

**Notice of Board Meeting
Regular Meeting
Stilwell Utility Department
925 West Hickory, Stilwell, Oklahoma
Tuesday, November 08, 2022
6:00 P.M.**

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: October 11, 2022
- c. Approval of Emergency Meeting Minutes: October 17, 2022
- d. Approval of Special Meeting Minutes: October 24, 2022
- e. Approval of Payment of Purchase Order Invoices-\$944,351.85
- f. Financial Reports

III. Regular Agenda

1. Discussion, consideration, and possible action involving HCCCO matter, including litigation and Stilwell Area Development Authority response; negotiations that have resulted in the establishment of a mediation conference; consideration of and acceptance, or rejection of settlement offer from HCCCO. Possible Executive Session pursuant to 25 O.S. Section 307 B.4.
2. Discussion, consideration, and possible action to approve or not approve ODOT Utility Relocation Project Update from Infrastructure Solutions Group, LLC.
3. Discussion, consideration, and possible action to approve or not approve Work Order for Maryetta Water Line Extension, a copy of which is attached.
4. Discussion, consideration, and possible action to approve or not approve Wastewater Capacity Study (Cherry Tree). Possible Executive Session pursuant to 25 O.S. Section 307 B.4., a copy of which is attached.
5. Discussion, consideration, and possible action to approve or not approve the solicitation of a Request For Qualifications (RFQ) for the design and construction of a wastewater pretreatment facility in support of Schwan Food Company operation and future expansion.
6. Discussion, consideration, and possible action to approve or not approve a grant application to USDA for Fertilizer Production Grant.
7. Discussion, consideration, and possible action to authorize or not authorize Larry Eagleton to engage Olson Engineering and GRDA Engineers for preliminary planning for electric substation upgrades and/or planning for substation number 3.

8. Discussion, consideration, and possible action to award or not award bid for a new 3/4-ton four-wheel drive truck. Bids will be made public at the meeting.
9. Discussion, consideration, and possible action to award or not award bid for a digger derrick boom truck. Bids will be made public at the meeting.
10. Discussion, consideration, and possible action regarding credit card/debit card processing fees possible effective date January 1, 2023.
11. Discussion, consideration, and possible action to direct staff to obtain quotes for main office roof repair.
12. Discussion, consideration, and possible action to approve or not approve payment invoice #2 to Holloway, Updike, and Bellen in an amount not to exceed \$163,520.00 for water treatment plant engineering pursuant to MOA with Cherokee Nation, a copy of the invoice is attached.
13. Discussion, consideration, and possible action to approve or not approve payment to Pinnacle Management & Consulting, LLC in an amount not to exceed \$32,300.00 for grant writing, a copy of the invoice is attached.
14. Discussion, consideration, and possible action to approve or not approve service agreement with Trojan Technologies Group ULC for a term of 1 year in an amount not to exceed \$18,799.00, a copy of the agreement is attached.
15. Discussion and possible action to approve or not approve regularly scheduled board meeting dates for calendar year 2023 and change meeting time from 6:00 p.m. to 4:00 p.m. or 5:00 p.m.

January 10, 2023	February 14, 2023	March 14, 2023	April 11, 2023
May 9, 2023	June 13, 2023	July 11, 2023	August 8, 2023
September 12, 2023	October 10, 2023	November 14, 2023	December 12, 2023

16. 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.
17. Discussion, consideration, and possible action, or decision to take no action, on issues regarding problems in the Wastewater Treatment Plant, including repairs made and/or required. Possible Executive Session pursuant to 25 O.S. section 307 B.4.
18. Discussion, consideration, and possible action to approve or not the acknowledgement and raise of WWTP Operator Seth Rose from WWTP Operator Level II to WWTP Operator Level IV, Class C WW Operator in accordance to previously approved FY 2022 Budget. Possible Executive Session pursuant to 25 O.S. section 307 B.1.
19. Discussion, consideration, and approval, or non – approval of a Stilwell Area Development Authority/Stilwell Utilities safety course to be required for all personnel. Those who successfully complete the course, and pass a test, including the Interim General Manager, will earn as compensation a \$650.00 stipend, less tax and retirement deductions. Copies of the lesson plan and test will be developed by the Interim General Manager and administered accordingly. Once the course is completed and the test is passed, the safety stipend, less deductions, will be paid.

20. Status report by Larry Eagleton.

21. Audit Committee Report.

22. Policy Committee Report.

23. 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: 2:00 P.M. November 04, 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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