

**Notice of Board Meeting  
Regular Meeting  
Stilwell Utility Department  
925 West Hickory, Stilwell, Oklahoma  
Tuesday, September 13, 2022  
6:00 P.M.**

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**I. Call Meeting to Order**

The agenda for this meeting of the Stilwell Utility Department is identical to the Agenda for Stilwell Area Development Authority. Consideration will be given to combining the agendas for both meetings, and conducting the meetings for both, jointly.

**II. Consent Agenda**

- a. Approval to combine SUD/SADA Agendas and jointly conduct the meetings for both entities at the same time.
- b. Approval of Meeting Minutes: August 09, 2022
- c. Approval of Special Meeting Minutes: August 23, 2022
- d. Approval of Payment of Purchase Order Invoices-\$896,320.70
- e. Financial Reports

**III. Regular Agenda**

1. Discussion, consideration, and possible action to approve or not approve Hach Service Partnership Agreement to perform calibration services for the Water Treatment Plant for the term of one year in an amount not to exceed \$15,536.00 to be paid in a lump sum within 30 days from Board approval. In addition to calibration services, this agreement would provide maintenance, as detailed in the proposed agreement, including specified parts, repairs and calibration for a term running from September 15, 2022, to September 23, 2023. In the alternative, a one-time service call agreement is available for a price of \$13,503.92. Both proposals are attached hereto.
2. Discussion and possible action to approve or not approve upgrade to Tantalus Support Agreement in an amount not to exceed \$15,000.00, for a one year term. A copy of the proposal is attached hereto.
3. Discussion and possible action to approve or not approve annual fee for DEQ Discharge Permit in an amount not to exceed \$14,189.20.
4. Discussion and possible action to approve or not approve update to Customer Service forms and timesheet due to previously approved policy changes. Copies of the form are attached hereto
5. Discussion and possible action to direct staff to update the Policy and Procedure Manuel and the Employee Handbook.
6. Discussion, consideration, and possible action to approve, or not approve, a modification/amendment to the current fiscal year budget by increasing the amount provided for capital outlay by \$4,000,000.00 and providing for a supplemental increase in grant income by \$4,000,000.00.
7. Discussion with possible decision to approve or not approve a Memorandum of Agreement with Cherokee Nation for engineering services to be performed by Holloway, Updike & Bellen related to the proposed Water Treatment

Plant, Second Flow Equalization Basin, and Raw Water Intake at city lake in an amount not to exceed \$1,292,000. A copy of the proposal is attached hereto.

8. Discussion with possible decision to approve or not approve contract for services with Holloway, Updike & Bellen for engineering services related to the proposed Water Treatment Plant, Second Flow Equalization Basin, and Raw Water Intake at city lake in an amount not to exceed \$1,292,000. A copy of the proposals are attached hereto.
9. Discussion, consideration, and possible action to approve, or not approve a process to develop a position description for a Construction Inspector for Stilwell Area Development Authority (SADA)/Stilwell Utilities (SU) projects. Once developed the final product will be approved and advertised. This person would look after and protect the interest of SADA/SU, including providing advice and updates to the Board as needed on construction projects.
10. Update, and discussion regarding proposed draft of contract between Stilwell Area Development Authority and Cherry Tree Rural Water District, formerly known as Adair County Rural Water District #1 to perform wastewater treatment services.
11. Status report by Larry Eagleton.
12. Audit Committee Report.
13. Policy Committee Report.
14. Budget Committee Report.
15. Discussion, consideration, and possible action/vote to approve, or not approve, a request to fund the City of Stilwell, OK, golf course to be constructed at Carson Park, in an amount of \$150,000.00. Presentation by Stilwell Mayor Jean Ann Wright.
16. Discussion, consideration, and possible action involving HCCCO matter, including litigation and Stilwell Area Development Authority response, including litigation, negotiations, and/or settlement. Possible Executive Session pursuant to 25 O.S. Section 307 B.4.
17. Discussion and consideration of operational issues facing Wastewater Treatment Plant and compliance with the Oklahoma Department of Environmental Quality requirements and concerns. Possible Executive Session pursuant to 25 O.S. Section 307 B.4.

**IV. Consideration, discussion, and possible approval regarding any matter not known about or which could not have been reasonably foreseen prior to the time of posting. (25 O.S. Article 311.9)**

**V. Adjournment**

Posted: 3:00 P.M. September 09, 2022  
925 West Hickory-Utility Office  
503 West Division-City Office  
SUD Board Secretary, Vice-Secretary or Chief Executive Officer

*Bill Garrett*



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