

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AMENDED AGENDA
WAS POSTED SEPTEMBER 18, 2020 AT 11:15 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
SPECIAL MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
SEPTEMBER 21, 2020**

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

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 5:30 p.m.

2. CONSENT DOCKET

- a. Approve budget amendment appropriating funds for the College Gardens water/sewer lines project approved by Trustees on September 14, 2020 (SUA-20-31): \$2,430,200 for engineering work; \$300,000 for easement acquisition; and 10% contingency for total project costs of \$3,003,300

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

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-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. Authorize staff to move forward with the Hunter's Ridge Water Line Connection project; authorize expenditures for the Hunter's Ridge Water Line Connection project not to exceed \$51,000; and approve the associated budget amendment

Water Utilities Engineering Director Bill Millis reported the pressure in part of RWD1 is frequently lower than the ODEQ minimum of 25 psi. Staff has determined that additional service connections would cause the system to operate at even lower pressures. Improvement projects have been identified that will raise pressure in RWD1 above the ODEQ minimum; however, a timeline for completion is not yet estimated. Staff identified a potential system improvement that will allow up to 20 additional meters to be connected

for service in the RWD1 service area. Typically, developers are responsible for any improvements needed to support their development. In this case, there is not a specific area of RWD1 that the improvement project will support. The project allows meters currently requested and a limited number of meters in the future to be set into service. This solution allows some new customers to connect to the system and share the cost of the improvement needed to support those new customers. Mr. Millis reported the solution involves making improvements to the water system and implementing a method for recovering costs from new customers when they connect. To recover the cost of the needed system improvement, the construction cost of the improvements would be applied as a surcharge in the rate structure to the next 20 domestic sized service connections, or their commercial equivalent. At the current rate of new meter applications in RWD1, it is projected that project costs would be fully recovered in approximately five years. A resolution establishing a surcharge in the rating structure for the allowed additional 20 meters is recommended for adoption under the resolutions portion of the SUA agenda. Staff developed plans and specifications and issued a request for quotes on July 16, 2020. Three quotes were received and Danny Wick Excavating has been determined to have submitted the lowest responsible quote.

MOTION BY VICE CHAIR DARLINGTON, SECOND BY TRUSTEE ZANNOTTI TO AUTHORIZE STAFF TO MOVE FORWARD WITH THE HUNTER'S RIDGE LINE CONNECTION PROJECT, AWARD THE PROJECT CONTRACT TO DANNY WICK EXCAVATING IN THE AMOUNT OF \$42,650, AND APPROVE THE ATTACHED BUDGET AMENDMENT AUTHORIZING EXPENDITURES NOT TO EXCEED \$51,000.

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

- b. Approve entering into a contract with Tricore for professional design services for a recycling staging facility and approve the budget amendment allocating funds (\$165,910) to cover cost for the services

Waste Management Director Chris Knight reported the Waste Management Department advertised for professional design services for a recycling staging facility on August 1, 2020. He stated eight submittals were received and were opened on August 27, 2020. Staff, with the assistance of the Recycling Task Force members, selected Tricore for the project. Mr. Knight reported the total cost for the design services is \$165,910. The waste management reserve has adequate funds, and by using the reserve fund, there is no impact to the annual operating budget.

MOTION BY VICE CHAIR DARLINGTON, SECOND BY TRUSTEE DZIALOWSKI TO APPROVE ENTERING INTO A CONTRACT WITH TRICORE FOR PROFESSIONAL DESIGN SERVICES FOR A RECYCLING STAGING FACILITY AND APPROVE THE BUDGET AMENDMENT ALLOCATING FUNDS TO COVER THE COST FOR THE SERVICES

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

6. RESOLUTIONS

RESOLUTION NO. SUA-20-6: A RESOLUTION AMENDING WATER AND WASTEWATER RATE STRUCTURES FOR WATER UTILITY SERVICES; PROVIDING FOR CAPITAL COST RECOVERY FOR NEW SERVICE CONNECTIONS IN THE RURAL WATER DISTRICT NO. 1 SERVICE AREA BY ESTABLISHING A SURCHARGE AND RESTRICTING THE NUMBER OF METERS.

MOTION BY TRUSTEE ZANNOTTI, SECOND BY VICE CHAIR DARLINGTON TO ADOPT RESOLUTION NO. SUA-20-6

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, DZIALOWSKI-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 ZANNOTTI, SECOND BY TRUSTEE DZIALOWSKI TO ADJOURN THE SEPTEMBER 21, 2020 SPECIAL MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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

The September 21, 2020 special meeting of the Stillwater Utilities Authority adjourned at 5:53 p.m.

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

**TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY**