpool Contractor	Completed
Proj 10	W 126th St S & Longhorn Court intersection area	Base Repair & Resurface	City of Glenpool Contractor	Completed
Proj 11	Longhorn Estates, Kathy Lane	Base Repair & Resurface	City of Glenpool Contractor	Completed
Proj 12	Kathy Lane, Longhorn Ave & Ct.	Base Repair & Resurface	City of Glenpool Contractor	Completed
Proj 13	West of Kathy Lane & Longhorn Ave Intersection	Base Repair & Resurface	City of Glenpool Contractor	Completed
Proj 14	South End of Sadleback Drive	Base Repair & Resurface	City of Glenpool Contractor	Completed
Proj 15	W 191st Street South, near Carrage Ct. Intersection	Base Repair & Resurface	City of Glenpool Contractor	Completed
Proj 16	West of E 148th St S & S Broadway St Intersection area	Repair & Resurface	City of Glenpool Contractor	Completed
Proj 17	W 148th St S & S Courtney Lane Intersection	Repair & Resurface	City of Glenpool Contractor	Completed
Proj 18	S 26th W Avenue & W 161st Street S	Repair and Chip-Seal	Tulsa County Commissioners	Completed
Proj 19	S Elwood Ave from E 121st St S to E 131st St S	Repair & Resurface	Inter-Local Project	In Progress
Proj 20	E 131st St S from S Elwood Ave to S Peoria Ave	Repair & Resurface	Inter-Local Project	In Progress
Proj 21	E 141st St S from S Peoria Ave to S Lewis Ave	Repair & Resurface	Inter-Local Project	Completed

City Of Glenpool
Creating Opportunity

Street Projects Map
Glenpool Area

0 410 820 1,640 2,460 3,280 Feet

1 inch = 2,083 feet

Date: 10/24/2023

Conference Center

GCC October 2023

During October, we hosted 21 events which included two large weddings, two Quincenearas, a significant fundraising event for Good Samaritan, a comic book swap, and a regional dental training. These events brought in nearly 2,000 attendees to Glenpool and $17,465 in revenue for the month. Below are photos of some of the October events.

Community Relations

Completed 5 videos this month

- Glenpool at a Glance
- Conversations with the City
- National Fire Prevention Week
- National Walk to School Campaign (in collaboration with GPS and Tulsa Health Dept.)
- Halloween Safety Tips

Attended First Federal Credit Union ribbon cutting – October 10th

Coordinated Glenpool Black Gold Car Show – October 14th

Coordinated Glenpool Spooktacular Fest – October 29th

Fire Department

Glenpool Fire Department Operations October 2023

10/1/23-10/26/23

Run Type	# of Calls	Totals Calls
EMS Runs	90	124
Fire Runs	34	
Overlapping	22	17.74%

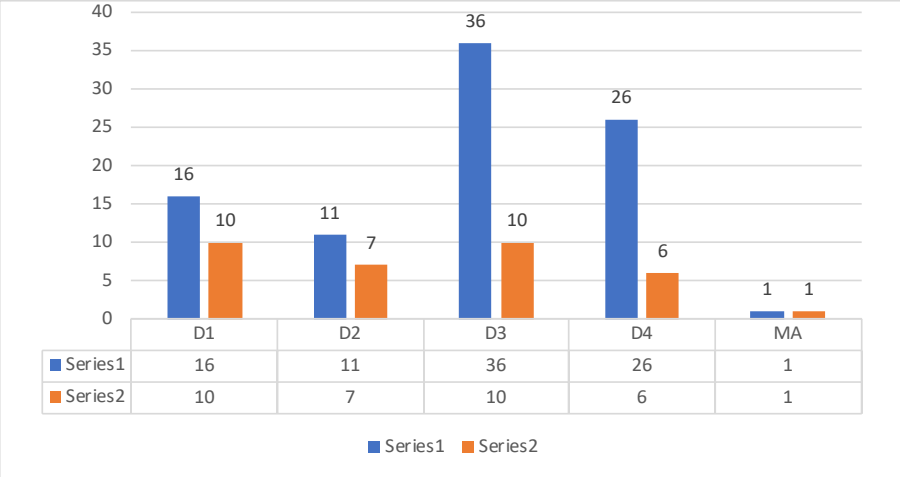
Average Time on Scene
16:48

EMS Response
3:38

Fire Response
3:20

By District:

District	EMS	Fire	District Totals	
D1	16	10	26	
D2	11	7	18	
D3	36	10	46	
D4	26	6	32	
MA	1	1	2	2 Given
Totals			124	



District 1 Northwest of 141st & Elwood	Incidents	% of Total
311 - Medical assist, assist EMS crew	12	9.68%
324 - Motor vehicle accident with no injuries.	4	3.23%
440 - Electrical wiring/equipment problem, other	1	0.81%
551 - Assist police or other governmental agency	2	1.61%
561 - Unauthorized burning	1	0.81%
622 - No incident found on arrival at dispatch address	1	0.81%
651 - Smoke scare, odor of smoke	1	0.81%
740 - Unintentional transmission of alarm, other	1	0.81%
743 - Smoke detector activation, no fire - unintentional	3	2.42%
	26	
District 2 - Northeast of 141st & Elwood		
311 - Medical assist, assist EMS crew	11	8.87%
413 - Oil or other combustible liquid spill	1	0.81%
511 - Lock-out	1	0.81%
611 - Dispatched & cancelled en route	1	0.81%
651 - Smoke scare, odor of smoke	1	0.81%
736 - CO detector activation due to malfunction	1	0.81%
743 - Smoke detector activation, no fire - unintentional	2	1.61%
	18	
District 3 - Southwest of 141st & Elwood		
311 - Medical assist, assist EMS crew	23	18.55%
322 - Motor vehicle accident with injuries	2	1.61%
324 - Motor vehicle accident with no injuries.	11	8.87%
444 - Power line down	1	0.81%
511 - Lock-out	1	0.81%
554 - Assist invalid	1	0.81%
561 - Unauthorized burning	1	0.81%
611 - Dispatched & cancelled en route	3	2.42%
622 - No incident found on arrival at dispatch address	1	0.81%
700 - False alarm or false call, other	2	1.61%
	46	
District 4 - Southeast of 141st & Elwood		
311 - Medical assist, assist EMS crew	23	18.55%
322 - Motor vehicle accident with injuries	2	1.61%
324 - Motor vehicle accident with no injuries.	1	0.81%
400 - Hazardous condition, other	1	0.81%
412 - Gas leak (natural gas or LPG)	1	0.81%
611 - Dispatched & cancelled en route	2	1.61%
743 - Smoke detector activation, no fire - unintentional	1	0.81%
900 - Special type of incident, other	1	0.81%
	32	
Mutual Aid		
311 - Medical assist, assist EMS crew (Given)	1	0.81%
611 - Dispatched & cancelled en route (Given)	1	0.81%
	2	

Economic Develpment

Business, Retention, & Expansion (BR&E)

- Chamber & City Collaboration: Monthly meetings are occurring between Sydney Bland (Chamber Director) and Joe Wuest (City Economic Development Director) to discuss BR&E strategies and support for local businesses.
- Charlotte Howe, Northeast Rep from Oklahoma Department of Commerce was in Glenpool on Monday, October 16th to discuss upcoming incentives and programs that could benefit Glenpool businesses. Charlotte met with Sydney Bland and Joe Wuest.

Partnerships

- Tulsa's Future (TF): City of Glenpool is one of the featured communities highlighted on The Tulsa's Future Website. The Director of Economic Development worked with staff from TF to complete this.
    - This helps boost the City of Glenpool's brand and positions us for discussions with site selectors.

New Business/Sites

- Director of Economic Development was provided access to the Department of Commerce's "Economic Development Project Portal."
    - This provides the ability to see current Request for Proposals (RFPS) by prospective businesses looking to relocate.
    - The Project Portal will be another tool that can be utilized to potentially recruit businesses into available sites down US 75 South.
- During Commerce's visit to Glenpool on October 16, Director of Economic Development showed Charlotte the available sites, including South 75 Business District, to begin to brainstorm what various businesses would be suitable for each site.
    - The potential exists to utilize Commerce programs in 2024 to help get sites "shovel ready." This is dependent on the programs being renewed for 2024 and Glenpool sites being selected.

Trainings/Workshops

- Director of Economic Development attended the "Dig into Economic Development" Workshop hosted by East Central Electric Cooperative in Okmulgee, OK on October 19.
    - Training centered around creating a successful BR&E program and utilizing free data around workforce and population through various sites such as Census.gov and "On the Map" in your RFP submissions and site visits.
- Director of Economic Development attended the Northeast Oklahoma Regional Alliance (NORA) Summit in Tahlequah, OK on Tuesday, October 24th.
    - Networking opportunities, training around workforce, creating a vibrant community, and learning from site selectors were the highlights of the Summit.

Police Department

Staffing

Currently the department has two open officer positions. We received 32 applications and six of them are currently certified through CLEET. We have one officer currently in CLEET and three officers in field training.

On October 4th the department had two officers graduate from CLEET. (Officer Matthew Blasé and Officer Michael Hendrickson) These officers have completed their FTO and currently assigned to patrol.

The communications division currently has one opening and so far, we have received 11 applications. We will be conducting interviews in the coming weeks.

Training

FBI LEEDA is a highly desirable leadership class that is conducted in three parts. All four of the department sergeants completed the first part of the trilogy this month. Administration will attend the class in June of 2024.

Due to an increase in fatality collisions this year, every officer attended a traffic death investigation class with the Oklahoma Highway Patrol.

The State of Oklahoma requires all CLEET certified officers to complete a standard amount of continuing education each year by the end of December. At this time, every officer within the department has met this requirement.

Projects

FLOCK cameras were approved through Capital spending this year. Two of the three FLOCK cameras have been installed and are operational. The department has already benefited from the addition of FLOCK cameras, making multiple felony arrests, recovering a stolen vehicle, removed two firearms from a convicted felon and assisted in a string of armed robberies.

Text to 911 is a new project the state has been working on. The department has completed all of our obligations for the new system. We have been advised the system will go live within the next couple of months.

Equipment

During budget proposals for this year, the department was approved for the purchase of five new patrol vehicles. Those vehicles have been ordered and are currently at the outfitter where they are installing the emergency equipment.

City Of Glenpool
Creating Opportunity

Date: October 30, 2023

To: City of Glenpool Employees

From: David Tillotson, City Manager

Subj: 2024 Holiday Schedule

New Year's Day (01/01/2024)	Monday, January 1, 2024
Martin Luther King Day	Monday, January 15th
President's Day	Monday, February 19th
Good Friday	Friday, March 29th
Memorial Day	Monday, May 27th
Independence Day (July 4th)	Thursday, July 4th
Labor Day	Monday, September 2nd
Veteran's Day	Monday, November 11th
Thanksgiving Day	Thursday, November 28th
Friday after Thanksgiving	Friday, November 29th
Christmas Eve (December 24th)	Tuesday, December 24th
Christmas Day (December 25th)	Wednesday, December 25th

- When an authorized holiday falls on Sunday, the following Monday shall be observed as the official holiday.
- When an authorized holiday falls on Saturday, the previous Friday shall be observed as the official holiday.

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Joyce Calvert, Vice-Mayor Brandon Kearns, Councilors: Tim Fox, Jacqueline Lund and Chris Brobst
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com

Always be ***truthful*** & ***transparent***.

OUR CORE VALUES

Savor the journey.

Show that you ***care***.

Create ***WOW*** moments.

Make learning a ***habit***.

OUR MISSION: DEVELOPING A CULTURE OF TRUST TO BETTER SERVE OUR COMMUNITY

City Of Glenpool

Creating Opportunity

MINUTES
GUSA Meeting
Monday, October 2, 2023 Council Chambers 6:00 PM

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

STAFF PRESENT: David Tillotson
Susan White
Julie Casteen

STAFF ABSENT: Wendy Knight

A) Call to Order - Joyce G. Calvert, Chair
Chair Calvert called the meeting to order at 6:04 p.m.

B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair
Susan White called the roll, Chair Calvert declared a quorum present.
David Tillotson was in attendance via Zoom.

C) Management Report

CM Report.10022023

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 September 5, 2023 meeting.
GUSA - 05 Sep 2023 - Minutes - Html

2) Approval of Budget Amendment GUSA-01 for FY23-24 for encumbrances to be rolled forward from the FY22-23 Budget.
Budget Amendment GUSA-01

3) Approval of Work Order No. 1, Project No. 2300438, to the Master Agreement for Professional Services and authorization of the City Manager to sign subsequent project documents in accordance with the Master Service Agreement with Garver LLC Project No. 2300438.

Moved by Chris Brobst, seconded by Joyce Calvert

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			
	5	0	0	0

CARRIED.

Staff Report - Work Order Approval (003)
Work Order No. 1, Project No. 2300438

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

H) Scheduled Business

I) Adjournment
Chair Calvert declared the meeting adjourned at 6:06 p.m.

City Of Glenpool
Creating Opportunity

Date: November 6, 2023

To: Honorable Mayor/Chairman and City Council/Trustees

From: Wendy Knight, City Clerk/GEMS District Clerk

Re: 2024 Meeting Schedule

Background

Per Oklahoma Open Meetings Act O.S.25 § 311(A)(1), all public bodies shall give notice in writing by December 15 of each calendar year of the schedule of the regularly scheduled meetings for the following year.

Meeting schedules have been prepared separately for City Council meetings, each Trust Authority and GEMS. They are similar to 2023in frequency and convening time for each public body.

Attached

- 2024 Meeting Schedule

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
www.glenpoolonline.com

2024 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS
GLENPOOL UTILITY SERVICE AUTHORITY
GLENPOOL, OKLAHOMA

DATE	TIME	PLACE
JANUARY 2, 2024*	6:00 P.M.	GLENPOOL CITY HALL
FEBRUARY 5, 2024	6:00 P.M.	GLENPOOL CITY HALL
MARCH 4, 2024	6:00 P.M.	GLENPOOL CITY HALL
APRIL 1, 2024	6:00 P.M.	GLENPOOL CITY HALL
MAY 6, 2024	6:00 P.M.	GLENPOOL CITY HALL
JUNE 3, 2024	6:00 P.M.	GLENPOOL CITY HALL
JULY 1, 2024	6:00 P.M.	GLENPOOL CITY HALL
AUGUST 5, 2024	6:00 P.M.	GLENPOOL CITY HALL
SEPTEMBER 3, 2024*	6:00 P.M.	GLENPOOL CITY HALL
OCTOBER 7, 2024	6:00 P.M.	GLENPOOL CITY HALL
NOVEMBER 4, 2024	6:00 P.M.	GLENPOOL CITY HALL
DECEMBER 2, 2024	6:00 P.M.	GLENPOOL CITY HALL

* Denotes Tuesday Meeting

GLENPOOL CITY HALL, City Council Chambers, 12205 S Yukon Ave., Glenpool Oklahoma

APPROVED BY:
TRUSTEES OF THE GLENPOOL UTILITY SERVICE AUTHORITY
12205 S. YUKON
GLENPOOL, OK 74033
918-322-5409
Filed in the office of the City Clerk on the _____ day of November 2023

Signed: _____

City Of Glenpool
Creating Opportunity

Date: November 6, 2023

To: Honorable Mayor/Chairman and City Council/Trustees

From: Wendy Knight, City Clerk

Re: Annual Audit of Compliance with Agreement of Settlement, Compromise and Release ("Settlement Agreement"); and Reconciliation Agreement (Sec. 10[f] of Settlement Agreement)

Background

In the Settlement Agreement that terminated the litigation between the City of Glenpool and the Glenpool Utility Services Authority (together, "Glenpool") and Creek County Rural Water District #2 ("Creek-2") in May of 2015, (the "Agreement") Glenpool proposed and Creek-2 accepted a methodology for minimizing and hopefully preventing any future disputes or claims based on multiple years of real or perceived non-compliance by either party. The parties agreed to retain, annually, an independent auditor who will examine all pertinent records and accounts of both parties to determine whether the parties have met their respective reporting and payment obligations during the "Auditable Period" under review. Auditable Period has been defined to conform to Glenpool's fiscal year, the 12-month period from July 1-June 30, for each remaining year of the Agreement.

Sec. 10 (a) and (b) of the Agreement require the Independent Accountant's Audit Report to be completed within 90 days following the close of the Auditable Period. The Audit Report for FY 2022-2023 was dated and issued to the parties August 31, 2023.

Historical Perspective

The Council/Trustees may recall that performance under the Settlement Agreement has been an arduous task. Keeping up with all the procedures and protocols includes staff from: the Development Services Department (issuance of building permits and assessment of connection fees), Utility Department (allocating monthly royalty payments correctly with different rules for whether the customer's property is in the Permissive Area, the Released Area and/or is a "Reserved Creek-2 Water Customer", monthly reporting requirements and keeping track of the issuance of "construction meters" for temporary connection to fire hydrants on work sites); and City/GUSA Clerk who oversees the entire ordeal.

City Of Glenpool
Creating Opportunity

This year, the auditor has noted a finding where a property was mis-identified as being in the "Permissive" area - meaning that a meter fee and royalty payment was made to Creek-2 in error, because the property is actually located in the "Released" area (no payment due). Creek-2 has refunded that payment amount to Glenpool.

Reconciliation of Records

If the Audit Report discloses any non-compliance by either party, the other party is allowed 90 days following the date of issuance of the Audit in which to put the non-compliant party on notice of a potential default. Any such notice, to be effective, must be communicated by no later than 90 days following issuance of the Agreed Upon Procedures Audit Report. The Settlement Agreement also requires that, upon expiration of the 90-day notice period without notice of default, the Auditable Period under audit is deemed compliant and the parties are required to sign a written agreement establishing the parties' accounts are reconciled and all real or potential claims are forever waived. "The resulting reconciliation agreement shall be binding on both parties as a definitive statement of compliance with this Agreement [the Settlement Agreement] as of the date of such reconciliation agreement." Settlement Agreement § IO(g}. Glenpool and Creek-2 will each be requested to enter such reconciliation agreement following expiration of the 90-day deadline without notice of default by either party.

Recommendation

City Council, and the Glenpool Utilities Services Authority's Board of Trustees formally receive and approve the final Independent Accountant's Report on Applying Agreed-Upon Procedures, for FY 2022-2023.

Attached

Independent Accountants Report on Applying Agreed-Upon Procedures

Elfrink and Associates, PLLC
Certified Public Accountants

City of Glenpool
Glenpool Utility Service Authority
12205 So. Yukon Ave
Glenpool, OK 74033

Creek County Rural Water District No. 2
2425 West 121st Street South
Jenks, OK 74037

Independent Accountant's Report on Applying Agreed-Upon Procedures

We have performed the procedures enumerated below, which were requested by and agreed to by the specified users of the report as identified above, as required by that certain Agreement of Compromise, Settlement and Release (the "Agreement") entered into between the users, effective May 15, 2015 (the "Effective Date"). Management of the City of Glenpool ("City"), Glenpool Utility Service Authority ("Authority") (collectively, "Glenpool") and the Creek County Rural Water District No. 2 ("Creek-2") are responsible for their entities' financial accountability and its compliance with applicable legal and contractual requirements. The audit period covered by this report is July 1, 2022 through June 30, 2023 ("Audit Period"). This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants ("AICPA") and *Generally Accepted Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We have performed the procedures enumerated below, which were agreed to by Glenpool and Creek-2 to assist you in evaluating and monitoring the Agreement.

The procedures that we performed, and our results are as follows:

With respect to Glenpool's Records

1. We will update our understanding of the policies, procedures, and methodologies used by Glenpool to create, maintain, bill, and terminate water utility customers, particularly those existing within the Permissive Area, as that term is defined in the Agreement. Such understanding shall be documented by us in writing.

All Glenpool Building Permit applications are sent to the Glenpool Community Development Department, to ensure compliance with the Agreement. This Agreement defines the "Glenpool Territory" as comprised of the "Permissive Area" and the "Released Area" for water service. The City Planner maintains the Glenpool Territory map referenced in the Agreement marking the boundaries of the Released Area and the Permissive Area. The Released Area includes the city limits and land annexed into the City as of March 2, 2012 and will not change during the term of the Agreement. The "Permissive Area" is defined as all parts of Glenpool Territory within the colloquial "Fenceline" that were unincorporated as of March 2, 2012 (even if annexed in later) and as to which Glenpool is obligated by the Agreement to pay meter connection fees and monthly royalties. Six areas were annexed into the City in prior audit periods as designated by City Ordinances 695, 701,719, 790, 804, and 805.

8905 South Yale Avenue, Suite 102
Tulsa, OK, 74137
Members of the AICPA and OSCPA
539-664-4662
anne.elfrink@CPA.com
Government Accounting and Auditing

The Planner reviews all building permit applications that will include new meter connections for water or sewer service. For properties in the city limits, but also in the Permissive Area (that is, annexed after March 2, 2012), applicants for water service are given the choice to receive service from Glenpool or from Creek-2. Those customers choosing service from Creek-2 are referred directly to Creek-2 to establish water service.

If a property requesting water service in the Released Area has never had Glenpool water service and is or becomes an active or inactive Creek-2 water customer at any time before or after the Effective Date, it is defined as a "Reserved Creek-2 Water Customer". (All Reserved Creek-2 Water Customers as of the Effective Date were to be identified on the baseline customer count, as defined in the Agreement.) In that case, the Planner refers the customer to Creek-2. If water service is anticipated for a development on property that is classified as a Reserved Creek-2 Water Customer such that Glenpool fire suppression service will be required, Glenpool and Creek-2 have arranged for a mechanism to bifurcate the water requirements, however Creek-2 is now installing waterlines sufficient to provide fire suppression services for most locations. If the property is within the Released Area and is requesting water service and does not have an active or an inactive Creek-2 water meter, the Planner approves the water service request and notes that the service address is in the Released area. The Community Development Administrative Assistant sends the 'Notice Concerning Applications for Water Service in Glenpool Territory" ("notice") to Creek-2 and to the City's utility billing office to establish an account.

If Glenpool management decides to provide additional water service in the Permissive Area, this notice is also sent to Creek-2 and the City's utility billing office. Such water service requires the payment to Creek-2 of a one-time connection fee and a monthly royalty provided by the Agreement. The connection fee and monthly royalty payments are calculated by the City's utility billing department. Customers in the permissive area are identified by the "class" of "SP2" on the INCODE billing system and the "service code" of "305 – CCRD2 Royalty".

The Third Amendment to the Agreement of Compromise, Settlement and Release was executed by Glenpool and Creek-2 on December 12, 2018. This amendment requires that Glenpool track construction meter connections and terminations of the connections in the permissive area, such that five or more such iterations in a fiscal year will trigger the requirement to remit a meter connection fee to Creek-2. Glenpool has established a new procedure that went into effect in the 2019-2020 audit period to track construction meters in the permissive area. After successful application for a construction meter, the contractor will meet a Glenpool public works foreman at the fire hydrant location who then verifies with the public works supervisor as to the classification of the location as either Permissive or Released. The utility department then creates a service order using a "job code" that will show the location designation of the construction meter. Once a construction meter is flagged in the permissive area, it will be tracked sufficiently to determine if 5 iterations as described above have occurred in a fiscal period at which time a meter connection fee will be remitted to Creek-2. We requested a report of the construction meter service orders during the Audit Period and reviewed for potential permissive activity, noting only one meter in the permissive area.

There were no new meters identified in the Permissive Area in the current audit period and one temporary construction meter at Floyds RV. The City reported the meter at Floyd's in October sending the 'Monthly Reporting Form for Glenpool' to the Creek-2 District office. Glenpool sent the required monthly reports for each month in the current Audit Period, remitting the monthly royalty fees for all meters.

We obtained a customer history file for all active Glenpool utility customers and compared the service addresses to the service addresses in the original baseline customer count file and the building permit files provided in the current and prior years.

Findings: We noted 15 notices sent by Glenpool during the year that were not found in the Creek records at the time of fieldwork. Evidence the applications were sent was obtained from Glenpool.

Suggestions: Creek-2 management should assure that desk procedures are followed, and a complete file of all notices received from Glenpool are made available to the auditors at the time of fieldwork.

2. We will obtain building permit records for all new construction within the Permissive Area during the Audit Period and compare such records to records maintained within Glenpool's utility billing system pertaining to the installation of new water meters at the physical addresses on the building permits to ensure that information regarding new meter installations reported to Creek-2 is timely and accurate.

We obtained a listing of building permits issued by Glenpool during the Audit Period and determined that there were 45 properties that had a permit type of "BLD-RES" or "BLD-COM". We compared these permits to the "Notice Concerning Applications" reports that were received by Creek-2. We noted that out of 45 permits issued, 8 of the applications were not in the records provided to us by Creek-2. Glenpool provided documentation indicating no meter had been set for the 8 properties with no application.

Finding: We noted no new connections in the permissive area requiring payment of meter connection fees. However, we noted one meter fee paid in April of 2023 and the royalty count increased for a property located at 1400 W 161st St S. This property is located in the "Released" area and no meter fee or royalty should have been paid.

Recommendation: Glenpool should designate an individual to perform a secondary review of all property locations to ensure properties are correctly located in either the "Released" or "Permissive" areas.

3. We will examine Glenpool's records (including, but not limited to raw computer billing data, customer reports, software billing programs) to determine whether amounts paid to Creek-2 for Royalty Fees due on Active Water Connections in the Permissive Area during the Audit Period are correct. We will reconcile any differences noted and determine the correct amount due to Creek-2 during the Audit Period.

Finding: We noted no exceptions. Receipt of the fees was confirmed by a review of Creek-2's records.

4. We will obtain documentation of the CPI-U adjustments made to Meter Connection Fees and Royalty Fees paid by Glenpool to Creek-2 during the Audit Period and determine whether such adjustments were accurate and made in a timely manner.

The Agreement requires that the CPI-U adjustment shall be the percentage change of the year-end CPI-U from December 31 of the immediate past calendar year and the year-end CPI-U from December 31 of the second immediate past calendar year, as published by the Bureau of Labor Statistics annually. The CPI-U for December 2021 was 278.802. The CPI-U for December 2022 was 296.797 which is an 17.995 index point change. This index point change is then divided by the earlier index of 278.802 for an adjustment of 6.45%. This increase percentage exceeds the maximum annual increase indicated in the original agreement of a 5% increase for royalty fees and 4% increase for meter connection fees. As such, the increase percentages for the year were limited to the maximum annual increase allowed.

After the CPI-U adjustment, the meter connection fee increased by $36.92 to $959.85 for connection less than 1" in diameter and by $55.38 to $1439.76 for connections greater than or equal to 1" in diameter. The monthly royalty fee increased by $0.45 to $9.49 which was the rate paid by Glenpool from the February billing cycle forward.

Finding: The CPI-U adjustment was calculated and applied properly in the current year.

With Respect to Creek-2's Records

1. We will update our understanding of the policies, procedures, and methodologies used by Creek-2 to create, maintain, bill, and terminate Shared Utility Customers. Such understanding shall be documented by the Auditor in writing.

Shared Utility Customers receive water service from Creek-2 and wastewater sewer service from Glenpool. Because there is no separate mechanism for measuring wastewater usage without metering potable water, Glenpool has provided Creek-2 with its rate structure for calculating sewer service based on water usage. This is billed to the Shared Utility Customers by Creek-2 and remitted to the City on a monthly basis, whether or not billing is paid to Creek-2. During the Audit Period, Creek-2 billed 82 shared utility customers and remitted payment to Glenpool.

We reviewed the billing and collection records for all 82 active Shared Utility Customers. All Shared Utility Customers were billed a base charge of $14.00 which includes the first 1,000 gallons, and an additional $2.75 for each additional 1,000 gallons of water usage. The rates were confirmed by the City of Glenpool and were unchanged from the prior audit period. The Shared Utility Customers are noted in the Creek-2 utility billing system as “Secondary Status G” and service type “SwrGP”. Creek-2 reports total water consumption for each sewer tap and remits the total billed for all sewer charges to Glenpool by the 20th of the month, whether or not such billing has been collected by Creek-2.

Findings: We noted no exceptions.

2. We will obtain and compare records maintained by Glenpool pertaining to wastewater taps made or maintained at addresses served by Creek-2's domestic water and compare such records to Creek-2's billing records for Shared Utility Customers.

Glenpool provided a list of 49 customers with sewer connections established during the audit period. Of these, 14 were listed on the Creek-2 shared customer report. The remainder were either Glenpool water customers or had no sewer service yet.

Findings: We noted no exceptions.

3. We will examine Creek-2's records (including but not limited to raw computer billing data, customer reports, software billing programs) regarding water consumption by Shared Utility Customers and calculate the amounts due Glenpool for wastewater collection services for those customers. The Auditor shall compare the calculation above to the actual amounts paid to Glenpool for the Audit Period and reconcile any differences noted.

We reviewed the billing and collection records for all 82 active Shared Utility Customers. The rates billed were consistent with the rate schedule provided by Glenpool. Creek-2 remits the total billed for all sewer charges to Glenpool by the 20th of each month. Glenpool confirmed receipt of all the payments.

Finding: We identified two customer remittances that were exactly $14 more than the calculated billing. Management indicated that the customer billing had to be manually adjusted for these two billings and the original $14 charge was not removed when the amount was adjusted.

Recommendation: Creek-2 should review all manually calculated billings to ensure they were properly calculated. Documentation of the overpayment should be provided to Glenpool and the overages should be refunded.

Procedures Applicable to Creek-2 and Glenpool

1. We will apply the following agreed-upon procedures, as specified in the Agreement provided that we may implement the Audit Sampling standards set forth in AU Section 350, Audit Sampling, implementing Statements on Auditing Standards No. 39, 43, 45 and 111, promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants, as such AU 350 may be amended or superseded.

Finding: Sampling Standards as set forth in AICPA AU Section 350, Audit Sampling were followed as indicated in the descriptions of procedures performed above.

2. We will perform any other procedures we deem reasonable and necessary to ensure that the purpose and intent of the Agreement has been met by both Creek-2 and Glenpool.

We obtained a customer listing from the City of Glenpool's Utility Billing Department and cross-checked the service addresses with a listing that included the addresses of the Glenpool Baseline Customer Count and the relevant building permit lists obtained in the audit procedures for the period ended June 30 2016, and years ended June 30, 2017-2023. This list has been updated to include any previously omitted addresses and will be maintained and built upon in the future.

Finding: Based on the agreed-upon procedures performed, we find that the purpose and intent of the Agreement has been substantially met by both Creek-2 and Glenpool for the Audit Period.

3. The above agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants ("AICPA") and the Government Accountability Office ("GAO").

Finding: The procedures described above were conducted in accordance with attestation standards established by the AICPA and GAO.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying review of transactions. Accordingly, we do not express such an opinion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified users, as identified above, and is not intended to be and should not be used by anyone other than these specified parties

Elfrink and Associates, PLLC

Elfrink and Associates, PLLC
August 31, 2023

City Of Glenpool
Creating Opportunity

Date: November 6, 2023

To: Honorable Mayor/Chairman and City Council/Trustees

From: Wendy Knight, City Clerk

Re: Reaffirmation of Agreed Upon Procedures Engagement Letter with Elfrink and Associates, PLLC, for FY 2023-2024 Annual Audit of Compliance with Glenpool/Creek II Settlement Agreement of May 2015

Background

In the Settlement Agreement that terminated the litigation between the City of Glenpool and the Glenpool Utility Services Authority (together "Glenpool") and Creek County Rural Water District #2 ("Creek-2") in May of 2015, Glenpool proposed, and Creek-2 accepted, a methodology for minimizing and hopefully preventing any future disputes or claims based on multiple years of real or perceived non-compliance by either party. The parties agreed to retain, annually, an independent auditor who will examine all pertinent records and accounts to determine whether the parties have met their respective reporting and payment obligations during the "Auditable Period" under review. Auditable Period has been defined, to conform to the parties' fiscal years, as the 12-month period from July 1 - June 30 of each year of the Agreement.

Essential terms of the Settlement Agreement that are audited include:

- Whether Glenpool has accurately reported all new water customer connections within the "Permissive Area" and paid to Creek-2 the corresponding Meter Connection Fees in the initial amount of $800 per tap of less than 1-inch and $1,200 per tap for lines of 1-inch or more diameter, as adjusted annually in accordance with the CPI-U.

- Whether Glenpool has accurately reported all Active Water Connections maintained by Glenpool within the Permissive Area and paid to Creek-2 a monthly Royalty in the initial amount of $7.75 per month for each such connection, as adjusted annually in accordance with the CPI-U. [This now also includes "Construction Meters."]

- Confirm that no Meter Connection Fees and no Royalty payments have been paid to Creek-2 for Glenpool water customers situated in the Released Area, defined as the Glenpool city limits as of March 2, 2012.

- Whether Creek-2 has charged its water customers who choose to connect to the Glenpool sanitary sewer system the applicable sewer rate, based on water usage, and remitted the corresponding amount to Glenpool on a monthly basis (whether or not the customer pays Creek-2 the amount of the bill).

Creek-2 and Glenpool have used the services of Elfrink and Associates, PLLC, (Anne Elfrink) for the past seven fiscal year annual audits. She recently confirmed with both parties that they would like to use her services again. In response she sent the attached engagement letter, representing that she is prepared to do the FY23-24 Annual Audit in accordance with the same agreed-upon procedures used for the last seven fiscal years.

Attached

- Agreed Upon Audit Procedures Engagement Letter for FY 2023-2024

Elfrink and Associates, PLLC
Member of the AICPA, OSCPA, and GFOA
8905 S Yale Avenue, Suite 102 918-361-2133
Tulsa, Oklahoma 74137 Anne.Elfrink@CPA.com Fax: 918-512-4280

September 8, 2023

City of Glenpool/Glenpool Utility Service Authority and
Creek County Rural Water District No. 2
12205 S. Yukon Ave.
Glenpool, OK 74033

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the City of Glenpool/Glenpool Utility Service Authority ("Glenpool") and Creek County Rural Water District No. 2 ("Creek-2" for the audit period of July 1, 2023 through June 30, 2024 ("Auditable Period").

SCOPE OF SERVICES

We will apply the agreed-upon procedures described below to be performed in accordance with the applicable attestation standards of the American Institute of Certified Public Accountants and the fieldwork reporting standards in *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the schedule below for any purpose. If, for any reason, we are unable to complete the procedures, we will describe the restrictions on the performance of the procedures in our report or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the schedule below do not constitute an examination, we will not express an opinion on the financial statements, underlying data, or the procedures being conducted to prepare such statements. In addition, we have no obligation to perform any procedures beyond those listed in the schedule below.

We will submit a report listing the procedures performed and our findings. The report is intended solely for the use of the City of Glenpool/Glenpool Utility Service Authority and Creek County Rural Water District No. 2. It should not be used by anyone other than the specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to the parties.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities, and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, and/or experience to oversee the procedures we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

The specific procedures to be performed are:

With respect to Glenpool's Records

1. We will update our understanding of the policies, procedures, and methodologies used by Glenpool to create, maintain, bill, and terminate water utility customers, particularly those existing within the Permissive Area, as that term is defined in the Agreement. Such understanding shall be documented by us in writing.
2. We will obtain building permit records for all new construction within the Permissive Area during the Auditable Period, and compare such records to records maintained within Glenpool's utility billing system pertaining to the installation of new water meters at the physical addresses on the building permits to ensure that information regarding new meter installations reported to Creek-2 is timely and accurate.
3. We will calculate the amount of Meter Connection Fees due Creek-2 during the Auditable Period based upon building permits, utility installation records, and utility billing records, and shall compare the results of that calculation to the amount remitted by Glenpool during the same period. We will reconcile any differences noted and determine the correct amount due during the Auditable Period.
4. We will examine Glenpool's records (including, but not limited to raw computer billing data, customer reports, software billing programs) to determine whether amounts paid to Creek-2 for Royalty Fees due on Active Water Connections in the Permissive Area during the Auditable Period are correct. We will reconcile any differences noted and determine the correct amount due to Creek-2 during the Auditable Period.
5. We will obtain documentation of the CPI-U adjustments made to Meter Connection Fees and Royalty Fees paid by Glenpool to Creek-2 during the Auditable Period and determine whether such adjustments were accurate and made in a timely manner.

With Respect to Creek-2's Records

1. We will update our understanding of the policies, procedures, and methodologies used by Creek-2 to create, maintain, bill, and terminate Shared Utility Customers. We will document our understanding in writing.
2. We will obtain and compare records maintained by Glenpool pertaining to wastewater taps made or maintained at addresses served by Creek-2's domestic water and compare such records to Creek-2's billing records for Shared Utility Customers.
3. We will examine Creek-2's records (including but not limited to raw computer billing data, customer reports, software billing programs) regarding water consumption by Shared Utility Customers and calculate the amounts due Glenpool for wastewater collection services for those customers. We will compare the calculation above to the actual amounts paid to Glenpool for the Auditable Period and reconcile any differences noted.

Procedures Applicable to Creek-2 and Glenpool

I. We will apply the following agreed-upon procedures, as specified in the Agreement of Compromise, Settlement and Release ("Agreement"), dated May 2015 provided that the Auditor may implement the Audit Sampling standards set forth in *AU Section 350, Audit Sampling,* implementing Statements on Auditing Standards No. 39, 43, 45 and 111, promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants, as such AU 350 may be amended or superseded.

2. We will perform any other procedures we deem reasonable and necessary to ensure that the purpose and intent of the Agreement has been met by both Creek-2 and Glenpool.
3. The above agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the Government Accountability Office.

We understand that your employees will assist in locating documents and obtaining data files we request.

The documentation for this engagement is the property of Elfrink and Associates, PLLC and constitutes confidential information. This documentation will be retained for a minimum of five years after the report release date.

Our fee for these services will be a flat baseline fee of $11,900 for the audit period covering July 1, 2023 through June 30, 2024 plus $20 per meter for each active water connection maintained by the City of Glenpool/Glenpool Utility Service Authority in the permissive area and each shared utility customer.

Our invoice for these fees will be rendered upon delivery of our final report and is payable on presentation. However, if we are prevented from continuing our work due to delays in availability of client staff or information, or any other mechanism outside of the jurisdiction and control of our firm, we will bill for services rendered on a monthly basis at our standard rates. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. An invoice that is not paid within 45 days of the billing date will accrue interest at the rate of 6% per annum from the date of the invoice. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. If an expansion of scope beyond those specific procedures identified above is necessary, we will discuss it with you before we incur additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review letter accompanies this letter.

We appreciate the opportunity to be of service to the City of Glenpool and Creek County Rural Water District No. 2 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Elfrink and Associates, PLLC

Elfrink and Associates, PLLC

AFFIRMATION:

This letter correctly sets forth the understanding of the City of Glenpool/Glenpool Utility Service Authority and Creek County Rural Water District No 2 for the Auditable Period of July 1, 2023 through June 30, 2024.

FOR THE CITY OF GLENPOOL:

By:_____

Title:_____

Date:_____

FOR THE GLENPOOL UTILITY SERVICE AUTHORITY:

By:_____

Title:_____

Date:_____

FOR THE CREEK COUNTY RURAL WATER DISTRICT NO. 2:

By:_____

Title:_____

Date:_____

Member of the American Institute of Certified Public Accountants

Member of the Oklahoma Society of Certified Public Accountants

Steven F. Cundiff
Certified Public Accountant, Inc.
205 West Seventh, Suite 201-A, P.O. Box 187
Stillwater, Oklahoma 74076
(405) 372-4822 FAX (405) 372-4828

Report on the Firm's System of Quality Control

August 10, 2022

To the Owner of Elfrink and Associates, PLLC
And the Peer Review Committee of the OSCPA

We have reviewed the system of quality control for the accounting and auditing practice of Elfrink and Associates, PLLC (the firm) in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards,* including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Elfrink and Associates, PLLC in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Elfrink and Associates, PLLC has received a peer review rating of *pass*.

Steven F. Cundiff, CPA, Inc.

September 22, 2022

Anne Elfrink
Elfrink and Associates, PLLC
3119 E 87th St
Tulsa, OK 74137-2524

Dear Anne Elfrink:

It is my pleasure to notify you that on September 22, 2022, the Oklahoma Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is November 30, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

OSCPA Peer Review Committee

Peer Review Committee

1-800-522-8261 ext. 3805

cc: Steven Cundiff

Firm Number: 900005220629 Review Number: 593540

RANDALL A. ROSS, CPA
EXECUTIVE DIRECTOR

J. KEVIN STITT
GOVERNOR

STATE OF OKLAHOMA
OKLAHOMA ACCOUNTANCY BOARD

October 13, 2022

ELFRINK AND ASSOCIATES, PLLC, #13760
8905 S YALE AVE., SUITE 102
TULSA, OK 74137

RE: 5/31/2022 peer review report

This is to notify you that the Oklahoma Accountancy Board Peer Review Oversight Committee met October 11, 2022 and accepted your firm's PASS peer review report for the year ended 5/31/2022.

Board records reflect your firm is compliant with the peer review requirements as set forth in 10:15-33-4 of the Oklahoma Administrative Code.

Should you have any questions, please do not hesitate to contact me at (405) 522-2443 or joseph.wash@oab.ok.gov.

Respectfully,

Joey Wash
Peer Review Coordinator

201 N.W. 63rd Street, Suite 210, Oklahoma City, OK 73116
Telephone (405) 521-2397 • Fax: (405) 521-3118 • email okaccybd@oab.ok.gov • www.OK.gov/oab