

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.

  
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WILLIAM H. JOYCE, CHAIR  
STILLWATER UTILITIES AUTHORITY

  
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TERESA KADAVY, SECRETARY  
STILLWATER UTILITIES AUTHORITY