

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** December 4, 2020  
**Re:** Notes to Council

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

- Streets and Stormwater Department Report – November 2020
- Utilities Department Report – October 2020

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

- Press Release – BA, OWRB partner on groundwater monitoring well and drilling exhibition
- Press Release – BAFD holds sixth annual toy drive
- Recent Media Coverage

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

- Parks and Recreation Events Memo – Christmas Parade, Youth Basketball

Respectfully submitted

Michael Spurgeon

clm

Attachments

# 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



## Street & Roadside Maintenance Monthly Report 11/2020

Job	Monthly Total
Street Service Calls (Not covered by other categories)	0
Pothole Patches	723
Major Street Repairs (SY)	0
Drop Inlets Cleaned	0
Crack Sealing (FT)	0
Manholes Raised	0
Streets Paved (SY)	36,255
Streets Milled (SF)	0

\* Street Division has been working with the Stormwater Division on the 91st Street Widening Project.

## Stormwater Maintenance Fiscal Year 11/2020 Report

Job	Total
Street Sweeping (miles)	44
Bar Ditch Repairs / Cleaning (LF)	20
Curb Poured (LF)	35
Curb Formed ( LF)	35
Driveways & Approaches Poured (SF)	8974
Driveways & Approaches Formed (SF)	6466
Sod Layed (SF)	66,113
New Inlets & Junction Boxes	2
Flow Filled Pipes	4 yds
Manholes Set	1
Ag-Base	130 loads
Top Soil	15 loads
Set Junction box spacer	1
3/8 chips	4 loads
Crosswalk dug out	1
Installed 48" Pipe	42 FT
Installed 24' Pipe	45 FT
Installed 30" Pipe	10 FT
Plugged pipe with grout to repair sink hole	1
Install Seperator fabric	2 rolls
Manhole hood set	1
Street crossing patched	1
Petramat laid	4 rolls
Temporary driveway built	2
Street Dug out	2999 SF
Street formed and poured	1500 SF

Traffic Division Maintenance  
Monthly Report 11/2020

Job	Monthly Total
Traffic Signal service/repair calls (Hr)	57
Crosswalk repairs (Hr)	2
Electrical/ street lights other (Hr)	27.5
Stanby calls (Hr)	13
work orders (Hr)	2.5
Installation of Flashing Yellow Arrows (Hr)	42.5
Civil Defense Siren (Hr)	2
Setup and take down barricades at special events	7
Signs Repaired, Replaced, Cleaned, Straightened	47
New Signs Installed	56
Signs Fabricated	112
Mosquito Spraying ( Hours)	0
Tree Removal/Trimming	8
24 Hour Traffic Counts	2
12 Hour Speed Surveys	2
7 day traffic study	1
Removal of signs	16
Cover signs	27
Covered graphitti	3
Streets Painted (LF)	7,768
Arrows Erased (sqft)	400
Crossbars Painted	3
Intersection/Crosswalk Marking	3
Speed Bumps Painted	2
Line Locates (Hr)	8

**To:** Michael Spurgeon, City Manager  
**From:** Charles Vokes, Utilities Director  
**Date:** November 25, 2020  
**Re:** Utilities Department Monthly Report – October 2020

	<b>October 2020</b>	<b>October 2019</b>
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	0.4 MG	0.2 MG
Water Produced at Verdigris WTP	<u>356.0 MG</u>	<u>333.2 MG</u>
Total	356.4 MG	333.4 MG
<b>Wastewater Treated</b>		
Lynn Lane Plant	161.3 MG	172.8 MG
Haikey Creek Plant flow from BA	<u>125.5 MG</u>	<u>157.4 MG</u>
Total	286.8 MG	330.2 MG
Haikey Creek Plant flow from Tulsa	188.9 MG	214.0 MG

**LLWWTF Summary**

**David Handy, Plant Manager**

**Preventive Maintenance (12.5 person-hrs total)**

1. Cleaned air make up unit at headworks (1 hour)
2. Performed maintenance cleaning on filters at headworks (1.5 hours)
3. Tested chlorine leak detection sensors (0.5 hour)
4. Checked effluent flowmeter calibration (0.5 hour)
5. Weekly lubrication for influent channel screen (1 hour)
6. Cleared compactors of built up rags (1 hour)
7. Tightened belts on bio filter fan (0.5 hour)
8. Changed filters on make up air unit at headworks (0.5 hour)
9. Performed quarterly lubrication of equipment and motors (4 hours)
10. Power washed east clarifier (2 hours)

**Corrective Maintenance**

1. Troubleshoot belt press and conveyors in biosolids transport building
2. Clean north and south thickener pumps in blower building
3. Repaired leak at east compactor in headworks

**Other Maintenance**

1. None

**Utilities Distribution/Collections Maintenance Summary**

**Water Distribution-Travis Schemonia, Water Supervisor**

**Preventive Maintenance**

1. Line locates-2350

2. Valve truck crew exercised 164 valves for the month, bringing the total to 1192 for 2020
3. Fire hydrants inspected and greased-290, bringing the total to 2184 for 2020
4. Fire hydrants painted-139

#### **Corrective Maintenance**

1. Meter leak repairs-5
2. Distribution main leak repaired-11
3. Curb stops replaced-10
4. Defective meters replaced-5
5. Water system service requests-67
6. Broken meter/valve boxes replaced-11
7. Cleaned and restored yards after water line repair-17
8. Fire hydrants repaired-5
9. Fire hydrants replaced-1

#### **Other**

1. New taps and meters-65
2. Service line breaks-14
3. Water pressure tests-1
4. Service crossings installed-3
5. Assisted Meter Reading with Turn Ons/Offs-26
6. Water quality concerns-2
7. After hours sewer calls-2
8. Spot dig water lines on 81<sup>st</sup> St for Engineering & Construction
9. Moved 9 water meters on Detroit St for sidewalk and street project
10. Moved meters to new line for 91<sup>st</sup> & Aspen widening project
11. Turned valves off after hours for contractor to make tie-ins at Aspen widening project
12. Assisted Sanitation Department with special pick ups

### **Water Quality**

#### **Tim Nix-Water Quality Technician**

##### **Preventive Maintenance**

1. Tested chlorine levels near auto flushers to verify all are working-18
2. Bac-T samples collected-102
3. Collected 2 chlorine samples (am/pm) daily-62 total
4. Distribution system-tests at 11 distribution locations and 5 water tower locations-144
5. Checked chlorine levels every Friday at 5 water towers-25
6. Flushed dead end lines at 29 locations once a month and 12 locations twice a month-537,176 gallons

##### **Corrective Maintenance**

1. Water quality concern calls at 8 locations-226,875 gallons flushed
2. Response to distribution testing results-5,189,250 gallons flushed

##### **Other**

1. Total gallons flushed to improve water quality-estimated 10,486,181 gallons

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

#### **Preventive Maintenance**

1. CCTV inspections done-5,995 ft.
2. Routine station visits (29 lift stations and 4 booster stations)-578
3. Check valves/pumps cleaned at stations-7
4. Sewer line root cut-260 ft.
5. Sewer line locates-95
6. Sewer line cleaning-11,285 ft.

7. Lines smoked-0
8. Clean fog rods at lift stations-16
9. Clean wet wells-1

#### **Corrective Maintenance**

1. Service request calls-24
2. Sewer line blockages relieved-9
3. After hour calls-13
4. Manholes repaired-1
5. Sewer lines repaired/replaced/installed-67 ft
6. Clean and restored yards after sewer line repairs-1
7. Sanitary Sewer Overflows (SSOs) reported to ODEQ-0
8. Sinkholes-0
9. Lift station repairs-
  - Cambridge-replaced check valve
  - South Park-replaced pump & cleaned impellar
  - ISSC-replaced surge protector
  - Homeland-replaced vacuum bowl & 3 way valves on #2 & #3 pumps
  - Wellstone-cleaned vacuum breaker & replaced check valve on #1 pump
  - Animal Shelter-replaced flapper & belts
  - Berwick-reset breaker
  - Animal Shelter-installed 4" bypass and air relief valve on force main

#### **Other**

1. Assisted Sanitation Department with special pick ups

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

##### **Preventive Maintenance**

1. Replace meters-78
2. Install Mach 10 meters-2
3. Replace meter lids-0

##### **Corrective Maintenance**

1. Replace defective AMR registers-20
2. Meter boxes replace-5
3. Replace AMR antenna-2
4. Construction meters rebuilt-0
5. Replace riser-0

##### **Other Maintenance**

1. Meters read-39,712
2. Rereads/Leak Tests-219
3. Turn Ons for nonpayment-189
4. Turn Offs for nonpayment-214
5. New accounts-637
6. Finals-638
7. Pulled meters-4
8. Retrieve water use history from AMR and provide 90 day graph to customer-58 for a total of 306 for 2020
9. Place door hangers for bad checks-0
10. Misreads-19 for a total of 275 for 2020
11. Customer concerns-3



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

### **Preventive Maintenance**

1. Galveston water line-cleaned up area
2. Date water line-installed 765' of 6" C-900 water pipe and made 4 service tie-ins
3. Houston & Ash-cut in 12" x 6" cross with (2) 6" Flange x MJ valves
4. Houston & Ash-installed 70' of 6" C-900 water pipe

### **Corrective Maintenance**

1. None for this month

### **Other**

1. Timber Ridge Cottages-installed 490' of 12" and 266' of 8" SDR 35 sewer pipe and installed 3 manholes
2. Assisted Sanitation Department with special pick ups

## **Verdigris WTP-Eli Prock, Interim Plant Manager**

### **Preventive Maintenance (75.5 person-hrs total)**

1. Tested eye wash/shower stations (4 hours)
2. Changed oil on raw water pumps 1-3 (5 hours)
3. Inspected fire extinguishers (1 hour)
4. Flushed SBS and hydrochloric acid tank overflow water traps (1 hour)
5. Cleaned plate settlers on trains 1-6 (16 hours)
6. Flushed citric acid, HCl, SBS neutralization tank (5 hours)
7. Installed new pump couplers on acid and caustic CIP circulation pumps (2 hours)
8. Flushed filtrate pH probe line (0.5 hours)
9. Flushed settled turbidimeter (0.5 hours)
10. Calibrated pH probes in high service and membrane building (3 hours)
11. Changed buffer and indicator in the generator room hardness monitor (0.5 hours)
12. Changed buffer and indicator solutions on high service free CL17 (0.5 hours)
13. Changed tubing on settled and finish turbidimeters (0.5 hours)
14. Cleaned hypochlorite transfer pump Y-strainers (1 hour)
15. Acid rinsed hypochlorite generators (4 hours)
16. Oil and filter change on Cummins generators 1-3 (12 hours, contractor)

### **Corrective Maintenance**

1. Replaced upper hose gasket on hypochlorite metering pump 2
2. Greased hypochlorite metering pump motors 1-3
3. Resealed lower union connections on hypochlorite meter pump 1 and 2
4. Replaced cell 5 on hypochlorite generator 1
5. Replaced cell 2 on hypochlorite generator 3
6. Repaired leak on hypochlorite generator 2 water line
7. Installed new rotameter on hypochlorite generator 2
8. Repaired rack 7, installed new communication module
9. Installed new tank heater in caustic CIP tank
10. Repaired ¾" SS permanganate leak on phase 1 feed panel
11. Repaired 1.5" valve leak on hypochlorite feed panel
12. Changed transmitter on east pretreatment flowmeter (contractor)

### **Other Maintenance**

1. Performed grounds keeping duties
2. Cleaned and disinfected membrane building

## **Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary**

### **Lauren Kimbrough, Pretreatment Coordinator**

#### Fats, Rags, Oil & Grease Program (FROG)-

##### Grease interceptor inspections

- 171 interceptors were inspected in October. Facilities that have interceptors that need immediate maintenance are being asked to have maintenance performed within 15 days.
- 26 facilities were asked to perform maintenance.

#### Industrial Pretreatment-

##### Self-Monitoring Laboratory reports received and reviewed for compliance

- Blue Bell – No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$2,394.26. Surcharges have been submitted to the Finance Department for billing.
- Unifirst – No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$ 1,485.42 and submitted to the Finance Department for billing.
- Comgraphx/Communication Graphics – A permit violation was reported for silver. Please see additional comments below under “Annual Reports.”
- CSI Aerospace-No deficiencies were noted

#### Annual Reports

- Regional Metropolitan Utility Authority (RMUA) and Broken Arrow Municipal Authority (BAMA) are required by Oklahoma Pollutant Discharge Elimination System (OPDES) Permit Numbers OK0034363 and OK0040053 to operate a pretreatment program in accordance with Section 402(b)(8) of the Clean Water Act, the General Pretreatment Regulations (40 CFR 403) and the provisions of the approved industrial pretreatment program. In the month of October, City of Broken Arrow is required to submit a status report to DEQ of the pretreatment program activities for the previous 12 months for both RMUA and BAMA.

City of Broken Arrow submitted annual reports to DEQ outlining pretreatment activities for significant industrial users that discharge wastewater to the RMUA/Haikey Creek Wastewater Treatment Basin and City of Broken Arrow/Lynn Lane Wastewater Treatment Plant. The reports were for the period of October 2019 to September 2020. Communication Graphics was published in the Tulsa World as being “significantly non-compliant” due to silver violations. During this pretreatment year, Comgraphx performed several facility improvements that reduced the amount of silver being discharged from their facility such as: removing an old contaminated oil/water separator, upsizing their silver recovery unit, and collecting developer and fixer for offsite disposal. However, they still did not accomplish continued compliance. Comgraphx is looking at filtration system for additional removal of metals as a next step. The Annual Reports to DEQ will be included on the December 1 BAMA Meeting Agenda.

## 2. GENERAL CORRESPONDENCE / NOTIFICATION



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December 2, 2020

## **Broken Arrow, Oklahoma Water Resources Board and Associated Industries partner on groundwater monitoring well and drilling exhibition**

BROKEN ARROW - Officials with the City of Broken Arrow, the Oklahoma Water Resources Board (OWRB), and Associated Environmental Industries, Corp. have partnered on a public-private project to expand Oklahoma's groundwater monitoring well network through the drilling of a new groundwater monitoring well **at Broken Arrow's Verdigris Water Treatment Plant (6670 S 361st St., Broken Arrow, OK 74014).**

**A small ceremony of state and community officials will gather at 10:30 a.m. on December 7 to highlight the project,** and the benefits of public-private partnerships between industry and state/ local governments **(see below for event agenda, details, and contacts).** Following the ceremony, the well drilling will commence as a demonstration, and to provide OWRB licensed well drillers a final opportunity in 2020 to obtain their continuing education units.

The groundwater monitoring well, once completed on land donated by the City of Broken Arrow, will be added to the state of Oklahoma's Groundwater Monitoring and Assessment Program (GMAP) – an extensive network of approximately 750 wells that help monitor the water quantity and quality of the state's 21 major aquifers and many more minor ones.

“The City of Broken Arrow is very excited to partner with OWRB by allowing them to drill a ground water monitoring well at the intake of the City of Broken Arrow Verdigris Water Treatment Plant”, said Kenny Schwab, Assistant City Manager of Operations. “This is the first observation well in the OWRB Groundwater Monitoring Assessment Program. We hope to encourage other communities and water districts to offer support to the program and expect that the data collected will lead to a better understanding of the interaction between surface waters of the state and the ground water within our aquifers.”

The Broken Arrow monitoring well is the first of five new monitoring wells planned for eastern Oklahoma after a significant donation by Robert Keyes, founder of Associated Industries and long-time member of Oklahoma's Well Drillers Advisory Council. The well will expand the current network of monitoring points within the Arkansas River aquifer, and the OWRB will share all groundwater data with Broken Arrow water management officials.

Oklahoma's ample groundwater resources, found largely in 21 major aquifers spread throughout the state, are absolutely critical to hundreds of thousands of lives and livelihoods. Groundwater is the primary water supply for approximately 300 Oklahoma communities, and comprises 43% of the total water used in the state each year. In rural areas, groundwater supplies around 90% of the state's irrigation needs.

“We've always said that you can't manage something if you don't measure it. The data and information obtained through GMAP is critical to giving Oklahoma's communities, rural water

systems, and major industries the information they need to make critical long-term decisions for their citizens and businesses,” said OWRB Executive Director Julie Cunningham.

“Oklahoma’s Comprehensive Water Plan called for the creation of GMAP in 2012, and thanks to the support by multiple Legislatures and Governors and hundreds of private landowners, we’ve built the system as efficiently as possible. We are so grateful to the City of Broken Arrow for helping us expand the program further in eastern Oklahoma. I especially want to thank Robert Keyes and Associated Industries for the donation of this monitoring well and his commitment to the industry,” Cunningham said.

The OWRB’s GMAP program is currently seeking additional local government partnerships for well site locations for the additional four wells that Associated Industries has pledged through their donation to the state of Oklahoma. If you are community or public works official interested in discussing the opportunity, please contact Margarita Mendivelso at [Margarita.Mendivelso@owrb.ok.gov](mailto:Margarita.Mendivelso@owrb.ok.gov).

For more information regarding the continuing education opportunity for licensed well drillers, contact Charles O’Malley of the OWRB’s WDPI Program at [Charles.OMalley@owrb.ok.gov](mailto:Charles.OMalley@owrb.ok.gov).

Please note parking on site is limited. Members of the media are asked to send one person per company, and RSVP by December 3rd to Jennifer Swezey at [JSwezey@brokenarrowok.gov](mailto:JSwezey@brokenarrowok.gov).

Further parking instructions will be sent to the RSVP list. A video recording will be available after the event on the [City’s Facebook account](#).

For more information regarding the December 7th ceremony, please contact Jennifer Swezey or Cole Perryman at [Cole.Perryman@owrb.ok.gov](mailto:Cole.Perryman@owrb.ok.gov).

### **Event Agenda - December 7, 2020 – Broken Arrow’s Verdigris Water Treatment Plant**

1. 10 a.m. - Drilling crew arrival and site prep
2. 10:30-11 a.m. - Speakers' remarks
  - Kenny Schwab (Assistant City Manager, Broken Arrow)
  - Craig Thurmond (Mayor, Broken Arrow)
  - Robert Keyes (Founder and board member, OGWA)
  - Julie Cunningham (Executive Director, OWRB)
  - Bill Cauthron (Water Quality Division Chief, OWRB)
  - Charlie O’Malley (Well drilling and pump installation Program Coordinator, OWRB)
  - Legislators & Community officials (invited)
3. 11 a.m. - 4:30 p.m. - Drilling exhibition and training

####

City of Broken Arrow: Located in northeast Oklahoma, Broken Arrow is the fourth largest city in the State of Oklahoma, with an estimated population of over 113,000 people spread out over 61 square miles. The City of Broken Arrow operates under a Council-Manager form of government. The Broken Arrow Municipal Authority (BAMA), is comprised of the five city councilors. The responsibilities of the Municipal Authority are to finance, develop, and operate the water, sewer, and solid waste activities for the City. Broken Arrow is home to the third

largest manufacturing hub in the state, with many employees working in the energy sector. Residents in Broken Arrow enjoy a high quality of life, characterized by low crime, high performing schools, affordable housing and easy access to many parks and recreational facilities. The City of Broken Arrow sets the standard by providing the best municipal programs and services.

Associated Industries: Associated Environmental Industries, Corp. was founded in 1992 by Robert C. Keyes in Norman, Oklahoma. In February of 1992, Associated Industries owned a single Failing F6 vertical drilling rig. Today, Associated Industries consists of three divisions: Associated Environmental Industries, Corp., Associated Directional Drilling, Inc. and Associated Tool Works, Inc. All three Associated Industries divisions work seamlessly together to provide our clients the quality services they demand. Associated Industries currently owns and operates seven vertical rigs, two pump rigs, two directional drilling rigs, and a down-hole camera unit. AI also operates its own in-house machine and manufacturing division (Associated Tool Works) to produce its own down-hole drilling tools. Associated Industries and its subdivisions are dedicated to serving our clients with quality and integrity. We stand by our work and our employees to get the job done right. We are committed to the highest standards in drilling and drilling equipment manufacturing. We earn our clients' confidence by meeting their environmental needs with work that satisfies the most exacting standards.

OWRB: The mission of the OWRB is to protect and enhance the quality of life for Oklahomans by managing and improving the state's water resources to ensure clean and reliable water supplies, a strong economy, and a safe and healthy environment. Our primary duties and responsibilities include water use appropriation and permitting, water quality monitoring and standards, financial assistance for water/wastewater systems, dam safety, floodplain management, water supply planning, technical studies and research, and water resource mapping.

Cole Perryman  
OKLAHOMA WATER RESOURCES BOARD



**For Immediate Release**

**Date: December 2, 2020**

**Contact: Fire Captain Shaun Christmas | City of Broken Arrow  
(918) 259-8360, ext. 6006**

## **BAFD holds sixth annual toy drive**

**Broken Arrow, Oklahoma** – The Broken Arrow Fire Department is holding its sixth annual toy drive from now until Dec. 16. Residents can drop off new, unwrapped toys at any Broken Arrow fire station. Unfortunately, we will not be able to provide station tours this year due to the current COVID-19 pandemic.

Donated toys will be distributed to children at St. Francis Children’s Hospital, Broken Arrow Neighbors, and Toys for Tots.

The Fire Department’s toy drive has been an amazing success in past years, and we hope to continue that success this year.

For more information, contact Capt. Shaun Christmas 918-259-8360, ext. 6006.

### **Broken Arrow Fire Station locations:**

- Station 1, 120 W. Kenosha St.
- Station 2, 2300 W. Norfolk Dr.
- Station 3, 8000 S. Elm Pl.
- Station 4, 6201 E. Kenosha St.
- Station 5, 3301 W. Houston
- Station 6, 3151 N. 9<sup>th</sup> St.
- Station 7, 2900 S. Elm Pl.

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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Swezey, Communications & Media Relations Manager  
**Date:** December 4, 2020  
**Re:** Recent Media Coverage

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Below are some links to news coverage in Broken Arrow this week.

[Broken Arrow to hold Sensory Sensitive Day for neurodiverse individuals | KTUL](#)

[Career center unveiled in Broken Arrow brings job-seeking to the fore | Local Business News | tulsaworld.com](#)

[New Career, Job Center To Open In Broken Arrow Chamber Of Commerce Building \(newson6.com\)](#)

[Tulsa, BA among state's certified Centers for Workforce Excellence | Local Business News | tulsaworld.com](#)

Respectfully submitted,

Jennifer Swezey



### 3. SPECIAL EVENTS / ACTIVITIES



**To:** City Council Members and Michael Spurgeon  
**From:** Matt Hendren, Parks and Recreation Director  
**Date:** December 4<sup>th</sup>, 2020  
**Re:** Notes to Council – Parks and Recreation Department

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Below are some events going on this/next week:

- The Civitans' Christmas Parade will take place on Saturday December 4<sup>th</sup> from 10:00am to 11:30am on Main Street. Main Street from Freeport to Central Park Community Center will close at 8am and remain closed until after the parade finishes.
- The 2020 youth basketball season will begin Friday, December 4. This league is operated by the Broken Arrow Amateur Basketball Association and will run until mid-March 2021. Games are held at Central Park Community Center.