

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA
WAS POSTED FEBRUARY 26 2020 AT 4:15 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
MARCH 2, 2020**

PRESENT: CHAIR WILLIAM H. JOYCE, VICE CHAIR PAT DARLINGTON,
TRUSTEES ALANE ZANNOTTI, JOHN WEDLAKE AND AMY DZIALOWSKI
ABSENT: NONE

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:31 p.m.

2. CONSENT DOCKET

- a. Approve regular meeting minutes of February 3, 2020
- b. Approve regular meeting minutes of February 10, 2020

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

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-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. Rate study presentation from Avant (no action requested)

Special Projects Director John McClenny introduced Vice President of Avant Energy David Niles. Mr. Niles presented the rate study findings, and recommendations. The findings and recommendations will be considered during FY21 budget discussions.

Approve a Professional Services Agreement with Carollo Engineers, Inc. for the installation of two chloramine dosing stations at the Karsten Pump Station and the South Perkins Pump Station, approve the associated budget amendment, and authorize the General Manager to sign the agreement.

Water Utilities Engineering Director Bill Millis reported staff proposes to install two chloramine dosing stations to address key parts of the water distribution system. Staff evaluated the qualifications and availability of consultants capable of performing this work. Carollo was selected for the evaluation and design phase of this project. Carollo's fee for Professional Services is not anticipated to exceed \$120,000.

MOTION BY TRUSTEE ZANNOTTI, SECOND BY TRUSTEE WEDLAKE TO AUTHORIZE GENERAL MANAGER TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEER, INC. IN AN AMOUNT NOT TO EXCEED \$120,000; AUTHORIZE TOTAL PROJECT EXPENDITURES OF \$134,000, INCLUDING 10% CONTINGENCY; AND APPROVE THE ASSOCIATED BUDGET AMENDMENT.

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

- b. Approve bid recommendation for the Electric Utility tree trimming contract to Davey Tree Surgery Company, contingent upon the approval of funding for this service in the FY21 budget

Electric Utility Director Loren Smith reported Stillwater Utilities Authority contracts for high voltage line clearance tree trimming and tree removal services around overhead electric lines and requires the contractor to follow the ANSI A300 standard for tree, shrub, and other woody plant maintenance. Bids were prepared and advertised according to city guidelines. Mr. Smith stated that Davey Tree Surgery Company met all the bid specifications making them the lowest responsible bidder.

MOTION BY TRUSTEE ZANNOTTI, SECOND BY VICE CHAIR DARLINGTON TO APPROVE STAFF'S RECOMMENDATION TO AWARD THE BID TO THE LOWEST RESPONSIBLE BIDDER, DAVEY TREE SURGERY COMPANY, CONTINGENT UPON THE APPROVAL OF FUNDING IN THE FY21 ELECTRIC BUDGET; AUTHORIZE STAFF TO EXECUTE THE CONTRACT IN THE AMOUNT OF \$1,423,080 FOR SCHEDULE ONE AS SPECIFIED IN THE BID, AND AUTHORIZE EXPENDITURES FOR THE SCHEDULE ONE SERVICES UP TO \$1,565,388, WHICH INCLUDES A 10% CONTINGENCY

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

6. RESOLUTIONS

None.

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 DARLINGTON, SECOND BY TRUSTEE WEDLAKE TO ADJOURN THE MARCH 2, 2020 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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

The March 2, 2020 regular meeting of the Stillwater Utilities Authority adjourned at 7:08 p.m.

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

**TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY**

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