

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA
WAS POSTED APRIL 15, 2021 AT 12:20 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER UTILITIES AUTHORITY
SPECIAL MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
APRIL 19, 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 7:44 p.m.

2. CONSENT DOCKET

- a. Approve special meeting minutes April 5, 2021.

MOTION BY VICE CHAIR ZANNOTTI, 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

Henri Uehara, Stillwater, OK, expressed his concerns about the way the proposed Distributed
Generation rate was computed.

4. ITEMS REMOVED FROM CONSENT DOCKET

None.

5. GENERAL ORDERS

- a. Approve the following items related to the West College sewer line project:
- Authorize General Manager to execute Contract Amendment 1 at a fee of \$9,800 for design of 12th Avenue sewer segment, for a new total contract fee with RJN of \$292,375;
 - Authorize General Manager to execute Task Order 1 with Keystone Engineering at a fee of \$66,260.22;
 - Authorize staff to execute an agreement with Milestone Valuation at a fee of \$5,000;
 - Authorize total project expenditures of \$405,000, which includes contingency, design, permitting, bidding, construction administration services, and easement acquisition services; and
 - Approve the related budget amendment

Deputy Director of City Engineering Bill Millis reported the West College Phase 2 Project provides for design and construction of sewer line and manhole replacement or rehabilitation in the West College area, sewer line improvement along Eyer Lane and Ridge Drive, and evaluation and rehabilitation of approximately 85 manholes throughout the City.

Mr. Millis stated to date, that the Project design is 65% complete and topographic survey of area has been conducted. The engineer identified approximately 96 parcels which will require:

- new permanent easements
- wider permanent easements than are currently in place, and/or
- temporary easements in order to complete the construction work

Mr. Millis reported that additional authorization and funds are needed at this time to complete the design and easement negotiations, and that in lieu of utilizing a separate easement negotiation service to obtain easements for this project, work is being performed in-house using existing resources. Additional professional services needed are:

- Amendment 1 to PSA with RJN for a fee of \$9,800 to complete the additional design work for the sewer line north of 12th Avenue
- Land appraiser fees of \$5,000.
- Surveyor fees of \$66,260.22.

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE WEDLAKE TO:

- AUTHORIZE GENERAL MANAGER TO EXECUTE CONTRACT AMENDMENT 1 AT A FEE OF \$9,800 FOR DESIGN OF 12TH AVENUE SEWER SEGMENT, FOR A NEW TOTAL CONTRACT FEE WITH RJN OF \$292,375;
- AUTHORIZE GENERAL MANAGER TO EXECUTE TASK ORDER 1 WITH KEYSTONE ENGINEERING AT A FEE OF \$66,260.22;
- AUTHORIZE STAFF TO EXECUTE AN AGREEMENT WITH MILESTONE VALUATION AT A FEE OF \$5,000;
- AUTHORIZE TOTAL PROJECT EXPENDITURES OF \$405,000, WHICH INCLUDES CONTINGENCY, DESIGN, PERMITTING, BIDDING, CONSTRUCTION ADMINISTRATION SERVICES, AND EASEMENT ACQUISITION SERVICES; 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.

- b. Approve bid award to Sherman+Reilly for purchase of puller/tensioners for Electric Distribution in an amount of \$263,422 and authorize expenditures up to \$274,000 including contingency

Electric Utility Director Loren Smith reported that on March 1, 2021, Trustees authorized expenditures for the purchase of equipment for the distribution division of the electric department. Bid solicitations were prepared and advertised in accordance with the City's purchasing manual. One bid was received from Sherman+Reilly and all specifications were met. Mr. Smith stated staff recommends awarding bid to Sherman+Reilly in the amount of \$263,422 and authorize expenditure up to \$274,000 (includes contingency).

MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE DZIALOWSKI TO AWARD BID TO SHERMAN+REILLY IN THE AMOUNT OF \$263,422 AND AUTHORIZE EXPENDITURES UP TO \$274,000 (INCLUDES CONTINGENCY)

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

- c. Overview of the proposed distributed generation rate tariff as proposed in Resolution 2021-4

Electric Utility Director Loren Smith reported that on April 5, 2021, LM Vedder Consulting presented the newly designed Distributed Generation (DG) rate schedule. Based on the results of a lengthy public outreach and education program, the recommended DG rate structure is Net Energy Metering with a Fixed Service Availability Fee assessed to DG customers. LM Vedder and City staff have designed a state-of-the-art rate based off the latest cost of service study that ensures all customers are treated equitably, addresses cross subsidization issues, and directly correlates to feedback received from customers.

Lisa Vedder, LM Vedder Consulting, answered Trustee's questions.

No action was taken on this item.

6. RESOLUTIONS

Resolution No. SUA-2021-4: A resolution adopting a Net Energy Metering Distributed Generation (NEM-DG) Rate

MOTION BY VICE CHAIR ZANNOTTI, SECOND BY TRUSTEE WEDLAKE TO ADOPT RESOLUTION SUA-2021-4 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 DZIALOWSKI, SECOND BY TRUSTEE WEDLAKE TO ADJOURN THE APRIL 19, 2021 SPECIAL 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 April 19, 2021 special meeting of the Stillwater Utilities Authority adjourned at 8:11 p.m.

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

**TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY**

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