

**Notice of Board Meeting
Regular Meeting
Stilwell Utility Department
925 West Hickory, Stilwell Oklahoma
Tuesday, November 13, 2018
6:00 P.M.**

I. Call Meeting to Order

The Agenda for this meeting of the Stilwell Area Development Authority is identical to the Agenda for Stilwell Utility Department. 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: October 9, 2018
- c. Approval of Special Meeting Minutes: October 25, 2018
- d. Approval of Emergency Meeting Minutes: October 31, 2018
- e. Approval of Payment of Purchase Order Invoices-\$620,607.12
- f. Financial Reports

III. Regular Agenda

1. Discussion and possible action to approve the audit report from Mike Green.
2. Discussion and possible action to approve or not approve Amendment #1 to the Memorandum of Agreement with Cherokee Nation for improvements to the Waste Water Treatment Plant.
3. Discussion and possible action to approve or not approve the proposed Office Suite Phone System with Windstream Communications.
4. Discussion and possible action to declare property as surplus or junk and to authorize disposal of same.
5. Discussion and possible action to approve or not approve Fire Hydrant Policy.
6. Discussion and possible action to approve or not approve increase in the revenue line of the capital outlay budget by \$350,000 for AMI meter reading system.
7. Status report, discussion and consideration of possible legal action regarding City Lake Dam. Possible executive session as authorized by Oklahoma Statutes 25 O.S. § 307 B.4.
8. Discussion and possible action to approve hourly pay increase and modify job title due to increase in job duties for Sarah Rock, Billing/Customer Service Manager and Samantha Farmer, Administrative Assistant. Possible executive session as authorized by Oklahoma Statutes 25 O.S. § 307 B.4.

9. Discussion, review and possible action to appoint Robert St. Pierre as Chief Financial Officer with responsibility to perform duties of Chief Financial Officer as provided in Stilwell Utilities handbook/policy manual. If approved, the compensation paid to Robert St. Pierre would be \$4,500 each month.
 10. Discussion and possible action to make security camera viewing available to the Chief Financial Officer.
 11. Status report by Larry Eagleton
 12. Audit Committee Report.
 13. Policy Committee Report.
 14. Budget Committee Report.
- 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: 4:00 P.M. November 9, 2018
925 West Hickory-Utility Office
503 West Division-City Office
SUD Board Secretary, Vice-Secretary or Chief Executive Officer



Notice of Board Meeting
Regular Meeting
Stilwell Area Development Authority
925 West Hickory, Stilwell Oklahoma
Tuesday, October 9, 2018
6:00 P.M.

I. Call Meeting to Order

The Agenda for this meeting of the Stilwell Area Development Authority is identical to the Agenda for Stilwell Utility Department. 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: October 9, 2018
- c. Approval of Special Meeting Minutes: October 25, 2018
- d. Approval of Emergency Meeting Minutes: October 31, 2018
- e. Approval of Payment of Purchase Order Invoices-\$620,607.12
- f. Financial Reports

III. Regular Agenda

1. Discussion and possible action to accept the audit report from Mike Green.
2. Discussion and possible action to approve or not approve Amendment #1 to the Memorandum of Agreement with Cherokee Nation for improvements to the Waste Water Treatment Plant.
3. Discussion and possible action to approve or not approve the proposed Office Suite Phone System with Windstream Communications.
4. Discussion and possible action to declare property as surplus or junk and to authorize disposal of same.
5. Discussion and possible action to approve or not approve Fire Hydrant Policy.
6. Discussion and possible action to approve or not approve increase in the revenue line of the capital outlay budget by \$350,000 for AMI meter reading system.
7. Status report, discussion and consideration of possible legal action regarding City Lake Dam. Possible executive session as authorized by Oklahoma Statutes 25 O.S. § 307 B.4.
8. Discussion and possible action to approve hourly pay increase and modify job title due to increase in job duties for Sarah Rock, Billing/Customer Service Manager and Samantha Farmer, Administrative Assistant. Possible executive session as authorized by Oklahoma Statutes 25 O.S. § 307 B.4.

9. Discussion, review and possible action to appoint Robert St. Pierre as Chief Financial Officer with responsibility to perform duties of Chief Financial Officer as provided in Stilwell Utilities handbook/policy manual. If approved, the compensation paid to Robert St. Pierre would be \$4,500 each month.
 10. Discussion and possible action to make security camera viewing available to the Chief Financial Officer.
 11. Status report by Larry Eagleton
 12. Audit Committee Report.
 13. Policy Committee Report.
 14. Budget Committee Report.
- 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: 4:00 P.M. November 9, 2018
925 West Hickory-Utility Office
503 West Division-City Office
SUD Board Secretary, Vice-Secretary or Chief Executive Officer

