



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA

DECEMBER 4, 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 November 13, 2023 regular meeting minutes		
b.	Approve budget amendments reflecting increased revenue projection of \$367,040 and expenditure of \$367,040 related to the Simmons Bank electric service relocation project	SUA-23-61	Loren Smith
c.	Approve budget amendments reflecting receipt and expenditure of insurance proceeds of \$3,395 for Water Utilities vehicle repair	SUA-23-62	James Driskel
d.	Approve budget amendment increasing revenue projections for a transfer of \$250,000 from Stillwater Economic Development Authority (SEDA) to Stillwater Utilities Authority (SUA) to cover Lakeview Landing financing provided to the developer through		Christy Cluck

	a loan from SUA to SEDA	
e.	Approve budget amendment decreasing transfers of \$5,750,000 from Stillwater Utilities Authority to Stillwater Economic Development Authority for the Lakeview Landing agreement, which is being terminated	Christy Cluck

3. Public Comment on Items not Scheduled for Public Hearings

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Council at a regularly scheduled meeting on **any item of business listed on the meeting agenda** provided they have submitted a written request prior to the meeting either online at Request to speak form or via the form found in the lobby outside Council chambers prior to meetings.

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

a.	Approve budget amendment allocating \$630,000 for the increase in the cost of chemicals used at the Water Treatment Plant	SUA-23-63	James Driskel
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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 November 30 at 4:45 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 NOVEMBER 9, 2023 AT 3:30 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
NOVEMBER 13, 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 5:41 p.m.

2. CONSENT DOCKET

- a. Approve November 6, 2023 regular meeting minutes
- b. Approve Stillwater Utilities Authority annual financial report for the fiscal year ended June 30, 2023
- c. Approve award of bid for LED street and pedestrian lighting for Block 34 to Hunzicker Brothers Inc. in the amount of \$207,475.70; approve budget amendment appropriating \$228,223 (includes contingency) for the project; and authorize the Interim General Manager to sign the purchase agreement.
- d. Approve 2024 Stillwater Utilities Authority meeting schedule
- e. Approve budget amendment transferring funds in the amount of \$118,550 from the Water Fund to the City Capital Fund for the Water Treatment Plant roof replacement, which was contracted as a City project

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE CLARK 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

There were no requests to speak on agenda items not scheduled for public hearing.

4. ITEMS REMOVED FROM CONSENT DOCKET

None.

5. QUESTIONS & INQUIRIES

None.

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

MOTION BY TRUSTEE CLARK, SECOND BY VICE CHAIR DZIALOWSKI TO ADJOURN THE NOVEMBER 13, 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 November 13, 2023 regular meeting of the Stillwater Utilities Authority adjourned at 5:42 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: DECEMBER 4, 2023**

Agenda Item:	2.b. SUA-23-61
Previous/Related Action:	N/A
Background/Issue:	Electric Engineering has been working with Simmons Bank to relocate electric lines on their property. The relocation will consist of removing all of the existing overhead lines on the property and converting them to underground lines. Per the electric service terms and conditions, in summary, any relocations of this nature are paid for by the requesting party.
Proposal/Solution:	Simmons Bank has agreed and made a payment in the amount of \$367,040 for the relocation. The actual cost will be determined at the end of the project and funds will either be billed or returned.
Financial Source/Impact:	Approval of the attached budget amendments will appropriate the funds necessary to start the project.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #3 SAFE COMMUNITY
Recommended Action/Motion:	Motion to approve the budget amendments appropriating \$367,040 for the Simmons Bank Relocation Project.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Patti Osmus
Submitted By:	Kimberly Meek, General Manager

Attachments

1. Budget Amend Simmons Bank Electric Service

Budget Amendment Request

For Budget Year 2024

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org



Date: 11/09/2023

Department: Electric Utility

Requested by: Loren Smith

Explanation: Revenue:
Increase revenue projection for the Simmons Bank electric service relocation project.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Simmons EL Service Relocatn Reimb	9009000 - 48702	24EL03900	\$ 0	\$ 367,040	\$ 367,040
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 367,040

Reviewed by Department Manager: Lo Smith

Date: 11/09/2023

Reviewed by Finance: Christy Church

Date: 11-9-2023

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--



Budget Amendment Request
For Budget Year 2024

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org



Date: 11/09/2023

Department: Electric Utility

Requested by: Loren Smith

Explanation:

Expenditure:
Appropriate funds for the Simmons Bank electric service relocation project.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Simmons EL Service Relocation	9009063 - 54009	24EL03900	\$ 0	\$ 367,040	\$ 367,040
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 367,040

Reviewed by Department Manager: Lo Smith

Date: 11/09/2023

Reviewed by Finance: Cherity Church

Date: 11-9-2023

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

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REPORT TO: STILLWATER UTILITIES AUTHORITY

MEETING DATE: DECEMBER 4, 2023



Agenda Item:	2.c. SUA-23-62
Previous/Related Action:	
Background/Issue:	OMAG made payment on claim #213635-1 for accident damages to a Water Utilities vehicle in the amount of \$3,395. Water Utilities would like to utilize these funds for repair of the damaged vehicle.
Proposal/Solution:	Approve budget amendments reflecting the receipt and expenditure of the insurance proceeds.
Financial Source/Impact:	The insurance proceeds have been received and deposited in the Water Fund.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve the budget amendments reflecting the receipt and expenditure of the insurance proceeds for repair of a Water Utilities vehicle.
Prepared By:	James Driskel, Water Utilities Dir.
Reviewed By:	James Driskel Patti Osmus
Submitted By:	Kimberly Meek, General Manager

Attachments

1. SUA-23-62 Attachment Budget Amend Insurance Proceeds



Budget Amendment Request

For Budget Year 2024

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: 11/27/2023

Department: Water Resources

Requested by: James Driskel

504-23-62 ✓

Explanation:

Revenue:
Increase revenue projections for insurance proceeds from vehicle accident.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Misc Revenue	9129200 - 48700		\$ 0	\$ 3,395	\$ 3,395
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 3,395

Reviewed by Department Manager: James Driskel

Date: 11-28-23

Reviewed by Finance: _____

Date: _____

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

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Budget Amendment Request

For Budget Year 2024

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: 11/27/2023

Department: Water Resources

Requested by: James Driskel

SUA-23-62 ✓

Explanation:

Expenditure:

Appropriate funds for repair to water vehicle due to vehicle accident. Funding is from insurance proceeds.

Increase:

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Repair - Equipment	9129270 - 53030		\$ 40,309	\$ 3,395	\$ 43,704
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Decrease:

	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 3,395

Reviewed by Department Manager:

James E. Driskel

Date:

11-28-23

Reviewed by Finance:

Date:

Approved by CMO:

Date:

Approved by City Council:

☐ Yes

☐ No

Date:

Processed by Finance:

Date:

Set ID:

Date Sent to SA&I:

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Budget Amendment Request

For Budget Year 2024

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: 11/30/2023

Department: City Manager's Office

Requested by: Brady Moore

de Sud consent

Explanation:

Expenditure (SUA):

Decrease appropriations to reduce transfers from SUA to SEDA. Transfers were budgeted to fund financing for the Lakeview Landing agreement which is being terminated. Funds will remain in SUA reserves.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
Transfer Out: Electric RSF	9110000 - 71000		\$ 2,800,000	(\$ 2,800,000)	\$ 0
Transfer Out: Water Reserve	9220000 - 71000		\$ 2,000,000	(\$ 2,000,000)	\$ 0
Transfer Out: Wastewater Reserve	9230000 - 71000		\$ 950,000	(\$ 950,000)	\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

(\$ 5,750,000)

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Chris Cluck

Date: 11-30-2023

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

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Budget Amendment Request
For Budget Year 2024

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org



Date: 11/30/2023

Department: City Manager's Office

Requested by: Brady Moore

Explanation: Expenditure (SUA):
Decrease appropriations to reduce transfers from SUA to SEDA. Transfers were budgeted to fund financing for the Lakeview Landing agreement which is being terminated. Funds will remain in SUA reserves.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:	Transfer Out: Electric RSF	9110000 - 71000		\$ 2,800,000	(\$ 2,800,000)	\$ 0
	Transfer Out: Water Reserve	9220000 - 71000		\$ 2,000,000	(\$ 2,000,000)	\$ 0
	Transfer Out: Wastewater Reserve	9230000 - 71000		\$ 950,000	(\$ 950,000)	\$ 0
		-				\$ 0
		-				\$ 0

Net Change: (will usually result in a total increase or decrease)

(\$ 5,750,000)

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Christi Cluck

Date: 11-30-2023

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

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REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: DECEMBER 4, 2023**

Agenda Item:	5. a. SUA-23-63
Previous/Related Action:	SUA-23-33
Background/Issue:	Due to continued price increases in chemical costs, and the adoption of the FY23 budget for FY24 as recommended for all departments by the Fiscal Advisory Committee, the FY24 Water Treatment Plant chemicals account does not contain adequate funding for the remainder of the fiscal year. Previous action included approval of a budget amendment on March 20, 2023, allocating \$210,000 in additional funds.
Proposal/Solution:	Due to the continued rise in the cost of chemicals, the FY24 Water Treatment Plant budget will require additional funding in the amount of \$630,000.
Financial Source/Impact:	The Water Fund contains the necessary funding for this amendment.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve a budget amendment increasing the Water Treatment Plant budget by \$630,000 for increased chemical costs.
Prepared By:	James Driskel, Water Utilities Dir.
Reviewed By:	James Driskel Patti Osmus
Submitted By:	Brady Moore, Interim General Manager

Attachments

Budget Amendment



Budget Amendment Request

For Budget Year 2024

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: 11/15/2023

Department: Water Resources

Requested by: James Driskel **SUA-23-63**

Explanation: Expenditure:
Appropriate funds for Water Treatment Plant chemicals.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase: Chemicals	9129270 - 52039		\$ 597,000	\$ 630,000	\$ 1,227,000
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 630,000

Reviewed by Department Manager: James E. Driskel

Date: 11-15-23

Reviewed by Finance: Cheryl Clench

Date: 11-15-2023

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

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