IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA WAS POSTED SEPTEMBER 9, 2021 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
SEPTEMBER 13, 2021

PRESENT: **CHAIR WILLIAM H. JOYCE, VICE CHAIR ALANE ZANNOTTI TRUSTEES JOHN WEDLAKE, AMY DZIALOWSKI AND CHRISTIE HAWKINS**
ABSENT: **NONE**

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 8:01 p.m.

2. CONSENT DOCKET

a. Approve regular meeting minutes of August 16, 2021
b. Receive Rural Water Advisory Board annual report

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE WEDLAKE TO APPROVE THE CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA, HAWKINS-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. Approve bid award to Sierra Container Group for the purchase of new residential poly-carts and authorize expenditures up to $120,000

Waste Management Director Chris Knight reported that bids were solicited for poly-carts and two bids and one no bid were submitted. The bid submitted by Sierra Container Group met all the technical specifications and was the most responsible bidder.

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO AWARD THE CONTRACT FOR THE PURCHASE OF NEW RESIDENTIAL POLY-CARTS TO SIERRA CONTAINER GOUP AND AUTHORIZE EXPENDITURES UP TO $120,000 FOR THE PURCHASE OF NEW POLY-CARTS.

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

b. Approve budget amendments reflecting grant funds of $49,110 received by Waste Management from Oklahoma Department of Environmental Quality for the purchase of 10 BigBelly trash receptacles

Waste Management Director Chris Knight stated that on May 27, 2021 two equipment grant applications for up to $50,000 were submitted to ODEQ fro the proposed purchase of the following:

- purchase of a cardboard bailer
- purchase of 10 Bigbelly trash receptacles

Mr. Knight reported that on August 11, 2021 Waste Management received an award letter from ODEQ awarding grant funds of $49,110 for 10 Bigbelly trash receptacles.

MOTION BY VICE CHAIR ZANNOTTI, SECOND BY TRUSTEE HAWKINS TO APPROVE THE BUDGET AMENDMENTS REFLECTING THE INCREASED REVENUE AND APPROPRIATION OF THE GRANT FUNDS OF $49,110 FOR PURCHASING 10 BIGBELLY TRASH RECEPTACLES.

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

c. Approve bid award to Danny Wick Excavating for Airport Industrial Access Road/Hargis Road Water Line Relocation Project and Elm Street Water Line Abandonment and Miscellaneous Improvements Project in the amount of $310,110; authorize the General Manager to execute the associated project documents; authorize total project expenditures of $356,110, and approve the related budget amendment

Deputy Director of City Engineering Bill Millis stated reported that two water line projects have completed the design phase:

- Airport Industrial Access Road/Hargis Raod Water Line Relocation
- Elm Avenue Water Line Abandonment and Miscellaneous Improvements

Mr. Millis reported that on July 24, 2021, staff bid two water line projects together hoping for better efficiency and lower costs. Danny Wick Excavating was the sole bidder. Staff reviewd the bids and bidder's qualifications, determined the costs to be reasonable, and recommend award of the contract for both projects to Danny Wick Excavating..

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE WEDLAKE TO AWARD THE BID TO THE LOWEST RESPONSIBLE BIDDER, DANNY WICK EXCAVATING IN THE AMOUNT OF $310,110; AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE ASSOCIATED PROJECT DOCUMENTS; AUTHORIZE TOTAL PROJECT EXPENDITURES OF $356,110, WHICH INCLUDES CONSTRUCTION AND 15% CONTINGENCY; AND APPROVE THE RELATED BUDGET AMENDMENT.

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

d. Approve bid award to Gades Sales Company, Inc. for the purchase of traffic signal UPS/monitoring systems in the amount of $96,820; authorize expenditures from the Rate Stabilization Fund up to $106,500; and authorize the General Manager to sign the contract documents

Electric Utility Director Loren Smith stated that on November 21, 2016, Trustees approve the traffic signal Uninterruptible Power Supply (UPS) project, which included the installation of UPS's on 67 traffic signals. On January 9, 2018 Trustees awarded the bid for the Traffic Signal UPS/Monitoring Systems to the lowest responsible bidder Gades Sale Company, Inc. Since 2018, 28 traffic signal UPS's and monitoring systems have bbeen installed, leaving 39 sytems left to install. Mr. Smith stated that to ensure accurate pricing, staff released a second bid for the equipment needed. Three bids were received and Gades Sales Compay met all the bid specifications making them the lowest responsible bidder.

MOTION BY TRUSTEE HAWKINS, SECOND BY VICE CHAIR ZANNOTTI TO AWARD THE BID FOR THE TRAFFIC SIGNAL UPS/MONITORING SYSTEMS TO GADES SALES COMPANY, INC. IN THE AMOUNT OF $96,820; AUTHORIZE EXPENDITURES FROM THE RSF UP TO $106,500 ($96,820 PLUS A 10% CONTINGENCY), AND; AUTHORIZE THE GENERAL MANAGER TO SIGN THE RELATED CONTRACT DOCUMENTS.

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

e. Approve GRDA Memorandum of Winter Storm Uri Cost-Recovery Method and authorize the General Manager to sign memo documenting the repayment of energy costs incurred during the winter weather event

Electric Utility Director Loren Smith stated that to provide energy to its customers during the February winter storm, GRDA had to purchase available electricity at largely inflated prices. GRDA plans to recover each customer's actual share of costs based on February's energy usage. Mr. Smith reported that Stillwater's proportionate share is $7,138,352. GRDA has provided a Memorandum of Winter Storm Uri Cost-Recovery Method, which includes three options and memorialize how the SUA plans to pay back its proportionate share of $7,138,352. Mr. Smith stated that of the three options provided, the Trustees selected the PCAx-12 option, which allows the SUA to pay its costs over a period of not more than 12 monthly payments. This option allows for the SUA to pay 12 monthly payments or one lump sum payment at the end of 12 months.

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO APPROVE THE GRDA MEMORANDUM OF WINTER STORM URI COST-RECOVERY METHOD AND AUTHORIZE THE GENERAL MANAGER TO SIGN MEMO DOCUMENTING THE REPAYMENT OF ENERGY COSTS INCURRED DURING THE WINTER WEATHER EVENT.

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

f. Approve budget amendment appropriating expenditures from the Electric Rate Stabilization Fund and SUA funds for payment to GRDA as repayment of energy costs incurred during the winter weather event, and the budget amendment adjusting revenue projections for amounts billed to electric customers during FY22 for recoupment of 50% of those costs

Electric Utility Director Loren Smith stated that to memorialize the approved expenditure of $7,138,352, staff is requesting approval of budget amendments to allocate the funds for payment to GRDA for winter storm energy costs and to increase the electric revenue projection to include amounts billed to electric utility customers during the 36 month recovery period.

MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE DZIALOWSKI TO APPROVE THE BUDGET AMENDMENT APPROPRIATING EXPENDITURES FROM THE ELECTRIC RATE STABILIZATION FUND AND SUA FUNDS FOR PAYMENT TO GRDA AND THE BUDGET AMENDMENT ADJUSTING REVENUE PROJECTIONS FOR AMOUNTS BILLED TO ELECTRIC CUSTOMERS DURING FY22.

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

g. Approve budget amendment transferring $650,000 to Stillwater Economic Development Authority for the issuance of tax apportionment obligations
(See Resolution No. SUA-2021-9)

Deputy City Manager Melissa Reames reported this budget amendment is needed to borrow funds form the Stillwater Utilities Authority (SUA) in an aggregate amount not to exeed $1,000,000 to Stillwater Economic Development Authority (SEDA) for the issuance of tax apportionment obligations. Ms. Reames stated to date $350,000 of funds have been transferred from SUA to SEDA. This budget amendment is to establish the transfer in to SEDA of the remaining $650,000.

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO APPROVE BUDGET AMENDMENT TRANSFERRING $650,000 TO STILLWATER ECONOMIC DEVELOPMENT AUTHORITY FOR THE ISSUANCE OF TAX APPORTIONMENT OBLIGATIONS.

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

6. RESOLUTIONS

a. Resolution No. SUA-2021-9: A resolution authorizing the issuance of a loan to the Stillwater Economic Development Authority in the aggregate amount not to exceed $1,000,000; approving and authorizing the chairman or vice chairman of the authority to approve, finalize, execute, modify and/or deliver the necessary or appropriate transactional documents; all authorizations hereunder being in accordance with authorizations of the City Council.

MOTION BY VICE CHAIR ZANNOTTI, SECOND BY TRUSTEE WEDLAKE TO APPROVE RESOLUTION NO. SUA-2021-9 AS PRESENTED.

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

b. Resolution No. SUA-2021-10: A resolution adopting a rate adjustment for electric sales; providing for the creation of a temporary production cost adjustment for winter storm recovery; and providing an effective date
(Resolution No. CC-2021-28)

MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE HAWKINS TO APPROVE RESOLUTION NO. SUA-2021-10 AS PRESENTED.

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

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. QUESTIONS & INQUIRIES

None.

9. ADJOURN

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY VICE CHAIR ZANNOTTI TO ADJOURN THE SEPTEMBER 13, 2021 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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

The September 13, 2021 regular meeting of the Stillwater Utilities Authority adjourned at 8:20 p.m.

William H. Joyce

WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

Teresa Kadavy

TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY