

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** March 1, 2019  
**Re:** Notes to Council

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### **1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION**

- Utilities Department Monthly Report – January 2019

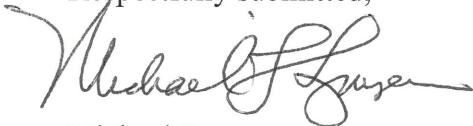
### **2. GENERAL CORRESPONDENCE / NOTIFICATION**

- Streets and Stormwater Memo – Snow and Ice Control
- City Clerk Memo – Amnesty Week, “Food for Fines”
- Cox Communications Notification of Channel Change
- Broken Arrow History Museum – March 2019 Newsletter

### **3. SPECIAL EVENTS / ACTIVITIES**

- N/A

Respectfully submitted,



Michael Spurgeon

clm  
Attachments

# 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



**To:** Michael Spurgeon, City Manager  
**From:** Charles Vokes, Utilities Director  
**Date:** February 28, 2019  
**Re:** Utilities Department Monthly Report – January 2019

	<b>January 2019</b>	<b>January 2018</b>
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	0.5 MG	1.2 MG
Water – Produced at Verdigris WTP	<u>254.6 MG</u>	<u>280.3 MG</u>
Total	255.1 MG	281.5 MG
 <b>Wastewater Treated</b>		
Lynn Lane Plant	165.1 MG	114.5 MG
Haikey Creek Plant flow from BA	<u>211.5 MG</u>	<u>145.6 MG</u>
Total	376.6 MG	260.1 MG
Haikey Creek Plant flow from Tulsa	232.2 MG	187.5 MG

**LLWWTF Summary-**

**David Handy, Plant Manager**

1. Cleaned west contact basin
2. Performed maintenance repair on north thickener and put into service
3. Emptied and cleaned south thickener
4. Exercised east oxidation ditch No. 5AR1 and 5AR2
5. Installed utility brackets at thickeners, RAS and contact chamber for tool storage
6. Repaired weed eater
7. Replaced heater and thermostat in first floor of RAS building
8. Installed new battery backup supply for SCADA in electrical building
9. Greased belt press motor bearings, belt press bearings and installed new motion sensor
10. Replaced air filter on blower No. 8
11. Installed pressure gauges and switches on oxidation ditch aerators No. 5AR1, 5AR2, 4AR1 and 4AR2
12. Plant mechanic obtained Class “B” Wastewater Operator certification

**Utilities Distribution/Collections Maintenance Summary**

**Water Distribution-Jerry Hanewinkel, Utilities Systems Manager**

1. New taps and meters-38
2. Line locates-613
3. Meters replaced-2
4. Meters replaced for AMR project-28
5. Registers replaced for AMR-166
6. Meter and valve boxes repaired/replaced-2

7. Meter boxes replaced for AMR project-3
8. Meter leak repairs-8
9. Water leak calls-99
10. Distribution main leak repaired-23
11. Curb stops replaced-8
12. Valve truck crew exercised 23 valves for the month, bringing the total to 23 for 2019
13. Water system service requests-84
14. Cleaned and restored yards after water line repairs-15
15. Fire hydrants replaced-1
16. Main lines flushed to address water quality issues-31
17. Repaired a 2" service line for Parks Department at ISSC
18. Flushed dead end lines at 38 locations
19. Five water quality concern calls-233,750 gallons flushed
20. Total gallons flushed to improve water quality-estimated 6,771,800 gallons

### **Water Reclamation-David Marlow, Wastewater Collection Supervisor**

#### Lines-

1. Service request calls-45
2. Sewer line locates-144
3. Sewer line blockages relieved-10
4. After hour calls-17
5. Manholes cleaned/raised/repaired-5
6. Sewer lines cleaned-3,840 ft.
7. Sewer lines repaired/replaced/installed-119 ft.
8. Sewer lines root cut-25 ft.
9. CCTV inspections done-4,268 ft.
10. Sink holes-3
11. Cleaned and restored yards after sewer line repairs-10
12. Sanitary Sewer Overflows (SSO's) reported to ODEQ-9
13. Assist other departments-2

#### Booster and Lift Stations-

1. Routine station visits (29 lift stations and 4 booster stations)-559
2. Check valves/pumps cleaned at stations-4
3. Booster station calls-3
4. Pump station maintenance and repairs-4
  - Old Adams Creek-removed shims from pump 1A and pump 2A
  - Old Adams Creek-removed shims from pump 1B
  - Animal Shelter-replaced heater
  - Bass Pro Booster-Haynes programmed in a damper for pump 2

### **Meter Reading-Derriell Bynum, Meter Reading Supervisor**

1. Replaced meters-10
2. Placed door hangers for bad checks-40
3. Turn Ons for nonpayment-113
4. Turn Offs for nonpayment-207
5. New account service initiated-382
6. Accounts finalized-372
7. Meters read-38,774
8. Rereads/leak tests-150
9. Misreads verified-105

10. Boxes replaced-3
11. Met with residents to discuss their high bill/water usage concerns-4

#### AMR Project-

- Retrieved water use history from AMR radio devices and provided the 90 day graphs to the customers-11
- AMR registers-532
- AMR meter body-249
- Dead AMR registers replaced-12
- Meter boxes replaced-6
- Meter riser-2
- Stops replaced-1
- AMR antenna replaced-5

#### Utilities Construction-Tommy Kimbrough, Construction Supervisor

1. 124<sup>th</sup> & 128<sup>th</sup> water line project-installed 255' of 6" C-900 water pipe and 1 fire hydrant
2. College St water line project-install 630' of 6" C-900 water pipe
3. Angus Acres water line project (W/L 1902)-installed 1600' of 6" C-900 water pipe, 4 fire hydrants and 10 taps
4. Distribution line leaks-10
5. Line locates-34
6. Meter boxes replaced-10
7. 6" valve replaced-1
8. City maintenance center-relocated water department equipment and work trucks for the Sanitation department pilot program
9. Senior Citizens Center-assisted building maintenance department with the sewer line
10. City maintenance center-assisted building maintenance install a privacy fence

#### Water Quality-Diana Flora, Water Quality Technician

1. Tested chlorine levels near auto flushers to verify all are working-20
2. Bac-T samples collected-100
3. Collected 2 chlorine samples (am/pm) daily-60 total
4. Distribution system-11 parameter testing with 352 onsite tests at 12 distribution locations and 4 water tower locations

#### Verdigris WTP-Jimmy Helms, Plant Manager

1. Tightened 8 couplers on top of the membrane modules on rack #7
2. Installed signal isolator on sodium hypochlorite tank #2 level
3. Cleaned pretreatment trains #1-4
4. Ground down 7 protruding stainless steel studs on train #1 sludge system channel
5. Replaced 60' and 100' stainless steel sludge system cable on train #1
6. Replaced 100' stainless steel sludge system cable on train #2, recalibrated encoder
7. Recalibrated encoder on train #3 sludge system
8. Ground down 8 stainless steel studs in train #4 sludge system channel
9. Replaced 60' and 100' stainless steel sludge system cable on train #4, recalibrated encoder
10. Changed solenoid relay on V-1002 drain valve on rack #4
11. Replumbed brine feed line from the tank and purged air from system
12. Replaced overhead light on the south end of the maintenance/tool hallway
13. Worked on retrieval of HMI tags used for WIMS software
14. Worked on sodium permanganate pump #1 operation in auto/flow pace mode

15. Removed malfunctioning low bay light in the maintenance east tool hall area
16. Replaced motor, fan and fan guard on blower aftercooler B
17. Replaced fan guard on blower aftercooler A
18. Calibrated and bump tested Ventis MX4 air monitors
19. Installed rebuild kit in plast-o-matic air valve on rack #7 turbidity meter
20. Installed new suction hose on caustic transfer pump B
21. Replumbed discharge piping on caustic transfer panel to fix multiple leaks
22. Disassembled sodium hypo blower housing and installed new motor
23. Installed light in Baptist water tower RTU cabinet
24. Replaced o-rings on three membrane modules on rack #3, tightened up leaking clear couplers
25. Tightened couplings and replaced o-rings on multiple modules on rack #7
26. Acid cleaned all cells on hypo-chlorite generators
27. Installed new cell on hypo-chlorite generator #1 (cell #5)
28. Changed board and calibrated hydrogen sensor in #1 generator room
29. Changed board/sensor and calibrated hydrogen sensor #2 above sodium hypochlorite tank in chemical room
30. Rebuilt brine micro pump #2, rebuilt spare micro pump

**Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary-  
Lauren Wilson, Pretreatment Coordinator**  
Fats, Oil & Grease (FOG) Program Activities

1. Food Handling Establishment Inspections:
  - Pretreatment staff performed 10 food handling establishment 6-month inspections. Staff reviewed manifests for grease interceptor maintenance, inspected the interceptors and discussed best management practices with management. There were 11 establishments with interceptors that were improperly maintained that were given 15 days to correct the deficiency. There were 11 facilities re-checked for non-compliance issues.
2. Commercial Pretreatment System Inspections
  - Pretreatment staff performed 27 auto shop inspections. Oil/water separators were inspected for proper maintenance and waste hauling manifests are checked to ensure proper waste disposal. There were 5 establishments with separators that were improperly maintained that were given 15 days to correct the deficiency.
3. Community Awareness/Sanitary Sewer Overflow Response
  - Pretreatment staff mailed 95 letters to residents upstream of grease related sanitary sewer overflows. The letters informed residents of the grease and other obstructions that sewer collection system crews are finding in sewer lines that cause the overflows. The letters also give residents suggestions on how they can partner with the City to prevent pollution caused by sewer overflows.

Industrial Pretreatment Activities

- Broken Arrow dental facilities were mailed “One time compliance reports” that are due to the City by July 14, 2020. The City of Broken Arrow is required by the Environmental Protection Agency (EPA) to collect the compliance reports and ensure compliance with 40 CFR 441. All existing facilities subject to the regulations must install an amalgam separator, implement best management practices for maintaining the separators and certify such to the City of Broken Arrow by July 14, 2020. Any new dental facility must comply immediately.
- Blue Bell-the compliance self-monitoring and laboratory analysis reports were received and reviewed. There were four daily maximum permit violations for “Bio-chemical

Oxygen Demand (BOD)”. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$ 17,548.91.

Surcharges have been suspended until the consent order is complete and Blue Bell begins operation of a pretreatment system in May 2019. The purpose of the pretreatment system is to bring Blue Bell back into compliance with the wastewater discharge permit limits issued by the City of Broken Arrow.

Construction of the pretreatment system is underway and Blue Bell hopes to begin testing the system in January. City of Broken Arrow utilities staff toured the Blue Bell pretreatment facility to review construction progress. The equalization tank, dissolved air floatation, solids removal and pH adjustment systems are in place and have been tested with tap water.

- Unifirst-the compliance self-monitoring and laboratory analysis reports were received and reviewed. No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$ 1,531.86 and submitted to the Finance Department for billing.
- Mullin Plumbing-the compliance reports were received for the month of December certifying that there was no discharge from the residential septic system dewatering station during this month. No self monitoring was performed.
- Kum & Go 71<sup>st</sup> & Lynn Lane-a discharge request was submitted by environmental consultant, Seneca Company, to release underground storage tank “ground water” into the City of Broken Arrow sanitary sewer system. These requests are submitted with laboratory analysis for gasoline range organics, benzene, toluene, ethylbenzene and xylene. The laboratory analysis showed no deficiencies. The request was approved and the ground water was discharged to an onsite manhole. Industrial wastewater charges were calculated in the amount of \$ 788.45 and submitted to the Finance Department for billing.
- Broken Arrow Powder Coating-the quarterly compliance self-monitoring and laboratory analysis reports were received and reviewed. No deficiencies were noted.
- Comgraphx-the monthly compliance self-monitoring and laboratory analysis reports were received and reviewed. No deficiencies were noted.
- CSI Aerospace-the quarterly compliance self-monitoring and laboratory analysis reports were received and reviewed. No deficiencies were noted.

## 2. GENERAL CORRESPONDENCE / NOTIFICATION







To: Crickett Moore  
From: Christina Denton  
CC: Rocky Henkel, Kenny Schwab, Krista Flasch, Gwen Hicks  
Subject: Streets and Stormwater Department  
Date: February 28, 2019

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Please include these items in your notes to council for the next meeting:

*Snow and Ice Control*

The Streets and Stormwater Department responded to the winter weather event that occurred on February 27, 2019. At approximately 7:00 am., the Streets and Stormwater Department dispersed a crew of seven individuals, utilizing 54 personnel hours and 7 tons of salt to complete prepping spreaders and trucks for snow shift. Three trucks were out spreading salt on the bridges starting at 1pm., along with checking bridge decks, and monitoring the radio.

At approximately 11:00 pm., on February 27, 2019 the Streets and Stormwater Department dispersed a crew of five individuals, utilizing 40 personnel hours and 90 tons of salt to pre-treat bridges, overpasses, PD and City Hall parking lots, monitor radio and to address random slick spots.

At approximately 7:00am., on February 28, 2019 the Streets and Stormwater Department dispersed a crew of twenty-five individuals, utilizing 200 personnel hours and 120 tons of salt to monitor the radio and treat slick spots. This was also used as an opportunity for training new personnel with using the salt spreader.



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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Curtis Green  
**Date:** March 1, 2019  
**Re:** Food for Fines

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March 25-29, 2019, Amnesty Week or “Food for Fines”

Residents with outstanding warrants can bring nonperishable food items to the Court Clerk’s Office (March 25-29, 8am -5pm) and receive \$15 credit per can of food (up to \$300 maximum) towards their fine. In order to receive credit for the food items, residents will be required to appear in Court to meet with the Judge. The Court date will be assigned by the Court Clerk. Residents taking advantage of this program will have their warrant recalled and not be arrested.

Anyone that sets up a Court date through this program and does not show for Court, will have a new warrant issued and will be subject to arrest. Additionally, anyone with outstanding warrants that does not take advantage of the amnesty program will be subject to arrest in an upcoming warrant sweep by Broken Arrow Police Department.

The food items will benefit Broken Arrow Neighbors.

**From:** Allen, Lisa (CCI-Central Region)

**Sent:** Wednesday, February 27, 2019 2:36 PM

**Subject:** Cox Communications - LFA Notification - Channel Change

Dear Local Franchising Authority,

The following channel change will occur for Cox Communications and Cox Business customers on March 31st, 2019.

— GoTV, channels 724 and 1724, will no longer be carried on the Cox lineup

We are truly grateful for the opportunity to serve your community. If you have any questions regarding this change, please contact me at (405) 286-5061 or [Robbie.Squires@cox.com](mailto:Robbie.Squires@cox.com).

Sincerely,

A handwritten signature in blue ink that reads "Robbie Squires".

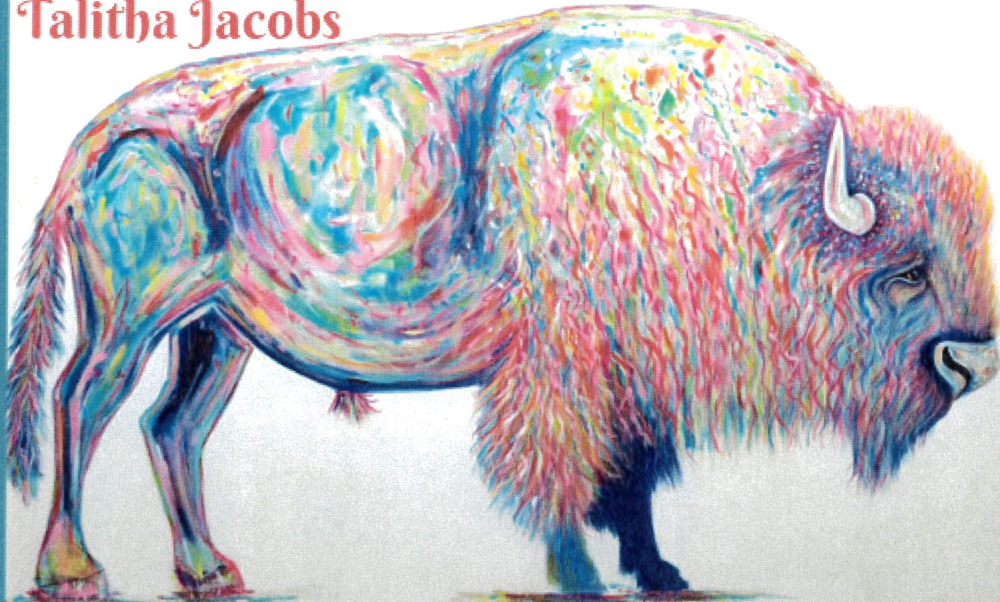
Robbie Squires  
Director, Government Affairs  
Cox Communications Central Region

## Lucky Us...

We are so grateful to those of you who designated 'Broken Arrow Historical Society' as your non-profit of choice through amazon smile! So far, Amazon has donated back \$557.08 of their profit from your purchases, directly to the Museum BA! Click the Amazon Smile Icon to sign up!



**Talitha Jacobs**



*Opening Reception, Thursday, March 7, 2019 6-8:30pm*



**Sponsors: CJ Moloney's & Potbelly's Pub & Grill**  
*On Exhibit March 7th-April 3rd*

400 S. Main Street, Broken Arrow  
**theMUSEUM**  
BROKEN ARROW



# Big News!



**Thursday Hours are Changing!**

We will now be open every Thursday Night from 4-6PM!  
These hours will go into effect March 1, 2019

*New Hours:*

*Sunday & Monday Closed*

*Tuesday, Wednesday, Friday 10-4pm*

**Thursday 4-8pm**

*Saturday 10-2pm*

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### *February*

28th Potluck 5:30 PM **\*\*REMINDER\*\* Thursday Night**

### *March - \*New Thursday Hours Begin\**

7th Talitha Jacobs Opening Reception 6PM-8:30PM

7th LTAIO Book Club 6:30 PM *The Grapes of Wrath* By Steinbeck

12th **Tickets Go on Sale** for Ladies Tea (purchase over the phone or in the museum)

29th Potluck 5:30 PM

### *April*

8th Genealogy Meeting 7PM

11th LTAIO Book Club 6:30PM *Roughneck* by Jim Thompson

16th Ladies Tea 11AM and 1:30PM (TIME CORRECTION From Previous Email)

16th "Out of the Archives" Cowboy Exhibit featuring Beth Perry's Work (debut during Ladies Tea)

25th Potluck 5:30 PM

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We are upgrading our membership options very soon. Please keep your eye out for an email with information regarding all the new and exciting benefits a Museum Broken Arrow Membership will provide!

(Upgrade Options will be available for those who have recently purchased their membership)



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### 3. SPECIAL EVENTS / ACTIVITIES

