

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA  
WAS POSTED MARCH 15, 2023 AT 3:32 P.M. AT THE MUNICIPAL BUILDING,  
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES  
STILLWATER UTILITIES AUTHORITY  
REGULAR MEETING  
COUNCIL HEARING ROOM  
723 S. LEWIS  
MARCH 20, 2023**

**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 6:47 p.m.

**2. CONSENT DOCKET**

- a. Approve regular meeting minutes of February 13, 2023

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. GENERAL ORDERS**

- a. Approve budget amendments for mid-year adjustments to budget:
- Electric Sales - \$600,000 due to 3% CPI escalator effective January 1, 2023
  - Bank Charges - \$200,000 due to increased transaction count volume and dollar value of utility bills paid via credit card

Finance Director Christy Cluck reported that City staff continually monitors revenues and expenditures and their relationship to the budget. This is important in order to inform management and the Trustees of measures needed to be taken to meet projections or to modify the budget. In staff's analysis of the FY23 revenues and expenditures, several amendments have been identified. She stated that passage of these budget amendments will allow the City to meet its obligations with respect to health insurance claims and bank charges as well as aid in the preparation and presentation of a balanced FY24 budget. Ms. Cluck presented the revenue projections and expenditure appropriations that need to be increased for FY23.

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO APPROVE BUDGET AMENDMENTS AS SUMMARIZED IN THE FINANCIAL IMPACT/FUNDING SOURCE SECTION OF THIS REPORT AND LISTED ABOVE.

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

- b. Approve budget amendments reflecting increase in OWRB loan proceeds by \$10,500,000 and project expenditures by \$10,500,000

Finance Director Christy Cluck reported that in January 2023 City Council/SUA Trustees passed resolutions to accept the Clean Water State Revolving Fund Loan to fund the South Sewer Interceptor and Miscellaneous Wastewater Projects. The loan closed on January 10, 2023 with the following terms:

- Amount: \$10,500,000
- Anticipated loan forgiveness: \$1,000,000
- Collateral: water, sewer and electric revenues; 1 cent sales tax dedicated to the SUA
- Loan term: 30 years
- Maturity date: March 15, 2054
- Interest rate: 2.43% plus 0.50% admin fee for a total of 2.93%

Ms. Cluck presented and explained the budget amendments reflecting the increase in loan proceeds and the project expenditures.

MOTION BY TRUSTEE HAWKINS, SECOND BY VICE CHAIR DZIALOWSKI TO APPROVE BUDGET AMENDMENTS TO INCREASE LOAN PROCEEDS BY \$10,500,000 AND PROJECT EXPENDITURES BY \$10,500,000.

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

- c. Approve budget amendments reflecting a \$210,000 increase for purchase of Water Treatment Plant chemicals

Water Utilities Director James Driskel reported that on June 13, 2022, SUA staff recommended awarding of chemical bids for FY23 and discussed cost projections well above the adopted FY23 budget for chemical. Due to large increases in chemical costs for FY23, the Water Treatment Plant chemicals account does not contain adequate funding for the remainder of the fiscal year. Mr. Driskel stated that a budget amendment has been prepared allocating an additional \$210,000 for the purchase of chemicals needed for the Water Treatment Plant.

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE CLARK TO APPROVE BUDGET AMENDMENT ALLOCATING \$210,000 FROM THE WATER FUND FOR THE PURCHASE OF CHEMICALS FOR THE WATER TREATMENT PLANT.

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

## **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. QUESTIONS & INQUIRIES

None.

## 8. ADJOURN

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE CLARK TO ADJOURN THE MARCH 20, 2023 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 March 20, 2023 regular meeting of the Stillwater Utilities Authority adjourned at 6:54 p.m.

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

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