

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** February 2, 2018  
**Re:** Notes to Council

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

- Utilities Department Monthly Report – December 2017
- Staff Memo – City of Broken Arrow Retaining Structure Inspection Program, List of Certified Inspectors

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

- News Article – Top Ten to Watch in Greater Tulsa 2018

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

- N/A

Respectfully submitted,



Michael L. Spurgeon

jmh  
Attachments

# 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



**INTEROFFICE MEMO**

**To:** Michael Spurgeon, City Manager  
**From:** Anthony Daniel, Utilities Director *AD*  
**Date:** February 2, 2018  
**Re:** Utilities Department Monthly Report – December 2017

	<b>December 2017</b>	<b>December 2016</b>
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	1.3 MG	1.7 MG
Water – Produced at Verdigris WTP	<u>269.7 MG</u>	<u>287.7 MG</u>
Total	271.0 MG	289.4 MG
<b>Wastewater Treated</b>		
Lynn Lane Plant	114.5 MG	105.6 MG
Haikey Creek Plant flow from BA	142.8 MG	135.2 MG
Haikey Creek Plant flow from Tulsa	185.0 MG	188.0 MG

**LLWWTP Maintenance Summary-  
David Handy**

1. Replaced West Grit pump motor, motor base and belt guard.
2. Replaced Sodium Bisulfite Room heater.
3. Replaced faulty disconnect breaker Blower #7.
4. Replaced breaker on North Barscreen heater.
5. Changed air filter Blower #8.
6. Repaired leaking flush hydrant at East Clarifier.
7. Additional heater to be added to Chlorine Storage Room. Notice to proceed has been issued.
8. Replaced fuse on Sodium Bisulfite Tank heater. Added additional heat trace and insulation.
9. Repaired radio on Electrical Bldg. and RAS Bldg. Master Radio at Admin. Bldg. operating temporarily but needs proper installation. Work has been scheduled.
10. Repaired heaters in Sludge Transport Bldg.
11. Flushed Sodium Bisulfite suction line to Pump #2. Replacement of pumps is scheduled.
12. Placed new heater at WAS Pump Station.
13. Digester Project-South Digester ready for filling and testing.
14. Crossland staging equipment for Headworks Project. Pre-Work Meeting Jan. 18, 2018.
15. Ongoing QC training with employees.
16. Maintenance facility grounds.

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

## **1. Food Handling Establishment Inspections:**

- City pretreatment staff performed 42 food handling establishment inspections in the month of December. Staff inspected manifests for grease interceptor maintenance, inspected the interceptors, and discussed best management practices with management. Establishments with interceptors that were improperly maintained or in need of repair were given 15 days to correct the deficiency. Re-checks were done for non-compliance issues.

## **2. FOG Program Administration:**

- Pretreatment staff are continuing to encourage residents to recycle used cooking oil. Residents can get a free cooking oil recycle container and recycling instructions at the City of Broken Arrow One-Stop Center and Utilities Billing.
- A notice of violation and \$500 fine was issued to Merritt's Bakery South on December 13, 2017. Background: In October, a notice of non-compliance was issued by City of Broken Arrow Pretreatment staff giving Merritt's Bakery 15 days to make repairs to the facility's grease interceptor. The needed repairs had been brought to the attention of Merritt's Bakery South back in June 2017 when their maintenance company, Brook's Grease made a note that the grease interceptor needed to be replaced because the wall had collapsed. No repairs had been made by December 13, 2017 when the notice of violation was issued.

## **Industrial Pretreatment Activities:**

### **1. Industrial Inspections:**

- Communication Graphics – Pretreatment staff performed a follow-up inspection after receiving the “Industrial User Survey”. Communication Graphics will be issued a wastewater discharge permit under the Pretreatment Program for the screen production line, film production line, and flexographic plate process.
- Empire Laser - Pretreatment staff performed a follow-up inspection after receiving the “Industrial User Survey”. No permit will be issued to this facility.
- Paragon Films - Pretreatment staff performed a follow-up inspection after receiving the “Industrial User Survey”. No permit will be issued to this facility.

### **2. Compliance monitoring reports and laboratory analysis:**

- Blue Bell compliance self-monitoring report and laboratory analysis were received and reviewed. No violations were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$5,914.09. Surcharges have been suspended until January of 2019 when the consent order issued to Blue Bell by the City of Broken Arrow is complete and Blue Bell begins operation of a pretreatment system. Blue Bell has been ordered to begin construction of this pretreatment system by January 8, 2018. The purpose of the pretreatment system is to bring Blue Bell into compliance with the wastewater discharge permit limits issued by City of Broken Arrow.
- Unifirst compliance self-monitoring report and laboratory analysis for November were received and reviewed. No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$2,160.69 and submitted to finance.



- Lynn Lane Wastewater Treatment Plant influent and effluent priority pollutant laboratory analysis was received and reviewed. No deficiencies were noted.
- Republic Services/Broken Arrow Landfill compliance monitoring report and laboratory analysis were received and reviewed. No deficiencies were noted.

## **UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY**

### **WATER DISTRIBUTION – Jerry Hanewinkel**

1. New Taps and Meters set-32
2. Responded to 467 Call Okie Line Locates
3. Replaced 85 meters
4. Repaired or Replaced 64 meter boxes and valve boxes
5. Meter leak repairs done-13
6. Responded to 41 water leak calls
7. Distribution Main Leaks repaired-12
8. Replaced 17 Curb Stops
9. Valve truck crew exercised 60 valves for the month, bringing the total to 1156 for 2017
10. Responded to 39 water system service requests
11. Fire Hydrants Repaired-4
12. Cleaned and restored 23 yards after water line repairs were done
13. Flushed 40 main lines for water quality issues
14. Checked 17 auto flushers in service
15. Auto flushers repaired-1

### **SEWER COLLECTION- David Marlow**

1. Service requests calls-33
2. Sewer line locates done-85
3. Sewer line blockages-12
4. Stand-by and night crew responded to 14 sewer calls
5. Manholes cleaned /raised/repaired-13
6. Clean ups done at 4 locations after repairs to sewer lines were done
7. Sanitary Sewer Overflows (SSO's) reported to ODEQ for the month of December-6
8. Sewer lines repaired/replaced-25 ft.
9. Sewer lines root cut-1000 ft.
10. CCTV inspections done-1,360 ft.
11. Sewer line cleaned-3,980 ft.

### **BOOSTER AND LIFT STATIONS**

1. Routine station visits (29 lift stations and 4 booster stations)-515
2. Check valves/pumps cleaned at 7 stations
3. Wet wells cleaned using vactor truck-4
4. Booster station emergency calls-2
5. Pump station maintenance and repairs done-
  - South Park South-replaced #1 vacuum pump
  - Cambridge-replaced #2 vacuum pump
  - South Park South-pulled both pumps and cleaned out trash
  - ISSC-cleaned #3 pump
  - Adams Creek North-replaced light bulbs
  - Villas on the Greens-replaced reeds on #3 pump
  - Berwick-turned wet well lid in for welding repair
  - Old Adams Creek-replaced light bulbs

- Willow Springs-checked and cleaned alternator
- Shadow Trails-cleaned three way valves and probes
- Kenwood Hills-repaired leak on #2 pump
- Shadow Trails-disassembled and cleaned air release valve
- Adams Creek North-replaced air relief valve on #1 pump
- Westwind-installed new #2 pump
- 209<sup>th</sup>-made temporary repair on #2 pump after contractor hit electrical line
- 209<sup>th</sup>-assisted Addco Electric pull new permanent electrical wire

### **METER READING – Derriel Bynum**

1. Replaced Meters-43
2. Placed Door Hangers for bad checks-99
3. Turn Ons for nonpayment-237
4. Turn Offs for nonpayment-272
5. New Account Service Initiated-391
6. Accounts Finaled-413
7. Read 38,287 Meters for the month of December 2017
8. Construction Meters Set-7
9. Rereads/Leak Tests-119
10. Meter boxes replaced-8
11. Misreads-28 verified
12. Met with residents to discuss their high bill/water usage concerns-8
13. Meters pulled-11
14. UME Chambers replaced on large meters-6

#### **AMR PROJECT-**

- Retrieved water use history from 8 AMR radio devices and provided the 90 day graphs to the customers.
- Dead AMR registers replaced-1

### **UTILITIES CONSTRUCTION – Tommy Kimbrough**

1. Liberty Park-installed 160' of 6" C-900 water line
2. E 129<sup>th</sup>-S 152<sup>nd</sup> (WL1802)-installed 1814' of 6" C-900 water line
3. Chisholm Trail-installed 100' of Sch 40 sewer line for restroom service line
4. Line locates-15
5. Fire hydrants installed-3

### **WATER QUALITY- Diana Flora**

1. Flushed dead end water lines at 39 locations.
2. Tested chlorine levels near auto flushers to verify all are working, 17 total.
3. 3 dirty water calls, 22,500 gallons of water flushed to improve water quality.
4. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily for the monthly WTP reporting.
5. Distribution system-11 parameter testing at 13 locations every two weeks.
6. Total gallons flushed to improve water quality in December; 3,786,820 gallons.

### **VERDIGRIS WTP – Jimmy Helms**

1. Repaired the chlorine leak underneath the metering pumps in the chemical room
2. Installed 2 new grate hold downs around the chlorine metering pumps where the grating was loose

3. Repaired chlorine leak near the chlorine spear in the pipe chase gallery
4. Finished painting high service blue discharge pipe.
5. Finished painting green valve actuators and vault vents inside plant fence line.
6. Installed insulation on sludge pumps for the winter
7. Installed new roto-meter and pH probe in pre-clear well line at high service
8. Replaced ceiling light in SW corner of CIP room
9. Painted water lines around pre-treatment basin
10. Replaced mechanical seal and coupler on chlorine transfer pump B
11. Installed Watson-Marlow Pump on LAS pump #3
12. Replaced mechanical seal on membrane feed pump #1
13. Replaced fuse on Clean In Place drain pump
14. Replaced the internal hoses on the settled water turbidimeter
15. Installed new tu5300 turbidimeter on membrane racks 6 through 10
16. Removed CIP drain pump surge protector
17. Installed new pulsation dampener on sodium hypo pump #1 feed panel
18. Replaced cam lock gaskets on blue chlorine pump
19. Reset overload on air compressor motor at raw water pump station
20. Reset sump pump to auto mode at 41st street Tulsa connection vault
21. Repaired 6" CPVC CIP line in chemical room, installed new 4 way cross, union and flanges
22. Tightened packing on membrane Rack #7 valve 1019
23. Disassembled and cleaned thermostat on fluoride eye wash station. Reassembled and tested
24. Disassembled thermostat from the LAS containment area eye wash station, cleaned, reassembled and tested
25. Worked on turbidimeter isolation valve, and adjusted settings
26. Adjusted packing on #1 raw water pump.
27. Cleaned all VFD fan filters and wiped down MCC
28. Switched out damaged Watson Marlow pumps LAS #3 and ACH #3 after power interruption
29. Reset High service VFD's after power interruption
30. Replaced 101<sup>st</sup> water tower transducer, installed heat trace and insulated
31. Reset Motor Control Center roof top air conditioners
32. Troubleshooting excess air during EFM cleanings and effects on turbidity meters
33. Replaced the tubing on the Pre-Clear well Total Cl17
34. Set all three LAS flow meters to read forward flow only mode
35. Troubleshoot flocculator #6 and tightened wires on line reactor
36. Safety meeting on December 20<sup>th</sup>, 2017 over distracted driving

### **ASSISTANT DIRECTOR-Barney Campbell**

Acting Utilities Director December 8, 2017 to January 3, 2018

#### MEETINGS

- Utilities Staff meetings
- Leadership Team meetings
- Worked on 2018 Actuals and 2019 Budget
- Prebid meeting-Belt Filter Press



- Prebid meeting-Greens Lift Station
- Elm Creek trunk sewer line meeting
- County Line trunk sewer line meeting

#### IN HOUSE PLAN REVIEW

- Elm Creek trunk sewer line
- County Line trunk sewer line
- Alfa Laval Nashville St

#### **DIRECTOR'S REPORT–Anthony Daniel**

1. Attended the weekly City Manager's leadership meeting.
2. Attended the weekly Asst. City Manager of Operations staff meeting.
3. Conducted the weekly Utilities Department staff meeting.
4. Attended the scheduled city council and BAMA meeting.
5. Attended the Annual Awards lunch.
6. Participated in the consultant selection process for the Facilities Assessment.
7. Attended the design kick-off meeting for the FY18 Haikey Creek O & M CIP.
8. Participated in the FY19 O & M CIP list review meeting with City Manager, Asst. City Managers and Finance Department.
9. Attended the Water Treatment Plant PT Basin expansion review meeting with HDR and E & C staff.
10. Met with E & C staff to discuss the status of Elm Creek trunk line replacement project.
11. Attended the monthly RMUA operations committee meeting along with City of Tulsa staff at HCWWTP to review O & M funded CIP projects.
12. Attended the lunch and learn session on Asset Management conducted by Greeley Hanson Consultants.

#### **PROJECT TO DO LIST: NONE**



*INTEROFFICE MEMO*

**To:** City Council

**From:** Mr. Kenneth D. Schwab, P.E., CFM, Assistant City Manager – Operations

**Copied:** Mr. Michael Spurgeon, City Manager

**Date:** January 29, 2018

**Re:** City of Broken Arrow Retaining Structure Inspection Program –  
Training of Certified Inspectors

KDG  
01-29-18

In accordance with the Retaining Structure Inspection Program policy adopted on December 19, 2017, and executed on January 3, 2018, by the City Manager, City staff identified six (6) qualified candidates, who are all degreed and registered professional engineers. The City conducted a two (2) day certification and training program in order to ensure that our inspectors understood the requirements and criteria of City's specialized program. The City is pleased to announce that all six (6) candidates completed the 4-hours of training, which included two and one half (2.5) hours of in the classroom training, as well as one and one half (1.5) hours of in the field training.

The classroom training focused on the intent and administration of the policy. It also examined the different categories and specific types of retaining structures based upon the different retaining strategies and various retaining materials. In addition, the classroom portion of the training focused on the basics of soil mechanics and structural stability of the different retaining structure strategies.

In addition to the classroom portion, the candidates also were afforded the opportunity to visit various sites of existing retaining structures to learn how to perform and conduct a thorough inspection for each type of structure. The candidates investigated concrete cantilevered retaining structures, as well as both small block and large block segmental retaining structures. Trainees discussed the difference in the mechanics as well as the construction techniques. Candidates were able to investigate both the footing and backfill soils as well as the structure itself.

Upon completion of the training course, the following candidates are considered as Certified Inspectors with respect to the City of Broken Arrow Retaining Structure Inspection Program:

Alex Mills, P.E., CFM – Director of Engineering and Construction  
Roger Hughes, P.E. – Engineering Division Manager  
Timothy Robins, P.E., CFM – Construction Division Manager  
Tom Hendrix, P.E. – Special Project Manager  
Bill Cyganovich, P.E. – Project Engineer  
Geneva Nicholls, P.E. – Project Engineer

## 2. GENERAL CORRESPONDENCE / NOTIFICATION





Today Is February 2, 2018

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## Ten To Watch in Greater Tulsa 2018



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Since 2010, GTR Newspapers has annually offered a series to highlight individuals who are predicted to be newsmakers in the coming year. GTR's Ten to Watch in 2018 are:

### MOISES ECHEVERRIA

Tulsa's Young Professionals 2018 Chair is Moises Echeverria, president and CEO of the Oklahoma Center for Community and Justice.

TYPros' over 80 annual initiatives, events and programs come to fruition through the work of its board of directors and staff.

The organization's efforts are divided up into eight committees, termed "crews," including arts and entertainment, diversity, government relations and sustainability.

In 2018, TYPros celebrates 13 years since its inception. The organization's mission continues to be "to attract young creative talent to the Tulsa region, develop the next generation of leaders, and enhance Tulsa's sense of place," says Echeverria.

In order to further that mission, Echeverria's goals as chair are "to elevate TYPros' initiatives and programming from each of our crews to the local policy level. As such, we will ensure the perspectives of those of our generation are considered, and more importantly, leave a legacy for years to come."

### STEVE BRADSHAW

BOK Financial Corporation President and CEO Steve Bradshaw will serve as the Tulsa Regional Chamber of Commerce 2018 Chair of its Board of Directors. He has previously served the chamber as its VisitTulsa 2.0 chair and as the United Way campaign co-chair in 2016.

Bradshaw oversees BOK Financial, which provides commercial and consumer banking, investment and trust services, mortgage origination and servicing, and the TransFund electronic funds transfer network. He became the top executive at the corporation in January 2014.

Bradshaw joined BOK Financial, one of the largest bank holding companies in the U.S., in 1991 and has served in a number of roles, ultimately having oversight of every function of the bank at some point.

Bradshaw and the chamber's focus in 2018 will continue to be on the state of

public education in Oklahoma, attraction and retention of top talent, and job growth.

#### **SUSAN NEAL**

In September 2017, Susan Neal was named interim executive director of Gilcrease Museum, after the resignation of James Pepper Henry, who left the museum in April 2017 to become director and CEO of the American Indian Cultural Center & Museum in Oklahoma City.

Gilcrease is owned by the City of Tulsa and managed by the University of Tulsa.

Neal, a lifelong Tulsan, has served as TU's vice president for public affairs, research and economic development since May 2010 and as chief operating officer for Gilcrease since 2014. In her new role with Gilcrease, she will retain her title and responsibilities as vice president for public affairs with TU.

Neal oversaw the final construction and opening of the Helmerich Center for American Research, which is connected to the museum, and opened in 2014. She will also oversee the \$65 million museum expansion that will begin soon and will be funded by Vision Tulsa.

#### **MICHAEL SPURGEON**

Michael Spurgeon took the helm as Broken Arrow's City Manager in September 2015 amid a time of regular city manager turnover. Spurgeon was the city's fifth city manager in 11 years.

Since that time, the city has continued to grow in its commercial development projects, jobs and home construction, with commercial growth largely confined to downtown and the northern portion and residential expansion taking place to the south.

In 2017, Broken Arrow welcomed 1,000 new jobs and saw 20 new commercial business openings.

Spurgeon is also focused on improving city efficiency and effectiveness through its talent recruitment by being more interested in hiring individuals who have a willingness to learn and a servant's desire, he says.

The City is also in the midst of creating a general obligation bond package that will go before citizens later this year and the roll-out of two recycling pilot programs that will begin in the summer.

#### **ANNA AMERICA**

Anna America has been the Tulsa City Councilor for District 7 since 2014. America's district largely covers the Union school district.

During her time as city councilor, America has served as a voice for her district, shining a light on area problems, including longtime-blighted retail corridors and public safety, as well as street needs, such as along Mingo Road between 71st and 81st streets.

In addition to her city government work, America was named executive director of the Child Abuse Network (CAN) in November 2017.

CAN, located at 2829 S. Sheridan Rd., provides one location that brings together various community services and public agencies for families dealing with child abuse situations.

America's focus in her new role will be largely on securing funding for the nearly 30-year-old organization, she says.

America began her professional career working in the journalism and communications fields before moving into the nonprofit sector.

#### **GARY AKIN**

Gary Akin has served as Owasso Chamber of Commerce President and CEO since 1995.

In addition to advocating for area businesses and industries, Akin sees his role as legislative advocate for citywide and statewide improvements, which are important to local businesses and citizens, he says.

These issues include regionalism, public education, healthcare, economic development and transportation.

Akin is excited to see Owasso continue to grow as its residential developments expand into the northern portion of the city.

Owasso residents approved a \$57 million school bond issue in October 2017 that will include the construction of a ninth elementary school that will sit in the northern part of the city to help with the projected growth.

Before coming to the chamber, Akin, an Oklahoma native, spent 19 years working as a banker with First Bank of Owasso.

"I chose to join the chamber in hopes of benefiting the city."

#### **LYDIA WILSON**

Lydia Wilson has been named Bixby Public Schools' Interim Superintendent as the search begins for the replacement of Kyle Wood, who was forced to resign amid allegations of student rape and a believed cover-up by school

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administrators.

Allegations came to light in November 2017, over one month after the alleged incident occurred. It was also discovered that a similar incident had occurred in 2016.

“We are moving forward with a focus on students and their needs,” says Wilson. “We continue to serve students and tend to the business of educating all students at a high level.”

Additionally, the Bixby School Board has begun its search for a new superintendent, contracting with OSSBA (Oklahoma State School Boards Association) to manage the search.

The job opening is currently posted at OSSBA.org. Applications will be accepted until approximately the end of February, with the appointment of a new superintendent hopefully taking place by late March, early April, Wilson says.

The school district will also seek input from stakeholders, including through a survey that will be available soon, she continues. “We encourage the community to participate in the search by completing a survey once it is posted.”

Wilson began with Bixby schools in 1992 as a special education teacher. She has been principal of Central Elementary for almost 10 years.

### **RON PETERS**

The year 2018 will be the year of the parks in Greater Tulsa, especially with the opening of the extravagant Gathering Place, Tulsa’s Riverfront Park.

In the taxpayer’s interest, Tulsa County Commissioner Ron Peters has worked with Tulsa Mayor G.T Bynum in the formation of the City-County Parks Realignment Commission to identify duplication within the City and County park systems and potentially align services, as the people of Tulsa County will have four park systems to support, each of which depends upon private donations and public support.

Peters says that the commission is composed of several committed parks experts and supporters to look at optimization of park systems into one that is sustainable and can be enjoyed by future generations of people living in Tulsa County.

It will be interesting to watch Commissioner Peters as he works to help optimize the efficiencies of the overall park system.

### **HANNIBAL JOHNSON**

Hannibal B. Johnson will become the president of the Rotary Club of Tulsa beginning July 1 of this year through June 30, 2019. Johnson served as chairman of the board of directors of the Rotary Club of Tulsa 2015–2016 and chairs the club’s diversity and inclusion committee.

Johnson is a leading citizen in Greater Tulsa. He is a graduate of Harvard Law School and did his undergraduate work at the University of Arkansas. He is an attorney, author, and independent consultant specializing in diversity and inclusion/cultural competence issues and nonprofit governance.

Johnson is past president of Leadership Tulsa, past president of the Metropolitan Tulsa Urban League and past president of the Northeast Oklahoma Black Lawyers Association. He served as chairman of the board of directors of The Community Leadership Association, an international leadership organization, during 2001 – 2002, and is a founding director of the Oklahoma Appleseed Center for Law and Justice.

### **OKLAHOMA AQUARIUM EXECUTIVE DIRECTOR**

As of this writing, the Oklahoma Aquarium in Jenks is without an executive director. It will be interesting as to who will be chosen to lead the local tourist attraction.

In December 2017, it was confirmed that Director Terry Bowers’ employment had been terminated after many months of controversy over her employment.

The aquarium opened its doors in 2003 and unveiled its most recent exhibit, Sea Turtle Island, in early 2017.

The Oklahoma Aquarium was partially funded by Vision 2025, which allocated \$12 million for construction costs. That amount was fully paid by June 2016.

Since then, the City of Jenks has been responsible for additional debt held by the attraction as well as other expenses.

While the aquarium annually brings in almost half-a-million visitors per year, funding remains a question.

The aquarium is governed by a seven-member Jenks Aquarium Authority.

Updated 01-30-2018

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