

**GOLDSBY PUBLIC WORKS
AUTHORITY
100 E. CENTER RD.
GOLDSBY, OK 73093-9112**

PLACE OF MEETING
Type: Regular Meeting
Date: Thursday August 14, 2025
Time: Immediately following Board Trustees Meeting.
**Place: Town of Goldsby
Council Room
100 E Center Rd
Goldsby, OK**

AGENDA

- 1) Call to order.
- 2) Roll call, declaration of quorum being present.
- 3) Public Comments: *Comments on topics not listed on the agenda, the board shall make no decision or take any action, except to possibly direct the town staff to take action, or schedule the matter for board discussion at a later date.*
- 4) Discussion and possible action (Approval, rejection, amendment and/or Postponement) for the Consent Agenda. *(Items listed under the consent agenda are deemed non-controversial and routine in nature by the governing body. They will be approved by one motion of the governing body. The items on the consent agenda will not be discussed. Any member of the governing body that desires to discuss an item on the consent agenda may request it be removed from the consent agenda and then shall be considered as a separate item.)*
 - a) Approval of Regular Minutes of the meeting July 10, 2025.
 - b) Review of the Treasurers Report.
- 5) Discussion and possible action of items removed from the Consent Agenda. (Approval, rejection, amendment, or postponement).
- 6) Discussion and possible action (approval, rejection, amendment or postponement) on a FOG program for the Goldsby Sanitary Sewer System.
- 7) Discussion and possible action (approval, rejection, amendment or postponement) on future sewer projects.

Public Works Reports:

- 8) Communication for trustees and employees.
- 9) Adjournment.

Secretary Sandy Jenkins

**GOLDSBY PUBLIC WORKS
AUTHORITY**
100 E. CENTER RD.
GOLDSBY, OK 73093-9112

MINUTES

PLACE OF MEETING
Type: Regular Meeting
Date: Thursday July 10, 2025
Time: Immediately following Board
Trustees Meeting.
Place: Town of Goldsby
Council Room
100 E Center Rd
Goldsby, OK

- 1) Call to order.
Mike Herrin called the meeting to order.
- 2) Roll call, declaration of quorum being present.
Roll: Mike Herrin, present; Kari Madden, present; Darrell Ingram, present; David White, present; Eric Hedenberg, present.
Mike Herrin declared a quorum present with all members present.
- 3) Public Comments:
No comments.
- 4) Discussion and possible action (Approval, rejection, amendment and/or Postponement) for the Consent Agenda.
 - a) Approval of Regular Minutes of the meeting June 12, 2024 2025.
 - b) Review of the Treasurers Report.
Kari Madden moved to approve the Consent Agenda, David White seconded the motion.
Ayes: Mike Herrin, Kari Madden, Darrell Ingram, David White and Eric Hedenberg.
Nays: None.
- 5) Discussion and possible action of items removed from the Consent Agenda. (Approval, rejection, amendment, or postponement).
Nothing removed.
- 6) Discussion and possible action (approval, rejection, amendment or postponement) on a FOG program for the Goldsby Sanitary Sewer System.
Kara passed out the FOG program to the board members and explained the content of the program.
David White moved to postpone the FOG program, Kari Madden seconded the motion.
Ayes: Mike Herrin, Kari Madden, Darrell Ingram, David White and Eric Hedenberg.
Nays: None.
- 7) Discussion and possible action (approval, rejection, amendment or postponement) on awarding a contract for relocating a sewer force main under I-35 to Exodus Energy, LLC. In the amount of \$124,182.90 contingent on ODOT approval. This project is 100% funded by ODOT.
Darrell Ingram moved to award Exodus Energy LLC to relocate the sewer line for the ODOT project, Eric Hedenberg seconded the motion.
Ayes: Mike Herrin, Kari Madden, Darrell Ingram, David White and Eric Hedenberg.
Nays: None.
- 8) Discussion and possible action (approval, rejection, amendment or postponement) to update signatures for the Goldsby Public Works bank accounts ending 4660, 2779, 8500.
Mike Herrin moved to add Kari Madden to the list of signatures for account numbers 4660, 2779 and 8500, Darrell Ingram seconded the motion.
Ayes: Mike Herrin, Kari Madden, Darrell Ingram, David White and Eric Hedenberg.
Nays: None.
- 9) Discussion and possible action (approval, rejection, amendment or postponement) on future sewer projects. Ronny stated he and the engineer Kenny Sullivan have been talking about a way to extend the sewer more easily and readily and think they have come up with a solution. It should be coming before the board soon.
Mike Herrin moved to take no action, David White seconded the motion.
Ayes: Mike Herrin, Kari Madden, Darrell Ingram, David White and Eric Hedenberg.
Nays: None.

Public Works Reports:

10) Communication for trustees and employees.

Ronny said that the phase 2 sewer line has been completed and is waiting for the approval from the engineer to allow others to go onto the line.

11) Adjournment.

Kari Madden moved to adjourn the meeting, Darrell Ingram seconded the motion.

Ayes: Mike Herrin, Kari Madden, Darrell Ingram, David White and Eric Hedenberg.

Nays: None.

Mayor Mike Herrin

Date

Secretary Sandy Jenkins

GWPA

Balance Sheet

As of July 31, 2025

| | TOTAL |
|---|-----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1011.60 First American checking 4660 | 3,917.10 |
| 1014.60 Sewer Land Purchase Funds | 0.00 |
| 1017.60 ARPA NEU - Sewer Project | 0.00 |
| 1018.60 EDA Reimbursement Fund | 0.00 |
| Total 1011.60 First American checking 4660 | 3,917.10 |
| 1012.60 GPWA Sales Tax Fund 8500 | 122.67 |
| 1013.60 GPWA Construction Acct | 1,079,071.75 |
| 1015.60 GPWA bond P&I Account | 442,380.72 |
| 1019.60 Sewer Impact Fee | 54,417.11 |
| 1031.63 Debt Service Fund - BancFirst | 0.00 |
| Total Bank Accounts | \$1,579,909.35 |
| Accounts Receivable | |
| 1101.60 Accounts Receivable | 0.00 |
| Total Accounts Receivable | \$0.00 |
| Other Current Assets | |
| 1200.60 Undeposited Funds | 0.00 |
| 1201.60 Due from other funds | -3,067.05 |
| 1202.60 Trash funds due from GWA | 1,766.68 |
| 1203.60 Sewer funds Due From | 66,874.14 |
| Total Other Current Assets | \$65,573.77 |
| Total Current Assets | \$1,645,483.12 |
| Fixed Assets | |
| 1703.60 Construction in Progress - SW | 2,884,065.82 |
| 1711.63 Land - SW | 245,084.82 |
| 1728.60 Buildings-TR | 510,302.18 |
| 1731.62 Vehicles & Equipment - TR | 105,973.53 |
| 1748.60 Office Equipment-TR | 0.00 |
| 1799.60 Accumulated Depreciation | -53,912.10 |
| Total Fixed Assets | \$3,691,514.25 |
| TOTAL ASSETS | \$5,336,997.37 |

GWPA

Balance Sheet As of July 31, 2025

| | TOTAL |
|---|-----------------------|
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2601.63 Impact Fees Payable | 49,141.36 |
| Total Accounts Payable | \$49,141.36 |
| Other Current Liabilities | |
| 2010.60 Accrued payroll | 0.00 |
| 2029.60 Accrued PTO | 0.00 |
| 2201.60 Due to other funds | 0.00 |
| 2401.60 Current portion of bonds - SW | 180,000.00 |
| 2410.63 Note Payable - current | 25,000.00 |
| Total Other Current Liabilities | \$205,000.00 |
| Total Current Liabilities | \$254,141.36 |
| Long-Term Liabilities | |
| 2501.60 Bonds payable - less current po | 2,060,000.00 |
| 2502.60 Discount on Bonds - SW | -24,023.25 |
| 2510.63 Note Payable - less current por | 0.00 |
| Total Long-Term Liabilities | \$2,035,976.75 |
| Total Liabilities | \$2,290,118.11 |
| Equity | |
| 3200.60 Retained Earnings | 1,023,886.17 |
| 3501.60 Net Assets | 1,999,902.01 |
| Net Income | 23,091.08 |
| Total Equity | \$3,046,879.26 |
| TOTAL LIABILITIES AND EQUITY | \$5,336,997.37 |

GWPA

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July 2025 - June 2026

| | TOTAL | | | |
|---|--------------------|-----------------------|-------------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 4501.62 Key card revenues - TR | 29,243.38 | 155,000.00 | -125,756.62 | 18.87 % |
| 4501.63 Sewer Revenues | 3,346.50 | 85,000.00 | -81,653.50 | 3.94 % |
| 4531.63 Sewer Impact Fees | | 70,500.00 | -70,500.00 | |
| 4701.60 Grants Income | | 273,273.00 | -273,273.00 | |
| Total Income | \$32,589.88 | \$583,773.00 | \$ -551,183.12 | 5.58 % |
| GROSS PROFIT | \$32,589.88 | \$583,773.00 | \$ -551,183.12 | 5.58 % |
| Expenses | | | | |
| 5000.62 Trash Expenses | | | | |
| 5001.62 Personal services - TR | | | | |
| 5002.62 Salaries & wages - TR | 1,346.90 | 16,500.00 | -15,153.10 | 8.16 % |
| 5009.62 PTO adjustment - TR | | 0.00 | 0.00 | |
| 5011.62 PRT - TR | 102.27 | 1,262.00 | -1,159.73 | 8.10 % |
| 5017.62 OESC - TR | 4.85 | 165.00 | -160.15 | 2.94 % |
| 5021.62 insurance - TR | 190.04 | 2,500.00 | -2,309.96 | 7.60 % |
| 5023.62 Retirement - TR | 69.93 | 990.00 | -920.07 | 7.06 % |
| 5025.62 Workers Comp - TR | | 1,000.00 | -1,000.00 | |
| Total 5001.62 Personal services - TR | 1,713.99 | 22,417.00 | -20,703.01 | 7.65 % |
| Total 5000.62 Trash Expenses | 1,713.99 | 22,417.00 | -20,703.01 | 7.65 % |
| 5000.63 Sewer Expenses | | | | |
| 5001.63 Personal Services - SW | | | | |
| | | 0.00 | 0.00 | |
| 5002.63 Salaries & Wages - SW | 4,865.79 | 26,000.00 | -21,134.21 | 18.71 % |
| 5011.63 PRT - SW | 241.36 | 1,989.00 | -1,747.64 | 12.13 % |
| 5017.63 OESC - SW | 11.52 | 260.00 | -248.48 | 4.43 % |
| 5021.63 Insurance - SW | 444.64 | 5,000.00 | -4,555.36 | 8.89 % |
| 5023.63 Retirement - SW | 165.65 | 1,560.00 | -1,394.35 | 10.62 % |
| 5025.63 Workers Comp - SW | | 10.00 | -10.00 | |
| Total 5001.63 Personal Services - SW | 5,728.96 | 34,819.00 | -29,090.04 | 16.45 % |
| Total 5000.63 Sewer Expenses | 5,728.96 | 34,819.00 | -29,090.04 | 16.45 % |
| 5101.62 Materials and supplies - TR | 433.98 | 5,000.00 | -4,566.02 | 8.68 % |
| 5101.63 Materials and Supplies - SW | 431.14 | 5,000.00 | -4,568.86 | 8.62 % |
| 5301.62 Other service and charges - TR | 1,991.00 | 18,000.00 | -16,009.00 | 11.06 % |
| 5301.63 Other Services & Charges - SW | 5,208.42 | 20,000.00 | -14,791.58 | 26.04 % |
| 5302.62 Contract trash service - TR | 8,048.66 | 85,000.00 | -76,951.34 | 9.47 % |
| 5501.63 Capitol Outlay - SW | | 1,097,867.00 | -1,097,867.00 | |
| Total Expenses | \$23,556.15 | \$1,288,103.00 | \$ -1,264,546.85 | 1.83 % |
| NET OPERATING INCOME | \$9,033.73 | \$ -704,330.00 | \$713,363.73 | -1.28 % |
| Other Income | | | | |
| 8002.62 3% Sales Tax Transfer | | | | |
| | 38,482.82 | | 38,482.82 | |
| Total Other Income | \$38,482.82 | \$0.00 | \$38,482.82 | 0.00% |
| NET OTHER INCOME | \$38,482.82 | \$0.00 | \$38,482.82 | 0.00% |

GWPA

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July 2025 - June 2026

| | TOTAL | | | |
|------------|-------------|----------------|--------------|-------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| NET INCOME | \$47,516.55 | \$ -704,330.00 | \$751,846.55 | -6.75 % |

GWPA

Profit and Loss by Month

July 2025

| | JUL 2025 | | TOTAL | |
|---|--------------------|--------------------|--------------------|--------------------|
| | CURRENT | JUL 2024 (PY) | CURRENT | JUL 2024 (PY) |
| Income | | | | |
| 4501.62 Key card revenues - TR | 14,006.90 | 13,716.58 | \$14,006.90 | \$13,716.58 |
| 4501.63 Sewer Revenues | 1,916.98 | | \$1,916.98 | \$0.00 |
| Total Income | \$15,923.88 | \$13,716.58 | \$15,923.88 | \$13,716.58 |
| GROSS PROFIT | \$15,923.88 | \$13,716.58 | \$15,923.88 | \$13,716.58 |
| Expenses | | | | |
| 5000.62 Trash Expenses | | | \$0.00 | \$0.00 |
| 5001.62 Personal services - TR | | | \$0.00 | \$0.00 |
| 5002.62 Salaries & wages - TR | 970.75 | 835.43 | \$970.75 | \$835.43 |
| 5011.62 PRT - TR | 70.14 | 64.37 | \$70.14 | \$64.37 |
| 5017.62 OESC - TR | 3.35 | 2.80 | \$3.35 | \$2.80 |
| 5021.62 insurance - TR | 130.51 | 118.67 | \$130.51 | \$118.67 |
| 5023.62 Retirement - TR | 47.55 | 38.03 | \$47.55 | \$38.03 |
| 5025.62 Workers Comp - TR | | 982.00 | \$0.00 | \$982.00 |
| Total 5001.62 Personal services - TR | 1,222.30 | 2,041.30 | \$1,222.30 | \$2,041.30 |
| Total 5000.62 Trash Expenses | 1,222.30 | 2,041.30 | \$1,222.30 | \$2,041.30 |
| 5000.63 Sewer Expenses | | | \$0.00 | \$0.00 |
| 5001.63 Personal Services - SW | | | \$0.00 | \$0.00 |
| 5002.63 Salaries & Wages - SW | 3,266.67 | | \$3,266.67 | \$0.00 |
| 5011.63 PRT - SW | 181.18 | | \$181.18 | \$0.00 |
| 5017.63 OESC - SW | 8.72 | | \$8.72 | \$0.00 |
| 5021.63 Insurance - SW | 333.16 | | \$333.16 | \$0.00 |
| 5023.63 Retirement - SW | 123.74 | | \$123.74 | \$0.00 |
| 5025.63 Workers Comp - SW | | 6.00 | \$0.00 | \$6.00 |
| Total 5001.63 Personal Services - SW | 3,913.47 | 6.00 | \$3,913.47 | \$6.00 |
| Total 5000.63 Sewer Expenses | 3,913.47 | 6.00 | \$3,913.47 | \$6.00 |
| 5101.62 Materials and supplies - TR | | 6.99 | \$0.00 | \$6.99 |
| 5101.63 Materials and Supplies - SW | 315.55 | | \$315.55 | \$0.00 |
| 5301.62 Other service and charges - TR | 1,991.00 | 668.33 | \$1,991.00 | \$668.33 |
| 5301.63 Other Services & Charges - SW | 4,616.53 | 1,161.00 | \$4,616.53 | \$1,161.00 |
| 5302.62 Contract trash service - TR | | 7,110.52 | \$0.00 | \$7,110.52 |
| Total Expenses | \$12,058.85 | \$10,994.14 | \$12,058.85 | \$10,994.14 |
| NET OPERATING INCOME | \$3,865.03 | \$2,722.44 | \$3,865.03 | \$2,722.44 |
| Other Income | | | | |
| 6001.62 Interest in now account | | 7,503.80 | \$0.00 | \$7,503.80 |
| 6001.63 Interest | | 132.50 | \$0.00 | \$132.50 |
| 8002.62 3% Sales Tax Transfer | 19,226.05 | 38,618.76 | \$19,226.05 | \$38,618.76 |
| Total Other Income | \$19,226.05 | \$46,255.06 | \$19,226.05 | \$46,255.06 |

GWPA

Profit and Loss by Month

July 2025

| | JUL 2025 | | TOTAL | |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|
| | CURRENT | JUL 2024 (PY) | CURRENT | JUL 2024 (PY) |
| Other Expenses | | | | |
| 7021.63 Trustee Fees | | 1,500.00 | \$0.00 | \$1,500.00 |
| Total Other Expenses | \$0.00 | \$1,500.00 | \$0.00 | \$1,500.00 |
| NET OTHER INCOME | \$19,226.05 | \$44,755.06 | \$19,226.05 | \$44,755.06 |
| NET INCOME | \$23,091.08 | \$47,477.50 | \$23,091.08 | \$47,477.50 |

GWPA

Profit and Loss Comparison

July 2025 - June 2026

| | TOTAL | |
|---|---------------------|--------------------------|
| | JUL 2025 - JUN 2026 | JUL 2024 - JUN 2025 (PP) |
| Income | | |
| 4501.62 Key card revenues - TR | 29,243.38 | 170,212.16 |
| 4501.63 Sewer Revenues | 3,346.50 | 85,902.17 |
| 4531.63 Sewer Impact Fees | | 3,276.09 |
| 4591.62 Misc Income | | 800.00 |
| 4701.60 Grants Income | | 2,000.00 |
| Total Income | \$32,589.88 | \$262,190.42 |
| GROSS PROFIT | \$32,589.88 | \$262,190.42 |
| Expenses | | |
| 5000.62 Trash Expenses | | |
| 5001.62 Personal services - TR | | |
| 5002.62 Salaries & wages - TR | 1,346.90 | 11,100.62 |
| 5011.62 PRT - TR | 102.27 | 834.74 |
| 5017.62 OESC - TR | 4.85 | 58.98 |
| 5021.62 insurance - TR | 190.04 | 1,566.57 |
| 5023.62 Retirement - TR | 69.93 | 492.23 |
| 5025.62 Workers Comp - TR | | 982.00 |
| Total 5001.62 Personal services - TR | 1,713.99 | 15,035.14 |
| Total 5000.62 Trash Expenses | 1,713.99 | 15,035.14 |
| 5000.63 Sewer Expenses | | |
| 5001.63 Personal Services - SW | | |
| 5002.63 Salaries & Wages - SW | 4,865.79 | 27,285.96 |
| 5011.63 PRT - SW | 241.36 | 1,611.42 |
| 5017.63 OESC - SW | 11.52 | 129.59 |
| 5021.63 Insurance - SW | 444.64 | 2,942.92 |
| 5023.63 Retirement - SW | 165.65 | 948.23 |
| 5025.63 Workers Comp - SW | | 6.00 |
| Total 5001.63 Personal Services - SW | 5,728.96 | 32,924.12 |
| Total 5000.63 Sewer Expenses | 5,728.96 | 32,924.12 |
| 5101.62 Materials and supplies - TR | 433.98 | 6,022.20 |
| 5101.63 Materials and Supplies - SW | 431.14 | 7,054.89 |
| 5301.62 Other service and charges - TR | 1,991.00 | 21,703.17 |
| 5301.63 Other Services & Charges - SW | 5,208.42 | 15,986.40 |
| 5302.62 Contract trash service - TR | 8,048.66 | 81,362.30 |
| 5501.63 Capitol Outlay - SW | | 980,814.62 |
| Total Expenses | \$23,556.15 | \$1,160,902.84 |
| NET OPERATING INCOME | \$9,033.73 | \$ -898,712.42 |
| Other Income | | |
| 6001.62 Interest in now account | | 71,589.58 |
| 6001.63 Interest | | 1,567.16 |

GWPA

Profit and Loss Comparison

July 2025 - June 2026

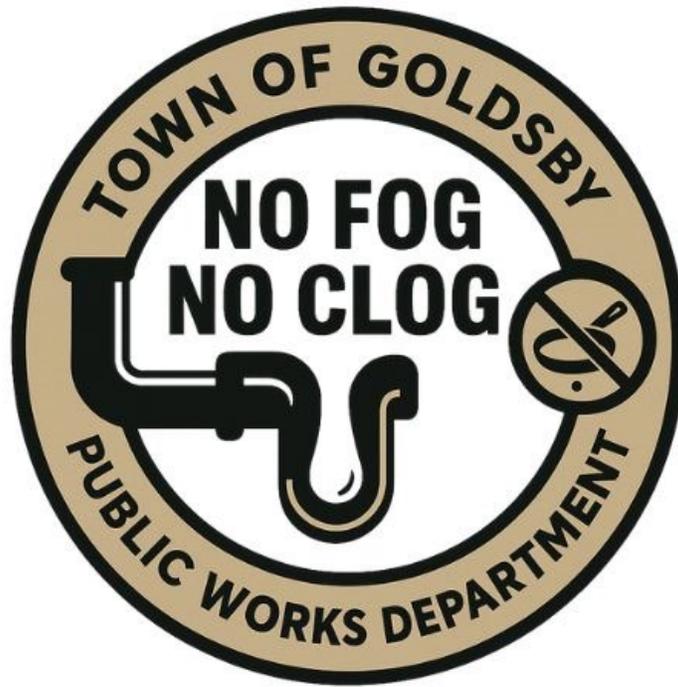
| | TOTAL | |
|-------------------------------|---------------------|--------------------------|
| | JUL 2025 - JUN 2026 | JUL 2024 - JUN 2025 (PP) |
| 8002.62 3% Sales Tax Transfer | 38,482.82 | 250,105.16 |
| Total Other Income | \$38,482.82 | \$323,261.90 |
| Other Expenses | | |
| 7021.63 Trustee Fees | | 1,500.00 |
| Total Other Expenses | \$0.00 | \$1,500.00 |
| NET OTHER INCOME | \$38,482.82 | \$321,761.90 |
| NET INCOME | \$47,516.55 | \$ -576,950.52 |

GWPA

Transaction List by Vendor

July 2025

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|--|------------------|----------|---------|---|--------------------------------------|---------------|
| BancFirst Trust & Investment Mgmt | | | | | | |
| 07/17/2025 | Check | 2186 | Yes | Invoice # 5005181, Account # 80-0785-01-6, Annual Fees | 1011.60 First American checking 4660 | - 1,500.00 |
| Department of Environmental Quality | | | | | | |
| 07/30/2025 | Check | 2190 | Yes | Invoice # 25060177057 Wastewater Works Operator, Matthew Behne Invoice # 25060172113 Wastewater Works Operator, James Haynes Invoice # 25060171986 Wastewater Works Operator and Wastewater Works Lab Operator, Jody Ham Invoice # 25060172780 Wastewater Works Operator, Sean Landrum Invoice # 25060173571 Wastewater Works Operator and Wastewater Works Lab Operator, Ronny Nelson Invoice # 25060173697 Wastewater Works Operator, Brian Ozment | 1011.60 First American checking 4660 | -368.00 |
| OEC | | | | | | |
| 07/23/2025 | Check | 2188 | Yes | Invoice # 912 (Multiple Accounts) | 1011.60 First American checking 4660 | -491.00 |
| 07/23/2025 | Check | 2189 | Yes | Account # *****0600, from 6-15-25 to 7-15-25 Account # *****1200, from 6-15-25 to 7-15-25 | 1011.60 First American checking 4660 | - 1,490.00 |
| Oklahoma Dept. of Environmental Quality | | | | | | |
| 07/21/2025 | Check | 2187 | Yes | Account # 733281, Invoice # 23091170413 Adkins Hill Village Lagoon, Valid Period 7/1/2023 to 6/30/2024 Account # 733281, Invoice # 24102860409 Adkins Hill Village Lagoon, Valid Period 7/1/2024 to 6/30/2025 Account # 733281, Invoice # 25063060146 Retention Lagoon Valid Period 7/1/2025 to 6/30/2026 | 1011.60 First American checking 4660 | - 2,072.53 |
| OMAG | | | | | | |
| 07/01/2025 | Check | 2180 | Yes | Invoice for policy # WCV140008609 -workers' compensation aggregate deductible plan | 1011.60 First American checking 4660 | -186.00 |
| Town of Goldsby Payroll Fund | | | | | | |
| 07/03/2025 | Check | 07032025 | Yes | payroll ending: 6-27-2025 | 1011.60 First American checking 4660 | - 2,421.40 |
| 07/18/2025 | Check | 07112025 | Yes | payroll ending: 7-11-2025 | 1011.60 First American checking 4660 | - 2,714.37 |
| Ty - Lind Auto Parts LLC | | | | | | |
| 07/09/2025 | Check | 2184 | Yes | Invoice # 112783, ATC-10 Fuse | 1011.60 First American checking 4660 | -3.99 |
| Wex Bank | | | | | | |
| 07/17/2025 | Check | 2185 | Yes | Invoice # *****8455, from 6/13/25 to 7/14/25 | 1011.60 First American checking 4660 | -311.56 |



TOWN OF GOLDSBY'S FATS, OIL, AND GREASE PROGRAM



TOWN OF GOLDSBY PUBLIC WORKS DEPARTMENT

100 E CENTER ROAD, GOLDSBY, OK 73093

405-288-6675

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- 6) Used and Waste Fat, Oil, and Grease Storage and Disposal – Page
- 7) Revocation and Penalties – Page

Appendix A. Generator Authorization Application – Page

Appendix B. Letter of Participation – Page

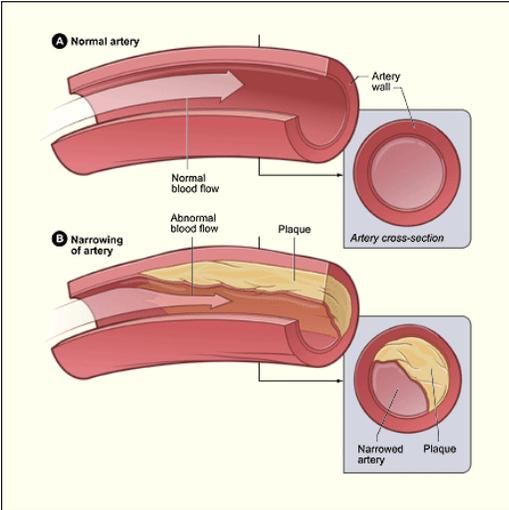
Appendix C. Grease Trap / Interceptor Maintenance Log – Page

Appendix D. Resource List – Page

The Problem

When **Fats Oils and Grease (FOG)** enter the sewer, they cause blockages that can cause overflows and require costly maintenance.

This is much the same as a high-fat diet resulting in blocked arteries in your body.



In food service establishments, such as restaurants, when **FOG** is allowed to go down the drain, without proper treatment, it sticks to the walls of the pipes resulting in restricted flow and can eventually completely block the flow.

Instead of a heart-attack, like the build-up in your arteries can cause, a blockage in the sewer will result in an overflow of sewage. This could happen inside your building or outside in the environment. Either way it's something no one wants to have happen.

Pictures from the same Sewer Main 40 feet apart



Clean Sewer Main



FOG Filled Main

The Solution

These blocked lines and sewer overflows became such a big problem that the Town developed this **FOG** Program for all food service establishments.

So, what are the requirements of the **FOG** Program?

- Have a grease trap installed if you do not already have one. (Must be sized to comply with the plumbing regulations.)
- Complete and submit the Application Form
- Pay the \$100 annual **FOG** fee.
- Have an initial inspection performed by a representative of the Town of Goldsby Public Works Department.
- Train your kitchen employees in best management practices for keeping **FOG** out of the drains.
- Have your grease trap cleaned regularly by an approved transporter.
- Update your Maintenance Log sheet every time you clean your trap.
- Familiarize yourself with this manual and keep it in your establishment where it can be easily accessed during Town inspections.
- Complete and send in your Letter of Participation and annual **FOG** Program fee at the beginning of each year.

So, What Are Best Management Practices? “BMP’s”

- Scrape leftover food from dishes into the trash.
- Keep spills from going down floor drains by absorbing them with paper towels that are then thrown away.
- Install screens on all sink drains to capture waste food that may contain **FOG** and take up space in your grease trap.
- Post “Do & Don’t” sign over the sinks and by the dishwasher.
- Wipe grease from pots and pans before washing to remove **FOG**.



1) Scope and Purpose

When poured down the drain, **Fats, Oils, and Greases (FOG)** become a serious problem for sanitary sewer collection systems. These waste products cling to the walls of the pipes that make up the collections system and reduce the amount of sewage the system is capable of transporting. Many times, **FOG** causes complete blockages in large sections of the collection system and can result in sewage backing up and overflowing from the system. When these overflows occur outdoors, they pollute the environment, create health hazards and can result in fines, consent orders, and administrative orders being issued to the Town of Goldsby by the Oklahoma Department of Environmental Quality. When overflows occur indoors the raw sewage creates a health hazard and can damage or destroy property.

The Town of Goldsby spends a great deal of time and money keeping the collection system open and flowing smoothly. Most of the problems occur in sections of the collection system that serve the Town's restaurants. This is because restaurants use and dispose of the largest volumes of **FOG**.

To decrease sanitary overflows (SSOs) and decrease maintenance costs from grease accumulation in its sanitary sewer lines, the Town of Goldsby adopted a **FOG** Program. Any non-residential facility connected to the sanitary sewer collection involved in the preparation or serving of foods is subject to the requirements of the **FOG** Program.

2) Definitions

- a) **Disposal Site** – Any business that accepts **fats, oils, and grease** from a generator via a transporter.
- b) **Fats, Oils, and Greases (FOG)** - Organic polar compounds derived from animal and/ or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in the current version of the United States Code of Federal Regulations Title 40 Part 136. All are sometimes referred to herein as "grease".
- c) **Food Service Establishments** - Those establishments primarily engaged in activities of preparing, serving, or otherwise making food available for consumption by the public including restaurants, convenience stores, commercial kitchens, caterers, hotels, schools, hospitals, prisons, correctional institutions, and long-term care institutions. These establishments use one or more of the following preparation activities: cooking by frying, baking, grilling, sautéing, rotisserie cooking, broiling, boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and any other food preparation activity that produces food products.
- d) **Generator** - Any person or business that contributes a **Fats, Oils, and/or Grease** discharge to the Town of Goldsby sanitary sewer collection system, including those from mobile sources.

- e) **Grease Removal Device** - A wastewater treatment device used to separate **Fats, Oils, and Grease** from wastewater before it is discharged to the sanitary sewer collection system.
- i) **Alternative Grease Removal Device** - Alternative grease removal devices are devices other than grease traps and grease interceptors as defined in ii and iii below. Alternative grease removal devices include hydro-mechanical devices that are used to trap, separate, and hold grease from wastewater and prevent it from being discharged into the sanitary sewer collection system. All alternative pretreatment technology must be appropriately sized and approved by the Town of Goldsby Public Works Department and the Town Building Inspector.
- ii) **Grease Interceptor** - A grease removal device designed for the purpose of preventing **Fats, Oils, and Greases** from entering the sanitary sewer collection system. These devices are passive devices that alter wastewater discharge flow to enhance the separation of **FOG** from the wastewater. These devices are often installed below ground in outside areas and are built as two or three chamber tanks.
- (1) International Plumbing Code Definition: Grease Interceptor – A grease removal device whose rated flow exceeds 50 gpm and is located outside the building.
- iii) **Grease Trap** - A grease removal device designed for the purpose of preventing **Fats, Oils, and Greases** from entering the sanitary sewer collection system. These devices are passive devices that alter wastewater discharge flow to enhance the separation of **FOG** from the wastewater. Traps are typically compact under-the-sink units that are located in or near food preparation areas.
- (1) International Plumbing Code Definition: Grease Trap – A grease removal device whose rated flow is 50 gpm or less and is located inside the building.
- f) **Transporter** - Any business which services a generator by removing the **Fats, Oils, and/or Grease** collected in the generator's grease removal device, and then transfers the **Fats, Oils, and/or Grease** to a disposal site.
- g) **25 % Rule** - Requires that the combined depth of the floating and settled material in an interceptor or trap shall not be greater than 25 percent of the total operating depth of the trap or interceptor. The operating depth of an interceptor or trap is determined by measuring the internal depth from the outlet water elevation to the bottom of the interceptor or trap. In application of this rule, the depth of floating fats, oils, and greases shall not be greater than 20 percent of the total operating depth of an interceptor or trap.

3) Definitions

All businesses discharging wastewater to the Town of Goldsby's sanitary sewer collection system, and which generate **Fats, Oils, and Grease (FOG)** in their process, and as a result thereof, have a discharge from that process which contains **FOG** waste, must either develop and implement an approved best management practice policy, or apply for a significant industrial discharge permit. The best management practice policy must meet the following requirements:

- a) **Application** - All generators are required to complete and submit an application for the **FOG** Program to the Town's Public Works Department.
- b) **Inspection** - An inspection of the facility by Town of Goldsby Public Works Department will be conducted as part of the approval process. The Town of Goldsby has the authority to conduct periodic inspections to determine the efficiency of the generator's best management practice policy.
- c) **Letter of Participation** - A Letter of Participation must be completed and sent to the Town of Goldsby Public Works Department by January 1st of each year.
- d) **Fee** - There is a \$100 annual administration fee which is due with the initial application and again at the beginning of each subsequent calendar year. The fee will be billed through the Town's Utility Billing.
- e) **Grease Trap/Interceptor Requirements** - All generators are required to install, operate, and clean a grease trap/interceptor to maintain compliance with the objectives of this Program. All grease traps/interceptors must meet the requirements of the currently adopted version of the International Plumbing Code and be approved by the Town of Goldsby Building Inspector.
- f) **Implementation** - All new generators are subject to grease interceptor requirements. All new facilities must obtain prior approval from the Town of Goldsby Building Inspector for grease interceptor sizing as part of the application process for a building permit. All grease interceptors shall be readily and easily accessible for cleaning and inspection.
- g) **Variance from Grease Interceptor Requirements** - Grease interceptors shall be installed unless the Town of Goldsby Building Inspector, in consultation with the Public Works Department, determines that the installation of a grease interceptor would not be feasible and authorizes the installation of an indoor grease trap or other alternative grease removal device. The generator bears the burden of demonstrating that the installation of a grease interceptor is not feasible. The Town of Goldsby Building Inspector may authorize the installation of an indoor grease trap where the installation of a grease interceptor is not feasible due to space constraints or other considerations based on their best professional judgment. If an establishment believes the installation of a grease interceptor is infeasible, because of space constraints, the request for an alternate grease removal device shall

include documents with the following information:

- i) Location of sewer main and easement in relation to available space outside building.
 - ii) Existing plumbing at or in a site that uses common plumbing for all services at that site.
- h) **Cleaning** - It is the responsibility of the generator to properly maintain, operate, and clean their grease interceptors. This includes, at a minimum, the complete removal, at appropriate intervals, of all liquid, sludge, solids, and wastewater from the grease interceptor. After cleaning, generators are not allowed to decant or pump the leftover liquid back into the grease interceptor or the sanitary sewer for any reason. An entry, documenting the maintenance event, shall be made on the maintenance log each time the unit is serviced. The maintenance log shall be maintained on site and be producible during an inspection. The generator will only use transporters that have been licensed by the Town of Goldsby. A list of these transporters is included in this program.
- i) **Manifests** - A manifest form must be completed and kept on site, documenting each service event, for a minimum of 3 years.
 - j) **Documentation** - The generator is responsible for maintaining a logbook with all maintenance records. This logbook must be maintained on site and always be accessible to an inspector from the Town of Goldsby Public Works Department during business hours.

4) Wastewater Discharge Limitations

No generator is allowed to discharge wastewater to the Town of Goldsby collection system with any oil and grease concentration, as measured using analytical test procedures established in the current version of the United States Code of Federal Regulations Title 40 Part 136.

5) Grease Trap / Interceptor Requirements

Grease removal device sizing and installation shall conform to the currently adopted version of the International Plumbing Code and be approved by the Town of Goldsby. Some general requirements, include, but are not limited to, the following:

- a) **Installation** - Grease interceptors shall be connected to all sinks, drains, garbage disposals, floor drains and other fixtures or equipment in food service establishments where grease may be introduced into the Town of Goldsby sewage system. Food service establishments constructed are required to connect floor drains to the grease removal device. The location of grease interceptors shall provide easy access for inspection, cleaning, and removal of intercepted grease. Location of the grease interceptor must meet the approval of the Town of Goldsby Building Inspector and the Public Works Department.
- b) **Flow Restrictors** - Grease removal devices which are designed to be used with a flow restrictor shall be installed with the flow restrictor. Removal or alteration of

the flow restrictor is prohibited.

- c) **Installation Manuals** - Manufacturer installation instructions for grease removal devices must be kept with the device.
- d) **Sampling Port** - All grease interceptors must have a sampling port that is easily assessable for retrieving a sample.
- e) **Maintenance** - Grease interceptors shall be maintained in an efficient operating condition by periodic removal of the accumulated grease. No such collected grease shall be introduced into the Town's sewage system. Grease removal devices shall be inspected for damages at the time of cleaning. Any damages found during these inspections shall be promptly corrected.
- f) **Cleaning** - Complete removal of the grease trap/interceptor contents is required when the criteria of the 25% rule is met, but in no case at intervals greater than 90 days for grease interceptors or 7 days for grease traps. If at any point in time solidification of the floating grease mat occurs in the grease interceptor or trap, service shall be conducted immediately.
- g) **Recordkeeping** - The Generator shall maintain a written record of inspections and maintenance for 3 years. All such records shall be available for inspection by a representative of the Town of Goldsby during business operating hours.
- h) **Sanitary Waste** - Sanitary waste shall not be plumbed to the grease removal device(s).
- i) **Enzymes, Bacteria, and Surfactants** - No enzymes, bacteria, or surfactants shall be used in the grease interceptors or grease trap unless permission has been granted by the Public Works Department.
- j) **Interceptor Manholes** - The grease interceptor manholes must be accessible, a minimum diameter of 24 inches, and shall be provided over each chamber and plumbing tee of the grease interceptor. The access manholes shall extend at least to the finished grade and be designed and maintained to prevent water inflow and infiltration. The manholes shall also have easily removable covers to facilitate inspection, grease removal, and wastewater sampling activities.
- k) **Temperature** - Wastewater in excess of one hundred-forty degrees Fahrenheit (140°F)/(50°C) shall not be discharged into the Town of Goldsby wastewater collection system.

6) Used and Waste Fat, Oil, and Grease Storage and Disposal

- a) A grease rendering company should be employed for the recycling of used cooking oil and grease generated from operations such as the use of deep fat fryers. Used cooking oil and grease must be disposed of in containers provided by grease rendering companies, not in Town or private solid waste containers. Transportation of the used materials from the building to the outside storage receptacle shall be accomplished using sealed containers to prevent spillage

during transport. Any spills that occur shall be cleaned up immediately.

- b) Containers used for the storage of the materials specified in item a, which are located outside, shall be equipped with tight-fitting lids, doors, or covers and kept always closed when not in use. The container and the storage area shall be always kept clean to prevent the creation of a public health nuisance and to prevent contamination of storm water drainage from the facility.
- c) Waste material removed from grease traps shall not be disposed of in the solid waste containers provided by the Town. Waste material of this nature shall be disposed of through a company approved by the Town to haul this type of material.

7) Revocation and Penalties

The Town of Goldsby may revoke a generator's authorization to participate in the Town's **FOG** BMP program for good cause, including, but not limited to, the following reasons:

- a) Failure to notify the Public Works Department of significant changes to the facility or the type of wastewater discharged from the facility.
- b) Misrepresentation or failure to fully disclose all relevant facts in the **FOG** application.
- c) Failure to update and revise a facility's BMP policy when changes occur and submit such changes to the Public Works Department within thirty (30) days of such change(s).
- d) Refusing to allow the Public Works Department Inspector timely access to the facility premises and records.
- e) Failure to comply with an enforcement action.
- f) Failure to complete and submit an annual Letter of participation.
- g) Failure to pay the annual **FOG** administrative fee.
- h) A change in operation or process, which would require the facility to obtain a wastewater discharge permit.
- i) Failure to provide advance notice of the transfer of business ownership.
- j) Failure to comply with the provisions and intent of an approved BMP policy.
- k) The Town of Goldsby has authority to enforce penalties as set forth in the Town Ordinance Section 16-207.

Appendix A: Scope and Purpose



Application for
FATS, OILS, AND GREASE (FOG)
BEST MANAGEMENT PRACTICES PROGRAM
Town of Goldsby Public Works Department

Restaurant Name:
Mailing Address:
ZIP Code:
Restaurant Address:
ZIP Code:
Contact Person:
Telephone:
Seating Capacity:
Authorized Representative:
Title:
Email Address:

Grease Removal Device Information:

Table with 3 columns: Equipment, Number of Units, Connected to Grease Removal Device (Yes/No). Rows include Automatic Dishwasher, Sinks, Garbage Disposal, and Wok.

List of Chemicals (e.g., Soaps, Cleaners, etc.):

Disposal Method: (select all utilized)
• Indoor Grease Trap(s):
• Outdoor Grease Interceptor(s):
• Maintenance Frequency:
• Maintenance Company:

FOG Best Management Practices (BMPs):

- Scrape/dry wipe material from plates, pots, and pans before washing.
- Keep spills from going down the drain.
- Clean the trap/interceptor at prescribed intervals to keep it functioning properly.
- Screen drains.
- Post “Do and Don’t” reminder poster above sinks and by the automatic dishwasher.

List other BMPs:

Submission Information:

Please send the application to:
Town of Goldsby Environmental Services
100 East Center Road
Goldsby, OK 73093
Phone: 405-288-6675

Please attach a menu and the \$100 application fee.

Certification:

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Name: _____

Title of Authorized Representative: _____

Signature: _____

Date: _____

Appendix B: Letter of Participation



Letter of Participation
FATS, OILS, AND GREASE (FOG)
BEST MANAGEMENT PRACTICES PROGRAM
Town of Goldsby Public Works Department

Facility Name:
Mailing Address (city, state, zip):
Facility Address (city, state, zip):
Contact Person:
Telephone:
Title:
Email Address:

[] This facility will comply with the approved Best Management Program for Fats, Oils and Greases generated by the food industry processes.

This facility has the following grease traps.

- [] Outside [] Inside

Name of the company that cleans your grease trap:

Cleaning frequency:

This form must be submitted by January 1st to:
Town of Goldsby Environmental Services
100 East Center Road
Goldsby, OK 73093
Phone: 405-288-6675

Certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Name and Title:

Signature:

Date:

Appendix D: Resource List

This information is provided as a courtesy and should not be considered to be an endorsement by the Town of Goldsby.

The following is a list of companies that are authorized to participate in the FOG Program as of July 9, 2025. Other companies, not currently in the program, may apply for inclusion in the FOG Program by calling 405-288-6675.

All authorized transporters will use a Town of Goldsby manifest form to track the waste FOG removed from your grease removal device. They will leave a copy of the manifest with you at the time of service and send another copy to you once proper disposal of the waste FOG has been completed.

Transporters

| | |
|---------------------------------------|-----------------------|
| Advanced Microbial Services | 1-918-246-9733 |
| Brook's Grease Service | 1-405-427-6657 |
| City Grease Trap Service | 1-405-232-0014 |
| FER, Inc | 1-405-495-6336 |
| Liquid Environmental Solutions | 1-469-461-6000 |
| Shamrock Environmental Corp | 1-405-677-4992 |
| Valley Proteins | 1-800-871-3406 |
| Vets Septic Plumbing Services | 1-405-681-1253 |

Proposed Ordinances

The following additions to the Town of Goldsby Code of Ordinances need to be added to address the legal authority to implement a Fats, Oils and Grease (FOG) Best Management Program (BMP).

Chapter 16, Article 3.

16-42 General Provisions

- A. *Definitions.* Unless the context specifically indicates otherwise, the following terms and phrases as used in this article shall have the meanings hereinafter designated:
- (a) *Best Management Practices* or *BMPs* are management and operational procedures that are intended to prevent pollutants from entering a facility's wastestream or from reaching a discharge point. BMPs are distinguished from numerical effluent limits that regulate the pollutants once they enter a wastestream. BMPs may include schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Section 16-35. BMPs include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage. BMPs may also include alternative means (i.e., management plans) of complying with ordinances.
- B. *Abbreviations.* The following abbreviations shall have the designated meanings:
- (a) *BMP:* Best Management Practices
 - (b) *FOG:* Fats, Oils, and Grease

16-43 Administration

- A. *Pretreatment.*
- (a) Non-significant users which generate FOG in their process and, as a result thereof, have a wastewater discharge from that process containing waste FOG must participate in the FOG Best Management Practices (BMP) Program and meet the requirements described generally in Section 16-35. Upon approval of the BMP, the Public Works Department will issue the facility a certificate of BMP approval.

- (b) Enzymes, microbes, etc. are prohibited, for oil and grease, BOD, and/or TSS removal unless special permission is granted by the Public Works Director and proof is given that they cause no harm to the system.

16-44 Regulations

A. *Best management practices.*

- (a) Application of best management practices. Upon petition to, and approval by the Public Works Authority, users may develop and implement a best management practice (BMP) policy. When facilities are allowed to use BMPs to control pollutants, those BMPs will become a part of their wastewater permit and subject to the same conditions. Once approved by the Public Works Department, a facility's BMP becomes a fully enforceable pretreatment standard. After approval of a BMP policy for a non-significant user, the Public Works Department shall issue a Certificate of BMP Approval. BMPs are subject to revision as deemed necessary by the Public Works Department and facilities will be given thirty (30) days' notice. Facilities failing to abide by an approved BMP, will be subject to:

- i. Enforcement actions set out in Section 16-207

- (b) *BMP policy components.* The minimum components of an approved BMP include the following:

- i. A description of the facility's processes;
 - ii. A detailed description of the facility's wastewater treatment operations;
 - iii. A list and description of the chemicals used or stored at the facility;
 - iv. Policies and procedures for employee training;
 - v. A detailed description of the industry's pollution prevention policies;
 - vi. A detailed description of the methods used for minimizing, to the greatest practical extent, adverse environmental impact;
 - vii. Other information as required by the Public Works Department.

- (c) *Certificate of BMP approval.* Upon approval of a BMP, the Public Works Department will issue the user a certificate of BMP approval. A certificate of BMP approval shall be issued for a specified period of time, not to exceed five (5) years from the effective date of the

certificate. A certificate of BMP approval may be issued for a period less than five (5) years, at the discretion of the Public Works Department.

- (d) *Transfer of BMP approval.* A certificate of BMP approval for a user may be transferred to a new owner or operator only after at least thirty (30) days advance notice is given to the Public Works Department. The notice from the user to the Public Works Department must include a written certification by the new owner or operator which:
- i. States that the new owner and/or operator has no immediate intent to change the facility's operations;
 - ii. Identifies the specific date on which the transfer is to occur;
 - iii. Acknowledges full responsibility for complying with the existing BMP policy.
- (e) *Revocation of BMP approval.* The Public Works Department may revoke a certificate of BMP approval for good cause, including, but not limited to, the following reasons:
- i. Failure to notify the Public Works Department of significant changes to the facility or the type of wastewater discharged from the facility;
 - ii. Misrepresentation or failure to fully disclose all relevant facts in the request for certificate of BMP approval;
 - iii. Failure to update and revise a facility's BMP policy as needed, and submit such changes to the Public Works Department within thirty (30) days of such change(s);
 - iv. Refusing to allow the Public Works Department timely access to the facility premises and records;
 - v. Failure to comply with an enforcement action;
 - vi. Failure to complete a wastewater survey;
 - vii. Failure to provide advance notice of the transfer of business ownership;
 - viii. Failure to comply with the provisions and intent of an approved BMP policy.

16-45 Disposal: Fats, Oils, and Greases from Food Service Establishments

- A. All restaurants and other commercial cooking facilities are prohibited from disposing of the waste from grease traps or any other waste fats, oils, or greases in the Town Transfer Facility.
- B. All restaurants and other commercial cooking facilities are required to use grease rendering companies for recycling of their used cooking oil and grease generated from the use of deep fat frying operations. Used cooking oil and grease must be disposed of in containers provided by grease rendering companies, not private solid waste containers.
- C. Waste material removed from grease traps shall not be disposed of in solid waste containers. Waste material of this nature shall be disposed of through a company licensed by the State to haul this type of material.
- D. Containers used for the storage of the material specified in items (B) and (C) which are stored outside shall be equipped with tight-fitting lids, doors, or covers and kept closed at all times when not in use. The container and the storage area shall be kept clean at all times to prevent the creation of a public health nuisance and to prevent contamination of storm water drainage from the facility.
- E. Transportation of the waste materials specified in items (B) and (C) from the building to the outside storage receptacle shall be accomplished using sealed containers to prevent spillage during transport. Any spills that do occur shall be cleaned up immediately.

16-46 Fees for the FOG BMP Program

- A. Application Fee: An annual fee of \$100 will be assessed on July 1 each year.

16-47 Enforcement

- A. Application Fee: An annual fee of \$100 will be assessed on July 1 each year.