

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA
WAS POSTED JUNE 16, 2021 AT 4:50 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JUNE 21, 2021**

PRESENT: VICE CHAIR ALANE ZANNOTTI, TRUSTEES JOHN WEDLAKE,
AMY DZIALOWSKI AND CHRISTIE HAWKINS
ABSENT: CHAIR WILLIAM H. JOYCE

1. CALL MEETING TO ORDER

Vice Chair Zannotti called the meeting to order at 6:15 p.m.

2. CONSENT DOCKET

- a. Approve regular meeting minutes of June 7, 2021

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

ROLL CALL VOTE: ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA, HAWKINS-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. Approve purchase of FY22 City of Stillwater Energy Center insurance coverage in an amount of \$253,568 and SUA portion of master property program in the amount of \$44,701.94

Special Projects Director John McClenny reported the Stillwater Energy Center property insurance expires on June 30, 2021. He introduced Ray Butler, USI Southwest to update the Trustees on the insurance changes and coverage for FY22.

Ray Butler, Client Executive, USI Southwest gave an overview of the coverage, premiums and policy updates for the Stillwater Energy Center for FY22 and answered the Trustees questions.

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE DZIALOWSKI TO APPROVE PURCHASE OF FY22 CITY OF STILLWATER ENERGY CENTER INSURANCE COVERAGE IN AN AMOUNT OF \$253,568 AND SUA PORTION OF MASTER PROPERTY PROGRAM IN THE AMOUNT OF \$44,701.94.

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

- b. Approve partnering with OSU–New Product Development Center to apply for OCAST funding of a downdraft gasifier laboratory prototype and approve budget amendment allocating a \$200,000 for a cash match in FY2022.

Waste Management Director Chris Knight introduced Dr. Robert Taylor, OSU New Product Development Center. Dr. Taylor presented the Downdraft Gasifier prototype and the request for partnership in the amount of \$200,000.

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE WEDLAKE TO APPROVE PARTNERING WITH OSU – NEW PRODUCT DEVELOPMENT CENTER TO APPLY FOR OCAST FUNDING OF A DOWNDRAFT GASIFIER LABORATORY PROTOTYPE AND APPROVE BUDGET AMENDMENT ALLOCATING \$200,000 FOR A CASH MATCH IN FY2022.

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

- c. Authorize an increase in the expenditure limit for the purchase of wholesale power from Grand River Dam Authority not to exceed \$24,700,000 for FY21

Deputy General Manager Melissa Reames reported that on August 5, 2013, Trustees approved the GRDA Purchase and Sale Agreement. This agreement is for the purchase of wholesale power from GRDA, which is the capacity purchase agreement for the Stillwater Energy Center. Ms. Reames stated this agreement is a full requirements agreement and expires at 12:00 a.m. on June 1, 2042. She stated on June 1, 2020, Trustees authorized FY21 expenditure limits for GRDA not to exceed \$24,000,000 but projection models indicate that the purchase power cost will exceed the previously approved amount. Ms. Reames stated staff recommends Trustees authorize an increase to the expenditure limit for GRDA for FY21 not to exceed \$24,700,000.

MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE HAWKINS TO AUTHORIZE AN INCREASE IN THE EXPENDITURE LIMIT FOR GRDA NOT TO EXCEED \$24,700,000 FOR FY21.

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

- d. Approve bid recommendation for mass deployment of electric smart meters and water meter radios to Techline Inc. in the amount of \$6,487,069.44; authorize expenditures up to \$7,135,777 (base amount plus 10% contingency); and authorize General Manager to sign the contract documents

Special Projects Director John McClenny reported that in 2019 SUA Trustees authorized the Advanced Metering Infrastructure Project. A pilot project involving approximately 200 test meters, three data collection units, and operating software was initiated and successfully completed in December 2020. Mr. McClenny stated the pilot project was subsequently tested through three billing cycles and readings were “human-verified” for accuracy. The pilot project is in use for meter reading and billing at the installed

locations. Mr. McClenny stated bids were solicited for the mass deployment of electric smart meters and water meter radios and three bids were received. The lowest bidder meeting all specifications is Techline, Inc., based in Austin, TX with facilities in Shawnee, OK. Construction of the AMI system will take 12 to 18 months from notice to proceed. Mr. McClenny stated staff recommends award of the bid to Techline, Inc.

MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE HAWKINS TO AWARD THE BID FOR MASS DEPLOYMENT OF ELECTRIC SMART METERS AND WATER METER RADIOS TO TECHLINE INC. IN THE AMOUNT OF \$6,487,069.44 AND TO AUTHORIZE EXPENDITURES UP TO \$7,135,775 INCLUDING THE BASE AMOUNT PLUS 10% CONTINGENCY, AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE CONTRACT DOCUMENTS.

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

- e. Consider staff recommendation to develop an advanced metering infrastructure opt-out policy for adoption by the Stillwater Utilities Authority

Utility and Billing Services Director Dana Mattox reported that staff has received feedback from several customers who do not want an AMI electric meter installed primarily due to perceived health effects from the meter. Staff is anticipating there will be others who wish to not have an AMI electric meter installed. Ms. Mattox stated that in advance of mass deployment of the smart meters, staff is proposing to put in place an opt-out policy to allow customers who do not wish to take advantage of the benefits of having a smart electric meter installed at their residence the ability to do so. The purpose of the opt-out policy is to provide customers an alternative to a smart meter installation. Ms. Mattox stated the adoption of an opt-out policy will necessitate changes to terms and conditions and rate schedules.

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE DZIALOWSKI TO DIRECT STAFF TO PREPARE THE NECESSARY DOCUMENTS FOR FORMAL APPROVAL OF AN ADVANCED METERING INFRASTRUCTURE OPT-OUT POLICY.

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

6. RESOLUTIONS

Resolution No. SUA-2021-5: A resolution certifying that a public hearing was conducted on April 21, 2021 for the purpose of discussing potential environmental impacts of the Stillwater Utilities Authority proposed South Sewer Interceptor Replacement Project.

This Resolution was discussed on the City Council agenda.

MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE DZIALOWSKI TO ADOPT RESOLUTION NO. SUA-2021-5 AS PRESENTED.

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

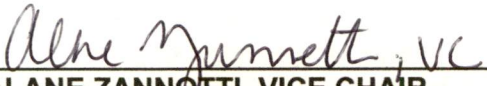
None.

9. ADJOURN

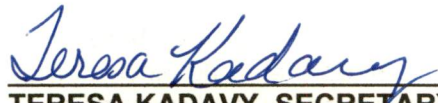
MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE DZIALOWSKI TO ADJOURN THE JUNE 21, 2021 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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

The June 21, 2021 regular meeting of the Stillwater Utilities Authority adjourned at 6:47 p.m.



ALANE ZANNOTTI, VICE CHAIR
STILLWATER UTILITIES AUTHORITY



TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY