

**Notice of Board Meeting
Regular Meeting
Stilwell Utility Department
925 West Hickory, Stilwell, Oklahoma
Tuesday, August 08, 2023
5:00 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: July 11, 2023
- c. Approval of Meeting Minutes: July 24, 2023
- d. Approval of Meeting Minutes: July 27, 2023-3:00 p.m.
- e. Approval of Meeting Minutes: July 27, 2023-5:00 p.m.
- f. Approval of Payment of Purchase Order Invoices-\$893,984.14
- g. Financial Reports

III. Regular Agenda

1. Discussion, consideration, and possible action to affirm or not affirm Shelly McClain's votes into record as voted upon by her and authorize wages.
2. Discussion, consideration, and possible action to elect or not elect a vice chairman for the Stilwell Utility Department and Stilwell Area Development Authority for FY 2023-2024. Board officer will assume their duties immediately upon their election.
3. Swearing in of Board Officers of Stilwell Utilities and Stilwell Area Development Authority for the fiscal year starting July 1, 2023 and ending June 30, 2024.
4. 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.
5. Discussion, consideration, and possible action to approve or not approve Invoice SADA-22-05-03 in the amount of \$5,8000.00 for the Collection System Improvements Project, a copy of which is attached.
6. Discussion, consideration, and possible action to approve or not approve Invoice SADA-23-02-01 in the amount of \$9,200.00 for the Collection System Improvements Project, a copy of which is attached.
7. Discussion, consideration, and possible action to approve or not approve Invoice SADA-23-01-01 in the amount of \$15,700.00 for the Collection System Improvements Project, a copy of which is attached.

8. Discussion, consideration, and possible action to approve or not approve Hach Service Partnership Agreement perform calibration services for the Water Treatment Plant for the term of one year in an amount not to exceed \$16,396.00 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.
9. Discussion, consideration, and possible action to approve, or not approve, Workers Compensation Insurance provided by OMAG for a term starting 07-01-2023 and ending 07-01-2024, for an amount not to exceed \$25,635.00.
10. Discussion, consideration, and possible action to accept or not accept DEQ Consent Order 23-196 and assessed penalties in an amount not to exceed \$102,000.00.
11. Discussion and possible action to amend budgeted income and expense in the amount of \$102,000.00 for DEQ Consent Order.
12. Discussion, consideration, and possible action to approve or not approve cost of service waiver for the Mary L. (Holland) Carson Wellness Center being built by Cherokee Nation.
13. Discussion, consideration, and possible action to award or not award bid for Sewer Line Improvements to Tri-Star Utilities in amount not to exceed \$739,760.00.
14. Discussion, consideration, and possible action approve or not approve contract with Tri-Star Utilities.
15. Discussion, consideration, and possible action to approve or not approve board room remodel in an amount not to exceed \$30,000.00.
16. Discussion, consideration, and possible action to hire or not hire Devon Asbill as Full-Time Electric/Water/Sewer Construction Worker at a starting wage of \$16.00. Possible Executive Session pursuant to 25 O.S. section 307 B.1.
17. Discussion and possible action to accept or not accept engagement letter from Mike Green CPA in connection with the audit for fiscal year ending June 30, 2023.
18. Discussion, consideration, and possible action to renew/retain, or not renew/retain contract with SUD/SADA CPA, Robert St. Pierre for FY 2023-2024.
19. Discussion, consideration, and possible action to renew/retain, or not renew/retain contract with SUD/SADA Interim General Manager, Larry Eagleton for FY 2023-2024.
20. Discussion, consideration, and possible action to renew/retain, or not renew/retain contract with SUD/SADA Attorney, Dwight Birdwell for FY 2023-2024.
21. Discussion, consideration, and possible action to approve or not approve the appointment of a committee to conduct interviews for SUD/SADA Attorney.
22. Discussion with possible decision to approve or not approve a contract for grant writing services from Shelldon Miggetto for FY 2023-2024.

23. Discussion with possible decision to hire or not hire Jeff Jones as local counsel to serve as issuer's counsel to perform legal services related to the DWSRF loan application with a fee of 3/4% (0.0075) of the issued note not to exceed \$37,500.00.
24. Discussion with possible decision to hire or not hire Dwight Birdwell as local counsel to serve as issuer's counsel to perform legal services related to the DWSRF loan application with a fee of .50% (0.0050) of the issued note not to exceed \$25,500.00.
25. 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.
26. 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.
27. 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.
28. Audit Committee Report.
29. Policy Committee Report.
30. 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. August 04, 2023
925 West Hickory-Utility Office
503 West Division-City Office
SUD Board Secretary, Vice-Secretary or Chief Executive Officer





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