

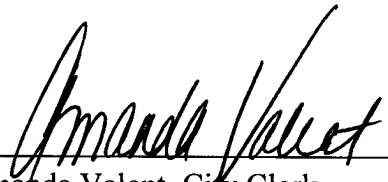
Choctaw Utilities Authority
Regular Board of Trustees Meeting No. 01
January 7, 2020 @ 7:00pm or Immediately
Following the City Council Meeting
Choctaw City Hall, 2500 N Choctaw Road
Choctaw, Oklahoma 73020

1. **Call to Order.**
2. **Roll Call.**
3. **Public Comments:** This agenda item is for public comments on utility related non-agenda items. In accordance with State law, the Board of Trustees and Trust Staff are not allowed to respond to any comments made. Preference will be given to Choctaw Citizens and NO formal action will be taken. Speakers are limited to 3 minutes for a total of 15 minutes.
4. **Business Agenda:** The following items are hereby designated for discussion and consideration which requires individual action.
5. **Consent Agenda:** The following items are hereby designated for routine approval, acceptance or acknowledgment by one motion, subject to any conditions included therein. If any item does not meet with the approval of all members, that item will be heard in regular order.
 - 5.1 Regular Pre-Meeting minutes for 12-17-19
 - 5.2 Regular Meeting minutes for 12-17-19
 - 5.3 Vouchers and Claims as approved by the Executive Director:
 1. 12-20 Claims: \$ 16,452.41
 2. 12-26 Claims: \$ 2,803.87
 3. 12-31 Claims: \$ 6,417.59
 - 5.4 Vouchers and claims as approved by the Board of Trustees in the amount of \$2,949.51
 - 5.5 Transfers as approved by the Executive Director:
 1. 12-19 Transfers: \$ 39,766.29
 - 5.6 Bi-weekly payroll in the amount of:
 1. 12-20 Payroll: \$ 22,128.57
 2. 01-03 Payroll: \$ 21,194.66
 3. 01-17 Payroll: \$ 25,000.00

6. **New Business:** This item is listed to provide the opportunity for trustee discussion on items which may arise within twenty-four (24) hours prior to this meeting, and therefore, qualify as new business under the Oklahoma Open Meeting Act.
7. **Trustee/Staff Remarks:** This item is listed to provide an opportunity for the trustees and/or staff to make comments and/or request specific agenda items. No action will be taken.
 - 7.1 Board of Trustees;
 - 7.2 Trust Attorney;
 - 7.3 Executive Director; and
 - 7.4 Project Updates

8. **Adjournment:**

This agenda was posted in prominent public view at Choctaw City Hall on or prior to 5:00pm on January 3, 2020, in accordance with the Oklahoma Open Meeting Act.



Amanda Valent, City Clerk

THE CHOCTAW UTILITIES AUTHORITY ENCOURAGES PARTICIPATION FROM ALL ITS CITIZENS. IF PARTICIPATION AT ANY PUBLIC MEETING IS NOT POSSIBLE DUE TO A DISABILITY, PLEASE NOTIFY THE CITY CLERK AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THE SCHEDULED MEETING SO THAT NECESSARY ACCOMMODATIONS CAN BE MADE. ACCESS TO RESTROOMS DURING THE MEETING WILL BE AVAILABLE UPON REQUEST TO CITY STAFF.

**City of Choctaw and Choctaw Utilities Authority
Regular Pre-Meeting of the City Council/Board of Trustees No. 28
December 17, 2019 @ 6:30pm
Choctaw City Hall, 2500 N Choctaw Road
Choctaw, Oklahoma 73020
Meeting held in Conference Room**

MINUTES

1. Call to Order @ 6:30pm

**7 Present: Chad Williams; Mike Birdsong; Jeannie Abts
Roger Malone; Steve Krieske; Dale Gill; Randy Ross**
0 Absent: None

**Staff Present: Ed Brown, City Manager/Executive Director
Ray Vincent/City Attorney, Lira Deer/HR Director, Tanner
McGuire/Park & Recreation Director; Tracy Jordan/Finance
Director; Randy Jacox/Public Works Director; Kelly
Marshall/Chief of Police**

2. Business Agenda: The following items are hereby designated for discussion only.

2.1 Staff briefing and clarification on agenda items.

**City Manager/Executive Director briefed the City Council/Board of Trustees
on each agenda item and answered any questions.**

**2.2 Staff briefing on current and upcoming projects and/or issues relating to the City
and CUA.**

**City Manager/Executive Director briefed Council/Board on current and
upcoming projects and or issues relating to the City.**

**3. Adjournment:
Called @ 6:58pm.**

ATTEST:

CHOCTAW UTILITIES AUTHORITY

Amanda Valent, City Clerk

Randy Ross, Chairman

**Choctaw Utilities Authority
Regular Board of Trustees Meeting No. 28
December 17, 2019 @ 7:00pm or Immediately
Following the City Council Meeting
Choctaw City Hall, 2500 N Choctaw Road
Choctaw, Oklahoma 73020**

MINUTES

1. Call to Order by **Chairman @ 7:17pm.**
2. **Roll Call:**
 - 7 **Present:** **Chad Williams; Mike Birdsong; Jeannie Abts
Roger Malone; Steve Krieske; Dale Gill; Randy Ross**
 - 0 **Absent:** **None**

Staff Present: **Ed Brown, City Manager/Executive Director
Ray Vincent/City Attorney, Lira Deer/HR Director, Tanner
McGuire/Park & Recreation Director; Tracy Jordan/Finance
Director; Randy Jacox/Public Works Director; Kelly
Marshall/Chief of Police**
3. **Public Comments:** This agenda item is for public comments on utility related non-agenda items. Preference will be given to Choctaw Citizens and NO formal action will be taken. Speakers are limited to 3 minutes for a total of 15 minutes.

None.
4. **Business Agenda:** The following items are hereby designated for discussion and consideration which requires individual action.
 - 4.1 Approve the request of Stonetown Capital to resell water and sewer services by installing sub-meters beyond the master meter at the mobile home park located at 12901 N.E. 10th Street and authorize the Chairman to sign written consent.

MOTION BY Steve Krieske and SECOND BY Roger Malone to approve the request of Stonetown Capital to resell water and sewer services by installing sub-meters beyond the master meter at the mobile home park located at 12901 N.E. 10th Street and authorize the Chairman to sign written consent.

MOTION CARRIED:

7 Ayes: Williams, Birdsong, Abts, Malone, Krieske, Gill, Ross
0 Nays: None
0 Absent: None

- 5. Consent Agenda:** The following items are hereby designated for routine approval, acceptance or acknowledgment by one motion, subject to any conditions included therein. If any item does not meet with the approval of all members, that item will be heard in regular order.

5.1 Regular Pre-Meeting minutes for 12-03-19

5.2 Regular Meeting minutes for 12-03-19

5.3 Vouchers and Claims as approved by the Executive Director:

1. 12-04 Claims: \$ 1,798.84

2. 12-10 Claims: \$ 90,159.67

3. 12-13 Claims: \$ 368,393.30

5.4 Credit Card payments in the amount of \$1,350.97

5.5 Vouchers and claims as approved by the Board of Trustees in the amount of \$75,425.08

5.6 Bi-weekly payroll in the amount of:

1. 12-06 Payroll: \$ 20,943.84

2. 12-20 Payroll: \$ 25,000.00

5.7 Acknowledge 2020 calendar year schedule of meetings to include CUA.

MOTION BY Dale Gill and SECOND BY Chad Williams to approve the Consent Agenda as presented.

MOTION CARRIED:

7 Ayes: Williams, Birdsong, Abts, Malone, Krieske, Gill, Ross
0 Nays: None
0 Absent: None

- 6. New Business:** This item is listed to provide the opportunity for trustee discussion on items which may arise within twenty-four (24) hours prior to this meeting, and therefore, qualify as new business under the Oklahoma Open Meeting Act.

None.

7. **Trustee/Staff Remarks:** This item is listed to provide an opportunity for the trustees and/or staff to make comments and/or request specific agenda items. No action will be taken.

- 7.1 Board of Trustees;
- 7.2 Trust Attorney;
- 7.3 Executive Director; and
- 7.4 Project Updates

None.

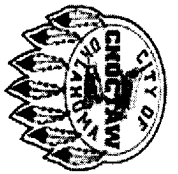
8. Adjournment:
Adjourned @ 7:18pm.

CHOCTAW UTILITIES AUTHORITY

Randy Ross, Chairman

ATTEST:

Amanda Valent, City Clerk



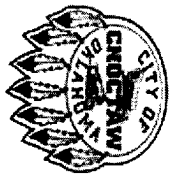
Choctaw, OK

Receipt Register - Abridged - for Council packet

POPKT00408 - 19-12-20 CUA PAYABLES

Vendor	Purchase Order	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount
<i>CUA: 000336 - FUELMAN</i>							
	REQ02432	NP57214900	CUA AP	12/20/2019	FUEL - WATER OCT	61-810-621500 - FLEET PARTS & SUPPLIES	2,476.32
	REQ02434	NP57357578	CUA AP	12/20/2019	FUEL - WATER OCT	61-900-621500 - FLEET PARTS & SUPPLIES	186.80
					FUEL - WATER NOV	61-810-621500 - FLEET PARTS & SUPPLIES	1,289.29
<i>CUA: 000644 - POSTMASTER</i>							
	REQ02399	BILLING POSTAGE DEC ?	CUA AP	12/20/2019	BILLING POSTAGE	68-680-633500 - POSTAGE & METER SERVICE	6,250.00
					BILLING POSTAGE	69-690-633500 - POSTAGE & METER FEES	6,250.00
Report Total:							16,452.41

APPROVED
[Signature]
 12/20/19



Choctaw, OK

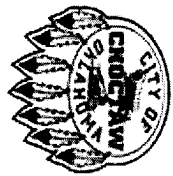
Receipt Register - Abridged - for Council packet

POPKT00414 - 19-12-26 CUA PAYABLES

Vendor	Purchase Order	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount
CUA: 000080 - AT&T MOBILITY							
	REC002442	287257256703X121420	CUA AP	12/26/2019	CELL PHONE SERVICE - WATER	61-810-631000 - UTILITY SERVICES	72.75
CUA: 011332 - CH & W TIRE							
	REC002322	1-26209	CUA AP	12/26/2019	truck and trailer tires	61-810-621500 - FLEET PARTS & SUPPLIES	1,071.02
CUA: 011263 - CINTAS CORPORATION							
	REC001572	064351829	CUA AP	12/26/2019	Uniform Services for Golf Course Laborers	67-670-634500 - CONTRACTUAL SERVICES	131.03
	REC002384	064351828	CUA AP	12/26/2019	UNIFORMS - WATER UNIFORMS - WATER	61-810-636000 - UNIFORMS 61-910-636000 - UNIFORMS	47.96 66.35 16.72
CUA: 010009 - ICM							
	REC002150	40013089	CUA AP	12/26/2019	water service line replacement tools	61-810-640500 - MACHINERY & EQUIPMENT	954.00
CUA: 000558 - O'REILLY AUTOMOTIVE STORES							
	REC002104	0328-157854	CUA AP	12/26/2019	water fleet parts	61-810-621500 - FLEET PARTS & SUPPLIES	335.07
		0328-159055	CUA AP	12/26/2019	water fleet parts	61-810-621500 - FLEET PARTS & SUPPLIES	4.99
		0328-159547	CUA AP	12/26/2019	water fleet parts	61-810-621500 - FLEET PARTS & SUPPLIES	68.26
		0328-157890	CUA AP	12/26/2019	w/w fleet parts	61-900-621500 - FLEET PARTS & SUPPLIES	84.48
		0328-157983	CUA AP	12/26/2019	w/w fleet parts	61-900-621500 - FLEET PARTS & SUPPLIES	5.24
		0328-159446	CUA AP	12/26/2019	w/w fleet parts	61-900-621500 - FLEET PARTS & SUPPLIES	156.84
CUA: 010059 - SQUEAKY CLEAN WASH							
	REC002423	2019-DEC	CUA AP	12/26/2019	CAR WASH TOKENS	61-810-621500 - FLEET PARTS & SUPPLIES	90.00
CUA: 010801 - USGA CLUB MEMBERSHIP							
	REC002363	43768787 RENEWAL 20	CUA AP	12/26/2019	GHIN Membership	67-670-631500 - COMMUNICATIONS	150.00

Report Total: 2,803.87

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Choctaw, OK

Receipt Register - Abridged - for Council packet

POPKT00417 - 19-12-31 CUA PAYABLES

Vendor	Purchase Order	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount Item Amount
CUA: 010786 - ACUSHNET COMPANY	REQ00746	908535333	CUA AP	12/31/2019	Golf Balls, Golf Gloves	67-670-621001 - OPERATING SUPPLIES: PROSHOP	5.00
CUA: 010717 - AT&T	REQ02456	40576924317366 DEC 1	CUA AP	12/31/2019	At&t bills	67-670-634500 - CONTRACTUAL SERVICES	352.52
CUA: 011263 - CINTAS CORPORATION	REQ02481	064357079	CUA AP	12/31/2019	UNIFORMS - WATER	61-810-636000 - UNIFORMS	166.14
REQ02487	064354422	CUA AP	12/31/2019	UNIFORMS - WATER	61-910-636000 - UNIFORMS	16.72	
		CUA AP	12/31/2019	UNIFORMS - WATER	61-810-636000 - UNIFORMS	66.35	
		CUA AP	12/31/2019	UNIFORMS - WATER	61-910-636000 - UNIFORMS	16.72	
CUA: 010815 - DIRECTV	REQ02474	37013940443	CUA AP	12/31/2019	Direct TV Bills	67-670-634500 - CONTRACTUAL SERVICES	160.22
CUA: 010479 - ENVIRONMENTAL TESTING INC	REQ00394	E9U0389	CUA AP	12/31/2019	YEARLY LAB TESTING	61-910-634500 - CONTRACTUAL SERVICE	140.00
CUA: 000514 - MARC	REQ02402	0684212-IN	CUA AP	12/31/2019	sewer line chemicals	61-900-622000 - REPAIR/MAINTENANCE SUPPLIES	3,272.74
REQ02404	0684213-IN	CUA AP	12/31/2019	headworks chemicals	61-910-622000 - REPAIR & MAINTENANCE SUPPLIES	1,509.59	
		CUA AP	12/31/2019			1,763.15	
CUA: 000512 - MGMT AND ENTERPRISE SERVICES	REQ02463	PC00006385	CUA AP	12/31/2019	CREDIT CARD ONLINE MODULE	61-810-630502 - STATE GOV ONLINE FEE REIMBURSEMENT	509.00
CUA: 000548 - NORTH CENTRAL LABORATORIES	REQ00617	432293	CUA AP	12/31/2019	lab chemicals	61-910-621000 - OPERATING SUPPLIES-MISCELLANEOUS	486.54
REQ02212		CUA AP	12/31/2019	lab chemicals	61-910-622000 - REPAIR & MAINTENANCE SUPPLIES	79.20	
REQ02495		CUA AP	12/31/2019	lab chemicals	61-910-622000 - REPAIR & MAINTENANCE SUPPLIES	300.00	
		CUA AP	12/31/2019			107.34	
CUA: 000560 - OFFICE DEPOT CREDIT PLAN	REQ02033	397870332001	CUA AP	12/31/2019	paper/desk calendar	61-810-620500 - OFFICE SUPPLIES	132.30
CUA: 000610 - OMES-CENTRAL PRINTING	REQ02464	23201043	CUA AP	12/31/2019	UTILITY BILLS AND INSERTS	69-690-630500 - MISCELLANEOUS SERVICES	95.40

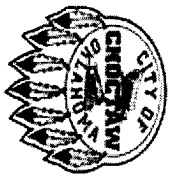
Receipt Register - Abridged - for Council packet

POPKT00417 - 19-12-31 CUA PAYABLES

Vendor	Purchase Order	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount
CUA: 000558 - O'REILLY AUTOMOTIVE STORES							119.82
	REG002104	0328-160570	CUA AP	12/31/2019	water fleet parts	61-810-621500 - FLEET PARTS & SUPPLIES	21.16
		0328-162062	CUA AP	12/31/2019	water fleet parts	61-810-621500 - FLEET PARTS & SUPPLIES	45.72
	REG002105	0328-160165	CUA AP	12/31/2019	w/w fleet parts	61-900-621500 - FLEET PARTS & SUPPLIES	52.94
CUA: 000638 - PITNEY BOWES, INC							977.91
	REG002485	3310288318	CUA AP	12/31/2019	MAILING SOFTWARE AND POSTAGE METER	61-810-633500 - POSTAGE & METER SERVICE	977.91

Report Total: 6,417.59

gla
31 Dec 19
 L. H. HARRIS



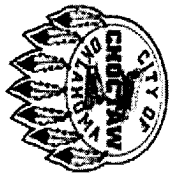
Choctaw, OK

Receipt Register - Abridged - for Council packet

POPKT00422 - 20-01-07 CUA PAYABLES

Vendor	Purchase Order	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount Item Amount
<u>CUA: 000080 - AT&T MOBILITY</u>							
	REQ02500	253090861 DEC 19	CUA AP	01/07/2020	AT & T Bills	67-670-634500 - CONTRACTUAL SERVICES	145.32 50.98
	REQ02501	156971974	CUA AP	01/07/2020	AT & T Bills	67-670-634500 - CONTRACTUAL SERVICES	94.34
<u>CUA: 011263 - CINTAS CORPORATION</u>							
	REQ01572	064354423	CUA AP	01/07/2020	Uniform Services for Golf Course Laborers	67-670-634500 - CONTRACTUAL SERVICES	95.92 47.96
		064357080	CUA AP	01/07/2020	Uniform Services for Golf Course Laborers	67-670-634500 - CONTRACTUAL SERVICES	47.96
<u>CUA: 010047 - CORE & MAIN LP</u>							
	REQ02330	L673924	CUA AP	01/07/2020	flush meters (2)	61-810-640500 - MACHINERY & EQUIPMENT	2,000.00 2,000.00
<u>CUA: 010009 - ICM</u>							
	REQ02187	40013236	CUA AP	01/07/2020	adjustable pipe wrench 14"	61-810-622500 - SMALL TOOLS & MINOR EQUIPMENT	116.00 116.00
<u>CUA: 000482 - LUTHER SIGN COMPANY</u>							
	REQ02493	12340	CUA AP	01/07/2020	sewer lagoon signs	61-910-621000 - OPERATING SUPPLIES-MISCELLANEOUS	75.15 75.15
<u>CUA: 000552 - O G & E ELECTRIC SERVICES</u>							
	REQ02503	833415-3 JAN 20	CUA AP	01/07/2020	Vo-Tec lift station	61-900-631000 - UTILITY SERVICES	94.39 94.39
<u>CUA: 000610 - OMES-CENTRAL PRINTING</u>							
	REQ02504	23201071	CUA AP	01/07/2020	UTILITY BILLS AND INSERTS	69-690-630500 - MISCELLANEOUS SERVICES	422.73 422.73
Report Total:							2,949.51

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3 JAN 20



Choctaw, OK

Receipt Register - Abridged - for Council packet

POPKT00410 - 19-12-19 CUA PAYABLES TRANSFERS

Vendor	Purchase Order	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount
	CUA: 001332	CHOCTAW UTILITIES AUTHORITY					
REC002401	DEC MONTH DEBT SERV	CUA AP	12/19/2019	MONTHLY DEBT SERVICE TRANSFERS	61-810-664047 - TRANSFER: DEBT SERVICE ACC (15%)	17,164.96	
				MONTHLY DEBT SERVICE TRANSFERS	68-680-665100 - TRANSFER: DEBT SERVICE ACC (25%)	4,224.70	
				MONTHLY DEBT SERVICE TRANSFERS	69-690-661000 - TRANSFER: DEBT SERVICE ACC (3.65%)	2,235.30	
REC002405	DEC WATER INS TRANS	CUA AP	12/19/2019	WATER - INSURANCE TRANSFER EXPENDITURES	61-810-664041 - TRANSFER: RISK MANAGEMENT	985.75	
				WATER - INSURANCE TRANSFER EXPENDITURES	61-810-664043 - TRANSFER: WORKERS COMP	567.33	
				WATER - INSURANCE TRANSFER EXPENDITURES	61-810-664044 - TRANSFER: HEALTH CARE	4,342.00	
REC002406	DEC WW INSURANCE TI	CUA AP	12/19/2019	WASTEWATER - INSURANCE TRANSFER EXPENDITURES	61-900-664041 - TRANSFER: RISK MANAGEMENT	384.83	
				WASTEWATER - INSURANCE TRANSFER EXPENDITURES	61-900-664043 - TRANSFER: WORKERS COMP	400.42	
REC002407	DEC WWTP INSURANCE	CUA AP	12/19/2019	WASTEWATER - INSURANCE TRANSFER EXPENDITURES	61-900-664044 - TRANSFER: HEALTH CARE	2,026.83	
				WWTP - INSURANCE TRANSFER EXPENDITURES	61-910-664041 - TRANSFER: RISK MANAGEMENT	453.75	
				WWTP - INSURANCE TRANSFER EXPENDITURES	61-910-664043 - TRANSFER: WORKERS COMP	228.17	
				WWTP - INSURANCE TRANSFER EXPENDITURES	61-910-664044 - TRANSFER: HEALTH CARE	1,940.17	
REC002408	DEC STORMWATER INSI	CUA AP	12/19/2019	STORMWATER - INSURANCE TRANSFER EXPENDITURES	68-680-664100 - TRANSFER: RISK MANAGEMENT	213.83	
				STORMWATER - INSURANCE TRANSFER EXPENDITURES	68-680-664300 - TRANSFER: WORKERS COMP ACCT	178.17	
				STORMWATER - INSURANCE TRANSFER EXPENDITURES	68-680-664400 - TRANSFER: HEALTH CARE ACCT	629.00	
REC002409	DEC GOLF INSURANCE T	CUA AP	12/19/2019	GOLF - INSURANCE TRANSFER EXPENDITURES	67-670-664041 - TRANSFER: RISK MANAGEMENT	643.67	
				GOLF - INSURANCE TRANSFER EXPENDITURES	67-670-664043 - TRANSFER: WORKERS COMP	537.08	
				GOLF - INSURANCE TRANSFER EXPENDITURES	67-670-664044 - TRANSFER: HEALTH CARE	2,610.33	

Report Total: 39,766.29

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12/20/19

Packet PYPKT00682 - 2020-1-3 FIRE
Payroll Set 01 - CITY PAYROLL
Department All - All Department Codes

Pay Period: 12/23/2019 - 1/5/2020

Employees Paid 187

Total Earnings	<u>16,879.60</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>2,454.57</u>	Total Employer Expenses	<u>6,728.19</u>	Regular	9
Total Taxes	<u>2,077.41</u>				
<hr/>					
Net Pay	12,347.62	Total Direct Deposits	<u>12,347.62</u>		
		Total Check Amount	0.00		

Packet PYPKT00683 - 2020-1-3 CUA
Payroll Set 02 - CUA PAYROLL
Department All - All Department Codes

Pay Period: 12/15/2019 - 12/28/2019

Employees Paid 187

Total Earnings	<u>28,613.98</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>2,593.27</u>	Total Employer Expenses	<u>11,208.64</u>	Regular	25
Total Taxes	<u>4,826.05</u>				
<hr/>					
Net Pay	21,194.66	Total Direct Deposits	<u>19,146.18</u>		
		Total Check Amount	2,048.48		

Packet PYPKT00684 - 2020-1-3 CITY
Payroll Set 01 - CITY PAYROLL
Department All - All Department Codes

Pay Period: 12/15/2019 - 12/28/2019

Employees Paid 187

Total Earnings	<u>82,481.00</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>9,931.71</u>	Total Employer Expenses	<u>31,817.39</u>	Regular	49
Total Taxes	<u>12,955.10</u>				
<hr/>					
Net Pay	59,594.19	Total Direct Deposits	<u>57,976.34</u>		
		Total Check Amount	1,617.85		