

**Notice of Board Meeting
Regular Meeting
Stilwell Utility Department
925 West Hickory, Stilwell Oklahoma
Tuesday October 08, 2019
6:00 P.M.**

I. Call Meeting to Order

The Agenda for this meeting of the Stilwell Utility Department (SU) is identical to the Agenda for Stilwell Area Development Authority (SADA). 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 SU/SADA Agendas and jointly conduct the meetings for both entities at the same time.
- b. Approval of Meeting Minutes: September 10, 2019
- c. Approval of Payment of Purchase Order Invoices-\$1,128,686.59
- d. Financial Reports

III. Regular Agenda

1. Discussion with possible action to approve or not approve the proposed Organization chart.
2. Discussion with possible action to approve or not approve a performance raise up to \$0.50 per hour.
3. Discussion with possible action to approve or not approve the proposed Job Descriptions.
4. Discussion with possible action to approve or not approve changes to the SU/SADA Performance Appraisal Policy.
5. Discussion with possible action to approve or not approve the proposed Employee Performance Review form.
6. Discussion with possible action to approve or not approve purchase of additional INCODE software for Accounts Payable, Payroll, and Utility Billing, etc. to improve office efficiently including, but not limited to going paperless in an amount not to exceed \$11,437.00.
7. Discussion with possible decision to approve or not approve pay application #9 from HCCCO, LLC in the amount of \$367,427.93 for wastewater treatment plant construction using U. S. EDA grant funds.
8. Discussion with possible action to approve or not approve to the transfer of Sam Hopkins with People's Link to a full-time position at a rate of \$16.00.
9. Discussion with possible action regarding the handling of SU/SADA sludge management with compost processing being a desired proposal/result.
10. Discussion with possible action to approve Shelldon Miggetto to draft a SU/SADA Employee Wellness policy.

11. Discussion with possible action regarding Cherry Tree RWD Force Main project.
 12. Discussion with possible action regarding participation in the Oklahoma Mutual Assurance Group Recognition Program.
 13. Status report by Larry Eagleton
 14. Status report by Shelldon Miggetto
 15. Audit Committee Report.
 16. Policy Committee Report.
 17. 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. October 4, 2019
925 West Hickory-Utility Office
503 West Division-City Office
SUD Board Secretary, Vice-Secretary or Chief Executive Officer



Don Sanburg

**Notice of Board Meeting
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Stilwell Area Development Authority
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