

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA  
WAS POSTED APRIL 14, 2022 AT 1:30 P.M. AT THE MUNICIPAL BUILDING,  
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES  
STILLWATER UTILITIES AUTHORITY  
REGULAR MEETING  
COUNCIL HEARING ROOM  
723 S. LEWIS  
APRIL 18, 2022**

**PRESENT: CHAIR WILLIAM H. JOYCE, VICE CHAIR ALANE ZANNOTTI  
TRUSTEES AMY DZIALOWSKI AND CHRISTIE HAWKINS  
ABSENT: TRUSTEE KEVIN CLARK**

**1. CALL MEETING TO ORDER**

Chair Joyce called the meeting to order at 6:47 p.m.

**2. CONSENT DOCKET**

- a. Approve regular meeting minutes of April 4, 2022

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

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-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 the Boomer Lake Station transmission/distribution line relocation project and associated budget amendment allocating up to \$255,000 from the rate stabilization fund for materials, communications relocations, and directional boring services

Electric Utility Director Loren Smith stated that the developer of the Boomer Lake Station (BLS) Redevelopment project has requested that the transmission and distribution lines located in the redevelopment area be relocated. Working with the developer, staff created a relocation design that supports this request and is agreeable to both parties. Mr. Smith reported that the cost estimates for the relocation project are approximately \$670,000 which includes staff labor, equipment, materials, communications relocation and directional boring costs. Staff requests approval of the BLS transmission/distribution relocation project at the cost listed above and approval of a budget amendment appropriating \$255,000 for materials, relocation of communication services and directional boring services.

Staff labor costs and equipment costs have been excluded as they are accounted for in the FY22 electric O&M budget.

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO APPROVE THE BLS TRANSMISSION/DISTRIBUTION LINE RELOCATION PROJECT AND A BUDGET AMENDMENT APPROPRIATING UP TO \$255,000 FROM THE RATE STABILIZATION FUND FOR MATERIALS, COMMUNICATIONS RELOCATIONS AND DIRECTIONAL BORING.

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

- b. Approve budget amendments increasing the FY22 expenditure limit for purchase power from GRDA to a not to exceed amount of \$32,674,176 and increasing electric sales revenue to \$49,350,000

Electric Utility Director Loren Smith reported that on June 7, 2021, Trustees approved the annual expenditure request for wholesale power purchase for FY22 not to exceed \$24,755,000. On September 13, 2021, Trustees increased the expenditure limit to \$28,324,176 to account for winter storm Uri purchase power costs. Mr. Smith stated that current modeling indicates that expenditures for purchase power to GRDA will exceed this amount by approximately \$4,350,000. This is believed to be related to the unexpected natural gas increase over the last several months, which is projected to continue well into the future. GRDA also had an issue with one of their large natural gas fired generation units, which forced them to purchase energy from the market at inflated costs rather than self-generate. Staff has prepared budget amendments to increase the electric purchase power expenditure account by \$4,350,000 with an offsetting revenue increase of \$4,350,000.

MOTION BY TRUSTEE HAWKINS, SECOND BY VICE CHAIR ZANNOTTI TO APPROVE BUDGET AMENDMENTS INCREASING THE FY22 EXPENDITURE LIMIT FOR PURCHASE POWER FROM GRDA TO A NOT TO EXCEED AMOUNT OF \$32,674,176 AND INCREASING ELECTRIC SALES REVENUE TO \$49,350,000.

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

- c. Approve budget amendments increasing the FY22 expenditure limit for natural gas transport and supply from Enable to a not to exceed amount of \$4,825,000

NO ACTION WAS TAKEN ON THIS ITEM.

- d. Approve budget amendments totaling \$1.4 million to move a wastewater capital project from an undesignated funding source to a fund designated for wastewater expenditures and reduce budgeted operating expenditures totaling \$579,635 and transfers-out totaling \$899,865:

SUA Operating Fund

- Reduce expenditure appropriations by \$579,635
- Reduce the transfer-out to the General Fund by \$899,865
- Reduce capital expenditure appropriations by \$1,417,274

Wastewater Fund

- Increase capital expenditure appropriations by \$1,417,274

Deputy City Manager Melissa Reames reported that at the March 28, 2022 City Council meeting, the proposed FY23 budget was presented that included action items needed during the current fiscal year (FY22) in order to balance the FY23 proposed budget. The action items are as follows:

1. Approve budget amendments totaling \$1.5 million to reduce budgeted operating expenditures in FY22. These are funds that department directors identified in their current budget that they anticipated not needing during the last quarter of the fiscal year and/or projects could be delayed.
2. Approve budget amendments totaling \$1.4 million to move a wastewater capital project from an undesignated funding source to a fund designated for wastewater expenditures.

**MOTION BY VICE CHAIR ZANNOTTI, SECOND BY TRUSTEE DZIALOWSKI TO APPROVE BUDGET AMENDMENTS AS DETAILED IN THE FINANCIAL IMPACT/FUNDING SOURCE SECTION OF THIS REPORT.**

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

- e. Approve budget amendment returning remaining project balance to the respective fund balance:  
Electric Rate Stabilization Fund
  - Reduce expenditure appropriations by \$94,364

Deputy City Manager Melissa Reames stated that the City's Capital Improvement Plan Policy, effective 10/1/2020, defines the tracking and reporting standards for capital projects. Upon final payment of all project expenditures or decision to not to proceed with a project as budgeted, the capital project should be formally closed. Ms. Reames reported that any remaining funds are returned to the fund balance of the original funding source through a budget amendment approved by the City Council or SUA Trustees.

**MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE DZIALOWSKI TO APPROVE BUDGET AMENDMENTS AS DETAILED IN THE FINANCIAL IMPACT/FUNDING SOURCE SECTION OF THIS REPORT.**

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

- f. Approve legal services agreement to retain Don Kiser to provide legal services as Bond Counsel in connection to the issuance of general obligation bonds by the City of Stillwater

City Attorney Kimberly Carnley stated this item was placed on the SUA agenda in error so no action is needed. Action was taken on this item on the City Council agenda.

## **6. RESOLUTIONS**

- a. Resolution No. SUA-2022-4: A resolution amending the City of Stillwater commercial cardboard collection rate structure and terms and conditions of collection

**MOTION BY VICE CHAIR ZANNOTTI, SECOND BY TRUSTEE HAWKINS TO APPROVE RESOLUTION NO. SUA-2022-4**

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

- b. Resolution No. SUA-2022-5: A resolution reestablishing the annual rate increase to the water and wastewater rate structure for the Stillwater Water Utility Services and the electric rate structures for the Stillwater Electric Utility; providing for subsequent annual rate increases

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO APPROVE RESOLUTION NO. SUA-2022-5.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-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 HAWKINS, SECOND BY TRUSTEE DZIALOWSKI TO ADJOURN THE APRIL 18, 2022 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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

The April 18, 2022 regular meeting of the Stillwater Utilities Authority adjourned at 7:05 p.m.

  
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WILLIAM H. JOYCE, CHAIR  
STILLWATER UTILITIES AUTHORITY

  
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TERESA KADAVY, SECRETARY  
STILLWATER UTILITIES AUTHORITY