



office memorandum

DATE: 9/14/2026

TO: Darrel Pyle, City Manager
Shannon Stevenson, Assistant City Manager

FROM: Scott Sturtz, Director of Public Works 

SUBJECT: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION OF
WORK ORDER NO. 2 TO ON-CALL CONTRACT K-2526-87: BY AND
BETWEEN THE CITY OF NORMAN AND WSB LLC, IN THE AMOUNT
OF \$18,500.00 FOR DEVELOPMENT OF A FLOODPLAIN
MANAGEMENT PLAN FOR THE MISTY LAKE DAM
REHABILITATION PROJECT

BACKGROUND:

Misty Lake Dam, located within the Summit Lakes and Summit Lake Villas Additions, is classified by the Oklahoma Water Resources Board (OWRB) as a high hazard dam. The City has been working with the Summit Lakes Property Owners Association and Summit Lake Villas Property Owners Association to complete required rehabilitation of the dam through a public-private partnership.

In 2024, the City pursued a High Hazard Potential Dam (HHPD) Grant as a subrecipient of OWRB, which received the federal grant award from the Federal Emergency Management Agency (FEMA). In June 2025, the City was notified that FEMA had awarded HHPD grant funding for the Misty Lake Dam Rehabilitation Project. As part of the HHPD grant program, a Floodplain Management Plan is required to address future flood risk in the area impacted by the project.

On January 27, 2026, City Council approved Contract K-2526-87 with WSB LLC for on-call professional services. The agreement allows the City to issue individual work orders for professional services on an as-needed basis, with the specific scope, schedule, and compensation established by each work order.

DISCUSSION:

The proposed work order will authorize WSB LLC to develop the Floodplain Management Plan required for the Misty Lake Dam Rehabilitation Project under the FEMA HHPD grant program. The plan will address the three required elements of the HHPD program: potential measures to reduce the adverse impacts of flooding; planning for flood fighting and evacuation; and public education and awareness of flood risk. WSB will coordinate with City staff and the dam owners during development of the plan and will provide draft and final documents consistent with the grant requirements.

The proposed fee for these services is \$18,500.00. Funding is available in the Misty Lake Dam Repair Project capital account (DR0065, 50596666-46101).



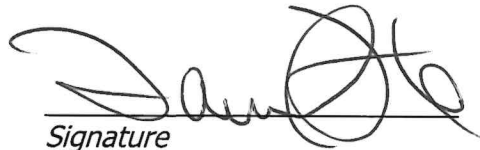
The funds in this account were provided by the property owners associations and are being held by the City to administer the dam rehabilitation project and associated grant program requirements.

RECOMMENDATION No. 1:

City staff recommends approval of Work Order No. 2 to Contract K-2526-87 with WSB LLC, in the amount of \$18,500.00, for development of the Floodplain Management Plan required for the Misty Lake Dam Rehabilitation Project.

Reviewed by: Jason Murphy – Stormwater Program Manager

9-22-26
Date


Signature

☒ APPROVED
☐ DISAPPROVED

BY: ☒ Darrel Pyle, City Manager
☐ Shannon Stevenson, Assistant City Manager

Cc: Scott Sturtz – Director of Public Works
Clint Mercer – Director of Finance
Jamie Meyer – City Clerk
Beth Muckala – Asst. City Attorney



office memorandum



June 23, 2026

Jason Murphy, Stormwater Program Manager
City of Norman
225 N. Webster Ave.
Norman, OK 73069

Re: Fee Proposal for HHPD Floodplain Management Planning

Dear Mr. Murphy,

Thank you for contacting us about the production of a Floodplain Management Plan in support of the FEMA HHPD Rehabilitation project for Summit/Misty Lake Dam. Below is our scope and fee for services related to the development of this plan for the City of Norman.

Plan Development

The FY2024 High Hazard Potential Dam Rehabilitation Grant (HHPD) Notice of Funding Opportunity (NOFO) outlines the required elements of the Floodplain Management Plan. To be eligible for HHPD, subrecipients must have in place, (or will be developed not later than 2 years after the date of execution of a dam rehabilitation or removal project agreement and implemented not later than 2 years after the date of completion of a project) a floodplain management plan (FPMP) to reduce the impacts of future flood events in the area impacted by the project. The following outlines our proposed scope to provide plan complete with the three required parts of the FPMP as defined in the FY2024 NOFO for the City of Norman.

Part A: Potential measures to reduce the adverse impacts of flooding

Evaluate whether dam rehabilitation affects flood hazards and identify measures to address any adverse impacts. Because the rehabilitation maintains the reservoir's existing storage and outlet behavior, it does not increase downstream flood flows or stages; the analysis therefore focuses on documenting this no-adverse-impact finding and characterizing the existing 1% (100-year) floodplain in the approximate Zone A reach downstream. To keep the effort efficient, the study reuses existing inputs developed for the rehabilitation application: reservoir elevation-storage data, outlet-works details, and hydrologic parameters; along with road/culvert crossing geometry obtained from the ODOT database and available LiDAR for channel and floodplain geometry. The tasks below define the hydrologic, hydraulic, and consequence studies needed to support that determination and the limited, documentation-level mitigation and residual-risk discussion that follows.



Part B: Plan for flood fighting and evacuation

Prepare a flood fighting and evacuation plan that is consistent with the dam's existing Emergency Action Plan and with NFIP criteria, along with any Federal, State, or local floodplain management standards that may be more restrictive. Using GIS, we will map the critical facilities, vulnerable populations, and transportation network located within the downstream inundation areas to establish where flood response efforts should be concentrated. Building on that mapping, the plan will set out an implementation framework for flood response, identifying the locations of flood fighting resources and the parties responsible for deploying them, and will include a discussion of the value an early warning system would provide to the affected community. The plan will also incorporate an evacuation component addressing both shelter-in-place and horizontal evacuation procedures, as well as recommendations for the frequency of drills and exercises needed to keep the flood fighting and evacuation procedures current and actionable.

Part C: Public Education and awareness of Flood Risk

Provide a description of a public education and outreach program for inclusion in the Floodplain Management Plan. This description will define the information provided to impacted property owners and residents in and near the floodplain both upstream and downstream of the dam, including an inventory of the recreational facilities, critical facilities, and transportation network susceptible to dam inundation flooding. It will identify the multimedia and social media measures used to reach the intended audience, as well as the locations where residents and property owners can obtain information on the flood hazards affecting them, flood warnings, evacuation procedures, and guidance for developing a personal flood avoidance plan. Finally, the program will integrate the evaluation of upstream and downstream floodplain extents into the planning and zoning process for new development that may be adversely impacted by the dam, including the incorporation of dam breach inundation mapping into subdivision plats to inform potential buyers of the flood hazard and encourage siting of building lots outside the inundation area.

Scope of Services

- Develop a Floodplain Management Plan addressing the three required parts of the FPMP as defined in the FY2024 HHPD NOFO.
- Coordinate with the City of Norman and the dam owner (HOA) during plan development. Includes two coordination meetings.

Deliverables

- Draft Floodplain Management Plan for City review.
- Final Floodplain Management Plan consistent with the FEMA HHPD Rehabilitation grant requirements for Summit/Misty Lake Dam (NIDID: OK12578), incorporating review comments.



Exclusions

- Breach inundation mapping (assumes existing mapping from the rehabilitation application/EAP is available for use).
- New LiDAR or topographic survey collection (assumes available LiDAR is sufficient).
- Detailed design of flood fighting or early warning infrastructure.
- Implementation of plan actions, drills, or public outreach activities (the scope covers planning and documentation only).
- Permitting or regulatory submittals beyond delivery of the completed plan.

Fee

The services described above can be completed for a lump sum of \$18,500.

Schedule

The final submittal is expected to be completed within a total of 10 calendar weeks from the Notice to Proceed.

Thank you for your consideration.

Sincerely,

Zach Hollandsworth, PE, CFM

Zach.Hollandsworth@wsbeng.com

(405) 279-6468

WORK ORDER NO. PW2

This Work Order, dated the _____ day of _____, _____ (the "Effective Date"), between the City of Norman ("City") and WSB Engineering ("Contractor") (City and Contractor, together, the "Parties"), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services entered into on 1/27/2026, ("Agreement") by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Contractor for City of Norman High Hazard Dam Inspections hereinafter described as "Project" for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Contractor shall perform those services set forth in Exhibit A attached hereto ("Services").
2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Contractor in an amount and manner as set forth in Exhibit B attached hereto.
3. Schedule. Contractor shall perform the Services in accordance with the schedule set forth in Exhibit C attached hereto.
4. Termination. The term of this Work Order shall commence on the "Effective Date" and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.
5. [Other Work Order-Specific Terms and Conditions]

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Contractor has caused this Work Order No. PW2 to be duly executed.

WSB Engineering (CONTRACTOR)

By: Brandon Claborn
Title: Vice President, ENV

Attest: _____
Corporate Secretary

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
COUNTY OF Tulsa) ss.

Before me, the undersigned, a Notary Public in and for said County and State, on this 8 day of September, 2026, personally appeared Brandon Claborn, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

[Signature]
Notary Public

My Commission Expires:
My Commission Number:

6/12/29

25007039



IN WITNESS WHEREOF, the City has caused this Work Order No. PW2 to be duly executed this 22 day of September, 2026

[CITY OF NORMAN, OKLAHOMA]
(CITY)

By:

City Manager

Attest:

City Clerk - City of Norman



Reviewed as to form and legality this 22 day of September, 2026.

City Attorney

EXHIBIT A

SCOPE OF SERVICES

Scope of Services

- Develop a Floodplain Management Plan addressing the three required parts of the FPMP as defined in the FY2024 HHPD NOFO.
 - Part A: Potential measures to reduce the adverse impacts of flooding
 - Part B: Plan for flood fighting and evacuation
 - Part C: Public Education and awareness of Flood Risk
- Coordinate with the City of Norman and the dam owner (HOA) during plan development. Includes two coordination meetings.

Assumptions

- Existing breach inundation mapping from the HHPD application/EAP is available and suitable for use.
- Available LiDAR or topographic data is sufficient for the project; no new survey collection is needed.

Exclusions

- New breach inundation mapping.
- New LiDAR or topographic survey collection.
- Detailed design of flood fighting or early warning infrastructure.
- Implementation of plan actions, drills, or public outreach activities (scope covers planning and documentation only).
- Permitting or regulatory submittals beyond delivery of the completed plan.

EXHIBIT B
COMPENSATION

Lump Sum fee of \$18,500.

EXHIBIT C
SCHEDULE

Draft Floodplain Management Plan
Final Floodplain Management Plan

Completed by October 30th, 2026.
Completed by November 20th, 2026.