IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA WAS POSTED APRIL 27, 2016, AT 3:35 P.M. AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
MAY 2, 2016

PRESENT: **CHAIR GINA J. NOBLE, VICE CHAIR PAT DARLINGTON**
TRUSTEES MIGUEL NAJERA, ALANE ZANNOTTI AND WILLIAM JOYCE
ABSENT: **NONE**

1. CALL MEETING TO ORDER

Chair Noble called the meeting to order at 7:02 p.m.

2. CONSENT DOCKET

a. Approval of minutes: Regular Meeting April 4, 2016
b. Bid recommendation for Western Road water line project (SUA-16-22)
c. Accept Rural Water Advisory Board semi-annual report

MOTION BY TRUSTEE NAJERA, SECOND BY VICE CHAIR DARLINGTON TO APPROVE THE CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-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 THE CONSENT DOCKET

None.

5. GENERAL ORDERS

a. Consider adopting transfer policy (SUA-16-23)

Deputy City Manager Dan Blankenship reported that the purpose of a written policy on the transfer of funds from the Stillwater Utilities Authority (SUA) to the General Fund is to guide future Councils and Board of Trustees in their decisions on transfers and provide utility management with the consistency and predictability that is necessary for a stable, well-planned financial operation of the utility. Mr. Blankenship presented a draft of the proposed policy to Trustees and reviewed how the policy would function and defined "surplus funds". Staff recommended approval of the proposed transfer policy formally defining "surplus revenue" and limiting the General Fund transfer to the actual amount of surplus revenue in any given year; transfers would continue to be made on an as needed basis up to the limit; and occasional transfers from the SUA fund balance could be made when needed for specific purposes. Trustees were pleased to receive the proposed policy they had requested. Discussion occurred regarding occasional transfers from the SUA fund balance during a fiscal year. Vice Chair Darlington requested that wording be added to the resolution specifying that occasional transfers during the year be approved by the Trustees. The policy will be brought back before Trustees in the form of a resolution at the next SUA meeting.

6. RESOLUTIONS

a. RESOLUTION SUA-2016-3: A RESOLUTION STATING THE STILLWATER UTILITIES AUTHORITY INTENT TO REIMBURSE CAPITAL EXPENDITURES

MOTION BY VICE CHAIR DARLINGTON, SECOND BY TRUSTEE NAJERA TO APPROVE RESOLUTION SUA-2016-3 AS PRESENTED.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

b. RESOLUTION SUA-2016-4: A RESOLUTION OF THE STILLWATER UTILITIES AUTHORITY ADOPTING AN OPERATING BUDGET FOR FISCAL YEAR 2016-17

MOTION BY VICE CHAIR DARLINGTON, SECOND BY TRUSTEE ZANNOTTI TO APPROVE RESOLUTION SUA-2016-4 AS PRESENTED.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

7. REPORTS FROM OFFICERS & BOARDS

a. Miscellaneous items from the General Counsel: None.
b. Miscellaneous items from the General Manager: Mr. McNickle commended staff for their efforts to develop programs around the strategic plan developed by City Council and expressed his appreciation to Mr. Blankenship for his work on the transfer policy.
c. Miscellaneous items from Trustees: Vice Chair Darlington thanked Chief Financial Officer Melissa Reames for the background work she performed on the budget.
   i) Discussion about scheduling items for upcoming meetings

8. QUESTIONS & INQUIRIES

None.

9. ADJOURN

MOTION BY TRUSTEE NAJERA, SECOND BY TRUSTEE JOYCE TO ADJOURN THE MAY 2, 2016 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

The May 2, 2016 meeting of the Stillwater Utilities Authority adjourned at 7:15 p.m.

GINA J. NOBLE, CHAIR
STILLWATER UTILITIES AUTHORITY

ELIZABETH CHRZ, SECRETARY
STILLWATER UTILITIES AUTHORITY