



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA

MAY 4, 2026, 5:30 PM

723 S. Lewis Street, Room 1122
Stillwater, OK 74074

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 April 20, 2026 regular meeting minutes.		
b.	Approve the engagement of HSPG and Associates, PC to perform the audit for the Stillwater Utilities Authority for the fiscal year ending June 30, 2026.	SUA-26-15	Jared Thulin
c.	Approve the sale of 0.10 acres to the Oklahoma Department of Transportation (ODOT) for a road project.	SUA-26-16	Bill Millis
d.	Award Bid #4-2026 for High Voltage Line Clearance Tree Trimming and Tree Removal Services to the lowest responsible bidder, XYLEM I LLC., authorize the general manager to execute the contract and authorize expenditures in the amount of \$1,247,958.40.	SUA-26-17	Loren Smith
e.	Declare an emergency for the repair of the Kaw Raw Waterline; award a construction contract to	SUA-26-18	Bill Millis

<p>Civil Builders, LLC in an amount of \$352,605; authorize the total construction expenditure of \$530,000 which includes construction, testing, inspection, and contingency; authorize the General Manager to execute the contract and all related documents; and approve the associated budget amendment.</p>		
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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 April 30, 2026 at 5:15 p.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 APRIL 17, 2026 AT 9:30 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
APRIL 20, 2026**

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 6:19 p.m.

2. CONSENT DOCKET

- a. Approve April 6, 2026 regular meeting minutes.
- b. Approve a budget amendment increasing transfers from the City's General Fund to the Stillwater Utilities Authority reflecting an increased projection of dedicated sales tax receipts.
- c. Approve purchase of judgment in Hosterman v. City of Stillwater, et al., Case No. CIV-24-976-SLP; authorize Assignment of Judgment to SUA and approve the associated budget amendments to pay the judgment.
- d. Authorize the General Manager to execute Bluepeak Infrastructure Holdings, LLC Pole Attachment Licensing Agreements POLATT25-0002, POLATT25-0003 & POLATT25-0004.
- e. Authorize the purchase of eight new Waste Management vehicles to replace eight used Waste Management vehicles as follows: Purchase of seven automated side load and one front load collection vehicles from River City Hydraulics (RHC) utilizing HEIL Sourcewell Contract #110223-THC at an initial purchase amount of \$3,383,726; enter into a financing agreement with Bank of Oklahoma for a five-year term with the option of early payoff after three years; and authorize the General Manager to sign related documents.
- f. Approval to enter into a buy-back agreement with River City Hydraulics (RHC) for the option to sell the eight new vehicles after three years for the amount of \$1,793,600; exercise the buy-back option after three years and apply the funds received from the buy-back option to pay off the remaining loan amount of approximately \$1,513,990 to Bank of Oklahoma; and authorize the General Manager to sign related documents.
- g. Approve the granting of a Waterline Easement to the City of Stillwater and authorize the Chair to execute the easement document. This easement is needed for the Kaw Waterline in connection to an upcoming ODOT road reconstruction project.

MOTION BY TRUSTEE CLARK, 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. 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 HARDIN, SECOND BY TRUSTEE HAWKINS TO ADJOURN THE APRIL 20, 2026 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 April 20, 2026 regular meeting of the Stillwater Utilities Authority adjourned at 6:19 p.m.

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

**TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY**



Agenda Item:	2.b. SUA-26-15
Previous/Related Action:	
Background/Issue:	<p>The City of Stillwater solicits proposals for audit services every three years with annual review by the City's Audit Committee and the City Council. The firm of HSPG and Associates, PC had the successful proposal for engagement starting in FY 2023, and the firm successfully completed all three years of the proposal with the completion of the FY 2025 engagement. Staff proposed to the Audit Committee to consider two one-year extensions for HSPG and Associates, PC for the FY 2026 and FY 2027 audit engagements. This recommendation was approved by the Audit Committee at their December 15, 2025 special meeting.</p> <p>The City has encountered no significant obstacles or difficulties with HSPG and Associates, PC. All deadlines were met during the FY 2025 audit. All audits are reviewed by the City's Audit Committee.</p>
Proposal/Solution:	N/A
Financial Source/Impact:	<p>The FY 2026 audit fees are \$92,000 and include:</p> <ul style="list-style-type: none"> • an audit of all funds of the City and related Trust Authorities; • an audit of all funds of the Stillwater Utilities Authority; • an audit of federal expenditures; and • a Passenger Facility Charge audit as required by the Federal Aviation Administration. <p>This item will have no impact on the FY 2027 budget as the City has an audit performed every year and sufficient funds are included in the proposed FY 2027 budget.</p>
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	The City's Audit Committee recommends that HSPG and Associates, PC be engaged to perform the audit for the Stillwater Utilities Authority for the fiscal year ending June 30, 2026.
Prepared By:	Jared Thulin, Deputy Chief Financial Officer
Reviewed By:	Christy Cluck Teresa Kadavy

Submitted By:

Brady Moore, General Manager

Attachments

1. Audit Committee SP Mtg Minutes 12.15.25 - Draft
2. Stillwater Utilities Authority Engagement Letter FY 2026

**SPECIAL MEETING MINUTES
CITY OF STILLWATER AUDIT COMMITTEE
DECEMBER 15, 2025
2:00 PM**

**Norman McNickle Municipal Complex, Room 1112
723 S Lewis Street
Stillwater, OK 74074**

1. Call Meeting to Order

Meeting was called to order by Chair Kelly Cox at 2:00 p.m.

2. Introduction of Members, External Auditors and City Staff

Members Present: Chair Kelly Cox, Austin Pollard, Rachel Domnick, Randy Murray, Skyler Rodenberg.

Members Absent: None

Ex-officio members present: City Manager Brady Moore, Assistant City Manager and Chief Financial Officer Christy Cluck, Councilor Kevin Clark

City Staff Present: Assistant City Attorney Ashlyn Garis, Deputy Chief Financial Officer Jared Thulin, City Clerk Teresa Kadavy

HSPG Auditors Present: Andy Cromer and Bailey Stover

3. Public Comment

No public comment.

4. General Orders

The Audit Committee will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

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| a. | Approval of minutes of the October 29, 2025 special meeting. |
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	Motion by Pollard, second by Rodenburg to approve the minutes from the October 29, 2025 special meeting.
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	Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea, Rodenberg-Yea. Motion carried with five yea votes.
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- b. Receive auditor communication and consider recommendation to the City Council to accept the Annual Comprehensive Financial Report for the City of Stillwater for the fiscal year ended June 30, 2025.

Auditor Andy Cromer stated that there are five documents and all reports are currently stamped "draft." Once accepted by the committee, final signatures will be collected. The auditor highlighted that the City participates in the voluntary Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting program. The report will be submitted to GFOA experts for review to ensure compliance with program requirements. The City has received 43 consecutive awards for excellence in financial reporting, which requires both accuracy and timely submission. It was noted that Crawford & Associates assisted in drafting the report. Finance staff clarified that while external help was used due to previous staff turnover, the City is working to bring the process back in-house. Deputy Chief Financial Officer Jared Thulin completed the fund-level statements this year. Mr. Cromer reported that the City received a clean/unmodified opinion from HSPG, which is the highest level of assurance. He stated that the report includes the hospital as a component unit, though it is audited by a separate firm. Mr. Cromer reported that a new accounting standard, GASB 101 regarding compensated absences (specifically sick leave) was implemented. This change required the City to accrue for sick leave that employees might use before separation. This accounting adjustment had a material effect of approximately \$5 million. Mr. Cromer reviewed and discussed the required Audit Communication Letter with the governing body. He reported that there was only one uncorrected misstatement noted regarding compensated absences overstatement of \$140,000, which was deemed immaterial relative to the total financial statements. The auditor noted there were no significant difficulties or disagreements with management during the process. Mr. Cromer reported that a specific comment was raised regarding the Library Trust, which holds approximately \$750,000 in investments through Vanguard. Assistant City Manager and Chief Financial Officer Christy Cluck stated that these investments are currently not in compliance with state statutes, which require public funds to be held in very conservative, government-backed securities. The Library Trust has been using a more aggressive investment strategy to achieve higher returns from donations. To resolve this, the Library Trust is seeking to restructure as a 501(c)(3) nonprofit organization. This would allow them to operate independently of state investment statutes. The application for 501(c)(3) status is expected to take approximately 12 months. In the future, the Trust will likely be reported as a "discretely presented component unit," similar to the hospital, and will be responsible for its own bookkeeping and audits.

HSPG Auditor Andy Cromer, Assistant City Manager and Chief Financial Officer Christy Cluck and Deputy Chief Financial Officer Jared Thulin answered the committee's questions.

Motion by Murray, second by Pollard to recommend to the City Council to accept the Annual Comprehensive Financial Report for the City of Stillwater for the fiscal year ended June 30, 2025.

Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea, Rodenberg-Yea.
Motion carried with five yea votes.

c. Receive auditor communication and consider recommendation to the City Council to accept the Single Audit Report for the fiscal year ended June 30, 2025.

The auditor introduced the Single Audit Report, which is required because the City spent over \$750,000 in federal funds. He stated that this report includes sections on internal control and compliance city-wide. The auditor explained that they do not audit internal controls to provide a formal opinion (unlike public companies) but rather review them to plan the audit and identify any glaring weaknesses or "not up to snuff" procedures. He stated that the compliance section is required only for federal grants. Mr. Cromer reported that they did not have any findings or comments on either section of this report. He stated that the one finding last year on inventory has been fixed.

HSPG Auditor Andy Cromer, Assistant City Manager and Chief Financial Officer Christy Cluck and Deputy Chief Financial Officer Jared Thulin answered the committee's questions.

Motion by Murray, second by Rodenburg to recommend to the City Council to accept the Single Audit Report for the fiscal year ended June 30, 2025.

Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea, Rodenberg-Yea.
Motion carried with five yea votes.

d. Receive auditor communication and consider recommendation to the City Council to accept the Passenger Facility Charge Program Audit for fiscal year ended June 30, 2025.

Mr. Cromer reported that the Airport Passenger Facility Charge Program (PFC) Audit is a separate document and is required by the Federal Aviation Administration (FAA). The report does not go to the State but only to the FAA. There were no findings or issues so the FAA will be pleased with the report.

HSPG Auditor Andy Cromer answered the committee's questions.

Motion by Pollard, second by Domnick to recommend to the City Council to accept the Passenger Facility Charge Program Audit for the fiscal year ended June 30, 2025.

**Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea, Rodenberg-Yea.
Motion carried with five yea votes.**

- e. Consider recommendation to the City Council to select a firm for the external audit of the City of Stillwater and related trusts for the fiscal year ending June 30, 2026.

Assistant City Manager and Chief Financial Officer Christy Cluck reported that it is the City's practice to go out for proposals every three years for audit services. This item was put on the agenda to get direction from the committee on whether or not the City should put this out for proposal in the spring. Staff needs to know that so if proposals are going out in the spring, the process can be started very quickly after the first of the year. Cluck stated that there will be implementation of GASB 103, Financial Reporting Model Improvements, for FY26. She stated that this is one of the biggest standards that has come out in a number of years so the City hopes to retain Crawford and Associates to help with this implementation. Ms. Cluck stated that she has some concerns about changing audit firms at the same time as rolling out a big change in standards. She also reported that the City is evaluating financial software systems. Demos will be taking place in January and a selection for software will be made shortly after that with a 12-24 month implementation process depending on the phasing approach taken. Ms. Cluck stated that changing accounting systems is a big impact to staff and the audit. She stated that she wanted to put before the committee a consideration to extend the City's engagement with HSPG for a period of up to two one-year extensions.

Discussion was held amongst the committee and staff.

Motion by Murray, second by Rodenburg to recommend to City Council to continue audit services with HSPG for up to two one-year extensions.

**Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea, Rodenberg-Yea.
Motion carried with five yea votes.**

- f. Discuss spring meeting date to provide a pre-audit update and to recommend audit firm selection to City Council, if necessary. (no action will be taken on this item)

Discussion was held regarding the plan to have a spring meeting. At that point staff can update the committee on the Library Trust Board and status of the GASB 103 implementation.

Assistant City Manager and Chief Financial Officer Christy Cluck announced that Kelly Cox is stepping down from the Audit Committee so this would be his last meeting. She thanked him for his 18 years of service.

5. Adjourn

Motion by Pollard, second by Domnick to adjourn the December 15, 2025 Audit Committee Special Meeting.

**Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea, Rodenberg-Yea.
Motion carried with five yea votes.**

Meeting adjourned at 2:55 p.m.

Kelly Cox, Chair

Christy Cluck, Asst City Manager & Chief Financial Officer

DRAFT



April 22, 2026

To the Trustees and Management
Stillwater Utilities Authority

We are pleased to confirm our understanding of the services we are to provide the Stillwater Utilities Authority (SUA), a component unit of the City of Stillwater, Oklahoma (the “City”), for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements and the related disclosures of SUA as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement SUA’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to SUA’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis
- 2) Other post-employment benefit schedules.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

HSPG & ASSOCIATES, PC

5400 N Grand Blvd, Suite 330 • Oklahoma City, Oklahoma 73112 • Phone: 405.844.9995 • Fax: 405.844.9975

Auditor’s Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of SUA and other procedures we consider necessary to enable us to express an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government’s ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Revenue recognition

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and

detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of SUA's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter if information becomes available that raises substantial doubt. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are

immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to SUA; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection. With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

The audit documentation for this engagement is the property of HSPG & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of HSPG & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an outside regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

The client portal site through ShareFile is used solely to transmit data and is not intended to store SUA's information. SUA is responsible for downloading any deliverables and other records from the client portal site that it wishes to retain for its own records at the completion of the engagement. Upon completion of the engagement, data and other content will either be removed from the client portal site or become unavailable to SUA within a reasonable time frame.

Andy Cromer is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for this service is included in a separate letter to the City dated April 22, 2026. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Our fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of SUA's financial statements. Our report will be addressed to the Trustees of SUA. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that SUA is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to SUA and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign a copy and return it to us.

Sincerely,



HSPG & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the Stillwater Utilities Authority.

Management signature: _____

Title: _____

Governance signature: _____.

Title: _____



Agenda Item:	2.c. SUA-26-16
Previous/Related Action:	N/A
Background/Issue:	<p>The Stillwater Utility Authority (SUA) owns property along the Kaw Waterline corridor, adjacent to US-177 at Gunsmoke Road (at the Payne-Noble County line). The Oklahoma Department of Transportation (ODOT) requires 0.10 acres of this property for an upcoming road project.</p> <p>ODOT has agreed to protect and maintain the integrity of the waterline and appurtenances. In addition, SUA has granted an easement to the City of Stillwater for the entirety of the parcel. This easement will allow for continued operation and maintenance of the existing waterline and prepare for any future expansion.</p>
Proposal/Solution:	N/A
Financial Source/Impact:	N/A
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Staff recommends approval of the sale of 0.10 acres to the Oklahoma Department of Transportation (ODOT).
Prepared By:	Bill Millis, Director of Engineering
Reviewed By:	<p>Bill Millis</p> <p>Brady Moore</p> <p>Teresa Kadavy</p>
Submitted By:	Brady Moore, General Manager

Attachments

1. 2026-04-30 Docs to be signed by Mayor-Stillwater Utilities Authority Signing Documents

WARRANTY DEED

26555(05)
Parcel 5

KNOW ALL MEN BY THESE PRESENTS:

THAT Stillwater Utilities Authority, a public trust for the use and benefit of the City of Stillwater, Oklahoma

part y _____ of the first part, in consideration of the sum of _____
Ten Dollars & 00/100 DOLLARS (\$ 10.00)

do hereby grant, bargain, sell and convey unto the State of Oklahoma, acting by and through the Department of Transportation of the State of Oklahoma, the fee simple title in and to the following described real property and premises, and including all right, title and interest in and to the airspace, light and view above the surface of the lands herein described, reserving and excepting the mineral interests, therein, to-wit:

A strip, piece or parcel of land lying in part of the SE1/4 of Section 34, T21N, R2E IM in Noble County, Oklahoma, said parcel of land being described by metes and bounds as follows:

Beginning at the SE corner of said SE1/4, thence S 89°26'27" W along the South line of said SE1/4 a distance of 234.18 feet to a point on the present East right-of-way line of U.S. Highway No. 177, thence N 29°24'33" E along said right-of-way line a distance of 51.39 feet, thence Northeasterly along said right-of-way line on a curve to the left having a chord bearing of N 29°10'55" E and having a radius of 1,969.86 feet an arc distance of 15.63 feet, thence N 89°14'09" E a distance of 167.66 feet to a point on the present West statutory right-of-way line of NS-333 section line, thence N 89°20'38" E a distance of 33.00 feet to a point on the East line of the SE1/4, thence S 00°39'22" E along said East line a distance of 58.74 feet to the point of beginning.

Containing 0.10 acres more or less of new right-of-way, the remaining area included in the above description being right-of-way occupied by the present highway.

All bearings contained in this description are based on the Oklahoma State Plane Coordinate System and are not astronomical bearings.

Together with all improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same. The reservation and exception of mineral rights herein does not include rock, gravel, sand and other road building materials.

To have and to hold said described premises unto said State of Oklahoma, acting by and through the Department of Transportation of the State of Oklahoma, its heirs and assigns forever, free clear and discharged of and from all former grants, charges, taxes, judgements, mortgages and other liens and encumbrances of whatsoever nature, reserving and excepting the mineral interests therein; provided, however, that any explorations or development of said reserved mineral rights shall not directly or indirectly interfere with the use of said land by the State of Oklahoma.

The undersigned Grantor(s) hereby designate and appoint itself _____
as agent to execute the claim and receive the compensation herein named.

Signed and delivered this _____ day of _____, 2026

Will Joyce, Chair of the Stillwater Utilities Authority

State of Oklahoma)
) §
County of _____)

Before me, _____ in and for this State, on this ____ day of _____, _____, personally appeared _____

to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

Individual Acknowledgement

State of Oklahoma)
) §
County of _____)

Before me, _____ in and for this State, on this ____ day of _____, _____, personally appeared _____

to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

Individual Acknowledgement

State of Oklahoma)
) §
County of _____)

Before me, _____ in and for this State, on this ____ day of _____, 2026, personally appeared Will Joyce to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed, and as the free and voluntary act and deed of the _____ for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

Trust/LLC/Corporation Acknowledgement

State of Oklahoma)
) §
County of _____)

Before me, _____ in and for this State, on this ____ day of _____, _____, personally appeared _____ to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed, and as the free and voluntary act and deed of the _____ for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

Trust/LLC/Corporation Acknowledgement

Figure 6.2.H



SUMMARY OF ACQUISITION

JOB PIECE: 26555(05), COUNTY Payne, PARCEL 5

PROPERTY LOCATION: Section 34, Township 2 1 N, Range 2 E, Noble County

BUYER: **Oklahoma Department of Transportation, ODOT**

SELLER: PROPERTY OWNER(S), NAME AND ADDRESS:

Stillwater Utilities Authority (SUA)
723 S Lewis St
Stillwater, OK 74074

ASSIGNMENT: None

MORTGAGES & LIENS: None

IMPROVEMENTS: None

DAMAGES: None

PROPERTY OWNER(S) WILL EXECUTE AND SUBMIT TO THE BUYER, ODOT, THE FOLLOWING DOCUMENTS:

<u>Warranty Deed</u>	for parcel <u>5</u>	for <u>0.10</u>	<u>Acres</u>
<u>N/A</u>	for parcel <u> </u>	for <u> </u>	<u>Acres</u>
<u>N/A</u>	for parcel <u> </u>	for <u> </u>	<u>Acres</u>
<u>N/A</u>	for parcel <u> </u>	for <u> </u>	<u>Acres</u>
<u>N/A</u>	for parcel <u> </u>	for <u> </u>	<u>Acres</u>

ACQUISITION AMOUNT FOR LAND, IMPROVEMENTS AND DAMAGES: \$750.00

BUYER AND SELLER AGREE:

There are no improvements to be replaced or relocated on the parcel. It may take 60-80 days before payment is received after THE DEPARTMENT receives all necessary documents. The DEPARTMENT will mail a 1099-S form at the end of the year in which payment was received. The DEPARTMENT IS NOT responsible for constructing a new right-of-way fence. Payment includes ANY AND ALL DAMAGES to ACQUIRED land. The DEPARTMENT agrees to maintain 4 feet of cover above the existing 36-inch waterline including appurtenances, and to maintain the integrity and operability of the existing cathodic protection test station and smart ball receiver located southwest of the subject property approximately 100 feet. Because the City of Stillwater has a water line running through the parcel, prior to conveyance of the land to the DEPARTMENT by SUA, SUA will grant the City of Stillwater a blanket water line easement across the parcel.

UPON RECEIPT OF SIGNED DOCUMENTS, BUYER, ODOT, WILL PREPARE THE FOLLOWING:

State Warrant in the amount of \$750.00 to Stillwater Utilities Authority

Will Joyce, Chair of the Stillwater Utilities Authority

DATE

ODOT ACQUISITION AGENT

DATE



<p>Agenda Item:</p>	<p>2.d. SUA-26-17</p>
<p>Previous/Related Action:</p>	
<p>Background/Issue:</p>	<p>The Stillwater Utilities Authority (SUA) contracts for high voltage line clearance tree trimming and tree removal services around overhead electric lines and requires the contractor to follow the ANSI A300 standard for tree, shrub, and other woody plant maintenance.</p> <p>These tree trimming and tree removal services, which have a direct correlation to the reliability of the electric system, have traditionally been bid on a three-year cycle with a provision to extend the first-year contract on an annual basis for two additional years.</p> <p>Our current contract, which began in Fiscal Year (FY) 24 will end on June 30, 2026.</p>
<p>Proposal/Solution:</p>	<p>Bid solicitations were prepared and advertised in accordance with the City’s purchasing manual.</p> <p>XYLEM I LLC met all the bid specifications and provided the lowest bid, making them the lowest responsible bidder.</p> <p>Therefore, staff is recommending that the bid be awarded to XYLEM I LLC.</p> <p>If approved this contract will be awarded for FY27 and will begin July 1, 2026.</p> <p>Upon continued satisfactory performance and funding the SUA will have the option to renew the contract for FY28 (Schedule 2 above) and FY29 (Schedule 3 above).</p> <p>The renewals will require approval by the Trustees each FY.</p>
<p>Financial Source/Impact:</p>	<p>The FY27 proposed budget for electric includes funding for the recommended expenditures. Should the FY27 budget not be approved for this expenditure the contract will not be executed.</p>
<p>Related Strategic Priority:</p>	<p>#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #3 SAFE COMMUNITY</p>
<p>Recommended Action/Motion:</p>	<p>Motion to award the bid for High Voltage Line Clearance Tree</p>

Trimming and Tree Removal Services to the lowest responsible bidder, XYLEM I LLC., authorize the general manager to execute the contract and authorize expenditures in the amount of \$1,247,958.40.

Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

- 1. Bid Tabulation by Supplier Spreadsheet - Tree Trimming Electric 5-4-26

Line #	Description	XYLEM I LLC	Davey Tree Surgery Company	Asplundh Tree Expert LLC	Frontline Environmental	Tree Service Kings, Inc.	ArborWorks, LLC	Shawnee Mission Tree Service
		Total Price	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price
		Unit	Unit	Unit	Unit	Unit	Unit	Unit
1	BID SCHEDULE 1 - July 1 2026 - June 30 2027	<u>\$1,247,958.40</u>	\$1,275,622.40	\$1,346,633.60	\$1,518,400.00	\$1,757,600.00	\$1,794,187.20	\$11,474,195.20
2	BID SCHEDULE 2 - July 1 2027 - June 30 2028	<u>\$1,272,918.40</u>	\$1,307,779.20	\$1,402,897.60	\$1,518,400.00	\$1,757,600.00	\$1,828,694.40	\$12,404,496.00
3	BID SCHEDULE 3 - July 1 2028 - June 30 2029	<u>\$1,298,398.40</u>	\$1,340,768.00	\$1,440,691.20	\$1,518,400.00	\$1,826,240.00	\$1,864,324.80	\$13,410,196.80

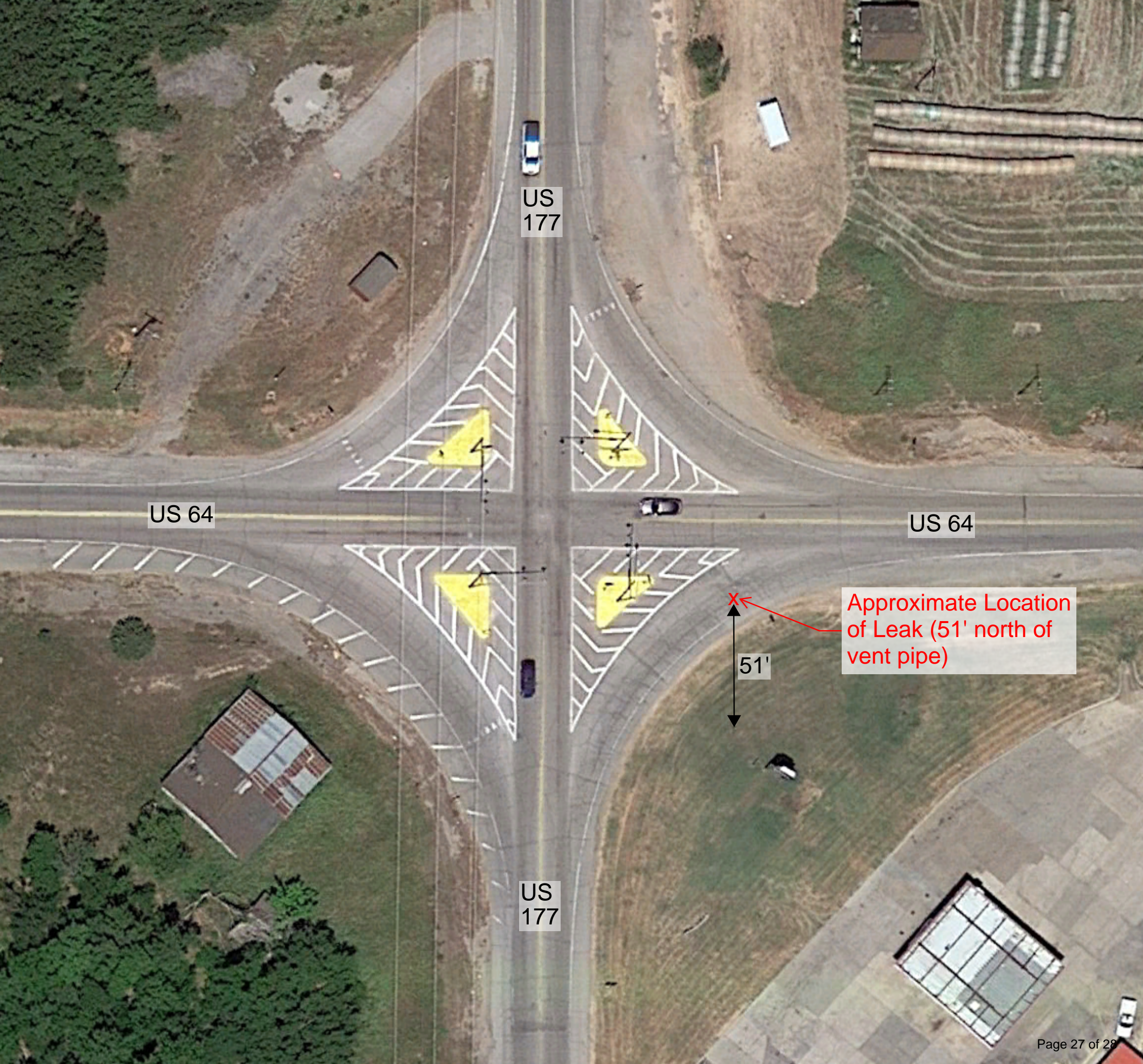


<p>Agenda Item:</p>	<p>2.e. SUA-26-18</p>
<p>Previous/Related Action:</p>	
<p>Background/Issue:</p>	<p>Project Background: The City of Stillwater owns a 36-inch-diameter steel raw waterline that is leaking within the 42-inch steel casing beneath US-64, under the southeast portion of the intersection with US-177. Water Utilities investigated the leak using acoustic leak detection equipment. The leak is estimated to be approximately 51-feet north of the south-end of the casing and located under the pavement. This project is considered an emergency repair and time is of the essence.</p> <p>The purpose of this Report is to provide Trustees with the quote results and recommended action for the Emergency Kaw Raw Waterline Repair Project (Project No. 26WT06). The Project includes the repair of a leak and is necessary to maintain the reliability of the City’s raw water transmission system. This situation constitutes an emergency due to the unusual challenges of accessing the leak repair location and the risks to public and private property, as well as the traveling public should the leak grow in magnitude and/or damage.</p>
<p>Proposal/Solution:</p>	<p>The Request for Quotes was issued via IonWave, with quotes received on April 29, 2026. Quotes were reviewed by staff, and the results are summarized below:</p> <p>Staff has reviewed the submitted quotes and determined that Civil Builders, LLC is the lowest responsive and responsible respondent. Staff recommends award of the contract to Civil Builders, LLC for the Emergency Kaw Raw Waterline Repair Project.</p> <p>The Project includes leak verification and investigation, excavation within ODOT right-of-way, repair of the 36-inch steel raw waterline, replacement of casing and resealing of the annular space, and pavement restoration in accordance with ODOT standards.</p> <p>Work will be performed under operational constraints, including a maximum four-hour shutdown window for the raw waterline, continuous work once repair begins, and coordination with ODOT</p>

	<p>for traffic control, permitting, and pavement restoration.</p> <p>Due to the constrained location and limited shutdown window, this repair requires specialized contractors and expedited procurement.</p> <p>Due to the emergency nature of the work and the unknown conditions within the casing and surrounding materials, staff requests more than typical contingency funds to account for potential unforeseen repair conditions that may be encountered during construction.</p>
Financial Source/Impact:	Sufficient funds are available in the Water Fund to complete the effort.
Related Strategic Priority:	#3 SAFE COMMUNITY
Recommended Action/Motion:	<ul style="list-style-type: none"> • Declare an emergency for the repair of the Kaw Raw Waterline; • Award a construction contract to Civil Builders, LLC in the amount of \$352,605.00 ; • Authorize the total construction expenditure of \$530,000.00 which includes construction, inspection, testing and contingency; • Authorize the General Manager to execute the contract and all related documents; and • Approve the associated Budget Amendment
Prepared By:	Bill Millis, Director of Engineering
Reviewed By:	Bill Millis Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. Project Location - Bills Corner Repair (26WT06)
2. 26WT06 BA signed-1



US
177

US 64

US 64

US
177

Approximate Location
of Leak (51' north of
vent pipe)

51'



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

Office: 405.372.0025
 Web: stillwater.org

Budget Amendment Request
 For Budget Year 2026

Date: 04/29/2026

Requested by: Bill Millis

Department: Water Resources

Explanation:

Appropriate funds for the repair of the City's 36-inch diameter steel raw water pipeline within casing at the intersection of US-177 and US-64. Funding is from the Water Fund.

Account Name	Account Number (xxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Kaw Waterline Emergency Repair	9129216 - 54009	26WT06912	\$ 0	\$ 530,000	\$ 530,000
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Increase:

Decrease:

Net Change: (will usually result in a total increase or decrease) \$ 530,000

Reviewed by Department Manager: [Signature] Date: 2026 apr 30

Reviewed by Finance: [Signature] Date: 4/30/2026

Approved by CMO: _____ Date: _____

Approved by City Council: _____ Date: _____

Processed by Finance: _____ Date: _____

Set ID: _____ Date Sent to SA&I: _____

--Print on Yellow Paper--