



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA
JANUARY 27, 2025

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 December 16, 2024 regular meeting minutes.		
b.	Approve budget amendments reflecting increased revenue projection of \$56,600 and expenditure of \$56,600 related to the Kipper LLC electric service relocation on Richmond road and agreement.	SUA-25-01	Loren Smith

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 January 24, 2025 at 9:35 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 DECEMBER 13, 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
DECEMBER 16, 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 6:24 p.m.

2. CONSENT DOCKET

- a. Approve December 2, 2024 regular meeting minutes
- b. Approve attached budget amendments appropriating a transfer from the Water Capital and Wastewater Funds to the project fund for relocation of public utilities in connection with the Stillwater Regional Airport Terminal Building and Improvements project.
- c. Approve the purchase of a mini digger derrick and bucket truck from Altec available through Sourcwell in the amount of \$445,452; authorize expenditures up to \$489,997 (includes contingency) by approval of the attached budget amendment; and authorize the General Manager to sign any applicable documents.
- d. Approve an agreement with MSHS for overhaul of engine/generator cylinder heads and liners at Stillwater Energy Center and approve budget amendment appropriating \$525,000; \$234,386.10 cost, plus contingency; and authorize the General Manager to sign any applicable documents.
- e. Approve budget amendment appropriating \$99,995 from the Rate Stabilization Fund for the charge air coolers, water pumps, and lube oil pumps overhaul project.
- f. Approve the purchase for Water Utilities Distribution of a Caterpillar model 303.5 mini trackhoe via Oklahoma State Contract SW192 in an amount not to exceed \$62,833, which contains a 5% contingency, sign the included budget amendment to appropriate funds, and authorize the General Manager to sign related documents
- g. Approve the purchase for Water Utilities Wastewater Collections of a Caterpillar model 303.5 mini trackhoe via Oklahoma State Contract SW192 in an amount not to exceed \$62,833, which contains a 5% contingency, sign the included budget amendment to appropriate funds, and authorize the General Manager to sign related documents.
- h. Approve the purchase of a Caterpillar model 265 C3H3 rubber tracked skid loader with brush-cutter and bucket attachments via Oklahoma State Contract SW192 in an amount not to exceed \$111,835 which contains a 5% contingency, sign the included budget amendment to appropriate funds, and authorize the General Manager to sign related documents.

MOTION BY TRUSTEE HAWKINS, SECOND BY VICE CHAIR DZIALOWSKI 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. Award Bid #20-2024 to Crossland Heavy Construction, Inc., a unit price contract, for the Base Bid of \$24,968,000; approve a Professional Services Agreement with East Breeze Consulting, LLC for Inspection Services and appropriation of funds in the amount of \$463,419; and authorize total project expenditures in the amount of \$28,013, 060 for construction, inspection services, project testing, and contingency; approve associated budget amendments; and authorizing the General Manager to sign all related project documents.

Sr. Project Manager of Water Utilities Chris Humes reported that he is going to present the results for the Water Treatment Plant (WTP) Chemical Improvement Project. He stated that the City of Stilwater WTP was constructed in 1985 with a treatment capacity of 12 mgd and was later expanded to 18 mgd in 2001. The existing chemical facilities are beyond their useful life, parts are difficult to obtain and frequent maintenance is required. He reported that this project consists of replacing the lime system, improvements to the chlorine and ozone system, replacement of the carbon dioxide feed system, replacement of a new sodium hydroxide and sodium hexametaphosphate systems. Some of these facilities will reside in a brand new chemical building that will be paid for by a \$5 million grant. Mr. Humes stated that all these facilities will prepare the City to move 24 mgd in the future and make the plant safer and more efficient to operate.

Mr. Humes reported that bids were solicited and two bids were received. Staff and Black & Veatch Engineers reviewed the bids and found the lowest responsive bidder to be Crossland Heavy Construction, Inc. In addition, staff has negotiated a new inspection services contract with East Breeze Consulting LLC (EBC). EBC has provided inspection services for the City of Stillwater for over 10 years and is currently providing inspection services for the Finished Water Pump Station Project. This new contract covers EBC's inspection for both projects.

Mr. Humes reported that the total expenditures for this project is \$28,013,060 and breaks down as follows:

- ✓ \$24,968,000 for construction
- ✓ \$463,419 for Professional Services Agreement with East Breeze Consulting LLC
- ✓ \$35,000 for third party inspection services and testing
- ✓ \$2,546,641 for a 10% contingency

This project will be funded as follows:

- ✓ \$17,849,944 from a DWSRF Loan 05
- ✓ \$5,000,000 from an EPA Congressional Directive
- ✓ \$5,163,116 from the Water Fund

Mr. Humes answered Council's questions.

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO AWARD A UNIT PRICE CONTRACT TO CROSSLAND HEAVY CONTRACTORS, INC. FOR THE BASE BID OF \$24,968,000 AND

AUTHORIZE THE GENERAL MANAGER TO SIGN RELATED DOCUMENTS; APPROVE CONTRACT FOR PROFESSIONAL SERVICES WITH EAST BREEZE CONSULTING, LLC FOR INSPECTION SERVICES AND APPROPRIATION OF FUNDS IN THE AMOUNT OF \$463,419 AND AUTHORIZE THE GENERAL MANAGER TO SIGN RELATED DOCUMENTS; AUTHORIZE TOTAL CONSTRUCTION EXPENDITURES OF \$28,013,060 FOR CONSTRUCTION, EBC INSPECTION SERVICES, PROJECT TESTING AND CONTINGENCY; AND APPROVE BUDGET AMENDMENTS APROPRIATING FUNDS.

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

6. QUESTIONS & INQUIRIES

None.

7. 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

8. ADJOURN

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE CLARK TO ADJOURN THE DECEMBER 16, 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 December 16, 2024 regular meeting of the Stillwater Utilities Authority adjourned at 6:33 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: JANUARY 27, 2025**

Agenda Item:	2.b. SUA-25-01
Previous/Related Action:	N/A
Background/Issue:	Electric Engineering has been working with Kipper to relocate electric lines on their property. The relocation will consist of relocating our distribution lines that are located on the south side of Richmond Road. Per the electric service terms and conditions, in summary, any relocations of this nature are paid for by the requesting party.
Proposal/Solution:	Kipper has agreed and made a payment in the amount of \$56,600 for the relocation. The actual cost will be determined at the end of the project and funds will either be billed or returned.
Financial Source/Impact:	Approval of the attached budget amendments will appropriate the funds necessary to start the project.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #3 SAFE COMMUNITY
Recommended Action/Motion:	Motion to approve the budget amendments appropriating \$56,600 for the Kipper Relocation Project along Richmond Road.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. Kipper Distribution Relocation Estimated Cost Letter 12-3-24 - Signed 12-17-24
2. EL - Kipper Richmond EL Serv Relocation - 1.27.2025 - Revenue
3. EL - Kipper Richmond EL Serv Relocation - 1.27.2025 - Expenditure



**Stillwater Electric
Utility**

411 E. Third Street
Stillwater, OK 74074

Office: 405.533.8411
[email:loren.smith@stillwaterok.gov](mailto:loren.smith@stillwaterok.gov)
[v](#)

Date: 12/3/24

Kipper LLC
c/o McAfee & Taft
8th Floor, Two Leadership Square
211 N. Robinson Ave., Oklahoma City, OK 73102
Attn: Simon W. Bright
Email: simon.bright@mcafeetaft.com

Subject: Kipper Relocation of Electric Distribution Facilities WF1175173

Dear Kipper LLC:

This letter is in response to your request for the Kipper Relocation of Electric Distribution Facilities along Richmond Road. The City of Stillwater Terms and Conditions for utility service requires that the customer pay in advance the full estimated cost of materials, equipment and third-party services that are necessary to complete the relocation.

Based on the information that you have provided, including the scope and map depiction (Exhibit A hereto) and using current materials, equipment and services costs, the estimated customer cost to complete the relocation alignment to the new 20' easement along the southern side of Richmond Road is \$56,600. Kipper's deadline to have the utility relocation work completed is May 30, 2025, with easement acquisition and City access to the site provided by Kipper no later than March 30, 2025.

Full payment in the amount of the estimated cost is required before the work will be scheduled. Upon the completion of the work, the actual cost will be calculated, and adjustments will be made if necessary. If actual costs are less than the advance payment, a refund will be made to the customer and if actual costs are more than the advance payment, the customer will be required to make payment for the difference.

If during the course of the construction, it is apparent that the actual construction costs are or will exceed the original estimate by more than 10 percent, the electric installation work will cease until sufficient payment is made to cover the additional estimated costs.

If you choose to proceed with the requested Kipper Relocation of Distribution Facilities, please send a check payable to the City of Stillwater or wire transfer in the amount of \$56,600 to the following address:

Stillwater Electric Utility
% Finance Department
405-742-8287
PO Box 1449
Stillwater, Oklahoma 74076

Bank: Simmons Bank
ABA No: 082900432
Account No: 882006173160

Please include a copy of this letter or other reference to the project name and location with your check to ensure proper handling. If you have any questions, please feel free to call Vernon Hall at 405-742-8367.

Sincerely,



Loren Smith
Electric Utility Director
Stillwater Electric Utility

ACCEPTED AND AGREED:

Kipper LLC

DocuSigned by:



26392FFD90CA48D...

Name: Simon Bright

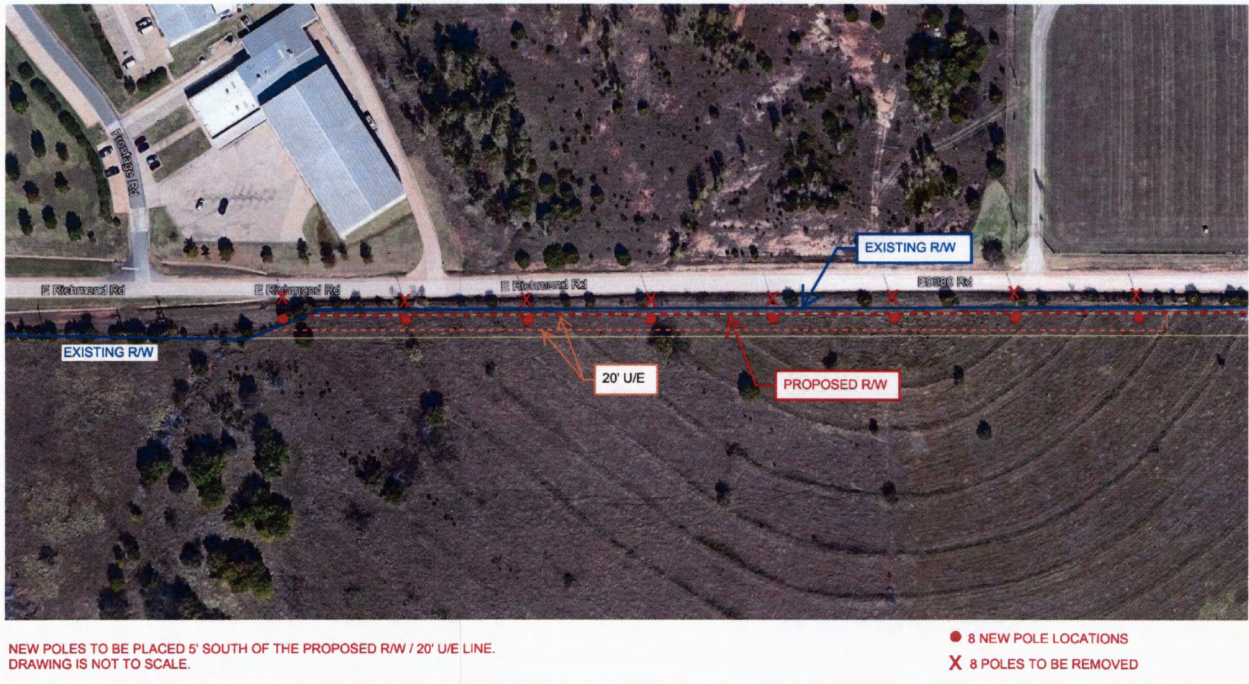
Title: Authorized Signatory

Date: 12/13/2024



Exhibit A

E RICHMOND RD - SEU POLE RELOCATION EXHIBIT



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:

Increase:

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

Decrease:

	-				
	-				
	-				
	-				
	-				

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

Reviewed by Department Manager: Lo Smith

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: Lo Smith

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: _____

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