

**Notice of Board Meeting  
Regular Meeting  
Stilwell Utility Department  
925 West Hickory, Stilwell, Oklahoma  
Tuesday, May 09, 2023  
5:00 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: April 11, 2023
- c. Approval of Payment of Purchase Order Invoices-\$689,275.51
- d. Financial Reports

**III. Regular Agenda**

1. Discussion, consideration, and possible action to approve or not approve Funding Options and Bid date for the SADA-22-05 Collection System Improvements, a copy of description is attached.
2. Discussion, consideration, and possible action to approve or not approve Invoice SADA-22-05-02 in the amount of \$8,120.00 for the Collection System Improvements Project, a copy of which is attached.
3. Discussion, consideration, and possible action to approve or not approve Addendum #1 to Work Order SADA-22-05 to Add Bidding, Construction Management, and Resident Project Representative for the Collection System Improvements Project, a copy of which is attached.
4. Discussion, consideration, and possible action to approve or not approve Change Order #1 in the amount of an increase of \$12,000 for the ODOT Water Line Relocation Project. The change order added 24' of 12" casing, a copy of which is attached.
5. Discussion, consideration, and possible action to approve or not approve Pay Application #1 and ODOT 324A Form in the amount of \$103, 882.50 for the ODOT Water Line Relocation Project, a copy of which is attached.
6. Discussion, consideration, and possible action to approve or not approve Invoice SADA-22-02-02 and ODOT 324A Form in the amount of \$7,480.00 for the ODOT Water Line Relocation Project, a copy of which is attached.
7. Update, and discussion regarding Water Treatment Plant, Second Flow Equalization Basin, Raw Water Intake at city lake, Cherry Tree Rural Water District Wastewater Treatment Services projects.

8. Discussion, consideration, and possible action to approve or not approve DEQ application for the Crittenden Addition located on West Young Street to be paid by Cherokee Nation, a copy of which is attached.
9. Discussion with possible decision to approve or not approve the hiring of an engineer to design plans and specifications along with submission of a permit to construct to ODEQ for water and wastewater line extension to serve the Carson QOZ Addition to the City of Stilwell, documents attached.
10. Discussion, consideration, and possible action to approve or not approve invoice #8 submitted by Holloway, Updike, and Bellen in an amount not to exceed \$35,200.00 for water treatment plant engineering pursuant to MOA with Cherokee Nation, a copy of the invoice is attached.
11. Discussion, consideration, and possible action to approve or not approve the hiring of a contractor to assist with changing out electric poles.
12. Discussion, consideration, and possible action to approve or not approve the hiring of an Olsson, Inc. to design Red Bird circuit.
13. Discussion, consideration, and possible approval or non-approval, of transfer of Jeff Rock from duties as a Water Plant Operator to the position of Office Assistant. Possible Executive Session pursuant to 25 O.S Section 307 B.1.
14. Discussion, consideration, and possible approval, or non-approval of Job Description detailing duties and responsibilities for the position of a full-time Water Plant Operator, a copy of which is attached.
15. Discussion, consideration, and possible approval, or non-approval, of request to advertise or not advertise for a full-time Electric/Water/Sewer Construction Worker(s). A copy of the proposed advertisement seeking applications is attached.
16. Discussion, consideration, and possible approval, or non-approval, of request to advertise or not advertise for the position for a full-time Water Treatment Plant Operator. A copy of the proposed advertisement seeking applications is attached.
17. Discussion, consideration, and possible action to approve or not approve changes to the City Owned Vehicles and/or Equipment policy, a copy of which is attached.
18. Discussion and possible action to amend budgeted income and expense in the amount of \$85,000.00 for legal and accounting professional services.
19. Discussion, consideration, and possible action to approve or not approve IT board room upgrade in an amount not to exceed, a copy of estimate is attached.
20. Discussion, consideration, and possible action to approve or not approve board room remodel, a copy of estimate attached.
21. Status report by Larry Eagleton. This report shall cover all matters, both old and new, affecting Stilwell Utilities/Stilwell Area Development Authority, within the boundaries of Mr. Eagleton's duties and responsibilities. Questions may follow.
22. Status report by Joe Miller. This report shall cover all matters, both old and new, affecting Stilwell Utilities/Stilwell Area Development Authority, within the boundaries of Mr. Miller's duties and responsibilities. Questions may follow.

23. Status report by Dewayne Palmer. This report shall cover all matters, both old and new, affecting Stilwell Utilities/Stilwell Area Development Authority, within the boundaries of Mr. Palmer's duties and responsibilities. Questions may follow.

24. Audit Committee Report.

25. Policy Committee Report.

26. 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. May 05, 2023  
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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*Bill Sanell*

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