



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA

AUGUST 19, 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 August 5, 2024 regular meeting minutes		
b.	Approve solid waste study contract with NewGen Strategies and Solutions, LLC in an amount not to exceed \$176,380 and approve associated budget amendment.	SUA-24-48	Matt Faulkner
c.	Approve Contract Amendment No. 5 to the Professional Services Agreement with Carollo Engineers; authorize the General Manager to sign the amendment; and approve the budget amendment appropriating \$657,192 for additional professional services for improvements to the Water Treatment Plant and Raw Water Delivery System.	SUA-24-49	David Barth

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 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. Questions and Inquiries

6. 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

7. Adjourn

On August 16, 2024 at 12:00 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 405.742.8243.

- 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 AUGUST 1, 2024 AT 4:30 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
AUGUST 5, 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 6:08 p.m.

2. CONSENT DOCKET

- a. Approve July 15, 2024 regular meeting minutes
- b. Approve Blue Peak Pole Attachment Agreement #17 and #24 and authorize the General Manager to sign the agreements.
- c. Approve a budget amendment appropriating \$99,500 from the RSF for the purchase of two new vehicles for the Electric Department
- d. Approve budget amendments reflecting revenue and expenditure of sponsorship grant funds from Grand River Dam Authority totaling \$15,000 for a pilot home energy audit program.

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HAWKINS 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. GENERAL ORDERS

- a. Presentation on SCADA Master Plan and consider approval of a Professional Services Agreement with Carollo; authorize total project expenditures not-to-exceed \$694,300 which includes a 10% contingency; approve the associated budget amendment, and authorize the General Manager to sign the related documents.

Water Utilities Senior Project Manager Chris Humes explained that SCADA is the Supervisory Control

and Data Acquisition software, hardware and programming system that controls, monitors, tracks, automates and reports the operations and functions of a particular system. Some of the City's Water Utilities operations and functions are associated with SCADA, while others are not. The current system is old, antiquated, unstable, and difficult to maintain. He reported that for both the water and sewer utilities, standardization and consistency are important for these complicated SCADA systems. For the Water System, major projects are ongoing for the WTP, water supply system and distribution water quality enhancements. For the Wastewater System, SCADA will allow for remote operation of the WWTP, reduce callouts to lift stations and improve the accuracy of the collection system model. With these projects and needs, it is imperative that the City have a SCADA Master Plan prepared. Mr. Humes reported staff has negotiated a professional services agreement with Carollo to include the following:

- Develop a vision for the SCADA system;
- Assess the current state of the SCADA system;
- Develop plans for hardware and software upgrades;
- Establish priorities and costs for improvements;
- Develop templates for specifications and standards;
- Develop a list of recommended SCADA system projects and initiatives; and
- Document the overall SCADA Master Plan.

Mr. Humes answered Trustees's questions.

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HARDIN TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO; AUTHORIZE TOTAL PROJECT EXPENDITURES NOT-TO-EXCEED \$694,300 WHICH INCLUDES A 10% CONTINGENCY; AND APPROVE THE RELATED BUDGET AMENDMENT.

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

6. RESOLUTIONS

Resolution No. SUA-2024-6: A resolution of the Stillwater Utilities Authority authorizing implementation of a Home Energy Audit Pilot Program for Electric Utility customers

Utility Director Loren Smith stated that Stillwater Electric Utility is committed to finding innovative ways to support electric conservation and support sustainability efforts in our community. Based on internal research, home energy audits seem to be the most appealing incentive to customers. He reported that to gauge interest, staff is planning to create a pilot home energy audit program. Staff will work with a professional certified contractor to perform the services for our customers and will be billed \$325 per inspection. Our customers with a home that is 10 years old or older, will simply sign up and schedule the audits with the contractor on the City's website. This inspection service will be provided at no cost to our customers. Mr. Smith stated that as part of the audit, the contractor prepares a report for the customer. The report highlights areas of energy loss and recommends solutions. The contractor will sit down with the customer and discuss the findings. The Grand River Dam Authority has approved sponsorship funding up to \$15,000 for the pilot program which is part of the proposed action for this report. This will allow up to 46 audits and let staff evaluate the popularity and viability of funding this service in the future.

Mr. Smith answered Trustee's questions.

MOTION BY TRUSTEE HARDIN, SECOND BY TRUSTEE HAWKINS TO ADOPT RESOLUTION NO. SUA-2024-6.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE 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 VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO ADJOURN THE AUGUST 5, 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 August 5, 2024 regular meeting of the Stillwater Utilities Authority adjourned at 6:35 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: AUGUST 19, 2024**

Agenda Item:	2.b. SUA-24-48
Previous/Related Action:	2020 Solid Waste Study
Background/Issue:	An RFQ for a solid waste study was advertised on March 9, 2024. The study will provide recommendations to improve the efficiency of current services and provide alternatives for the future of the City's solid waste program. The study will conclude with recommendations on practical and cost-effective waste management solutions, a cost-of-service analysis, and rate design.
Proposal/Solution:	Upon review it was determined that the RFQ submitted by NewGen Strategies and Solutions, LLC met all the criteria desired by the Waste Management Department.
Financial Source/Impact:	Compensation will be made from the Waste Management reserve fund.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Approve solid waste study contract with NewGen Strategies and Solutions, LLC to not exceed \$176,380.00
Prepared By:	Matt Faulkner, Waste Mgmt. Dir.
Reviewed By:	Matt Faulkner Christy Driskel Teresa Kadavy
Submitted By:	Kimberly Meek, General Manager

Attachments

1. Contract for Professional Consulting Services (Solid Waste) - signed NG
2. NewGen Stillwater_MSW Assessment and Management Study_07-2024
3. WM- Solid Waste Study - 8.19.2024 Signed by WM

CONTRACT FOR PROFESSIONAL CONSULTING SERVICES SOLID WASTE ASSESSMENT AND MANAGEMENT STUDY

THIS AGREEMENT is made and entered into by and between Stillwater Utilities Authority, a public trust (“SUA”) and NewGen Strategies and Solutions, LLC, a Colorado limited liability company (“Consultant”).

WHEREAS, SUA requested proposals from consulting firms to conduct a comprehensive Solid Waste Assessment and Management Study; and

WHEREAS, Consultant in response to said request for proposal, has submitted to SUA a proposal in accordance with the requirements of said request; and

WHEREAS, Consultant has been selected to provide professional consulting services for a Solid Waste Assessment and Management Study for SUA;

NOW THEREFORE, for and in consideration of the following, SUA and Consultant hereby agree to the following terms and conditions:

1. **Contract Documents.** The following contract documents are made a part of this Agreement and are hereby incorporated by reference and made a part of this Agreement as if the same were set out at length herein: Consultant’s submitted Proposal referred to herein as Exhibit A – Scope of Services; and Consultant’s certificate of insurance for required amounts.
2. **Scope of Services.**
Consultant shall perform all work in accordance with this Agreement and agrees to provide the services set forth in Exhibit A generally described as conducting a Solid Waste Assessment and Management Study as follows:

Task 1 – Project Initiation and Kick-off Meeting
Task 2 – Operational Assessment of Specific Operations
Task 3 – Evaluate Potential New Services
Task 4 – Municipal Solid Waste Cost of Service and Rate Design Analysis
Task 5 – Ordinance Review and Recommended Revisions
Task 6 – Report and Presentation
3. **Project Schedule.** The parties acknowledge that time is of the essence. Services provided pursuant to this Agreement shall be completed within the timeframe set forth in the Proposed Project Schedule of Exhibit A.
4. **Compensation.** SUA agrees to pay Consultant a sum not-to-exceed One Hundred Seventy-Six Thousand Three Hundred Eighty Dollars and No Cents (\$176,380) set forth in the Proposed Project Budget of Exhibit A for services provided pursuant to this Agreement.

The parties hereto recognize that SUA is a public trust, and it cannot make payments for services rendered unless funds have been encumbered for said services. Consultant agrees to

provide SUA with itemized contemporaneously documented hourly billings, on at least a monthly basis, at the rates specified in Exhibit A. The billings shall itemize the individual services rendered, time spent on each service, and expenses incurred as to each service.

5. **Termination**. This Agreement may be terminated by SUA for convenience at any time upon thirty (30) days prior written notice to the Consultant. This Agreement may be terminated for cause by the non-breaching party in the event the other party materially breaches this Agreement and provided the non-breaching party provides the breaching party thirty (30) days prior written notice and the opportunity to cure such breach(es) specified in the notice. In the event termination is for the convenience of SUA, payment will be made to the Consultant for the value of all services rendered up to the time of termination on the basis of the compensation provisions of this Agreement. In the event termination is for breach of contract by the Consultant, payment will be made only for the value of those services satisfactorily performed as determined by mutual agreement.
6. **Insurance**. The Consultant shall carry the specified insurance policies in amounts set forth in the attachment "Minimum Insurance Requirements" at all times during the performance of this Agreement. The Stillwater Utilities Authority shall be named an additional insured on the Comprehensive General Liability policy in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. §151, et seq. Provided, however, this shall not preclude the Consultant from carrying insurance in amounts exceeding said liability limits so long as the SUA is not named as an additional insured in any amount in excess of said statutory liability limits.
7. **No Indemnification by SUA**. Consultant understands and acknowledges that SUA is a public trust that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, SUA shall not indemnify nor hold Consultant harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorney's fees and costs. In addition, Consultant shall not limit its liability to SUA for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. SUA reserves the right to pursue all legal and equitable remedies to which it may be entitled. City will not agree to binding arbitration of any disputes.
8. **Intellectual Property Indemnification by Consultant**. Consultant agrees to indemnify, defend, and save harmless SUA and its officers, employees and agents from all suits and actions of any nature brought against them due to the use of patented, trademarked, or copyrighted appliances, products, materials, or processes provided by Consultant hereunder. Consultant shall pay all royalties and charges incident to such patents, trademarks, or copyrights.
9. **General Liability**. Consultant shall hold SUA harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Consultant must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement.

- 10. No Confidentiality.** Consultant understands and acknowledges that SUA is subject to the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.) and therefore cannot assure the confidentiality of contract terms or other information provided by Consultant pursuant to this Agreement that would be inconsistent with its compliance with its statutory requirements thereunder.
- 11. Compliance with Laws.** Consultant shall be responsible for complying with all applicable federal, state and local laws. Consultant is responsible for any costs of such compliance. Consultant shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Consultant certifies that it and all of its subcontractors to be used in the performance of this Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec 1313 and includes, but is not limited to, the Free Employee Verification program (E-Verify) available at www.dhs.gov/E-Verify.
- 12. Equal Employment Opportunity.** Consultant agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
- 13. Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the services provided hereunder are subject to inspection, examination, and copying by SUA or its designees. Consultant shall retain all records related to this Agreement for the duration of this Agreement and for a period of three years following completion and/or termination of the contract. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years after the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
- 14. Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Payne County, Oklahoma and each party waives any objection to such venue. SUA does not and will not agree to binding arbitration of any disputes.
- 15. No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.

16. Entire Agreement / No Assignment. This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in a writing signed by both parties. Notwithstanding anything to the contrary stated herein, SUA does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Consultant may not assign this Agreement or use subcontractors to provide the Goods and/or Services without SUA's prior written consent. Consultant shall not be entitled to any claim for extras of any kind or nature.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in three (3) duplicate originals, the day and year written below.

Approved and accepted this 24 day of July 2024.

NewGen Strategies and Solutions, LLC

DocuSigned by:

David Yanke

500E94C76CC84BC...

David Yanke, President

Approved and accepted this _____ day of _____ 2024.

Stillwater Utilities Authority, a public trust

William H. Joyce, Chair

(SEAL)

ATTEST:

Teresa Kadavy, Secretary

Approved as to form and legality this _____ day of _____ 2024.

Kimberly Carnley, General Counsel



8140 North Mopac Expressway
Suite 1-240
Austin, TX 78759
(512) 806-7713

via e-mail: matt.faulkner@stillwaterok.gov

July 5, 2024

Matt Faulkner
Waste Management Director
City of Stillwater
3015 N. Airport Industrial Access Road
Stillwater, OK 74075

Subject: Scope, Timeline and Budget for the Solid Waste Assessment and Management Study

Dear Mr. Faulkner:

NewGen is pleased to provide you a copy of our proposed scope of services, timeline and budget to assist the City in the conduct of the Solid Waste Assessment and Management Study (Study). If you have any questions or require additional information, please feel free to contact me directly at 512.649.1254 or dyanke@newgenstrategies.net. We look forward to working with you on this important project.

Sincerely,

NewGen Strategies and Solutions, LLC

DocuSigned by:

Dave Yanke

500E94C76CC84BC...

David S. Yanke, President

Table of Contents

SCOPE OF SERVICES 1

 Task 1. Project Initiation and Kick-off Meeting..... 1

 Task 2. Operational Assessment of Specific Operations..... 1

 Task 3. Evaluate Potential New Services..... 2

 Task 4. Municipal Solid Waste Cost of Service and Rate Design Analysis..... 4

 Task 5. Ordinance Review and Recommended Revisions..... 6

 Task 6. Report and Presentation..... 6

PROPOSED PROJECT SCHEDULE..... 7

PROPOSED PROJECT BUDGET 8

SCOPE OF SERVICES

Listed below is our proposed scope of services as well as the project timing and fees associated with the conduct of this Study. This scope of services follows the same general approach as when we undertook the development of the initial Solid Waste Management Plan for the City in 2019. As always, we are open to refining our scope to best meet the needs of the City.

Task 1. Project Initiation and Kick-off Meeting

Shortly after notice to proceed, the NewGen Project Team will prepare and provide a written data request for the City. The NewGen Project Team will then facilitate a project kick-off meeting with the City's Waste Management staff to gather the necessary data, formalize the lines of communication between the NewGen Project Team and appropriate City personnel and coordinate the project schedule.

NewGen Project Team Responsibilities:

- Prepare and provide a written data request, via email
- Assess data received prior to kick-off meeting
- Prepare and deliver agenda prior to kick-off meeting

City Responsibilities:

- Arrange for a meeting place
- Invite appropriate City personnel
- Review agenda and provide comment prior to meeting
- Provide available data request items (electronic format preferred)

Task 2. Operational Assessment of Specific Operations

The NewGen Project Team conducted an in-depth operational review of the residential and commercial collection operations for solid waste and recycling, as well as equipment management, replacement and maintenance related costs during the conduct of the prior study in 2019. Therefore, NewGen does not see a need to conduct any additional "ride-alongs" associated with the City's residential and commercial collection services. Rather NewGen recommends focusing on the specific items that the City and NewGen discussed during our scoping meeting, as described below.

Sub-Task 2.A. Republic Recycling Operation

Since the conduct of the prior study, Republic has taken over the processing of the City's recyclables. Republic operates a recycling staging facility where the City's recycling trucks unload their recyclables which are then loaded into a compactor for transport to TRT's MRF in Tulsa where the materials are then sorted and processed.

During this task NewGen will tour the operations as well as review all current contractual terms associated with the pricing of these services, etc. NewGen will review the operations as well as costing associated with these services in comparison with other cost effective options to ensure the City is recycling the City's materials in the most cost effective manner.

Sub-Task 2.B. City Collection Center

The City's collection center continues to be heavily used by the citizens of Stillwater. While the use of the facility shows the benefit of having the facility, the number of services on a compact site presents the City with logistical and safety issues/challenges. NewGen will review the current operations and determine if any operational improvements can be made or additional services offered that would benefit the City and its citizens. Activities to be addressed during this task include, but are not limited to:

- General operations
- Cost recovery of the operations
- Processing of glass
- Current textile recycling practices
- Processing of "sharps"
- Other items as identified

Sub-Task 2.C. Other Services (Optional)

During the course of Task 2, and discussions with City staff, if other operational issues are identified, we will discuss whether the City wants NewGen to evaluate any other services. *This task (Sub-Task 2.C), and the money budgeted for this task are only to be used if directed by City staff to undertake additional analysis.* A specific budget associated with any additional services under this task will be agreed to prior to NewGen beginning any work.

NewGen Project Team Responsibilities:

- Conduct an operational review of the Republic recycling operation and City collection center
- Discuss City comments, as necessary, and finalize analysis and recommendations

City Responsibilities:

- Provide timely responses to assist with the operational assessment, as necessary
- Participate in conference call(s), as necessary

Task 3. Evaluate Potential New Services

Based on conversations with City staff during our scoping meeting, there are three new/potential services that the City requested we evaluate. NewGen would emphasize we are familiar with evaluating these types of services and will bring our proven project approach to undertaking each of these analyses.

Sub-Task 3.A. Conversion from Rear Load to Front Load Collection Vehicles

In discussions with City staff, it was identified that the City would like NewGen to evaluate the feasibility of converting from rear load to front load commercial solid waste collection vehicles. NewGen will evaluate the impact of the following factors in the feasibility:

- Capital cost of front load vs. rear load
- Capacity of trucks (front load typically have larger capacities)
- Front load dumpsters (they can be sized larger, thereby increasing operational efficiencies)

CITY OF STILLWATER
2024 SOLID WASTE ASSESSMENT AND MANAGEMENT STUDY

- Additional customers – Oklahoma State University (because they use front load dumpsters)
- Cost of dumpster conversion
- Expansion of commercial recycling services (potential)
- Other factors
- Impact upon commercial rate matrix

Upon completion of this analysis, NewGen will provide the City with the feasibility of converting from rear load to front load trucks (for solid waste and recycling services). This task (in coordination with Task 4, the cost of service analysis) will include the development of a new commercial rate matrix to reflect the conversion to larger dumpsters, and a change in the overall cost of a new type of commercial collection.¹

Sub-Task 3.B. Municipalization

Currently the City provides a large percentage of the commercial collection service within the City of Stillwater. However, if the City were to consider municipalizing the City, and thereby requiring all commercial collection services to be provided by City crews, the City would like to know the financial and operational impact to the City's solid waste utility.

This analysis will take into consideration the potential requirement to purchase additional trucks and dumpsters, as well as hire additional CDL drivers. This analysis will be undertaken for both rear load and front load collection (building off Sub-Task 3.A; and incorporated into the Task 4 cost of service analysis).

Sub-Task 3.C. Bulk Waste Call-In

NewGen will examine how bulk waste is currently collected within the City from a service level standpoint as well as pricing for this service. This analysis will build upon our experience working with numerous cities that provide this service with different equipment configurations as well as different pricing mechanisms. Upon completion of this analysis, NewGen will provide a series of recommendations regarding the types of vehicles to use, service frequency and pricing. (This will require a one day ride-along.)

NewGen Project Team Responsibilities:

- Conduct an operational review of rear load vs. front load, municipalization, and bulky waste call in
- Discuss City comments, as necessary, and finalize analysis and recommendations

City Responsibilities:

- Provide timely responses to assist with the review of these service scenarios, as necessary
- Participate in conference call(s), as necessary

¹ The impact of a potential conversion to front load collection will be incorporated into Sub-Task 4.B and 4.C. This will ensure that regardless of whether the City continues to use rear loaders, or converts to front loaders, that the City has a 5-year rate forecast that reflects the cost of that commercial collection operational configuration.

Task 4. Municipal Solid Waste Cost of Service and Rate Design Analysis

Sub-Task 4.A. Project Initiation

Initial Request for Information

It is envisioned that the initial Request for Information (RFI) issued at the beginning of this Study will include any financial data required to undertake the cost of service study. However, to the extent additional information is required, we will issue a second RFI at this time.

Data Gathering and Information Assessment

Data provided in response to the initial data request (and a second RFI, if necessary), will be reviewed and compared with data associated with the prior cost of service study completed in 2020.

“Cost of Service Kick-off Meeting”

Due to the scope of the cost of service study, a “second” kick-off meeting is planned to begin this task. The primary purpose of this meeting will be to discuss the financial and operating data associated with the conduct of the cost of service study. Key elements to be discussed during this meeting include incorporating the conversion from rear load to front load and municipalization tasks to be sure that a “baseline” cost of service analysis is established and alternative “what if’s” are developed based on those operational analyses.

Sub-Task 4.B. Cost of Service Analysis

Determination of Test Year Revenue Requirement

The revenue requirement will be developed for the solid waste utility using the cash needs approach, which closely follows municipal budgeting practices. This approach incorporates a utility’s operation and maintenance costs, debt service and bond coverage requirements, cash funded capital outlays, reserve requirements, and transfers.

In developing the revenue requirement, the Project Team will assess and forecast the cost of service (COS) by analyzing historical costs, the current budget, and any forecasts made by the City for future fiscal years. The Project Team will develop the revenue requirement for a test year, which is a common term in rate studies that refers to an adjusted fiscal year’s annual operating and capital costs that will be used as a basis for setting rates. The test year will be adjusted to reflect normal recurring costs and revenues, so as not to include any one-time or non-recurring events. The revenue requirement will be adjusted for any non-rate or miscellaneous revenue sources, such as late payment fees, in order to isolate the revenue required to be recovered from the solid waste user fees.

Forecast of Revenue Requirement

Using the test year previously developed, the Project Team will develop a five-year revenue requirement forecast. An assessment of the rolling stock, equipment and facilities funding needs will be made to ensure sufficient recovery to keep these assets in good working condition and expand the service, as necessary. The Project Team will work closely with City staff to establish appropriate reserve funds and examine the planned method of financing (e.g., cash, debt, grants) for future capital needs. This will include analysis of the impact on rates, operating and capital reserve targets, and debt coverage requirements.

CITY OF STILLWATER
2024 SOLID WASTE ASSESSMENT AND MANAGEMENT STUDY

Allocation to Service Categories

Service categories represent the various solid waste services provided by the City, such as residential refuse collection, residential recycling collection, commercial rear load refuse collection, commercial recycling, refuse disposal, special event support, etc. The administration of the City's Solid Waste Department is also a service category that typically includes any transfers for overhead services provided by the City, such as the City Attorney, Human Resources, Accounting, etc.

It is envisioned we will use most of the same service categories as used for the FY 2020 cost of service study however, they will be reviewed to confirm they are still valid, and whether any changes are required. For instance, we assume we would add a new service category for the Republic Recycling Operation, while eliminating the "local" MRF which was included in the FY 2020 cost of service study.

Allocation to Customer Classes

Once the revenue requirement is fully allocated to service categories it will be necessary to allocate the costs associated with services to customer classes. For example, the residential customer class might be allocated its proportional share of services that it receives directly, such as automated refuse collection, bulky collection and refuse disposal, but also its share of services that it receives indirectly, such as administration and special event support.

Determination of the Cost of Service

NewGen will utilize the fully allocated revenue requirement forecast with the billing data for the forecast period to determine the cost of providing solid waste services for the five-year forecast period (FY 2025 - FY 2029). This will provide the City the necessary framework to assess the adequacy and equity of current and proposed rates.

Determination of Realizable Revenue at Current Rates

Upon completion of the cost of service analysis, NewGen will determine the revenue generated by current rates to properly evaluate the cost of service, the magnitude of overall increases, if any, and the need for redistribution of revenue responsibility between customer classes, if applicable. This task will also provide a "check" to confirm NewGen has correctly reconstructed the billing data provided by City staff.

Sub-Task 4.C. Rate Design

The proposed rates will be developed to reflect the cost of service results and industry best practices as well as policy decisions made by the City. Policy decisions might include various considerations, such as accommodations for encouraging increased recycling, addressing affordability, or incentivizing economic development.

NewGen will also quantify the rate impact if the City were to convert to front load commercial collection or municipalize all commercial collection services. This will require a new commercial rate matrix scenario for front load commercial collection; and may or may not require one under the municipalization scenario.

NewGen Project Team Responsibilities:

- Conduct a "Cost of Service Kick-off Meeting"
- Develop a Cost of Service and Rate Design Scenario – Baseline
- Develop a Cost of Service and Rate Design assuming Conversion to Front Load Collection
- Develop a Cost of Service and Rate Design assuming Municipalization

CITY OF STILLWATER
2024 SOLID WASTE ASSESSMENT AND MANAGEMENT STUDY

- Develop a Cost of Service and Rate Design w Bulky Call In Service
- Discuss City comments, as necessary, and finalize recommendations

City Responsibilities:

- Provide timely responses to assist with the cost of service analyses
- Participate in conference call(s), as necessary
- Participate in conference call(s), as necessary to finalize rate recommendations

Task 5. Ordinance Review and Recommended Revisions

Following final decisions regarding proposed operational and/or financial changes, the NewGen Project Team will review the City's current solid waste ordinance, anticipated to include relevant sections of Chapter 41 - UTILITIES of the City's Code of Ordinances, and provide recommendations on ordinance revisions and/or ordinance development that may be necessary based on anticipated changes in policies, programs or services. The NewGen Project Team will review and revise or draft sections in the City Code of Ordinances, Chapter 41. The NewGen Project Team will prepare drafts, using the track changes feature in Word to make suggested revisions easily identifiable to City staff. The NewGen Project Team will work closely with the City and their Attorneys to finalize the ordinance chapters. It is important to note that members of the Project Team are not attorneys, and final legal review of suggested ordinance language is the responsibility of the City.

NewGen Project Team Responsibilities:

- Facilitate an initial conference call with City staff and City Attorneys to discuss potential recommended ordinance revisions
- Facilitate additional conference calls, as necessary
- Prepare and provide a draft, and final version of new or revised ordinance sections for Chapter 41 of the City's Code of Ordinances

City Responsibilities:

- Provide timely review of draft versions of the ordinance sections, compiling multiple reviewers' comments into one document
- Participate in conference calls, as necessary
- Provide for final legal review prior to ordinance revision adoption protocol

Task 6. Report and Presentation

Draft Report Preparation

NewGen will develop a draft report summarizing the Project Team's findings, conclusions, and recommendations from the Study for the City's review and comment. The Project Team is committed to ensuring that the City thoroughly understands the recommendations in the draft report and will ensure that City staff has sufficient time to have their concerns and/or questions addressed prior to finalizing the report.

Final Report Preparation

Upon receipt of City staff's comments, the Project Team will make appropriate changes and provide the City with the final report.

Presentation

NewGen will develop a presentation in Microsoft PowerPoint format to convey the findings and recommendations from the Study to City Council and the public. NewGen will provide a draft version of the presentation to City staff for review and comment with sufficient time to allow for all questions or concerns to be addressed. NewGen will revise the presentation, as appropriate, to accommodate City staff comments. The Project Manager, Mr. Dave Yanke, will present the findings and recommendations from the Study at a City Council meeting.

NewGen Project Team Responsibilities:

- Issue a draft report
- Incorporate comments from City and issue final report
- Present the findings and recommendations to the City Council

City Responsibilities:

- Provide timely review of draft report
- Provide timely review of the PowerPoint presentation
- Participate in conference call(s), as necessary to finalize the report and prepare for the City Council presentation

PROPOSED PROJECT SCHEDULE

Given the scope of services being considered, keeping the various elements of the project on schedule and on budget, while providing timely communication and transparency will be crucial to achieving success.

As described in Task 1, NewGen will kick-off the project by meeting with City team members to review the project scope, schedule, goals, and objectives and formalize management and communications protocols to ensure the timely and successful delivery of the project scope. Ongoing coordination and collaboration with the City throughout the entire project are part of each task, including meetings and conference calls to help ensure we are effectively managing the project schedule. The Project Manager, Dave Yanke, will ensure the project schedule is met.

The following project schedule is based on the estimated time to complete the tasks detailed in the scope of services. This schedule assumes a notice to proceed date of July 26, 2024 and a project completion date in March of 2025.

		2024					2025		
Task No.	Task Description	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
1	Project Initiation and Kick-off Meeting	★							
2	Operational Assessment of Specific Operations								
3	Evaluate Potential New Services								
4	Municipal Solid Waste Cost of Service and Rate Design Analysis								
5	Ordinance Review and Recommended Revisions								
6	Reports and Presentations								
	Meetings	◆			◆			◆	◆
	Field Work								

NOTE:
Recurring virtual meetings will occur throughout the length of the project.

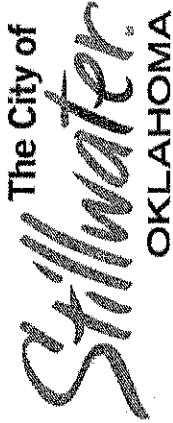
- ★ Kickoff Meeting
- ◆ Presentation to City Council

CITY OF STILLWATER
2024 SOLID WASTE ASSESSMENT AND MANAGEMENT STUDY

PROPOSED PROJECT BUDGET

Shown below is the budget detailing each of the various tasks to be completed by NewGen Strategies and Solutions during the course of the Study, and the associated hours that each consultant will work on the associated tasks. The total budget is a not-to-exceed price of \$176,380 and includes all professional fees and out-of-pocket travel expenses.

Task No.	NewGen Task	Personnel	Hourly Billing Rate	Dave Yanke Project Manager	Allison Trulock QA/QC and Operations	Seth Cunningham Deputy Project Manager	Savanna Page Lead Analyst	Aaron Brodtkin Analyst	Jenn Stowe Admin	Total Hours by Task	Total Labor Cost by Task
				\$370	\$290	\$280	\$185	\$165	\$130		
1	Project Initiation and Kick-off Meeting			6	0	8	0	12	0	26	\$ 6,440
	Task 1 Total										\$ 6,440
2	Operational Assessment of Specific Operations										
2.A	Republic Recycling Operation			4	0	12	0	40	0	56	\$ 11,440
2.B	City Collection Center			6	0	20	0	32	0	58	\$ 13,100
2.C	Other Services (Optional)			4	0	12	0	40	0	56	\$ 11,440
	Task 2 Total										\$ 35,980
3	Evaluate Potential New Services										
3.A	Conversion from Rear Load to Front Load			8	8	32	0	80	0	128	\$ 27,440
3.B	Municipalization			4	6	12	0	40	0	62	\$ 13,180
3.C	Bulk Waste Call-In			2	0	8	0	24	0	34	\$ 6,940
	Task 3 Total										\$ 47,560
4	Municipal Solid Waste Cost of Service and Rate Design Analysis										
4.A	Project Initiation			4	0	8	0	12	0	24	\$ 5,700
4.B	Cost of Service Analysis			4	0	32	24	100	0	160	\$ 31,380
4.C	Rate Design			12	0	24	8	60	0	104	\$ 22,540
	Task 4 Total										\$ 59,620
5	Ordinance Review and Recommended Revisions			2	8	4	0	0	4	18	\$ 4,700
	Task 5 Total										\$ 4,700
6	Reports and Presentations			12	8	16	0	32	12	80	\$ 18,080
	Task 6 Total										\$ 18,080
				68	30	188	32	472	16	806	\$ 172,380
										Out-of-Pocket	\$ 4,000
										Total Proposed Budget	\$ 176,380



Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449
Office: 405.372.0025
Web: stillwater.org

Budget Amendment Request
For Budget Year 2025

Date: 08/02/2024

Department: Waste Management

Requested by: Matt Faulkner

Explanation:

Expenditures:
Appropriate funds for the Solid Waste Study. Project funded from the Waste Management Fund.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Professional Services	9184818 - 53069		\$ 0	\$ 176,380	\$ 176,380
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 176,380

Reviewed by Department Manager:

Date: 08/05/2024

Reviewed by Finance: _____

Date: _____

Approved by CMO: _____

Date: _____

Approved by City Council: _____

Date: _____

☐ Yes ☐ No

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

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REPORT TO: STILLWATER UTILITIES AUTHORITY

MEETING DATE: AUGUST 19, 2024



Agenda Item:	2.c. SUA-24-49
Previous/Related Action:	SUA-21-20, June 7, 2021, Approval to retain Carollo Engineers and Burns & McDonnell to perform project definition services for the WTP and Raw Water Delivery System Improvements SUA-21-56, December 20, 2021, Contract Amendment No. 1 with Burns & McDonnell for preconstruction phase services and Contract Amendments 1 & 2 with Carollo for engineering services
Background/Issue:	• In June 2021, SUA Trustees authorized a professional services agreements (PSA) with Carollo Engineers (Carollo) for design services and Burns & McDonnell for Construction Manager at Risk (CMAR) services for improvements to the water treatment plant and raw water delivery system. • In November 2022, Trustees agreed with staff that the CMAR delivery method for this project no longer made sense and authorized termination of the PSA with Burns and McDonnell. • The CMAR provides services during design and construction such as cost estimating, soliciting information from vendors, value engineering, schedule tracking and updates, construction progress management, etc. Since we no longer have a CMAR for this project, these services will need to be provided by Carollo. • Additional professional services are necessary to provide replacement pumps in the existing Yost pump station, new drain piping for the solids contact units, bid documents and construction phase services for a second phase of lagoon dredging, and increased construction phase services for the finished water pump station project.
Proposal/Solution:	Staff has negotiated Contract Amendment No. 5 (CA5) with Carollo for the following additional professional services: • Kaw Pump Station Hardening Engineering Report • Yost Pump Station replacement pump design • Cost Estimates, Value Engineering, Electrical Evaluation

	and Surge Analysis • Bid documents and construction phase services for phase 2 of the WTP lagoon dredging project • Design of new drain piping for the solids contact units • Conceptual design of a finished water caustic system • Construction phase services for the finished water pump station and recovered water pump station project
Financial Source/Impact:	CA5 increases the PSA amount by \$980,286.26. Funds remaining from the terminated CMAR agreement and the study phase of the project are available to fund a portion of CA5. An additional appropriation of \$657,192 is necessary for the recommended action. The Water Fund has sufficient funds for this request.
Related Strategic Priority:	#4 CONNECTED SPACES #1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Staff recommends a motion to: Approve Contract Amendment No. 5 to the Professional Services Agreement with Carollo Engineers; authorize the General Manager to sign the amendment; and approve the budget amendment appropriating \$657,192 for additional professional services.
Prepared By:	David Barth, Engineering Manager of Water Utilities
Reviewed By:	Candy Staring Brady Moore Teresa Kadavy
Submitted By:	Kimberly Meek, General Manager

Attachments

1. Amendment 5 - WTP and Raw Water Improvements - 21WT04
2. SUA 24-49 Budget Amendment

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 28, 2021 .

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 5

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: (original agreement date)
June 28, 2021
- b. Owner: City of Stillwater, Oklahoma/ Stillwater Utilities Authority
- c. Engineer: Carollo Engineers, Inc.
- d. Project: 21WT04 -Improvements to Raw Water Delivery System, Water Treatment Plant, and Distribution System
- e. Title Additonal Engineering Services for RPS, FWPS, and Lagoon Improvements at the Stillwater WTP

2. *Description of Modifications:*

- a. The Scope of Services is modified as follows:
1. Amendment No. 5 Letter Request, dated August 14, 2024, is hereby incorporated into the contract scope of services.
 2. Amendment No. 2 Additional Services Request, dated April 25, 2022, is hereby incorporated into the contract scope of services.
 3. Amendment No. 1 Additional Services Request, dated February 5, 2022, is hereby incorporated into the contract scope of services.
- b. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:
1. Exhibit A5 Summary of Estimated Work Effort, dated May 18, 2024, is hereby incorporated into the contract.
 2. Basic Services (BC-2) is increased by \$960,324.26.
 3. Amendment No. 2 Additional Services Request, dated April 25, 2022, is hereby incorporated into the contract scope of services.
 4. Amendment No. 1 Additional Services Request, dated February 5, 2022, is hereby incorporated into the contract scope of services.
 5. Additional Services is increased by \$19,962.00.

c. Schedule is modified as follows:

1. Schedule in the Amendment No. 5 Letter Request, dated August 14, 2024, is hereby incorporated into the contract schedule.

3. *Agreement Summary (Reference only)*

a.	Original Agreement amount:	\$	600,000.00
b.	Net change for prior amendments:	\$	3,057,210.00
c.	This amendment amount:	\$	980,286.26
d.	Adjusted Agreement amount	\$	4,637,496.26

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

OWNER:
City of Stillwater, Oklahoma/Stillwater Utilities
Authority

By: _____

Title: Kimberly Meek, General Manager

Date Signed: _____

ENGINEER:

By: _____

Title: Vice President

Date Signed: _____

By: _____

Title: Senior Vice President

Date Signed: _____



August 14, 2024

Mr. David Barth, P.E.
City of Stillwater
723 South Lewis Street
Stillwater, OK 74074

Subject: Improvements to Raw Water Delivery System, Water Treatment Plant and Distribution System (Project No. 21WT04) Amendment Request – Additional Engineering Services for Recovered Water Pump Station (RPS), Finished Water Pump Station (FWPS), and Lagoon Improvements at the Stillwater WTP (Amendment A5)

Dear Mr. Barth:

Carollo Engineers, Inc. is requesting an amendment to our current contract to perform additional engineering services for the RPS, FWPS, and Lagoon Improvements at the Stillwater WTP. Engineering services including preliminary design, detailed design, construction manager at risk (CMAR) coordination, services during construction, and post construction services were previously authorized under Amendment A2. The City made the decision to change the delivery method for this project from the construction-manager-at-risk (CMAR) model to traditional design-bid-build. This change results in some additional engineering services. In addition, some other additional engineering services are requested as detailed below.

The requested additional engineering services in this amendment include the following:

- Preliminary Design (Task 200)
 - » Preparation of the Kaw Pump Station Report to support funding request
- Detailed Design (Task 300)
 - » Previously completed additional Finished Water Caustic design effort
 - » Previously completed Recovered Water Pump Station (RPS) and Finished Water Pump Station design efforts including:
 - Preparation of an opinions of probable construction cost (OPCCs) for the 60%, 90% and final designs
 - Evaluation of electrical service options for the RPS
 - Surge analysis for the Central Zone and Northeast Zone transmission mains to identify any necessary mitigation measures
 - Design for selected value engineering (VE) items including:
 - Change FWPS building to CMU with no brick
 - Change RPS HVAC design to eliminate redundancy
 - Add the replacement of the SCU blowdown piping with modifications to the SCU manholes
 - » Previously completed design for Additional Lagoon Dredging and Dewatering

- Bid Phase Services (Task 400)
 - » Previously completed bid phase services for the RPS and FWPS (due to change from CMAR to design-bid-build)
 - » Previously completed bid phase services for Lagoon Dredging and Dewatering project
 - » Previously completed bid phase services for Additional Lagoon Dredging and Dewatering project
- Construction Phase Services (Task 500)
 - » Additional effort required for construction phase:
 - Added effort for site visits, evaluating proposed change orders, field acceptance testing due to elimination of CMAR
 - Construction duration increased from 18 months to 30 months (increased monthly meetings, periodic site visits, schedule review, coordination with owner's inspector)
 - Increased number of submittals and RFIs based on ultimate design (and metrics for recently completed similar projects)
 - 121 submittals and resubmittals to date (budgeted for 420)
 - 30 RFIs submitted to date (budgeted for 100)
 - Added effort for coordination with Chemicals Project
 - » Previously completed construction phase services for the Lagoon Dredging and Dewatering
 - » Planned construction phase services for the Additional Lagoon Dredging and Dewatering
- Potholing (900)
 - » Potholing previously completed for Amendment No. 1
 - » Potholing previously completed for Amendment No. 2

This work will be completed on a time and materials basis for a not-to-exceed amount of \$980,286.26 in accordance with the attached breakdown for the cost. This work is planned to be completed when construction of the RPS and FWPS is complete, which is currently scheduled for December 2026.

We appreciate the opportunity to work with you on this project. If you have any questions or need any additional information regarding this proposed amendment, please contact me.

Sincerely,
CAROLLO ENGINEERS, INC.



Erika K. Cooper, P.E.
Project Manager

EC:ce

Enclosures: Estimated Amendment No. 5 Fee

Amendment No. 5 Summary

Task	Task Description	Original Contract Amount	Requested Amount Amendment No. 5
Caustic Storage and Feed System (Amendment No. 1)			
900	Potholing	\$ -	\$ 9,937.00
Recovered (Recycle) Pump Station, FWPS, and Lagoon Improvements (Amendment No. 2)			
100	Project Management and Coordination	\$ 130,073.00	\$ -
200	Preliminary Design	\$ 472,558.00	\$ 14,260.00
	<i>Kaw PS Report</i>		<i>\$14,260</i>
300	Detailed Design	\$ 556,817.00	\$200,379.50
	<i>FW Caustic Design Effort</i>		<i>\$54,383</i>
	<i>RPS and FWPS Design Effort (OPCCs, Elec Service Evaluation, Surge, VE)</i>		<i>\$134,285</i>
	<i>Additional Lagoon Dredging and Dewatering Design Effort</i>		<i>\$11,712</i>
400	Bid Phase Services**	\$ 68,670.00	\$77,470.76
	<i>RPS and FWPS Bid Phase</i>		<i>\$43,924</i>
	<i>Lagoons Dredging and Dewatering Bid Phase</i>		<i>\$14,843</i>
	<i>Additional Lagoons Dredging and Dewatering Bid Phase</i>		<i>\$18,704</i>
500	Construction Administration and Inspection	\$ 505,536.00	\$ 668,214.00
	<i>RPS and FWPS Construction Phase</i>		<i>\$642,814</i>
	<i>Lagoons Dredging and Dewatering Construction Phase (2 Projects)</i>		<i>\$25,400</i>
600	Startup and Commissioning Services	\$ 72,292.00	\$ -
700	Quality Management	\$ 106,236.00	\$ -
800	Permitting Assistance	\$ 19,000.00	\$ -
900	Potholing	\$ -	\$ 10,025.00
Totals		\$ 1,931,182.00	\$ 980,286.26

** Renamed (previously CMAR Coordination)

Budget Amendment Request

For Budget Year 2025

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

Office: 405.372.0025
Web: stillwater.org

Date: 08/09/2024

Department: Water Resources

Requested by: Candy Staring

Explanation: Expenditures:
Appropriate funds for contract amendment #5 with Carollo Engineers for the Raw Water Delivery System Improvement project. Project funded from the Water Fund.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	WTP/Raw Water Delivery	9129216 - 54009	21WT04912	\$ 0	\$ 657,192	\$ 657,192
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 657,192

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Ching Ching

Date: 8-16-2024

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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