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STILLWATER UTILITIES AUTHORITY MEETING AGENDA
FEBRUARY 5, 2024

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 January 8, 2024, regular meeting minutes		
b.	Approve budget amendment appropriating an additional $600,000 to the Stillwater Electric Utility non-project materials account due to increased costs and increased preventative maintenance activity	SUA-24-04	Loren Smith
c.	Approve budget amendment reducing budget appropriations in the amount of $46,065 in order to close the Stillwater Energy Center Generator Parts Project due to completion of the project		Christy Cluck

3. Public Comment on Items Listed on Agenda

   Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Trustees 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

   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.	Consider approval of the sole source purchase from Wedeco Ozone Technologies, Inc. for rehabilitation of the existing Wedeco ozone system at the Water Treatment Plant (WTP) as part of the Chemical Improvements Project (23WT04)	SUA-24-05	Chris Humes

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 February 1, 2024 at 9:05 a.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.

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA WAS POSTED JANUARY 4, 2024 AT 4.M. AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JANUARY 8, 2024

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 6:10 p.m.

2. CONSENT DOCKET

a. Approve December 18, 2023 regular meeting minutes
b. Approve bid award for 500 MCM Copper Primary Conductor for the Simmons Bank relocation project to Techline Inc.; authorize the General Manager to sign the purchase agreement; and authorize expenditures up to $72,682.50 (includes contingency)
c. Approve award of a unit price contract for the Long Branch Creek Waterline Repair Project to Utility Field Services in the amount of $219,930, approve the related budget amendment appropriating $255,000 for the project, and authorize the General Manager to sign the related documents
d. Approve budget amendments reflecting revenue projections and expenditures totaling $37,000,000 from OWRB Loan No. ORF-21-0001-DW for the Finished Water Pump Station and Chemical Building Projects, professional services, and contingency; and approve budget amendment removing previous appropriation from the Water Fund, less 5% of contingency, totaling $19,070,418 for the Finished Water Pump Station Project

Councilor Hardin removed item b. from the Consent Docket.

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HAWKINS TO APPROVE THE CONSENT DOCKET MINUS ITEM B.

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

b. Approve bid award for 500 MCM Copper Primary Conductor for the Simmons Bank relocation project to Techline Inc.; authorize the General Manager to sign the purchase agreement; and authorize expenditures up to $72,682.50 (includes contingency)

Councilor Hardin asked for clarification on why the lowest bidder was not awarded this contract. Procurement Manager John McClenny stated that the lowest bidder did not meet the specifications of the bid. Their bid was for copper tape not copper wire cable as specified in the bid packet.

MOTION BY TRUSTEE HARDIN, SECOND BY VICE CHAIR DZIALOWSKI TO APPROVE ITEM B FROM THE CONSENT DOCKET.

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

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

7. ADJOURN

MOTION BY TRUSTEE CLARK, SECOND BY VICE CHAIR DZIALOWSKI TO ADJOURN THE JAUNARY 8, 2024 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 January 8, 2024 regular meeting of the Stillwater Utilities Authority adjourned at 6:13 p.m.

_____
WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

_____
TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY

DRAFT

REPORT TO: STILLWATER UTILITIES AUTHORITY

MEETING DATE: FEBRUARY 5, 2024

Agenda Item:	2.b. SUA-24-04
Previous/Related Action:	N/A
Background/Issue:	The electric utility's Non-Project Materials account is close to being depleted for FY24. The main reasons being a significant cost increase for materials and the distribution division being fully staffed, allowing for an increase in preventative maintenance and increased construction.
Proposal/Solution:	Staff is requesting approval of a budget amendment to increase this account by $600,000 for FY24.
Financial Source/Impact:	Funds are available in the SUA Operating Fund and will be appropriated by approval of the attached budget amendment.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #3 SAFE COMMUNITY
Recommended Action/Motion:	Motion to approve budget amendment appropriating $600,000 from the SUA Operating Fund for the Non-Project Materials.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Patti Osmus
Submitted By:	Kimberly Meek, General Manager

Attachments

1. SUA-24-04 Attachment Budget Amend

The City of Stillwater OKLAHOMA

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

SUA-24-04

Date: 01/22/2024

Department: Electric Utility **Requested by:** Loren Smith

Explanation:

Expenditure:
Appropriate additional funds in the non-project materials account due to increased costs and increased preventative maintenance activity on the system.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Non-project materials	9009064 - 52061		$ 635,383	$ 600,000	$ 1,235,383
		-				$ 0
		-				$ 0
		-				$ 0
		-				$ 0
Decrease:		-				$ 0
		-				$ 0
		-				$ 0
		-				$ 0
		-				$ 0

Net Change: (will usually result in a total increase or decrease) $ 600,000

Reviewed by Department Manager: Lo Smith **Date:** 01/22/2024

Reviewed by Finance: Chris Chuck **Date:** 1-22-2024

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--

The City of Stillwater OKLAHOMA

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: 01/22/2024

Department: Electric Utility **Requested by:** Loren Smith Sub Consent

Explanation:

Expenditure:
Reduce budget appropriations to close SEC generator parts project. Project is complete.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:		-				$ 0
		-				$ 0
		-				$ 0
		-				$ 0
		-				$ 0
Decrease:	Wartsila Parts	9119011 - 54008	23RS01911	$ 46,065	$ 46,065	$ 92,130
		-				$ 0
		-				$ 0
		-				$ 0
		-				$ 0

Net Change: (will usually result in a total increase or decrease) $ 46,065

Reviewed by Department Manager: Lo Smith **Date:** 01/22/2024

Reviewed by Finance: Chuck **Date:** 1-22-2024

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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KS F:\Finance\HUB Forms\Budget Amendment Form Last Updated: 04/05/2019

REPORT TO: STILLWATER UTILITIES AUTHORITY

MEETING DATE: FEBRUARY 5, 2024

Agenda Item:	5.a. SUA-24-05
Previous/Related Action:	SUA 22-16 Professional Services Agreement with Black and Veatch for Chemicals Improvement Project – February 6, 2023
Background/Issue:	As part of the WTP Chemicals Improvements Project (23WT04), the ozone system is being rehabilitated. The ozone system provides primary disinfection and taste and odor control for the treatment process. Rehabilitation of the City's ozone system will include a new cooling water system and the destruct and power supply units will be rehabilitated or replaced. All three of these items are performance specification-based components that must be closely coordinated with the manufacturer during the design process. Ozone systems are very complex proprietary systems, meaning that each manufacturer has distinct and often patented differences between their systems. These proprietary systems are not interchangeable and can vary drastically in layout, controls, mechanics and power requirements. Wedeco is the manufacturer of the City's ozone system. Wedeco specifically designs these components to work with their proprietary ozone generators. If non-Wedeco parts are used on the City's ozone system, issues with warranties, operations, repairs and supplier contracts could arise, which would lead to the WTP being non-compliant with state standards.
Proposal/Solution:	Staff is requesting sole source approval for parts and services from Wedeco in order to rehabilitate the Wedeco ozone system at the WTP. This sole source purchase will allow the awarded contractor for the project to purchase services and parts only from Wedeco Ozone Technologies, Inc.
Financial Source/Impact:	No appropriations are necessary for this action. The Chemical Improvements Project will be funded by a congressional directive and an OWRB loan.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #3 SAFE COMMUNITY
Recommended Action/Motion:	Motion to authorize the sole source purchase from Wedeco Ozone Technologies, Inc for parts and services for the rehabilitation of the City's ozone system.
Prepared By:	Chris Humes

Reviewed By:	Candy Staring Patti Osmus
Submitted By:	Kimberly Meek, General Manager

Attachments

1. Wedeco solesource approved

The City of Stillwater OKLAHOMA

Authorization for Sole Source Purchase

attach approved form to requisition

City Department: City Engineering

Select the most appropriate reason for the sole source request:

- ○ Request for a specific make, model or brand
- ○ Authorization for a singular vendor of supplies or services
- ☑ Proprietary supplier for parts or assemblies for a specific make and model of equipment
- ○ The acquisition of supplies or services pursuant to a lawful agreement
- ○ The purchase of brand name products for resale

Provide details that justify the sole source purchase along with product or service descriptions:

Request to use Wedeco as the supplier for a rehabilitation of our existing Wedeco ozone system. Ozone systems are very complex proprietary systems. Each manufacturer has distinct differences between their systems and systems are not interchangeable. The systems are completely different and can vary drastically for layout, controls, power requirements, and system components.

Describe the research methods used to determine that alternative vendors or products are not available in the open market:

Wedeco is the manufacturer of the current system and we would need to replace the entire system rather than just parts if we change manufacturers. It is not recommended to piecemeal components from different manufacturers as that negates warranties and causes issues with operations and supplier contacts.For this project, we are talking about new cooling water systems and major rehab/replacement of the destruct units and PSU's. All three of these items are performance spec items that we coordinate very closely with the selected manufacturer during design. Wedeco specifically designs these to work with their ozone generators.

Vendor's Name: Wedeco Ozone Technologies, Inc.

Submitted By:

Printed Name	Signature	Date
Chris Humes	[signature] David Burt 1-18-2024	1-17-24

Director Review:

Printed Name	Signature	Date
CANDY STARING	[signature]	1/18/2024

Procurement Specialist Review:

☑ Confirmed ○ Declined

Signature	Date
[signature]	1/18/24

Review Comments:

City Council Approval Date (for purchases of $50,000 or more):

Last Update: 10/7/2021