

**Notice of Board Meeting
Regular Meeting
Stilwell Utility Department
925 West Hickory, Stilwell, Oklahoma
Tuesday, December 12, 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: November 14, 2023
- c. Approval of Special Meeting Minutes: November 27, 2023
- c. Approval of Payment of Purchase Order Invoices for the Month of November 2023: \$891,022.36
- d. Financial Reports for the Month of October 2023

III. Regular Agenda

1. Update on new Water Treatment Plant project.
2. Discussion and possible action to approve, approve with modifications, or deny Memorandum of Agreement OK2350I ARPA 750992140600 with the Cherokee Nation for grant funding for construction of a water treatment plant and raw water intake as presented or amended.
3. Discussion and possible action to approve, approve with modifications, or deny Memorandum of Agreement APRA 750992140900 with the Cherokee Nation for grant funding for construction of a flow equalization basin as presented or amended.
4. Discussion and possible action to approve, approve with modifications, or deny Oklahoma Water Resources Board American Rescue Plan Act grant agreement ARP-23-0004-DTG for construction of a new water treatment plant, raw water intake and flow equalization basin.
5. Discussion and possible action to approve, approve with modifications, or deny authorizing the publication and solicitation of competitive bids for construction of a new water treatment plant, raw water intake and flow equalization basin; appointing authorized representative(s) to attend pre-bid conference(s) and bid opening(s).
6. Discussion and possible action to approve, approve with modifications, or deny rebranding and logo changes.
7. Discussion and possible action to approve, approve with modifications, or deny the purchase of 2 printers from Omecorp in an amount not to exceed \$7,000.00, a copy of the quote is attached.

8. Discussion and possible action to approve, approve with modifications, or deny 2024 Holiday Schedule.

January 01, 2024	January 15, 2024	February 19, 2024	March 29, 2024
May 27, 2024	June 19, 2024	July 04, 2024	September 02, 2024
October 14, 2024	November 11, 2024	November 28, 2024	November 29, 2024
December 24, 2024	December 25, 2024		

9. Discussion and possible action to approve, approve with modifications, or deny Property Insurance provided by OMAG; policy# PRO 1400253 05 for the term of 1-15-2024 through 1-15-2025 in the amount of \$47,855.00, a copy of which is attached.
10. Discussion and possible action to approve, approve with modifications, or deny Vehicle/Liability Insurance provided by OMAG; policy# GLA 1400375 05 for the term of 1-15-2024 through 1-15-2025 in the amount of \$50,372.00, a copy of which is attached.
11. Discussion and possible action to approve, approve with modifications, or deny the Proof of Loss Statements from OMAG for the Wastewater Treatment Lab claim #213812-1LN and storm damage at the Wastewater Treatment Plant claim #213812-2LN, a copy of which is attached.
12. Discussion and possible action to approve, approve with modifications, or deny Master Service Agreement from Hawk Line Construction, a copy of which is attached. Copies of drawings and specifications outlined in the agreement are on the board table for viewing.
13. Discussion and possible action to approve, approve with modifications, or deny Pay Application #1 from Tri-Star Utilities, Inc. in the amount of \$176,747.50, a copy of which is attached.
14. Discussion and possible action to approve, approve with modifications, or deny a no cost Change Order #1 for the Wastewater Collection System Improvements project, a copy of which is attached.
15. Discussion and possible action to approve, approve with modifications, or deny invoice #SADA-22-05-04 submitted by Infrastructure Solutions Group for the Wastewater Collection System Improvements project in an amount not to exceed \$7,675.00, a copy of which is attached.
16. Discussion and possible action to approve, approve with modifications, or deny the declaration of 2009 Ford F-150 VIN# 1FTPW14V59FA60973; 2011 Ford F-150 1FTFW1EF8BFB25193; 2006 FORD F-150 VIN# 1FTPW14V96FA67923 surplus and advertise by sealed bid to sell.
17. Discussion and possible action to approve, approve with modifications, or deny the clarification and/or amendment of the October 24, 2022, approval of the request by the City of Stilwell, Oklahoma, for a one-time payment in the amount of \$150,000.00 and/or the existing lease agreement between the City of Stilwell, Oklahoma, and Stilwell Utilities/Stilwell Area Development Authority.
18. Discussion and possible action to approve, approve with modifications, or deny the advertising for sealed bids to paint inside of water tower #3. A copy of the inspection report is attached.
19. Discussion and possible action to approve, approve with modifications, or deny the purchase of west clarifier parts from Haynes Equipment in the amount not to exceed \$71,671.35, a copy of which is attached.

20. Discussion and possible action to approve, approve with modifications, or deny the purchase of east clarifier parts from Haynes Equipment. Haynes quote is expected to arrive after SADA Board Packet deadline. A copy will be provided at the SADA board meeting.
 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. EXECUTIVE SESSION – Motion to exit Regular Session and enter Executive Session.
 - a. Discussion related to the purchase and/or appraisal of real property, particularly including but not limited to easement(s), in Section 3, Township 15N, Range 25E, Adair County, Oklahoma, as provided by 25 O.S. §307(B)(3).
 25. Reconvene Regular Session.
 26. Discussion and possible action related to the purchase and/or appraisal of real property, particularly including but not limited to easement(s), in Section 3, Township 15N, Range 25E, Adair County, Oklahoma.
 27. Audit Committee Report.
 28. Policy Committee Report.
 29. 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. December 08, 2023
925 West Hickory-Utility Office
503 West Division-City Office
SUD Board Chairman, Vice-Chairman, Secretary, or Vice-Secretary





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2. Discussion and possible action to approve, approve with modifications, or deny Memorandum of Agreement OK23501 ARPA 750992140600 with the Cherokee Nation for grant funding for construction of a water treatment plant and raw water intake as presented or amended.
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