**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA WAS POSTED JUNE 3, 2021 AT 3:40 P.M. AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

# MINUTES
## STILLWATER UTILITIES AUTHORITY
## REGULAR MEETING
## COUNCIL HEARING ROOM
## 723 S. LEWIS
## JUNE 7, 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 6:58 p.m.

### 2. CONSENT DOCKET

a. Approve special meeting minutes of May 17, 2021
b. Approve budget amendment transferring out $323,000 to the General Fund to cover the FY22 International Association of Firefighters Local #2095 contract as presented at the City Council meeting
c. Approve budget amendment transferring out $357,000 to the General Fund to cover the FY22 Fraternal Order of Police Lodge #102 contract as presented at the City Council meeting
d. Approve contract renewal for tree trimming services with Davey Tree Surgery Company for $1,434,858.80
e. Approve the following FY2021-22 expenditure requests for Stillwater Electric Utility and authorize the General Manager to sign related documents:
   - ONG $200,000
   - GRDA $24,755,000
   - Enable $1,075,000
   - Futura $65,986.14

MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE DZIALOWSKI 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 for Electric Distribution & Engineering Office Expansion Project and the associated budget amendment appropriating $321,885 for the project

Electric Utility Director Loren Smith stated that on March 4, 2019 Trustees approved the electric distribution and engineering office expansion project and authorized staff to proceed with architect and engineering services. This project was delayed due to capital budget constraints related to the COVID-19 pandemic. Once those constraints were lifted, staff finalized the design and released bids for construction. Mr. Smith reported that four bids were received but one bidder was disqualified for not bidding as a general contractor. Lambert Construction Company met all the bid specifications making them the lowest responsible bidder.

MOTION BY VICE CHAIR ZANNOTTI, SECOND BY TRUSTEE HAWKINS TO AWARD THE BID TO LAMBERT CONSTRUCTION FOR $279,900, AUTHORIZE EXPENDITURES UP TO $321,885, APPROVE RELATED BUDGET AMENDMENTS, AND AUTHORIZE GENERAL MANAGER TO SIGN RELATED DOCUMENTS.

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

b. Approve sole source expenditure request for the purchase of services up to $100,000 and parts up to $200,000 parts for the three Wartsila 18V50SG engine/generators at the Stillwater Energy Center and approve the related budget amendment

Electric Utility Director Loren Smith stated the Stillwater Energy Center uses three Wartsila 18V50SG engine/generators to produce electricity. The engine primary components, control system and many of the auxiliary components are manufactured by Wartsila. Mr. Smith stated the services and parts requested can only be purchased from Wartsila, making this a sole source purchase and allow staff to purchase parts and service without delay. The Grand River Dam Authority capacity purchase agreement includes provisions for a capacity payment based on availability of the engine/generators. If the engine/generators are not available, the capacity payment decreases, which can potentially have a negative revenue impact on SUA. Mr. Smith stated staff is requesting a sole source approval to purchase services up to $100,000 and parts up to $200,000 fom Wartstila.

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE DZIALOWSKI TO APPROVE THE SOLE SOURCE PURCHASE FOR WARTSILA SERVICES UP TO $100,000 AND PARTS UP TO $200,000, AUTHORIZE EXPENDITURES FROM THE ELECTRIC RATE STABILIZATION FUND UP TO $300,000, 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.

c. Approve retaining Carollo Engineers and Burns McDonnell to perform Project Definition Services for improvements to the Water Treatment Plant and Raw Water Delivery System in an aggregate amount not to exceed $1,000,000, authorize the City Manager to sign agreement documents, and approve the budget amendment allocating $1,000,000 from the Water Fund

Director of City Engineering Monty Karns stated that during the September 28, 2020 City Council/SUA study session, the Director of City Engineering and Deputy Director of Civil Engineering presented a needs assessment report on the Water Treatment Plant (WTP) and Raw Water Delivery System (RWDS). In

February of this year, several days of sub-zero temperatures made clear some of the critical needs for both the WTP and RWDS previously identified. Mr. Karns stated that City Engineering staff solicited statements of qualifications from consultants providing Design Engineer and Construction Manager at Risk (CMAR) services. Written proposals were received on April 21, 2021 and interviews were conducted on May 12 and 13, 2021. Mr. Karns reported that after the interviews, Carollo Engineers and Burns and McDonnell were selected for initial scope and fee negotiations for design and CMAR services respectively.

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE WEDLAKE TO APPROVE RETAINING CAROLLO ENGINEERS AND BURNS MCDONNELL TO PERFORM PROJECT DEFINITION SERVICES FOR IMPROVEMENTS TO THE WATER TREATMENT PLANT AND RAW WATER DELIVERY SYSTEM IN AN AGGREGATE AMOUNT NOT TO EXCEED $1,000,000 WHICH INCLUDES 10% CONTINGENCY, AUTHORIZE THE CITY MANAGER TO SIGN AGREEMENT DOCUMENTS, AND APPROVE THE BUDGET AMENDMENT ALLOCATING $1,000,000 FROM THE WATER FUND.

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

## 6. RESOLUTIONS

Resolution No. SUA-2021-8: A resolution authorizing the issuance of a loan to the Stillwater Economic Development Authority in the amount of $6,000,000; authorizing an advance of $250,000 to Lakeview Landing, LLC in assistance in development financing for pre-development costs; approving and authorizing the chair or vice chair 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 TRUSTEE DZIALOWSKI, SECOND BY VICE CHAIR ZANNOTTI TO ADOPT RESOLUTION NO. SUA-2021-8 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 WEDLAKE, SECOND BY VICE CHAIR ZANNOTTI TO ADJOURN THE JUNE 7, 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 June 7, 2021 regular meeting of the Stillwater Utilities Authority adjourned at 7:29 p.m.

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

**TERESA KADAVY, SECRETARY**
**STILLWATER UTILITIES AUTHORITY**