

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA
WAS POSTED SEPTEMBER 10, 2020 AT 12:30 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
SPECIAL MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
SEPTEMBER 14, 2020**

PRESENT: CHAIR WILLIAM H. JOYCE, VICE CHAIR PAT DARLINGTON,
TRUSTEES JOHN WEDLAKE AND AMY DZIALOWSKI
ABSENT: TRUSTEE ALANE ZANNOTTI

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:54 p.m.

2. CONSENT DOCKET

- a. Approve regular meeting minutes August 3, 2020
- b. Approve regular meeting minutes August 17, 2020

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

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, WEDLAKE-YEA, DZIALOWSKI-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 an amendment to the Professional Services Agreement with Olsson Associates for the
Airport Industrial Access Road water line relocation project and approve budget amendment
allocating funds in the amount of \$39,000

Water Utilities Engineering Director Bill Millis reported that in October 2018, City Council approved the
Professional Services Agreement with Olsson Associates to provide design and construction services for
the Airport Industrial Access Road Project. Mr. Millis stated staff identified specific areas of the proposed
roadway design that conflict with the location and depth of the existing water lines. The conflicting water
lines will be relocated. A scope and fee are negotiated with Olsson to add water line relocation design to
the existing PSA. Mr. Millis reported the negotiated fee for this amendment is \$33,770.95, including \$2,900
for owner-approved tasks, which may not be needed.

MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE DZIALOWSKI TO AUTHORIZE STAFF TO EXECUTE AMENDMENT #1 TO THE PSA IN THE AMOUNT OF \$33,771; AUTHORIZE TOTAL SUA EXPENDITURES OF \$39,000 WHICH INCLUDES DESIGN, PERMITTING, BIDDING, POTHOLING, CONSTRUCTION ADMINISTRATION AND APPROXIMATELY 10% CONTINGENCY FOR THE WATER LINE RELOCATION WORK; AND APPROVE THE ATTACHED BUDGET AMENDMENT.

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

- b. Authorize the General Manager to execute the Professional Services Agreement with Kimley-Horn & Associates in the amount of \$2,430,200 for the College Gardens water and sewer line replacement project and approve related budget amendments

Water Utilities Engineering Director Bill Millis gave background information regarding water line and sewer line rehabilitation and replacements in the College Gardens area which include:

- project area is generally bounded by University Avenue, Admiral Avenue, Western Road and University Circle;
- project area includes approximately 23,000 feet of sewer lines, primarily of vitrified clay pipe with existing manholes, dating back to 1939;
- project area includes approximately 28,000 feet of water lines, of which about half are asbestos cement pipe and the remaining half of combination of cast iron, ductile iron and galvanized steel;
- project area has experienced high maintenance needs in recent years for both water and sewer making this a high priority project;
- there is additional water and sewer line work in the area nearby College Gardens including Westwood/University and Devon/Wicklow/Western.

Mr. Millis reported that a request for proposals was issued in November 2019 to obtain professional services for design of water and sewer line rehabilitation and replacement in the College Gardens area. He stated Kimley-Horn & Associates was selected to provide services including:

- conduct kickoff, data gathering and stakeholder meetings;
- evaluate and assess various construction options and alignments for the water and sewer lines;
- perform modeling of the water and sewer lines in the area;
- design the improvements and size lines to ensure that future capacity needs are met;
- produce plans, specifications and contract documents for the project;
- identify needs for easements (162 are anticipated) and produce legal documents and exhibits;
- support public meetings and present the project plans to residents;
- provide survey, utility mapping and franchise utility coordination; and
- prepare bid documents and provide support to City staff during bid, contract and construction phases

Mr. Millis stated Kimley-Horn's fee for the basic services is \$1,642,400 and for additional services is \$787,800 for a total Professional Services Agreement amount of \$2,430,200. Additionally, the estimated expenditures related to payment for easements across 162 parcels is \$300,000.

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY VICE CHAIR DARLINGTON TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN & ASSOCIATES IN THE AMOUNT OF \$2,430,200, WHICH INCLUDES ALL BASIC AND ADDITIONAL SERVICES.

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

Due to the incomplete agenda entry, the budget amendment authorizing necessary expenditures will be brought back for approval at the September 21, 2020 meeting.

6. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the General Counsel: No report.
- b. Miscellaneous items from the General Manager:
 - General Manager Norman McNickle reported the mental health resources are still available on the Stillwater Public Library's website.
 - Mr. McNickle stated that the construction of the Phase 2 hospital water line project has been completed.
- c. Miscellaneous items from Trustees: No report.
 - i) Discussion about scheduling items for upcoming meetings

7. QUESTIONS & INQUIRIES

None.

8. ADJOURN

MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE DZIALOWSKI TO ADJOURN THE SEPTEMBER 14, 2020 SPECIAL MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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

The September 14, 2020 special meeting of the Stillwater Utilities Authority adjourned at 7:13 p.m.

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

**TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY**