

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA  
WAS POSTED APRIL 28, 2022 AT 4:00 P.M. AT THE MUNICIPAL BUILDING,  
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES  
STILLWATER UTILITIES AUTHORITY  
REGULAR MEETING  
COUNCIL HEARING ROOM  
723 S. LEWIS  
MAY 2, 2022**

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

**1. CALL MEETING TO ORDER**

Chair Joyce called the meeting to order at 6:53 p.m.

**2. CONSENT DOCKET**

- a. Approve regular meeting minutes of April 18, 2022
- b. Approve FY22 expenditure limit increase to Enable for natural gas transport and supply to a not to exceed amount of \$6,075,000 and approve the associated budget amendments reflecting revenue and expenditures

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

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-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 bid recommendation to award contract to Roll-Offs of America for the purchase of 20 roll-off containers for Waste Management in an amount of \$147,000, approve budget revision transferring funds from the Recycling Transfer Station Project account, and authorize the General Manager to sign related documents

Waste Management Director Chris Knight reported that on March 21, 2022 the Trustees approved the purchase of 20 roll-off containers for Waste Management for use in the commercial cardboard recycling program. Bids were solicited and three bids were received. Mr. Knight stated the lowest qualified bidder was Roll-Offs of America.

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE DZIALOWSKI TO AWARD THE BID FOR 20 ROLL-OFF CONTAINERS TO ROLL-OFFS OF AMERICA IN AN AMOUNT OF \$147,000, AUTHORIZE THE GENERAL MANAGER TO SIGN RELATED DOCUMENTS AND APPROVE THE BUDGET REVISION APPROPRIATING THE FUNDS.

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

- b. Approve the addition of the Sustainability Environmental Adjustment Fee of \$2.76 per ton to the Tulsa Recycling & Transfer, Inc. agreement approved by Trustees on February 14, 2022

Waste Management Director Chris Knight stated that on February 14, 2022 the Trustees approved a contract with Tulsa Recycle & Transfer, Inc. for recyclable material processing services and authorized the General Manager to sign the contract. Tulsa Recycle & Transfer has informed staff of an additional fee, Sustainability/Environmental Adjustment (SEA) Fee, which must be added to the agreement. Mr. Knight reported that the floor for the SEA Fee is \$2.76 per ton.

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO APPROVE THE ADDITION OF THE SUSTAINABILITY ENVIRONMENTAL ADJUSTMENT FEE TO THE TULSA RECYCLE & TRANSFER, INC. AGREEMENT.

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

- c. Approve budget amendment appropriating \$500,000 from the Wastewater Fund for the purchase of easements required for the West College, Eyer, and Manhole Rehabilitation Project

Director of Engineering Monty Karns introduced Deputy Director of Projects and Construction Andy Doerflinger.

Mr. Doerflinger stated that the West College, Eyer and Manhole Rehabilitation Project will replace portions of the sanitary sewer system south of University Avenue and west of Jefferson Street. The new sanitary sewer lines will require additional easement area from 96 land owners. Mr. Doerflinger stated that staff has initiated discussion with land owners and provided offers to acquire necessary permanent utility easements and temporary construction easements. Staff estimates the total cost of easement purchases, including contingency, will not exceed \$500,000.

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HAWKINS TO APPROVE THE BUDGET AMENDMENT APPROPRIATING \$500,000 FROM THE WASTEWATER FUND FOR THE PURCHASE OF EASEMENTS REQUIRED FOR THE WEST COLLEGE, EYLER AND MANHOLE REHABILITATION PROJECT.

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

- d. Approve bid recommendation to award contract to United Technology Services for the purchase of polymer water meter lids at pricing as follows and authorize the General Manager to sign contract documents:

Price per Lid: \$15.00  
Alt. #1: 300 lids \$14.25 each  
Alt. #2: 900 lids \$13.50 each

Water Utilities Director James Driskel reported that the current Advanced Metering Infrastructure (AMI) project requires that all metal water meter lids encountered be replaced with polymer lids to allow radio communication. The current projections estimate this number to be approximately 3,500 lids. Mr. Driskel stated that bids were solicited and two bids were received with Utility Technology Services being the low bidder.

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HAWKINS TO AWARD THE BID TO UTILITY TECHNOLOGY SERVICES PER THE PRICING IN THIS REPORT.

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

## **6. REPORTS FROM OFFICERS & BOARDS**

- a. Miscellaneous items from the General Counsel: No report.
- b. Miscellaneous items from the General Manager:
  - General Manager Norman McNickle stated that he wanted Council/Trustees to be aware that they will probably be seeing more fee increases added per contract similar to the MERF fee increase.
- c. Miscellaneous items from Trustees: No report.
  - i) Discussion about scheduling items for upcoming meetings

## **7. QUESTIONS & INQUIRIES**

None.

## **8. ADJOURN**

MOTION BY TRUSTEE DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO ADJOURN THE MAY 2, 2022 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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

The May 2, 2022 regular meeting of the Stillwater Utilities Authority adjourned at 7:07 p.m.

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

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**TERESA KADAVY, SECRETARY**  
**STILLWATER UTILITIES AUTHORITY**