

**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on Monday, December 14, 2015, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

*The City Council welcomes comments from citizens of Glenpool who wish to address any item on the agenda. Speakers are requested to complete one of the forms located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER***

AGENDA

- A) Call to Order - Timothy Lee Fox, Mayor**
- B) Roll call, declaration of quorum – Susan White, City Clerk; Timothy Lee Fox, Mayor**
- C) Invocation – Pastor Jason Yarbrough, Glenpool First Baptist Church**
- D) Pledge of Allegiance – Timothy Lee Fox, Mayor**
- E) Glenpool Conference Center Report – Lea Ann Reed, Conference Center Director**
- F) Community Development Report – Lynn Burrow, Community Development Director**
- G) Chamber of Commerce Report -- Kelly Fitzpatrick, Board Chairman**
- H) City Manager Report – Roger Kolman, City Manager**
- I) Mayor Report – Timothy Lee Fox, Mayor**
- J) Council Comments**
- K) Public Comments**
- L) Scheduled Business**
 - 1) Discussion and possible action to approve minutes from November 9, 2015 meetings.
 - 2) Discussion and possible action to approve/deny Tort Claim No. 201118-BD, Claimant: Royal Trip.
(Lowell Peterson, City Attorney)
 - 3) Discussion and possible action to adopt Resolution No. 15-12-01, A Resolution Of The City Council Of Glenpool, Oklahoma For The Purpose Of Supporting The Governor's Task Force In Recommending The Tulsa Base Of The Oklahoma Air National Guard As The Optimum Location For The New F-35 Lightning II Fighter Aircraft Fleet; Acknowledging The 138th Fighter Wing, Located At Tulsa Air National Guard Base, As One Of The Premier Combat Units

In The United States Air Force; And Urging The Pentagon To Station The Next Generation Of Fighter Aircraft At Tulsa.

(Roger Kolman, City Manager)

- 4) Discussion and possible action to approve the purchase of hardware/software for network server replacement at a cost of \$16,626.95.
(Roger Kolman, City Manager)
- 5) Discussion and possible action to approve the Sales and Use Tax Administration Agreement between the City of Glenpool and the Oklahoma Tax Commission.
(Julie Casteen, Finance Director)
- 6) Discussion and possible action to approve bid for construction of elevated water storage tower facility and related water system improvements to be located on property belonging to the City at 156th Street South, east of US Highway 75 and enter into a contract with Goins Enterprises, Inc. in an amount not to exceed \$2,202,414.00.
(Lynn Burrow, Community Development Director)
- 7) Discussion and possible action to accept General Utility Easement dedication from Auto Zone Investment Corp.
(Lynn Burrow, Community Development Director)
- 8) Discussion regarding concerns stated by Councilor Kearns with respect to a Council member having a contractual relationship with, and sitting on the board of, an entity with which the City has contracted for services and regarding possible violation(s) of the Glenpool City Council Code of Ethics and Policy Statement (the "Code of Ethics") and possible action to impose sanctions pursuant to Section 21 of the Code of Ethics.
(Tim Fox, Mayor)
- 9) Discussion and review of the Agreement for an exchange of mutual benefits between the City of Glenpool and the Glenpool Chamber of Commerce, and possible action.
(Tim Fox, Mayor)

L) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____, 2015 at _____ am/pm.

Signed: _____
City Clerk



Glenpool Conference Center
12205 S. Yukon Ave.
PO Box 70
Glenpool, OK 74033

MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

FROM: LEA ANN REED
CONFERENCE CENTER DIRECTOR

RE: CONFERENCE CENTER REPORT NOVEMBER 2015

DATE: DECEMBER 9, 2015

BACKGROUND

During the month of November, the conference center hosted 22 events including 12 corporate meetings, two wedding and a Quincenera. The Christmas Gathering was held on November 19th & 20th, each night there were over 500 women in attendance. This event continues to grow and they are looking at having the event 3 days next year. Our facility also hosted the 4th Annual Black Friday Coin Show on November 27th & 28th which welcomed over 400 patrons.

The Glenpool Christmas Shoppe is being held on December 14th & 15th. This is one of the biggest charitable events in Glenpool and is expected to help around 450 children and 120 families in our community this holiday season.

The next Family Movie Night will be at the conference center on Saturday, December 19th at 6pm. Church on the Move is sponsoring the movie and will be showing *The Santa Clause* and handing out free popcorn and candy canes.

Lea Ann Reed, Conference Center Director
Phone: 918-209-4632 | Fax: 918-209-4626
lreed@cityofglenpool.com
www.glenpoolconferencecenter.com





Community Development Director's Report

December 7, 2015

To: Glenpool City Council & Glenpool Utility Services Authority

Councilors and Board Members,

The following report highlights and summarizes the various activities that are currently being addressed and processed by the Community Development Department related to major public and private improvement and construction projects:

City/Public Related Activities and Projects:

Traffic Signalization Project – 121st Street & US Highway No.75:

- A Pre-Construction Meeting was held October 6th at which time the start of construction was set for January 4, 2016.
- Contract duration is forty five (45) calendar days from the Notice-to-Proceed date.
- ODOT will administer the contracted work through completion.
- Project completion is estimated to be before February 21st, 2016.
- The City will be required to accept the new improvements for maintenance purposes upon final inspection and ODOT approval.

Master Paving Repair Program – Phase VII

- Pavement Conservation Specialist has been awarded the contract covering twenty one (21) individual paving repair projects throughout the City.
- The balance of the repair projects in the contract are on-going at various locations around the City and are predicted to be fully complete by the end of December 15th..

Glenpool Vision 2025 Projects:

Master Water Distribution System Study: (The Cowan Group)

- The study has been completed and identifies several weaknesses in the existing network of water distribution and supply lines as well as listing recommendations as to what improvements are needed to supplement the existing system.
- The study also predicts future growth patterns in the area of the City generally located south of 151st Street along and either side of US Highway 75.
- One of the improvement items specified in the Master Study is the recommendations revolving around the installation of a second water storage facility located on City-owned property on 156th Street - east of US Highway 75.
- Several other items are included in the study regarding additional cross-connecting waterlines at various locations around the City in order to increase fire-flow capability and to provide more uniform water delivery rates in general.

Water Storage Facility and Supporting Waterline Installation: (The Cowan Group)

- The scope of work involved with this project generally consists of the engineering design, permitting, contracting, and construction of a new water storage structure (tower) and supporting infrastructure improvements necessary to augment the existing water system south of 151st Street. The tower is to be located on City owned property on 156th Street - approximately ¼ mile east of US Highway 75.
- Cowan Group Consulting Engineers have been retained to produce the design and construction permitting necessary to accomplish the project.
- All project contractual documentation between the Engineering Consultant and the City has been submitted to the Tulsa County Vision 2025 Program Management consultant to support Glenpool's funding agreement covering this project.
- City Construction plan review of the improvements contemplated in this project was fully completed by City Staff as of October 1st.
- Construction plan submittal, review, and permitting by ODEQ is fully complete with a Permit to Construct issue for the improvement project on November 25th.
- The project bid process has been completed with formal Bids received and publically read on November 20th.
- Construction contract approval and formal award is scheduled for the December 14th GUSA meeting.
- Start of project construction is anticipated approximately January 15th with completion predicted by September 1st, 2016.

On-Going Private Development and/or Building Projects:

Grandview Heights Apartments: (MonTapp Addition)

- All buildings in the project are in various stages of completion.
- To-date, 26 of 32 buildings in the project have been fully completed with Certificates of Occupancy issued - including the project Club House.

- Leasing activities are on-going with approximately 30 units leased and occupied at this time
- The Developer and General Contractor are predicting full project completion sometime in January, 2016.

Mansfield Lane Residential Subdivision:

- Home Creations Building Company has submitted and received a total of thirty one (31) building permits in the addition.
- Currently, sixteen (16) homes are under construction in various stages of completion.
- The City has issued fifteen (15) Certificates of Occupancy for completed homes.

Glen Abbey Addition: Phase II

- As of this date, the City Building Department has received, processed, and issued thirty two (32) building permits in this phase of the addition.
- Currently, there are a total of ten (10) homes under construction in various stages of completion.
- The City has issued twenty two (22) Certificates of Occupancy for completed homes.

The Crossings at Glenpool: Phase V

- At this time there have been a total of thirty eight (38) building permit applications received, processed, and issued on lots in this phase of the project.
- There are currently fifteen (15) homes under construction in Phase V.
- The City has issued twenty three (23) Certificates of Occupancy for completed homes.

Current Planning Department and Planning Commission Activity

- **Glenpool Medical Clinic: GLS No. 211** (submitted by Tapp Development Company)
 1. This project is located in MonTapp Addition near 121st Street on the west side of Yukon Ave.
 2. A lot split application was reviewed by City Staff and the T.A.C. on August 8th.
 3. The lot split application was reviewed and approved by the P.C. on September 14th.
 4. A Site Plan review application for the project was reviewed by the TAC in October and was reviewed and approved by the Planning Commission on 11/9/15.
 5. A building permit and a site related earth-change permit have been issued for the project.
 6. Full project completion is scheduled for June 1, 2016
- **Sunoco Glenpool Butane Blending Facility:** (Submitted by SVT Energy Services, Inc.)
 1. This project is located at 127th Street on the east side of US Highway 75.

2. The conditional Final Subdivision Plat has been submitted to and reviewed by City Staff and was in turn reviewed by the T.A.C. on August 28th.
 3. The Conditional Final Subdivision Plat was reviewed and approved by the P.C. on September 14th and by the City Council on September 21st.
 4. An application for Site Plan review has been received and reviewed by City Staff.
 5. The Site Plan application was reviewed and approved by the P.C. on September 14th.
 6. The City Staff has received applications for site related Earth-Change and Floodplain Development Permits for this project. These applications are pending and waiting on approval of the various elements of the Site Plan application and supporting site improvement construction documents.
- **South 75 Business Park Phase II:** (Submitted by Ford Development Company)
 1. This project is located at 166th Street on the east side of US Highway 75.
 2. A preliminary subdivision plat has been submitted to and reviewed by City Staff and was reviewed and approved by the T.A.C. on June 26th and by the Planning Commission on July 13th.
 3. City Staff is anticipating the submittal of applications for a final subdivision plat, site plan review, Earth-Change permit, along with supporting infrastructure construction documents early in 2016.
 - **Byers Company Addition:** (Commercial Development Submitted by Tanner Consulting)
 1. This project is located on the west side of Union Avenue at 173rd Street.
 2. Staff has received and reviewed a Preliminary Subdivision Plat covering the project.
 3. The Preliminary Plat was reviewed by the T.A.C. on July 24th and reviewed and approved by the Planning Commission on August 10th.
 4. A Site Plan application for the project was submitted to Staff and was also reviewed and approved by the Planning Commission on August 10th.
 5. The Final Subdivision Plat for the project was submitted on 11/5/15 and set for review by the Planning Commission review on 12/14/15.
 - **AutoZone:** (Commercial Project Submitted by Wallace Engineering)
 1. This project is located on the east side of Vancouver Ave. - immediately south of Starbucks and north of Santa Fe Steak House.
 2. Staff has received, processed, and issued a building permit, a site related earth-change permit, and a site plan applications for this facility.
 3. A pre-construction meeting was held on 11/2/15 between the City Staff and the General Contractor to discuss project scheduling, site related issues, and City construction inspection procedures and requirements.
 4. This facility is scheduled to be fully complete by approximately March 1, 2016
 - **Mansfield Lane, Blocks 5 thru 13:** (Residential Project Submitted by Summit Properties)

1. This project is located immediately east and south of Phase I of Mansfield Lane Addition and also fronts onto 151st Street consisting of approximately 67 acres.
 2. Staff has received a request to re-zone the property from AG to RS-4 (GZ-250)
 3. The applicant has also submitted a Planned Unit Development Application to support the requested RS-4 zoning. (PUD No. 29) Due to errors in the legal description submitted in support of these applications, the project had to be re-advertised and is set for a public hearing at the January 11th, 2016 Planning Commission meeting.
 4. The re-zoning and related PUD applications was reviewed by the T.A.C. on November 6th and will be reviewed by the Planning Commission on January 11th, 2016, and by the City Council on January 19th, 2016.
- **Annexation:**
 1. George Sharp has submitted a request for City annexation of a particular 147.05 acre parcel located at the southwest corner of 151st Street (State Hwy 67) and Elwood Ave. This application is currently waiting on proper ownership signature.
 - **Rezoning GZ-252/PUD-31:**

Rausch Coleman requesting to rezone 20 acres located at the SW/corner of 126th Street and Vancouver Ave from AG to RS-4 in order to allow 68 lots that are proposed to be approximately 65' X 140' in size. This application will be reviewed by the Planning Commission on January 11th, 2016 and City Council on January 19th, 2016.
 - **Conditional Final Plat: Reeves Supercenter:**

This project involves a 10 acre tract located at the northeast corner of 161st & US 75 and will be reviewed by the TAC on December 18th, 2015, by the Planning Commission on January 11th, 2016, and by the City Council on January 19th, 2016. Also submitted for formal review: A proposed Site Plan that will be reviewed by the TAC on December 18th, 2015 and by the Planning Commission on January 11th, 2016. The site related Earth-Change Permit application will be reviewed by the City Engineer for ordinance compliance.
 - **Conditional Final Plat: Myanmar Church:**

This project consists of a 10 acre tract located on 181st Street and is currently zoned AG. The subdivision plat is intended to support the conversion of an existing building structure previously used as the Cotton Creek Golf Course pro-shop as well as to allow the construction of a new church structure and related facilities. This application will be reviewed by the TAC on December 18th, 2015, by the Planning Commission on January 11th, 2016, and by the City Council on January 19th, 2016.
 - **City of Glenpool Comprehensive Plan: Amendment application form, processing requirements, and associated application fee approval**

This newly created application form and related process will be brought to the City Council for review and approval in January, 2016..

- **Requested Zoning Code Amendment:**
The City Planning Staff is requesting Planning Commission and City Council consideration to amend the current Zoning Code to allow gravel driveways to be utilized by projects located in AG Zoning Districts. This requested modification will be brought to the Planning Commission and City Council for review and approval in January, 2016.
- **Requested Zoning Code Amendment:**
The City Planning Staff is requesting Planning Commission and City Council consideration to amend the current Zoning Code to allow minor amendments to the adopted code as opposed to amending the entire Zoning Code as is currently required. This requested Zoning Code Amendment will be presented to the Planning Commission and City Council for review and approval in January, 2016.

FUTURE DEVELOPMENT PROJECTS AWAITING INFORMATION FOR CITY PLANNING DEPARTMENT PROCESSING:

- Knight Trucking Company project: Site Plan application Covering Lot 1, Block 1 of South 75 Business Park – Phase II
- SW Corner of 151st Street and US Highway 75: Subdivision Plat & Associated Site Plan applications (commercial/multifamily uses)
- Tanner Engineering/Rex Robertson: South side of 161st Street - east of US Highway 75: Large lot residential subdivision project
- CDBG Grant: (Senior Citizen Building A.D.A. rehabilitation) This project is pending until Tulsa County executes the contract documents with the City. At that time, project construction documents and bid documents will be developed, bid, and contract executed for the scope of work specified. An approved contract executed by Tulsa County was received on November 6th, 2015. The project is currently proceeding with the preparation of contract bid documents by City Staff.
- ODOT Transportation Project Grant: (Sidewalk installation from Glenpool School property to the South County Recreation Center) This project has been awaiting the completion of contract negotiation between ODOT and the Landscape and Civil Engineering consultants to initiate the start of improvement design work. The final design consultant services contract between the City and the selected design consultant was received from ODOT on November 25th, 2016 and is currently being reviewed by the City Attorney prior to execution by the City Council.

Current Building Department Activities:

- A draft copy of the City's Stormwater Management Program has been prepared and is under Staff review. The Stormwater Management Program document and a Notice of Intent to discharge stormwater into the Waters of the U.S. will be forwarded to the

Oklahoma Department of Environmental Quality for their review, approval, and permitting.

- Commercial projects currently either fully or partially permitted for construction:
 1. Cotton Creek Mini Storage
 2. Sundown Marine
 3. AutoZone
 4. Glenpool Medical Clinic (MonTapp Addition)
 5. Saint Francis Health Systems Hospital project due to start first quarter of 2016.
- Grandview Heights Apartments have received final building inspections on approximately $\frac{2}{3}$ of the building structures. The entire project should be substantially complete by December 31st, 2015
- 131 new residential building permits have been issued to-date having a total valuation of \$14,132,533.00, and a total under-roof area of 269,493 s.f..
- 7 new commercial building permits issued to-date having a total valuation of \$3,139,459.00, and a total under roof area of 40,533 s.f.

Glenpool Residential and Commercial Building Permit Statistics – November 30, 2015:

| | |
|--|-----------|
| • New Residential Permits Issued in November 2015: | 13 Total |
| • New Commercial Permits Issued in November 2015: | 1 Total |
| • Current Active Residential Permits: | 78 Total |
| • Current Active Commercial Permits: | 6 Total |
| • 2014 Residential Permits Issued thru November: | 115 Total |
| • 2015 Residential Permits Issued thru November: | 131 Total |
| • 2014 Commercial Permits Issued thru November: | 10 Total |
| • 2015 Commercial Permits Issued thru November: | 7 Total |

Code Enforcement Department

General Departmental Information:

- The Code Enforcement Department enforces City adopted ordinances contained in the Glenpool Municipal Code as well as the provisions of the International Property Maintenance Code as adopted previously by City Ordinance.

Typical Issues Addressed by the Code Enforcement Department: (Public Nuisance)

- Junk, inoperable, and/or abandoned motor vehicles stored on private property.
- Trash/debris on private property.
- Excessively high grass on private property.
- Special Assessment letters issued to real estate lenders and closing companies.
- Filing and releasing mechanic liens with Tulsa County.
- Illegal vehicle parking in residential yards.
- Tree limbs that hang over a public street affecting visibility.
- Visual impairments by shrubs, vehicles, equipment, etc. that interfere with traffic flow.
- The bidding and hiring of contractors for nuisance abatement.
- Enforces Health & Safety Violations including:
 1. Health Department Restaurant enforcement
 2. Residents and Businesses that are residing or doing business without water service
 3. Abandoned refrigerators/freezers
 4. Burned or demolished homes/structures
- Liquor licensing enforcement.
- Zoning and sign code violations.

Departmental Activity for the Month of November, 2015:

| | |
|--|----|
| Total number of complaint calls received and investigated: | 83 |
| Total number of public nuisance cases open as of November 30, 2015: | 61 |
| New October cases being processed: | |
| • Calls reporting high grass and/or trash, | 43 |
| • Structures damaged by fire | 1 |
| • Vehicles illegally parked in the yard. | 16 |
| • Nuisance abatements performed by the City | 2 |
| • Customer accounts reported by the Utility Department as being in violation of having no water service in a residence | 15 |
| • Citations written for the Tulsa County Health Department related to restaurant violations. | 2 |
| • Illegally placed advertising signs | 18 |

AUTOZONE



AUTOZONE



SUNDOWN MARINE



SUNDOWN MARINE



COTTON CREEK MINI-STORAGE



COTTON CREEK MINI-STORAGE



GLENPOOL MEDICAL CLINIC



GLENPOOL MEDICAL CLINIC





Glenpool Chamber of Commerce

GLENPOOL
Chamber of Commerce
Est. 1954

Monthly Executive Report for December 2015

| <i>Member Statistics</i> | | <i>Contacts made:</i> | | |
|--|----------------------------------|-----------------------|--|--|
| | November | December to date | | |
| New Membership | 2 | 1 | | |
| New Members: Banks Entertainment and Connect Church, Waterfront Grill | | | | |
| | Actual Current Membership | | | |
| Current Membership | 205 | | | |
| Luncheon Attendance: 2015 - January (58), February (73), March (82), April (64), May (92), June (No luncheon), July (49), August (54), September (52), October (68), November (46), December (55) | | | | |

| | <i>Contacts made:</i> | <i>Ribbon Cuttings</i> | <i>After Hours</i> | <i>Leadership Glenpool</i> |
|--|-----------------------|------------------------|--------------------|----------------------------|
| Community Marketing- November Events | | 1 | 1 | 2 |
| Ribbon Cutting - Grandview Heights Luxury Apartments. After Hours - Insight EyeCare. Two Leadership | | | | |
| Current Updates | | | | |
| <p>Currently updating ALL member's information through phone conversation.</p> <p>Implemented a text messaging system for members.</p> <p>The 2015 Glenpool Christmas Parade was another huge success. We had over 30 entries and our float winner was Green County Vet. The Glenpool Golden Tickets brought a lot of excitement this year. While no one won the Bob Hurley Truck or the RV from Wade's RV, the crowd was drawn in by the entertainment and the anticipation of the Grand prizes. The weather made for a great time of fellowship and community involvement.</p> | | | | |

Up Coming Events:

December 17 – Leadership Glenpool @ 6:00 pm

January 7 and 21 – Leadership Glenpool @ 6:00 pm

January 13 - Legislative Panel discussion for upcoming session @ 11:30am

January 22 - Annual Awards Banquet @ 7:00 pm

MINUTES
CITY COUNCIL MEETING
November 9, 2015

The Regular Session of the Glenpool City Council was held at 6:00 p.m., Glenpool City Hall, 3rd Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Jennifer Ballew, Councilor; Patricia Agee, Councilor; Brandon Kearns, Councilor; Momodou Ceesay, Vice Mayor; and Tim Fox, Mayor.

Staff present: Roger Kolman, City Manager; Lowell Peterson, City Attorney; Susan White, City Clerk; Julie Casteen, Finance Director; Lynn Burrow, Community Development Director; Lea Ann Reed, Conference Center Director; Dennis Waller, Police Chief and Paul Newton, Fire Chief.

Also present was: Pastor Bodie Sanders, The Landing Church

- A) Mayor Fox called the meeting to order at 6:00 p.m.**
- B) Susan White, City Clerk called the roll. Mayor Fox declared a quorum present.**
- C) Pastor Bodie Sanders offered the Invocation.**
- D) Mayor Fox led the Pledge of Allegiance.**
- E) Glenpool Conference Center Report – Lea Ann Reed**
 - Lea Ann Reed highlighted past and upcoming events, including The Christmas Gathering and the Black Friday Coin Show.
- F) Community Development Report – Lynn Burrow, Community Development Director**
 - Lynn Burrow, Community Development Director updated the City Council on the progress of various private and public construction projects throughout the city; an update on the number of residential and commercial building permits issued in October; as well as current activities in the Code Enforcement Department.
- G) City Manager Report – Roger Kolman, City Manager**
 - Mr. Kolman shared the sad news with Council of the recent passing of Sapulpa City Manager Tom DeArman.
 - He presented a favorable report from the ICSC Texas conference that he and Mayor Fox recently attended.
 - Mr. Kolman reminded the audience that non-emergency service in the city will be closed on Wednesday in observance of Veterans Day.
 - A contractor has been identified to restripe the streets in the Southwest Crossroads Addition.
- H) Mayor Report – Tim Fox, Mayor**
 - Mayor Fox reported on his experience at ICSC-Texas. He expressed his appreciation to Mandy Vavrinak, Crossroads Communications, for the "wonderful job she did hosting the Oklahoma booth."

I) Council Comments

- Councilor Kearns urged citizens to support the local food banks this holiday season. Mayor Fox also commented that two local business owners are participating in a contest to stuff their pickups with food which will be donated to local food banks.

J) Public Comments

- None

K) Scheduled Business

1) Discussion and possible action to approve minutes from October 19 and October 26, 2015 meetings.

MOTION: Councilor Kearns moved, second by Councilor Agee to approve minutes as presented.

FOR: Councilor Ballew; Vice-Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns

AGAINST: None

Motion carried.

2) Discussion and possible action to approve 2016 Schedule of Regular Meetings.

Susan White, City Clerk presented the 2016 Meeting Schedule for approval. Councilor Agee suggested starting the meetings at 7:00 p.m. to make it easier for interested citizens to attend meetings following their workday. Councilor Ballew pointed out that a later meeting time may make it difficult for parents of young children to get home by their children's bedtime. Councilors also discussed changing the proposed November and December meetings to Tuesday so they won't rival with other community meetings.

MOTION: Councilor Kearns moved, second by Councilor Agee to amend 2016 Schedule to reflect a 6:30 p.m. meeting time; designate Tuesday, November 15, 2016 and Tuesday, December 13, 2016 as meeting dates for those respective months, and approve as amended.

FOR: Vice-Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns; Councilor Ballew

AGAINST: None

Motion carried.

3) Discussion regarding possible propositions to be placed before the voters related to the extension of the expiring Tulsa County Vision 2025 sales tax.

Mr. Kolman, City Manager gave a brief presentation which reflected Council preferences discussed during the last meeting. Council members discussed further details regarding the proposed propositions.

L) Adjournment.

- Meeting was adjourned at 6:55 p.m.

Date

Mayor

ATTEST:

City Clerk



NOTICE OF TORT CLAIM

OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG) - MUNICIPAL LIABILITY PROTECTION PLAN

A. CLAIMANT REPORT

To the Public entity you are filing the claim against.

PLEASE PRINT OR TYPE AND SIGN

IMPORTANT NOTICE: This notice will be sent to OMAG Claims Dept. for investigation. You may expect them to contact you.

CLAIMANT(S) ROYAL TRIP CLAIMANT(S) SOCIAL SECURITY NO. [REDACTED]
ADDRESS 6701 E 141st STREET CLAIMANT(S) DATE OF BIRTH Circle: M F
GLENPOOL, OK 74033 PHONE: HOME [REDACTED] BUS. [REDACTED]

- 1. DATE AND TIME OF INCIDENT 07/14/15 (7) a.m. () p.m. for any information requested
2. LOCATION OF INCIDENT 6701 EAST 141st STREET GLENPOOL, OK 74033
3. DESCRIBE INCIDENT THERE WAS WATER LEAK TOOK PLACE IN THE MAIN LINE SIDE OF THE STORM WHEN I NOTICED THE WATER LEAK NOTIFIED THE CITY & THE POLICE DBPT LETTING THEM KNOW IT COULD BE DAMEDEABLE & HURMFUL IT DOESN'T GET FIXED IMMIDIATELY BUT THEY DIDN'T. (CITY)
4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:

BODILY INJURY: WAS CLAIMANT INJURED? YES ___ NO ___ If yes, complete this section
Describe injury
WERE YOU ON THE JOB AT THE TIME OF INJURY? YES ___ NO ___ If so, please provide Employer info.
Employer's Name Address Phone
ALL MEDICAL BILLS (attach copies) \$
LIST OTHER DAMAGES CLAIMED \$
MEDICARE/MEDICAID/SOCIAL SECURITY DISABILITY:
Is there any Social Security Disability involvement ___ Yes ___ No
Has any medical bill been paid or will be paid by Medicare/Medicaid? ___ Yes ___ No. If so, list Medicare/Medicaid Number. Medicare/Medicaid Number
If the City is responsible for such bills, the City must report any settlement to Medicare/Medicaid.
I understand that the information requested is to assist the requesting insurance information arrangement to accurately coordinate benefits with Medicare/Medicaid and to meet its mandatory reporting obligation under Medicare Secondary Payer Act 42 U.S.C§1395y.
Medicare/Medicaid Beneficiary Name (please print) Medicare/Medicaid Beneficiary Name Signature

PROPERTY DAMAGE: Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.
VEHICLE YEAR MAKE MODEL
NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.
IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS
PROPERTY DAMAGE (Attach repair bills or estimates if available) \$
LIST OTHER DAMAGES CLAIMED \$

5. NAME OF YOUR INSURANCE CO. POLICY NO. AMOUNT CLAIMED AMOUNT RECEIVED
SHELTER INSURANCE [REDACTED] 6174.00 \$ 0

6. The names of any witnesses known to you:
RON CARPENTER, 433 E 1410th ST GLENPOOL, OK 74033 (918) 688-7699
Name Address Phone Number
JOHN MOSS (918) 636-6488
Name Address Phone Number

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.
TOTAL CLAIM..... \$ 6174.00
Signature A New 22 DATE 09/21/15
SIGNATURE(S) DATE

CONTINUE ON THE BACK

B. THIS SECTION IS FOR USE BY THE PUBLIC ENTITY WHICH RECEIVES THE CLAIM

To inquire about this claim you may write to OMAG Claims Dept. or call 1-800-234-9461

This Notice of Tort Claim was received by Darrell Colbert

(Title) Finance / Administrative Clerk on September 22nd, 20 15

For further information on this claim contact _____

(Title) _____, by telephone at (____) _____

The following reports, statements or other documentation, which support our understanding of the facts relating to this claim are attached:

Invoice # 08-11512-F from Enviro-Tec
OKLA Corp. Com Petroleum Storage Tank Division Response Report

Information for City Owned Vehicle Involved:

Year: _____ Make: _____ Model: _____ Last 4 Vin#: _____ Dept: _____

As a result of this incident, are there damages to the City vehicle? YES NO

If **YES**, please fill out an **OMAG Auto Loss Notice** to have it repaired.

Persons who have knowledge of the circumstances surrounding this claim are:

| Name | Title/Position | Telephone |
|----------|----------------|-----------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |

Submitted by: [Signature] Date 9/22, 20 15

Title: Finance / Administrative Clerk

AFTER THE PUBLIC ENTITY HAS RECEIVED THIS CLAIM, PLEASE PROVIDE INFORMATION REQUESTED ABOVE AND IMMEDIATELY SEND TO:

OMAG Claims Dept.
3650 S. Boulevard
Edmond, OK 73013
Phone (405) 657-1400
Fax (405) 657-1401
claimsdepartment@omag.org



NOTE CITY MGR.
2
THE SUPERVISORS OF CITY OF GLENPOOL,



1515 E 71st St, Suite 300
Tulsa, OK 74136

Invoice

| | |
|-----------|------------|
| Date | Invoice # |
| 7/16/2015 | 08-11512-F |

| | |
|--------------|--------------|
| Phone # | Fax # |
| 918-664-7799 | 918-794-5259 |



Bill To

Royal Trip
P.O. Box 1269
670 E 141 St.
Glenpool, OK 74033

PAST DUE

If payment has been made, please disregard.
Thank you for choosing Enviro-Tec America

| | | |
|----------------|----------------|------|
| P.O. No. | Terms | Site |
| Due on receipt | Due on receipt | |

| Serviced | Description | Qty | Rate | Amount |
|-----------|--|-----|--------|----------|
| 7/13/2015 | Line Test | 3 | 125.00 | 375.00 |
| | Tank Tightness Test | 2 | 300.00 | 600.00 |
| | Functional Element | 1 | 400.00 | 400.00 |
| | Water Removal Vacuum Truck | 6.5 | 125.00 | 812.50 |
| | Contaminated Water Disposal per gallon | 630 | 1.65 | 1,039.50 |
| | Water Removal Labor - 1st hour | 1 | 95.00 | 95.00 |
| | Water Removal Labor - each additional hour | 2 | 65.00 | 130.00 |
| | Water Trailer Charge | | 50.00 | 50.00 |
| | Water Removal - Pump Charge | | 25.00 | 25.00 |
| | Emergency Response | 3 | 195.00 | 585.00 |
| | Labor Lic UST/AST Installer-Investigate Fueling System | 10 | 95.00 | 950.00 |
| | Labor - UST/AST Technician-Site Clean Up | 10 | 95.00 | 950.00 |
| | Trip Charge Per Mile Testing Technicians | 40 | 1.35 | 54.00 |
| | Trip Charge Per Mile Testing Technician | 40 | 1.35 | 54.00 |
| | Trip Charge Per Mile Tank Technicians | 40 | 1.35 | 54.00 |

Customer Signature _____

By signing above you acknowledge that all switches, equipment and mechanical units are on and running. Also, I indemnify Enviro-Tec America from any equipment, tank/line and associated components malfunctions. All returned merchandise must be prepaid by customer. A 15% restocking fee will be charged on all orders that are returned by the customer for restocking. ETA will not accept a product for restocking unless it is returned in original carton and is considered to be in new good condition. All used merchandise as is. You also acknowledge that any parts or equipment installed will be repossessed if this invoice is not paid in full within 30 days, and you will be responsible for all costs incurred for their recovery or reinstallation.

A finance charge of 1.5% per month will be charged to accounts 30 days past due.
Thank you for choosing ENVIRO-TEC AMERICA, INC.

Total

Payments/Credits

Balance Due

robe x Foot Length



1515 E 71st St. Suite 300
Tulsa, OK 74136

Invoice

RECEIVED
SEP 22 2015
BY: _____

| | |
|-----------|------------|
| Date | Invoice # |
| 7/16/2015 | 08-11512-F |

| | |
|--------------|--------------|
| Phone # | Fax # |
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| | | |
|----------------|----------------|------|
| P.O. No. | Terms | Site |
| Due on receipt | Due on receipt | |

| Serviced | Description | Qty | Rate | Amount |
|----------|---|-----|------|--------|
| | <p>Emergency Call from customer visible signs of a major fuel leak in the parking lot. Per station owner Danny Cluck with OCC inspector came to site on Sunday 7/12 and said the premium submersible pump is leaking fuel and to stop selling fuel. Need to perform tank tightness test, line and leak test per the Oklahoma Corporation Commission.</p> <p>Dispatched licensed Underground Storage Tank technician to site to investigate possible leak and repair if necessary.</p> <p>Technician could not perform tank test due to contaminated ground water in tank pit so had to call a Vacuum truck to remove contaminated ground water in order to work in the tank pit and test fueling system.</p> <p>Customer has 2 tanks Premium and Unleaded tank they both passed tightness test. We performed line tightness test on unleaded and premium product line and they passed as well</p> | | | |

Customer Signature _____

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Thank you for choosing ENVIRO-TEC AMERICA, INC.

| |
|-------------------------|
| Total |
| Payments/Credits |
| Balance Due |



1515 E 71st St, Suite 300
Tulsa, OK 74136

Invoice

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| Date | Invoice # |
| 7/16/2015 | 08-11512-F |

| | |
|--------------|--------------|
| Phone # | Fax # |
| 918-664-7799 | 918-794-5259 |

RECEIVED
SEP 22 2015
By: _____

Bill To

Royal Trip
P.O. Box 1269
670 E 141 St.
Glenpool, OK 74033

PAST DUE

If payment has been made, please disregard.
Thank you for choosing Enviro-Tec America

| | | |
|----------------|----------------|------|
| P.O. No. | Terms | Site |
| Due on receipt | Due on receipt | |

| Serviced | Description | Qty | Rate | Amount |
|----------|---|-----|------|--------|
| | <p>Premium tank had .5" inch of water and Unleaded Tank had 1.5" inches of water. Technician removed water from both tanks. Technician's inspected both dispensers for any possible signs of leaks and customer informed technician that he has blender valves under the dispenser. Inspected hoses and could not tell of any signs of corrosion.</p> <p>Cause of the problem is attributed to water line break behind the store near the tank pit that was not repaired for over 3 weeks. This water break allowed the ground water to rise dramatically and site has had a previous fuel release which required one of the underground storage tank to be removed from the site. As a result old fuel from the previous release was pushed up to the surface of the parking lot which contributed to this emergency response of the fueling system at Royal Trip.</p> | | | |

Customer Signature _____

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A finance charge of 1.5% per month will be charged to accounts 30 days past due.
Thank you for choosing ENVIRO-TEC AMERICA, INC.

| | |
|-------------------------|------------|
| Total | \$6,174.00 |
| Payments/Credits | \$0.00 |
| Balance Due | \$6,174.00 |

**OKLAHOMA CORPORATION COMMISSION
PETROLEUM STORAGE TANK DIVISION**

Initial Response, Abatement and Site Characterization Report

PSTD Reviewer _____ Approve [] Deny [] Date _____

1. CASE NUMBER [REDACTED] Submitted to (PSTD P.E.A.): **Jim Crawford**
FACILITY NUMBER [REDACTED] To Fulfill Purchase Order: **20 Day Report**

2. Facility Name **Royal Trip**
Contact Person/Phone No. **Syed A Rubiyat Newaz/918-322-5602**
Street Address, City, County **670 East 141st Street, Glenpool, Tulsa**

3. Owner/Operator's Signature Syed A Newaz Date 09/08/15
By signing above the Owner/Operator affirms that all of the information in this report is true and correct to the best of his/her knowledge.
Owner/Operator **Syed A Rubiyat Newaz**
Contact Person/Phone No. **Syed A Rubiyat Newaz/918-322-5602**
Address, City, State, Zip **PO Box 1269, Glenpool, OK 74033**

4. Remediation Consultant's Signature Rashid Abdulla Date 9-9-15
Remediation Consultant's Name and Firm **Rashid Abdulla**
Remediation Consultant's License Number **01** Expiration Date **12/15**
Phone Numbers: Voice: [REDACTED] Fax: [REDACTED] Pager/Cell: [REDACTED]
E-Mail Address: rabdulla@emiratac.com

Consulting Firm Principal Signature [Signature]

5. What was the cause of the release?
According to the Initial Release Report, the cause of the release was from a leak at the premium unleaded sub pump. Upon investigation by ETA, no leak was discovered. The premium UST and product lines were tested and passed.

6. What was the type of product and estimated quantity released?
Gasoline product of an unknwn quantity was released.

7. Was there free product? Yes No If no skip questions 8 through 12.

8. If yes, report the type and thickness of the free product observed or measured in wells boreholes or excavations from the date of discovery to the present.

9. Identify how the free product was recovered.

10. Identify how the free product was disposed.

11. What was the volume of free product disposed?



12. How were the contaminated soils and/or water, that was generated during the initial abatement, disposed or treated?
Petroleum impacted groundwater removed by vacuum truck and disposed of off-site.
13. Is the release on going? Yes No
14. Describe the measures used to abate the release (ie. Repairs to the system, removal of free product, etc) be sure to list any actions taken to mitigate fire, explosion and vapor hazards.
Source of release is unkown. Petroleum impacted groundwater seeped to the ground surface due to a high water table. Petroleum impacted groundwater was removed by vacuum truck, and the water table was drawn down.
15. Have there been previous releases at this site? Yes No If yes, please list.
Previous release under Case Number [REDACTED] was opened in August 2002 due to leaking product line or leak detectors.
16. Describe a history of the site (ie did it use to be a bulk plant, a paint manufacture, etc.)
Site has historically been utilized as a gasoline dispensing facility with convenience sales.
17. How is on site and surrounding land used?
On-site land is utilized as a gasoline dispensing facility with convenience sales. Surrounding land use is mixed use commerical and residential. Residential properties and office complex are immediatly to the north; Glenpool Public Libarary is immediatly to the east; Native American Coalition of Tulsa is immediatly to the south; and a retail shopping center is immediatly to the west.
18. Describe the quality of the regional groundwater supplies.
According to *Hydrologic Atlas 4 Reconnaissance of the Water Resources of the Oklahoma City Quandrangle, Central Oklahoma*, the chemical quality of regional groundwater supplies are generally fair to poor. These areas generally yield water containing more than 500 mg/L of dissolved soilds.
19. What is the use/location of water-supply wells that are within 330 feet of the source? Show on a site map.
20. Is the surrounding area designated for wellhead protection? Yes No
21. Briefly describe the subsurface soil conditions and source of information.
According to the ORBCA Tier 1 A Report dated May 19, 2003 completed by Petroleum Marketers Equipment Co., the soil profile on-site consisted of Clay loam from 2 ft to 3 ft, clay from 2 ft to 10 ft, and silt from 10 ft to 14 ft.
22. What is the depth to and quality of groundwater (be site specific)?
Depth to groundwater was approximately 0.16 feet below top of casing on average in tank pit monitoring wells.
23. Figure 1, provide information regarding the surface topography across the site.
See Figure 1 – Topographic Map



24. Figure 2, provide a site map (the sketch of the site does not need to be to scale). Include all structures, tanks, line and dispensers (past and current) and utilities (include OVM vapor survey results). Show proposed locations of the four ORBCA wells.
See Figure 2 – Site Map

25. Are there any of the following?

| Improvement or Utility | Yes | No | OVM Vapor Survey Results | Depth/Height (ft bgs or aboveground) |
|--------------------------|-----|----|--------------------------|--------------------------------------|
| Overhead Power Line(s) | X | | | 20'-25' AGS |
| Subsurface Power Line(s) | | X | N/A | |
| Natural Gas Line(s) | X | | | 2'-5' BGS |
| Water Line(s) | X | | | 2'-6' BGS |
| Sanitary Sewer Line(s) | X | | No Access | 2'-6' BGS |
| Storm Sewer Line(s) | | X | 0.01 ppm | 2'-3' BGS |
| Communication Conduit(s) | X | | Aboveground | 20'-25' AGS |
| Other: | | | | |



EZY 3 LOCATOR PLUS

FINAL REPORT

ENVIRO-TEC AMERICA, INC.
 1515 E. 71st St., Suite 300
 TULSA, OK 74136
 Phone: 918-664-7799
 Fax: 918-794-4144

Date: 7-14-2015
 Customer Name: Royal Trip
 Facility ID: 7212613
 Address: 670 E 141 St.
 Glenpool, OK 74033

| | TANK #1 | TANK #2 | TANK #3 | TANK #4 |
|-----------------------|----------|---------|---------|---------|
| TOTAL TANK VOL., GAL. | | | | |
| PRODUCT VOL., INCHES | 42" | 17" | | |
| PRODUCT TYPE | Unleaded | Premium | | |

THE ACOUSTIC CHARACTERISTIC OF THE TANK(S) REVEALS:

| | | | | |
|--|---|---|--|--|
| TIGHT TANK (PASS) This underground storage tank passes the criteria set forth by the U.S. EPA | X | X | | |
| ULLAGE (FAIL) This underground storage tank fails the criteria set forth by the U.S. EPA | | | | |
| WET PORTION (FAIL) This underground storage tank fails the criteria set forth by the U.S. EPA | | | | |

WATER SENSOR INDICATES: (CHECK ONLY ONE)

| | | | | |
|---------------------------------------|---|---|--|--|
| NO WATER INTRUSION | X | X | | |
| WATER INTRUSION | | | | |
| NOT APPLICABLE (no water around tank) | | | | |

Tester Name: David Perez

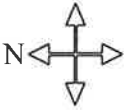
Certificate #: 51-1169

(These results reflect the condition at this date only)

This precision tank testing system exceeds the criteria required by Local, State, and Federal NFPA #329 and EPA UST technical standards part 280 for precision testing systems.

Tank Data

| <u>TANK #</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> |
|--------------------|----------|----------|----------|----------|
| Tank Material | | | | |
| Tank Diameter | 96" | 96" | | |
| Water Level In Pit | 110" | 110" | | |
| How H2O Determined | M.W. | M.W. | | |
| Type of Test | Vacuum | Vacuum | | |



Tank Sketch

Approximate not to scale

Unleaded



Premium

Royal Trip
670 E 141 St.
Glenpool, OK 74033

EZY 3 LOCATOR PLUS

PRESSURE CALCULATION & WATER SENSOR CALIBRATION DATA SHEET

| | | | |
|-----------------|-----------------|-----------|----------------------------|
| DATE | <u>7/14/15</u> | FACILITY# | <u>7212613</u> |
| TOTAL TANK VOL. | _____ | TANK # | <u>1</u> |
| PRODUCT VOL. | <u>42"</u> | LOCATION | <u>Royal Trip</u> |
| ULLAGE VOL. | <u>54"</u> | | <u>670 East 141st St.</u> |
| PRODUCT TYPE | <u>Unleaded</u> | | <u>Gleenpool, OK 74033</u> |

PRESSURE SENSOR CALIBRATION

| | | | | | |
|--|---|-------------------|---|---------------|------------|
| <u>42</u> | X | <u>0.026</u> | = | <u>1.092</u> | PSI (1) |
| INCHES OF PRODUCT | | WEIGHT OF PRODUCT | | | |
| <u>1.5</u> | X | <u>0.036</u> | = | <u>0.084</u> | PSI (2) |
| INCHES OF WATER IN TANK | | | | | |
| LINE 1 + LINE 2 = TOTAL POSITIVE HEAD PRESSURE IN TANK | | | = | <u>1.146</u> | PSI (3) |
| <u>110</u> | X | <u>0.036</u> | = | <u>3.96</u> | PSI (4) |
| INCHES OF WATER OUTSIDE TANK | | | | | |
| TOTAL HEAD PRESSURE MINUS OUTSIDE WATER PRESSURE | | | = | <u>-2.814</u> | +/- PSI(5) |
| ALWAYS ADD .5 PSI | | | + | <u>-2.314</u> | PSI (6) |
| NOTE: IF LINE 6 IS LESS THAN .5 PSI LINE 7 SHALL BE .5 PSI | | | | | |
| TEST PRESSURE | | | + | <u>0.5</u> | +/- PSI(7) |

DEPTH OF GROUNDWATER DETERMINED:

BY: M.W.
WHERE: Tank Pit

WATER SENSOR CALIBRATION

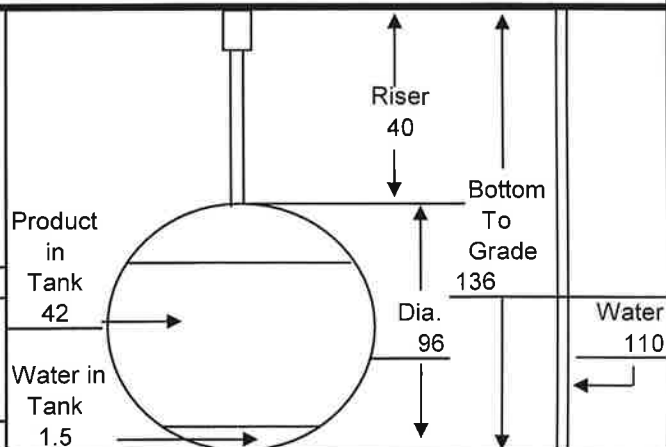
ADDED: 90 90 90
CAL # 1 CAL # 2 CAL # 3

AVERAGE: 90

WATER INTRUSION TEST PERIOD: Began: 16:15
Ended: 16:55

CALCULATION FOR TEST PRIOD:
90 /3780= 0.0238 / .05 = 28.57

AVE. CAL. "A" FACTOR TIME OF TEST



EZY 3 LOCATOR PLUS

PRESSURE CALCULATION & WATER SENSOR CALIBRATION DATA SHEET

| | | | |
|-----------------|----------------|-----------|----------------------------|
| DATE | <u>7/14/15</u> | FACILITY# | <u>7212613</u> |
| TOTAL TANK VOL. | _____ | TANK # | <u>2</u> |
| PRODUCT VOL. | <u>17"</u> | LOCATION | <u>Royal Trip</u> |
| ULLAGE VOL. | <u>79"</u> | | <u>670 East 141st St.</u> |
| PRODUCT TYPE | <u>Premium</u> | | <u>Gleenpool, OK 74033</u> |

PRESSURE SENSOR CALIBRATION

| | | | | | |
|--|---|-------------------|---|--------------|--------------------------|
| <u>17</u> | X | <u>0.026</u> | = | <u>0.442</u> | PSI (1) |
| INCHES OF PRODUCT | | WEIGHT OF PRODUCT | | | |
| <u>0.75</u> | X | <u>0.036</u> | = | <u>0.027</u> | PSI (2) |
| INCHES OF WATER IN TANK | | | | | |
| LINE 1 + LINE 2 = TOTAL POSITIVE HEAD PRESSURE IN TANK | | | | = | <u>0.415</u> PSI (3) |
| <u>110</u> | X | <u>0.036</u> | = | <u>3.96</u> | PSI (4) |
| INCHES OF WATER OUTSIDE TANK | | | | | |
| TOTAL HEAD PRESSURE MINUS OUTSIDE WATER PRESSURE | | | | = | <u>-3.485</u> +/- PSI(5) |
| ALWAYS ADD .5 PSI | | | | + | <u>2.985</u> PSI (6) |
| NOTE: IF LINE 6 IS LESS THAN .5 PSI LINE 7 SHALL BE .5 PSI | | | | | |
| TEST PRESSURE | | | | + | <u>0.5</u> +/- PSI(7) |

DEPTH OF GROUNDWATER DETERMINED:

BY: M.W.
WHERE: Tank Pit

WATER SENSOR CALIBRATION

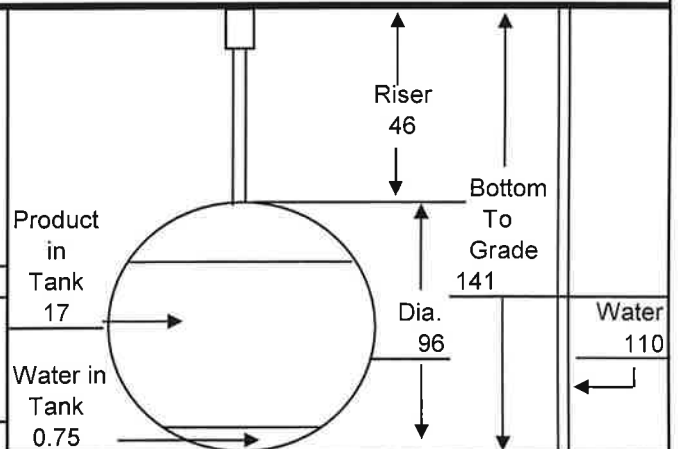
ADDED: 100 100 100
CAL # 1 CAL # 2 CAL # 3

AVERAGE: 100

WATER INTRUSION TEST PERIOD: Began: 15:00
Ended: 15:45

CALCULATION FOR TEST PRIOD:
100 /3780= 0.0264 / .05 = 32

AVE. CAL. "A" FACTOR TIME OF TEST



OKLAHOMA CORPORATION COMMISSION – PETROLEUM STORAGE TANK DIVISION
P. O. Box 52000, Oklahoma City, OK 73152-2000
(405) 521-4683

HYDROSTATIC LINE TIGHTNESS TEST

7-13-2015 Royal Trip 7212613
DATE OF TEST FACILITY NAME OCC FACILITY I. D. NO

670 E. 141 St. Glenpool, OK TYPE PUMPING SYSTEM CHECK (✓)
FACILITY ADDRESS CITY/ZIP Pressurized Suction

PRODUCT LINE CONSTRUCTION: CHECK (✓)
 Steel with Cathodic Protection Fiberglass Single Wall Fiberglass Double Wall Flexible double Wall Other _____

TYPE LINE LEAK DETECTOR: CHECK (✓) Mechanical Electronic TECHNICIAN'S SIGNATURE _____

ENVIRO-TEC AMERICA, INC. 1515 E. 71st St. Suite 300 TULSA, OK 74136
TESTING COMPANY NAME TESTING COMPANY ADDRESS CITY/STATE/ZIP

918-664-7799 Jacob Ragsdale 12-8050 3-18-2018
TESTING COMPANY PHONE OR EMAIL TECHNICIAN NAME/CERTIFICATION NO/EXPIRATION DATE

ESTA, EZ CHECK Item ID 080SS _____
MAKE/MODEL OF TESTING EQUIPMENT EQUIP SERIAL NUMBER TECHNICIAN PHONE

TEST EQUIPMENT USED MUST FOLLOW PROTOCOL EVALUATED BY NWGLDE FOR PRODUCT LINE CONSTRUCTION

LINE TIGHTNESS TEST DATA
PLEASE RECORD MINIMUM ONE HOUR TEST TIME AT 1.5 TIMES OPERATING PRESSURE OR PER
MANUFACTURER RECOMMENDATIONS

| LINE ID (PRODUCT) | LINE DIAMETERS & LENGTH | # OF NOZZLES | #FLEX CONNECT | START TEMP (° F) | END TEMP (° F) | |
|---|-------------------------|--------------|--|------------------|----------------|----------------------------------|
| Unleaded | 1" x 75' | 4 | 1 | 97° | 98° | |
| TIME-RECORD ONE FULL HOUR OF INTERVALS | PRESSURE (psi) | | VOLUME (convert Total Hour to Gal/Hr Measurement) | | | 1 HOUR RESULT PASS / FAIL |
| | BEFORE | AFTER | BEFORE | AFTER | NET CHANGE | |
| 14:00-14:15 | 50 | 50 | 0.2774 | 0.2774 | 0 | Pass |
| 14:15-14:30 | 50 | 50 | 0.2774 | 0.2774 | 0 | Pass |
| 14:30-14:45 | 50 | 50 | 0.2774 | 0.2774 | 0 | Pass |
| 14:45-15:00 | 50 | 50 | 0.2774 | 0.2774 | 0 | Pass |
| Premium | 1" x 75' | 4 | 1 | 95° | 96° | |
| TIME-RECORD ONE FULL HOUR OF INTERVALS | PRESSURE (psi) | | VOLUME (convert Total Hour to Gal/Hr Measurement) | | | 1 HOUR RESULT PASS / FAIL |
| | BEFORE | AFTER | BEFORE | AFTER | NET CHANGE | |
| 11:00-11:15 | 50 | 50 | 0.2812 | 0.2812 | 0 | Pass |
| 11:15-11:30 | 50 | 50 | 0.2812 | 0.2812 | 0 | Pass |
| 11:30-11:45 | 50 | 50 | 0.2812 | 0.2812 | 0 | Pass |
| 11:45-12:00 | 50 | 50 | 0.2812 | 0.2812 | 0 | Pass |
| TIME-RECORD ONE FULL HOUR OF INTERVALS | PRESSURE (psi) | | VOLUME (convert Total Hour to Gal/Hr Measurement) | | | 1 HOUR RESULT PASS / FAIL |
| | BEFORE | AFTER | BEFORE | AFTER | NET CHANGE | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

OKLAHOMA CORPORATION COMMISSION – PETROLEUM STORAGE TANK DIVISION
P. O. Box 52000, Oklahoma City, OK 73152-2000
(405) 521-4683

PRESSURIZED PRODUCT LINE LEAK DETECTOR TESTS

7-13-2015
DATE TEST COMPLETED

Royal Trip
FACILITY NAME

7212613
OCC FACILITY I. D. NUMBER

670 E. 141st St.
FACILITY ADDRESS

Glenpool, 74033
CITY/ZIP

Mechanical Electronic
LINE LEAK DETECTOR TYPE CHECK (✓)

ELECTRONIC LINE LEAK DETECTION

IF ELECTRONIC LINE LEAK DETECTORS, ARE THEY CONNECTED TO AUTOMATIC TANK GAUGE? YES NO

ESTA, EZ CHECK
MAKE/MODEL OF AUTOMATIC TANK GAUGE

Item ID 080SS
MAKE/MODEL OF ELECTRONIC LINE LEAK DETECTOR(S)

Electronic line leak detectors must be capable of and must perform a 0.2 gallon-per-hour leak test at least once every 30 days (this function is usually programmed into the electronic control device); and it must be capable of and must perform a 0.1 gallon-per-hour leak test once each year (this function may be programmed or may require manual start by the operator). Operator must provide written proof of these tests (30-day & yearly) being completed successfully. Record below the date each month of the 0.2 gph tests and the date of the annual 0.1 gph test.

CHECK (✓) EACH MONTH OF 0.2 GPH LINE TEST BY ELECTRONIC LINE LEAK DETECTOR (*ATTACH ATG PRINTOUTS*):

| | | | | | | | | | | | | |
|----------|------|------|------|------|-----|------|------|------|-------|------|------|------|
| Product: | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
| Product: | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
| Product: | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
| Product: | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |

ANNUAL 0.1 GPH LINE TEST BY ELECTRONIC LINE LEAK DETECTOR (*ATTACH ATG PRINTOUTS*):

Product: _____ Date Passed 0.1 Annual Test _____ Product: _____ Date Passed 0.1 Annual Test _____
 Product: _____ Date Passed 0.1 Annual Test _____ Product: _____ Date Passed 0.1 Annual Test _____

FUNCTION TEST OF ELECTRONIC OR MECHANICAL LINE LEAK DETECTION

ANNUAL MECHANICAL LEAK DETECTOR TEST PERFORMED BY: (Name/Company) Enviro-Tec America Inc.
 Test Method (must detect 3 gph @ 10 psi leak): Estabrook Hydrostatic

ANNUAL ELECTRONIC LEAK DETECTOR TEST PERFORMED BY: (Name/Company) Enviro-Tec America Inc.
 (ELLD Function Tests-complete next section below and *attach printouts that document system shutdown-or alarmed when tested*)

Technician's Telephone No.: 918-664-7799 Technician Signature: 

| (1) Product | (2) Type & Serial Number | (3) Opening Time | (4) Operating Pressure (PSI) | (5) Metering Pressure (PSI) | (6) Measured Leak Rate – Specify Gal/Hr | (7) Pass / Fail |
|---|---|--|---------------------------------|---------------------------------------|---|---|
| If Diesel, must use Diesel leak detector | If not recording serial #, explain why. | Seconds required to open to full pressure. | Full pump pressure. | Detector in leak mode, nozzle closed. | Quantity & Duration of created leak. | Includes proper installation per Manufacturer |
| With LLD in Leak Mode, open nozzle. Flow should be 1 ½ to 3 gallons/ hour. Close nozzle & observe pressure, while continuing to create leak; pressure should return to rate in column 5. If full line pressure (column 4) is achieved with nozzle closed & created leak in progress, FAIL. | | | | | | |
| (1) Unleaded | RJ/Under water | 2 | 28 | 11 | 189mil/min | Pass |
| (2) Premium | RJ/Under water | 2 | 30 | 11 | 189mil/min | Pass |
| (3) | | | | | | |
| (4) | | | | | | |
| (5) | | | | | | |

51583

WORK ORDER
City of Glenpool

Date 7-10-14 Time 1450

- | | | |
|---|----------------------------------|---|
| <input checked="" type="checkbox"/> Water | <input type="checkbox"/> Streets | <input type="checkbox"/> Planning, Zoning |
| <input type="checkbox"/> Sewer | <input type="checkbox"/> Parks | <input type="checkbox"/> Animal Control |
| <input type="checkbox"/> Code | <input type="checkbox"/> Fire | <input type="checkbox"/> Police |

Taken By R. Hirsch Worked By Jeremy

Name Sueel

Address Bryant Trip - 1070 E 141 St

Phone 918-322-5602

Work Description

Water coming out of ground by building.

Called Zac Golden - Gave contact info

- Urgent
- ASAP

Disposition

Date 7-14-15 Time -

Zac called me and I went to talk to customer because I already had this schedule.

Jeremy McCool

Supervisor of Foreman

51700

WORK ORDER
City of Glenpool

Date 7-12-15 Time 15:52

- | | | |
|---|----------------------------------|---|
| <input checked="" type="checkbox"/> Water | <input type="checkbox"/> Streets | <input type="checkbox"/> Planning, Zoning |
| <input type="checkbox"/> Sewer | <input type="checkbox"/> Parks | <input type="checkbox"/> Animal Control |
| <input type="checkbox"/> Code | <input type="checkbox"/> Fire | <input type="checkbox"/> Police |

Taken By 214 Worked By Jeremy

Name Several Callers

Address Royal Trip

Phone 322-5602

Work Description

Adv. Water leak causing gas
smell.

- Urgent
- ASAP

Disposition

Date 7-12-15 Time _____

I went and spoke with cust,
and told him we be there Mon.

Jeremy
Supervisor of Foreman

08-14-2015 09:29 AM
ACCOUNT #: 09-000001-03

SINGLE ACCOUNT NOTES REPORT

NAME SERVICE ADDRESS

ROYAL TRIP STORE 670 E 141ST ST

| | |
|--------------------------------|--|
| 7/13/2015 03:45 PM mmontgomery | 7/13/15 JEREMY MCCOOL & BILL HUGHES MADE REPAIRS - LEAKI - REPLACED WHEEL VALVE WITH SADDLE & CORP STOP - ALL NE SERVICE ORDER 16360 |
| 5/13/2013 03:48 PM kbarrett | SENT FOR RE READ, NO LEAK DETECTED |

Royal Trip Statement

On Monday the 6th I was called out to check for a leak at the Royal Trip at 670 E. 141st St. When I arrived at the location I could see water on the concrete in places, so I proceeded to check the customers water meter first to see if there was a leak on their side. The meter did not indicate any leak on the customer's side at this time. After I had checked the meter I walked towards where the water was on the concrete and noticed that it was coming from the grass area southeast of the store. I dug around the valve body that was here in the grass area and found the water was coming up here. I marked the area with flags and paint then had Margaret call in locate request for dig site. The owner came out to talk to me and I explained to him that I would have to wait for utilities to be located before we could dig up and fix the water leak and it would be Tuesday the 14th before we could fix this due to meter reading we had to finish so we would have enough help there to fix this leak. I kept checking through out the week for locates and noticed they had located this on Friday. Then on Saturday the 11th I got a call from the police dept. telling me that the owner at Royal Trip was calling to complain about the leak and was saying that the leak was causing his gas tanks to leak. So I went to the store to take a look and talk to the owner. When I arrived I noticed more water on the concrete, but we

had a lot of rain on Thursday so I assumed that was part of the water. The owner told me he wanted it fixed and I told him the soonest we could get it done would be Monday the 13th and that it didn't meet the requirements to bring in guys for overtime since it was just a leak and not a break and no one was without water. I also explained to him that the leak is so far away that it wouldn't have any effect on his tanks and that the water was probably just pushing up old contaminants that have run down into the soil. Then again on Sunday the 12th I went back out to store after police dept. called me again about this issue saying that customers had been complaining about gas smell. I told him the same thing and we would be out first thing Monday to fix leak, but he kept trying to blame the water leak for damaging his gas tanks and I told him that would be highly unlikely to cause any damage to his tanks and it shouldn't be any different than when it was raining. If water can damage his tanks then they would have been damaged from all the rain we had before which was worse than this minor leak that is 75ft. away from tanks. On Monday we showed up to job at about 7:30 AM and started digging. Then after 8 AM a guy from the oil and gas commission show up and I told him the situation and he said there was no way this leak would have anything to do with his tanks and that if he does have an issue with his tanks it was

already there and the water is just bringing it to the surface. Then I had another inspector tell me that this store had an issue with a tank about a year ago and had it removed. He told me that the water was probably just bringing the old contaminants to the surface. After that discussion we returned to digging up the line and found the leak to be on the wheel valve that's on the 2 inch line coming from the 6 inch main. The wheel valve was leaking at handle where packing is and was rusted away. We shut down this main water line and replaced the tap saddle, valve, and part of the 2 inch line. After fixing the leak we turned the water back on and checked for leaks. There were no leaks so we filled in hole and leveled out dirt. We will go back after this dries up some and lay down some sod to replace the grass we dug up here.

7-13-15

Jeremy McCool



























Oklahoma Municipal Assurance Group

3650 S. Boulevard • Edmond, OK 73013-5581 • 405/657-1400 • 800/234-9461 • fax: 405/657-1401 • www.omag.org

September 24, 2015

Royal Trip
Attn: Mr. Newaz
670 E. 141st Street
Glenpool, OK. 74033

Re: Member : City of Glenpool
Claimant : Royal Trip
Date of Loss : 7/14/2015
Claim Number : 201118-BD

Dear Mr. Newaz,

This will acknowledge receipt of the above captioned claim. The undersigned will be directing the handling of this matter and will be in touch in the near future.

Sincerely,

Brad Doublehead
Sr. Claims Adjuster

BD/jp

cc: City of Glenpool



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October 27, 2015

RECEIVED

OCT 30 2015

City of Glenpool
Attn: Susan White
P.O. Box 70
Glenpool, OK 74033-0070

RE: Member : City of Glenpool
Claimant : Royal Trip
Date of Loss : 7/14/2015
Claim No. : 201118-BD

Dear Ms. White:

We have completed our investigation regarding the above referenced claim. It is our recommendation to the City of Glenpool that this claim be denied. We find no liability on the City's part regarding this incident.

Under the Governmental Tort Claims Act, 51 Okla. Sec. 157(A), this claim will be deemed denied ninety (90) days after it was received by the City of Glenpool. 51 Okla. Stat. Sec. 157 (B) requires any lawsuit under the Act to be commenced within one hundred eighty (180) days after denial of the claim.

Thus to begin the 180-day statute of limitations prior to 12/21/15, you must deny this claim in writing before 12/21/15. For the 180-day period to start running, the claimant **must be notified at the address on the claim within five (5) days of the denial.** To document compliance with the Act, we recommend that you send notice of denial of this claim by certified mail.

Please advise us as soon as possible of any official action taken by you on denial of this claim.

Sincerely,

Brad Doublehead
Senior Claims Adjuster



Oklahoma Municipal Assurance Group

3650 S. Boulevard • Edmond, OK 73013-5581 • 405/657-1400 • 800/234-9461 • fax: 405/657-1401 • www.omag.org

October 27, 2015

RECEIVED

OCT 30 2015

Royal Trip
670 E. 141st Street
Glenpool, OK 74033

RE: Member : City of Glenpool
Claimant : Royal Trip
Date of Loss : 7/14/2015
Our Claim No : 201118-BD

Dear Royal Trip:

The Governmental Tort Claims Act, 51 Okla. Stat. Sec. 155 states:

"The state or a political subdivision shall not be liable if a loss or claim results from:
An act or omission of an independent contractor..."

Based on this exemption, we see no liability on the City of Glenpool's part for this claim. Severn Trent, who is an independent contractor, is responsible for maintenance and repairs to the water lines in the City of Glenpool.

Sincerely,

Brad Doublehead
Senior Claims Adjuster

cc: City of Glenpool



To: HONORABLE MAYOR AND CITY COUNCIL
From: Roger Kolman, City Manager
Date: December 14, 2015
Subject: Resolution of Support

Background:

The State of Oklahoma and the City of Tulsa are seeking support from local jurisdictions for the new F-35 Lightning II fighter aircraft to be based at the Tulsa Air National Guard facility and for such aircraft to be assigned to the 138th Fighter Wing. These new aircraft are scheduled for deployment in 2022 and having such advanced aircraft based in Tulsa would keep our metro region on the forefront of aircraft technology. This will help to maintain and expand the job base in the metro related to the aero-space industry.

Tulsa's Mayor Bartlett, along with a contingent from Oklahoma, will be in Washington D.C. next week to meet with Federal representatives and the U.S. Air Force to make the business case for the location of the F-35 in Tulsa.

Staff Recommendation:

Staff recommends approval of the resolution.

Attachments:

Resolution of support

RESOLUTION NO. 15-12-01

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENPOOL, OKLAHOMA FOR THE PURPOSE OF SUPPORTING THE GOVERNOR'S TASK FORCE IN RECOMMENDING THE TULSA BASE OF THE OKLAHOMA AIR NATIONAL GUARD AS THE OPTIMUM LOCATION FOR THE NEW F-35 LIGHTNING II FIGHTER AIRCRAFT FLEET; ACKNOWLEDGING THE 138TH FIGHTER WING, LOCATED AT TULSA AIR NATIONAL GUARD BASE, AS ONE OF THE PREMIER COMBAT UNITS IN THE UNITED STATES AIR FORCE; AND URGING THE PENTAGON TO STATION THE NEXT GENERATION OF FIGHTER AIRCRAFT AT TULSA.

WHEREAS, the United States Air Force is currently deliberating the location of the future F-35 "Lightning II" Fighter Wing; and

WHEREAS, since 1957 citizen airmen of the Oklahoma Air National Guard have served with honor, distinction and effectiveness when called to duty by the State of Oklahoma or United State of America; and

WHEREAS, the Tulsa 138th Fighter Wing of the Oklahoma Air National Guard is possessed of operational excellence as acknowledged by the Air Force itself; a distinguished combat history in eleven overseas combat operations; pilot demographics well suited to new aircraft technology; a notable recruitment and retention rate; strategic access to special-use airspace and military training ranges; newly updated facilities, including new aircraft apron, weather shelter, fuel storage and ammunition storage; and

WHEREAS, the 138th Fighter Wing enjoys broad support and a close relationship with the Tulsa community and its civic leaders.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENPOOL THAT:

Section 1. The City of Glenpool recommends the Tulsa 138th Fighter Wing of the Oklahoma Air National Guard as future home to the next generation of fighter aircraft, the F-35 "Lightning" II, due to be deployed beginning in 2022;

Section 2. The City of Glenpool supports the Governor of the State of Oklahoma, and her task force, in urging the United States Air Force to station its next generation of fighter aircraft at the Tulsa base of the Oklahoma Air National Guard.

CONSIDERED AND APPROVED by the City Council on the 14th day of December 2015.

Timothy Lee Fox, Mayor

Attest:

Susan White, City Clerk

Approved as to Form:

Lowell Peterson, City Attorney



To: HONORABLE MAYOR AND CITY COUNCIL
From: Roger Kolman, City Manager
Date: December 14, 2015
Subject: Purchase of hardware/software for network server replacement

Background:

The City's information technology infrastructure is supported by two network servers, one located at the City Hall/Conference Center and the other at the Public Safety Facility. Those servers are in need of replacement due to age, changes in technology and lack of currently available network storage. Our IT consultant has prepared a bid to replace the server at the City Hall/Conference Center and to rehab the server at the Public Safety Facility to serve as the local backup for the new server. The cost of the hardware, software and accessories for the new server will be \$16,626.95 from SafariMicro, including the \$3,849 necessary to upgrade SQL portion of the server dedicated to INCODE.

This project is included in the adopted FY2016 budget at line item 01-6-01-6355.

Staff Recommendation:

Staff recommends approval of this purchase.

Attachments:

Quotes from SafariMicro



Safari Micro, Inc.
 2185 W. Pecos Rd
 Suite 9
 Chandler, Arizona 85224
 United States
<http://www.safarimicro.com>
 (P) 480-345-1860
 (F) 480-345-1861


| Quote (Open) | |
|-------------------------|--|
| Date | Dec 08, 2015 06:59 PM MST |
| Doc # | 295554 - rev 1 of 1 |
| Description | PowerEdge R730 Server w/UPS (64gb of RAM) |
| SalesRep | Zub-Gulick, Dorothy (P) 888-556-5169 (F) 480-360-1370 |
| Customer Contact | Oltmann, Richard (P) (918)-284-9598 roltmann@blueskytechok.com |

Customer
 City of Glenpool (CO11713)
 Oltmann, Richard
 12205 SOUTH YUKON AVE
 PO Box 70
 Glenpool, OK 74033
 United States
 (P) 918-209-4617



Bill To
 City of Glenpool
 Barnes, Charles
 12205 SOUTH YUKON AVE
 PO Box 70
 Glenpool, OK 74033
 United States
 (P) 918-322-5409

Ship To
 City of Glenpool
 Barnes, Charles
 12205 SOUTH YUKON AVE
 PO Box 70
 Glenpool, OK 74033
 United States
 (P) 918-322-5409

| | |
|----------------------------------|---------------------------|
| Ship Via: FedEx Ground | |
| Special Instructions: | Carrier Account #: |

| # | Image | Description | Part # | Qty | Unit Price | Total |
|---|---|--|----------|-----|-------------|-------------|
| 1 |  | PowerEdge R730 Server | 210-ACXU | 1 | \$11,469.00 | \$11,469.00 |
| | | Note: PowerEdge R730 Server (210-ACXU) | | 1 | | |
| | | PowerEdge R730/R730xd Motherboard (591-BBCH) | | 1 | | |
| | | Dell Hardware Limited Warranty Plus On Site Service (976-8706) | | 1 | | |
| | | ProSupport: 7x24 HW / SW Tech Support and Assistance, 3 Year (976-8707) | | 1 | | |
| | | ProSupport: Next Business Day Onsite Service After Problem Diagnosis, 3 Year (976-8708) | | 1 | | |
| | | Thank you choosing Dell ProSupport. For tech support, visit http://www.dell.com/support or call 1-800- 945-3355 (989-3439) | | 1 | | |
| | | US Order (332-1286) | | 1 | | |
| | | On-Site Installation Declined (900-9997) | | 1 | | |
| | | PowerEdge R730 Shipping (340-AKKB) | | 1 | | |
| | | R730/xd PCIe Riser 2, Center (330-BBCO) | | 1 | | |
| | | R730 PCIe Riser 3, Left (330-BBCQ) | | 1 | | |
| | | R730/xd PCIe Riser 1, Right (330-BBCR) | | | | |

| # | Image | Description | Part # | Qty | Unit Price | Total |
|---|-------|---|--------|-----|------------|-------|
| 1 | | Broadcom 5720 QP 1Gb Network Daughter Card (540-BBBW) | | | | |
| 1 | | iDRAC8 Enterprise, integrated Dell Remote Access Controller, Enterprise (385-BBHO) | | | | |
| 1 | | OpenManage Essentials, Server Configuration Management (634-BBWU) | | | | |
| 1 | | Chassis with up to 8, 2.5" Hard Drives (350-BBEN) | | | | |
| 1 | | Bezel (350-BBEJ) | | | | |
| 1 | | Performance BIOS Settings (384-BBBL) | | | | |
| 1 | | RAID 5 for H330/H730/H730P (3-16 HDDs or SSDs) (780-BBJV) | | | | |
| 1 | | PERC H730 Integrated RAID Controller, 1GB Cache (405-AAEG) | | | | |
| 1 | | SanDisk DAS Cache, 90 Day Trial License (632-BBDC) | | | | |
| 1 | | Intel Xeon E5-2630 v3 2.4GHz,20M Cache,8.00GT/s QPI,Turbo,HT,8C/16T (85W) Max Mem 1866MHz (338-BFFU) | | | | |
| 1 | | Upgrade to Two Intel Xeon E5-2630 v3 2.4GHz,20M Cache,8.00GT/s QPI,Turbo,HT,8C/16T (85W) (374-BBHD) | | | | |
| 8 | | 8GB RDIMM, 2133MT/s, Dual Rank, x8 Data Width (370-ABUJ) | | | | |
| 1 | | 2133MT/s RDIMMs (370-ABUF) | | | | |
| 1 | | Performance Optimized (370-AAIP) | | | | |
| 5 | | 2TB 7.2K RPM SAS 12Gbps 512e 2.5in Hot-plug Hard Drive,13G (400-AHLO) | | | | |
| 1 | | Electronic System Documentation and OpenManage DVD Kit, PowerEdge R730/xd (631-AAJG) | | | | |
| 1 | | DVD+/-RW, SATA, Internal (429-AAPS) | | | | |
| 1 | | ReadyRails Sliding Rails With Cable Management Arm (770-BBBR) | | | | |
| 1 | | Dual, Hot-plug, Redundant Power Supply (1+1), 750W (450-ADWS) | | | | |
| 2 | | NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America (450-AALV) | | | | |
| 1 | | Windows Server 2012R2 Datacenter Edition,Factory Installed,No Media,2 Socket,Unlimited VMs (618-BBDQ) | | | | |
| 1 | | Windows Server 2012R2 Datacenter, Media, FI Standard Ed Downgrade image, Eng (634-BBOY) | | | | |
| 1 | | DIMM Blanks for System with 2 Processors (370-ABWE) | | | | |
| 1 | | Standard Heatsink for PowerEdge R730/R730xd (374-BBHM) | | | | |
| 1 | | Standard Heatsink for PowerEdge R730/R730xd (374-BBHM) | | | | |
| 1 | | (*) | | | | |

| # | Image | Description | Part # | Qty | Unit Price | Total |
|---|---|--|-------------|-----|------------|----------|
| 2 |  | Schneider Electric - SMART-UPS X 1500VA RACK/TOWER | SMX1500RM2U | 1 | \$793.27 | \$793.27 |
| 3 |  | Schneider Electric - SMART-UPS X-SERIES 48V EXT | SMX48RMBP2U | 1 | \$515.68 | \$515.68 |

Subtotal: \$12,777.95
Tax (0.000%): \$0.00
Shipping: \$0.00
Total: \$12,777.95

UNLESS OTHERWISE STATED,

*Most Quotations are valid for 30 days, except for certain items such as Memory Products.

*Please check with your Sales Person for the expiration date of this Quotation.

*Please inspect your order for accuracy and hidden damage within 30 days of receipt.

*No Returns or Refunds on Apple, HP, Lenovo, and any Configure To Order or Build To Order Products.



Safari Micro, Inc.
 2185 W. Pecos Rd
 Suite 9
 Chandler, Arizona 85224
 United States
<http://www.safarimicro.com>
 (P) 480-345-1860
 (F) 480-345-1861

Quote (Open)

| | |
|-------------------------|--|
| Date | Dec 04, 2015 10:49 AM MST |
| Doc # | 295337 - rev 1 of 1 |
| Description | Microsoft SQL Server 2014 Standard (no SA) |
| SalesRep | Zub-Gulick, Dorothy (P) 888-556-5169 (F) 480-360-1370 |
| Customer Contact | Oltmann, Richard (P) (918)-284-9598 roltmann@blueskytechok.com |

Customer

City of Glenpool (CO11713)
 Oltmann, Richard
 12205 SOUTH YUKON AVE
 PO Box 70
 Glenpool, OK 74033
 United States
 (P) 918-209-4617

Bill To

City of Glenpool
 Barnes, Charles
 12205 SOUTH YUKON AVE
 PO Box 70
 Glenpool, OK 74033
 United States
 (P) 918-322-5409

Ship To

City of Glenpool
 Barnes, Charles
 12205 SOUTH YUKON AVE
 PO Box 70
 Glenpool, OK 74033
 United States
 (P) 918-322-5409

| | | |
|------------------------------|----------------------------|----------------------------------|
| Customer PO: | Terms: Undefined | Ship Via: FedEx Ground |
| Special Instructions: | | Carrier Account #: |

| # | Image | Description | Part # | Qty | Unit Price | Total |
|---|---|---|-----------|-----|------------|------------|
| 1 |  | Microsoft SQL Server 2014 Standard License - 1 server - local - MOLP: Government - Win - English | 228-10358 | 1 | \$649.00 | \$649.00 |
| 2 |  | Microsoft SQL Server 2014 License - 1 user CAL - local - MOLP: Government - Win - English | 359-06126 | 20 | \$160.00 | \$3,200.00 |

Open Business without Software Assurance

| | |
|---------------|-------------------|
| Subtotal: | \$3,849.00 |
| Tax (0.000%): | \$0.00 |
| Shipping: | \$0.00 |
| Total: | \$3,849.00 |

UNLESS OTHERWISE STATED,

*Most Quotations are valid for 30 days, except for certain items such as Memory Products.

*Please check with your Sales Person for the expiration date of this Quotation.

*Please inspect your order for accuracy and hidden damage within 30 days of receipt.

*No Returns or Refunds on Apple, HP, Lenovo, and any Configure To Order or Build To Order Products.

AGREEMENT FOR ADMINISTRATION
OF THE SALES AND USE TAX ORDINANCES
OF THE CITY/TOWN AND AN AGREEMENT TO ENGAGE IN COMPLIANCE
ACTIVITIES BY THE CITY/TOWN OF
Glenpool

THIS AGREEMENT is entered into this 14th day of December, 2015 pursuant to the provisions of Sections 2701 et seq. of Title 68 of the Oklahoma Statutes, between the Oklahoma Tax Commission, hereinafter referred to as "Commission," and the City/Town of Glenpool, Oklahoma, hereinafter referred to as "Municipality," for the administration of effective sales and use tax ordinances on file with the Commission hereinafter referred to as "Ordinances," levying a municipal sales or use tax of four percent (4%) upon sales within or outside of the Municipality and to authorize Municipality to engage in compliance activities as hereinafter defined.

1. This Agreement is based upon the Ordinances for the collection of sales and uses taxes by the Municipality, certified copies of which are attached hereto and made a part hereof. The Municipality may, at any time and from time to time, amend or repeal the Ordinances and, to the extent that the Municipality amends or repeals the Ordinances, the Municipality shall promptly provide the Commission with a certified copy of the ordinance effecting such amendment or such repeal.

An increase or a decrease in the municipal sales or use tax rate shall become effective only on the first day of a calendar quarter. Provided, however, the sales and use tax rates levied by the Municipality if the Municipality levies both a sales and use tax, must be identical. The Municipality shall notify the Commission of an increase or a decrease at least seventy-five (75) days prior to the close of the current calendar quarter and shall provide the Commission with a certified copy of the ordinance affecting such increase or such decrease.

2. A. The Commission shall administer and shall enforce the Ordinances and shall collect the municipal sales and use tax, and the interest and penalties with respect thereto as provided in the Ordinances except as provided, in paragraph 16 below. It is recognized and acknowledged that:

(a) the Ordinances levy municipal sales tax upon all sales within the Municipality as authorized by Section 2701 of Title 68 of the Oklahoma Statutes; and

(b) the term "sale" as used in the Ordinances has the same meaning as the term "sale" has in the Oklahoma Sales Tax Code; and

(c) the Ordinances levy municipal use tax upon all transactions within or without the Municipality as authorized by Section 1411 of Title 68 of the Oklahoma Statutes; and

(d) the term "use" as used in the Ordinances have the same

meaning as the term "use" has in the Oklahoma Use Tax Code; and

(e) the permits for sales and use tax issued by the Commission shall be the sales and use tax permits used by the municipality for the enforcement and collection of sales and use taxes within and without the municipality and said permits, as issued by the Commission, shall include the zip code plus the four digit location code commonly called the zip plus 4, when available.

To facilitate such administration, such collection and such enforcement of local taxes, the Commission shall designate a Local Tax Coordinator of the Commission who shall be generally responsible for matters related to the collection of local taxes and, with respect to such matters, shall directly advise the Administrator of the Commission. The duties which may be performed by the Local Tax Coordinator and/or other employees of the Commission under his or her supervision, shall include, without limitation,

- B. (a) acting as liaison between the Commission and municipalities with respect to the administration, the collection and the enforcement of local taxes,
- (b) addressing concerns of the Commission and/or taxpayers with respect to the administration, the collection and the enforcement of municipal taxes by municipalities,
- (c) consulting with municipalities concerns and trends with respect to local taxes,
- (d) coordinating collection and enforcement actions by the Commission and municipalities with respect to local taxes,
- (e) coordinating the provision by the Commission to municipalities of information and
- (f) providing educational and other support to municipalities in their collection and enforcement efforts.

In making decisions with respect to the administration of local taxes, the Commission will consider the view expressed by the Municipality.

The Municipality shall not request that the Local Tax Coordinator perform any duties which are the sole responsibility of the Municipality.

3. The method of computing sales tax to be used by vendors in collecting both state and municipal sales tax is prescribed in Section 1362 of the Oklahoma Sales Tax Code. The method of computing use tax to be used by vendors in collecting both state and municipal use tax is prescribed in Section 1401 of the Oklahoma Use Tax Code.

4. The discount (deduction) allowed to vendors in Section 1367.1 of the Oklahoma Sales Tax Code shall be applicable to both state and local sales tax remittances. Monetary allowances provided for in 68 O.S. § 1354.31 shall also be applicable to both state and local sales tax remittances. The discount (deduction) allowed to vendors in Section 1410.1 of the Oklahoma Use Tax Code shall be applicable to both state and local use tax remittances. Monetary allowances provided for in 68 O.S. § 1354.31 shall also be applicable to both state

and local use tax remittances.

5. The Commission shall retain, as its sole compensation for its services rendered hereunder, an amount not to exceed one-half of one percent (0.5%) of the municipal sales or use taxes collected for services rendered in connection with such collections and the interest and penalties with respect thereto, collected by the Commission hereunder. The applicable percentage is set forth in Exhibit A as incorporated herein.

6. Except as otherwise provided herein, the Commission shall give no preference in applying an amount received for state, municipal and county sales or use taxes owed by a taxpayer to the extent that such amount is less than the aggregate state, municipal and county sales or use tax liability of the taxpayer. Any such amount shall be applied pro rata to the satisfaction of the claims of the Commission, the claims of the Municipality and the claims of other municipalities and counties based on the portions of the aggregate state, municipal and county sales or use tax liability of the taxpayer represented by their respective claims.

7. The municipal sales or use tax received and collected by the Commission pursuant to this Agreement shall be deposited in the State Treasury as required by law. The Commission shall use its best efforts to cause to be paid to the Municipality no later than the tenth day of each calendar month all municipal sales and use tax, and the interest and the penalties with respect thereto, received and collected by the Commission during the immediately preceding calendar month, less any amount withheld by the Commission under Paragraph 5 and less any amounts deducted by the Commission in connection with refunds hereunder.

8. The Commission shall require reports of municipal sales and use tax from vendors, shall maintain records of reports, receipts and collections from vendors. The Commission shall maintain the records in such a manner that the amount due the Municipality each month by a vendor can be determined by the Commission and can be provided to the Municipality. The requirement for the Commission to maintain its records in a verifiable form is intended to require the Commission to maintain its records in a form capable of producing reports that can be electronically downloaded into, at a minimum, an excel spreadsheet or its equivalent; the Commission will use a form which is capable of being understood by a person reviewing such records. The Commission shall make available to the Municipality a monthly statement of the municipal sales and use tax, and interest and penalties with respect thereto, received and collected by the Commission during the immediately preceding calendar month, the amounts, if any, refunded by the Commission to taxpayers during the immediately preceding calendar month and the amount withheld by the Commission under Paragraph 5. The Commission shall allow an annual review of the Commission's expenditures associated with the collection and enforcement of municipal sales and use taxes.

9. In the event a vendor remits sales or use taxes due but fails to submit city attachments, or submits a report from which the sales or use tax due Municipality cannot be determined, the Commission will allocate to Municipality such sales or use tax received pro rata based on the vendor's percentage allocation for the most recent report filed or, if no report has been filed, according to the best information available to the Commission. Such amount, and any interest and penalty as provided in Section 217 of Title 68 of the Oklahoma Statutes with respect thereto, shall be paid to the Municipality in accordance with Paragraph 7. Interest will begin as of the date the vendor remittance is deposited to the State Treasury.

10. The Municipality acknowledges that the Commission is responsible for making

refunds to taxpayers of municipal sales and use taxes previously collected by the Commission on behalf of the Municipality. The term "refunds" as used herein shall include payments made pursuant to filed claim for refund(s) or amended return(s) approved by the Commission. The Commission's determination of any taxpayer's liability for sales and use taxes shall be binding as between the Municipality and the taxpayer.

Any refund of municipal sales and use tax previously paid by the Commission to the Municipality shall be paid from subsequent collections of the municipal sales and use tax. Such refund shall be deducted from the collections payable by the Commission to the Municipality, in the immediately following calendar month following the notice requirements set out in paragraph eleven (11).

11. The Commission shall provide notice to the Municipality via the OKTap user Account to municipalities so that a municipality may view all the requests for refunds that have been filed, processed and recommended approval. All claims for refund shall be documented as outlined in OAC 710:65-11-1 upon discovery of a remittance error by the vendor. Commission, through the Local Tax Coordinator, will notify Municipality at such time the Commission determines the final amount to be refunded pursuant to a claim or remittance error. The Commission shall make available to a municipality, upon request, copies of the claims processed and recommended for approval in the amount of two thousand dollars (\$2000.00) or more and related supporting documents prior to the claim being considered for approval by the Commission. The Commission shall post the requested claim documents on the municipality's OKTap user account to comply with this requirement. Municipality agrees that any amount contained in the notice given pursuant to this section will be considered as advisory only until such time as a final determination has been made by the Commission. Any municipal sales or use tax, and/or any interest and penalties with respect thereto, paid under protest by a taxpayer to the Commission during the immediately preceding calendar month shall be paid by the Commission to the Municipality as part of the payment being made by the Commission to the Municipality. If the protested municipal sales or use tax, interest or penalties are required to be refunded, such amount and any interest required to be paid thereon will be paid out of subsequent collections by the Commission.

The municipality may request by a blanket advisement to the Commission that it be notified of any hearing wherein the Commission hears a claim for refund of a protest of an assessment. If an affected municipality shall have requested such notice in writing, the Commission shall, at the same time the parties are notified of the scheduled hearing, provide written notice of the hearing date and time via electronic mail, e-mail, or mail through the United States Postal Service to the municipality affected.

12. In the event a municipality is notified as required and set out in paragraph 11, above, that it has been paid sales or use tax funds that should have been paid to another municipality, the Tax Commission shall adhere to repayment provisions of the provisions of paragraph 10.

13. The Commission shall provide to the Municipality a full and complete list of the names and the addresses of the persons and the entities which or who report doing business within the boundary of the Municipality during the preceding calendar year via the OKTap user Account. In addition the Commission shall via OKTap provide the following:

A. additions to, and deletions from, the full and complete list of the names and the addresses of persons and entities which or who report doing business during the

preceding calendar year within the boundary of the Municipality;

B. a full and complete list of the persons and the entities specified in paragraph 12(a) which or who are more than sixty (60) days delinquent in filing and/or remitting municipal sales and use taxes pursuant to the Ordinances; and

C. a full and complete, list of all persons and all entities paying municipal sales and use tax under the Ordinances, and/or interest and penalties with respect thereto, and the amount of such remittances.

D. the number of audits completed and assessments determined by the Commission with respect to municipal sales and use taxes, and/or interest and penalties with respect thereto, under the Ordinances during the preceding calendar year; and

Commission also agrees to provide Municipality reports in addition to those outlined above under the following terms:

A. The report is requested in writing or via e-mail, outlining the information required and regularity of the report.

B. The report complies with all terms and statutes outlined within this agreement.

C. The information requested is available to the Commission.

D. Commission will be provided a minimum of thirty (30) days to compile new requests unless otherwise agreed.

E. Commission shall provide the requested report(s) within ninety (90) days unless otherwise agreed.

14. The Commission shall monitor the administration, the collection and the enforcement of municipal sales and use taxes, and/or interest and penalties with respect thereto, under the Ordinances. The Commission shall provide the Municipality such information as may be requested by the Municipality with respect to any protest or any refund of municipal sales or use taxes levied by the Municipality. The Municipality shall also be entitled to consult with the Commission's legal staff about protests and refunds and, to the extent that a protest or a refund involves one or more hearings, the Municipality shall, through legal counsel or other designated staff employed by the Municipality, be entitled to be present and observe such hearing(s); provided, however, the administrative law judge or the Commission may limit the number of counsel or other designated staff, if any, who may be present to the extent necessary to permit the hearing to be conducted in an orderly fashion and without undue trepidation on the part of the taxpayer.

To the extent that such documents and/or such information relates to municipal sales or use taxes, and/or interest and penalties with respect thereto, and is requested, at any time and from time to time by the Municipality, the Commission shall promptly provide to the Municipality (a) copies of applications for sales tax permits, (b) copies of sales or use tax reports, (c) copies of installment or other payment plans, if any, with taxpayers and (d) other documents and other information.

The Commission shall promptly notify the Municipality of any conduct which the Commission believes might be the basis for a criminal prosecution by the Municipality under the Ordinances and shall provide to the Municipality all of the documents and the information in the possession of the Commission with respect thereto, including, without limitation, the names of employees of the Commission who might be witnesses with respect thereto.

The Municipality acknowledges that Section 205 of Title 68 of the Oklahoma Statutes, which makes the records and the files of the Commission confidential (subject to specified exceptions) and which prohibits disclosure of such records and such files (subject to specified exceptions), includes the Commission's records and files with respect to the receipt and the collection of municipal sales and use tax. Nothing contained herein is intended to require the Commission to disclose to the Municipality any information whose disclosure to the Municipality is prohibited by Section 205.

The Commission acknowledges that (a) Section 205(c)(7) of Title 68 of the Oklahoma Statutes permits the Commission to furnish information disclosed by the records and the files of the Commission to an official person or body of this state who is concerned with the administration or the assessment of certain taxes, such as the Municipality, (b) Section 205(c)(22) of Title 68 permits the disclosure to the governing body or municipal attorney, if so designated by the governing body, of information directly involved in the resolution of issues arising out of the enforcement of a municipal sales and use tax ordinance, such as the Ordinances, pursuant to a municipal tax collection agreement, such as this Agreement, and (c) Section 22-107 of Title 11 of the Oklahoma Statutes and Section 205.1 of Title 68 of the Oklahoma Statutes permits the Commission to release specified information to municipalities.

The Municipality acknowledges that Section 205 of Title 68 of the Oklahoma Statutes may prevent the disclosure by the Municipality and persons associated with the Municipality of information which is provided by the Commission to the Municipality and that improper disclosure by the Municipality or any such person of such Information may result in civil and criminal liability. The Municipality shall comply with the restrictions imposed by Section 205.

15. The Commission has the authority to enter into an installment or other payment agreement with any taxpayer, including a taxpayer prosecuted under a municipal sales or use tax ordinance, for state and local taxes owed by the taxpayer. Commission will, through its use of a pay plan in order to keep a delinquent business open, collect the liability as quickly as possible by requiring a significant down payment and completion of the pay plan in as short a period as possible. The Municipality shall be entitled to consult with the Commission's legal staff about an installment or other payment agreement prior to negotiation of such an agreement. The installment or other payment agreement shall be void if the taxpayer becomes delinquent in future tax liability or payment under the agreement becomes delinquent. The Commission shall furnish a list of all sales and use taxpayers which have entered into agreements with the Commission on a monthly basis along with the terms, conditions and status of each such installment or payment agreement.

16. In the event of termination of this Agreement, the Commission will cause to be paid over to the Municipality, all municipal sales and use tax funds in its possession then due and payable under this Agreement. The Municipality shall thereafter be liable for and shall pay any refunds of municipal sales or use tax required by law to be made, including refunds of municipal sales or use tax, penalty and interest paid under protest that must be refunded and any interest required thereon. After such termination, the Commission's liability shall extend only to the amount of such funds being held by it. The Municipality agrees to pay any interest

required by law to be paid on such refunds.

17. The Commission shall have the authority to assess and to collect, on behalf of the Municipality, the municipal sales and use taxes levied by the Ordinances, and the interest and the penalties with respect thereto, including, without limitation, any municipal sales or use tax, interest and/or penalty existing on the date hereof except as provide in paragraph 18 below.

The Municipality agrees to refrain from contacting directly persons or entities doing business within the boundary of the Municipality subject to the requirements of paragraph 19. Municipality does have the inherent authority to contact vendors within and without the municipality concerning the vendor's alleged violation of municipal ordinances prior to the initiation of criminal prosecution.

The Municipality may inquire of the Commission into the compliance of persons and entities with the Ordinances and, to the extent that the Municipality determines that any person or any entity has not complied with the Ordinances, the Municipality may request the Commission to issue a proposed assessment against such person or such entity. To the extent that the Commission receives any such request, the Commission shall review such request within 45 days. If, after said review, Commission believes that such request presents a basis for a proposed assessment, Commission shall issue a proposed assessment. Any such proposed assessment shall be resolved as provided in Sections 201 et seq. of Title 68 and the procedural rules promulgated by the Commission.

The Municipality may, at the option of the Municipality, request the Commission to initiate a show cause proceeding against a person or an entity which the Municipality believes, in good faith, not to be in compliance with the Ordinances or any provision thereof. To the extent that the Commission receives any such request, the Commission shall review such request within 45 days. If after said review, Commission believes that such request presents a basis for a show cause proceeding, Commission shall initiate a show cause proceeding. Such show cause proceeding shall be conducted as provided in the procedural rules promulgated by the Commission.

The Commission and the Municipality acknowledge the mutual interest of the Commission and the Municipality in maximizing compliance with the Ordinances and the collection of local taxes thereunder. The Municipality may, at any time and from time to time, either alone or in conjunction with other municipalities, submit a written proposal for collection and enforcement activities for consideration by the Commission; provided, however, it is expressly understood that any such written proposal must provide for coordination with the collection and enforcement activities of the Commission, provide for the use of the then applicable audit standards of the Commission and otherwise be in form and in substance to the Commission. In the event that Municipality's proposal is accepted by Commission, Municipality will be authorized to conduct the activities included in such proposal on behalf of Commission and no other action will be authorized by the Commission by a municipality or municipalities not included in the accepted proposal.

Provided further that upon the request of the municipality, either alone or in conjunction with other municipalities, the Commission shall enter into contractual agreements with the municipality or group of municipalities whereby the municipality or group of municipalities are authorized to implement or augment the Commission's enforcement through a contract with a private auditor(s) or audit firm(s) of the municipal tax. The auditor(s) or audit firm(s) shall first be approved by the Commission and once approved shall be appointed as an agent of the

Oklahoma Tax Commission for purposes of the audit. Contracts with a private auditor or audit firm are not subject to the limitations of Section 262 of title 68 of the Oklahoma Statutes, and the parties, the municipality, private auditor or audit firm and the Commission, are authorized to exchange necessary information to effectively perform the contracted audit. The municipality, its officers and employees and the private auditors or audit firms may receive all information necessary to perform the audit and shall preserve the confidentiality of such information as required by Section 205, title 68, of the Oklahoma Statutes, including the penalties set out therein. The Commission shall be furnished the audit results and all relevant supporting documentation. The municipalities shall pay for the private auditor(s) or audit firm(s) by deduction from the tax assessment resulting from said audit unless another method of payment is set out in the contract with the private auditor or audit firm. Any municipal sales and use tax funds recovered as a result of the use by the municipality of a private auditor or audit firm shall not be subject to the retention calculated by the Commission as provided in Paragraph 5 of this agreement, in addition the Commission shall pay to the municipality any retainage that the Commission shall be entitled to for collection of county sales and use tax and shall pay to the municipality the state's pro rata share of the expenses of the auditor. Provided further, the Commission shall have no obligation to any municipality that does not participate in an audit conducted under subsection D of Section 2702 of Title 68 of the Oklahoma Statutes or an audit conducted pursuant to this section.

Notice of a proposed independent audit shall be provided to the municipality and the municipality shall within 30 days provide acceptance or rejection of participation in the audit. Failure to act within the 30 day time period shall mean that the municipality shall not be included in the audit. Failure to act with respect to a particular independent audit within the 30 day time period shall relieve the Commission of its obligation to audit on behalf of the municipality with respect to that particular audit.

18. The Commission acknowledges the need for municipalities to have input into rulings made by the Commission regarding requests for waivers of penalties and interest assessed on municipal sales and use taxes. Therefore, the Commission agrees to provide municipalities with the opportunity to make recommendations regarding such waiver requests. Such notification shall not include waiver requests received by the Commission through its Voluntary Disclosure Agreement Program.

The Account Maintenance Division or the General Counsel's Office of the Commission will notify municipalities at least two weeks prior to submission of a waiver request to the Commission. The notification will apply to all waiver requests for penalties and interest that was assessed on state and local sales and use taxes in excess of Two Thousand Dollars (\$2,000.00). Any recommendation made by the municipality will be presented to the Commission at the time of consideration of the request. If the municipality fails to make a recommendation in the time allotted, the Division will present the request to the Commission without a municipal recommendation. The Division will notify the municipality of the Commission decision.

19. A City/town may commence compliance activities under the following conditions:

A. The following words and terms, when used in this Agreement, shall have the following meaning, unless the context clearly indicates otherwise:

1. "Agent" means an employee of the Municipality or person or entity acting under contract with the Municipality and certified by the Commission as an agent

for the purpose of compliance activities as set out in this agreement except for municipal criminal prosecution.

2. "Compliance activities" means all actions to assist or induce a delinquent seller to comply with applicable laws, rules and regulations, to accurately and timely collect, source, report and remit sales and use taxes within the municipality's jurisdiction and shall include:

a. The identification of and reporting to the Tax Commission any unregistered sellers making sales sourced to the municipality under the laws of this state. "Unregistered seller" shall mean any delinquent seller which has failed to apply for a sales or use tax permit with the Tax Commission. Provided, the term shall not include any out-of-state seller that does not have a legal requirement to register with the state;

b. The prosecution of any criminal violations of a municipal ordinance related to the payment of sales or use taxes. "Prosecution" shall mean the initiation of legal proceedings by the filing of a complaint in a municipal criminal court of record pursuant to Section 28-113 of Title 11 or by the filing of a complaint in a municipal court not of record pursuant to the provisions of Section 27-115 of Title 11; and

c. Any additional compliance activities that may be performed by the agent of the municipality on accounts of delinquent sellers that were assigned to the agent at the request of the municipality that do not result in a duplication of compliance activities.

Compliance activities **shall not include** the following activities, over which the Tax Commission shall have sole authority:

- a. Registering new taxpayer accounts,
- b. Issuing and administering taxpayer permits,
- c. Receiving returns,
- d. Receiving remittances of sales and use taxes,
- e. Issuing assessments,
- f. Conducting hearings under Section 212 of Title 68,
- g. Developing pay plans in consultation with the municipality as provided in the Agreement for Administration of the Sales and Use Tax Ordinances,
- h. Revoking permits,
- i. Taking legal action to close a business,
- j. Issuing refunds and credits,
- k. Managing audits, and
- l. Determination of taxability of sales transactions.

3. "Delinquent seller" means any person making sales of tangible personal property or services in this state, the gross receipts or gross proceeds from which are taxed by law and fails to obtain a permit, file a sales tax return as required by law, or is delinquent in whole or in part in the collection and remittance of sales or use taxes.

4. "Enhanced collections" means any remittance of past due or unpaid state sales or use taxes, including penalty and interest, obtained from a delinquent seller that was not registered, underreported, failed to report or remit, failed to comply with a payment plan, or arising from liens filed by the Tax Commission following documented compliance activity of a municipality or person or entity acting under contract with such municipality.

B. Municipality elects to engage in the compliance activities designated by notice to the Commission; provided that Municipality may change its designation upon timely notice.

C. This Agreement shall include appointment of persons or entities approved by the Commission conducting compliance activities on behalf of Municipality as agents of the Commission. No appointment shall be necessary or required for Municipality to engage in prosecution of any criminal violations of its ordinance related to the payment of sales or use taxes.

All persons, including municipal employees and employees of entities acting under contract with a municipality, that will be performing compliance activities for Municipality must meet minimum qualifications provided herein and undergo training provided by the Tax Commission. The minimum qualifications shall consist of a bachelor's degree; or an equivalent combination of education and experience, substituting one year of experience in business management, tax revenue, credit collections, or investigative work for each year of the required degree. Provided, the minimum qualifications provided herein shall not apply to employees of municipalities seeking appointment as an agent if the municipality has a population less than 25,000.

Contracts with a private auditor or audit firm are not subject to the limitations of Section 262 of title 68 of the Oklahoma Statutes, and the parties, the municipality, private auditor or audit firm and the Commission, are authorized to exchange necessary information to effectively perform the contracted audit. The municipality, its officers and employees and the private auditors or audit firms may receive all information necessary to perform the audit and shall preserve the confidentiality of such information as required by Section 205, title 68, of the Oklahoma Statutes, including the penalties set out therein.

With the execution of this Agreement, Municipality shall provide the names of all persons, including employees of Municipality, who will be performing compliance activities on behalf of Municipality. The Commission shall issue letters of appointment for all persons who meet or are exempt from the minimum requirements.

Municipality agrees to notify the Commission when additional persons are added by Municipality to conduct compliance activities on behalf of Municipality. Municipality further agrees to immediately notify the Commission of the termination of employment or cancellation of contract of any person appointed as an agent for the purposes of conducting compliance activities.

D. The Commission shall provide to Municipality and agents appointed by the Commission to perform compliance activities all information necessary to perform compliance activities. Municipality and agent shall preserve the confidentiality of the information as required by Section 205 of Title 68 of the Oklahoma Statutes. Failure to comply with the statutory confidentiality requirements shall result in immediate

withdrawal of appointment of any person to perform compliance activities and may result in civil and criminal liability.

Nothing herein shall limit Municipality's use of information provided by the Commission in prosecution of violations of Municipality's tax ordinances.

E. As provided in Section 2702(E)(3) of Title 68, the Tax Commission shall reimburse a municipality performing any of the compliance activities defined above as follows:

1. The Tax Commission shall pay to the municipality an amount equal to three-fourths of one percent ($\frac{3}{4}$ of 1%) of enhanced collections from any unregistered seller identified and reported to the Commission by a municipality for any sales made during the period the seller was unregistered with the Tax Commission;
2. The Tax Commission shall not retain any fee and refund any fee retained from the collection of city sales and use taxes remitted as a result of the prosecution of any criminal violations of a municipal ordinance; and
3. The Tax Commission shall pay to the municipality an amount equal to three-fourths of one percent ($\frac{3}{4}$ of 1%) of enhanced collections from any delinquent seller as a result of other compliance activities documented by the municipality or person acting under contract with such municipality.

To receive compensation, Municipality shall provide documentation of compliance activities which generated the enhanced collections. Documentation shall consist of reports, on forms prescribed by the Commission, listing the name of the delinquent seller, date of compliance activity, type of activity, and such other information as may be necessary to identify the delinquent seller, compliance activity, or enhanced collections.

The Commission shall provide reimbursements on a monthly basis and provide a monthly report to Municipality indicating, at a minimum, the name of the delinquent seller, amount of enhanced collections, and date of remittance by the delinquent seller in the previous month.

The Commission shall use its best efforts to cause reimbursements as a separate distribution to be paid to Municipality no later than the tenth day of each calendar month following the month of receipt of the report of enhanced collections filed with the Commission.

20. It is recognized and acknowledged that the Municipal Ordinances include criminal sanctions for violation of the Ordinances. Notwithstanding anything else contained herein, the Municipality shall have the exclusive authority to prosecute any criminal violations of the Ordinances and the Commission shall refrain from taking any such action. Nothing contained herein shall prevent the State of Oklahoma from prosecuting persons for crimes under state law, including, without limitation, embezzlement by a vendor of a municipal sales tax.

21. To the extent that the Municipality decides to prosecute criminally any action under this Agreement, the Commission and the Municipality shall cooperate, in good faith, to

maximize collections under the Ordinances and to minimize duplicative effort by the Commission and the Municipality.

22. Where the municipality takes the action recognized by paragraph 20 of this Agreement for prosecution to enforce its sales or use tax ordinance, all taxes shall be paid by the taxpayer directly to the Commission. Any resulting payment of municipal tax shall not be subject to the retention calculated by the Commission for the collection of city sales and use taxes as provided in Paragraph 5 of this agreement, subject to the implementation plan established in paragraph 2B of this agreement.

23. The Municipality agrees that, if there is a challenge to the constitutionality or the legality of the Ordinances or any provision thereof (other than a challenge based on the application by the Commission of the Ordinances or any provision thereof), the Municipality shall be responsible for the resolution of such challenge. If such a challenge is based on the application by the Commission of the Ordinances or any provision thereof, the Commission shall be responsible for the resolution of such challenge. The party responsible for the resolution of any challenge shall make all decisions with respect to the prosecution and the settlement of any litigation with respect to such challenge and the other party shall cooperate with the responsible party with respect to the resolution of such challenge. The Commission shall provide notice to the Municipality of any challenge. Notice will be provided within seven (7) business of the receipt of the challenge and the municipality shall be allowed to participate in any decision.

24. The change in the boundary of Municipality shall be effective for sales tax purposes only, on the first day of a calendar quarter following the enlargement of the municipal city limits. If a municipality should de-annex a territory the sales tax from business or firms located in the de-annexed area shall cease on the effective date of the de-annexation ordinance. Municipality shall give the Commission notice in writing of any annexation or de-annexation of territory to the municipality at least as required by Title 68 Oklahoma Statutes Section 2701. The notice shall include a verified copy of the boundaries of the newly annexed or de-annexed territory. In addition all Municipality limit lines shall be shown in map form, and certified to the Commission by the municipal clerk.

25. Neither Municipality nor Commission has entered into this Agreement with the intention of violating state law or the provisions of the Streamlined Sales Tax Agreement. If it is determined by either party that any provision violates either state law or the Streamlined Sales Tax Agreement, such provision of the Agreement shall be null and void. The remaining provision of the Agreement shall be in effect until the expiration or termination of the Agreement.

26. If a dispute arises from the application of paragraph nineteen (19) of this Agreement, and if the dispute cannot be settled through negotiation, the Commission and Municipality agree first to try in good faith to settle the dispute by mediation. Either party may request mediation before the Director of the Office of Management and Enterprise Services in the manner the Director deems appropriate.

27. This Agreement shall be in effect from December, 2015 until December, 2016, and shall renew without action of the parties for additional terms of one (1) year provided that the current rate has not been changed and neither party has given written notice to the other party of its intent to terminate this Agreement prior to the expiration of the then current term. Either party may terminate this contract for any reason upon thirty (30) days written notice of its intent to terminate to the other party.

IN WITNESS WHEREOF, the parties have set their hands and affixed their official seals the day and year first above written.

THE MUNICIPALITY OF

OKLAHOMA TAX COMMISSION

GLENPOOL
A Municipal Corporation

Mayor



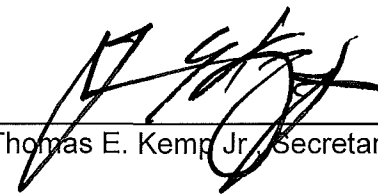
Steve Burrage, Chairman



Dawn Cash, Vice-Chairman

ATTEST: (CITY SEAL)

Municipal Clerk



Thomas E. Kemp Jr., Secretary-Member

ATTEST: (STATE SEAL)

Assistant Secretary – OTC

APPROVED BY THE CITY OF GLENPOOL LEGAL DEPARTMENT

BY _____ DATE December 14, 2015

City Attorney

EXHIBIT A

Retention Fee = 0.5%

SALES AND USE TAX THE NEW AGREEMENT

The Oklahoma Municipal League's Tax Liaison Board began, in January with the assistance of the Oklahoma Tax Commission, a revision of the two agreements the Tax Commission has with municipalities. The two current agreements are the Agreement for Administration and the Agreement to Engage in Compliance Activities required by Senate Bill 750. The Board first began looking at combining the agreements in the fall of 2013, however, this effort was postponed while the Board concentrated on the drafting and final adoption of House Bill 1875. House Bill 1875 you may recall reduced the retainage available to the Tax Commission from a maximum of 1.5% to an amount not to exceed one half of one percent, 0.5%. The new agreement recognizes these two very important legislative enactments.

SO WHATS NEW

The 2015 revisions of the newly revised Agreement for Administration differs from the previous version, drafted in August, 2011 and the Agreement to Engage in Compliance Activities drafted in May, 2013, and some points to consider are as follows:

First and most obvious is that instead of requiring the cities to approve and execute two agreements between the City and the Tax Commission the Tax Commission has agreed with the OML Liaison Board that there should only be one master agreement between the City and the Commission.

1. Paragraph 1 no change. This comment is provided as a reminder that the agreement continues the simplified filing of sales and use tax ordinances with the Commission by attaching certified copies of the ordinances to the executed agreement when submitting the agreement to the Commission.
2. Paragraph 2:
 - A. The 2011 version of the agreement predates the revised statute which requires cities to utilize the Oklahoma Tax Commission for the collection of a city's sales and use tax. Under the prior statute a city had the ability to issue its own "sales and use tax permits" with the new statute the agreement recognizes that a city will use the state sales and use tax permits. In order to better identify where exactly the business is located the business shall supply on its application what is known as the "zip plus four", if available.
 - B. The Commission shall identify a "Local Tax Coordinator" to assist a municipality. The agreement specifies five areas, see subsection 2 B (a) through (f). At this time the Local Tax Coordinator is Mr. Dave Francis, 405-522-4950. Mr. Francis cannot perform any duties that are the responsibility of the city.
 - C. The 2011 agreement was written in anticipation of the passage of Senate Bill 750 by the 2011 legislature so those provision that were written in anticipation of its passage are removed from this edition.

3. Paragraphs 3 and 4 were not changed.
4. Paragraph 5 reflects the amendment to state statute created by the passage of HB1875. The STATUTE sets the limit of retainage that the Tax Commission may withhold to cover the costs of enforcing city sales and use tax to an amount not to exceed one half or one percent (0.05%). This is also reflected in the revised Exhibit A.
5. Paragraphs 6 and 7 were not changed.
6. Paragraph 8 added that the Commission will allow an annual review of expenditures of the costs associated with the efforts of the Commission on behalf of cities. It is also important to note that this paragraph deals with **electronic information that the Commission must make available to a city, OKTAP**. Later in this session you will be provided information on how to access these reports and what you may be able to do with the information.
7. Paragraph 9 was not changed.
8. Paragraph 10 had one minor revision in wording but the impact of that wording change is significant. The requirement that the taxpayer agree to the extension of how/when a city makes a refund when the city receives a payment in error has been modified by the requirements of Paragraph 11.
9. Paragraph 11 had major revisions requiring that the Commission notify a city via OKTAP that a claim has been filed, processed and recommended for approval and that potentially a city is going to be required to refund to a taxpayer through the Oklahoma Tax Commission sales and use taxes the city has already received. This was the area where the Liaison Board and the Commission had the most significant discussions over the past several months.
 - A. The amount that triggers certain actions was reduced **from \$10,000 to 2,000**.
 - B. **A city may request that the Commission provide the claim for refund and supporting documents**. If requested these documents will be posted to the city's OKTAP user account..
 - C. The city **may request by a blanket advisement that it be notified of any hearing on a submitted claim or it may make such notification on a claim by claim basis**.
 - D. **The methods of notification** of a hearing are set out in the section. The Commission is to provide written notice of the hearing date and time via electronic mail, e-mail, or mail through the United States Postal Service.

10. Paragraph 12 is a new provision which provides for a method of repayment where one municipality received sales and use tax that should have gone to a different municipality.
11. Paragraph 13 is formerly Paragraph 12, the revisions are as follows: It is Important to note the Commission **has agreed to time limits within which to provide requested reports and information see B 4 & 5 below.**
 - A. Subparagraphs A through C are the same. Subparagraph D was added to require that the Commission shall via OKTAP advise of the number of audits and assessments completed during the preceding calendar year.
 - B. The Commission shall also provide the **following if request in writing:**
 1. The report is requested in writing or via e-mail, outlining the information required and regularity of the report.
 2. The report complies with all terms and statutes outlined within this agreement.
 3. The information requested is available to the Commission.
 4. Commission will be provided a **minimum of thirty (30) days** to compile new requests unless otherwise agreed.
 5. **Commission shall provide the requested report(s) within ninety (90) days unless otherwise agreed.**
12. Paragraph 14 was created from a part of the former Paragraph 13. The paragraph deals with vendor/taxpayer compliance with municipal ordinances and remains unchanged from the 2011 version of the agreement. The revised paragraph also provides that a city is entitled to information concerning protests and refunds. **It is important to remind municipal officials of the confidentiality requires of Title 68 OS 205. Please review that section with your City Attorney if there are any questions about who has access to the information. In general the governing body does not have access to the confidential information.**
13. Paragraph 15 is the prior agreements paragraph 18 and relates to the authority of the Commission to enter into installment agreements with delinquent vendors/taxpayers.
14. Paragraphs 16 is the former paragraph 13 without revision.
15. Paragraph 17 is the former paragraph 14 with some very significant revisions incorporating some of the language from the “Agreement to Engage in Compliance Activities” which some cities entered into following the passage of Senate Bill 750 in 2012. The language of the “Agreement to Engage in Compliance Activities” was moved into this agreement in total without significant change.
16. Paragraph 18 contains new language which provides an acknowledgement by the Commission of a city’s right to have some input on a request by a

vendor/taxpayer of a waiver of penalties and interest for the failure to pay or the failure to timely pay sales and use taxes. If a city wants to have their voice heard **it is important to adhere to the timelines provided in the notice.**

17. Paragraph 19 is a straight carryover of the language found in the “Agreement to Engage in Compliance Activities”. If a city wants to engage in compliance activities whether that be to request an audit of a business, participate with other cities in an audit of a business or having the City Attorney bring criminal prosecution under the authority of a city ordinance it is recommended that the city review and understand the requirements of these provisions. The city will need to notify the Commission of their designated person. This may be a blanket notification or a notification on a case by case basis and in some instances the execution of a “contract”. Depending on the status of the city this may also require a **“RESOLUTION of DESIGNATION of a REPRESENTATIVE or APPROVAL”** by the governing body.
18. Paragraphs 20 through 25 are carried over from the 2011 Master Agreement without change.
19. Paragraph 26 is a new provision providing for mediation if a dispute arises between a city and the Commission over the application of Paragraph 19 which provides for enhanced collections.



MEMORANDUM

**TO: CHAIRMAN AND BOARD MEMBERS
GLENPOOL UTILITY TRUST AUTHORITY**

**FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR**

**RE: CONTRACT BID TABULATION AND CONTRACTOR SELECTION
RECOMMENDATION: ELEVATED WATER STORAGE TOWER AND
RELATED IMPROVEMENTS**

DATE: DECEMBER 10, 2015

BACKGROUND

This item is for Board consideration and action regarding the review and Staff recommendations related to the contract bids received November 20th, 2015 covering the construction of an elevated water storage tower and supporting waterline improvements. As you recall, this project is a result of the recommendations delineated in the Master Water System Study that The Cowan Group performed earlier this year. One of the main improvement recommendations listed in the study was the addition of an elevated water storage tower located on City owned property on 156th Street - east of Highway No. 75. This new tower was recommended as a long-term solution to the current shortfall in adequate domestic water service and fire protection for most of the areas of the City lying south of 151st Street. In response, GUSA applied for partial funding of this project through the Tulsa County Vision 2025 sales tax initiative. That funding agreement was approved by Tulsa County in March of 2015. Subsequently The Cowan Group Consulting Engineers were retained to provide professional services necessary to fully design and permit the water tower structure and associated infrastructure improvements. The resulting engineering design and construction documents were completed in September and issued for construction permits through the Oklahoma Department of Environmental Quality (ODEQ). Simultaneous with the State permitting process, the construction documents were let for public bid in October. The resulting bids were received on November 20th and are as listed in the attached Certified Bid Tabulation. As you will note, four (4) actual bids were received and publically read. The bid documents were structured such that two different water tower designs were specified and priced independently. This was done in order to give the City the opportunity to select the final tower design not only from a cost effectiveness standpoint, but balanced with providing adequate

overall service to this section of the City for the longest duration possible before additional improvements become necessary as the City develops and grows in the future.

Upon analysis of the bid packages received, The Cowan Group and the City Staff are recommending Board consideration to approve the bid from Goins Enterprises, Inc. listing a total project price of \$2,202,414. As indicated on the Bid Tabulation, that total price covers the elevated tower design as opposed to the standpipe style. While smaller in size from a storage capacity standpoint, there are sound engineering reasons to select the elevated tower design as described in the attached Letter of Recommendation issued by The Cowan Group. Generally, from a fire protection standpoint, the elevated tower design will maintain firefighting flows approximately twice as long as the standpipe design and will likely provide adequate firefighting and water service capability for the next 20 years - based on current growth and population projections. While less expensive, it is predicted that the standpipe design would only be adequate for approximately 8-10 years before a third storage tower becomes necessary as the growth continues south along either side of US 75. Please refer to the attached Letter of Recommendation for more detail as to tower design and Contractor recommendations.

Assuming the Board approves the bid received from Goins Enterprises and authorizes entering into a construction contract with that firm in the amount of \$2,202,414, the following represents the overall project costs and the corresponding breakdown of funding sources necessary to facilitate the project:

Project Costs:

A. Engineering, Permitting, and Contract Administration (The Cowan Group)

- Master Water System Study: \$70,000
 - American Burying Beetle Environmental Survey: \$4,000
 - Improvement Design, Permitting, & administration: \$147,500
- Total Consultant Cost: \$221,500

B. Water Storage Tower and Associated Waterline Improvements

- Elevated Storage Tower Design Option (Low Bid): \$2,202,414
- Total Project Hard Cost: \$2,423,914

Project Funding:

- A. Tulsa County Vision 2025 Contract Agreement Amount: \$1,540,641
 - B. Warren Foundation PFPI Reimbursement Agreement: \$322,631
 - C. City of Glenpool Capital Improvement Bond Funds: \$560,642
- Total Project Funding: \$2,423,914

Staff Recommendation:

Based on a careful evaluation of the Bids received and the long-term benefits of the elevated tower design over an equivalent standpipe as described in the attached recommendations from the project engineering consultant, Staff recommends Board approval of the Bid submitted by Goins Enterprises Inc. and authorization to enter into a Contract Agreement in an amount not to exceed \$2,202,414.

Attachment:

- A. Letter of Recommendation – The Cowan Group
- B. Certified Bid Tabulation



December 10, 2015

Glenpool Utility Services Authority Board of Trustees
Attention: Mr. Tim Fox, Chairman
12205 S. Yukon Avenue
Glenpool, OK 74033

**RE: WATER SYSTEM IMPROVEMENTS – CONTRACT NO. GLP-15001
RECOMMENDATION OF AWARD**

Dear Trustee:

On November 20, 2015, the Glenpool Utility Services Authority (GUSA) in conjunction with the City of Glenpool (collectively called Owner) received bids on the above identified capital improvements projects and immediately opened said bids publicly in the city office of the Community Development Director. In accordance with state statutes, the project was advertised in the Tulsa Business and Legal News, a daily newspaper of general circulation in Tulsa County, Oklahoma, on October 19, 2015 and then again on October 26, 2015. The Owner received four (4) bids from qualified general contractors for the construction of water supply system improvements that included a new water storage facility, extension of water distribution mains and modifications to an existing booster pump facility.

The bids were separated into a Schedule A and a Schedule B package solely to account for different funding sources. Schedule A package includes the site work and erection of the selected water storage facility and the booster pump modifications including a new direct fill line running from the booster pump station to the new water storage facility. Schedule B package includes the water distribution system improvements solely required to address the new medical facility development located in the southeast corner of Highway 75 and South 151st Street West.

In order to develop good, economical beneficial opportunities for the Owner, Schedule A had a base bid specifically associated with site work in connection with the new water storage facility in combination with several additive alternatives and one deductive alternative. Additive Alternate No. 1 is directly associated with the construction activity require to erect a 1.1 million gallon (MG) standpipe. Additive Alternate No. 2 is directly associated with the construction activity to erect a 0.5 MG elevated storage facility. Likewise, Additive Alternate No. 3 is directly associated with the construction activity to erect a 0.6 MG elevated storage facility.

In addition, all booster pump modification work including the new tank fill line is separated in Additive Alternate No. 4. Lastly, during the course of bidding, Deductive Alternate No. 5 was added to the bid proposal to account for an alternate design method allowed for standpipes of approximately one (1) million gallons or more in volume.

It is important to note, the bid documents clearly state that it is the Owner's intent to award only one of the Additive Alternate Nos. 1 through 3 and by addendum would include Deductive Alternate No. 5 in conjunction with Additive Alternate No. 1. Furthermore, the documents state that Additive Alternate No. 4 may be included in any combination, if funding is available (Bid Schedule, page 12).

A certified copy of the Bid Tabulation form is attached to this letter for your information. The Bid Tabulation form demonstrates that two (2) combinations clearly provide more benefits to the Owner than the remaining combinations. These two combinations include, in no particular order, (1) the combination of Schedule A: Base Bid + Additive Alternate No. 1 + Additive Alternate No. 4 plus Schedule B, and (2) the combination of Schedule A: Base Bid + Additive Alternate No. 2 + Additive Alternate No. 4 plus Schedule B. In other words, Combination One is the entire project with a 1.1 MG Standpipe for \$1,908,721.00 as bid by Elite Towers from Mustang, Oklahoma, as compared to Combination Two the entire project with a 0.5 MG Elevated Tank for \$2,202,414.00 as bid by Goins Enterprises, Inc. from Joplin, Missouri. The financial difference between the Combination Two and Combination One is \$293,693.00.

City staff requested that the Cowan Group Engineering, LLC (CGE) conduct a detailed investigation of the two lowest responsive bids in order to determine which of the two bids provides the most benefits to the community and, then, provide a recommendation in accordance with the results of the investigation.

In order to adequately analyze and evaluate the benefits provided by either of the proposed storage facilities, CGE identified several critical and crucial elements of the overall storage systems and examined these elements for each system. These elements include: (1) the available water storage volume above the Tulsa Metropolitan Utility Authority (TMUA) Hydraulic Grade Line (HGL), which is approximately water surface elevation of 870 above mean sea level (msl); (2) the time it takes to deplete the available water storage volume during a commercial fire event based upon a total fire suppression flow plus domestic flow of 3,500 gallons per minute (gpm), while the booster pump station is fully operational; (3) the anticipated water quality as approximated by the water age in the tanks under maximum, average and minimum daily demands for the 2015 and 2035; and, lastly, (4) the time differential between the two types of facilities that is expected in order to erect a second tank in the high pressure.

The detailed analysis provided the following results:

- (1) The 0.5 MG elevated storage system provides 463,017 gallons of available volume above the TMUA HGL; whereas, the 1.1 MG standpipe storage system only provides 271,462 gallons above the TMUA HGL.
- (2) In order to comply with the 2009 International Fire Code fire suppression regulations and meet the 3,000 gpm basic fire flow requirement for a minimum of 3 hours as established by the 2011 Insurance Service Office (ISO) inspection for the city of Glenpool, it takes 3.5 hours to deplete the 0.5 MG elevated storage volume above the TMUA HGL, whereas it takes only 2.1 hours for the standpipe system. The

elevated storage system provides an additional 1.4 hours of fire flow suppression capabilities above the TMUA HGL in comparison to the standpipe.

- (3) The 0.5 MG elevated storage system provides better water age than does the standpipe system based upon average daily demand. For 2015 demand the water age is approximately 2 to 3 days in the 0.5 MG elevated storage system versus 5 to 6 days in the standpipe. In addition, for the projected 2035 demand the water age is approximately 1 to 2 days in the 0.5 MG elevated storage system versus 2 to 3 days in the standpipe. Generally, the shorter the water age in a storage facility the better the water quality.
- (4) Based upon current growth patterns and projected demand, the 0.5 MG elevated storage system places the construction of a second storage facility in the southern reaches of the community further into the future than does the 1.1 MG standpipe system. It is estimated that a second storage facility may need to be constructed around the years 2031 to 2032 for the elevated storage system versus 2020 to 2021 for the standpipe system. This estimation is based upon the number of times during the course of one day that the top 30 feet of a storage facility turns overs in accordance with Department of Environmental Quality (DEQ) standards.

Supporting documentation of the above detailed analyses has been provided to city staff and will be incorporated in the City-Wide Water Supply System Model and Final Report.

Therefore, based upon the results of the detailed analyses, CGE recommends that the Owner:

- (1) Accept the bids as received and opened on November 20, 2015;
- (2) Award the Project as defined by Schedule A Base Bid plus Add Alternate Nos. 2 and 4 plus Schedule B to Goins Enterprises, Inc. from Joplin, Missouri, in the amount of \$2,202,414.00; and
- (3) Authorize the City Manager to execute the Public Construction contract for said improvements upon the city attorney's approval of securities and receipt of certificate of insurance.

If you have any questions or comments, please do not hesitate to contact me.

Respectfully,

COWAN GROUP ENGINEERING, LLC

Kenneth D. Schwab

Kenneth D. Schwab, P.E., CFM
Tulsa Operations Manager

KDS\as

xc: Mr. Lynn Burrow, P.E., PLS, CFM, City of Glenpool
Mr. Bill Howard, PMg



BID TABULATION: GLENPOOL WATER SYSTEM IMPROVEMENTS - WATER TANK AND WATER LINE IMPROVEMENTS
CONTRACT NO. GLP WT15001
BID OPENING NOVEMBER 20, 2015 AT 10:00 A.M. AT THE CITY OF GLENPOOL CONFERENCE CENTER

COWAN GROUP ENGINEERING, LLC
 5416 S YALE, SUITE 210
 TULSA, OK 74135
 918.949.6171 (PH)
 918.949.6174 (FX)

PROJECT NAME GLENPOOL WATER SYSTEM IMPROVEMENTS
OWNER GLENPOOL UTILITY SERVICES AUTHORITY
PROJECT NO. CGE #15-279
PHASE ENGINEER BID ESTIMATE
DATE NOVEMBER 20, 2015

| ITEM | SPEC. NO. | DESCRIPTION | UNIT | QUANTITY | Engineer's Estimate | | Elite Towers Inc | | Gerard Tank and Steel, Inc | | McGuire Brothers Construction | | Goins Enterprises | |
|---|-----------|--|------|----------|-----------------------|----------------|-----------------------|--------------|----------------------------|----------------|-------------------------------|----------------|-----------------------|----------------|
| | | | | | UNIT COST W/CONT. | EXTENSION | UNIT | EXTENSION | UNIT | EXTENSION | UNIT | EXTENSION | UNIT | EXTENSION |
| SCHEDULE A: BASE BID | | | | | | | | | | | | | | |
| 1 | 201(A) | CLEARING AND GRUBBING | LS | 1 | \$4,500.00 | \$4,500.00 | \$5,500.00 | \$5,500.00 | \$4,500.00 | \$4,500.00 | \$18,000.00 | \$18,000.00 | \$4,000.00 | \$4,000.00 |
| 2 | 202(H) | EARTHWORK | LS | 1 | \$8,437.50 | \$8,437.50 | \$5,500.00 | \$5,500.00 | \$18,000.00 | \$18,000.00 | \$6,000.00 | \$6,000.00 | \$16,000.00 | \$16,000.00 |
| 3 | 221(C) | TEMPORARY SILT FENCE | LF | 3,150 | \$2.25 | \$7,087.50 | \$2.00 | \$6,300.00 | \$4.00 | \$12,600.00 | \$4.00 | \$12,600.00 | \$2.00 | \$6,300.00 |
| 4 | 221(D) | TEMPORARY ROCK BAG SEDIMENT FILTER | EA | 4 | \$281.25 | \$1,125.00 | \$250.00 | \$1,000.00 | \$800.00 | \$3,200.00 | \$750.00 | \$3,000.00 | \$650.00 | \$2,600.00 |
| 5 | 230(A) | SOLID SLAB SODDING | SY | 500.00 | \$2.81 | \$1,405.00 | \$4.00 | \$2,000.00 | \$6.00 | \$3,000.00 | \$3.00 | \$1,500.00 | \$5.00 | \$2,500.00 |
| 6 | 232(A) | SEEDING METHOD A | AC | 0.26 | \$2,250.00 | \$585.00 | \$2,000.00 | \$520.00 | \$22,500.00 | \$5,850.00 | \$7,840.00 | \$2,038.40 | \$19,500.00 | \$5,070.00 |
| 7 | 303(A) | AGGREGATE BASE - TYPE A | CY | 14 | \$112.50 | \$1,575.00 | \$30.00 | \$420.00 | \$38.00 | \$532.00 | \$40.00 | \$560.00 | \$33.00 | \$462.00 |
| 8 | 402(E) | TRAFFIC BOUND SURFACE COURSE - TYPE E | TON | 90 | \$33.75 | \$3,037.50 | \$28.00 | \$2,520.00 | \$135.00 | \$12,150.00 | \$40.00 | \$3,600.00 | \$117.00 | \$10,530.00 |
| 9 | 411(B) | SUPERPAVE TYPE S3 (PG 64-22 OK) | TON | 12 | \$123.75 | \$1,485.00 | \$300.00 | \$3,600.00 | \$105.00 | \$1,260.00 | \$450.00 | \$5,400.00 | \$91.00 | \$1,092.00 |
| 10 | 411(C) | SUPERPAVE TYPE S4 (PG 64-22 OK) | TON | 4 | \$168.75 | \$675.00 | \$300.00 | \$1,200.00 | \$120.00 | \$480.00 | \$500.00 | \$2,000.00 | \$104.00 | \$416.00 |
| 11 | 509(A) | CLASS AA CONCRETE | CY | 10 | \$562.50 | \$5,625.00 | \$250.00 | \$2,500.00 | \$375.00 | \$3,750.00 | \$600.00 | \$6,000.00 | \$325.00 | \$3,250.00 |
| 12 | 609(B) | COMBINED CURB AND GUTTER (6" BARRIER) | LF | 28 | \$33.75 | \$945.00 | \$50.00 | \$1,400.00 | \$53.00 | \$1,484.00 | \$25.00 | \$700.00 | \$46.00 | \$1,288.00 |
| 13 | 616(B) | 12" PVC C900 DR14 WATERLINE | LF | 341 | \$81.56 | \$27,811.96 | \$45.00 | \$15,345.00 | \$51.00 | \$17,391.00 | \$86.00 | \$29,326.00 | \$45.00 | \$15,345.00 |
| 14 | 616(B) | 16" PVC C900 DR14 WATERLINE | LF | 199 | \$97.31 | \$19,364.69 | \$70.00 | \$13,930.00 | \$92.00 | \$18,308.00 | \$106.00 | \$21,094.00 | \$79.00 | \$15,721.00 |
| 15 | 616(D) | 12" GATE VALVE RJ | EA | 3 | \$2,250.00 | \$6,750.00 | \$3,000.00 | \$9,000.00 | \$3,900.00 | \$11,700.00 | \$2,700.00 | \$8,100.00 | \$3,300.00 | \$9,900.00 |
| 16 | 616(D) | 16" GATE VALVE RJ | EA | 2 | \$3,093.75 | \$6,187.50 | \$7,500.00 | \$15,000.00 | \$7,650.00 | \$15,300.00 | \$6,500.00 | \$13,000.00 | \$6,800.00 | \$13,200.00 |
| 17 | 616(D) | 12"x12"x12" TEE RJ | EA | 1 | \$731.25 | \$731.25 | \$1,100.00 | \$1,100.00 | \$2,550.00 | \$2,550.00 | \$1,000.00 | \$1,000.00 | \$2,200.00 | \$2,200.00 |
| 18 | 616(D) | 16"x16"x16" TEE RJ | EA | 1 | \$956.25 | \$956.25 | \$2,000.00 | \$2,000.00 | \$3,450.00 | \$3,450.00 | \$1,500.00 | \$1,500.00 | \$3,000.00 | \$3,000.00 |
| 19 | 616(D) | 16"x12" REDUCER RJ | EA | 2 | \$618.75 | \$1,237.50 | \$1,500.00 | \$3,000.00 | \$3,000.00 | \$6,000.00 | \$900.00 | \$1,800.00 | \$2,600.00 | \$5,200.00 |
| 20 | 616(D) | 12"x8" REDUCER RJ | EA | 1 | \$506.25 | \$506.25 | \$400.00 | \$400.00 | \$1,800.00 | \$1,800.00 | \$700.00 | \$700.00 | \$1,600.00 | \$1,600.00 |
| 21 | 616(D) | 12" PLUG RJ | EA | 2 | \$731.25 | \$1,462.50 | \$200.00 | \$400.00 | \$1,200.00 | \$2,400.00 | \$650.00 | \$1,300.00 | \$1,040.00 | \$2,080.00 |
| 22 | 616(D) | VALVE BOX | EA | 7 | \$168.75 | \$1,181.25 | \$100.00 | \$700.00 | \$700.00 | \$4,900.00 | \$150.00 | \$1,050.00 | \$600.00 | \$4,200.00 |
| 23 | 616(G) | FIRE HYDRANT ASSEMBLY | EA | 1 | \$3,937.50 | \$3,937.50 | \$3,500.00 | \$3,500.00 | \$6,500.00 | \$6,500.00 | \$3,500.00 | \$3,500.00 | \$6,000.00 | \$6,000.00 |
| 24 | 616(G) | FIRE HYDRANT EXTENSION - 6" | EA | 1 | \$393.75 | \$393.75 | \$700.00 | \$700.00 | \$750.00 | \$750.00 | \$550.00 | \$550.00 | \$650.00 | \$650.00 |
| 25 | 619(A) | REMOVAL OF STRUCTURES AND OBSTRUCTIONS | LS | 1 | \$2,812.50 | \$2,812.50 | \$2,500.00 | \$2,500.00 | \$3,000.00 | \$3,000.00 | \$2,500.00 | \$2,500.00 | \$2,600.00 | \$2,600.00 |
| 26 | 619(B) | REMOVAL OF ASPHALT STREET PAVEMENT | SY | 48 | \$16.88 | \$810.24 | \$25.00 | \$1,200.00 | \$110.00 | \$5,280.00 | \$10.00 | \$480.00 | \$95.00 | \$4,560.00 |
| 27 | 624(A) | FENCING 6-FOOT CHAIN LINK | LF | 570 | \$13.50 | \$7,695.00 | \$30.00 | \$17,100.00 | \$20.00 | \$11,400.00 | \$18.00 | \$10,260.00 | \$30.00 | \$17,100.00 |
| 28 | 624(F) | FENCING CHAIN LINK GATE 10-FOOT WIDE | EA | 2 | \$506.25 | \$1,012.50 | \$1,000.00 | \$2,000.00 | \$750.00 | \$1,500.00 | \$1,100.00 | \$2,200.00 | \$650.00 | \$1,300.00 |
| 29 | 641 | MOBILIZATION | LS | 1 | \$11,250.00 | \$11,250.00 | \$10,000.00 | \$10,000.00 | \$90,000.00 | \$90,000.00 | \$10,000.00 | \$10,000.00 | \$42,000.00 | \$42,000.00 |
| 30 | 642(B) | CONSTRUCTION STAKING LEVEL II | LS | 1 | \$5,705.00 | \$5,705.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$2,500.00 | \$2,500.00 | \$3,250.00 | \$3,250.00 |
| 31 | SPEC-6 | 1 1/2" CLASS "A" ROCK | TON | 340 | \$22.00 | \$7,480.00 | \$25.00 | \$8,500.00 | \$30.00 | \$10,200.00 | \$40.00 | \$13,600.00 | \$25.00 | \$8,500.00 |
| 31A | ALLOW | WATER STORAGE TANK SITE ELECTRICAL | LS | 1 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| SCHEDULE A BASE BID SUBTOTAL | | | | | \$148,768.14 | | \$148,835.00 | | \$289,235.00 | | \$190,858.40 | | \$216,914.00 | |
| SCHEDULE A: ADD ALTERNATIVE NO. 1 - 1.1 MG STEEL STANDPIPE | | | | | | | | | | | | | | |
| 32 | SPEC-1 | 1.1 MG STANDPIPE | LS | 1 | \$1,406,250.00 | \$1,406,250.00 | \$660,500.00 | \$660,500.00 | \$1,125,090.00 | \$1,125,090.00 | \$1,109,000.00 | \$1,109,000.00 | \$1,311,318.00 | \$1,311,318.00 |
| 33 | SPEC-1 | STANDPIPE CONNECTIONS | LS | 1 | \$5,625.00 | \$5,625.00 | \$5,000.00 | \$5,000.00 | \$6,500.00 | \$6,500.00 | \$5,000.00 | \$5,000.00 | \$6,500.00 | \$6,500.00 |
| 34 | SPEC-1 | STANDPIPE FOUNDATIONS | LS | 1 | \$14,062.50 | \$14,062.50 | \$400,000.00 | \$400,000.00 | \$150,000.00 | \$150,000.00 | \$288,000.00 | \$288,000.00 | \$19,900.00 | \$199,000.00 |
| 35 | SPEC-1 | ANTENNA RAIL AND CABLE DETAIL (SECT 2.3.9) | LS | 1 | \$28,125.00 | \$28,125.00 | \$35,000.00 | \$35,000.00 | \$2,500.00 | \$2,500.00 | \$3,000.00 | \$3,000.00 | \$12,000.00 | \$12,000.00 |
| ADD ALTERNATIVE NO. 1 SUBTOTAL | | | | | \$1,454,062.50 | | \$1,100,500.00 | | \$1,284,090.00 | | \$1,405,000.00 | | \$1,528,818.00 | |
| SCHEDULE A: ADD ALTERNATIVE NO. 2 - 0.5 MG STEEL ELEVATED TANK | | | | | | | | | | | | | | |
| 36 | SPEC-2 | 0.5 MG ELEVATED TANK | LS | 1 | \$1,406,250.00 | \$1,406,250.00 | NO BID | NO BID | \$1,025,990.00 | \$1,025,990.00 | \$1,060,000.00 | \$1,060,000.00 | \$1,175,803.00 | \$1,175,803.00 |
| 37 | SPEC-2 | STANDPIPE CONNECTIONS | LS | 1 | \$5,625.00 | \$5,625.00 | NO BID | NO BID | \$6,500.00 | \$6,500.00 | \$5,000.00 | \$5,000.00 | \$6,500.00 | \$6,500.00 |
| 38 | SPEC-2 | STANDPIPE FOUNDATIONS | LS | 1 | \$16,875.00 | \$16,875.00 | NO BID | NO BID | \$150,000.00 | \$150,000.00 | \$175,000.00 | \$175,000.00 | \$14,100.00 | \$141,000.00 |
| 39 | SPEC-2 | ANTENNA RAIL AND CABLE DETAIL (SECT 2.3.9) | LS | 1 | \$22,500.00 | \$22,500.00 | NO BID | NO BID | \$2,500.00 | \$2,500.00 | \$3,000.00 | \$3,000.00 | \$4,800.00 | \$4,800.00 |
| ADD ALTERNATIVE NO. 2 SUBTOTAL | | | | | \$1,451,250.00 | | NO BID | | \$1,184,990.00 | | \$1,243,000.00 | | \$1,327,903.00 | |

| SCHEDULE A: ADD ALTERNATIVE NO. 3 - 0.6 MG STEEL ELEVATED TANK | | | | | | | | | | | | | | |
|---|--------|---|----|-------|-----------------------|----------------|---------------------|--------------|-----------------------|----------------|-----------------------|----------------|-----------------------|----------------|
| 40 | SPEC-2 | 0.6 MG ELEVATED TANK | LS | 1 | \$1,687,500.00 | \$1,687,500.00 | NO BID | NO BID | \$1,198,100.00 | \$1,198,100.00 | \$1,238,000.00 | \$1,238,000.00 | \$1,264,000.00 | \$1,264,000.00 |
| 41 | SPEC-2 | 0.6 MG ELEVATED TANK CONNECTIONS | LS | 1 | \$5,625.00 | \$5,625.00 | NO BID | NO BID | \$6,500.00 | \$6,500.00 | \$5,000.00 | \$5,000.00 | \$8,500.00 | \$8,500.00 |
| 42 | SPEC-2 | 0.6 MG ELEVATED TANK FOUNDATIONS | LS | 1 | \$16,875.00 | \$16,875.00 | NO BID | NO BID | \$150,000.00 | \$150,000.00 | \$201,000.00 | \$201,000.00 | \$154,000.00 | \$154,000.00 |
| 43 | SPEC-2 | ANTENNA RAIL AND CABLE DETAIL (SECT. 2.3.9) | LS | 1 | \$22,500.00 | \$22,500.00 | NO BID | NO BID | \$2,500.00 | \$2,500.00 | \$3,000.00 | \$3,000.00 | \$4,800.00 | \$4,800.00 |
| ADD ALTERNATIVE NO. 3 SUBTOTAL | | | | | \$1,732,500.00 | | NO BID | | \$1,357,100.00 | | \$1,445,000.00 | | \$1,429,100.00 | |
| SCHEDULE A: ADD ALTERNATIVE NO. 4 - BOOSTER PUMP STATION AND FILL LINE | | | | | | | | | | | | | | |
| 44 | 613(W) | BORED CONDUIT - 20" STEEL | LF | 350 | \$371.25 | \$129,937.50 | \$300.00 | \$105,000.00 | \$300.00 | \$105,000.00 | \$250.00 | \$87,500.00 | \$261.00 | \$91,350.00 |
| 45 | 618(B) | 8" PVC C900 DR 14 PIPE | LF | 3,424 | \$67.50 | \$231,120.00 | \$25.00 | \$85,600.00 | \$35.00 | \$119,840.00 | \$67.00 | \$229,408.00 | \$29.00 | \$99,296.00 |
| 46 | SPEC-4 | 10" O.D. HDPE PIPE | LF | 360 | \$78.75 | \$28,350.00 | \$50.00 | \$18,000.00 | \$50.00 | \$18,000.00 | \$74.00 | \$26,640.00 | \$42.00 | \$15,120.00 |
| 47 | SPEC-4 | 10" O.D. HDPE ADAPTER | EA | 2 | \$900.00 | \$1,800.00 | \$750.00 | \$1,500.00 | \$1,500.00 | \$3,000.00 | \$250.00 | \$500.00 | \$1,300.00 | \$2,800.00 |
| 48 | 618(D) | 8" GATE VALVE, RJ | EA | 2 | \$1,462.50 | \$2,925.00 | \$1,250.00 | \$2,500.00 | \$3,000.00 | \$6,000.00 | \$1,900.00 | \$3,800.00 | \$2,000.00 | \$4,000.00 |
| 49 | 618(D) | 8" AIR RELIEF VALVE & VAULT, RJ | EA | 2 | \$4,500.00 | \$9,000.00 | \$1,500.00 | \$3,000.00 | \$1,000.00 | \$2,000.00 | \$3,000.00 | \$6,000.00 | \$800.00 | \$1,600.00 |
| 50 | 618(D) | 8" CHECK VALVE & VAULT, RJ | EA | 3 | \$3,375.00 | \$10,125.00 | \$4,000.00 | \$12,000.00 | \$9,900.00 | \$29,700.00 | \$7,000.00 | \$21,000.00 | \$6,600.00 | \$19,800.00 |
| 51 | 618(D) | 8" - 22 1/2 DEGREE BEND, RJ | EA | 2 | \$618.75 | \$1,237.50 | \$350.00 | \$700.00 | \$800.00 | \$1,600.00 | \$650.00 | \$1,300.00 | \$650.00 | \$1,300.00 |
| 52 | 618(D) | 8" - 45 DEGREE BEND, RJ | EA | 9 | \$731.25 | \$6,581.25 | \$350.00 | \$3,150.00 | \$800.00 | \$7,200.00 | \$650.00 | \$5,850.00 | \$650.00 | \$5,850.00 |
| 53 | 618(D) | 8" - 90 DEGREE BEND, RJ | EA | 4 | \$900.00 | \$3,600.00 | \$300.00 | \$1,200.00 | \$1,500.00 | \$6,000.00 | \$650.00 | \$2,600.00 | \$1,300.00 | \$5,200.00 |
| 54 | 618(D) | 8" - SOLID SLEEVE, RJ | EA | 1 | \$1,406.25 | \$1,406.25 | \$300.00 | \$300.00 | \$800.00 | \$800.00 | \$650.00 | \$650.00 | \$650.00 | \$650.00 |
| 55 | 618(D) | 8" - TAPPING SLEEVE & VALVE | EA | 2 | \$1,968.75 | \$3,937.50 | \$6,000.00 | \$12,000.00 | \$7,500.00 | \$15,000.00 | \$3,500.00 | \$7,000.00 | \$6,600.00 | \$13,200.00 |
| 56 | SPEC-3 | STANDBY GENERATOR | LS | 1 | \$30,937.50 | \$30,937.50 | \$86,000.00 | \$86,000.00 | \$69,000.00 | \$69,000.00 | \$60,000.00 | \$60,000.00 | \$55,000.00 | \$55,000.00 |
| 57 | SPEC-5 | TELEMETRY | LS | 1 | \$16,875.00 | \$16,875.00 | \$26,500.00 | \$26,500.00 | \$30,000.00 | \$30,000.00 | \$45,000.00 | \$45,000.00 | \$20,000.00 | \$20,000.00 |
| ADD ALTERNATIVE NO. 4 SUBTOTAL | | | | | \$477,832.50 | | \$357,450.00 | | \$413,140.00 | | \$497,248.00 | | \$334,968.00 | |
| SCHEDULE A: DEDUCT ALTERNATIVE NO. 5 - 1.1 MG STEEL STANDPIPE ALTERNATE | | | | | | | | | | | | | | |
| 57A | SPEC-1 | 1.1 MG STEEL STANDPIPE DESIGN ALTERNATE | LS | 1 | \$65,000.00 | \$65,000.00 | NO BID | NO BID | \$25,000.00 | \$25,000.00 | \$50,000.00 | \$50,000.00 | \$66,000.00 | \$66,000.00 |
| DEDUCT ALTERNATIVE NO. 5 SUBTOTAL | | | | | \$65,000.00 | | NO BID | | \$25,000.00 | | \$50,000.00 | | \$66,000.00 | |
| SCHEDULE B: BASE BID | | | | | | | | | | | | | | |
| 58 | 201(A) | CLEARING AND GRUBBING | LS | 1 | \$5,625.00 | \$5,625.00 | \$2,500.00 | \$2,500.00 | \$1,500.00 | \$1,500.00 | \$5,000.00 | \$5,000.00 | \$1,300.00 | \$1,300.00 |
| 59 | 221(C) | TEMPORARY SILT FENCE | LF | 2,513 | \$2.25 | \$5,654.25 | \$2.00 | \$5,026.00 | \$4.00 | \$10,052.00 | \$4.00 | \$10,052.00 | \$2.00 | \$5,026.00 |
| 60 | 221(D) | TEMPORARY ROCK BAG SEDIMENT FILTER | EA | 1 | \$309.38 | \$309.38 | \$250.00 | \$250.00 | \$800.00 | \$750.00 | \$750.00 | \$700.00 | \$700.00 | |
| 61 | 230(A) | SOLID SLAB SODDING | SY | 500 | \$2.81 | \$1,405.00 | \$4.00 | \$2,000.00 | \$6.00 | \$3,000.00 | \$3.00 | \$1,500.00 | \$5.00 | \$2,500.00 |
| 62 | 232(A) | SEEDING METHOD A | AC | 0.25 | \$2,250.00 | \$562.50 | \$2,000.00 | \$500.00 | \$22,500.00 | \$5,625.00 | \$7,840.00 | \$1,960.00 | \$19,500.00 | \$4,875.00 |
| 63 | 613(W) | BORED CONDUIT - 24" STEEL | LF | 346 | \$393.75 | \$136,237.50 | \$375.00 | \$129,750.00 | \$300.00 | \$103,800.00 | \$260.00 | \$89,960.00 | \$262.00 | \$90,652.00 |
| 64 | SPEC-4 | 14" O.D. HDPE DR-11 PIPE (200 PSI) | LF | 356 | \$78.75 | \$28,035.00 | \$60.00 | \$21,360.00 | \$56.00 | \$19,936.00 | \$93.00 | \$33,108.00 | \$48.00 | \$17,088.00 |
| 65 | SPEC-4 | 14" O.D. HDPE ADAPTER | EA | 2 | \$675.00 | \$1,350.00 | \$2,000.00 | \$4,000.00 | \$1,500.00 | \$3,000.00 | \$700.00 | \$1,400.00 | \$1,300.00 | \$2,600.00 |
| 66 | 618(B) | 12" PVC C900 DR14 PIPE | LF | 2,510 | \$78.75 | \$197,662.50 | \$35.00 | \$87,850.00 | \$51.00 | \$128,010.00 | \$86.00 | \$215,860.00 | \$44.00 | \$110,440.00 |
| 67 | 618(D) | 12" X12" X12" TEE, RJ | EA | 1 | \$900.00 | \$900.00 | \$750.00 | \$750.00 | \$2,600.00 | \$2,600.00 | \$900.00 | \$900.00 | \$2,200.00 | \$2,200.00 |
| 68 | 618(D) | 12" - 45 DEGREE BEND, RJ | EA | 8 | \$675.00 | \$5,400.00 | \$500.00 | \$4,000.00 | \$1,800.00 | \$14,400.00 | \$800.00 | \$6,400.00 | \$1,800.00 | \$12,800.00 |
| 69 | 618(D) | 12" GATE VALVE, RJ | EA | 3 | \$2,250.00 | \$6,750.00 | \$2,250.00 | \$6,750.00 | \$3,900.00 | \$11,700.00 | \$2,700.00 | \$8,100.00 | \$3,300.00 | \$9,900.00 |
| 70 | 618(D) | 8" GATE VALVE, RJ | EA | 1 | \$1,462.50 | \$1,462.50 | \$1,500.00 | \$1,500.00 | \$3,000.00 | \$3,000.00 | \$1,900.00 | \$1,900.00 | \$2,800.00 | \$2,800.00 |
| 71 | 618(D) | 8" CHECK VALVE, RJ | EA | 1 | \$1,687.50 | \$1,687.50 | \$4,000.00 | \$4,000.00 | \$7,000.00 | \$7,000.00 | \$7,000.00 | \$7,000.00 | \$6,100.00 | \$6,100.00 |
| 72 | 618(D) | 8" SOLID SLEEVE, RJ | EA | 1 | \$731.25 | \$731.25 | \$300.00 | \$300.00 | \$800.00 | \$800.00 | \$650.00 | \$650.00 | \$650.00 | \$650.00 |
| 73 | 618(D) | 12" X8" REDUCER, RJ | EA | 2 | \$562.50 | \$1,125.00 | \$500.00 | \$1,000.00 | \$1,800.00 | \$3,600.00 | \$700.00 | \$1,400.00 | \$1,600.00 | \$3,200.00 |
| 74 | 618(D) | VALVE BOX | EA | 4 | \$168.75 | \$675.00 | \$100.00 | \$400.00 | \$700.00 | \$2,800.00 | \$150.00 | \$600.00 | \$800.00 | \$2,400.00 |
| 75 | 618(G) | FIRE HYDRANT ASSEMBLY | EA | 5 | \$3,937.50 | \$19,687.50 | \$3,500.00 | \$17,500.00 | \$6,500.00 | \$32,500.00 | \$3,600.00 | \$17,500.00 | \$5,600.00 | \$28,000.00 |
| 76 | 619(A) | REMOVAL OF STRUCTURES AND OBSTRUCTIONS | LS | 1 | \$2,812.50 | \$2,812.50 | \$2,500.00 | \$2,500.00 | \$1,500.00 | \$1,500.00 | \$2,000.00 | \$2,000.00 | \$1,300.00 | \$1,300.00 |
| 77 | 641 | MOBILIZATION | LS | 1 | \$11,250.00 | \$11,250.00 | \$5,000.00 | \$5,000.00 | \$2,500.00 | \$2,500.00 | \$10,000.00 | \$10,000.00 | \$15,000.00 | \$15,000.00 |
| 78 | 642(B) | CONSTRUCTION STAKING LEVEL II | LS | 1 | \$5,625.00 | \$5,625.00 | \$5,000.00 | \$5,000.00 | \$4,000.00 | \$4,000.00 | \$5,000.00 | \$5,000.00 | \$3,300.00 | \$3,300.00 |
| SCHEDULE B SUBTOTAL | | | | | \$434,947.38 | | \$301,936.00 | | \$362,123.00 | | \$421,040.00 | | \$322,631.00 | |

SUMMARY OF BID COMBINATIONS

| | | | | | | |
|--|---------------|----------------|----------------|----------------|----------------|----------------|
| BASE BID A + ADD ALT NO.1 + BASE BID B | COMBINATION A | \$2,037,778.02 | \$1,551,271.00 | \$1,935,448.00 | \$2,016,898.40 | \$2,068,363.00 |
| BASE BID A + ADD ALT NO.2 + BASE BID B | COMBINATION B | \$2,034,965.52 | No Bid | \$1,836,348.00 | \$1,854,898.40 | \$1,867,448.00 |
| BASE BID A + ADD ALT NO.3 + BASE BID B | COMBINATION C | \$2,316,215.52 | No Bid | \$2,008,458.00 | \$2,056,898.40 | \$1,968,845.00 |
| BASE BID A + ADD ALT NO.1 + DEDUCT. ALT NO. 5 + BASE BID B | COMBINATION D | \$1,972,778.02 | No Bid | \$1,910,448.00 | \$1,966,898.40 | \$2,002,363.00 |
| BASE BID A + ADD ALT NO.1 + ALT NO. 4 + BASE BID B | COMBINATION E | \$2,515,610.52 | \$1,908,721.00 | \$2,348,588.00 | \$2,514,146.40 | \$2,403,329.00 |
| BASE BID A + ADD ALT NO.2 + ALT NO. 4 + BASE BID B | COMBINATION F | \$2,512,798.02 | No Bid | \$2,249,488.00 | \$2,352,146.40 | \$2,202,414.00 |
| BASE BID A + ADD ALT NO.3 + ALT NO. 4 + BASE BID B | COMBINATION G | \$2,794,048.02 | No Bid | \$2,421,588.00 | \$2,554,146.40 | \$2,303,611.00 |
| BASE BID A + ADD ALT NO.1 + DEDUCT. ALT NO. 5 + ALT NO. 4 + BASE BID B | COMBINATION H | \$2,460,610.52 | No Bid | \$2,323,588.00 | \$2,464,146.40 | \$2,337,329.00 |

- Highlighted value has been corrected for a mathematical error.
- Highlighted value has been corrected to reflect steel tank bid amount instead of composite tank

I certify that this revised document is a true and corrected Tabulation of Bids received at 10:00 am on November 20, 2015.
 This document does not imply that the contract will be awarded to any particular bidder.
 The Owner reserves the right to accept or reject any and all bids.

Russell K. Fischer
 Russell K. Fischer, P.E., CFM
 Cowan Group Engineering, LLC
 Engineer of Record





MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

**FROM: LYNN BURROW
COMMUNITY DEVELOPMENT DIRECTOR**

**RE: ACCEPTANCE of GENERAL UTILITY EASEMENT DEDICATION
FROM AUTOZONE INVESTMENT CORPORATION**

DATE: NOVEMBER 23, 2013

BACKGROUND

This item is for Council consideration and action regarding the acceptance of a General Utility Easement to be granted by AutoZone Investment Corporation and dedicated to the City of Glenpool. The easement in question is described and illustrated on the attached easement document and supporting survey exhibit. Also attached are certain site plan documents which depict the boundary of a certain tract to be developed in Southwest Crossroads for an AutoZone retail outlet. The project tract is located on the east side of Vancouver Avenue - immediately south of the newly constructed Starbucks facility and north of the Santa Fe restaurant. The attached proposed General Utility Easement includes an "Exhibit A" document and a copy of the approved site plan for the AutoZone project illustrating the easement in question along the southerly boundary of the tract. The easement is being created in standard location and is ten feet (10') in width to accommodate existing and anticipated utility services necessary to serve the building structure proposed for the project. The format of the proposed easement document and associated exhibit are in conformance with City standards.

Recommendation:

At this time, Staff has reviewed this proposed Utility Easement for technical merit and for compliance with the requirements of the approved site plan for the AutoZone project and is recommending Council approval and acceptance of this dedication from AutoZone Investment Corporation.

Attachments:

- A. General Utility Easement
- B. Supporting Documents.

GENERAL UTILITY EASEMENT

That the undersigned, AutoZone Development LLC, a Nevada limited liability company (Grantor), as the owner of the legal and equitable title of the following described real estate (Property), for and in consideration of the sum of TEN DOLLARS (\$10.00), and other good and valuable considerations, the receipt of which is acknowledged, does hereby grant and convey to the City of Glenpool, a Municipal Corporation (GRANTEE), an easement through, over, and across the following described Property:

See Exhibit 'A' attached herewith and made a part of this easement grant:

for the purpose of permitting Grantee and Franchise Utility services thereon, through, over, or across said property, together with all necessary and convenient appurtenances thereto; to use and maintain the same; and affording Grantee and Franchise Utility service provider officers, agents, employees, and/or all persons under contract with either, the right of access to and upon said premises and strip of land for the purposes of surveying, excavating for, operating, repairing, and maintaining all such utility services and associated appurtenances.

The Grantee and Franchise Utility service providers are hereby given and granted the exclusive possession of said above described premises for the purposes aforesaid and Grantor, for itself and its heirs, administrators, successors, and assigns, covenants and agrees that no building or fence will be placed, erected, installed, or permitted upon the above described real estate; and further covenants and agrees that, in the event the terms of this paragraph are violated by the Grantor or other persons in privity with it, such violation will promptly be corrected and eliminated upon receipt of notice from the Grantee or Franchise Utility supplier, or the Grantee or Franchise Utility supplier shall have right to remove or otherwise eliminate such violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof.

TO HAVE AND TO HOLD such easement unto to the City of Glenpool (Grantee), its successors or assigns as aforesaid:

Dated this ____ day of _____, 2015.

By: AutoZone Investment Corporation
a Nevada corporation, its Sole Member

By: [Signature]
James C. Griffith

Name: _____
Senior Vice President

[Signature]
MARIA LEGGETT
Vice President, Assistant General
Counsel & Assistant Secretary

APPROVED, VERIFIED AND
PASSED FOR SIGNING

[Signature] [Signature]

Tennessee
STATE OF OKLAHOMA)

COUNTY OF shelby) ss.
TULSA)

Before me, the undersign, a Notary Public, in and for said County and State on this the 5^m day of NOVEMBER, 2015, personally appeared James C. Griffith and Maria Leggett to me known to be the identical persons who subscribed as the maker to the foregoing as Owner (Grantee) and acknowledge to me that ~~he~~ they executed the same as their his free will and voluntary act and deed for the uses and purposes there in set forth.

Laura Sharpe
Name:
Notary Public



My Commission Expires:
4-27-2010

ACCEPTED BY:

CITY of GLENPOOL
A Municipal Corporation

Dated this: _____, day of _____, 2015

By: _____
Mayor: Momodou Ceesay

ATTEST:

Susan White
City Clerk

APPROVED AS TO FORM:

Lowell Peterson
City Attorney

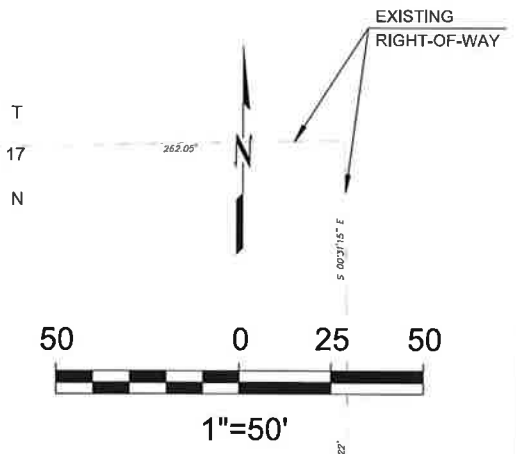
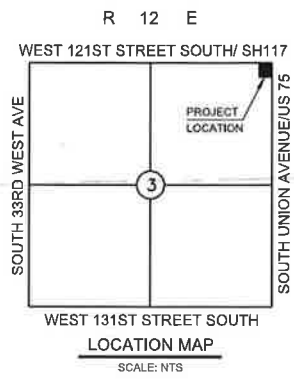
ATTACHMENT "A"
LEGAL DESCRIPTION
AUTOZONE STORE #6377
UTILITY EASEMENT
GLENPOOL, TULSA COUNTY, OKLAHOMA

A PART OF SECTION THREE (3), TOWNSHIP SEVENTEEN (17) NORTH, RANGE TWELVE (12) EAST IN THE INDIAN MERIDIAN, TULSA COUNTY, OKLAHOMA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF A TRACT OF LAND; WHICH IS PART OF LOT ONE (1), BLOCK TWO(2) OF THE SOUTHWEST CROSSROADS, AN ADDITION TO THE CITY OF GLENPOOL, NORTHEAST QUARTER OF SECTION 3, TOWNSHIP 17 NORTH, RANGE 12 EAST OF THE INDIAN MERIDIAN, TULSA COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT NO 6117; THENCE SOUTH 01°11'46" EAST A DISTANCE OF 245.21 FEET TO THE POINT OF BEGINNING; THENCE NORTH 88°48'14" EAST A DISTANCE OF 264.41 FEET; THENCE SOUTH A CURVE RADIUS OF 1910.00 FEET, A CENTRAL ANGLE OF 00°18'00", A CHORD BEARING OF SOUTH 04°55'06" EAST, AN ARC LENGTH OF 10.02 AND CHORD DISTANCE OF 10.02 FEET; THENCE SOUTH 88°48'14" WEST A DISTANCE OF 265.06 FEET; THENCE NORTH 01°11'46" WEST TO THE POINT OF BEGINNING.

11/2/2015 2:33:56 PM \\okc-server\civil\Projects\1580037 Glenpool Autozone\Autozone\Dgn\EASMT EXHIBIT.dgn

(EAST BOUND) W. 121st STREET S. (HWY 117)



POINT OF COMMENCEMENT
NORTH WEST CORNER OF LOT 1, BLOCK 2
OF THE SOUTHWEST CROSSROADS
AN ADDITION TO THE CITY OF GLENPOOL

245.21'
S01°11'46"E

SOUTH VANCOUVER AVENUE

260.71' N 88°54'43" E

LOT 1
BLOCK 2

PROPERTY
BOUNDARY

S 88°54'43" W
260.71'

R=1910.00'
L=21.44'
Δ=0°38'55"
ChD=21.44'
ChB=S 00°50'33" E

130.56'

POINT OF BEGINNING

264.41'
N88°48'14"E

R = 1910'
L=10.02'
Δ = 00°18'00"
CL = 10.02'
CB = S 04°55'06" E

R=1910.00'
L=130.17'
Δ = 3°54'17"
ChD=130.14'
ChB=S 03°06'50" E

10.00'
N01°11'46"W

265.06'

265.06'
S88°48'14"W

LOT 2
BLOCK 2

EXHIBIT A DATE: 11/02/2015 SHEET 1 OF 1

AUTOZONE

AUTOZONE STORE #6377

S. VANCOUVER AVE & W. 121ST SOUTH
GLENPOOL, OK 74037

wallace

WALLACE ENGINEERING
STRUCTURAL ENGINEERS AND ARCHITECTS
170 EAST GLENDALE BLVD. SUITE 100
GLENDALE, OK 74344
P: 405-245-1111
F: 405-245-1112
WWW.WALLACE-ENG.COM
EXP. DATE: 8-30-17

OWNER: **AutoZone, Inc.**
 123 S. FRONT STREET, 3RD FLOOR
 MEMPHIS, TENNESSEE 38103

PREPARED FOR: **AutoZone STORE DEVELOPMENT**
 Store No.: 6377
 S. VANCOUVER AVE.
 GLENPOOL
 OK

74037

SITE PLAN

SCALE: 1" = 20'-0"

REVISIONS

ARCHITECT: **wallace**
 DRAFTSMAN:
 CHECKED BY:
 DATE: SEPTEMBER 3, 2015
 PROTOTYPE SIZE

WALLACE ENGINEERING
 STRUCTURAL CONSULTANTS, INC.
 333 EAST BUCKINGHAM SQUARE, SUITE 100
 GLENPOLE, MISSISSIPPI 38854
 PHONE: 662-898-4444
 FAX: 662-898-4444
 WWW.WALLACE-ENG.COM

C1.0

- KEYNOTES**
- BUILDING & PAVING**
- 1 Pipe guard - see details 10 / CIA
 - 2 Dumpster layout - see details 11 / CIA
 - 3 Service Door Plan - see detail 10 / CIA
 - 4 Bollard Plan - see detail 10 / CIA
 - 5 Concrete light pole base - see detail 13 / CIA
Ain light fixture in direction as indicated.
 - 6 Curb & gutter # concrete paving - see detail 2 / CIA
 - 7 Freezeless yard hydrant - See MEP plans
 - 8 Slope end of curb 4:1
 - 9 Accessible striping/emblem - See detail 8 / CIA
 - 10 Concrete paving - see det. 1 / CIA. Expansion and Control joints - see det. 5 / CIA. Maximum spacing for control joints is 15' OC, each way.
 - 11 Asphalt paving - see det. 1 / CIA.
 - 12 6'-0" long concrete wheel stop pinned to pavement (typical). Locate 3'-6" from face of curb or sidewalk. See detail 4 / CIA.
 - 13 4" wide parking stripe painted white (typ.)
 - 14 4" white diagonal stripes - See detail 8 / CIA
 - 15 Handicap parking sign - see detail 9 / CIA
G.C. to provide one Van Accessible sign.
 - 16 Concrete sidewalk - see detail 3 / CIA for sidewalks around building.
 - 17 Accessible Ramp - See detail 7 / CIA - Max. slope 1:12 (8.33%), Max. cross slope 1:50 (2.00%) truncated cone to be a contrasting color.
 - 18 New landscape area - Provide 3" topsoil 4 sod. See sheet L10 for additional information.
Slope grade from back of curb down to match the existing grade at the property line.
 - 19 Screen wall - See detail 11 / CIA for material and overall height and foundation requirements.
 - 20 Monument sign - See foundation details on signage sheets.
 - 21 Loading Area: slope at max. 2-1/2% away from building.
 - 22 18" x 24" concrete splash blocks # building down spouts (typ.)
 - 23 5' x 5' concrete pad
 - 24 Retaining Wall - See detail 12 / CIA
 - 25 Pavement Transition - See detail 6 / CIA
 - 26 Sidewalk per City of Glenpool Standards
 - 27 Accessible ramp per City of Glenpool Standards
 - 28 Street sign - 8x 12x 30" hgt. See foundation details on signage sheets.
- GENERAL NOTES**
1. Roof roll building and all parking areas. Notify the Architect of any unacceptable areas.
 2. Edge of new pavement to be flush with existing pavement.
 3. All sidewalk curb and gutter street paving, curb cuts, driveway approaches, handicap ramp, etc. constructed outside the property line in the right-of-way shall conform to all municipal and/or state specifications and requirements.
 4. For areas outside the property lines, repair and/or replace all damage done to existing elements (sidewalks, paving, landscaping, etc.) as required by owner and/or governing authority.
 5. For proposed utility locations, see the utility plan.

PARKING REQUIREMENT

| TYPE | REQUIREMENT |
|----------------------------------|-----------------------------------|
| STANDARD PARKING | 1 PER 100 SF OF GROSS FLOOR AREA |
| ACCESSIBLE PARKING | 2 PER 1000 SF OF GROSS FLOOR AREA |
| TOTAL REQUIRED PARKING | 22 |
| PROPOSED STANDARD PARKING SPACES | 25 |
| ACCESSIBLE SPACES | 2 |
| TOTAL PROPOSED PARKING | 27 |
| LOADING BERTH | 1 |
| SPACE (OVER 5'00" REQUIRED) | 1 |
| PROVIDED LOADING BERTH | 1 |

CITY OF GLENPOOL ZONING:
 COMMERCIAL GENERAL DISTRICT (CG)

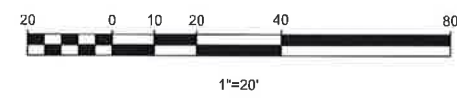


CAUTION
 NOTICE TO CONTRACTOR
 THE CONTRACTOR IS SPECIFICALLY CAUTIONED THE LOCATION AND ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES.

BENCHMARK NO. 2
 DESC.: CUT "BOX"
 LOCATION: TOP OF CURB;
 WEST SIDE OF STREET @
 THE SW INTERSECTION.
 ELEV.: 672.49' (NAVD88)

BENCHMARK BASE
 DESC.: D.O.T. CUT "X"
 LOCATION: 315.9'-482.02' W
 FROM THE NW CORN. OF LOT 1,
 SOUTHWEST CROSSROADS ADDITION,
 SOUTH SIDE OF W. 121st ST.
 (BM REFERENCED ON PLAT.)
 (SHOWN AS 445229 DATUM)
 ELEV.: 670.12' (NAVD88 DATUM)

BENCHMARK NO. 1
 DESC.: CUT "BOX"
 LOCATION: TOP OF CURB;
 EAST SIDE OF STREET
 ADJ. TO THE SW COR. OF LOT 1.
 ELEV.: 672.82' (NAVD88)

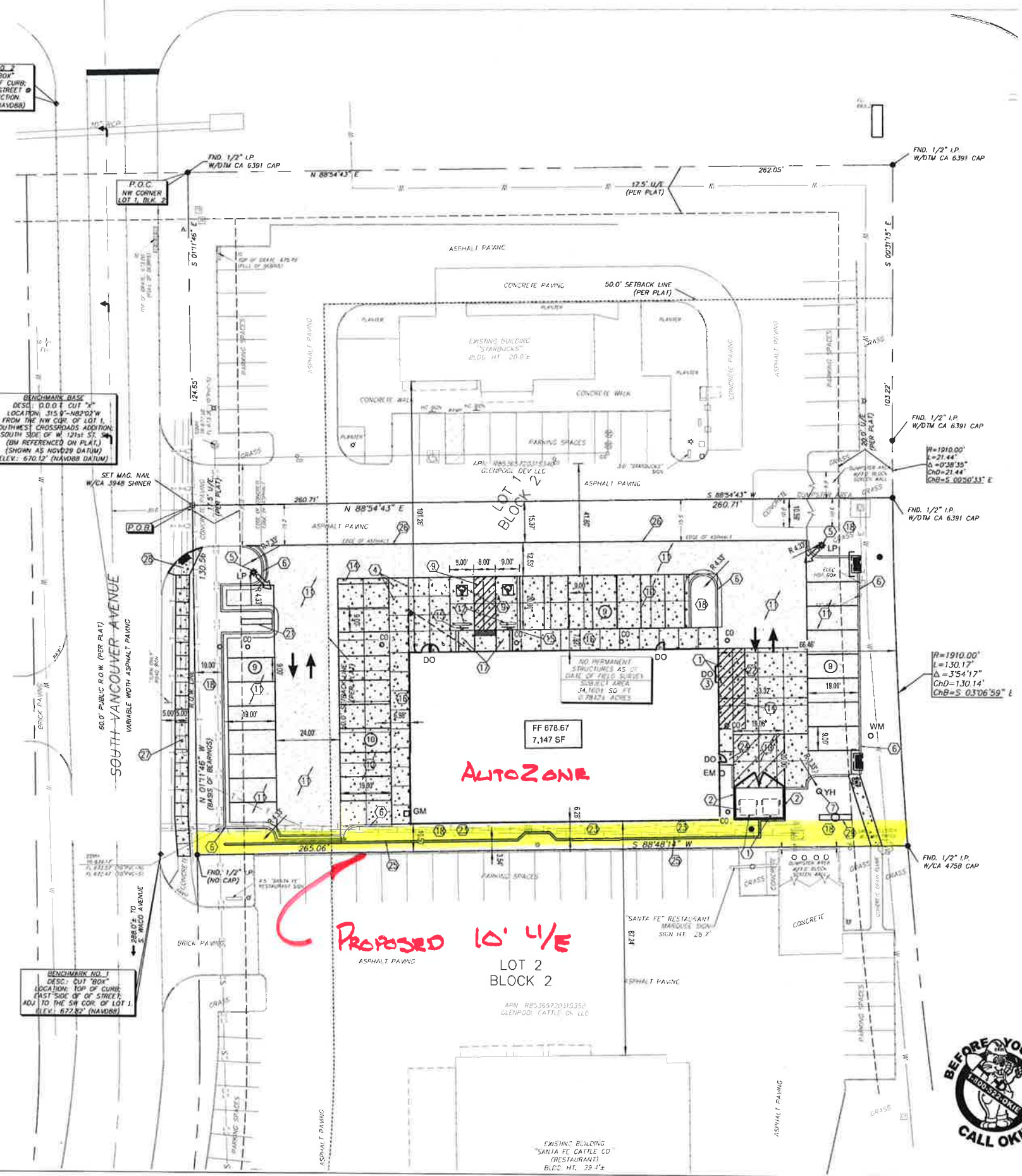


BENCHMARKS:

BENCHMARK NO. 1
 DESC.: CUT "BOX"
 LOCATION: TOP OF CURB;
 EAST SIDE OF STREET;
 ADJ. TO THE SW COR. OF LOT 1,
 ELEV.: 672.82' (NAVD88)

BENCHMARK NO. 2
 DESC.: CUT "BOX"
 LOCATION: TOP OF CURB;
 WEST SIDE OF STREET @
 THE SW INTERSECTION,
 ELEV.: 672.49' (NAVD88)

- GENERAL SITE NOTES**
1. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL MUNICIPAL REGULATIONS AND CODES, WHICHEVER IS MORE STRINGENT.
 2. ALL WORK AND MATERIALS SHALL COMPLY WITH O.S.H.A. STANDARDS.
 3. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
 4. REFER TO LANDSCAPE PLANS FOR GRASS, TREES AND PLANTED MATERIALS.
 5. ALL DIMENSIONS AND COORDINATES ARE FROM BACK OF CURB UNLESS SHOWN OTHERWISE.
 6. RADII = 2'-00" U.N.O.
 7. BUILDING COORDINATES ARE TO OUTSIDE FACE OF WALL.



November 3, 2015

To Whom It May Concern:

I am issuing this letter To Whom It May Concern due to my professional, political, and personal interest vested within the City of Glenpool that consists of the Glenpool Chamber of Commerce and a Councilor At-Large for the Citizens of Glenpool. The purpose of this letter is to outline my concerns that Councilor Jennifer Ballew is acting in neglect as an elected official while also being a paid staff member by the Chamber of Commerce. This dual role by Councilor Ballew was brought to my attention at the Glenpool Monthly Chamber of Commerce luncheon on October 14, 2015 and Members of the Chamber of Commerce who contacted me on October 15, 2015.

As a governor body for the City of Glenpool, on May 4, 2015 Resolution 13-05-01 was on the agenda and passed. The Meeting Minutes for the May 4, 2015 that included Resolution 13-05-01 was approved on May 19, 2015. Resolution 13-05-01 is The Code of Ethics and Policy Statement for Elected and Appointed Officials. It is my opinion that following excerpts from Resolution 13-05-01, Councilor Ballew is in conflict with:

1. ¶ 1 Act in the Public Interest

‘Common good of the people of Glenpool and not for any private or personal interest’

2. ¶ 8 Conflict of Interest

‘Members shall abstain from participating in deliberation and decision making where conflicts may exist’

3. ¶ 11 Use of Public Resources

‘No Council Member shall be provided an office at City Hall..., nor will any Council Member be issued key(s) to City Hall.... Members shall not use public resources that are not equally available to the public in general.... for private gain or personal interest’

4. ¶ 13 Representation of Private Interest

‘Members of Council shall not appear on behalf of the private interest s of third parties before the council or any board..., nor shall members of boards... appear before their own bodies or before Council on behalf of private interest of third parties...’

5. ¶ 21 Compliance and Enforcement

‘Members themselves have the primary responsibility to enforce compliance with these ethical standards....and that the public can continue to have full confidence in the integrity of government....Mayor has the additional responsibility to intervene when actions of Members that appear to be in violation of the Code of Ethics are brought to their attention’

On July 20, 2015 Glenpool City Council voted to approve the yearly agreement between the City of Glenpool and the Glenpool Chamber of Commerce. The Meeting Minutes from the July 20, 2015 meeting was approved by Council on August 3, 2015. The agreement states that the City of Glenpool will provide the Glenpool Chamber of Commerce with an annual payment of \$20,000, a donation of \$5,000 to be used for Black Gold Days, and lease space within City Hall.

Based on Resolution 13-05-01 and the approval of Council from the July 20th meeting for the annual agreement between the City of Glenpool and the Glenpool Chamber of Commerce; Councilor Ballew's affiliation between duties of Councilor and Chamber Staff need to be further investigated and revoked.

Thank you,



Brandon K. Kearns
City of Glenpool
Councilor At-Large

Cc: Honorable Tim Fox – Mayor
Roger Kolman – City Manager
TA Hollis – Chamber Board Member
Richard Oltmann – Chamber Board Member



To: Hon. Timothy Lee Fox, Mayor
Hon. Momodou Ceesay, Vice Mayor
Hon. Patricia Agee, Councilor
Hon. Jennifer Ballew, Councilor
Hon. Brandon Kearns, Councilor

From: Lowell L. Peterson, City Attorney

Date: December 2, 2015

Subject: Propriety of Council Member Having a Contractual Relationship with, or Sitting on the Board of, an Entity with Which the City has Contracted for Services

Dear Council Members:

Inasmuch as I have now received three inquiries from members of the Council regarding whether Councilor Ballew’s seat on the City Council, which voted in favor of the City’s Agreement with the Chamber of Commerce for space in the Conference Center and related services, creates a conflict of interest with her simultaneously having a contract for services relationship with the Chamber and/or serving on the Board of the Chamber. [Note: The reasoning in this memo would apply equally if Councilor Ballew were an employee of the Chamber.]

My legal opinion is that the described situation does *not* create either an ethical or a legal conflict of interest. In addition, I have consulted with and requested the opinion of a colleague in the practice of municipal law who has a lengthy career dealing with such issues for several municipalities. He concurs without reservation in my opinion. I shall explain our reasoning in more detail below.

Section 8-113 of Title 11 of the Oklahoma Statutes provides that no municipal officer [or any business in which the officer, or spouse of the officer, has a proprietary interest] may engage in contracting with the municipality. "Proprietary interest" is defined as ownership of more than 25% of the business or any percentage that constitutes a controlling interest. Any member of a governing body who approves any transaction in violation of the provisions of this section may be held personally liable for the amount of the transaction. There is no provision for removal of the governing body member in such a case.

Section 8-113 closes by stating that any officer, director or employee of a “financial institution” may serve on the governing board of a public body, *provided that the member shall abstain from voting on any matter relating to a transaction between or involving the financial institution in which they are associated and the public body in which they serve.* Financial institution is defined as any office or branch of any bank, savings and loan association, savings bank, credit union, trust company, building loan association or any other business which accepts funds for deposit held in trust located in the State of Oklahoma.

Although the Chamber is not a “financial institution,” Councilor Ballew is a director of the Chamber. In accordance with the spirit of this provision, Councilor Ballew has abstained from the votes of the Council approving the City’s Agreement with the Chamber, even though she had

no legal duty to do so. (See minutes of July 7, 2014, and July 20, 2015 Council meetings attached.) Going forward, it would be prudent (though, again, not legally required) for Councilor Ballew to continue her established practice of abstaining from voting on the City's Agreement with the Chamber so long as she continues to do contract work for the Chamber or sit on the Chamber Board, to avoid the possible appearance of any impropriety.

In addition to the question of any potential statutory prohibitions against the practice of the Council doing business with an entity of which a member is an employee, contractor or director, questions were also raised regarding application of the Code of Ethics and Policy Statement for Elected and Appointed Officials, specifically the following sections which require that Council members:

1 - Act in the Public Interest

'Common good of the people of Glenpool and not for any private or personal interest'

Councilor Ballew was a member of the Council that voted for the Chamber Agreement, although she did not vote. That may have incidentally benefited her because of her contract with the Chamber, but there is no reason to think the City's Agreement with the Chamber is not in the public interest. For that reason, even if she had voted, she would still have acted in the public interest. (When the Council votes for the improvement of streets that members drive on or the water and sewer systems they use, they get a personal benefit, but that does not mean they were not voting in the public interest.)

8 - Conflict of Interest

'Members shall abstain from participating in deliberation and decision making where conflicts may exist'

I have previously determined that Councilor Ballew is not in violation of any *legal* prohibition against conflict of interest.

However, there is an apparent perception of *ethical* conflict whether or not a legal conflict exists. A Councilor may not be forced to abstain from, or resign from a governing body that makes, decisions that have no legal conflict. As I noted above, Councilor Ballew's decisions to abstain from votes on the Chamber Agreement were for the purpose of avoiding the appearance of a conflict.

11 - Use of Public Resources

'No Council Member shall be provided an office at City Hall...., nor will any Council Member be issued key(s) to City Hall.... Members shall not use public resources that are not equally available to the public in general.... for private gain or personal interest'

Councilor Ballew has not been provided an office at City Hall, in either her capacity as a Councilor or contractor or director with the Chamber. She has only use of the office space in the Conference Center that is leased by the Chamber, and that is not for the purpose of conducting City business. The purpose of section 11 was to prevent any Council member from officing on the 2nd or 3rd floor in an effort to govern day-to-day business.

13 - Representation of Private Interest

‘Members of Council shall not appear on behalf of the private interests of third parties before the council or any board...., nor shall members of boards... appear before their own bodies or before Council on behalf of private interest of third parties....’

Councilor Ballew has never appeared before the Council or any other City board or commission on behalf of the Chamber.

21 - Compliance and Enforcement

‘Members themselves have the primary responsibility to enforce compliance with these ethical standards....and that the public can continue to have full confidence in the integrity of government....Mayor has the additional responsibility to intervene when actions of Members that appear to be in violation of the Code of Ethics are brought to their attention’

Of the four sections above that were enumerated by a concerned Councilor, the only one that has any merit is # 8. This is because of purported public feedback indicating there may be a perception of conflict in the fact that a Councilor serves on the Council that voted for a contract with an entity from which she derives compensation and/or for which she sits on the Board. This concern is minimally valid, although it is not a legal conflict and Councilor Ballew’s recusal from the votes in question should be sufficient to relieve the concern. A strict adherence to banning Council members from voting on contracts with companies or businesses with which they have an employment interest or fiduciary responsibility would effectively ban every citizen who works for any of the many businesses in Glenpool from whom the City purchases goods or services from sitting on the Council.

With respect to the Mayor’s “additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to [his] attention,” that responsibility has been satisfied by requesting this legal opinion.

The Council’s additional authority to impose sanctions on Council members is triggered only by “conduct that does not comply with the City’s ethical standards.” Given Councilor Ballew’s voluntary decision to go beyond the legal standard by abstaining from the votes in question, it is my opinion that there remains no conduct to sanction.

Councilor Ballew had no influence on the mutual decision of the City and the Chamber to consider the annual lease and service Agreement. (It is my understanding that she also abstained from the corresponding Chamber vote on the Agreement.) She certainly had no duty to, and the Council would have no legal authority to request her to, resign from either of the Council or the Chamber. She took the most commendable course of action under the circumstances.

In conclusion, I will point out that my opinion does not apply exclusively to the case presented by Councilor Ballew’s dual roles on the Council and the Chamber. It is entirely possible that there may be future situations in which the Council is presented with contracts that involve another party with which a Councilor has an employment or contractual relationship. (One example that comes to mind is the Agreement between the City and the Glenpool School District for the services of a school resource officer. It would be absurd to consider that Councilor Agee should resign from either of the Council or her employment because she is an employee of the

Glenpool School District. A contrary finding would be the case if, for example, the City proposed to enter a contract with Mamadou's Restaurant to cater City functions. That would clearly be prohibited.)

So long as a Council member has no proprietary interest in the other contracting party and the other contracting party is not a "financial institution," as defined in the statute, in which the Councilor is an employee, officer or director, no Councilor has even the duty to recuse themselves from the vote. Doing so is an added measure of prudence to minimize any appearance of impropriety.

MINUTES
CITY COUNCIL MEETING
July 7, 2014

The Regular Session of the Glenpool City Council was held at 6:02 p.m., Glenpool City Hall, 3rd Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Momodou Ceesay, Mayor; Alyce Korb, Vice-Mayor; Tim Fox, Councilor; Patricia Agee, Councilor and Jennifer Ballew, Councilor.

Staff present: Roger Kolman, City Manager; Lowell Peterson, City Attorney; Charles Barnes, Finance Director; Lynn Burrow, Community Development Director; Rick Malone, City Planner and Dennis Waller, Police Chief. Susan White, City Clerk was absent.

Others Present: Jennifer Cook, Glenpool Chamber of Commerce.

- A. Mayor Ceesay called the meeting to order at 6:02 p.m.**
- B. Rick Malone, City Planner called the roll. Mayor Ceesay declared a quorum present.**
- C. Rick Malone offered the Invocation.**
- D. Mayor Ceesay led the Pledge of Allegiance.**
- E. Scheduled Business**
 - 1. Discussion and possible action to approve minutes from June 16, 2014 and June 23, 2014 meetings.**

MOTION: Vice Mayor Korb moved, second by Councilor Agee to approve minutes as presented.
FOR: Councilor Fox; Councilor Agee; Councilor Ballew; Vice-Mayor Korb; Mayor Ceesay
AGAINST: None
Motion carried.

- 2. Discussion and possible action to renew Agreement between the City of Glenpool and the Glenpool Chamber of Commerce for professional services and lease of space in the City Hall/Conference Center for FY 2014-2015.**

Mayor Ceesay announced that he and Councilor Ballew would recuse themselves from the vote because they serve on the Chamber Board. Roger Kolman, City Manager presented the Agreement for approval. He outlined the proposed changes in the renewal Agreement. Ms. Jennifer Cook, President for the Chamber of Commerce answered Council questions and offered a perspective from the Chamber.

MOTION: Councilor Agee moved, second by Vice Mayor Korb to renew Agreement with Glenpool Chamber of Commerce as presented.
FOR: Councilor Agee; Councilor Fox; Vice-Mayor Korb
RECUSE: Councilor Ballew; Mayor Ceesay
AGAINST: None
Motion carried.

MINUTES
CITY COUNCIL MEETING
July 20, 2015

The Regular Session of the Glenpool City Council was held at 6:00 p.m., Glenpool City Hall, 3rd Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Jennifer Ballew; Tim Fox; and Patricia Agee. Councilors Momodou Ceesay and Brandon Kearns were absent.

Staff present: Roger Kolman, City Manager; Lowell Peterson, City Attorney; Susan White, City Clerk; Julie Casteen, Finance Director; Lynn Burrow, Community Development Director; Rick Malone, City Planner; Dennis Waller, Police Chief and Paul Newton, Fire Chief. Also present were: Kelly Fitzpatrick, representing Glenpool Chamber of Commerce and Kimberly Coody.

- A) Mayor Fox called the meeting to order at 6:05 p.m.**
- B) Susan White, City Clerk called the roll. Mayor Fox declared a quorum present.**
- C) Mayor Fox offered the Invocation.**
- D) Mayor Fox led the Pledge of Allegiance.**
- E) Glenpool Chamber of Commerce Report – Kelly Fitzpatrick**

Mr. Fitzpatrick reported that Ms. Amy Rogers had resigned her position as Chamber of Commerce President, effective immediately.

- F) City Manager Report – Roger Kolman, City Manager**

Mr. Kolman reported that he had recently attended the CMAO Conference in Claremore. He announced that he had applied to host a future Conference at the Glenpool Conference Center and was awarded the 2017 CMAO Conference.

Mr. Kolman announced his plan to take Friday off to celebrate his birthday.

- G) Mayor Report – Tim Fox, Mayor**

Mayor Fox informed the Council that he had attended a Block Party at Glen Pines Mobile Villiage sponsored by Landing Community Church. He complimented the Church on a successful event.

Mayor Fox reminded the Council and audience of upcoming community events including, the Fishing Derby slated for August 15, from 9 a.m. to 1 p.m. at the Glenpool Conference Center lake; August 21-22 Greater Tulsa Cultural Festival at the Conference Center; and Public Safety Days scheduled for October 24 from 10 a.m. to 2 p.m. at the Glenpool Public Safety Building.

- H) Council Comments**

None

- I) Public Comments**

even though the City is exempted. In this case however, the ODOC is also exempted under state law from liability leaving no recourse for Ms. Coody to recover her associated costs of \$279.80. Mr. Peterson advised that it would be a good business practice to pay the claim and he further stated that it would not set precedence.

Mr. Earl Henry pledged to pay for the damages realized by Ms. Coody if the City Council chose to deny the claim. Mr. Henry requested that his offer become part of the official record of the City.

Mayor Fox requested staff research the possibility of purchasing gap insurance to cover any future claims associated with ODOC work crews.

MOTION: Mayor Fox moved, second by Councilor Agee to approve Tort Claim No. 200566-LR and pay Ms. Kimberly Coody the claimed damages of \$279.80.

FOR: Councilor Agee; Mayor Fox; Councilor Ballew

AGAINST: None

ABSENT: Councilor Kearns; Vice-Mayor Ceesay

Motion carried.

8) Discussion and possible action to renew Agreement between the City of Glenpool and the Glenpool Chamber of Commerce for professional services and lease of space in the City Hall/Conference Center for FY 2015-2016.

Mr. Kolman stated for the record that he is a member of the Chamber of Commerce Board of Directors. The Agreement has already been executed by the Chairman of the Chamber. The Agreement establishes a \$20,000 stipend from the City in return for services provided by the Chamber which represent a city-wide benefit.

Councilor Ballew informed the Council that she too served as a Chamber of Commerce Board member and therefore would recuse herself from the vote. Upon her declaration to recuse, Mayor Fox requested a legal opinion from Mr. Peterson, since only three members of the Council were present and a vote would consist of two members. Mr. Peterson stated the action did not require a super majority, only a majority of those Council members present.

MOTION: Mayor Fox moved, second by Councilor Agee to approve the Agreement as presented.

FOR: Mayor Fox; Councilor Agee

ABSTAIN: Councilor Ballew

ABSENT: Councilor Kearns; Vice-Mayor Ceesay

Motion carried.

9) Discussion and possible action to approve an Agreement between the City of Glenpool and the Glenpool School District for the Provision of a School Resource Officer, including drug dog services to the extent available, for Academic Year 2015-2016.

Dennis Waller, Chief of Police presented the SRO Agreement for approval. He declared the Agreement is exactly the same as the previous year.

MOTION: Councilor Agee moved, second by Councilor Ballew to approve the Agreement for Academic Year 2015-2016, as presented.

FOR: Councilor Agee; Councilor Ballew; Mayor Fox

AGAINST: None

ABSENT: Councilor Kearns; Vice-Mayor Ceesay

Motion carried.

10) Discussion and possible action to enter into a construction contract with Pavement Conservation Specialists, Inc. in an amount not to exceed \$245,034.26, for the purpose

AGREEMENT

This Agreement is entered into as of July 1, 2015, by and between the City of Glenpool, Oklahoma, a municipal corporation, hereinafter referred to as "City" and the Glenpool Chamber of Commerce, a not-for-profit corporation, hereinafter referred to as "Chamber."

- I. City agrees to provide the following:
 - A. City will provide space consisting of two offices and a reception area on the first floor of the City Hall/Conference Center to be occupied by the Chamber for its exclusive use.
 - B. City will provide use of a conference room for periodic use by the Chamber with reasonable notice to the City and at no cost to the Chamber.
 - C. City will provide and pay for all electricity, natural gas, and City-owned or managed utilities for said space.
 - D. City will provide Chamber One Thousand and Six Hundred and Sixty Six Dollars and Sixty Six Cents monthly (\$1,666.66 monthly; aggregate of \$20,000.00 annually) as consideration for Chamber services that are of community-wide benefit to the City.
 - E. City will provide personnel to supplement the front desk support provided by the Chamber as required under Section II, for up to one day per week during any non-emergency situation. Such supplemental support shall only be required when existing Chamber personnel are needed to assist with an event being sponsored or promoted under the requirements of Section II of this Agreement. Routine requests for support will be submitted to the City Manager at least 72 hours in advance. Under no circumstances shall the City be required to provide such supplemental support for more than 10 days during any year that this Agreement is in force.
 - F. City will support the economic development goals of the annual Black Gold Day event by contributing no more than \$5,000.00, subject to such reasonable restrictions on its use as the City deems appropriate.

- II. Chamber agrees to provide the following:
 - A. Chamber will pay annual rent to the City for specified office, storage, and conference room space; specified utilities, phone and internet services and specified signage in an amount not to exceed one hundred dollars (\$100.00) per month.
 - B. Chamber will submit in writing to the Glenpool City Manager financial statements within five months of the Chamber's fiscal year end.

- C. Chamber will provide a Monthly Economic Activity Report, in a format agreed to between the parties, to be submitted to the Glenpool City Manager by the 10th day of each month for the activities ending on the last day of the preceding month.
 - D. Chamber shall work on business retention and expansion efforts with existing businesses, and shall serve as a local business advocate addressing the concerns of local businesses. Chamber shall regularly communicate significant concerns of the business community to the City Manager.
 - E. Chamber shall provide front desk support for the City Hall/Conference Center during regular business days of the City for the hours from 8:00 a.m. through 5:00 p.m. Monday through Friday. No such services shall be required on days that are official holidays of the City. As provided by Section I.E. Chamber shall notify the City Manager at least 72 hours in advance of non-emergency situations where supplemental personnel are needed by the Chamber to fulfill the requirements of this section. In emergency situations (i.e. unexpected absences), the Chamber shall immediately notify the City of the need for supplemental personnel.
- III. The term of this Agreement shall be one year, to be measured on a City of Glenpool Fiscal Year (July 1 – June 30) basis.
 - IV. Although the City may opt to continue in this Agreement, or issue a new agreement, beyond the one Fiscal-Year period referenced in Section III, City and Chamber both understand that City cannot legally obligate funds beyond June 30th of any fiscal year, and therefore this Agreement cannot be automatically renewed. Subsequently this Agreement may be renewed annually upon written approval by the governing bodies of both parties.
 - V. This Agreement may be terminated by either party by providing written notice as follows:
 - A. Chamber may terminate this Agreement with thirty days written notice to City.
 - B. City may terminate this Agreement with thirty days written notice to Chamber.
 - VI. If any provision of this Agreement, or the application thereof, is held invalid, the invalidity shall not affect other provisions of this Agreement. Said invalid provision shall be deemed to be severable from this Agreement.

VII. It is understood that the foregoing is a complete understanding of all terms and conditions governed by this Agreement during the stated term, and that said terms and conditions cannot be altered in any manner, save by written agreement of both parties.

IN WITNESS WHEREOF, the parties have hereto set their hands this 20th day of July 2015.



THE CITY OF GLENPOOL, OKLAHOMA
A Municipal Corporation

By: Timothy Lee Fox
Timothy Lee Fox, Mayor

Attest:

[Signature]
Susan White, City Clerk

Approved as to form:

[Signature]
Lowell Peterson, City Attorney

THE GLENPOOL CHAMBER OF COMMERCE

By: Edward K. Fitzpatrick
Name: Edward K. Fitzpatrick
Title: Chairman of the Board

Attest:

[Signature]
Secretary, Board of Directors

Approved as to form:

[Signature]
Chamber Attorney ORA # 21444

NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
REGULAR MEETING

A Regular Session of the Glenpool Utility Service Authority will begin at 6:00 p.m. immediately following the Glenpool City Council meeting, on Monday, December 14, 2015, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

The following items are scheduled for consideration by the Authority at that time:

AGENDA

- A) Call to Order
- B) Roll call, declaration of quorum
- C) Public Works Director Report - Wes Richter, Director of Public Works
- D) Scheduled Business
 - 1) Discussion and possible action to approve minutes from November 9, 2015 meeting.
 - 2) Discussion and possible action to approve invoice from Severn Trent Environmental Services in the amount of \$122,435.65 for reimbursement of overages on 2014-2015 Maintenance and Materials budgets.
(Lynn Burrow, Community Development Director)
 - 3) Discussion and possible action to approve bid for construction of elevated water storage tower facility and related water system improvements to be located on property belonging to the City at 156th Street South, east of US Highway 75 and enter into a contract with Goins Enterprises, Inc. in an amount not to exceed \$2,202,414.00.
(Lynn Burrow, Community Development Director)
 - 4) Discussion and possible action to formally acknowledge receipt of ODEQ Permit to Construct No. WL000072150879.
(Lynn Burrow, Community Development Director)
 - 5) Discussion and possible action to approve the purchase and implementation of a mobile311/GIS system from FacilityDude in the amount of \$9,575.00 and to authorize the City Manager to execute all necessary documents.
(Roger Kolman, City Manager)
- E) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____,
2015 at _____am/pm.

Signed: _____
Clerk



Public Works Director's Report

December 14, 2015

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 there were no violations
- Received notification from ODEQ that our response for the CEI inspection that was held at the Waste Water Treatment Plant in Sept. was accepted.
- 5 sewer backups: All 5 were on the customer's side.

Water Distribution:

- Meter reading started on October 30th.
- Meter reading was completed on November 13th.
- Total rereads for November were 174.
- Cut offs for November were 97.
- 227 Service orders and 17 blue tags were issued by the Water Billing Dept.
- 17 New construction meters were set and 17 meter replacements.
- 232 Line locates were issued by call Okie.
- 26 Field work orders were issued.
- Received the results for the THM and HAA5 quarterly water samples no violations.

**MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
REGULAR SESSION
November 9, 2015**

The Regular Session of the Glenpool Utility Services Authority was held at 6:55 p.m., Glenpool City Hall. Trustees present: Jennifer Ballew; Momodou Ceesay; Tim Fox; Patricia Agee and Brandon Kearns.

Staff present: Roger Kolman, Trust Manager; Lowell Peterson, Trust Attorney; Susan White, Trust Secretary; Julie Casteen, Trust Treasurer; Lynn Burrow, Community Development Director and Wes Richter, Public Works Director.

A) **Chairman Fox called the meeting to order at 6:55 p.m.**

B) **Susan White, Secretary called the roll and Chairman Fox declared a quorum present.**

C) **Public Works Director Report - Wes Richter**

- Wes Richter reviewed various activities conducted by the Public Works Department during October.

D) **Scheduled Business**

1) **Discussion and possible action to approve minutes from October 5, 2015 meeting.**

MOTION: Vice Chairman Ceesay moved, second by Trustee Agee to approve minutes as presented.

FOR: Trustee Ballew; Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns

AGAINST: None

Motion carried.

2) **Discussion and possible action to approve 2016 Schedule of Regular Meetings.**

MOTION: Trustee Agee moved, second by Vice Chairman Ceesay to amend 2016 Schedule to reflect a 6:30 p.m. meeting time; designate Tuesday, November 15, 2016 and Tuesday, December 13, 2016 as meeting dates for those respective months, and approve as amended.

FOR: Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns; Trustee Ballew

AGAINST: None

Motion carried.

E) **Adjournment.**

- There being no further business, Chairman Fox declared the meeting adjourned at 6:59 p.m.

Date

Chairman

ATTEST:

Secretary



MEMORANDUM

**TO: CHAIRMAN AND BOARD MEMBERS
GLENPOOL UTILITY TRUST AUTHORITY**

**FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR**

RE: FINAL SEVERN/TRENT INVOICE – CONTRACT YEAR 2014/2015

DATE: DECEMBER 3, 2015

BACKGROUND

This item is for Board consideration and action regarding the approval of an invoice in the amount of \$122,435.65 received from Severn/Trent Environmental Services regarding the final tabulation of Cap Account overages incurred during the contract year beginning September 1, 2014 and ending August 31, 2015. This invoice and attachments were received in November regarding reimbursement being sought for cap account expenditures exceeding the amounts specified at the start of the 2014/2015 contract year. Those initial contract cap account totals for the 2014/2015 contract year were set at \$89,290.08 for maintenance expenses and \$74,731.08 for material purchases as specified on the attached spreadsheets. These spreadsheets list expenditures actually incurred on a monthly basis during the contract year and the account balance at the end of each month. Each of the expenditures listed have been verified as being applicable and mathematically correct. It should be noted that there are several large expenditures listed that were major contributing factors to the total overages experienced during the 2014/2015 contract year. The following list illustrates examples of those large expenditures.

- Treatment Chemicals – Wastewater Treatment Plant Operations: \$59,159.93
- Water Meter Assemblies – GrandView Apartment Project: \$45,083.95
- Chemical Pump Replacement – Wastewater Treatment Plant: \$16,667.40
- Air Blower Replacement – Wastewater Treatment Plant: \$6,945.92
- Equipment Rental due to Wastewater Treatment Plant flooding: \$3,500.00

It should be noted that cap account overages have been experienced yearly since 2012 - the year the new modifications to the Wastewater Treatment Plant became operational. The treatment plant processing modifications require large chemical purchases and have necessitated various equipment replacement and upgrades over and above the initial improvements.

As a comparison, the following are the annual cap account overages experienced since the contract year 2012/2013:

2012/2013 Contract Year:

| | |
|------------------------|--------------------|
| Maintenance: | \$8,209.76 |
| Materials & Equipment: | <u>\$37,807.49</u> |
| Total Overage: | \$46,017.25 |

2013/2014 Contract Year:

| | |
|------------------------|--------------------|
| Maintenance: | \$57,697.80 |
| Materials & Equipment: | <u>\$20,135.03</u> |
| Total Overage: | \$77,832.83 |

Staff Recommendation:

Staff recommends approval of the requested reimbursement to Severn/Trent totaling \$122,435.65

Attachment:

- A. Severn/Trent Environmental Services Invoice & Supporting Documentation

SEVERN TRENT ENV SVCS
16337 PARK ROW
HOUSTON, TEXAS 77084
(281) 578-4200

INVOICE NO. 1-2238-132891

DATE October 26, 2015

CITY OF GLENPOOL
P.O. BOX 70
GLENPOOL, OK 74033

ATTN: CHARLES BARNES

MAINTENANCE CAP OVERAGES FOR SEPTEMBER 1, 2014 TO AUGUST 31, 2015

| | |
|---------------------|------------------------------|
| MAINTENANCE OVERAGE | 7,294.86 |
| MATERIALS OVERAGE | 114,140.79 |
| HACH AUTO SAMPLER | 1,000.00 |
| TOTAL AMOUNT DUE | <u>\$122,435.65</u> ===== |

RECEIVED
BY NOV 02 2015
GLENPOOL-FINANCE

PLEASE ENCLOSE A COPY OF INVOICE WITH PAYMENT.

41200-6845/ 121435.65

41400-6845/ 1000.00

MAINTENANCE CAP PURCHASES

Oct-14

| Date | Vendor | Product | Cost |
|----------------------------------|----------------------------|--|--------------------|
| BEGINNING OCTOBER BALANCE | | | \$77,792.85 |
| 09/29/2014 | Industrial Comm Enterprise | Invoice 28526 Sewer Back Up | \$ 826.75 |
| 09/26/2014 | Lowe's | Concrete Blocks Fire Hydrant Rep | \$ 373.36 |
| 09/29/2014 | Easton Sod Farm | Sod For Repair - Invoice 35926 | \$ 110.00 |
| 09/29/2014 | Easton Sod Farm | Sod For Repair - Invoice 35909 | \$ 110.00 |
| 09/29/2014 | HD Supply WaterWorks | Part for repair - Inv # D002991 | \$ 3,263.41 |
| 09/29/2014 | Bumper To Bumper | Parts for Service Truck -inv#010200399 | \$ 3.17 |
| 09/29/2014 | HD Supply WaterWorks | Parts for Repair - Invoice D007104 | \$ 71.20 |
| 09/30/2014 | HACH | Invoice 8793982 - Analyzer | \$ 362.29 |
| 09/30/2014 | Grainger | Capacitor | \$ 112.35 |
| 10/02/2014 | Lowe's | Sewer Back Up Cleaning Supplies | \$ 78.38 |
| 10/07/2014 | Fortiline | Invoice 3302702 Fire Hydrant Repair | \$ 500.73 |
| 10/07/2014 | USA BlueBook | Invoice 465542 Quick Coupling Alumin | \$ 1,329.58 |
| 10/07/2014 | Industrial Comm Enterprise | invoice 28395 - Speedy's & Shell Lift St | \$ 2,535.80 |
| 10/09/2014 | Tractor Supply | New Pump | \$ 25.19 |
| 10/09/2014 | Dollar General | Wasp Spray | \$ 5.20 |
| 10/09/2014 | Lowe's | Parts for Sewer PL | \$ 143.76 |
| 10/14/2014 | Bumper To Bumper | Invoice 01020040276 - head light | \$ 4.92 |
| 10/14/2014 | HD Supply WaterWorks | Invoice D043724 - Box Riser 3 | \$ 78.93 |
| 14-Oct-14 | Tractor Supply | Hose Remnants for Sewer PI | 7.65 |
| 14-Oct-14 | HD Supply WaterWorks | Clamps - Invoice D065229 | 216.38 |
| 10/14/2014 | Industrial Comm Enterprise | Invoice 27168 - 680 E 134th St | 563.96 |
| 10/16/2014 | HD Supply WaterWorks | Invoice D098519 Ring & Lid | 165.70 |
| 10/17/2014 | Bumper To Bumper | Invoice 01020040370 - Parts service | 14.76 |
| 10/17/2014 | Pregler Lawn | Filter /Oil | 34.59 |
| 10/20/2014 | Robertson Tire | Repair to Service Truck-Inv#120054 | 954.53 |
| 10/20/2014 | Evans Enterprises | Glenshire Lift Station - Inv# 111026 | 40.48 |
| 10/20/2014 | O'Reilly | Parts for Meter Truck | 52.95 |
| 20-Oct-14 | Bumper To Bumper | Invoice 01020040435 | 1.91 |
| 10/21/2014 | Pregler Lawn | Parts for Mower/Weedeater Sewer P | 111.48 |
| 10/23/2014 | Bumper To Bumper | Invoice 01020040520 For Truck | 43.50 |
| 10/23/2014 | Bumper To Bumper | Invoice 01020040511 For Truck | 20.90 |
| 10/23/2014 | Bumper To Bumper | Invoice 01020040507 Hose Clamp | 4.10 |
| 10/23/2014 | Bumper To Bumper | Invoice 01020040493 For Truck | 42.13 |
| 10/23/2014 | Industrial Comm Enterprise | Invoice 28528 - 14077 S Ironwood | 811.00 |
| 10/22/2014 | T & G Power Equipment | Oregon Fuel Pump - Sewer PL | 32.79 |
| 10/27/2014 | Robertson Tire | Repair to Service Truck-Inv#120054 | 930.86 |
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| TOTAL SPENT | | | \$13,984.69 |
| ENDING OCTOBER BALANCE | | | \$63,808.16 |

MAINTENANCE CAP PURCHASES

Nov-14

| Date | Vendor | Product | Cost |
|-----------------------------------|-----------------------------|--------------------------------|--------------------|
| BEGINNING NOVEMBER BALANCE | | | \$63,808.16 |
| 10/27/2014 | USA BlueBook | Invoice 478110 | \$ 528.15 |
| 10/27/2014 | USA BlueBook | Invoice 477247 | \$ 315.40 |
| 10/27/2014 | USA BlueBook | Invoice 481196 - Credit | \$ (146.48) |
| 10/27/2014 | HD Supply WaterWorks | Invoice D142834 | \$ 761.40 |
| 10/27/2014 | Lowe's | Paint for Locates | \$ 64.65 |
| 10/28/2014 | Utility Technology Services | Invoice S101158669.01 2in me | \$ 1,088.03 |
| 10/29/2014 | Bumper to Bumper | Invoice 01020040659 | \$ 41.33 |
| 11/03/2014 | Baker Equipment Co | Invoice 1014-131 Jett Rodder F | \$ 2,900.00 |
| 11/04/2014 | HD Supply WaterWorks | Invoice D131871 Gaskets | \$ 65.80 |
| 11/04/2014 | HD Supply WaterWorks | Invoice D147574 - Carb Tip Ho | \$ 45.04 |
| 11/04/2014 | Dollar General Store | Batteries - Sewer PI | \$ 4.38 |
| 11/12/2014 | Broken Arrow Elect | Midget Fuses - P-Card Wesley | \$ 166.51 |
| 11/14/2014 | Industrial Comm Enterprise | Invoice 28878 - 13983 Oak PL | \$ 563.80 |
| 11/17/2014 | HD Supply WaterWorks | Invoice D222461 | \$ 466.72 |
| 11/19/2014 | McCulloch Excavation | Invoice 3512 | \$ 800.00 |
| 11/19/2014 | Tractor Supply | Cotterpin | \$ 5.68 |
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| TOTAL SPENT | | | \$7,670.41 |
| ENDING NOVEMBER BALANCE | | | \$56,137.75 |

MAINTENANCE CAP PURCHASES

05/01/2015 67230

| Date | Vendor | Product | Cost |
|------------------------------|---------------------|-------------------------------|--------------------|
| BEGINNING MAY BALANCE | | | \$35,691.88 |
| 05/11/2015 | ELECTRIC RACING | INVOICE 2369 | \$ 1,076.58 |
| 05/11/2015 | FLEETLIFE INC | INVOICE 65325 | \$ 386.88 |
| 05/11/2015 | HD SUPPLY | INVOICE D814685 | \$ 35.50 |
| 05/11/2015 | HAYNES | INVOICE 8113496-IN | \$ 164.90 |
| 05/11/2015 | BAKER EQUIPMENT | INVOICE 1214-149 | \$ 2,992.51 |
| 05/11/2015 | WHITE STAR | INVOICE 072920 | \$ 76.68 |
| 05/11/2015 | HD SUPPLY-CREDIT | INVOICE D844837 | \$ (415.13) |
| 05/11/2015 | INTERSTATE ELECTRIC | INVOICE 00173398 | \$ 969.00 |
| 05/11/2015 | CROW BURLINGAME | INVOICE 01020044843 | \$ 85.42 |
| 05/11/2015 | CROW BURLINGAME | INVOICE 01020044604 | \$ 71.21 |
| 05/11/2015 | CROW BURLINGAME | INVOICE 01020044606 | \$ 8.86 |
| 05/11/2015 | CROW BURLINGAME | INVOICE 01020044329 | \$ 4.70 |
| 04/07/2015 | HD SUPPLY | INVOICE D746830 | \$ 40.36 |
| 05/13/2015 | CROW BURLINGAME | INVOICE 0120045054 | \$ 653.09 |
| 05/14/2015 | WHITE STAR | Invoice 07113404 | \$ 5,111.74 |
| 05/15/2015 | HD SUPPLY | INVOICE D895368 | \$ 466.32 |
| 05/18/2015 | USA BLUEBOOK | INVOICE 638641 | \$ 85.85 |
| 05/19/2015 | HACH | INVOICE 9372465 | \$ 382.41 |
| 21-May-15 | GRAINGER | P-CARD JEREMY - 9 CAP | 91.02 |
| 22-May-15 | RON WELCHER CON | INVOICE 15-168 | 1,000.00 |
| 05/22/2015 | FLUID MASTERS | 2 PUMPS WWTP | 12,000.00 |
| 05/22/2015 | CROW BURLINGAME | oil filter - invoice 01020045 | 8.30 |
| 05/15/2015 | EASTON SOD | SOD FOR REPAIR - P-CAI | 75.00 |
| 05/26/2015 | DRIVE TEK | INVOICE 2304 WWTP | 185.84 |
| 05/28/2015 | ROBERTSON TIRE | INVOICE 120063182 | 245.38 |
| 05/28/2015 | CROW BURLINGAME | INVOICE 01020045341 | -157.55 |
| 05/28/2015 | CROW BURLINGAME | INVOICE 01020045349 | 28.16 |
| 28-May-15 | CROW BURLINGAME | INVOICE 01020045338 | 160.88 |
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| TOTAL SPENT | | | \$25,833.91 |
| ENDING MAY BALANCE | | | \$9,857.97 |

MAINTENANCE CAP PURCHASES

Jul-15

| Date | Vendor | Product | Cost |
|-------------------------------|------------------|--------------------------|--------------------|
| BEGINNING JULY BALANCE | | | \$4,990.73 |
| 06/30/2015 | ROBERTSON TIRE | INVOICE 120064847 | \$ 107.19 |
| 07/01/2015 | HAYNES EQUIPMENT | INVOICE 8113809 | \$ 100.07 |
| 07/06/2015 | LOWES | SHOVEL-PAINT- SAW BLADES | \$ 130.37 |
| 07/08/2015 | ROBERTSON TIRE | INVOICE 120065219 | \$ 173.50 |
| 07/13/2015 | HACH | INVOICE 9465087 | \$ 92.00 |
| 07/13/2015 | HACH | INVOICE 9458849 | \$ 79.79 |
| 07/21/2015 | ROBERTSON TIRE | INVOICES 12006549 | \$ 176.20 |
| 07/21/2015 | WALMART | AIR FILTERS | \$ 12.90 |
| 07/22/2015 | USA BLUEBOOK | INVOICE 685724 | \$ 4,667.40 |
| 07/24/2015 | USA BLUEBOOK | INVOICE 703673 | \$ 6,945.92 |
| 07/23/2015 | CROW BURLINGAME | INVOICE 01020046689 | \$ 6.17 |
| 07/23/2015 | CROW BURLINGAME | INVOICE 01020046599 | \$ 7.10 |
| 07/27/2015 | ROBERTSON TIRE | INVOICE 120065989 | \$ 748.99 |
| 07/23/2015 | WALMART | SUPPLIES | \$ 21.22 |
| 07/22/2015 | WALMART | SUPPLIES | \$ 162.49 |
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| TOTAL SPENT | | | \$13,431.31 |
| ENDING JULY BALANCE | | | -\$8,440.58 |

MATERIALS CAP PURCHASES

SEPT 14 - AUGUST 15

| Date | Vendor | Product | Cost |
|------------------------------------|----------------------|-----------------------------------|--------------------|
| BEGINNING SEPTEMBER BALANCE | | | \$74,731.08 |
| 09/15/2014 | Brenntag SouthWest | Invoice BSW538514 Chemical | \$ 916.23 |
| 09/15/2014 | Walmart | Pruners for Lagoon | \$ 10.91 |
| 09/15/2014 | Dicks Sporting Goods | Paddles for Lagoon Boat | \$ 54.24 |
| 09/16/2014 | USA BlueBook | Degreaser - Invoice 447508 | \$ 974.09 |
| 09/16/2014 | USA BlueBook | Chart Pens - Invoice 444992 | \$ 133.54 |
| 09/16/2014 | Bumper to Bumper | Combination - Invoice 01020039590 | \$ 22.97 |
| 09/17/2014 | Northern Tool | Grinder | \$ 216.99 |
| 09/18/2014 | Walmart | Table for Printer at Sewer PI | \$ 21.75 |
| 09/18/2014 | Brenntag SouthWest | Invoice BSW539686 Chemical | \$ 6,054.18 |
| 09/19/2014 | Tractor Supply | Supplies for Service Truck | \$ 21.88 |
| 09/23/2014 | HD Supply | Water Meters | \$ 485.00 |
| 09/23/2014 | Tractor Supply | Hose Remnants | \$ 7.65 |
| 09/23/2014 | Walmart | Paint for Locates | \$ 31.77 |
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| TOTAL SPENT | | | \$8,951.20 |
| ENDING SEPTEMBER BALANCE | | | \$65,779.88 |

MATERIALS CAP PURCHASES

Oct-14

| Date | Vendor | Product | Cost |
|----------------------------------|-------------------------|---------------------------------|--------------------|
| BEGINNING OCTOBER BALANCE | | | \$65,779.88 |
| 09/29/2014 | HD Supply WaterWorks | Meters & Supplies Inv#C999319 | \$ 1,864.34 |
| 09/29/2014 | Tractor Supply | | \$ 43.74 |
| 10/01/2014 | USA BlueBook | Submersible Pump - Inv # 455907 | \$ 335.52 |
| 10/01/2014 | FortiLine - Inv#3297978 | Supplies for Hydrant Repair | \$ 2,407.17 |
| 10/02/2014 | Tractor Supply | Flashlight for Meter Readers | \$ 41.55 |
| 10/07/2014 | Brenntag SouthWest | Invoice BSW545061 | \$ 916.23 |
| 10/07/2014 | HD Supply WaterWorks | Invoice D039220 Box Risers | \$ 105.24 |
| 10/07/2014 | Lowe's | Paint for Locates | \$ 63.85 |
| 10/09/2014 | Lowe's | Storage Box for Pump | 54.24 |
| 10/14/2014 | Lowe's | Shovels & Ratchet | \$ 86.72 |
| 10/14/2014 | USA BlueBook | Degreaser - Invoice 471691 | \$ 1,675.68 |
| 10/17/2014 | Tractor Supply | Batteries for Sewer PI | \$ 10.92 |
| 10/20/2014 | Brenntag SouthWest | Invoice DSW550111 | \$ 5,798.98 |
| 10/20/2014 | HD Supply WaterWorks | Invoice D115055 | \$ 2,710.12 |
| 10/20/2014 | HD Supply WaterWorks | Invoice D119281 | \$ 21.00 |
| 10/21/2014 | Tractor Supply | Supplies for Truck | \$ 37.18 |
| 10/23/2014 | Brenntag SouthWest | Invoice BSW550283 | \$ 916.23 |
| 10/24/2014 | Lowe's | Supplies for Truck | \$ 90.23 |
| 24-Oct-14 | HD Supply WaterWorks | Invoice D131493 | 163.18 |
| 24-Oct-14 | HD Supply WaterWorks | Invoice D131411 | 1,448.49 |
| 10/24/2014 | HD Supply WaterWorks | Invoice D128289 | 175.11 |
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| TOTAL SPENT | | | \$18,965.72 |
| ENDING OCTOBER BALANCE | | | \$46,814.16 |

MATERIALS CAP PURCHASES

Feb-15

| Date | Vendor | Product | Cost |
|-----------------------------------|------------------|-----------------------------------|---------------------|
| BEGINNING FEBRUARY BALANCE | | | -\$23,290.11 |
| 01/30/2015 | HD Supply | Invoice D463610 | \$ 94.92 |
| 01/30/2015 | HD Supply | Invoice D 402210 | \$ 313.19 |
| 01/30/2015 | HD Supply | Invoice D447305 | \$ 321.59 |
| 01/30/2015 | HD Supply | Invoice D482403 Credit | \$ (285.36) |
| 02/03/2015 | Tractor Supply | P-Card - Rags & Towles for trucks | \$ 31.39 |
| 02/10/2015 | Brenntag SouthWe | Invoice BSW582485 | \$ 916.23 |
| 02/10/2015 | HD Supply | Invoice D487067 | \$ 2,131.17 |
| 02/10/2015 | HD Supply | Invoice D515765 | \$ 469.84 |
| 02/10/2015 | HD Supply | Invoice D507458 | \$ 2,441.71 |
| 02/10/2015 | HD Supply | Invoice D515377 | \$ 70.58 |
| 02/10/2015 | HD Supply | Invoice D480459 | \$ 19.18 |
| 02/18/2015 | HD Supply | Invoice D534563 | \$ 2,948.40 |
| 02/20/2015 | Lowes | Electric Meter for Sewer PL | \$ 87.06 |
| 02/24/2015 | HD Supply | Invoice D513781 | \$ 221.48 |
| 02/24/2015 | HD Supply | Invoice D537323 | \$ 27.04 |
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| TOTAL SPENT | | | \$9,808.42 |
| ENDING FEBRUARY BALANCE | | | -\$33,098.53 |

MATERIALS CAP PURCHASES

Mar-15

| Date | Vendor | Product | Cost |
|--------------------------------|--------------------|---------------------|---------------------|
| BEGINNING MARCH BALANCE | | | -\$33,098.53 |
| 02/26/2015 | Lowe's | Batteries - parts | \$ 19.91 |
| 03/03/2015 | BRENNTAG SOUTHWEST | INVOICE BSW588742 | \$ 916.23 |
| 03/03/2015 | HD SUPPLY | INVOICE d565548 | \$ 6.40 |
| 03/03/2015 | HD SUPPLY | INVOICE D596084 | \$ 187.00 |
| 03/03/2015 | HD SUPPLY | INVOICE D596033 | \$ 185.08 |
| 03/03/2015 | HD SUPPLY | INVOICE D587085 | \$ 53.90 |
| 03/03/2015 | HD SUPPLY | INVOICE D586620 | \$ 443.08 |
| 03/03/2015 | USA BLUEBOOK | INVOICE 569993 | \$ 184.51 |
| 03/03/2015 | HD SUPPLY | INVOICE D585703 | \$ 187.00 |
| 03/03/2015 | HD SUPPLY | INVOICE D585664 | \$ 3,190.39 |
| 03/12/2015 | HD SUPPLY | INVOICE D617092 | \$ 981.40 |
| 03/12/2015 | BRENNTAG SOUTHWEST | INVOICE BSW590262 | \$ 6,437.93 |
| 03/16/2015 | USA BLUEBOOK | INVOICE 584953 | \$ 1,949.29 |
| 03/16/2015 | USA BLUEBOOK | INVOICE 580857 | \$ 17.80 |
| 03/17/2015 | USA BLUEBOOK | INVOICE 588123 | \$ 1,725.34 |
| 03/19/2015 | BRENNTAG SOUTHWEST | INVOICE BSW593424 | \$ 891.23 |
| 03/19/2015 | BRENNTAG SOUTHWEST | INVOICE BSW593423 | \$ 916.23 |
| 03/23/2015 | BRENNTAG SOUTHWEST | Invoice BSW594888 | \$ 916.23 |
| 23-Mar-15 | BRENNTAG SOUTHWES | Invoice BSW594887 | 916.23 |
| 23-Mar-15 | HD SUPPLY | Invoice D655596 | 27.44 |
| 03/23/2015 | HD SUPPLY | Invoice D596352 | 344.80 |
| 03/27/2015 | TRACTOR SUPPLY | TOWELS - RATCHET SE | 28.42 |
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| TOTAL SPENT | | | \$20,525.84 |
| ENDING MARCH BALANCE | | | -\$53,624.37 |

MATERIALS CAP PURCHASES

05/01/2015 66250

| Date | Vendor | Product | Cost |
|------------------------------|--------------------|---------------------|---------------------|
| BEGINNING MAY BALANCE | | | -\$62,670.34 |
| 05/11/2015 | HD SUPPLY | INVOICE - D845512 | \$ 151.92 |
| 05/11/2015 | HD SUPPLY | INVOICE - D820100 | \$ 2,132.03 |
| 05/11/2015 | HD SUPPLY | INVOICE - D814598 | \$ 2,581.43 |
| 04/06/2015 | OK DEQ | INVOICE 23002806 | \$ 812.34 |
| 04/23/2015 | Brenntag SouthWest | INVOICE BSW605915 | \$ 916.23 |
| 04/13/2015 | HD SUPPLY | INVOICE D751855 | \$ 51.20 |
| 04/06/2015 | HD SUPPLY | INVOICE D716480 | \$ 315.06 |
| 05/06/2015 | HD SUPPLY | INVOICE D879540 | \$ 545.86 |
| 05/15/2015 | HD SUPPLY | INVOICE D879174 | \$ 3,699.50 |
| 05/15/2015 | HD SUPPLY | INVOICE D897651 | \$ 98.86 |
| 05/18/2015 | Brenntag SouthWest | INVOICE BSW612015 | \$ 916.23 |
| 05/18/2015 | NORTHERN SAFETY | CHECK 221261 CREDIT | \$ 80.44 |
| 05/20/2015 | CLARK SIGNS | INVOICE 15-0274 | \$ 128.16 |
| 05/20/2015 | PIONEER SUPPLY | INVOICE 33392 | \$ 1,110.70 |
| 05/22/2015 | HD SUPPLY | INVOICE D930232 | \$ 309.64 |
| 05/26/2015 | Brenntag SouthWest | INVOICE BSW613244 | \$ 916.23 |
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| TOTAL SPENT | | | \$14,765.83 |
| ENDING MAY BALANCE | | | -\$77,436.17 |

SEVERN TRENT ENV SVCS
16337 PARK ROW
HOUSTON, TEXAS 77084
(281) 578-4200

INVOICE NO. 1-2238-130351

COPY

DATE December 17, 2014

CITY OF GLENPOOL
P.O. BOX 70
GLENPOOL, OK 74033

ATTN: CHARLES BARNES

MAINTENANCE CAP OVERAGES FOR SEPTEMBER 1, 2013 TO AUGUST 31, 2014

| | |
|-------------------------------|-------------|
| MAINTENANCE OVERAGE | 57,697.80 |
| PREVIOUSLY BILLED <i>PAID</i> | (1,972.12) |
| MATERIALS OVERAGE | 20,135.03 |
| PREVIOUSLY BILLED <i>PAID</i> | (25,191.64) |

TOTAL AMOUNT DUE **\$50,669.07**
=====

TOTAL OVERAGES = \$ 77,832.83 VS \$ 77,697.70 (INVOICE TOTAL) = \$ 135.12 DIFF.
TOTAL PAID = \$ 27,163.76
TOTAL DUE = \$ 50,669.07

RECEIVED DEC 19 2014
RECEIVED DEC 19 2014

PLEASE ENCLOSE A COPY OF INVOICE WITH PAYMENT.

41200-6845

SEVERN TRENT ENV SVCS
16337 PARK ROW
HOUSTON, TEXAS 77084
(281) 578-4200

INVOICE NO. 1-2238-126900

DATE November 20, 2013

*Reg
10767*

CITY OF GLENPOOL
P.O. BOX 70
GLENPOOL, OK 74033

ATTN: CHARLES BARNES

CHEMICAL OVERAGES FY 2012-2013

| | |
|-------------------|------------------|
| MATERIAL CAP | 69,128.54 |
| LESS AMOUNT SPENT | (106,936.03) |
| AMOUNT DUE | <u>37,807.49</u> |

| | |
|-------------------|-----------------|
| MAINTENANCE CAP | 82,596.04 |
| LESS AMOUNT SPENT | (90,805.80) |
| AMOUNT DUE | <u>8,209.76</u> |

TOTAL AMOUNT DUE \$46,017.25
=====

*OK to pay CBS
11/27/13*

02-6-16-6235

PLEASE ENCLOSE A COPY OF INVOICE WITH PAYMENT.

41200-6845



MEMORANDUM

**TO: CHAIRMAN AND BOARD MEMBERS
GLENPOOL UTILITY TRUST AUTHORITY**

**FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR**

**RE: CONTRACT BID TABULATION AND CONTRACTOR SELECTION
RECOMMENDATION: ELEVATED WATER STORAGE TOWER AND
RELATED IMPROVEMENTS**

DATE: DECEMBER 10, 2015

BACKGROUND

This item is for Board consideration and action regarding the review and Staff recommendations related to the contract bids received November 20th, 2015 covering the construction of an elevated water storage tower and supporting waterline improvements. As you recall, this project is a result of the recommendations delineated in the Master Water System Study that The Cowan Group performed earlier this year. One of the main improvement recommendations listed in the study was the addition of an elevated water storage tower located on City owned property on 156th Street - east of Highway No. 75. This new tower was recommended as a long-term solution to the current shortfall in adequate domestic water service and fire protection for most of the areas of the City lying south of 151st Street. In response, GUSA applied for partial funding of this project through the Tulsa County Vision 2025 sales tax initiative. That funding agreement was approved by Tulsa County in March of 2015. Subsequently The Cowan Group Consulting Engineers were retained to provide professional services necessary to fully design and permit the water tower structure and associated infrastructure improvements. The resulting engineering design and construction documents were completed in September and issued for construction permits through the Oklahoma Department of Environmental Quality (ODEQ). Simultaneous with the State permitting process, the construction documents were let for public bid in October. The resulting bids were received on November 20th and are as listed in the attached Certified Bid Tabulation. As you will note, four (4) actual bids were received and publically read. The bid documents were structured such that two different water tower designs were specified and priced independently. This was done in order to give the City the opportunity to select the final tower design not only from a cost effectiveness standpoint, but balanced with providing adequate

overall service to this section of the City for the longest duration possible before additional improvements become necessary as the City develops and grows in the future.

Upon analysis of the bid packages received, The Cowan Group and the City Staff are recommending Board consideration to approve the bid from Goins Enterprises, Inc. listing a total project price of \$2,202,414. As indicated on the Bid Tabulation, that total price covers the elevated tower design as opposed to the standpipe style. While smaller in size from a storage capacity standpoint, there are sound engineering reasons to select the elevated tower design as described in the attached Letter of Recommendation issued by The Cowan Group. Generally, from a fire protection standpoint, the elevated tower design will maintain firefighting flows approximately twice as long as the standpipe design and will likely provide adequate firefighting and water service capability for the next 20 years - based on current growth and population projections. While less expensive, it is predicted that the standpipe design would only be adequate for approximately 8-10 years before a third storage tower becomes necessary as the growth continues south along either side of US 75. Please refer to the attached Letter of Recommendation for more detail as to tower design and Contractor recommendations.

Assuming the Board approves the bid received from Goins Enterprises and authorizes entering into a construction contract with that firm in the amount of \$2,202,414, the following represents the overall project costs and the corresponding breakdown of funding sources necessary to facilitate the project:

Project Costs:

A. Engineering, Permitting, and Contract Administration (The Cowan Group)

- Master Water System Study: \$70,000
- American Burying Beetle Environmental Survey: \$4,000
- Improvement Design, Permitting, & administration: \$147,500
- Total Consultant Cost: \$221,500

B. Water Storage Tower and Associated Waterline Improvements

- Elevated Storage Tower Design Option (Low Bid): \$2,202,414
- Total Project Hard Cost: \$2,423,914

Project Funding:

- A. Tulsa County Vision 2025 Contract Agreement Amount: \$1,540,641
- B. Warren Foundation PFPI Reimbursement Agreement: \$322,631
- C. City of Glenpool Capital Improvement Bond Funds: \$560,642
- Total Project Funding: \$2,423,914

Staff Recommendation:

Based on a careful evaluation of the Bids received and the long-term benefits of the elevated tower design over an equivalent standpipe as described in the attached recommendations from the project engineering consultant, Staff recommends Board approval of the Bid submitted by Goins Enterprises Inc. and authorization to enter into a Contract Agreement in an amount not to exceed \$2,202,414.

Attachment:

- A. Letter of Recommendation – The Cowan Group
- B. Certified Bid Tabulation



December 10, 2015

Glenpool Utility Services Authority Board of Trustees
Attention: Mr. Tim Fox, Chairman
12205 S. Yukon Avenue
Glenpool, OK 74033

**RE: WATER SYSTEM IMPROVEMENTS – CONTRACT NO. GLP-15001
RECOMMENDATION OF AWARD**

Dear Trustee:

On November 20, 2015, the Glenpool Utility Services Authority (GUSA) in conjunction with the City of Glenpool (collectively called Owner) received bids on the above identified capital improvements projects and immediately opened said bids publicly in the city office of the Community Development Director. In accordance with state statutes, the project was advertised in the Tulsa Business and Legal News, a daily newspaper of general circulation in Tulsa County, Oklahoma, on October 19, 2015 and then again on October 26, 2015. The Owner received four (4) bids from qualified general contractors for the construction of water supply system improvements that included a new water storage facility, extension of water distribution mains and modifications to an existing booster pump facility.

The bids were separated into a Schedule A and a Schedule B package solely to account for different funding sources. Schedule A package includes the site work and erection of the selected water storage facility and the booster pump modifications including a new direct fill line running from the booster pump station to the new water storage facility. Schedule B package includes the water distribution system improvements solely required to address the new medical facility development located in the southeast corner of Highway 75 and South 151st Street West.

In order to develop good, economical beneficial opportunities for the Owner, Schedule A had a base bid specifically associated with site work in connection with the new water storage facility in combination with several additive alternatives and one deductive alternative. Additive Alternate No. 1 is directly associated with the construction activity require to erect a 1.1 million gallon (MG) standpipe. Additive Alternate No. 2 is directly associated with the construction activity to erect a 0.5 MG elevated storage facility. Likewise, Additive Alternate No. 3 is directly associated with the construction activity to erect a 0.6 MG elevated storage facility.

In addition, all booster pump modification work including the new tank fill line is separated in Additive Alternate No. 4. Lastly, during the course of bidding, Deductive Alternate No. 5 was added to the bid proposal to account for an alternate design method allowed for standpipes of approximately one (1) million gallons or more in volume.

It is important to note, the bid documents clearly state that it is the Owner's intent to award only one of the Additive Alternate Nos. 1 through 3 and by addendum would include Deductive Alternate No. 5 in conjunction with Additive Alternate No. 1. Furthermore, the documents state that Additive Alternate No. 4 may be included in any combination, if funding is available (Bid Schedule, page 12).

A certified copy of the Bid Tabulation form is attached to this letter for your information. The Bid Tabulation form demonstrates that two (2) combinations clearly provide more benefits to the Owner than the remaining combinations. These two combinations include, in no particular order, (1) the combination of Schedule A: Base Bid + Additive Alternate No. 1 + Additive Alternate No. 4 plus Schedule B, and (2) the combination of Schedule A: Base Bid + Additive Alternate No. 2 + Additive Alternate No. 4 plus Schedule B. In other words, Combination One is the entire project with a 1.1 MG Standpipe for \$1,908,721.00 as bid by Elite Towers from Mustang, Oklahoma, as compared to Combination Two the entire project with a 0.5 MG Elevated Tank for \$2,202,414.00 as bid by Goins Enterprises, Inc. from Joplin, Missouri. The financial difference between the Combination Two and Combination One is \$293,693.00.

City staff requested that the Cowan Group Engineering, LLC (CGE) conduct a detailed investigation of the two lowest responsive bids in order to determine which of the two bids provides the most benefits to the community and, then, provide a recommendation in accordance with the results of the investigation.

In order to adequately analyze and evaluate the benefits provided by either of the proposed storage facilities, CGE identified several critical and crucial elements of the overall storage systems and examined these elements for each system. These elements include: (1) the available water storage volume above the Tulsa Metropolitan Utility Authority (TMUA) Hydraulic Grade Line (HGL), which is approximately water surface elevation of 870 above mean sea level (msl); (2) the time it takes to deplete the available water storage volume during a commercial fire event based upon a total fire suppression flow plus domestic flow of 3,500 gallons per minute (gpm), while the booster pump station is fully operational; (3) the anticipated water quality as approximated by the water age in the tanks under maximum, average and minimum daily demands for the 2015 and 2035; and, lastly, (4) the time differential between the two types of facilities that is expected in order to erect a second tank in the high pressure.

The detailed analysis provided the following results:

- (1) The 0.5 MG elevated storage system provides 463,017 gallons of available volume above the TMUA HGL; whereas, the 1.1 MG standpipe storage system only provides 271,462 gallons above the TMUA HGL.
- (2) In order to comply with the 2009 International Fire Code fire suppression regulations and meet the 3,000 gpm basic fire flow requirement for a minimum of 3 hours as established by the 2011 Insurance Service Office (ISO) inspection for the city of Glenpool, it takes 3.5 hours to deplete the 0.5 MG elevated storage volume above the TMUA HGL, whereas it takes only 2.1 hours for the standpipe system. The

elevated storage system provides an additional 1.4 hours of fire flow suppression capabilities above the TMUA HGL in comparison to the standpipe.

- (3) The 0.5 MG elevated storage system provides better water age than does the standpipe system based upon average daily demand. For 2015 demand the water age is approximately 2 to 3 days in the 0.5 MG elevated storage system versus 5 to 6 days in the standpipe. In addition, for the projected 2035 demand the water age is approximately 1 to 2 days in the 0.5 MG elevated storage system versus 2 to 3 days in the standpipe. Generally, the shorter the water age in a storage facility the better the water quality.
- (4) Based upon current growth patterns and projected demand, the 0.5 MG elevated storage system places the construction of a second storage facility in the southern reaches of the community further into the future than does the 1.1 MG standpipe system. It is estimated that a second storage facility may need to be constructed around the years 2031 to 2032 for the elevated storage system versus 2020 to 2021 for the standpipe system. This estimation is based upon the number of times during the course of one day that the top 30 feet of a storage facility turns overs in accordance with Department of Environmental Quality (DEQ) standards.

Supporting documentation of the above detailed analyses has been provided to city staff and will be incorporated in the City-Wide Water Supply System Model and Final Report.

Therefore, based upon the results of the detailed analyses, CGE recommends that the Owner:

- (1) Accept the bids as received and opened on November 20, 2015;
- (2) Award the Project as defined by Schedule A Base Bid plus Add Alternate Nos. 2 and 4 plus Schedule B to Goins Enterprises, Inc. from Joplin, Missouri, in the amount of \$2,202,414.00; and
- (3) Authorize the City Manager to execute the Public Construction contract for said improvements upon the city attorney's approval of securities and receipt of certificate of insurance.

If you have any questions or comments, please do not hesitate to contact me.

Respectfully,

COWAN GROUP ENGINEERING, LLC

Kenneth D. Schwab

Kenneth D. Schwab, P.E., CFM
Tulsa Operations Manager

KDS\as

xc: Mr. Lynn Burrow, P.E., PLS, CFM, City of Glenpool
Mr. Bill Howard, PMg



BID TABULATION: GLENPOOL WATER SYSTEM IMPROVEMENTS - WATER TANK AND WATER LINE IMPROVEMENTS
CONTRACT NO. GLP WT15001
BID OPENING NOVEMBER 20, 2015 AT 10:00 A.M. AT THE CITY OF GLENPOOL CONFERENCE CENTER

COWAN GROUP ENGINEERING, LLC
 5416 S YALE, SUITE 210
 TULSA, OK 74135
 918.949.6171 (PH)
 918.949.6174 (FX)

PROJECT NAME GLENPOOL WATER SYSTEM IMPROVEMENTS
OWNER GLENPOOL UTILITY SERVICES AUTHORITY
PROJECT NO. CGE #15-279
PHASE ENGINEER BID ESTIMATE
DATE NOVEMBER 20, 2015

| ITEM | SPEC. NO. | DESCRIPTION | UNIT | QUANTITY | Engineer's Estimate | | Elite Towers Inc | | Gerard Tank and Steel, Inc | | McGuire Brothers Construction | | Goins Enterprises | |
|---|-----------|--|------|----------|-----------------------|----------------|-----------------------|--------------|----------------------------|----------------|-------------------------------|----------------|-----------------------|----------------|
| | | | | | UNIT COST W/CONT. | EXTENSION | UNIT | EXTENSION | UNIT | EXTENSION | UNIT | EXTENSION | UNIT | EXTENSION |
| SCHEDULE A: BASE BID | | | | | | | | | | | | | | |
| 1 | 201(A) | CLEARING AND GRUBBING | LS | 1 | \$4,500.00 | \$4,500.00 | \$5,500.00 | \$5,500.00 | \$4,500.00 | \$4,500.00 | \$18,000.00 | \$18,000.00 | \$4,000.00 | \$4,000.00 |
| 2 | 202(H) | EARTHWORK | LS | 1 | \$8,437.50 | \$8,437.50 | \$5,500.00 | \$5,500.00 | \$18,000.00 | \$18,000.00 | \$6,000.00 | \$6,000.00 | \$16,000.00 | \$16,000.00 |
| 3 | 221(C) | TEMPORARY SILT FENCE | LF | 3,150 | \$2.25 | \$7,087.50 | \$2.00 | \$6,300.00 | \$4.00 | \$12,600.00 | \$4.00 | \$12,600.00 | \$2.00 | \$6,300.00 |
| 4 | 221(D) | TEMPORARY ROCK BAG SEDIMENT FILTER | EA | 4 | \$281.25 | \$1,125.00 | \$250.00 | \$1,000.00 | \$800.00 | \$3,200.00 | \$750.00 | \$3,000.00 | \$650.00 | \$2,600.00 |
| 5 | 230(A) | SOLID SLAB SODDING | SY | 500.00 | \$2.81 | \$1,405.00 | \$4.00 | \$2,000.00 | \$6.00 | \$3,000.00 | \$3.00 | \$1,500.00 | \$5.00 | \$2,500.00 |
| 6 | 232(A) | SEEDING METHOD A | AC | 0.26 | \$2,250.00 | \$585.00 | \$2,000.00 | \$520.00 | \$22,500.00 | \$5,850.00 | \$7,840.00 | \$2,038.40 | \$19,500.00 | \$5,070.00 |
| 7 | 303(A) | AGGREGATE BASE - TYPE A | CY | 14 | \$112.50 | \$1,575.00 | \$30.00 | \$420.00 | \$38.00 | \$532.00 | \$40.00 | \$560.00 | \$33.00 | \$462.00 |
| 8 | 402(E) | TRAFFIC BOUND SURFACE COURSE - TYPE E | TON | 90 | \$33.75 | \$3,037.50 | \$28.00 | \$2,520.00 | \$135.00 | \$12,150.00 | \$40.00 | \$3,600.00 | \$117.00 | \$10,530.00 |
| 9 | 411(B) | SUPERPAVE TYPE S3 (PG 64-22 OK) | TON | 12 | \$123.75 | \$1,485.00 | \$300.00 | \$3,600.00 | \$105.00 | \$1,260.00 | \$450.00 | \$5,400.00 | \$91.00 | \$1,092.00 |
| 10 | 411(C) | SUPERPAVE TYPE S4 (PG 64-22 OK) | TON | 4 | \$168.75 | \$675.00 | \$300.00 | \$1,200.00 | \$120.00 | \$480.00 | \$500.00 | \$2,000.00 | \$104.00 | \$416.00 |
| 11 | 509(A) | CLASS AA CONCRETE | CY | 10 | \$562.50 | \$5,625.00 | \$250.00 | \$2,500.00 | \$375.00 | \$3,750.00 | \$600.00 | \$6,000.00 | \$325.00 | \$3,250.00 |
| 12 | 609(B) | COMBINED CURB AND GUTTER (6" BARRIER) | LF | 28 | \$33.75 | \$945.00 | \$50.00 | \$1,400.00 | \$53.00 | \$1,484.00 | \$25.00 | \$700.00 | \$46.00 | \$1,288.00 |
| 13 | 616(B) | 12" PVC C900 DR14 WATERLINE | LF | 341 | \$81.56 | \$27,811.96 | \$45.00 | \$15,345.00 | \$51.00 | \$17,391.00 | \$86.00 | \$29,326.00 | \$45.00 | \$15,345.00 |
| 14 | 616(B) | 16" PVC C900 DR14 WATERLINE | LF | 199 | \$97.31 | \$19,364.69 | \$70.00 | \$13,930.00 | \$92.00 | \$18,308.00 | \$106.00 | \$21,094.00 | \$79.00 | \$15,721.00 |
| 15 | 616(D) | 12" GATE VALVE RJ | EA | 3 | \$2,250.00 | \$6,750.00 | \$3,000.00 | \$9,000.00 | \$3,900.00 | \$11,700.00 | \$2,700.00 | \$8,100.00 | \$3,300.00 | \$9,900.00 |
| 16 | 616(D) | 16" GATE VALVE RJ | EA | 2 | \$3,093.75 | \$6,187.50 | \$7,500.00 | \$15,000.00 | \$7,650.00 | \$15,300.00 | \$6,500.00 | \$13,000.00 | \$6,800.00 | \$13,200.00 |
| 17 | 616(D) | 12"x12"x12" TEE RJ | EA | 1 | \$731.25 | \$731.25 | \$1,100.00 | \$1,100.00 | \$2,550.00 | \$2,550.00 | \$1,000.00 | \$1,000.00 | \$2,200.00 | \$2,200.00 |
| 18 | 616(D) | 16"x16"x16" TEE RJ | EA | 1 | \$956.25 | \$956.25 | \$2,000.00 | \$2,000.00 | \$3,450.00 | \$3,450.00 | \$1,500.00 | \$1,500.00 | \$3,000.00 | \$3,000.00 |
| 19 | 616(D) | 16"x12" REDUCER RJ | EA | 2 | \$618.75 | \$1,237.50 | \$1,500.00 | \$3,000.00 | \$3,000.00 | \$6,000.00 | \$900.00 | \$1,800.00 | \$2,600.00 | \$5,200.00 |
| 20 | 616(D) | 12"x8" REDUCER RJ | EA | 1 | \$506.25 | \$506.25 | \$400.00 | \$400.00 | \$1,800.00 | \$1,800.00 | \$700.00 | \$700.00 | \$1,600.00 | \$1,600.00 |
| 21 | 616(D) | 12" PLUG RJ | EA | 2 | \$731.25 | \$1,462.50 | \$200.00 | \$400.00 | \$1,200.00 | \$2,400.00 | \$650.00 | \$1,300.00 | \$1,040.00 | \$2,080.00 |
| 22 | 616(D) | VALVE BOX | EA | 7 | \$168.75 | \$1,181.25 | \$100.00 | \$700.00 | \$700.00 | \$4,900.00 | \$150.00 | \$1,050.00 | \$600.00 | \$4,200.00 |
| 23 | 616(G) | FIRE HYDRANT ASSEMBLY | EA | 1 | \$3,937.50 | \$3,937.50 | \$3,500.00 | \$3,500.00 | \$6,500.00 | \$6,500.00 | \$3,500.00 | \$3,500.00 | \$6,000.00 | \$6,000.00 |
| 24 | 616(G) | FIRE HYDRANT EXTENSION - 6" | EA | 1 | \$393.75 | \$393.75 | \$700.00 | \$700.00 | \$750.00 | \$750.00 | \$550.00 | \$550.00 | \$650.00 | \$650.00 |
| 25 | 619(A) | REMOVAL OF STRUCTURES AND OBSTRUCTIONS | LS | 1 | \$2,812.50 | \$2,812.50 | \$2,500.00 | \$2,500.00 | \$3,000.00 | \$3,000.00 | \$2,500.00 | \$2,500.00 | \$2,600.00 | \$2,600.00 |
| 26 | 619(B) | REMOVAL OF ASPHALT STREET PAVEMENT | SY | 48 | \$16.88 | \$810.24 | \$25.00 | \$1,200.00 | \$110.00 | \$5,280.00 | \$10.00 | \$480.00 | \$95.00 | \$4,560.00 |
| 27 | 624(A) | FENCING 6-FOOT CHAIN LINK | LF | 570 | \$13.50 | \$7,695.00 | \$30.00 | \$17,100.00 | \$20.00 | \$11,400.00 | \$18.00 | \$10,260.00 | \$30.00 | \$17,100.00 |
| 28 | 624(F) | FENCING CHAIN LINK GATE 10-FOOT WIDE | EA | 2 | \$506.25 | \$1,012.50 | \$1,000.00 | \$2,000.00 | \$750.00 | \$1,500.00 | \$1,100.00 | \$2,200.00 | \$650.00 | \$1,300.00 |
| 29 | 641 | MOBILIZATION | LS | 1 | \$11,250.00 | \$11,250.00 | \$10,000.00 | \$10,000.00 | \$90,000.00 | \$90,000.00 | \$10,000.00 | \$10,000.00 | \$42,000.00 | \$42,000.00 |
| 30 | 642(B) | CONSTRUCTION STAKING LEVEL II | LS | 1 | \$5,705.00 | \$5,705.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$2,500.00 | \$2,500.00 | \$3,250.00 | \$3,250.00 |
| 31 | SPEC-6 | 1 1/2" CLASS "A" ROCK | TON | 340 | \$22.00 | \$7,480.00 | \$25.00 | \$8,500.00 | \$30.00 | \$10,200.00 | \$40.00 | \$13,600.00 | \$25.00 | \$8,500.00 |
| 31A | ALLOW | WATER STORAGE TANK SITE ELECTRICAL | LS | 1 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| SCHEDULE A BASE BID SUBTOTAL | | | | | \$148,768.14 | | \$148,835.00 | | \$289,235.00 | | \$190,858.40 | | \$216,914.00 | |
| SCHEDULE A: ADD ALTERNATIVE NO. 1 - 1.1 MG STEEL STANDPIPE | | | | | | | | | | | | | | |
| 32 | SPEC-1 | 1.1 MG STANDPIPE | LS | 1 | \$1,406,250.00 | \$1,406,250.00 | \$660,500.00 | \$660,500.00 | \$1,125,090.00 | \$1,125,090.00 | \$1,109,000.00 | \$1,109,000.00 | \$1,311,318.00 | \$1,311,318.00 |
| 33 | SPEC-1 | STANDPIPE CONNECTIONS | LS | 1 | \$5,625.00 | \$5,625.00 | \$5,000.00 | \$5,000.00 | \$6,500.00 | \$6,500.00 | \$5,000.00 | \$5,000.00 | \$6,500.00 | \$6,500.00 |
| 34 | SPEC-1 | STANDPIPE FOUNDATIONS | LS | 1 | \$14,062.50 | \$14,062.50 | \$400,000.00 | \$400,000.00 | \$150,000.00 | \$150,000.00 | \$288,000.00 | \$288,000.00 | \$19,900.00 | \$199,000.00 |
| 35 | SPEC-1 | ANTENNA RAIL AND CABLE DETAIL (SECT 2.3.9) | LS | 1 | \$28,125.00 | \$28,125.00 | \$35,000.00 | \$35,000.00 | \$2,500.00 | \$2,500.00 | \$3,000.00 | \$3,000.00 | \$12,000.00 | \$12,000.00 |
| ADD ALTERNATIVE NO. 1 SUBTOTAL | | | | | \$1,454,062.50 | | \$1,100,500.00 | | \$1,284,090.00 | | \$1,405,000.00 | | \$1,528,818.00 | |
| SCHEDULE A: ADD ALTERNATIVE NO. 2 - 0.5 MG STEEL ELEVATED TANK | | | | | | | | | | | | | | |
| 36 | SPEC-2 | 0.5 MG ELEVATED TANK | LS | 1 | \$1,406,250.00 | \$1,406,250.00 | NO BID | NO BID | \$1,025,990.00 | \$1,025,990.00 | \$1,060,000.00 | \$1,060,000.00 | \$1,175,803.00 | \$1,175,803.00 |
| 37 | SPEC-2 | STANDPIPE CONNECTIONS | LS | 1 | \$5,625.00 | \$5,625.00 | NO BID | NO BID | \$6,500.00 | \$6,500.00 | \$5,000.00 | \$5,000.00 | \$6,500.00 | \$6,500.00 |
| 38 | SPEC-2 | STANDPIPE FOUNDATIONS | LS | 1 | \$16,875.00 | \$16,875.00 | NO BID | NO BID | \$150,000.00 | \$150,000.00 | \$175,000.00 | \$175,000.00 | \$14,100.00 | \$141,000.00 |
| 39 | SPEC-2 | ANTENNA RAIL AND CABLE DETAIL (SECT 2.3.9) | LS | 1 | \$22,500.00 | \$22,500.00 | NO BID | NO BID | \$2,500.00 | \$2,500.00 | \$3,000.00 | \$3,000.00 | \$4,800.00 | \$4,800.00 |
| ADD ALTERNATIVE NO. 2 SUBTOTAL | | | | | \$1,451,250.00 | | NO BID | | \$1,184,990.00 | | \$1,243,000.00 | | \$1,327,903.00 | |

| SCHEDULE A: ADD ALTERNATIVE NO. 3 - 0.6 MG STEEL ELEVATED TANK | | | | | | | | | | | | | | |
|---|--------|---|----|-------|-----------------------|----------------|---------------------|--------------|-----------------------|----------------|-----------------------|----------------|-----------------------|----------------|
| 40 | SPEC-2 | 0.6 MG ELEVATED TANK | LS | 1 | \$1,687,500.00 | \$1,687,500.00 | NO BID | NO BID | \$1,198,100.00 | \$1,198,100.00 | \$1,238,000.00 | \$1,238,000.00 | \$1,264,000.00 | \$1,264,000.00 |
| 41 | SPEC-2 | 0.6 MG ELEVATED TANK CONNECTIONS | LS | 1 | \$5,625.00 | \$5,625.00 | NO BID | NO BID | \$6,500.00 | \$6,500.00 | \$5,000.00 | \$5,000.00 | \$8,500.00 | \$8,500.00 |
| 42 | SPEC-2 | 0.6 MG ELEVATED TANK FOUNDATIONS | LS | 1 | \$16,875.00 | \$16,875.00 | NO BID | NO BID | \$150,000.00 | \$150,000.00 | \$201,000.00 | \$201,000.00 | \$154,000.00 | \$154,000.00 |
| 43 | SPEC-2 | ANTENNA RAIL AND CABLE DETAIL (SECT. 2.3.9) | LS | 1 | \$22,500.00 | \$22,500.00 | NO BID | NO BID | \$2,500.00 | \$2,500.00 | \$3,000.00 | \$3,000.00 | \$4,800.00 | \$4,800.00 |
| ADD ALTERNATIVE NO. 3 SUBTOTAL | | | | | \$1,732,500.00 | | NO BID | | \$1,357,100.00 | | \$1,445,000.00 | | \$1,429,100.00 | |
| SCHEDULE A: ADD ALTERNATIVE NO. 4 - BOOSTER PUMP STATION AND FILL LINE | | | | | | | | | | | | | | |
| 44 | 613(W) | BORED CONDUIT - 20" STEEL | LF | 350 | \$371.25 | \$129,937.50 | \$300.00 | \$105,000.00 | \$300.00 | \$105,000.00 | \$250.00 | \$87,500.00 | \$261.00 | \$91,350.00 |
| 45 | 618(B) | 8" PVC C900 DR 14 PIPE | LF | 3,424 | \$67.50 | \$231,120.00 | \$25.00 | \$85,600.00 | \$35.00 | \$119,840.00 | \$67.00 | \$229,408.00 | \$29.00 | \$99,296.00 |
| 46 | SPEC-4 | 10" O.D. HDPE PIPE | LF | 360 | \$78.75 | \$28,350.00 | \$50.00 | \$18,000.00 | \$50.00 | \$18,000.00 | \$74.00 | \$26,640.00 | \$42.00 | \$15,120.00 |
| 47 | SPEC-4 | 10" O.D. HDPE ADAPTER | EA | 2 | \$900.00 | \$1,800.00 | \$750.00 | \$1,500.00 | \$1,500.00 | \$3,000.00 | \$250.00 | \$500.00 | \$1,300.00 | \$2,800.00 |
| 48 | 618(D) | 8" GATE VALVE, RJ | EA | 2 | \$1,462.50 | \$2,925.00 | \$1,250.00 | \$2,500.00 | \$3,000.00 | \$6,000.00 | \$1,900.00 | \$3,800.00 | \$2,000.00 | \$4,000.00 |
| 49 | 618(D) | 8" AIR RELIEF VALVE & VAULT, RJ | EA | 2 | \$4,500.00 | \$9,000.00 | \$1,500.00 | \$3,000.00 | \$1,000.00 | \$2,000.00 | \$3,000.00 | \$6,000.00 | \$800.00 | \$1,600.00 |
| 50 | 618(D) | 8" CHECK VALVE & VAULT, RJ | EA | 3 | \$3,375.00 | \$10,125.00 | \$4,000.00 | \$12,000.00 | \$9,900.00 | \$29,700.00 | \$7,000.00 | \$21,000.00 | \$6,600.00 | \$19,800.00 |
| 51 | 618(D) | 8" - 22 1/2 DEGREE BEND, RJ | EA | 2 | \$618.75 | \$1,237.50 | \$350.00 | \$700.00 | \$800.00 | \$1,600.00 | \$650.00 | \$1,300.00 | \$650.00 | \$1,300.00 |
| 52 | 618(D) | 8" - 45 DEGREE BEND, RJ | EA | 9 | \$731.25 | \$6,581.25 | \$350.00 | \$3,150.00 | \$800.00 | \$7,200.00 | \$650.00 | \$5,850.00 | \$650.00 | \$5,850.00 |
| 53 | 618(D) | 8" - 90 DEGREE BEND, RJ | EA | 4 | \$900.00 | \$3,600.00 | \$300.00 | \$1,200.00 | \$1,500.00 | \$6,000.00 | \$650.00 | \$2,600.00 | \$1,300.00 | \$5,200.00 |
| 54 | 618(D) | 8" - SOLID SLEEVE, RJ | EA | 1 | \$1,406.25 | \$1,406.25 | \$300.00 | \$300.00 | \$800.00 | \$800.00 | \$650.00 | \$650.00 | \$650.00 | \$650.00 |
| 55 | 618(D) | 8" - TAPPING SLEEVE & VALVE | EA | 2 | \$1,968.75 | \$3,937.50 | \$6,000.00 | \$12,000.00 | \$7,500.00 | \$15,000.00 | \$3,500.00 | \$7,000.00 | \$6,600.00 | \$13,200.00 |
| 56 | SPEC-3 | STANDBY GENERATOR | LS | 1 | \$30,937.50 | \$30,937.50 | \$86,000.00 | \$86,000.00 | \$69,000.00 | \$69,000.00 | \$60,000.00 | \$60,000.00 | \$55,000.00 | \$55,000.00 |
| 57 | SPEC-5 | TELEMETRY | LS | 1 | \$16,875.00 | \$16,875.00 | \$26,500.00 | \$26,500.00 | \$30,000.00 | \$30,000.00 | \$45,000.00 | \$45,000.00 | \$20,000.00 | \$20,000.00 |
| ADD ALTERNATIVE NO. 4 SUBTOTAL | | | | | \$477,832.50 | | \$357,450.00 | | \$413,140.00 | | \$497,248.00 | | \$334,968.00 | |
| SCHEDULE A: DEDUCT ALTERNATIVE NO. 5 - 1.1 MG STEEL STANDPIPE ALTERNATE | | | | | | | | | | | | | | |
| 57A | SPEC-1 | 1.1 MG STEEL STANDPIPE DESIGN ALTERNATE | LS | 1 | \$65,000.00 | \$65,000.00 | NO BID | NO BID | \$25,000.00 | \$25,000.00 | \$50,000.00 | \$50,000.00 | \$66,000.00 | \$66,000.00 |
| DEDUCT ALTERNATIVE NO. 5 SUBTOTAL | | | | | \$65,000.00 | | NO BID | | \$25,000.00 | | \$50,000.00 | | \$66,000.00 | |
| SCHEDULE B: BASE BID | | | | | | | | | | | | | | |
| 58 | 201(A) | CLEARING AND GRUBBING | LS | 1 | \$5,625.00 | \$5,625.00 | \$2,500.00 | \$2,500.00 | \$1,500.00 | \$1,500.00 | \$5,000.00 | \$5,000.00 | \$1,300.00 | \$1,300.00 |
| 59 | 221(C) | TEMPORARY SILT FENCE | LF | 2,513 | \$2.25 | \$5,654.25 | \$2.00 | \$5,026.00 | \$4.00 | \$10,052.00 | \$4.00 | \$10,052.00 | \$2.00 | \$5,026.00 |
| 60 | 221(D) | TEMPORARY ROCK BAG SEDIMENT FILTER | EA | 1 | \$309.38 | \$309.38 | \$250.00 | \$250.00 | \$800.00 | \$750.00 | \$750.00 | \$700.00 | \$700.00 | |
| 61 | 230(A) | SOLID SLAB SODDING | SY | 500 | \$2.81 | \$1,405.00 | \$4.00 | \$2,000.00 | \$6.00 | \$3,000.00 | \$3.00 | \$1,500.00 | \$5.00 | \$2,500.00 |
| 62 | 232(A) | SEEDING METHOD A | AC | 0.25 | \$2,250.00 | \$562.50 | \$2,000.00 | \$500.00 | \$22,500.00 | \$5,625.00 | \$7,840.00 | \$1,960.00 | \$19,500.00 | \$4,875.00 |
| 63 | 613(W) | BORED CONDUIT - 24" STEEL | LF | 346 | \$393.75 | \$136,237.50 | \$375.00 | \$129,750.00 | \$300.00 | \$103,800.00 | \$260.00 | \$89,960.00 | \$262.00 | \$90,652.00 |
| 64 | SPEC-4 | 14" O.D. HDPE DR-11 PIPE (200 PSI) | LF | 356 | \$78.75 | \$28,035.00 | \$60.00 | \$21,360.00 | \$56.00 | \$19,936.00 | \$93.00 | \$33,108.00 | \$48.00 | \$17,088.00 |
| 65 | SPEC-4 | 14" O.D. HDPE ADAPTER | EA | 2 | \$675.00 | \$1,350.00 | \$2,000.00 | \$4,000.00 | \$1,500.00 | \$3,000.00 | \$700.00 | \$1,400.00 | \$1,300.00 | \$2,600.00 |
| 66 | 618(B) | 12" PVC C900 DR14 PIPE | LF | 2,510 | \$78.75 | \$197,662.50 | \$35.00 | \$87,850.00 | \$51.00 | \$128,010.00 | \$86.00 | \$215,860.00 | \$44.00 | \$110,440.00 |
| 67 | 618(D) | 12" X12" X12" TEE, RJ | EA | 1 | \$900.00 | \$900.00 | \$750.00 | \$750.00 | \$2,600.00 | \$2,600.00 | \$900.00 | \$900.00 | \$2,200.00 | \$2,200.00 |
| 68 | 618(D) | 12" - 45 DEGREE BEND, RJ | EA | 8 | \$675.00 | \$5,400.00 | \$500.00 | \$4,000.00 | \$1,800.00 | \$14,400.00 | \$800.00 | \$6,400.00 | \$1,800.00 | \$12,800.00 |
| 69 | 618(D) | 12" GATE VALVE, RJ | EA | 3 | \$2,250.00 | \$6,750.00 | \$2,250.00 | \$6,750.00 | \$3,900.00 | \$11,700.00 | \$2,700.00 | \$8,100.00 | \$3,300.00 | \$9,900.00 |
| 70 | 618(D) | 8" GATE VALVE, RJ | EA | 1 | \$1,462.50 | \$1,462.50 | \$1,500.00 | \$1,500.00 | \$3,000.00 | \$3,000.00 | \$1,900.00 | \$1,900.00 | \$2,800.00 | \$2,800.00 |
| 71 | 618(D) | 8" CHECK VALVE, RJ | EA | 1 | \$1,687.50 | \$1,687.50 | \$4,000.00 | \$4,000.00 | \$7,000.00 | \$7,000.00 | \$7,000.00 | \$7,000.00 | \$6,100.00 | \$6,100.00 |
| 72 | 618(D) | 8" SOLID SLEEVE, RJ | EA | 1 | \$731.25 | \$731.25 | \$300.00 | \$300.00 | \$800.00 | \$800.00 | \$650.00 | \$650.00 | \$650.00 | \$650.00 |
| 73 | 618(D) | 12" X8" REDUCER, RJ | EA | 2 | \$562.50 | \$1,125.00 | \$500.00 | \$1,000.00 | \$1,800.00 | \$3,600.00 | \$700.00 | \$1,400.00 | \$1,600.00 | \$3,200.00 |
| 74 | 618(D) | VALVE BOX | EA | 4 | \$168.75 | \$675.00 | \$100.00 | \$400.00 | \$700.00 | \$2,800.00 | \$150.00 | \$600.00 | \$800.00 | \$2,400.00 |
| 75 | 618(G) | FIRE HYDRANT ASSEMBLY | EA | 5 | \$3,937.50 | \$19,687.50 | \$3,500.00 | \$17,500.00 | \$6,500.00 | \$32,500.00 | \$3,600.00 | \$17,500.00 | \$5,600.00 | \$28,000.00 |
| 76 | 619(A) | REMOVAL OF STRUCTURES AND OBSTRUCTIONS | LS | 1 | \$2,812.50 | \$2,812.50 | \$2,500.00 | \$2,500.00 | \$1,500.00 | \$1,500.00 | \$2,000.00 | \$2,000.00 | \$1,300.00 | \$1,300.00 |
| 77 | 641 | MOBILIZATION | LS | 1 | \$11,250.00 | \$11,250.00 | \$5,000.00 | \$5,000.00 | \$2,500.00 | \$2,500.00 | \$10,000.00 | \$10,000.00 | \$15,000.00 | \$15,000.00 |
| 78 | 642(B) | CONSTRUCTION STAKING LEVEL II | LS | 1 | \$5,625.00 | \$5,625.00 | \$5,000.00 | \$5,000.00 | \$4,000.00 | \$4,000.00 | \$5,000.00 | \$5,000.00 | \$3,300.00 | \$3,300.00 |
| SCHEDULE B SUBTOTAL | | | | | \$434,947.38 | | \$301,936.00 | | \$362,123.00 | | \$421,040.00 | | \$322,631.00 | |

SUMMARY OF BID COMBINATIONS

| | | | | | | |
|--|---------------|----------------|----------------|----------------|----------------|----------------|
| BASE BID A + ADD ALT NO.1 + BASE BID B | COMBINATION A | \$2,037,778.02 | \$1,551,271.00 | \$1,935,448.00 | \$2,016,898.40 | \$2,068,363.00 |
| BASE BID A + ADD ALT NO.2 + BASE BID B | COMBINATION B | \$2,034,965.52 | No Bid | \$1,836,348.00 | \$1,854,898.40 | \$1,867,448.00 |
| BASE BID A + ADD ALT NO.3 + BASE BID B | COMBINATION C | \$2,316,215.52 | No Bid | \$2,008,458.00 | \$2,056,898.40 | \$1,968,845.00 |
| BASE BID A + ADD ALT NO.1 + DEDUCT. ALT NO. 5 + BASE BID B | COMBINATION D | \$1,972,778.02 | No Bid | \$1,910,448.00 | \$1,966,898.40 | \$2,002,363.00 |
| BASE BID A + ADD ALT NO.1 + ALT NO. 4 + BASE BID B | COMBINATION E | \$2,515,610.52 | \$1,908,721.00 | \$2,348,588.00 | \$2,514,146.40 | \$2,403,329.00 |
| BASE BID A + ADD ALT NO.2 + ALT NO. 4 + BASE BID B | COMBINATION F | \$2,512,798.02 | No Bid | \$2,249,488.00 | \$2,352,146.40 | \$2,202,414.00 |
| BASE BID A + ADD ALT NO.3 + ALT NO. 4 + BASE BID B | COMBINATION G | \$2,794,048.02 | No Bid | \$2,421,588.00 | \$2,554,146.40 | \$2,303,611.00 |
| BASE BID A + ADD ALT NO.1 + DEDUCT. ALT NO. 5 + ALT NO. 4 + BASE BID B | COMBINATION H | \$2,460,610.52 | No Bid | \$2,323,588.00 | \$2,464,146.40 | \$2,337,329.00 |

- Highlighted value has been corrected for a mathematical error.
- Highlighted value has been corrected to reflect steel tank bid amount instead of composite tank

I certify that this revised document is a true and corrected Tabulation of Bids received at 10:00 am on November 20, 2015.
 This document does not imply that the contract will be awarded to any particular bidder.
 The Owner reserves the right to accept or reject any and all bids.

Russell K. Fischer
 Russell K. Fischer, P.E., CFM
 Cowan Group Engineering, LLC
 Engineer of Record





MEMORANDUM

**TO: CHAIRMAN AND BOARD MEMBERS
GLENPOOL UTILITY SERVICES AUTHORITY**

**FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR**

**RE: ODEQ PERMIT TO CONSTRUCT WATER DISTRIBUTION SYSTEM
IMPROVEMENTS ASSOCIATED WITH TULSA COUNTY VISION 2025
PROGRAM – CITY OF GLENPOOL PROJECT F3**

DATE: DECEMBER 9, 2015

BACKGROUND

This item is for Board consideration and action regarding public acknowledgement verifying the receipt of ODEQ Permit to Construct No. WL000072150879. This permit covers the installation of a 500,000 gallon elevated water storage tower; backup power generator; 199 lf, 16” ID pipe, 356 lf, 14” ID pipe; 2,851 lf, 12” ID pipe; 360 lf, 10” ID pipe; and 3424 lf, 8” ID pipe necessary to provide increased domestic and fire protection water service to areas of the City generally lying south of 151st Street on either side of US Highway 75. This improvement project is also known as Tulsa County Vision 2025 program – City of Glenpool Project F3. Acknowledgement of the receipt of this construction permit by the appropriate municipal entity is an Oklahoma Department of Environmental Quality requirement.

Staff Recommendation:

Staff recommends formal GUSA acknowledgement of the receipt of the ODEQ Permit to Construct No. WL000072150879

Attachment:

- A. ODEQ Cover Letter & Permit to Construct No. WL000072150879



SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

November 12, 2015

Mr. Ed Tinker, City Manager
City of Glenpool
140 W 141 Street
Glenpool, Oklahoma 74033

Re: Permit No. WL000072150879
New Storage Tank, Backup Power Generator and Water Line Extension
Facility No. 3007223

Dear Mr. Tinker:

Enclosed is Permit No. WL000072150879 for the construction of one 1.1-million gallon standpipe or an alternate 0.6-million gallon elevated storage tank, one (1) backup power generator, 199 linear feet of sixteen (16) inch PVC, 356 linear feet of fourteen (14) inch HDPE, 2,851 linear feet of twelve (12) inch PVC, 360 linear feet of ten (10) inch HDPE, 3,424 linear feet of eight (8) inch PVC potable water line and all appurtenances to serve the Overall Population served, Tulsa County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by this Department on November 12, 2015. Any deviations from the approved plans and specifications affecting capacity, flow or operation of units must be approved, in writing, by the Department before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Glenpool, after which it should be made a matter of permanent record.

We are returning one (1) set of the approved plans to you, one (1) set to your engineer and retaining one (1) set for our files.

Respectfully,

A handwritten signature in black ink, appearing to read 'Qusay R. Kabariti', is written over a faint, larger version of the signature.

Qusay R. Kabariti, P.E.
Construction Permit Section
Water Quality Division

QRK/RC/bg

Enclosure

c: Rick Austin, Regional Manager, DEQ
REGIONAL OFFICE AT TULSA
Russell K. Fischer, P.E., Cowan Group





SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

PERMIT No. WL000072150879

WATER LINES

FACILITY No. 3007223

PERMIT TO CONSTRUCT

November 12, 2015

Pursuant to O.S. 27A 2-6-304, the City of Glenpool is hereby granted this Tier I Permit to construct one 1.1-million gallon standpipe or an alternate 0.6-million gallon elevated storage tank, one (1) backup power generator, 199 linear feet of sixteen (16) inch PVC, 356 linear feet of fourteen (14) inch HDPE, 2,851 linear feet of twelve (12) inch PVC, 360 linear feet of ten (10) inch HDPE, 3,424 linear feet of eight (8) inch PVC potable water line and all appurtenances to serve the Overall Population served, located in Section 23, T-17-N, R-12-E, Tulsa County, Oklahoma, in accordance with the plans approved November 12, 2015.

By acceptance of this permit, the permittee agrees to operate and maintain the facility in accordance with the Public Water Supply Operation rules (OAC 252:631) and to comply with the State Certification laws, Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) That the recipient of the permit is responsible that the project receives supervision and inspection by competent and qualified personnel.
- 2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 3) That no significant information necessary for a proper evaluation of the project has been omitted or no invalid information has been presented in applying for the permit.
- 4) That the Oklahoma Department of Environmental Quality shall be kept informed on occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 5) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with Public Water Supply Construction Standards [OAC 252:626-19-2].





SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

PERMIT No. WL000072150879

WATER LINES

FACILITY No. 3007223

PERMIT TO CONSTRUCT

- 6) That before placing this facility into service, at least two samples of the water, taken on different days, shall be tested for bacteria to show that it is safe for drinking purposes.
- 7) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by the Department before any such deviations are made in the construction of this project.
- 8) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that this Department will be notified in writing of any sale or transfer of ownership of these facilities.
- 9) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by the Department.
- 10) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. Section 2-6-201 *et. seq.* For information or a copy of the GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.
- 11) That any notations or changes recorded on the official set of plans and specifications in the Oklahoma Department of Environmental Quality files shall be part of the plans as approved.
- 12) That water lines shall be located at least fifteen (15) feet from all parts of septic tanks and absorption fields, or other sewage treatment and disposal systems.
- 13) That whenever plastic pipe is approved and used for potable water, it shall bear the seal of the National Sanitation Foundation and meet the appropriate commercial standards.





SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

PERMIT No. WL000072150879

WATER LINES

FACILITY No. 3007223

PERMIT TO CONSTRUCT

- 14) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in Public Water Supply Construction Standards OAC 252:626-19-2(h)(1) and OAC 252:626-19-2(h)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested to the highest pressure obtainable under the most severe head conditions of the collection system prior to backfilling.

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.

A handwritten signature in blue ink, appearing to read 'Rocky Chen', is written over a horizontal line.

Rocky Chen, P.E., Engineering Manager, Construction Permit Section
Water Quality Division

CR1





To: CHAIRMAN, MEMBERS OF THE BOARD OF TRUSTEES
From: Roger Kolman, City Manager
Date: December 14, 2015
Subject: Purchase and Implementation of Mobile311/ConnectGIS

Background:

Mobile311/ConnectGIS is a mobile friendly software solution that leverages multiple technology platforms to help cities become more efficient and effective in delivering services to their constituents. The software is hosted in the cloud, so additional storage is not required. All you need is a web enabled device and a password to get going.

Current State

The City of Glenpool/Glenpool Utility Services Authority currently utilizes an optional INCODE module to create and track work orders for the water and wastewater utility system. This module is not currently accessible on mobile devices; therefore a significant paper trail and several human interactions are required to operate the system. Citizens, or staff members, seeking to request a work order, or report a problem, must go through a staff member in order to make such a request. The existing system is theoretically available to all departments, but is utilized primarily by the utilities department because of the difficulties in using the system. Reports of work performed are available within the system, but are not user friendly.

Glenpool's GIS layers are created and updated by INCOG and are available to only a few employees that have access to those layers through the proper software.

Future State

Because Mobile311 is available over the web, on most web enabled devices, it is a more efficient way to create and assign work orders. Pre-set parameters within the system route the work order to the proper supervisor, who then assigns the work to the employee with the push of a button. Once employees complete the assignment, they close the work order by the touch of a button, with the supervisor and the original requester receiving notification that the work has been completed. The system maintains the history of work order requests, by location, and offers several different reporting options for supervisors to track the history of work requested and performed within the city.

The interconnectivity with the ConnectGIS portion of the program allows workers to locate physical assets in the field via a mobile device, rather than having to carry a paper map or rely upon institutional knowledge. This will allow for easier identification of assets in case of an emergency and allow for quicker responses to those emergencies.

From the reporting standpoint, users of the system will be able to view graphical depictions of calls for service throughout the city. Rather than relying upon institutional knowledge of how many times a particular piece of infrastructure has been worked on in an area, it will be easy to see that on the screen. This will allow for better planning on which pieces of infrastructure require enhanced maintenance and possible replacement.



From the operational standpoint, the system increases efficiency by allowing for automatic assignment of a task to the closest available technician. For example, during the monthly utility disconnect/connect process, technicians have to come into the billing office and take a paper copy of the disconnect list into the field with them. Using the Mobile311 system, technicians need only stage throughout the city and the system will assign the disconnect/connect to the nearest available technician.

Additionally, with the simplicity of the system and the web enabled access, the benefits of the investment can be spread to other departments. For example, a police officer can report a non-emergency issue with infrastructure, or even a code violation, without having to call dispatch. Instead they just log onto the system, enter a few key strokes, and the work order is sent to the supervisor. In cases where a picture of the issue is relevant, such pictures can easily be attached to the work order with the click of a button.

Costs

The move to this technology does not come without additional costs. Currently, the City/GUSA pays approximately \$2,000 annually to license the work order module through INCODE for one department to use. The annual licensure of the Mobile311/ConnectGIS is \$11,250, which increases costs by approximately \$9,000 per year. However, the gains in efficiency and effectiveness should exceed that additional cost.

Staff Recommendation:

Staff recommends approval of this purchase.

Attachments:

Quote from FacilityDude
GIS Solutions product description
Screen shots of product

11/19/2015

Roger Kolman
City Of Glenpool
Glenpool Utility Service Authority
12205 S. Yukon
Glenpool, OK 74033-6635

Dear Roger

Thank you for your interest in our GIS solutions. Designed to help you take full advantage of your GIS data, our solutions make information more accessible, simplify the creation of new data, and organize everything more effectively. We are dedicated to providing best in class solutions with unlimited training and support. Ask us about our other affordable online solutions that are built exclusively for organizations just like City Of Glenpool/Glenpool Utility Service Authority. Pricing is based on your total population.

Total Population: 11,617

| Item | Term | Investment |
|--|------------------|------------|
| ConnectGIS | 6 month prorated | \$1,500.00 |
| ConnectGIS QuickStart | One Time | \$1,050.00 |
| Mobile311 - up to 5 divisions | 6 month prorated | \$4,125.00 |
| Mobile311 - up to 5 divisions QuickStart | One Time | \$2,900.00 |

| | |
|----------------------------------|-------------------|
| Total Initial Investment: | \$9,575.00 |
|----------------------------------|-------------------|

Annual renewal amount from 7/1/2016 – 6/30/2017 is \$11,250.00

Investment includes:

- ConnectGIS account setup includes GIS data imports. Files must be provided in a GIS format. Initial data will be loaded within 10 business days of confirmed receipt. Updates to data will be loaded within two business days of confirmed receipt.
- With ConnectGIS, we provide hosting services utilizing ESRI ArcGIS server and the connection to the ConnectGIS portal to provide GIS data over the internet. You can post data twice per month. 20 GB of Data Storage is included.
- Mobile311 account set up includes pre-population of forms. Files must be provided in electronic format (excel,.csv)
- Mobile311 integration with ConnectGIS or your on-premise ArcGIS.

Terms of Service:

- Proposal has been prepared for City Of Glenpool/Glenpool Utility Service Authority
- Proposal is valid through December 31, 2015.
- Initial Term: 6 months
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Payment: Terms are net 30 days.
- Applicable sales taxes are in addition to the quoted price. If City Of Glenpool/Glenpool Utility Service Authority is tax exempt please email a copy of your Tax Exemption Certificate to accounting@facilitydude.com.
- Please address purchase order to: FacilityDude.com, 11000 Regency Parkway Suite 200, Cary, NC 27518
- Training and startup assistance are available in an online format and through telephone support as indicated on our website.
- Technical Support is available from 8am to 6pm EST. Please call (877)655-3833 for or email support@facilitydude.com for technical support.
- Subscription begins upon written acceptance of terms and conditions of the proposal.
- Project management, and onsite training are outside of the scope of this proposal and are available at an additional cost.
- FacilityDude.com's Terms of Use are governed by our online terms of use statement available at: <http://facilitydude.com/privacy-terms-of-use/>.
- FacilityDude.com solutions are delivered for the client to access within 24 hours of the order.

At FacilityDude, we are happy to work with your yearly budgeting cycle. If you would prefer a pro-rated annual fee based on your budget cycle, please let me know. I will provide you with the pro-rated cost based on the number of months remaining in your fiscal year.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at 919-674-8738 or by email at marissa@facilitydude.com

Sincerely,
Marissa Lambert
Account Representative
Cell 9193979376
marissa@facilitydude.com

GIS Solutions

Streamline Operations and Make More Informed Decisions

Together, our two GIS tools combine to provide powerful asset management capabilities. Work performed is recorded in a searchable system and tied to specific assets for better understanding of their condition and upkeep. With this asset history at your fingertips, you can view trends and make more informed decisions. Your department operations are streamlined, communication is improved, and everyone can be more efficient and responsive.

ConnectGIS™

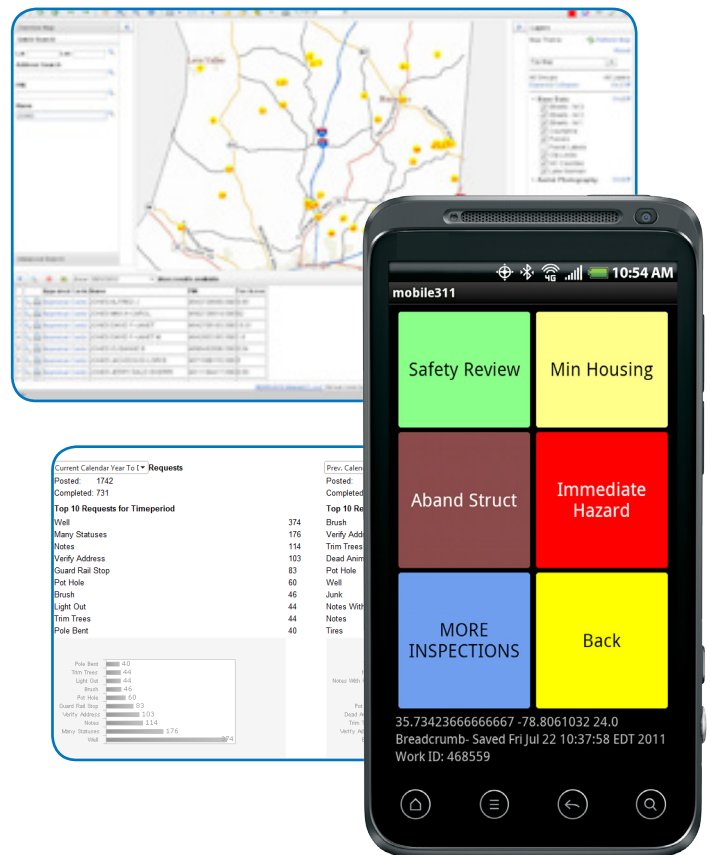
Publish GIS data in a web portal for staff and citizens with quick search tools and ability to toggle layers and provide easy access to data.

Benefits of Both

- » Quickly assign the nearest crews to urgent requests
- » Improve communication with citizens about issues in the community
- » Document routes for better transparency
- » Real-time communication for staff at all levels on status of work
- » Reduce risk through better documentation of work and routes
- » Drive point-to-point to improve efficiency of routes and save fuel and time
- » Easily flag issues for other departments so they can be addressed quickly
- » Reduce waste by not printing paper map books—easily pull maps in the field when tied to your ArcGIS or ConnectGIS

Mobile311™

Map-based work order system that tracks location, time, type of work, and routes for crews in the field.



Ask us how you can get started today!

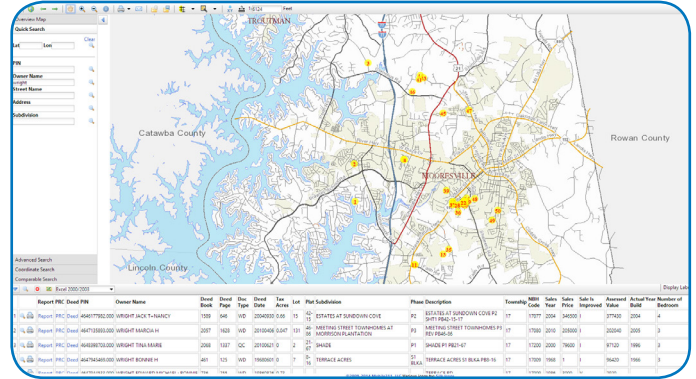


11000 Regency Parkway #110, Cary, NC 27518
info@facilitydude.com
or call: 1-866-455-DUDE (3833)

LEARN MORE www.facilitydude.com

ConnectGIS Features

- » Collapsible panels allow for a full window map view
- » Numbered search results make data points easily identifiable
- » Easily turn on or off layers or groups of layers with a single click
- » Email annotated map screenshots
- » Overview map allows for quick navigation around map
- » Custom login profiles control who has access to what maps
- » Hyperlink to external data (photos, tax forms, blueprints, websites, databases, etc.)
- » Export to Excel and other file formats
- » Compatible with mobile devices
- » Advanced GIS capabilities: create geo-referenced screenshots, measure tool, zoom by scale, and Ajoiner search



Mobile311 Features

- » View, manage, and create work requests
- » Flag tool easily inputs work orders directly to map—one touch records location and type of work
- » View and print detailed reports and maps
- » Citizens can submit work requests with photos and locations
- » Attach photos and recordings to work requests for richer data
- » Utilizes the phone's GPS to accurately mark locations
- » Collect GIS asset data with a mobile device
- » Integrate your GIS data so you can leverage the data you have already invested in
- » No software to install—we securely host data so that it is accessible from any computer or device with an internet connection



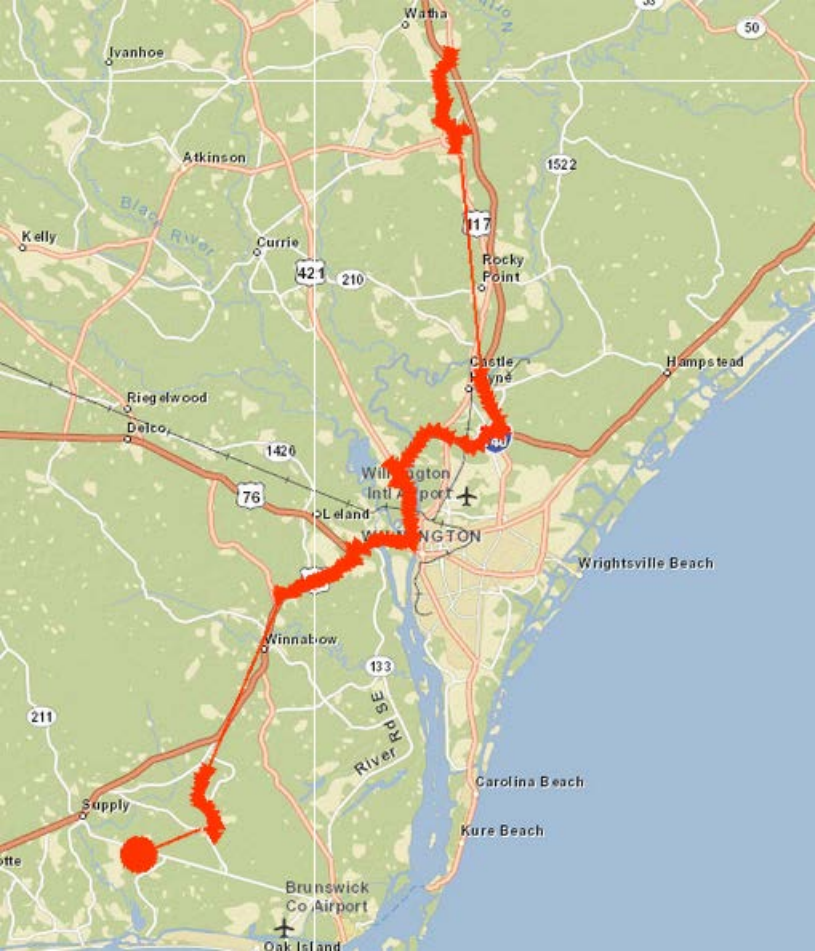
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Filter

Date Range & Priority

Work Items On | Off

Code Enforcement On | Off

Damage Assessment On | Off

GIS Data On | Off

Inspections On | Off

Landscaping On | Off

Law Enforcement On | Off

Parks On | Off

Sanitation On | Off

Streets On | Off

Utilities - Electric On | Off

Utilities - Sewer On | Off

Utilities - Stormwater On | Off

Catch Basin Overflow

Clean Catch Basin

Clean Culvert

Storm Manhole Inspection

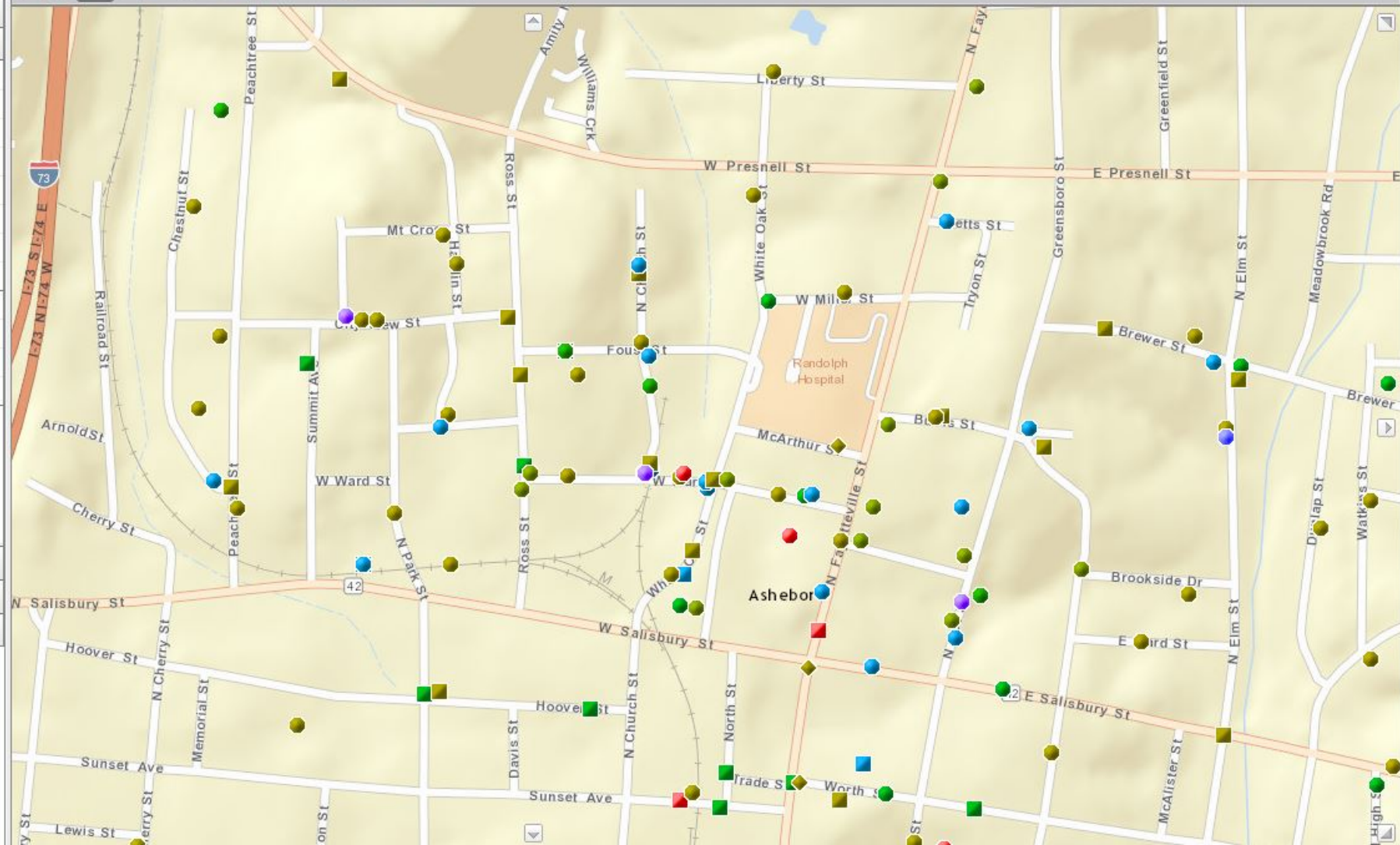
Utilities - Water On | Off

Statuses On | Off

Employees On | Off

GIS Data

Reports



**NOTICE
GLENPOOL INDUSTRIAL AUTHORITY
MEETING**

A Regular Session of the Glenpool Industrial Authority will begin at 6:00 p.m. immediately following the Glenpool Utility Service Authority meeting, Monday, December 14, 2015, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon, 3rd Floor, Glenpool, Oklahoma.

The following items are scheduled for consideration by the Authority at that time:

AGENDA

- A) Call to Order.
- B) Roll call, declaration of quorum.
- C) Scheduled Business.
 - 1) Discussion and possible action to approve minutes from November 9, 2015 meeting.
- D) Adjournment.

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____, 2015 at _____ am/pm.

Signed: _____
City Clerk

MINUTES
GLENPOOL INDUSTRIAL AUTHORITY
November 9, 2015

The Regular Session of the Glenpool Industrial Authority was held at 6:59 p.m., Council Chambers, Glenpool City Hall. Trustees present: Jennifer Ballew; Momodou Ceesay; Tim Fox; Trish Agee and Brandon Kearns.

Staff present: Roger Kolman, Trust Manager; Lowell Peterson, Trust Attorney; Susan White, Trust Secretary and Julie Casteen, Trust Treasurer.

A) Tim Fox, Chairman called the meeting to order at 6:59 p.m.

B) Susan White, Secretary called the roll and Chairman Fox declared a quorum present.

C) Scheduled Business

1) Discussion and possible action to approve minutes from October 5, 2015 meetings.

MOTION: Vice Chairman Ceesay moved, second by Trustee Agee to approve minutes as presented.

FOR: Trustee Ballew, Vice Chairman Ceesay, Chairman Fox; Trustee Agee, Trustee Kearns

AGAINST: None

Motion carried.

2) Discussion and possible action to approve 2016 Schedule of Regular Meetings.

MOTION: Trustee Agee moved, second by Trustee Kearns to amend 2016 Schedule to reflect a 6:30 p.m. meeting time; designate Tuesday, November 15, 2016 and Tuesday, December 13, 2016 as meeting dates for those respective months, and approve as amended.

FOR: Vice Chairman Ceesay, Chairman Fox; Trustee Agee, Trustee Kearns, Trustee Ballew

AGAINST: None

Motion carried.

D) Adjournment

- There being no further business, Chairman Fox declared the meeting adjourned at 7:01 p.m.

Date

Chairman

ATTEST:

Secretary

**NOTICE
GLENPOOL CEMETERY TRUST AUTHORITY
SPECIAL MEETING**

A Special Session of the Glenpool Cemetery Trust Authority will begin at 6:00 p.m. immediately following the Glenpool Industrial Authority meeting, Monday, December 14, 2015, at Glenpool City Hall, City Council Chambers, 3rd Floor, 12205 S. Yukon Ave., Glenpool, Oklahoma.

The following items are scheduled for consideration by the Authority at that time:

AGENDA

- A) Call to Order
- B) Roll call, declaration of quorum.
- C) Scheduled Business
 - 1) Discussion and possible action to approve minutes from May 4, 2015 Special Meeting.
- D) Adjournment.

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma on _____, 2015, at ____:_____ am/pm.

Signed: _____
City Clerk

**MINUTES
GLENPOOL CEMETERY TRUST AUTHORITY
SPECIAL MEETING
May 4, 2015**

A Special Session of the Glenpool Cemetery Trust Authority was held at 9:24 p.m., Council Chambers, Glenpool City Hall. Trustees present were: Momodou Ceesay, Brandon Kearns, Tim Fox, and Patricia Agee. Jennifer Ballew, Trustee was absent.

Staff present: Roger Kolman, City Manager; Lowell Peterson, City Attorney; and Susan White, Secretary.

A) **Trustee Tim Fox called the meeting to order at 9:24 p.m.**

B) **Susan White, Secretary called the roll and declared quorum present.**

C) **Scheduled Business:**

1) **Discussion and possible action to elect a Chairman.**

MOTION: Trustee Kearns moved, second by Trustee Ceesay to elect Tim Fox as Chairman.

FOR: Trustee Ceesay; Trustee Fox; Trustee Agee; Trustee Kearns

AGAINST: None

ABSENT: Trustee Ballew

Motion carried.

2) **Discussion and possible action to elect a Vice Chairman.**

MOTION: Chairman Fox moved, second by Trustee Kearns to elect Momodou Ceesay as Vice Chairman.

FOR: Trustee Fox; Trustee Agee; Trustee Kearns; Trustee Ceesay

AGAINST: None

ABSENT: Trustee Ballew

Motion carried.

D) **Adjournment**

- There being no further business, Chairman Fox declared the meeting adjourned at 9:26 p.m.

Date

ATTEST:

Chairman

Secretary

NOTICE
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
REGULAR MEETING

A Regular Session of the Glenpool Area Emergency Medical Service District will begin at 6:00 p.m. immediately following the Glenpool Cemetery Trust Authority meeting, Monday, December 14, 2015, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

The following items are scheduled for consideration at that time:

AGENDA

- A) Call to Order
- B) Roll call, declaration of quorum
- C) EMS Plus Activity Report - Josh Forrest, EMS Plus Operations Manager
- D) District Administrator Report - Susan White, District Administrator
- E) Scheduled Business
 - 1) Discussion and possible action to approve minutes from November 9, 2015 meetings.
 - 2) Discussion and possible action to appoint two Board members to serve on the RFQ Evaluation Committee.
(Susan White, District Administrator, Secretary)
 - 3) Discussion and possible action to enter into Executive Session.
(Tim Fox, Chairman)
 - 4) Executive Session for the purpose of discussing confidential communications between the GEMS District Board and its attorney concerning a pending investigation into the operations of the GEMS Ambulance Service Provider, Emergency Medical Services Plus, LLC (“EMS PLUS”), and a potential claim or action with respect to the viability of EMS Plus and its compliance or non-compliance with the Ambulance Service Agreement provided for by Title 5, Chapter 2, Article A of the City Code of the City of Glenpool, made and entered into as of the 1st day of July 2015, by and among the City of Glenpool, EMS PLUS and the GEMS District, inasmuch as the District Board has been advised by its attorney that disclosure will seriously impair the ability of the District Board to conduct the pending investigation or process any resulting claim, litigation or proceeding, all as authorized by Sec. 307.B.4. of Title 25 of the Oklahoma Statutes (the Open Meeting Act).
(Lowell Peterson, District Attorney)
 - 5) Possible action to reconvene in Regular Session.
(Tim Fox, Chairman)
- F) Adjournment.



NOVEMBER 30, 2015

City of Glenpool
P O Box 70
Glenpool, OK 74033-0070

Enclosed, please find our report of ambulance response activity for the period of October 30TH, 2015 to November 29th, 2015.

During this time period, we logged 108 responses. The following is a breakdown of these responses:

Emergency responses – 106 –96% response time compliance.
Non-Emergency responses – 2 – response time not applicable.

Seven responses utilized a second ambulance, responding from Glenpool, on their way back from another call or another ambulance service responding from outside the area. Two responses required the use of a third ambulance.

Four responses were outside the Glenpool response area.

Four responses had long response times. The first call with a long response time was due to the caller giving the wrong address. The address was on Elm not Elwood. The crew arrived within 8 minutes.

The second call with a long response time was due to the ambulance crew not understanding the hundred blocks in Glenpool. That ambulance has been retrained on this topic.

The next call with a long response time was due to the ambulance crew taking too long to be enroute to the call. This crew has been counseled.

The fourth long response time was due to the ambulance standing by in Glenpool having mechanical issues

Should you have any questions or concerns regarding this report, please feel free to contact me.

Sincerely,

Joshua Forrest

Joshua Forrest
Operations Manager-Glenpool District

P O Box 197, Glenpool, OK 74033-0197 - (918) 258-6671 - fax (918) 258-667

Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|---|----------------------------|---------------------------------------|--------------------------------------|--|-----|
| 2015 10/30/2015 Paramedic | Police/911 Code 3 | 5580 No transport | 11:41 11:42 11:42 11:43 | 11:54 | E-2 |
| 2016 11/01/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 00:20 00:20 00:20 00:25 | 00:49 01:11 01:45 | E-5 |
| 2017 11/01/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 18:35 18:35 18:37 18:40 | 18:44 | E-5 |
| 2018 11/02/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 18:25 18:25 18:25 18:29 | 18:44 19:03 19:13 | E-4 |
| 2019 11/03/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 09:33 09:33 09:34 09:39 | 09:51 10:10 10:22 | E-5 |
| 2020 11/03/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 22:11 22:12 22:12 22:16 | 22:34 22:56 23:08 | E-5 |
| 2021 11/04/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 06:04 06:06 06:06 06:10 | 06:33 06:57 07:19 | E-6 |
| 2022 11/04/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 08:10 08:10 08:10 08:14 | 08:37 08:54 09:18 | E-4 |
| 2023 11/04/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 13:49 13:50 13:50 13:53 | 14:08 14:32 15:01 | E-4 |

@ = Second ambulance responding
 * = Long response time
 # = Outside of the Glenpool response area
 + = South of 181 Street
 % = Third ambulance responding
 ! = Fourth ambulance responding

Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|---|----------------------------|---------------------------------------|--------------------------------------|--|-----|
| 2024 11/04/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 19:40 19:40 19:40 19:46 | 20:19 20:40 21:08 | E-6 |
| 2025 11/04/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 23:09 23:09 23:09 23:14 | 23:28 | E-5 |
| 2026 11/05/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 07:51 07:51 07:51 07:54 | 08:43 | E-3 |
| 2027 11/05/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 09:55 09:56 09:56 09:57 | 10:24 10:45 11:10 | E-2 |
| 2028 11/05/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 12:51 12:51 12:51 12:53 | 13:12 | E-2 |
| 2029 11/05/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 19:18 19:18 18:18 19:22 | 19:46 19:57 20:25 | E-4 |
| 2030 11/05/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 20:01 20:02 20:02 20:04 | 20:07 20:21 20:39 | E-3 |
| 2031 11/06/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 08:34 08:34 08:35 08:38 | 09:49 | E-4 |
| 2032 11/06/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 08:49 08:49 08:49 08:56 | 09:14 09:38 10:17 | E-7 |

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Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|---|----------------------------|---------------------------------------|--------------------------------------|--|-----|
| 2033 11/06/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 13:36 13:36 13:36 13:39 | 14:04 14:28 15:06 | E-3 |
| 2034 11/06/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 13:54 13:54 13:54 13:58 | 14:16 14:33 14:51 | E-4 |
| 2035 11/06/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 15:21 15:22 15:23 15:28 | 15:57 16:19 16:46 | E-7 |
| 2036 11/06/2015 Paramedic | Police/911 Code 3 | 5570 No transport | 20:07 20:08 20:08 20:14 | 20:19 | E-7 |
| 2037 11/07/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 10:44 10:44 10:44 10:45 | 11:17 11:35 12:14 | E-1 |
| 2038 11/07/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 14:34 14:34 14:34 14:39 | 14:58 15:17 15:33 | E-5 |
| 2039 11/07/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 16:45 16:46 16:46 16:51 | 17:14 17:36 18:00 | E-6 |
| 2040 11/07/2015 Paramedic | Police/911 Code 3 | 5580 Fire Standby | 20:05 20:05 20:06 20:07 | 20:45 | E-2 |
| 2041 11/07/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 20:49 20:49 20:49 20:52 | 21:16 21:36 21:56 | E-3 |

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Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|---|----------------------------|---------------------------------------|--------------------------------------|--|------|
| 2042 11/08/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 07:22 07:23 07:23 07:26 | 07:58 08:14 08:38 | E-4 |
| 2043 11/08/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 13:35 13:35 13:36 13:40 | 14:00 | E-5 |
| 2044 11/08/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 21:49 21:49 21:51 21:53 | 22:29 | E-4 |
| 2045 11/09/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 01:38 01:38 01:40 01:42 | 02:00 02:14 02:56 | E-3 |
| 2046 11/09/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 02:31 02:32 02:34 02:38 | 02:55 03:14 03:35 | E-7@ |
| 2047 11/09/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 04:04 04:04 04:06 04:10 | 04:33 04:39 05:17 | E-6 |
| 2048 11/09/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 10:09 10:09 10:09 10:12 | 10:33 10:48 11:22 | E-3 |
| 2049 11/09/2015 Paramedic | Police/911 Code 3 | 5571 Code 1 | 11:56 11:56 11:56 12:00 | 12:21 12:45 13:11 | E-4 |
| 2050 11/09/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 12:28 12:28 12:28 12:34 | 12:54 13:22 13:37 | E-6@ |

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Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|--|----------------------------|---------------------------------------|--------------------------------------|--|-------|
| 2051 11/09/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 21:57 21:57 21:58 22:10 | 22:44 23:07 23:25 | E-3 |
| 2052 11/10/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 01:45 01:45 01:46 01:51 | 02:01 | E-6 |
| 2053 11/10/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 03:03 03:03 03:03 03:06 | 03:27 03:40 03:52 | E-3 |
| 2054 11/10/2015 Paramedic Mutual Aid | EMSA Code 3 | 5570 Code 1 | 23:36 23:37 23:38 23:50 | 00:09 00:30 01:00 | E-14# |
| 2055 11/10/2015 Paramedic Welfare Check | Family Code 1 | 5580 No Transport | 14:19 14:20 14:23 14:29 | 15:18 | NE-10 |
| 2056 11/11/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 14:08 14:08 14:09 14:13 | 14:29 14:52 15:21 | E-5 |
| 2057 11/11/2015 Intermediate | Police/911 Code 3 | 5571 No Transport | 15:21 15:21 15:22 15:27 | 15:48 | E-6@ |
| 2058 11/11/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 15:55 15:55 15:44 15:57 | 16:21 16:44 17:06 | E-2 |
| 2059 11/11/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 17:43 17:44 17:45 17:49 | 18:08 18:28 19:00 | E-6 |

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Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|---|----------------------------|---------------------------------------|--------------------------------------|--|-------|
| 2069 11/13/2015 EMSA Mutual Aid | Police/911 Code 3 | EMSA Code 1 | 15:12 15:12 15:14 15:41 | 15:55 16:15 16:15 | E-29% |
| 2070 11/13/2015 Paramedic 2 patients | Police/911 Code 3 | 5580 Code 1 | 21:45 21:45 21:45 21:52 | 23:07 23:33 23:53 | E-7 |
| 2072 11/14/20105 Paramedic | Police/911 Code 3 | 5570 Code 1 | 00:03 00:03 00:04 00:07 | 00:27 00:51 01:42 | E-4 |
| 2073 11/14/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 02:22 02:22 02:22 02:26 | 02:46 03:10 03:39 | E-4 |
| 2074 11/14/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 15:38 15:38 15:39 | 15:42 Cancelled PTA | |
| 2075 11/15/20105 Paramedic | Police/911 Code 3 | 5580 Code 1 | 01:23 01:24 01:24 01:33 | 01:52 02:10 02:33 | E-10* |
| 2076 11/15/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 07:43 07:43 07:47 07:49 | 07:55 | E-6 |
| 2077 11/15/2015 Paramedic | Police/911 Code 3. | 5580 Code 1 | 07:51 07:51 07:52 07:54 | 08:13 08:35 08:54 | E-3 |
| 2078 11/15/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 08:01 08:01 08:01 08:08 | 08:36 08:57 09:16 | E-7 |

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Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|---|----------------------------|---------------------------------------|--------------------------------------|--|-------|
| 2079 11/15/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 10:52 10:52 10:54 11:00 | 11:13 11:40 12:10 | E-8 |
| 2080 11/15/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 16:42 16:42 16:44 16:48 | 17:16 17:38 17:48 | E-6 |
| 2081 11/15/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 16:46 16:46 16:47 16:49 | 17:01 17:17 17:51 | E-3@ |
| 2082 11/15/2015 Intermediate | Police/911 Code 3 | 5571 No Transport | 16:53 16:53 16:54 17:03 | 17:32 | E-10% |
| 2083 11/15/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 18:05 18:05 18:06 18:08 | 18:28 18:45 18:58 | E-3 |
| 2084 11/15/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 20:46 20:46 20:46 20:51 | 20:56 21:19 21:34 | E-6 |
| 2085 11/15/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 22:12 22:12 22:14 22:16 | 22:48 23:09 23:24 | E-4 |
| 2086 11/16/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 12:07 12:07 12:07 12:12 | 12:31 | E-5 |
| 2087 11/17/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 12:34 12:34 12:36 12:40 | 13:39 | E-6 |

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Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|---|----------------------------|---------------------------------------|--------------------------------------|--|-----|
| 2088 11/17/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 15:09 15:09 15:09 15:11 | 15:19 15:36 16:05 | E-2 |
| 2089 11/19/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 18:45 18:45 18:46 18:49 | 19:08 19:27 19:54 | E-4 |
| 2090 11/19/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 23:18 23:19 23:19 23:21 | 23:43 00:02 00:22 | E-3 |
| 2091 11/20/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 11:16 11:16 11:16 11:18 | 11:31 | E-2 |
| 2092 11/20/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 14:18 14:18 14:19 14:22 | 14:33 | E-4 |
| 2093 11/20/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 15:43 15:43 15:43 15:47 | 16:07 | E-4 |
| 2094 11/20/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 17:09 17:09 17:10 17:11 | 17:12 | E-2 |
| 2095 11/20/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 18:04 18:05 18:05 18:06 | 18:32 | E-2 |
| 2096 11/20/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 23:25 23:25 23:26 23:31 | 00:07 00:44 00:58 | E-6 |

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Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|--|----------------------------|---------------------------------------|--------------------------------------|--|-------|
| 2097 11/21/2015 Paramedic Blood Draw GPPD | Police/911 Code 3 | 5580 No Transport | 00:36 00:36 00:38 00:51 | 01:21 | NE-15 |
| 2098 11/21/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 16:16 16:17 16:17 16:20 | 16:24 16:40 16:59 | E-4 |
| 2099 11/22/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 00:05 00:05 00:06 00:08 | 00:17 00:33 00:53 | E-3 |
| 3000 11/22/2015 Paramedic Mutual AID | EMSA Code 3 | 5580 Code 1 | 07:52 07:53 17:54 08:03 | 08:27 08:36 09:58 | E-11# |
| 3001 11/22/2015 Paramedic Mutual AID | EMSA Code 3 | 5570 Code 1 | 12:29 12:29 12:31 12:43 | 12:53 13:01 13:31 | E-14# |
| 3002 11/22/2015 Paramedic NO Pt Found | Police/911 Code 3 | 5580 No Transport | 16:20 16:20 16:23 16:27 | 16:32 | E-6 |
| 3003 11/23/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 15:54 15:54 15:54 15:56 | 16:09 | E-2 |
| 3004 11/23/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 17:49 17:49 17:49 17:51 | 18:01 18:25 18:50 | E-2 |
| 3005 11/23/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 17:51 17:51 17:51 17:55 | 18:19 18:43 19:11 | E-4 |

@ = Second ambulance responding
 * = Long response time
 # = Outside of the Glenpool response area
 + = South of 181 Street
 % = Third ambulance responding
 ! = Fourth ambulance responding

Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|---|----------------------------|---------------------------------------|--------------------------------------|--|-------|
| 3006 11/23/2015 Creek County Used Mutual Aid | Police/911 Code 3 | 36 Creek County Code 1 | 18:25 18:25 18:27 18:40 | 19:01 19:25 19:51 | E-15 |
| 3007 11/24/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 16:11 16:12 16:12 16:19 | 16:53 | E-8 |
| 3008 11/25/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 03:23 03:23 03:24 03:26 | 03:47 | E-3 |
| 3009 11/25/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 07:14 07:14 07:14 07:17 | 07:59 | E-3 |
| 3010 11/25/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 23:38 23:38 23:40 23:44 | 23:51 | E-6 |
| 3011 11/26/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 18:45 18:46 18:46 18:49 | 19:14 19:34 19:49 | E-4 |
| 3012 11/26/2015 Paramedic | Police/911 Code 3 | 5580 No Transport | 20:39 20:39 20:42 20:45 | 21:12 | E-6 |
| 3013 11/26/2015 Paramedic | Police/911 Code 3 | 5570 No Transport | 22:11 22:11 22:11 22:16 | 22:20 | E-5 |
| 3014 11/27/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 02:02 02:02 02:11 02:15 | 02:26 02:49 03:14 | E-13* |

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Emergency Medical Services Plus
Ambulance Report
Glenpool – November, 2015

| Call Number Call Date Level of Care | Caller Dispatch Urgency | Unit Description Transport Urgency | Rcvd Paged Enroute On Scene | To Dest At Dest Available Response Time | |
|---|----------------------------|---------------------------------------|--------------------------------------|--|-------|
| 3015 11/27/2015 Paramedic Happy Thanksgiving | Police/911 Code 3 | 5580 No transport | 06:04 06:06 06:09 06:10 | 06:26 | E-6 |
| 3016 11/27/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 08:13 08:13 08:15 08:24 | 09:05 08:29 09:49 | E-11# |
| 3017 11/27/2015 Paramedic | Police/911 Code 3 | 5570 No transport | 15:22 15:22 15:23 15:26 | 15:52 | E-4 |
| 3018 11/27/2015 Paramedic Unit not Starting | Police/911 Code 3 | 5571 Code 1 | 19:29 19:29 19:35 19:40 | 20:04 20:26 20:42 | E-11* |
| 3019 11/27/2015 Paramedic | Police/911 Code 3 | 5570 Code 1 | 23:56 23:57 23:57 00:02 | 00:30 00:51 03:01 | E-6 |
| 3020 11/28/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 02:28 02:28 02:30 02:33 | 03:06 03:28 03:49 | E-5 |
| 3021 11/29/2015 Paramedic | Police/911 Code 3 | 5580 Code 1 | 14:04 14:04 14:05 17:09 | 14:26 14:38 14:51 | E-5 |
| 3022 11/29/2015 Paramedic | Police/911 Code 3 | 5571 No transport | 14:43 14:43 14:45 14:50 | 15:05 | E-7 |
| 3023 11/29/2015 Paramedic | Police/911 Code 3 | 5580 No transport | 22:02 22:02 22:04 22:04 | 23:03 | E-5 |

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Glenpool Area Emergency Medical Services District

12205 South Yukon Avenue
Glenpool, Oklahoma 74033

To: HONORABLE CHAIR AND GEMS DISTRICT BOARD MEMBERS
From: Susan White, District Administrator, Clerk/Secretary
Date: December 14, 2015
Subject: District Administrator Report

RFQ For Ambulance Service

Upon my appointment as District Administrator last year I researched the length of time that had passed since GEMS had solicited other ambulance service providers. As a matter of due diligence I believe the District should seek proposals from service providers every few years. Since both GEMS and the City are parties involved in the Ambulance Service Agreement, I sought the opinion of the City Manager. Mr. Kolman agreed the timing was appropriate and we planned to request proposals in early 2015. About that time, EMS Plus changed ownership. The new ownership promised significant improvements including new ambulances. The proper response was to postpone our plans to invite proposals until the following year. The time has come to resume our plan.

Administrative staff has prepared and will submit Requests for Qualification (RFQ) to several ambulance service providers throughout Oklahoma. Our goal is to submit the RFQs within the week. Respondents will be evaluated by a committee consisting of two members of the GEMS Board and such other City of Glenpool staff members and/or third parties as it so chooses. Upon completion of the evaluations, the committee will make a recommendation for approval to the GEMS Board. The Agreement effective date shall be July 1, 2016 or as the Board deems appropriate.

MINUTES
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
REGULAR SESSION
November 9, 2015

The Regular Meeting of the Glenpool Area Emergency Medical Service District was held at 7:03 p.m., Council Chambers, Glenpool City Hall. Members present: Jennifer Ballew; Momodou Ceesay; Tim Fox; Patricia Agee and Brandon Kearns.

Staff present: Lowell Peterson, District Legal Counsel; Susan White, District Administrator, Clerk/Secretary; and Julie Casteen, District Treasurer. Roger Kolman, City Manager was also present.

- A) **Chairman Fox called the meeting to order at 7:03 p.m.**
- B) **Secretary White called the roll and Chairman Fox declared a quorum present.**
- C) **EMS Plus Activity Report - Josh Forrest, EMS Plus Operations Manager**
- Mr. Forrest gave a brief report regarding the current undertakings at EMS Plus, including staff education and other daily improvements.
- D) **District Administrator Report - Susan White, District Administrator**
- Susan White expressed her appreciation to Mr. Forrest for agreeing to present a report at each forthcoming Board meeting.
 - Roger Kolman, City Manager updated the Board on a recent event which resulted in a Creek County ambulance dispatched to a Glenpool residence, while Glenpool first responders and ambulance service were not alerted. It caused understandable concern and confusion for the resident. Following a thorough investigation, Glenpool personnel discovered that the 911 call was received at Creek County emergency dispatch; there a dispatcher unfamiliar with Glenpool addresses dispatched a Creek County ambulance instead of rerouting the call to Glenpool emergency dispatch center. Creek County offered assurances that the issue was addressed and they do not anticipate a repeated episode. In the meantime, Glenpool Fire Department personnel followed up by making a visit to the home of the patient the next day to offer reassurance.
Councilor Agee and Mayor Fox expressed their appreciation to the Fire Department personnel. Councilor Kearns reported that during a later conversation he had with the mother of the patient, she commented, "This is why we live in Glenpool."
- E) **Schedule Business**
- 1) **Discussion and possible action to approve minutes from October 5, 2015 meetings.**
MOTION: Vice Chairman Ceesay moved, second by Member Agee to approve minutes as presented.
FOR: Member Ballew; Vice Chairman Ceesay; Chairman Fox; Member Agee; Member Kearns
AGAINST: None
Motion Carried
 - 2) **Discussion and possible action to approve the 2016 Schedule of Regular Meetings.**
MOTION: Member Agee moved, second by Vice Chairman Ceesay to amend 2016 Schedule to reflect a 6:30 p.m. meeting time; designate Tuesday, November 15, 2016 and Tuesday, December 13, 2016 as meeting dates for those respective months, and approve as amended.
FOR: Vice Chairman Ceesay; Chairman Fox; Member Agee; Member Kearns; Member Ballew
AGAINST: None
Motion Carried
- F) **Adjournment.**

- There being no further business, the meeting was adjourned at 7:09 p.m.

Date

ATTEST:

Clerk/Secretary

Chairman



To: CHAIRMAN, MEMBERS OF THE BOARD
From: Susan White, District Admin., Secretary
Date: December 14, 2015
Subject: Appointment of Evaluation Committee

Background:

The RFQ process requires collected RFQs to be evaluated and scored by a review committee. That committee should include two members of the GEMS Board. Therefore, staff requests the Board to seek volunteers from the body and appoint two members to serve on the review committee.

The following members of staff have met on numerous occasions and have been intimately involved in discussion concerning the RFQ process and will likely serve on that review committee: Roger Kolman, City Manager; Susan White, District Administrator; Lowell Peterson, District Legal Counsel; Julie Casteen, District Treasurer; and Paul Newton, Fire Chief.

Staff Recommendation:

Staff recommends that the Board appoint two members to serve on the RFQ review committee.