



## City of Broken Arrow

### Meeting Minutes Drainage Advisory Committee

*Chair Lori Hendricks*  
*Vice Chair Denise Mason*  
*Member Amber Hamilton*  
*Member Johnnie Parks*  
*Member Donna Wallace*  
*Member Donna Wiedower*  
*Member Christi Gillespie*

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Monday, October 30, 2023

6:00 PM

Council Chambers  
220 South 1st Street  
Broken Arrow, OK

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#### 1. Call to Order

Chairperson Lori Hendricks called the meeting to order at approximately 6:00 p.m.

#### 2. Roll Call

**Present: 6** - Christi Gillespie, Amber Hamilton, Johnnie Parks, Donna Wallace, Denise Mason, Lori Hendricks

**Absent: 1** - Donna Wiedower

#### 3. Consideration of Consent Agenda

A. 23-1358 Approval of Drainage Advisory Committee meeting minutes of August 28, 2023

B. 23-1359 Approval of and authorization of Final Acceptance of the Drainage Advisory Committee Project Lions Ave Culvert Improvement, original Agenda Item Number 19-1429/21-529

MOTION: A motion was made by Johnnie Parks, seconded by Denise Mason.

**Move to approve the Consent Agenda**

The motion carried by the following vote:

**Aye: 6** - Christi Gillespie, Amber Hamilton, Johnnie Parks, Donna Wallace, Denise Mason, Lori Hendricks

#### 4. Consideration of Items removed from the Consent Agenda

There were no Items removed from the Consent Agenda; no action was taken or required.

#### 5. Presentations

A. 23-1370 **Presentation summarizing the projects and funds spent to date of Proposition 6 of the 2018 GO Bond**

Stormwater Division Manager Patrick Wilson distributed copies of the information being presented to the Committee Members. He reported there were 37 total items, 18 of which were closed, 6 of which were ready to be closed, 3 were in the permitting process, 4 were under construction, and 4 were in the design process. He reviewed the funding ledger explaining the funding ledger was a ledger of funds allocated and funds available. He reported Adams Creek had a balance of \$475,000 dollars, Broken Arrow Creek had a balance of \$375,000 dollars, Elm Aspen Creek had a balance of \$314,437 dollars. He reported a meeting would be held this week to look over projects and look over DAC items. He noted there were also funds available for unnamed projects. He indicated the remaining balance of the 2018 bond program would be sold in fiscal year 2025 and fiscal year 2027.

Committee Member Christi Gillespie asked what could be done if additional funds were needed for the Haikey Creek area.

Mr. Wilson explained the unnamed funds could be utilized for the Haikey Creek area if necessary.

Assistant City Manager of Operations Kenny Schwab explained Proposition 6 named each basin and assigned a specific amount of funding for each, and then included some unnamed funds which could be assigned as needed to public/private drainage projects.

The Committee thanked Mr. Wilson for his presentation.

Committee Member Johnnie Parks asked about the total amount of Proposition 6.

Mr. Wilson responded each Basin had \$1 million dollars in named funds.

Mr. Schwab responded the total amount for Proposition 6 was \$5.75 million dollars.

Committee Member Parks how much funding remained for projects.

Mr. Schwab noted Proposition 6 was a bit confusing; the record showed what projects had been done so far and what projects were underway; the ledger tracked the funds showing where the funds were allocated. He noted the available fund balance for each basin was included in the ledger.

Mr. Wilson noted some of the indicated available funds in the ledger were encumbered for projects but as the funds had not been spent yet were still included in the available funds balance. He also noted the available funds listed in the ledger did not include the funds which would become available with the next bond sale.

Committee Member Parks asked how much bond money was left to be sold.

Mr. Schwab indicated each basin sold \$625,000 dollars of named funds; Adams Creek and Broken Arrow Creek each sold \$100,000 dollars in unnamed funds, and Haikey Creek sold \$200,000 dollars in unnamed funds.

Mr. Wilson explained roughly 75 percent of the bond funds had been sold.

Committee Member Gillespie noticed there was a project for which \$25,000 dollars was budgeted, but only \$31 dollars was spent. She asked what happened.

Mr. Wilson explained this project was to assist some citizens with some groundwater issues in Stonewood Crossing for which Broken Arrow planned to set up a trunkline for citizens to tie French drains into; however, only one homeowner wished to install French drains and tie into a trunkline; therefore, the City was able to purchase a single fitting for \$31 dollars to enable the homeowner to tie into the existing stormwater line.

Committee Member Gillespie noted she appreciated the money saved by the City for the project.

Committee Member Amber Hamilton asked what happened to funds left over from projects.

Mr. Schwab explained leftover funds from named projects would stay within the basin for future use on projects within the basin. He explained the federal government wanted municipalities to utilize bond money within three years of sale.

Committee Member Parks explained this was another reason the bonds were not sold all at once.

Chairperson Hendricks noted at the last bond sale, the Drainage Advisory Committee asked for unnamed funds to be sold to allow the Committee some flexibility.

Mr. Wilson noted not only did the unnamed funds allow flexibility between basins, but Broken Arrow also had some smaller basins for which funds were not named and these unnamed funds could be utilized in the smaller unnamed basins.

Mr. Schwab agreed; there were three or four tiny basins which cut through the City of Broken Arrow.

Mr. Wilson noted there was one project in Fort Creek, in one of the tiny unnamed basins, and the City was working with the HOA to see what the next steps would be.

Mr. Schwab stated Fort Creek was in the northwest area of Broken Arrow near Battle Creek. He stated Fort Creek drained to the west into Tulsa.

Chairperson Hendricks noted no action was required for the presentation.

## 6. General Committee Business

### A. 23-1363 **Consideration, discussion, and possible action to recommend to City Council to expend funds to partner with the Rushbrooke Homeowners Association for erosion mitigation and utility protection measures (Case No. 23-007)**

Mr. Wilson reported Rushbrooke originally came before the DAC as Case No. 21-001 and the Drainage Advisory Committee recommended an erosion and mitigation study be done. He reported this was completed, the City worked with the HOA of Rushbrooke who took the study and developed a set of engineered construction plans. He indicated the construction plans were ready. He stated this was a blue line stream which required multiple permits. He indicated the HOA worked with the Army Corps of Engineers and obtained a Nationwide 13 permit for the work to be done. He stated the City then worked to determine the next steps. He explained north of New Orleans and east of Olive was Rushbrooke and there were two different project locations. He displayed a map which showed the project locations. He reported the drainage area into Rushbrooke was 2,200 acres which was a lot of water flow through the area. He stated the water flow was approximately 2,660 cfs and the project areas were adjacent to sanitary sewer lines, gas, and communication lines. He displayed and discussed slides illustrating the construction plans. He explained the work entailed moving soil from the floodplain and rebuilding the eroded bank, adding fabric and rip rap. He displayed photos of the erosion in the area. He noted FEMA did not require a permit; however, Broken Arrow required a floodplain development permit, and should the City move forward, this would be obtained. He reported City Staff held discussions with the City Manager's Office, and looked at the costs which were (as of Sept. 2022) \$25,000 dollars for materials and \$214,000 dollars for labor, totaling \$239,000 dollars for the project as designed by the consultant. He stated after discussion with the City Manager's Office, Staff recommended partnering with the HOA allocating up to \$40,000 dollars for materials and employing City labor for the construction.

Chairperson Hendricks asked if permitting had been obtained for this blue line stream.

Mr. Wilson responded in the affirmative; the HOA obtained a Nationwide 13 permit as required.

Committee Member Parks stated the City crews would do the labor and the HOA would commit \$40,000 dollars for materials. He asked if this was correct.

Mr. Wilson responded Staff recommended the Drainage Advisory Committee recommend \$40,000 dollars in bond funds to be spent on this project.

Chairperson Hendricks asked if the HOA would be paying anything for materials.

Mr. Wilson responded any materials needed above the \$40,000 dollars would be purchased by the HOA, but it was not believed materials would cost more than \$40,000 dollars.

Mr. Schwab explained the HOA paid around \$10,000 dollars for the engineering and design and construction plans, as well as spent money on the permitting process. He stated the HOA had money invested in the project.

Mr. Wilson stated the estimate for materials one year ago was \$25,000 dollars; therefore, City Staff recommended encumbering \$40,000 dollars for materials to cover a 10 percent increase and incidentals.

Committee Member Gillespie asked about the total estimate.

Mr. Wilson responded the total estimate for the project one year ago was \$239,000 dollars.

Committee Member Gillespie noted \$200,000 dollars of the project was for labor, and the City would be providing the labor.

Mr. Wilson concurred.

Committee Member Gillespie asked if there was any federal money which could be obtained for this project.

Mr. Schwab responded FEMA had federal funds which could be applied for, but the City had not been very successful with FEMA. He stated it was difficult to obtain FEMA funds. He stated in his opinion the work would be much easier than was estimated. He discussed the construction plans. He stated the City would clear the trees, excavate the soil, and place the soil on a retaining wall with some fabric, rip rap, and sod. He stated the City believed this would be the easiest solution, rather than building a rock retaining wall. He stated the City could usually do the construction at 40 percent of the estimated construction cost.

Committee Member Parks noted the City did not own any property in this project's two locations. He noted the City could not bring in any new dirt, the existing dirt would be moved. He asked how long it would take to complete this project and, if approved, when would the project begin.

Mr. Schwab stated the City wished to do this project in the winter months. He explained during December, January, and February the water levels were lowest.

Mr. Wilson noted Haikey Creek could reach the top of the bank during the rainy months. Citizen Steve Self stated he sat on the Rushbrooke HOA. He thanked the Drainage Advisory Committee for considering the proposal, thanked Mr. Wilson and City Staff. He indicated Rushbrooke had worked in the past with the City on another drainage project which went very well. He stated the HOA spent its own funds on the engineering and construction plans for this project. He stated the HOA, and the homeowners, were all in favor of this project.

Committee Member Parks stated this project would benefit the homeowners, as well as City utilities.

MOTION: A motion was made by Johnnie Parks, seconded by Christi Gillespie.

**Move to approve Case No. 23-007 per Staff recommendations**

The motion carried by the following vote:

**Aye: 5 -**

Christi Gillespie, Amber Hamilton, Johnnie Parks, Donna Wallace, Lori Hendricks

**Abstain: 1 -**

Denise Mason

**B. 23-1366 Consideration, discussion, and possible action to recommend to City Council to expend funds to install a drainage system in the Villages at Woodcreek II subdivision near Anderson Elementary School (Case No. 23-008)**

Mr. Patrick Wilson reported this was originally Case No. 23-004 and was brought before City Council on August 28, 2023. He indicated the Committee asked Staff to review the project and asked for more information. He reported this was located south of Houston and west of Olive Avenue adjacent to Anderson Elementary School. He stated the property was platted in 2005, there was no flood plain, there was no blue line stream, it was a local drainage concern. He stated City Staff went back, contacted Anderson Elementary, walked the site on Anderson Elementary's side. He stated Anderson Elementary had a tract of land (just under one acre of land) which drained to the corner in the northwest section of the property. He displayed the location on the map. He displayed photos of the site and the surrounding property. He stated the water did not drain quickly, but it did collect on the property and drained out onto Memphis. He noted one homeowner had a French drain which worked well. He indicated there were two places where the water was infiltrating the sanitary sewer. He reported stormwater flooded the sidewalks, driveways, yards, and street; he displayed photos of the area when flooded. He indicated Staff proposed adding a yard inlet to collect surface water, redirect the water into a pipe and bring the water to the nearest stormwater manhole. He stated the hope was this would not only prevent the infiltration of the sanitary sewer, but it would also mitigate groundwater saturation of the surrounding properties. He stated Staff recommended an expenditure of \$40,000 dollars for installation of a yard inlet and a storm sewer pipe to connect to the existing storm sewer system in the area.

Committee Member Parks asked how far away from the site was the existing storm sewer.

Mr. Wilson responded approximately 345 feet. He indicated on the map where the closest stormwater manhole was located.

Committee Member Denise Mason asked about the yard inlet.

Mr. Wilson explained a yard inlet was a round or square basin with a lid with openings to allow water to flow inside.

Mr. Schwab stated a yard inlet was recently installed in the Aspen Ridge subdivision and approved by the DAC. Mr. Schwab stated he might prefer to trench along the school property, but this was a minor detail.

Mr. Wilson stated there was a water line in this area, and the \$40,000 dollars included removal and replacement of the sidewalk.

Mr. Schwab noted the school was built before the houses, and when the houses were constructed somehow the water became trapped. He stated the school's tract of land did not have drainage problems, but the water could not get out of the area when it drained off school property.

Committee Member Parks asked if the City had permission to move forward with the project.

Mr. Wilson responded the property owner of the corner lot on Aspen and Memphis submitted the application and granted the City permission to work on their property. He indicated the surrounding neighbors expressed agreement, but he did not have formal written permission,

only emails. He stated he talked with the school, but he would have to have more conversations with the school if the decision was made to reroute the path onto school property.

Committee Member Hamilton asked if only the one resident (the applicant) had an issue with drainage and standing water.

Mr. Wilson indicated there were three lots with standing water issues; the other issue was the water was infiltrating into the sanitary sewer system which could cause problems as the system was not designed to accommodate any influx of stormwater.

Committee Member Parks stated water running over the sidewalks as it was doing also caused slippery surfaces which could be dangerous anyone walking along the sidewalk.

Mr. Wilson stated he hoped this problem would be mitigated with the installation of the inlet and redirection of stormwater.

Committee Member Gillespie asked if this was a Haikey Creek project.

Mr. Wilson responded in the affirmative.

Committee Member Parks asked if the City would obtain approval for the project from the homeowners or school as appropriate.

Mr. Wilson responded in the affirmative. He explained before any construction could begin, all affected property owners would be required to grant the City a temporary construction easement.

Mr. Schwab stated if approved, a meeting with the homeowners would be held, and the City would communicate with the school as well.

MOTION: A motion was made by Christi Gillespie, seconded by Denise Mason.

**Move to approve Case No. 23-008 per Staff recommendations**

The motion carried by the following vote:

**Aye:** 6 - Christi Gillespie, Amber Hamilton, Johnnie Parks, Donna Wallace, Denise Mason, Lori Hendricks

**7. Adjournment**

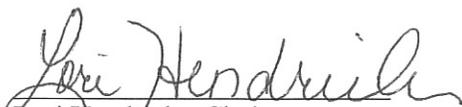
The meeting was adjourned at approximately 6:52 p.m.

MOTION: A motion was made by Christi Gillespie, seconded by Johnnie Parks.

**Move to adjourn**

The motion carried by the following vote:

**Aye:** 6 - Christi Gillespie, Amber Hamilton, Johnnie Parks, Donna Wallace, Denise Mason, Lori Hendricks

  
Lori Hendricks, Chairperson

  
Lisa Blackford, Deputy City Clerk