

**NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
SPECIAL MEETING**

A Special Session of the Glenpool Utility Service Authority will be held at 6:00 p.m. immediately following the Glenpool City Council Meeting on Monday, March 19, 2018, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman	
C) Public Works Director Report - Wes Richter	
1) Public Works Report Feb 2018 Activities	2
D) Scheduled Business	
1) Discussion and possible action to approve minutes from February 5, 2018 meeting. (Susan White, Secretary) GUSA - 05 Feb 2018 - Minutes - Pdf	3 - 7
E) Adjournment	
This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on March 15, 2018 at 5:00 pm.	
Signed: <u>Susan White</u> City Clerk	



Public Works Director's Report

March 5th, 2018

To: Glenpool Utility Services Authority Board Members,

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

Waste Water Treatment Plant:

- Submitted Monthly DMR report to ODEQ.
- Sent in the quarterly bio monitoring samples waiting on the results.
- 2 sewer backups were reported 1 on city side 1 on customers side.

Water Distribution:

- Meter reading started on February 5th and ended on February 8th.
- Total rereads for February 15.
- 228 Service Orders, 9 Blue tags were issued by the water billing dept.
- 4 New service taps and 3 leaks were repaired.
- 166 Line locates were issued by call Okie which brings the total for 2018 to 424 locates.
- 148 were turned off for nonpayment.

MINUTES
GUSA Meeting
Monday, February 5, 2018 Council Chambers 6:00 PM

COUNCIL PRESENT: Tim Fox
Momodou Ceesay
Trish Agee
Brandon Kearns
Jacqueline Triplett-Lund

COUNCIL ABSENT:

STAFF PRESENT: David Tillotson
Lowell Peterson
Susan White
John Gonsalves
Wes Richter

STAFF ABSENT:

Page

- 1 **Call to Order - Timothy Lee Fox, Chairman**
- 2 **Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman**
- 3 **Public Works Director Report - Wes Richter**
 [Public Works Report January 2018](#) 3
- 4 **Scheduled Business**
 - a) Discussion and possible action to approve minutes from January 8, and January 22, 2018 meetings. 4 - 5
 (Susan White, Secretary)
 [GUSA MIN 010818](#)
 [GUSA MIN 012218SPC](#)
- 5 **Adjournment**

Page 1 of 5

GUSA
February 5, 2018



Public Works Director's Report

February 5th, 2018

To: Glenpool Utility Services Authority Board Members,

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

Waste Water Treatment Plant:

- Submitted Monthly DMR report to ODEQ.
- Submitted the CEI inspection response letter to ODEQ.
- 5 sewer backups were reported 2 on city side 3 on customers side.

Water Distribution:

- Meter reading started on January 4th and ended on January 5th.
- Total rereads for January 29.
- 193 Service Orders, 11 Blue tags were issued by the water billing dept.
- 6 New service taps and 8 leaks were repaired.
- 258 Line locates were issued by call Okie which brings the total for 2018 to 258 locates.
- 217 were turned off for nonpayment.

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Patricia Agee, Brandon Kearns, and Jacqueline Lund
City Manager David Tillotson, City Clerk Susan White
www.glenpoolonline.com

**MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
REGULAR SESSION
January 8, 2018**

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

Staff present: David Tillotson, City Manager; Lowell Peterson, Trust Attorney; Susan White, Trust Secretary; and Wes Richter, Director of Public Works.

- A) **Chairman Fox called the meeting to order at 7:36 p.m.**
- B) **Susan White, Secretary called the roll and Chairman Fox declared a quorum present.**
- C) Public Works Director Report - Wes Richter, Director of Public Works
- Mr. Richter reviewed the various activities accomplished by the water/wastewater personnel during the previous month.
- D) **Scheduled Business:**
- 1) **Discussion and possible action to approve minutes from December 12, 2017 meeting.**
MOTION: Trustee Agee moved, second by Vice-Chairman to approve minutes as presented.
FOR: Vice-Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns
AGAINST: None
ABSTAIN: Trustee Lund (Absent December 12, 2017)
Motion carried.
 - 2) **Discussion and possible action to amend 2018 Meeting Calendar.**
MOTION: Trustee Lund moved, second by Trustee Agee to approve amended calendar to reflect November 5, and December 3, 2018 regular meeting dates.
FOR: Vice-Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns; Trustee Lund
AGAINST: None
Motion carried.
- E) **Adjournment.**
- There being no further business, Chairman Fox declared the meeting adjourned at 7:41 p.m.

Date

Chairman

ATTEST:

Secretary

**MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
SPECIAL SESSION
January 22, 2018**

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

Staff present: David Tillotson, City Manager; Lowell Peterson, Trust Attorney; and Susan White, Trust Secretary.

- A) Vice Chairman Ceesay called the meeting to order at 6:35 p.m.**
- B) Susan White, Secretary called the roll and Vice Chairman Ceesay declared a quorum present.**
- C) Scheduled Business:**
- 1) Discussion and possible action to acknowledge receipt of audited FY17 Financial Report and Operating Report and direct that the Report be placed in the permanent files.**
MOTION: Trustee Kearns moved, second by Trustee Lund to concur with action taken by City Council to accept the FY 17 Financial Report and Operating Report.
FOR: Trustee Lund; Vice Chairman Ceesay; Trustee Kearns
AGAINST: None
ABSENT: Chairman Fox; Trustee Agee
Motion carried.
- D) Adjournment.**
- There being no further business, Vice Chairman Ceesay declared the meeting adjourned at 6:36 p.m.

Date

Chairman

ATTEST:

Secretary