

Notice of Board Meeting
Regular Meeting
Stilwell Utility Department
925 West Hickory, Stilwell Oklahoma
Tuesday, August 14, 2018
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.**
- 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 10, 2018
 - c. Approval of Payment of Purchase Order Invoices- \$718,185.27
 - d. Financial Reports

III. Regular Agenda

1. Discussion concerning joint communications efforts with the City of Stilwell (including website development, social media, etc.) and possible action to approve partnering with the City and sharing costs on a website project that the City has contracted for with CivicPlus which includes full website redevelopment, maintenance and support in an amount not to exceed \$4,400.
2. Discussion and possible action concerning the lease agreement for water from Starr Spring including, with regard to lease dated April 17, 2013, a temporary extension of term to October 17, 2018. In Addition, review, consideration, discussion and possible rejection and/or approval of request to appropriate funds up to \$30,000 in making repairs to Starr Spring facilities. Possible executive session as authorized by Oklahoma Statutes 25 O.S. § 307.B4.
3. Discussion and possible action to approve a Memorandum of Agreement between Cherokee Nation and Stilwell Utility Department/Stilwell Area Development Authority and to accept an offer of financial assistance in the amount of \$72,000 in connection with improvements to and the rehabilitation of Water Tower No. 3 located near the W.P. Mankiller clinic.
4. Discussion and possible action to approve a Memorandum of Agreement between Cherokee Nation and Stilwell Utility Department/Stilwell Area Development Authority and to accept an offer of financial assistance in the amount of \$634,000 in connection with improvements to and the rehabilitation of the Wastewater Treatment Plant.
5. Discussion and possible action to approve the publication and advertising for competitive public bidding on the proposed improvements to and the rehabilitation of Water Tower No. 3.
6. Discussion and possible action to approve the publication and advertising for competitive public bidding on the 2018 Wastewater Treatment Plant Improvements/Rehabilitation upon approval by all grant making agencies and USDA in conjunction with the loan/grant.
7. Discussion and possible action to authorize the application for grant funding from the Oklahoma Department of Commerce - Energy Efficiency for Water & Wastewater Facilities obligating necessary matching funds for project budget(s).

8. Discussion and possible action to approve or not approve renewal of annual agreement with independent contractor Shelldon Miggetto in connection with grant writing and grant administration for FY 2018-2019, including review, consideration and possible rejection and/or approval of proposal to extend existing agreement until October 30, 2018.
9. Discussion and possible action to hire a Full-Time Electric, Water, and Sewer Worker at a starting wage of \$10.50 per hour. Possible Executive Session Oklahoma Statutes Title 25 Section 307.B.1
10. Discussion and possible action to hire a Full-Time Wastewater Treatment Plant Operator/Lab Technician at a starting wage of \$10.50 per hour. Possible Executive Session Oklahoma Statutes Title 25 Section 307.B.1
11. Discussion concerning the rebuilding of a 250HP electric motor for one of the two large primary pumps at the City Lake pump station.
12. Discussion concerning a proposed Tantalus Utility Network solution for automated metering and possible action to authorize the project manager to begin purchasing and installing meters as an initial step toward migrating Stilwell Utility Department/Stilwell Area Development Authority to automated metering.
13. Discussion and possible action concerning upgrade of INCODE utility billing software from version 8 to version 9.01 fully-hosted by Tyler Technologies (cloud server) for an increase in annual service fees of \$9,824.
14. Discussion and possible action to approve amendment of the Security Camera Policy section 8.0 (Access to images and recordings) to add the CFO to the those allowed access.
15. 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.
16. Status report by Larry Eagleton.
17. Audit Committee Report.
18. Policy Committee Report.
19. 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. August 13, 2018
925 West Hickory-Utility Office
503 West Division-City Office
SUD Board Secretary, Vice-Secretary or Chief Executive Officer





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