



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA

DECEMBER 2, 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 November 18, 2024 regular meeting minutes		
b.	Approve the Master Lease Agreement with Enterprise Fleet Management, Inc. for the lease of SUA fleet vehicles; approve budget amendments appropriating funds for lease and aftermarket equipment/installation payments totaling \$115,000 (Water Fund-\$50,000, Wastewater Fund-\$45,000 and Electric Rate Stabilization Fund-\$20,000); and authorize the General Manager to sign related documents.	SUA-24-65	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 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.

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 November 27, 2024 at 8:30 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 405.742.8243.

- 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 NOVEMBER 14, 2024 AT 2:30 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
NOVEMBER 18, 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 5:50 p.m.

2. CONSENT DOCKET

- a. Approve November 4, 2024 regular meeting minutes
- b. Approve 2025 Stillwater Utilities Authority meeting schedule
- c. Accept Stillwater Utilities Authority annual financial report for the fiscal year ended June 30, 2024 as recommended by the Audit Committee.
- d. Award a unit price contract for Bid #42-2024 for the Deer Crossing, Woodland Trails Waterline Project to Okie Construction and Plumbing, LLC for the total bid amount of \$119,499; approve budget amendment for \$141,713 from the Water Capital Fund which includes testing and 15% contingency; and authorize the General Manager to execute the Construction Agreement and related documents.
- e. Award Bid #44-2024 for Chlorine Scrubber Rehabilitation to Integrity Municipal Systems, LLC in an amount not to exceed \$119,350, which contains a 10% contingency; approve the associated budget amendment; and authorize the General Manager to sign related documents.

MOTION BY VICE CHAIR DZIALOWSKI, 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

7. ADJOURN

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HARDIN TO ADJOURN THE NOVEMBER 18, 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 November 18, 2024 regular meeting of the Stillwater Utilities Authority adjourned at 5:51 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY

REPORT TO: STILLWATER UTILITIES AUTHORITY

MEETING DATE: DECEMBER 2, 2024



Agenda Item:	2.b. SUA-24-65
Previous/Related Action:	N/A
Background/Issue:	The City maintains a fleet of approximately 275 vehicles with an average model year of 2012. The approach to funding vehicle replacements has historically been on a pay-as-you-go (cash) basis. This approach has not been effective in providing a timely refresh of the fleet resulting in older vehicles with higher maintenance costs and lower fuel efficiency.
Proposal/Solution:	Staff has worked to identify a sustainable fleet refresh solution. Goals of a successful program are as follows: • Develop consistent annual investment in fleet replacement to increase the health of the city-wide fleet. • Provide dependable equipment to those positions that require a vehicle in the performance of their job. • Right-size number of vehicles in city-wide fleet. • Ensure vehicle type assigned to employee/crew aligns with the routine/standard task(s) being performed. • Increase overall efficiency of city-wide fleet performance. • Decrease city-wide fleet maintenance costs. • Decrease city-wide vehicle fuel costs. Enterprise Fleet Management, Inc. offers a solution that meets the goals listed above. Specifically, their program offers the following: • Vehicle financing over a five-year period. • At the end of the lease period, the vehicles would be sold by Enterprise and the City would have the option to reinvest any equity back into the program to reduce the cost of future leased vehicles. • City is able to leverage Enterprise's access to manufacturer discounts and incentives. • Enterprise is able to purchase vehicles off of Oklahoma State Contract on behalf of the City. • City is able to leverage the vast resale market of the Enterprise company as well as their expertise in timing of

	resale to maximize return upon sale of vehicle. The City's purchasing policy exempts from competitive bidding any purchases made through government contracts, interlocal agreements, or government-sponsored purchasing cooperatives. Sourcewell is a government-sponsored purchasing cooperative in which the City is a contract member. Sourcewell competitively bids on behalf of their members, and state and local governments are eligible to purchase through the Sourcewell contracts. Enterprise Fleet Management, Inc.'s master leasing program is available through Sourcewell contract #030122-EFM.
Financial Source/Impact:	Initial order of vehicles with FY25 amount (including aftermarket equipment/install) and funding source is provided on the attached "Summary of Lease Vehicles." Future year lease payments estimated at \$425,000/year will be included in the adopted operating budgets for those years.
Related Strategic Priority:	#2 MOTIVATED MANAGEMENT
Recommended Action/Motion:	Motion to approve the Master Lease Agreement with Enterprise Fleet Management, Inc.; approve budget amendments appropriating funds for lease and aftermarket equipment/installation payments totaling \$115,000 (Water Fund-\$50,000, Wastewater Fund-\$45,000 and Electric Rate Stabilization Fund-\$20,000); and authorize the General Manager to sign related documents.
Prepared By:	Christy Cluck, Assistant City Manager/Finance Director
Reviewed By:	Teresa Kadavy
Submitted By:	Brady Moore, Interim General Manager

Attachments

1. Budget Amendment - WT - 12.2.2024 - Expenditure912
2. Budget Amendment - WW - Enterprise - 12.2.2024 - Expenditure913
3. Budget Amendment - EL - Enterprise - 12.2.2024 - Expenditure911
4. Summary of Lease Vehicles

Budget Amendment Request
 For Budget Year _____

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

Office: 405.372.0025
 Web: stillwater.org

Date: _____

Department: _____

Requested by: _____

Explanation:

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	-				
	-				
	-				
	-				
	-				
Decrease:	-				
	-				
	-				
	-				
	-				

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

Reviewed by Department Manager: _____

Date: _____

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: _____

--Print on Yellow Paper--

Budget Amendment Request

For Budget Year _____

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

Office: 405.372.0025
Web: stillwater.org

Date: _____

Department: _____

Requested by: _____

Explanation:

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	-				
	-				
	-				
	-				
	-				
Decrease:	-				
	-				
	-				
	-				
	-				

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

Reviewed by Department Manager: _____

Date: _____

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: _____

--Print on Yellow Paper--

Budget Amendment Request

For Budget Year _____

Department of Finance
723 S. Lewis Street/P.O. Box 1449
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Office: 405.372.0025
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Date: _____

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Increase:	-				
	-				
	-				
	-				
	-				
Decrease:	-				
	-				
	-				
	-				
	-				

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

Reviewed by Department Manager: _____

Date: _____

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: _____

--Print on Yellow Paper--

Summary of Lease Vehicles

Department	Lease	Retire	Funding Source
Public Works	2025 Chevrolet 2500	1993 GM C2500	City Capital Fund FY25 - \$60,000
	2025 Chevrolet 2500	1999 Ford F350	
	2025 Chevrolet 3500	2000 Ford F350	
	2025 Chevrolet 3500	2000 Ford F350	
	2025 Chevrolet 3500	2001 Ford F350	
	2025 Chevrolet 3500	2003 Ford Superduty	
	2025 Chevrolet 2500	2005 GM C2500	
	2025 Chevrolet 3500	2008 Ford F350	
Water	2025 RAM 1500	2002 Ford F350 Superduty	Water Fund FY25 - \$50,000
	2025 Chevrolet 3500	2008 Ford F450	
	2025 RAM 1500	2009 Ford F150	
	2025 Chevrolet 3500	2012 Ford F350	
	2025 Chevrolet 3500	2012 Ford F350	
	2025 RAM 1500	2012 GM C3500	
	2025 Chevrolet 3500	2013 Ford F450	
	2025 Chevrolet 2500	2014 Ford F250	
Wastewater	2025 Chevrolet 4500	2002 Ford F450	Wastewater Fund FY25 - \$45,000
	2025 Chevrolet 3500	2002 Ford F450	
	2025 Chevrolet 2500	2012 Ford F250	
	2025 Chevrolet 2500	2014 Ford F250	
Electric	2025 Chevrolet Traverse	2006 GM Impala	Electric Rate Stabilization Fund FY25 - \$20,000
	2025 RAM 1500	2007 GM K2500	
	2025 RAM 1500	2007 GM K2500	
	2025 Chevrolet 2500	2007 GM K2500	
	2025 Chevrolet Traverse	2007 Ford F150	
Police (marked)	2025 Dodge Durango	2012 Tahoe	City Capital Fund FY25 - \$190,000
	2025 Dodge Durango	2012 Tahoe	
	2025 Dodge Durango	2012 Tahoe	
	2025 Dodge Durango		
	2025 Dodge Durango		
	2025 Dodge Durango		
	2025 Dodge Durango		
	2025 Dodge Durango		
Police (unmarked)	2025 Chevrolet Traverse	2001 Crown Victoria	
	2025 Chevrolet Traverse	2001 Crown Victoria	