



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA
JUNE 2, 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 May 19, 2025 regular meeting minutes.	
b.	Approve budget amendments to reflect receipt and appropriation of insurance proceeds related to property damage.	Christy Cluck
c.	Approve a budget amendment to transfer funds from the SUA Wastewater Fund to the City's Airport Fund for debris removal, haul-off and disposal related to relocation of sewer lines in connection with the Stillwater Regional Airport Terminal Building and Improvements project.	Jared Thulin

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-2025-2: A RESOLUTION OF THE STILLWATER UTILITIES AUTHORITY ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2025-26. |
|----|---|

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 May 30, 2025 at 9:30 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 MAY 16, 2025 AT 10:00 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
MAY 19, 2025**

PRESENT: CHAIR WILLIAM H. JOYCE, TRUSTEES CHRISTIE HAWKINS,
KEVIN CLARK AND TIM HARDIN
ABSENT: VICE CHAIR AMY DZIALOWSKI

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:02 p.m.

2. CONSENT DOCKET

- a. Approve May 5, 2025 regular meeting minutes
- b. Approve Extension Agreement to the Citywide Custodial Services Agreement (BID # 24-2024) with KLG Enterprises LLC doing business as Alliance Maintenance for an additional one-year term beginning July 1, 2025 through June 30, 2026 in the amount of \$46,980 (Electric Administration/Distribution and Stillwater Energy Center - \$30,960; Public Works - \$10,980; Fire Administration - \$5,040); and authorize the City Manager to sign the agreement.
- c. Approve a budget amendment to increase the Water Treatment Plant budget by \$280,000 to fund equipment repairs, chemicals and filter media.

MOTION BY TRUSTEE HARDIN, SECOND BY TRUSTEE CLARK TO APPROVE THE CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR 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. Water Supply and Treatment Projects Update

Director of Engineering Candy Staring stated that a lot of staff have worked together on these projects. She presented the history of the Phased Improvement Plan for the Raw Water Supply and Treatment Projects.

Ms. Staring stated this current presentation is a revised plan that will take advantage of the City's Lake McMurtry water rights. She discussed the different phases and funding for these projects.

Senior Project Manager Chris Humes presented and discussed the three projects that are being worked on at the Water Treatment Plant (WTP). These three projects are the Finished Water Pump Station, WTP Chemicals Project and Lake McMurtry Raw Water Supply.

Ms. Staring discussed which stages of these projects are in the FY25 budget and which ones are in the proposed FY26 Water Utilities budget. The proposed FY26 budget for the Water Utilities program includes:

- WTP expansion from 18 MGD to 24 MGD
- 18 MGD Existing Filter Replacement
- PFAS Treatment
- Steel Clearwell Replacement

Ms. Staring stated that the City will continue to look at loans and grants to fund these projects and she presented the to-date summary of funding sources.

Ms. Staring and Mr. Humes answered the Council's questions.

City Manager Brady Moore stated that at this time he would like to celebrate the career of Candy Staring as she has announced her retirement effective the end of May. He stated she is an extremely loyal employee constantly fighting for our community and our infrastructure. The City is thankful for Candy's leadership and sad to see her leave but wish her the best in her new adventures.

6. QUESTIONS & INQUIRIES

None.

7. REPORTS FROM OFFICERS AND 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 CLARK, SECOND BY TRUSTEE HAWKINS TO ADJOURN THE MAY 19, 2025 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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

The May 19, 2025 regular meeting of the Stillwater Utilities Authority adjourned at 6:30 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: 05/06/2025

Department: Waste Management

Requested by: Matt Faulkner

Explanation: Revenue:
Increase revenue projections for receipt of insurance proceeds.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Insurance Proceeds	9184818 - 62001		\$ 13,818	\$ 1,564	\$ 15,382
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 1,564

Reviewed by Department Manager: Matt Faulkner

Date: 5/6/25

Reviewed by Finance: Cheryl Cluck

Date: 5-6-25

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: 10/23/2024

Department: Waste Management

Requested by: Matt Faulkner

Explanation: Expenditures:
Appropriate funds for repair of damage to vehicle as a result of traffic accident. Repairs funded by insurance proceeds received in FY25.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase: Repair Vehicles	9184820 - 52012		\$ 103,560	\$ 1,564	\$ 105,124
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 1,564

Reviewed by Department Manager: Matt Faulkner

Date: 5/16/25

Reviewed by Finance: Chig Chich

Date: 5-16-25

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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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: 05/06/2025

Department: Electric Utility

Requested by: Loren Smith

Explanation: Revenue:
Increase revenue projections for receipt of insurance proceeds.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Insurance Proceeds	9009000 - 62001		\$ 3,534	\$ 11,101	\$ 14,635
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 11,101

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Ching Ching

Date: 5-16-25

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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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: 05/06/2025

Department: Electric Utility

Requested by: Loren Smith

Explanation:

Expenditures:
Appropriate funds for repair of property damage. Repairs funded by insurance proceeds received in FY25.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Non-Project Materials	9009064 - 52061		\$ 1,170,000	\$ 11,101	\$ 1,181,101
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 11,101

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Cheryl Church

Date: 5-6-25

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: 05/22/2025

Department: Water Resources

Requested by: Jared Thulin

Explanation: Expenditures:
Appropriate transfer of funds to the project fund for debris removal related to the relocation of public utilities in connection with the Stillwater Regional Airport Terminal Building and Improvements project. Project funded from the Wastewater Fund.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Transfer Out	9130000 - 71000		\$ 635,526	\$ 260,419	\$ 895,945
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 260,419

Reviewed by Department Manager: [Signature]

Date: 5/28/25

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--

RESOLUTION NO. SUA-2025-2

“A RESOLUTION OF THE STILLWATER UTILITIES AUTHORITY
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2025-26.”

WHEREAS, 60 O.S. §176 H provides that public trusts shall file annually, with their beneficiary, copies of financial documents and reports sufficient to demonstrate the fiscal activity of such trust, including, but not limited to, budgets, financial reports, bond indentures, and audits; and

WHEREAS, the Trustees of the Stillwater Utilities Authority adopted a General Fund Transfer Policy consistent with Article V, Paragraph 15, Stillwater Utilities Authority Trust Indenture, as amended March 24, 2014 and established in Resolution No. SUA-2016-5; and

WHEREAS, in accordance with the foregoing, the Trustees have determined that the estimated General Fund Transfer for the 2025-26 fiscal year shall not exceed \$23,681,367; and

WHEREAS, the Trustees have reached agreement regarding the estimated revenues and expenditures for the various departments within the trust for the 2025-26 fiscal year operating budget; and

WHEREAS, the 2025-26 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2025-26 fiscal year operating budget attached hereto be adopted in the amounts reflected therein.

Section 2. That this resolution and a copy of the adopted budget be filed with the Stillwater City Clerk.

PASSED, APPROVED AND ADOPTED by the Trustees and SIGNED by the CHAIR of the STILLWATER UTILITIES AUTHORITY, this 2nd day of June, 2025.

STILLWATER UTILITIES AUTHORITY

WILLIAM H. JOYCE, CHAIR

(SEAL)

ATTEST:

TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 2nd day of June, 2025.

KIMBERLY CARNLEY, GENERAL COUNSEL

Stillwater Utilities Authority
Financial Plan for Fiscal Year 2026
Stillwater, Oklahoma

	SUA Operating	Electric Rate Stabilization Fund	Water Fund	Wastewater Fund	Water Tie-on Fund	Water Capital Fund	Wastewater Capital Fund	Waste Management Fund	Water Reserve Fund	Wastewater Reserve Fund	Waste Mgmt Reserve Fund	Water 2017 Debt Fund	Wastewater 2023 Debt Fund	Water 2024 Debt Fund	Total Combined Funds
<u>Resources and Transfers</u>															
Beginning Balance	\$9,732,663	\$22,766,480	\$24,961,742	\$21,150,060	\$1,034,615	\$720,071	\$60,600	\$2,774,569	\$11,000,000	\$7,000,000	\$1,000,000	\$0	\$0	\$0	\$102,200,800
Electric	61,625,900	4,775,000													66,400,900
Water			20,678,000		36,000										20,714,000
Wastewater				8,721,000											8,721,000
Waste Management								7,977,000							7,977,000
Customer Service	453,850		375,600	328,650				406,900							1,565,000
Interest	432,310	35,000	1,246,070	737,470				127,150							2,578,000
Transfers In	10,000,000	5,000,000													15,000,000
Total Resources and Transfers	82,244,723	32,576,480	47,261,412	30,937,180	1,070,615	720,071	60,600	11,285,619	11,000,000	7,000,000	1,000,000	0	0	0	225,156,700
<u>Expenses and Transfers</u>															
Administration															
Operating	1,120,000														1,120,000
Capital															0
Debt															0
SUA Overhead Allocation	(870,000)														(870,000)
Utility & Billing Services															
Operating	1,600,069														1,600,069
Capital															0
Debt															0
SUA Overhead Allocation	(1,600,069)														(1,600,069)
Electric															
Operating	47,140,417														47,140,417
Capital		600,000													600,000
Debt		3,861,587													3,861,587
SUA Overhead Allocation	1,243,408														1,243,408
Water															
Operating			8,480,506												8,480,506
Capital			300,000												300,000
Debt			4,680,475												4,680,475
SUA Overhead Allocation			776,598												776,598
Wastewater															
Operating				3,673,335											3,673,335
Capital															0
Debt				714,188											714,188
SUA Overhead Allocation				328,824											328,824

Stillwater Utilities Authority
Financial Plan for Fiscal Year 2026
Stillwater, Oklahoma

	SUA Operating	Electric Rate Stabilization Fund	Water Fund	Wastewater Fund	Water Tie-on Fund	Water Capital Fund	Wastewater Capital Fund	Waste Management Fund	Water Reserve Fund	Wastewater Reserve Fund	Waste Mgmt Reserve Fund	Water 2017 Debt Fund	Wastewater 2023 Debt Fund	Water 2024 Debt Fund	Total Combined Funds
Waste Management															
Operating								4,854,098							4,854,098
Capital															0
Debt								2,316,425							2,316,425
SUA Overhead Allocation								531,208							531,208
Fleet															
Operating	957,030														957,030
Capital															0
Debt															0
SUA Overhead Allocation	(409,969)														(409,969)
City Overhead Allocation	(538,061)														(538,061)
Transfers Out	28,705,247		908,671	478,992				2,889,640							32,982,550
Total Expenses and Transfers	77,348,072	4,461,587	15,146,250	5,195,339	0	0	0	10,591,371	0	0	0	0	0	0	112,742,619

Ending Balance	\$4,896,651	\$28,114,893	\$32,115,162	\$25,741,841	\$1,070,615	\$720,071	\$60,600	\$694,248	\$11,000,000	\$7,000,000	\$1,000,000	\$0	\$0	\$0	\$112,414,081
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Restricted/Internally Designated	\$4,896,651	\$28,114,893	\$32,115,162	\$25,741,841	\$1,070,615	\$720,071	\$60,600	\$694,248	\$11,000,000	\$7,000,000	\$1,000,000	\$0	\$0	\$0	\$112,414,081
Unrestricted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	\$4,896,651	\$28,114,893	\$32,115,162	\$25,741,841	\$1,070,615	\$720,071	\$60,600	\$694,248	\$11,000,000	\$7,000,000	\$1,000,000	\$0	\$0	\$0	\$112,414,081