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 Special Meeting on June 24, 2024, 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: lasmith@cityofglenpool.com **PRIOR TO 6:00 PM, JUNE 24, 2024.**

AGENDA

Page

A) **Call to Order - Joyce G. Calvert, Chair**

B) **Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair**

C) **Public Comments**

D) **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) Approval of the Minutes from June 3, 2024, meeting. 3 - 6
GUSA MINUTES ONLY 6-3-2024

2) Approval of Budget Amendment GUSA -18 for FY23-24, increasing the GUSA Fund revenue account 5-00-5401 (Transfer from General Fund – Sales Tax) by $75,689.00, and increasing GUSA expense account 6-90-6745 (Transfer to Reserves) by $75,689.00, to account for Sales Tax received in excess of current budget. 7 - 8

FY24 Budget Amendment GUSA-18_GUSA_Staff Report 06-24-24
FY24 Budget Amendment GUSA-18 6-24-24

3) Approval of Fund Transfers-01, completing budgeted transfers between funds for FY 23-24. 9 - 10

FY24 Transfers between Funds_Staff Report 06-17-24
FY24 Fund Transfers-01

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

F) **Scheduled Business**

1) Discussion and possible action to approve, deny or amend the proposal from Beytco, Inc. to rehab Rolling Meadows lift station in the amount of $54,584.00 to be paid from 02-6-18-6 Sewer Improvement account. 11 - 17
(Jesse Hale, Public Works Director)

Rolling Meadows LS

2) Discussion and possible action to approve, modify or deny the Amended and Restated City Manager Employment Contract.
(Chair Calvert)

G) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 20, 2024at 2:30 pm.
Signed: Lesli Smith
Secretary

MINUTES
GUSA Meeting
Monday, June 3, 2024 Council Chambers 6:00 PM

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

TRUSTEES ABSENT:

STAFF PRESENT: David Tillotson
Susan White
Lesli Smith

STAFF ABSENT:

Page

A) Call to Order - Joyce G. Calvert, Chair
Chair Calvert called the meeting to order at 9:17 p.m.

B) Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair

C) Management Report
City Manager Tillotson reminded the council that he would be out of the office some days the rest of this week but would be available by phone or email if needed.

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) Approval of Minutes from May 6, 2024, meeting. 5 - 136

GUSA - 06 May 2024 - Minutes - Pdf

2) Approval of the FY24-25 Property, General Liability and Workers' Compensation insurance renewals from Oklahoma Municipal Assurance Group. 137 - 140

FY25 OMAG Insurance Renewals Staff Report 06-03-24
OMAG Renewal Invoices GENERAL LIAB WC

3) Approve Resolution 2024007, a resolution authorizing the City of Glenpool and the Glenpool Utility Services Authority to renew that certain security agreement by and between the City of Glenpool and the Glenpool Utility Services Authority with respect to the issuance of the Glenpool Utility Services Authority Utility System Revenue Bonds, Taxable Refunding Series 2019, dated as of September 1, 2019. 141 - 142

Staff Report - Resolution to Renew Security Agreement

4) Approval of the Engagement Letter from Crawford & Associates, P.C. to perform monthly financial accounting services, as needed, for Fiscal Year 2024-2025. 143 - 146

FY25 Monthly Acct Service CRAWFORD ASSOC Engagement Letter Staff Report 06-03-24
FY25 Monthly Acct Service CRAWFORD ASSOC. Engagement Letter

5) Approval of the Engagement Letter from Crawford & Associates, P.C. to prepare the financial statements for fiscal year ending June 30, 2024. 147 - 152

FY24 Financial Statement Engagement Letter Staff Report 06-03-24
FY24 Financial Stmt Engagement Letter

6) Approval of the Engagement Letter from Hinkle & Company, PC to conduct the fiscal year ending June 30, 2024, Annual Audit. 153 - 162

Moved by Brandon Kearns, seconded by Jacqueline Triplett-Lund

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.

FY24 Audit Engagement Letter Staff Report 06-03-24
Audit Engagement Letter

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

No items removed from the consent agenda.

H) Scheduled Business

1) Discussion and possible action to approve, deny or amend Work Order No.2 to the Master Service Agreement for Professional Services to GUSA, Project No.2302165. 163 - 186
(David Agbetunsin, City Engineer)

Moved by Brandon Kearns, seconded by Joyce Calvert

To approve Work Order No.2 to the Master Service Agreement for Professional Services to GUSA, Project No.2302165.

	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 - GIS Services

2) Discussion and possible action to ratify, or refuse to ratify, action taken by the Glenpool City Council to adopt Resolution No. 2024008, as it pertains to the Fiscal Year 2024-2025 Annual Budget of the Glenpool Utility Service Authority.
(Josh Brannon, Finance Director)

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To ratify action taken by the Glenpool City Council to adopt Resolution No. 2024008, as it pertains to the Fiscal Year 2024-2025 Annual Budget of the Glenpool Utility Service Authority.

	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.

3) Discussion and possible action to enter into Executive Session for the purposes discussing the purchase or appraisal of real property, pursuant to 25 O.S. § 307.B.3 of the Open Meeting Act.
(David Tillotson, City Manager), (Joyce G. Calvert, Mayor)

Staff recommended not going into Executive Session at this time. No motion or vote was taken. Council did not enter into Executive Session.

4) Discussion and possible action to reconvene in Regular Session.
(Joyce G. Calvert, Mayor)

NO ACTION TAKEN

5) Discussion and possible action to approve or deny authorizing the City Manager to proceed in a manner consistent with the discussion in executive session.
(David Tillotson, City Manager)

NO ACTION TAKEN

6) Wastewater Treatment Facility Project update and discussion. 187 - 192
(David Agbetunsin, City Engineer)

Mr. Agbetunsin updated the board on the current status of the Wastewater Treatment Facility Project.
WWTF GUSA Board May Update

I) Adjournment

The meeting was adjourned at 9:29 p.m.

To: Honorable Chair & Trustees, Glenpool Utility Services Authority

From: Joshua Brannon, Finance Director

Date: June 24, 2024

Re: FY23-24 City Budget Amendment GUSA-18

Background:
The requested budget amendment requests an increase to the GUSA FY23-24 budgets for the transfer of Dedicated Sales Tax from the General Fund to GUSA to account for the increase in Dedicated Sales Tax above the currently budgeted amount.

Staff Recommendation:
Staff recommends approval of Budget Amendment GUSA-18, increasing the GUSA Fund revenue account 5-00-5401 (Transfer from General Fund – Sales Tax) by $75,689.00, and increasing GUSA expense account 6-90-6745 (Transfer to Reserves) by $75,689.00.

Attachment:
Budget Amendment Form GUSA-18

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

www.glenpoolonline.com

Glenpool Utility Services Authority
Budget Amendment

Fiscal Year: 2023 - 2024
Amendment No: GUSA-18
Date Requested: 6/24/2024

	Revenue:							Expense:					
	Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget		Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
1	02	5-00-5401	Transfer from GF - Sales Tax	$ 2,607,411.00	$ 75,689.00	$ 2,683,100.00		02	6-90-6745	Transfer to Reserves	$ 256,024.00	$ 75,689.00	$ 331,713.00
2													
3													
4													
5													
6													
7													
8													
9													
			Total		**$ 75,689.00**					**Total**		**$ 75,689.00**	

Notes:
Lines 1: Increase General Fund Transfer to GUSA Fund of Dedicated Sales Tax revenue in excess of current budget
Complimentary to Budget Amendment CITY-18

Approved by the Glenpool Utility Services Authority

Chair **Date**

To: Honorable Mayor and City Council / Honorable Chair & Trustees, Glenpool Utility Services Authority / Honorable Chair & Trustees, Glenpool Industrial Authority

From: Joshua Brannon, Finance Director/Treasurer

Date: June 24, 2024

Re: Transfers between Funds

Background:
The FY2023-2024 Adopted Budget includes various transfers between different funds. Some of these transfers are completed on a monthly basis and others are customarily done near the end of the fiscal year. The list below shows the amount and reason for each transfer.

Transfers	Amount	Comments
From General to Capital Improvement	$119,920.00	ODOT TAP grant match
From General to GUSA	$2,638,009.15	Dedicated Sales Tax
From General to GUSA	$1,800,000.00	Bond pledge
From General to GIA	$35,323.25	FY24 Q1-Q3 TIF 1 Sales Tax
From General to GIA	$123,386.74	FY24 Q1-Q3 TIF 2 Sales Tax
From General to GIA	$8,273.20	To account for final costs of acquiring Dawe's property
From GUSA to General	$1,800,000.00	Return of bond pledge
From Hotel-Motel to GIA	$250,000.00	Economic Development

Staff Recommendation:
Staff recommends approval of these budgeted transfers to close out FY2023-2024.

Attachment:
FY24 Fund Transfers-01

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

City of Glenpool / Glenpool Utility Services Authority / Glenpool Industrial Authority
Fund Transfers

Fiscal Year: 2023 - 2024

Fund Transfers: 1

Date Requested: 6/24/2024

	Transfers From:				Transfers To:			
	Fund	Account Number	Account Name	Amount	Fund	Account Number	Account Name	Amount
1	01	6-90-6731	Transfer to Capital Imp Fund	$ 119,920.00	03	5-00-5400	Transfer from General Fund	$ 119,920.00
2	01	6-90-6732	Transfer to GUSA	$ 2,638,009.15	02	5-00-5401	Transfer from General Fund - Sales tax	$ 2,638,009.15
3	01	6-90-6737	Transfer to GUSA Bond Pledge	$ 1,800,000.00	02	5-00-5402	Transfer from General Fund - Bond Pledge	$ 1,800,000.00
4	01	6-90-6740	Transfer to GIA	$ 35,323.25	30	5-00-5400	Transfer from General Fund	$ 35,323.25
5	01	6-90-6740	Transfer to GIA	$ 123,386.74	30	5-00-5400	Transfer from General Fund	$ 123,386.74
6	01	6-90-6740	Transfer to GIA	$ 8,273.20	30	5-00-5400	Transfer from General Fund	$ 8,273.20
7	02	6-90-6730	Transfer to General Fund	$ 1,800,000.00	01	5-00-5404	Transfer from GUSA	$ 1,800,000.00
8	05	6-90-6740	Transfer to GIA	$ 250,000.00	30	5-00-5410	Transfer from Hotel-Motel	$ 250,000.00
9								
10								
11								
			Total	**$ 6,774,912.34**			**Total**	**$ 6,774,912.34**

Notes:

Line 1: ODOT TAP grant match
Line 2: Dedicated Sales Tax
Line 3: Bond pledge
Line 4: FY24 Q1-Q3 TIF 1 Sales Tax
Line 5: FY24 Q1-Q3 TIF 2 Sales Tax
Line 6: Remainder of final Dawe's property acquisiton costs
Line 7: Return of bond pledge
Line 8: Economic Development; year-end to be determined after receipt of June Hotel-Motel Tax

Approved by the City of Glenpool / Glenpool Utility Services Authority / Glenpool Industrial Authority

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Mayor / Chair

To: Honorable Chairman and Trustees, Glenpool Utility Service Authority

From: Jesse Hale, Public Works Director

Subject: Rehabilitation of Rolling Meadows Lift Station

In an effort to continually improve the infrastructure throughout the city we have prioritized our 14 lift stations for rehabilitation. The highest priority lift station at this point is Rolling Meadows Lift Station. The age of the equipment and the degradation of materials used have contributed to the failure of several major components, worst of which is a failed pump that is difficult and expensive to repair. The station uses a chopper style pump that is not preferred in our system and can be replaced by a higher quality pump, of a different style, for less. Since the rest of the station needs to be rehabilitated anyways, now is a good time to make the change.

Rolling Meadows Lift Station serves the Rolling Meadows apartment complex.

Although Beytco is not the lowest bid, they provide exceptional service and a high quality product. After rehabbing the GlenPark LS in 2019 with the lowest priced contractor, Beytco was called in 4 years later to replace all critical components of the lift station with higher quality parts. Additionally, we have verified that James Goodwin, the low quote, has not done a lift station rehab project to date. Given these two factors, we believe Beytco will provide us a better product with a lower risk of failure.

Currently, we have funds remaining in sewer improvements fund 02-6-18-6278 that were allocated for these year-end projects.

Recommendation:

Staff recommends purchasing services (plus one spare pump) to rehab Rolling Meadows liftstation from Beytco for $54,584.00 using the 02-6-18-6 Sewer Improvement account.

Attached:

Quote from Beytco
Quote from Automatic Engineer
Quote from James Goodman

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

BEYTCO, INC.

QUOTATION
May 13, 2024

TO: City of Glenpool
P.O. Box 70
Glenpool, OK 74033
Cody: (918) 352-0391
Email: cwcampbell@cityofglenpool.com

SUBJ: Rolling Meadows Lift Station

1. BEYTCO, INC. proposes to provide the supervision, labor and equipment to install**:**

- 2 – 5 HP 3 phase 240 volts vortex pumps, 120 GPM
  up size from 96 GPM
- Stainless steel guide rails
- Stainless steel jib crane
- Control panel with 2 VFDs 240 volt 1 phase to 3 phase

	Total	**$46,664.00**
1 – spare 5 HP 3 phase 240 volt vortex, 120 GPM, at our cost	**Add**	**$7,920.00**

***Lead time on pumps are 2-3 weeks from 2/2/24 at this time.**
***Control panel is in stock as of 2/2/24.**

2. BEYTCO, INC.: proposal includes:

- All required materials and labor.
- Applicator's qualifications.
- Pre-installation conference.
- Insurance certificates for general liability, automotive, and workman's comp.

3. City of Glenpool: is responsible for the following:

- Access to job site.
- Job P.O
- Tax Exempt Letter

4. BEYTCO, INC.: proposal does not include:

- If bonds are required, add 3% of bid.
- City, State or Railroad permits.

5. Thank you for the opportunity to quote your work.

Respectfully,

Brent Beatty

P.O. Box 658 Sapulpa, Oklahoma 74067 Cell: (918) 697-3245 Fax: (918) 227-1727

8335 S. 89th W. Ave
Tulsa OK 74131
Phone – 918-585-5703

COGENT

December 1, 2023

Proposal OP-584893

TO: **City of Glenpool**
PROJECT: **Rolling Meadows LS**
LOCATION: **Glenpool, OK**
Attn: **123456789**

We are pleased to offer the following scope of supply for this project:

TWO (2) Submersible Flygt NX 3069 SH Pumps. Each pump is equipped with a 3.8HP, 230V, 3ph, 3370 rpm motor, seal fail/thermal relay detection unit, XX feet of cable.

TWO (2) Discharge flanges, to be machined attached to existing Homa guide claws

ONE (1) Duplex lift station control panel. Panel will utilize (2) VFDs to convert 230V/1ph power to 230V/3ph power

ONE (1) Level Sensing Probe

ONE (1) Float switch

TWO (2) Lifting chain

ONE (1) Grip eye

ONE (1) Lifting crane with mounting base, wire rope, and anchor bolts

ONE (1) Lot of labor to install the above material in the existing wet well. Includes mounting pumps in the wet well, removing existing control panel, installing new control panel, level sensors, and startup.

ONE (1) MTR3 Relay, Level Control, 110VAC

ONE (1) MTRA3 Relay, Level Control, 110VAC, Alarm

Clarifications:

- No demo of the existing dry well is included.
- Bypass pumping is available, but not included in price.
- Material details will be submitted for City of Glenpool approval prior to manufacturing.
- Estimated lead time is 4 weeks for control panel design, 6-10 weeks for equipment delivery after approval.

- Freight, Start Up, O&Ms, and Standard Warranty is Included
- Piping modifications not included.
- Sales Tax not included

***** ANYTHING NOT SPECIFICALLY LISTED TO BE ASSUMED BY OTHERS. *****

TOTAL PRICE FOR ALL LISTED ABOVE…………………………….…………………… $70,929.11

Sincerely,

Joe Holbrook
Automatic Engineering
Aftermarket Sales & Service Representative

ACCEPTED THIS DATE:______________________________ BY:_______________________

COMPANY:__________________________________ TITLE:_______________________

STANDARD TERMS AND CONDITIONS

Price includes all freight charges. Price does include applicable sales tax that may apply to this equipment and/or project. Unless specifically stated, price does not include manual or automatic controls, starters, protective or signal devices, wiring, anchor bolts, gauges, vibration isolation devices, installation, startup or testing.

If the price is included in a proposal, the price is firm for receipt of an order within 15 days of the date shown on the proposal. Any additional terms and conditions included in the proposal are specifically included in these terms and conditions.

Unless otherwise expressly agreed to in writing by Seller, all shipments are FOB Seller shipping point at which point title also transfers.

Payment is due with 30 days of receipt of the invoice. An interest charge of 1-1/2% per month will be added to past due balances. Retainage of any invoiced amount is unacceptable unless specifically agreed to by Company at the time of order, and shall in no case exceed a period of 120 days. If payments are not timely received by Company, and this account is turned over to an attorney for collections, Customer agrees to pay all reasonable costs and attorney fees incurred in collection of the past due amounts.

Payment of 'commercial transaction' invoices by credit card will be charged a fee based upon Cogent's average discount rate for credit card transactions for the prior calendar year. This fee will change annually and is currently 2.55%.

All equipment either rented from or through Company is subject to all of the terms and conditions listed on the back of the rental contract. Pricing does not include any overtime running of power equipment.

In no event shall Company's obligations and liabilities under this Agreement include any direct, indirect, punitive, special, incidental or consequential damages or losses that Customer may suffer or incur in connection with this sale, service or rental, including, but not limited to, loss of revenue or profits, damages or losses as a result of Customer's inability to operate, perform its obligations to third persons or injuries to goodwill; nor shall Company's liability extend to damages or losses Customer may suffer or incur as a result of such claims, suits or other proceedings made or instituted against Customer by third parties. Customer remises, releases and discharges Company from any and all liability or damages which might be caused by failure to deliver any equipment within the agreed time by Company.

Customer shall be responsible for determining the good operating condition of all materials and equipment prior to accepting the materials and equipment. NO WARRANTY OR GUARANTEE, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY AS TO MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE IS MADE UNLESS THE SAME IS SPECIFICALLY SET FORTH IN WRITING AND ACCEPTED IN WRITING BY COMPANY, BUT IN SUCH CASE THE WARRANTY OR GUARANTEE IS LIMITED AS ABOVE PROVIDED. Notwithstanding the foregoing, Company will pass through to the Customer any warranty provided by the manufacturer of any equipment supplied by Company.

Customer covenants and agrees to defend, indemnify and hold Company harmless from any claims, damages or liability arising out of the use, maintenance or delivery of the equipment or materials purchased or rented hereunder. Customer shall further defend, indemnify and hold Company harmless from any and all damages to third persons or to property caused by Customer's use or possession of the equipment or materials, to the fullest extent allowable by law.

In connection with a proposal, if Customer has any further questions or comments regarding the proposal, please feel free to contact Company. If the proposal meets with Customer's approval, please sign, date and mail or fax a copy of the proposal back to Company's office, and the identified equipment will be ordered and/or scheduled for delivery.

This agreement shall be governed by the laws of the state where the Company's branch office is located from which the equipment is rented or purchased. Customer further agrees that venue and jurisdiction shall be appropriate in the county in which Company's branch office is located from which the equipment was rented or purchased. Any provisions hereof which may prove unenforceable under any law shall not affect the validity of any other provision hereof.

	Rate	OT Rate	ST Hours	OT Hours	Labor Total	per diem R	PD Days	PD Total	ind total	no employees		Total
Controls Engineer	150.00	150.00	0		0	150	0	0	0	0		$0.00
Programmer	150.00	120.00	0		0	150	0	0	0	0		$0.00
Technician	77.00	109.34	20	0	1540	150	0	0	1540	1		$1,540.00
Electrician	60.00	85.20	20		1200	150	0	0	1200	2		$2,400.00
Apprentice	45.00	63.90	0		0	150	0	0	0	0		$0.00
Panel Fab	54.50	77.39	0	0	0	0	0	0	0	0		$0.00
					Total Labor							$3,940.00
		1.00			**$3,940.00**							
Materials	22,481.72											
equipment rental												
Taxes												
S&H	674.45											
Sub Total	23,156.17				**Total Project cost**							
Admin Fee	5,789.04				$32,885.21							
Material Total	**28,945.21**											
Boone	19364											
Rails	574											
Peripheals	498.87											
Davit Crane	2,044.85											