

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AMENDED AGENDA  
WAS POSTED MAY 14, 2021 AT 11:00 A.M. AT THE MUNICIPAL BUILDING,  
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES  
STILLWATER UTILITIES AUTHORITY  
SPECIAL MEETING  
COUNCIL HEARING ROOM  
723 S. LEWIS  
MAY 17, 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 6:28 p.m.

**2. CONSENT DOCKET**

- a. Approve special meeting minutes of May 3, 2021

**MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE WEDLAKE 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**

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 sole source purchase of S & C automated transfer switches from Oberlender and Associates for \$59,308.50, authorize expenditures up to \$65,240 (10% contingency), and authorize staff to enter into a purchase agreement for switches to increase electric service reliability to City Hall to ensure continuous City operations as well as to protect electronic equipment

Electric Utility Director Loren Smith reported that on January 11, 2021, SUA Trustees's approved the City Hall transfer switch project. The project is designed to increase electric service reliability to City Hall to ensure continuous City operations as well as to protect electronic equipment. Mr. Smith stated one of the major components of the project is to install an automatic transfer switch that will supply redundant electric service from two separate sources. The electric utility currently uses S & C Electric Company transfer switches to provide redundant electric service to the Waste Water Treatment plant (two switches) and

Stillwater Medical Center (one switch). The automated transfer switches solely used by the electric utility are manufactured by the S & C Electric Company. Mr. Smith stated since 2001, the electric utility has been standardizing its equipment with the industry's highest quality products, which is the key to increasing reliability. He reported Oberlender & Associates is the factory direct sole source vendor for S & C Electric Company for this region. For this reason, staff is requesting a sole source purchase approval.

MOTION BY VICE CHAIR ZANNOTTI, SECOND BY TRUSTEE HAWKINS TO APPROVE THE SOLE SOURCE PURCHASE OF THE S & C AUTOMATED TRANSFER SWITCHES FROM OBERLENDER AND ASSOCIATES FOR \$59,308.50, AUTHORIZE EXPENDITURES UP TO \$65,240 (INCLUDES 10% CCONTINGENCY), AND AUTHORIZE STAFF TO ENTER INTO A PURCHASE AGREEMENT FOR THE SWITCHES.

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

## **6. RESOLUTIONS**

Resolution No. SUA-2021-7: A resolution of the Stillwater Utilities Authority adopting an operating budget for the Fiscal Year 2021-22.

MOTION BY TRUSTEE WEDLAKE, SECOND BY TRUSTEE DZIALOWSKI TO ADOPT RESOLUTION NO. SUA-2021-7 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 VICE CHAIR ZANNOTTI, SECOND BY TRUSTEE HAWKINS TO ADJOURN THE MAY 17, 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 May 17, 2021 special meeting of the Stillwater Utilities Authority adjourned at 6:35 p.m.



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



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**TERESA KADAVY, SECRETARY  
STILLWATER UTILITIES AUTHORITY**