



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA
FEBRUARY 10, 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 January 27, 2025 meeting minutes	
b.	Approve budget amendments to fund water/wastewater cost of service/rate design study for industrial user customer class.	Candy Staring

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. Resolutions
The City Council will hear a staff presentation, discuss, and take action including a vote or series of votes on

each resolution listed as presented or as amended or revised by the City Council.

a.	RESOLUTION NO. SUA-2025-1: A RESOLUTION AUTHORIZING AND APPROVING THE SUBMISSION OF A GRANT APPLICATION FOR FISCAL YEAR 2024 BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES (BRIC) GRANT FUNDS ADMINISTERED BY THE U.S. DEPARTMENT OF HOMELAND SECURITY (DHS) THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FOR THE SECONDARY RAW WATER DELIVERY SYSTEM PROJECT AND IDENTIFYING THE REQUIRED GRANT MATCHING COST SHARE FUNDS; AND AUTHORIZING THE CHAIR OR VICE-CHAIR TO EXECUTE ANY RELATED GRANT DOCUMENTS
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6. Questions and Inquiries

7. 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

8. Adjourn

On February 7, 2025 at 9:00 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 JANUARY 24, 2025 AT 9:35 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA

**MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JANUARY 27, 2025**

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 6:22 p.m.

2. CONSENT DOCKET

- 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.

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 HAWKINS TO ADJOURN THE JANUARY 27, 2025 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 January 27, 2025 regular meeting of the Stillwater Utilities Authority adjourned at 6:22 p.m.

**WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY**

**TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY**

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: 02/04/2025

Department: Water Resources

Requested by: Candy Staring

Explanation:

Revenue:
Increase revenue projections for reimbursement of water/wastewater cost of service/rate design study for new industrial user customer class. Reimbursement provided per agreement with Kipper, LLC.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Misc Revenue	9129200 - 48700		\$ 0	\$ 33,333	\$ 33,333
Misc Revenue	9139300 - 48700		\$ 0	\$ 16,667	\$ 16,667
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 50,000

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Clay Cluck

Date: 2-5-2025

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 2025

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

Office: 405.372.0025
Web: stillwater.org

Date: 02/04/2025

Department: Water Resources

Requested by: Candy Staring

Explanation: Expenditures:
Increase budget appropriations to fund water/wastewater cost of service/rate design study for industrial user customer class.
Funding provided under agreement with Kipper, LLC.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Professional Services	9129215 - 53069		\$ 141,704	\$ 33,333	\$ 175,037
	Professional Services	9139315 - 53069		\$ 38,500	\$ 16,667	\$ 55,167
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 50,000

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Ching Chuch

Date: 2-5-2025

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--

RESOLUTION NO. SUA-2025-1

A RESOLUTION AUTHORIZING AND APPROVING THE SUBMISSION OF A GRANT APPLICATION FOR FISCAL YEAR 2024 BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES (BRIC) GRANT FUNDS ADMINISTERED BY THE U.S. DEPARTMENT OF HOMELAND SECURITY (DHS) THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FOR THE SECONDARY RAW WATER DELIVERY SYSTEM PROJECT AND IDENTIFYING THE REQUIRED GRANT MATCHING COST SHARE FUNDS; AND AUTHORIZING THE CHAIR OR VICE-CHAIR TO EXECUTE ANY RELATED GRANT DOCUMENTS

WHEREAS, the BRIC grant program makes federal funds available to local governments for hazard mitigation activities by the recognition of the growing hazards associated with climate change and of the need for natural hazard risk mitigation activities that promote climate adaptation and resilience with respect to those hazards including both acute extreme weather events and chronic stressors which have been observed and are expected to increase in intensity and frequency in the future; and

WHEREAS, the BRIC grant program eligible projects include hazard mitigation projects including cost effective projects designed to increase resilience and public safety; reduce injuries and loss of life; and reduce damage and destruction to property, critical services, facilities, and infrastructure (including natural systems) from a multitude of natural hazards, including drought, wildfire, earthquakes, extreme heat, and the effects of climate change; and

WHEREAS, the Stillwater Utilities Authority (SUA) has identified an eligible water infrastructure project – Secondary Raw Water Delivery System Project; and

WHEREAS, said project will accomplish the following objectives: ensure a resilient and redundant supply of potable water for the City of Stillwater and surrounding communities; adopt a system-based mitigation approach that addresses the interconnected risks to water infrastructure from expansive soils, drought, and extreme weather, while ensuring critical services such as healthcare, fire protection, and tribal community needs are met without interruption; prioritize vulnerable populations including Tribal Nations and low-income communities; and ensure a continuous water supply during extreme heat and drought conditions will protect these communities from adverse health impacts, as well as support vital services like healthcare and fire response; and

WHEREAS, the estimated total project costs are \$66,666,666.67; and

WHEREAS, the anticipated cost share for the BRIC grant program is up to 75% federal grant funds and 25% SUA Cost Share (BRIC Grant Funds \$50,000,000; SUA Required Match \$16,666,666.67); and

WHEREAS, SUA has identified requires cost share match funds in the amount of \$16,666,666.67 in SUA's Water Fund; and

WHEREAS, application for BRIC grant funds for the Secondary Raw Water Delivery System Project is in the best interest of the city.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE STILLWATER UTILITIES AUTHORITY:

Section 1. That the Stillwater Utilities Authority is hereby authorized to submit a grant application to the U.S. Department of Homeland Security for Fiscal Year 2024 Building Resilient Infrastructure and Communities (BRIC) grant funding in an amount not-to-exceed \$50,000,000 for the purpose of funding assistance for the Secondary Raw Water Delivery System Project.

Section 2. If the BRIC Grant is awarded, the Stillwater Utilities Authority has identified required SUA cost share matching funds in the amount of \$16,666,666.67 in the Water Fund.

Section 3. That the Chair or Vice-Chair is hereby authorized to execute all necessary application documents as may be required to secure grant funding for the Secondary Raw Water Delivery System Project.

PASSED AND APPROVED this 10th day of February, 2025.

STILLWATER UTILITIES AUTHORITY
a Public Trust

WILLIAM H. JOYCE, CHAIR

(SEAL)
ATTEST:

TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY this 10th day of February, 2025.

KIMBERLY CARNLEY, GENERAL COUNSEL