

**Notice of Board Meeting  
Regular Meeting  
Stilwell Utility Department  
925 West Hickory, Stilwell, Oklahoma  
Tuesday, September 12, 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: August 08, 2023
- c. Approval of Meeting Minutes: August 24, 2023
- d. Approval of Payment of Purchase Order Invoices-\$1,083,377.69
- e. Financial Reports

**III. Regular Agenda**

1. Discussion, consideration, and possible action to elect a vice secretary for the Stilwell Utility Board and the Stilwell Area Development Authority for FY 2023-2024.
2. Discussion, consideration, and possible action to provide electric, water, and/or sewer service to Drew Carson's residential development, a copy of the request letter is attached.
3. Update, and discussion regarding construction projects.
4. Discussion, consideration, and possible action to accept proposal from Kevin Hooper Construction to construct barn for additional truck parking in an amount not to exceed \$89,600.00, a copy of which is attached.
5. Discussion, consideration, and possible action to approve the Engineering Service Contract with Holloway, Updike and Bellen concerning Oklahoma Department of Environmental Quality Consent Order No. 23-196 not to exceed \$44,417.50, a copy of which is attached.
6. Discussion, consideration, and possible action to authorize new signature cards for all accounts, including all certificate of deposits at Carson Community Bank.
7. Discussion for upcoming holiday event for Stilwell Utility Employees and if Board participation is possible.
8. Discussion, consideration, and possible action to hire or not hire Jacob Christie 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.

9. Discussion, consideration, and possible action to approve the acknowledgement of raises and training of WWTP Leadman/Operator/Lab Technician Bryce Miller for the following DEQ licenses and completion of MESO Supervisor Course. Possible Executive Session pursuant to 25 O.S section 307 B.1.

1. \$1.00 Raise for DEQ Class B Wastewater Operator License of March 13, 2023
2. \$1.00 Raise for DEQ Class A Wastewater Laboratory License on April 20, 2023
3. \$1.00 Raise for DEQ Class A Wastewater Operator License on March 13, 2023

10. Discussion with possible decision to award a professional services agreement for engineering, design and bidding services for the wastewater pretreatment project; subject to concurrence by CJ Schwan Food Company and final approval of the agreement by legal counsel.

11. 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.

12. 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.

13. 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.

14. Audit Committee Report.

15. Policy Committee Report.

16. 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: 3:00 P.M. September 08, 2023  
925 West Hickory-Utility Office  
503 West Division-City Office  
SUD Board Secretary, Vice-Secretary or Chief Executive Officer



*Doug Lumburg*

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