IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA WAS POSTED MARCH 29, 2024 AT 11:30 A.M. AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
APRIL 1, 2024

PRESENT: **CHAIR WILLIAM H. JOYCE, VICE CHAIR AMY DZIALOWSKI**
TRUSTEES KEVIN CLARK AND TIM HARDIN
ABSENT: **TRUSTEE CHRISTIE HAWKINS**

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:16 p.m.

2. CONSENT DOCKET

a. Approve meeting minutes from March 25, 2024
b. Approve the Assignment of Contract Form from Bancroft International to Bancroft Design, Inc. and authorize the General Manager to execute the Form.
c. Approval of CREC Agreement to allow Electric Service and authorize the City Manager to sign the agreement

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

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, CLARK-YEA, HARDIN-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR 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. GENERAL ORDERS

a. Consider approval of the Professional Services Agreement with HDR Engineering, Inc for Wastewater Master Plan and Model (WWMP), and approve the associated budget amendment, and authorize the General Manager to sign the agreement.

Water Utilities Engineering Manager David Barth presented facts about the collection system and the issues that would be addressed with the master plan. He stated that staff determined that a WWMP should be completed due to the following factors:

- WWMPs should be updated every 10 years to maintain accurate modeling results;

- the current wastewater model is skeletonized and only includes a portion of our sanitary sewer collection system piping;
- significant development and changes within the City's sanitary sewer collection system have occurred since our last WWMP was completed; and
- the flow monitoring program during the previous master planning effort was conducted during a period of minimal rainfall and provided limited data to predict impacts to the collection system due to inflow/infiltration.

Mr. Barth discussed the benefits of a new master plan and model. He stated that staff has negotiated an initial scope and fee for a Professional Services Agreement (PSA) with HDR Engineering, Inc. to provide flow monitoring at locations throughout the collection system. Flow monitoring is scheduled to begin in mid-April to capture data for dry weather flows and wet weather events that occur most often during Spring. This monitoring will also capture dry weather flow data for the residential and core areas of the OSU campus while school is in session and the population is the highest. Mr Barth stated that staff will return to SUA to request an amendment to the PSA with HDR for the remainder of the work to produce the WWMP and model set up.

MOTION BY TRUSTEE CLARK, SECOND BY VICE CHAIR DZIALOWSKI TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH HDR ENGINEERING; AUTHORIZE TOTAL EXPENDITURES, NOT TO EXCEED $396,000 WHICH INCLUDES A 10% CONTINGENCY; AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE AGREEMENT AND RELATED BUDGET AMENDMENT.

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

6. RESOLUTIONS

a. Adopt Resolution SUA-2024-1 authorizing an equipment lease purchase agreement.

City Attorney Kimberly Carnley stated that his resolution authorizes the execution and delivery of an equipment lease/purchase agreement, and related instruments, and determining other matters in connection therewith. Approval of this resolution approves the purchase of eight Waste Management vehicles via a lease purchase agreement with BOK Financial Equipment Finance, Inc. in the amount of $3,495,000.

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE CLARK TO APPROVE RESOLUTION NO. SUA-2024-1, ENTER INTO AN EQUIPMENT LEASE WITH BANK OF OKLAHOMA AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE RELATED FINANCING DOCUMENTS.

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

7. QUESTIONS & INQUIRIES

None.

8. 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

9. ADJOURN

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HARDIN TO ADJOURN THE APRIL 1, 2024 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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

The April 1, 2024 regular meeting of the Stillwater Utilities Authority adjourned at 6:27 p.m.

William H. Joyce

WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

Teresa Kadavy

TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY