



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA

OCTOBER 16, 2023

723 S. Lewis Street, Room 1122B

Stillwater, OK 74074

5:30 PM

Chair Will Joyce, Vice Chair Amy Dzialowski, Trustees Christie Hawkins, Kevin Clark, & Tim Hardin

1. Call Meeting to Order

2. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Trustees will take action on these items collectively with a single vote. The requested action is indicated for each item listed. Should a Trustee elect to discuss, amend, revise, or table any item listed on the consent docket, the item will be moved to the section of the agenda titled "Items Removed from the Consent Docket" for consideration and possible action. Additionally, a Trustee or the General Manager may simply ask the Chair to remove an item from the consent docket prior to action by the Trustees and no action will be taken on the removed item at this meeting.

a.	Approve regular meeting minutes of 10.02.23
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3. Public Comment

4. Items Removed from the Consent Docket

Items removed from the consent docket are placed on this section of the agenda for discussion, revision, amendment and/or tabling prior to action by the Trustees. The Trustees may take action, including a vote or series of votes, on items removed to this section of the agenda after the requested discussion, revision, or amendment.

5. General Orders

The Stillwater Utilities Authority will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Stillwater Utilities Authority unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Stillwater Utilities Authority.

a.	Presentation of federal advocacy services annual report by MMO Partners	SUA-23-55	John McClenny, Kyriakas Pagonis
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6. Questions and Inquiries

7. Reports from Officers and Boards

Announcements and remarks of general interest may be made by Trustees, General Manager or General Counsel. Items of City business that may require discussion or action, including a vote or series of votes, are listed below

8. Adjourn

On October 12, 2023 at 4:00 p.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The City of Stillwater encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager's office at least 48 hours prior to the meeting by calling 405.742.8209.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the City Clerk's office.

Strategic Priorities At A Glance



#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT

To provide effective services and accountable government by practicing fiscal responsibility, transparency and outstanding customer service.



#2 MOTIVATED MANAGEMENT

To serve with integrity and demonstrate proactive leadership, motivated management and smart planning skills needed to create a better community.



#3 SAFE COMMUNITY

To promote a safe and secure community for all residents through equitable services, enhanced relationships, and responsive care.



#4 CONNECTED SPACES

To develop a strong sense of place by providing opportunities and services, such as transportation, utilities, and parks to best meet the needs of the public.



#5 UNIQUE CULTURE

To cultivate partnerships that enhance the spirit of Stillwater with equal access to services and amenities, strong and connected neighborhoods, and a thriving economy.



#6 ENGAGED & INVESTED RESIDENTS

To encourage participation and an understanding of government through outreach and inclusive initiatives that inspire trust and pride in local government.

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA
WAS POSTED SEPTEMBER 29, 2023 AT 9:00 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
OCTOBER 2, 2023

PRESENT: CHAIR WILLIAM H. JOYCE, VICE CHAIR AMY DZIALOWSKI
TRUSTEES CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN
ABSENT: NONE

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:18 p.m.

2. CONSENT DOCKET

- a. Approve regular meeting minutes of September 11, 2023 and special meeting minutes of September 25, 2023

MOTION BY TRUSTEE HAWKINS, SECOND BY VICE CHAIR DZIALOWSKI TO APPROVE THE
CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA.
NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

3. PUBLIC COMMENT ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

Robert Sitton, Jr., Chairman, Rural Water Advisory Board, 5717 W. Deanita Lane, stated that the current rural water agreements with the City of Stillwater contain contractual obligations to other districts that have not been included in the rate study report being presented tonight.

4. ITEMS REMOVED FROM CONSENT DOCKET

None.

5. GENERAL ORDERS

- a. Presentation and discussion of Water/Wastewater/Rural Water Rate Study results and recommendations

Utility & Billing Services Director Dana Mattox stated that on October 17, 2022, Trustees approved staff to enter into a water and wastewater cost of service/rate design agreement with NewGen Strategies and Solutions. The rate study has been completed and Dave Yanke with NewGen Strategies will present the results of the study. Ms. Mattox introduced Mr. Yanke.

Dave Yanke, President, NewGen Strategies and Solutions, presented the water rate study results. His presentation included purpose and methodology, revenue requirement, capital improvement plan and test-year, cost of water, water rates, wastewater rates, revenue recovery from proposed rates and bill comparisons and benchmarking.

Mr. Yanke, Engineering Director Candy Staring and Finance Director Christy Cluck answered Council's questions.

- b. Consider award of the bid for LED light fixtures to Stuart C Irby Company, approve budget amendment appropriating expenditures up to \$894,242 (includes contingency) from the rate stabilization fund, and authorize the Interim General Manager to execute contract documents in the amount of \$812,948

Electric Utility Director Loren Smith stated that the City of Stillwater has an outdated fleet of non-energy efficient street lights that are in need of replacement to achieve energy conservation goals. There are approximately 4400 street lights throughout the City. He reported that on August 21, 2023, the City Council requested that staff return with an implementation plan to replace the existing street light fleet with modern LED street lights. Staff has worked to create a plan and has taken steps to move forward. The plan includes releasing a bid to procure approximately half (2200) of the street lights in FY24 and release another bid in FY25 to procure the other half (2200) in preparation for installation using distribution staff. Mr. Smith stated that this will soften the capital expenditure impact on the electric capital budget and allow distribution staff adequate time to install all 4400 lights while continuing to maintain the electric system. Staff estimates two years to full roll out once they receive the light fixtures. He reported that Stuart C Irby Company met all the bid specifications making them the lowest responsible bidder and that the estimated delivery of the LED light fixtures is 28-56 days.

MOTION BY TRUSTEE CLARK, SECOND BY VICE CHAIR DZIALOWSKI TO AWARD THE BID FOR THE LED LIGHT FIXTURES TO STUART C IRBY COMPANY, APPROVE BUDGET AMENDMENT APPROPRIATING EXPENDITURES UP TO \$894,242 (INCLUDES CONTINGENCY) FROM THE RATE STABILIZATION FUND, AND AUTHORIZE THE INTERIM GENERAL MANAGER TO EXECUTE CONTRACT DOCUMENTS IN THE AMOUNT OF \$812,948.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

6. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the General Counsel: No report.
- b. Miscellaneous items from the General Manager: No report.
- c. Miscellaneous items from Trustees: No report.
 - i) Discussion about scheduling items for upcoming meetings

7. QUESTIONS & INQUIRIES

None.

8. ADJOURN

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO ADJOURN THE OCTOBER 2, 2023 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA.
NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

The October 2, 2023 regular meeting of the Stillwater Utilities Authority adjourned at 7:38 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: OCTOBER 16, 2023**

Agenda Item:	5.a. SUA-23-55
Previous/Related Action:	CC-23-186 attached
Background/Issue:	Council approved an agreement with MMO Partners in October of 2022 to provide federal advocacy services for the City of Stillwater. As a deliverable in the contract, MMO is to provide an annual report highlighting progress on the City's federal program, legislative review, and updates on future Congressional and federal agency action that might impact the City of Stillwater.
Proposal/Solution:	Kyriakos Pagonis with MMO Partners will present the annual report to the Council.
Financial Source/Impact:	Funding for this contract was provided in the annual budget.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	No action; presentation only.
Prepared By:	John McClenny, Procurement Mgr. Kyriakas Pagonis
Reviewed By:	
Submitted By:	Brady Moore, Interim General Manager

Attachments

1. MMO Partners Annual Report (1)
2. SUA-23-55 Attachment CC-22-186 MMO Federal Advocacy Services

Federal Program Regional Water System

2023 Review and 2024 Plan

About MMO Partners

- Over 40 years representing local governments in Washington, D.C.
- MMO partners and associates have over 170 years of combined experience working in and with local, state, and federal governments.
- Non-Partisan Approach for success
- Annualized ROI for MMO clients

2023 Federal Program Highlights

- MMO Hosted Federal Workshop to Identify Project Needs/Scope
- MMO Produced Federal Funding Report
 - Identified Eight Opportunities
- Helped Develop Stillwater Regional Water Project concept and brochure

2023 Federal Program Highlights

- Scheduled Federal Agency and Congressional meetings, in-person/virtual including:
 - EPA, USDA, Bureau of Reclamation, FEMA, Corps of Engineers
 - Senator Mullin, Senator Lankford, and Congressman Lucas
- City submitted FEMA BRIC TA
 - One of 46 communities selected for BRIC TA
- City submitted FY 24 Congressionally Directed Spending Request
 - \$1 million included in House FY24 Interior Bill by Rep. Lucas
- City submitted 2024 WRDA authorization request

2023/2024 Scope

- Continue to work with City and FEMA
 - BRIC TA beginning on October 2
- Finalize FY 24 Appropriations
- Develop FY 25 Appropriations Request
- Continue to work with City/Congressional Delegation/Corps on 2024 WRDA
- Continue Congressional/Federal Agency outreach
- Monitor and work with City to identify FY24 grant opportunities

Questions?



REPORT TO: CITY COUNCIL

MEETING DATE: OCTOBER 17, 2022

Agenda Item:	7c. CC-22-186
Background / Issue:	- City of Stillwater has large deferred maintenance water and wastewater projects that include but are not limited to: ✓ Kaw Lake Raw Water Pipeline; ✓ End Point Raw Water Storage; ✓ Water Treatment Plant Upgrades; ✓ Water Distribution System Refresh. - Federal discretionary funds are available to assist in the completion of these projects.
Proposal/Solution:	- City of Stillwater needs a partner with experience in delivering special funding for water and wastewater projects. - MMO Partners (MMO) has the capacity and commitment to provide Stillwater with the highest level of effective Washington representation and substantial return on investment.
Financial Impact/Funding Source(s):	- MMO proposes an initial one-year retainer fee of \$6,600 per month/yearly retainer of \$79,200. - Funds are available in the general government contingency fund to secure these contracted services.
Related Strategic Priority:	#1 Effective Services & Accountable Government: To provide effective services and accountable government for all residents by practicing fiscal responsibility, transparency and outstanding customer service.
Recommended Action/Motion:	Motion to authorize staff to enter into a professional services agreement with MMO Partners for federal advocacy services in the amount of \$79,200 and authorize the city manager to sign all related documents.
Prepared By:	Melissa Reames
Reviewed By:	Norman McNickle Patti Osmus, Assistant to City Manager
Submitted By:	Norman McNickle, City Manager
Attachment(s):	MMO Partners Federal Advocacy Services Proposals