

Choctaw Utilities Authority
Regular Board of Trustees Meeting No. 04
February 18, 2020 @ 7:00pm or Immediately
Following the City Council Meeting
Choctaw City Hall, 2500 N Choctaw Road
Choctaw, Oklahoma 73020

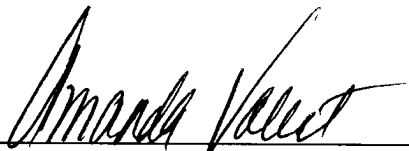
1. **Call to Order.**
2. **Roll Call.**
3. **Public Comments:** This agenda item is for public comments on utility related non-agenda items. In accordance with State law, the Board of Trustees and Trust Staff are not allowed to respond to any comments made. Preference will be given to Choctaw Citizens 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 02-04-20
 - 5.2 Regular Meeting minutes for 02-04-20
 - 5.3 Vouchers and Claims as approved by the Executive Director:
 1. 02-04 Refunds: \$ 696.32
 2. 02-05 Claims: \$ 8,054.86
 2. 02-06 Refunds: \$ 37.60
 - 5.4 Bi-weekly payroll in the amount of:
 1. 02-14 Payroll: \$ 22,010.74
 2. 02-28 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 February 13, 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. 03
February 4, 2020 @ 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; Kelly Marshall/Chief of Police; Amanda Valent/City
 Clerk; Guy Henson/Planning Director; Randy Jacox/Public
 Works Director

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 @ 6:52pm.

CHOCTAW UTILITIES AUTHORITY

ATTEST:

Amanda Valent, City Clerk

Randy Ross, Mayor

**Choctaw Utilities Authority
Regular Board of Trustees Meeting No. 03
February 4, 2020 @ 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 @ 7:06pm.**

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; Kelly Marshall/Chief of Police; Amanda Valent/City
Clerk; Guy Henson/Planning Director; Randy Jacox/Public
Works Director**

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.

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 01-21-20

- 5.2 Regular Meeting minutes for 01-21-20
- 5.3 Vouchers and Claims as approved by the Executive Director:
 - 1. 01-28 Claims: \$ 199,527.00
 - 2. 01-29 Claims: \$ 6,935.71
- 5.5 Bi-weekly payroll in the amount of:
 - 1. 01-31 Payroll: \$ 22,500.13
 - 2. 02-14 Payroll: \$ 25,000.00

MOTION BY Jeannie Abts and SECOND BY Mike Birdsong 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 @ 7:07pm.

CHOCTAW UTILITIES AUTHORITY

Randy Ross, Chairman

ATTEST:

Amanda Valent, City Clerk



Choctaw, OK

Refund Check Register

Refund Check Detail

UBPKT00396 - Refunds 1 UBPKT00391 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
0004-10887-00	Funderburgh Bryan	2/4/2020	5634	90.85			90.85	Generated From Billing
0005-13499-00	Hill Renee Viola	2/4/2020	5635	65.15			65.15	Generated From Billing
0011-11257-00	Wynn Brandon	2/4/2020	5636	93.01			93.01	Generated From Billing
0011-12973-00	Dobson William & Collin	2/4/2020	5637	139.86			139.86	Generated From Billing
0011-12990-00	Hernandez Claudia	2/4/2020	5638	102.72			102.72	Generated From Billing
0031-10552-00	Wind Ridge Construction	2/4/2020	5639	43.10			43.10	Generated From Billing
0031-10746-00	Speer Paul/Katie	2/4/2020	5640	109.47			109.47	Generated From Billing
0042-12954-00	Burleson Stephanie	2/4/2020	5641	0.25			0.25	Generated From Billing
0099-13428-00	Arnold Mike	2/4/2020	5642	0.48			0.48	Generated From Billing
1025-03905-00	Difalco Rick T	2/4/2020	5643	17.98			17.98	Generated From Billing
1207-04424-00	Bello Joseph B	2/4/2020	5644	17.38			17.38	Generated From Billing
1209-11732-00	Womack Kenny	2/4/2020	5645	16.07			16.07	Generated From Billing
Total Refunded Amount:				696.32				

Revenue Code Summary

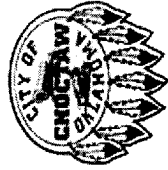
Revenue Code	Amount
996 - Unapplied Credits	696.32
Revenue Total:	696.32

General Ledger Distribution

Posting Date: 02/04/2020

Account Number	Account Name	Posting Amount	IFT
61-000-111000	CASH	-696.32	
61-000-280000	DEFERRED REVENUES	696.32	
61 Total:		0.00	
Distribution Total:		0.00	

SRW
2/4/2020



Choctaw, OK

Receipt Register - Abridged - for Council packet

POPKT00454 - 02-05-20 CUA PAYABLES

Vendor	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount
<u>Purchase Order</u>						<u>Item Amount</u>
CUA: 010717 - AT&T						591.52
REQ02688	40576924317366 JAN 2	CUA AP	02/05/2020	Phone Bill	67-670-631000 - UTILITIES	591.52
CUA: 000080 - AT&T MOBILITY						228.17
REQ02684	287257256703X011420	CUA AP	02/05/2020	CELL PHONE SERVICE - WATER	61-810-631000 - UTILITY SERVICES	102.44
				CELL PHONE SERVICE - WATER	68-680-634500 - CONTRACTUAL SERVICES	125.73
CUA: 011239 - CALLAWAY GOLF						444.00
REQ01046	931194423	CUA AP	02/05/2020	Golf Balls	67-670-621001 - OPERATING SUPPLIES: PROSHOP	444.00
CUA: 011263 - CINTAS CORPORATION						339.60
REQ01572	4041103390	CUA AP	02/05/2020	Uniform Services for Golf Course Laborers	67-670-634500 - CONTRACTUAL SERVICES	66.77
REQ02683	4040538401	CUA AP	02/05/2020	UNIFORMS - WATER	61-810-636000 - UNIFORMS	66.35
				UNIFORMS - WATER	61-910-636000 - UNIFORMS	16.72
REQ02689	4040538505	CUA AP	02/05/2020	Cleaning	67-670-634500 - CONTRACTUAL SERVICES	23.62
REQ02763	4041103525	CUA AP	02/05/2020	UNIFORMS - WATER	61-810-636000 - UNIFORMS	66.35
				UNIFORMS - WATER	61-910-636000 - UNIFORMS	16.72
REQ02771	4041125704	CUA AP	02/05/2020	UNIFORMS - WATER	61-810-636000 - UNIFORMS	66.35
				UNIFORMS - WATER	61-910-636000 - UNIFORMS	16.72
CUA: 010816 - COMMERCIAL LUBRICATORS						1,192.62
REQ02655	146314-F	CUA AP	02/05/2020	Gasoline for Golf Course	67-670-621500 - FLEET PARTS & SUPPLIES	1,192.62
CUA: 010479 - ENVIRONMENTAL TESTING INC						140.00
REQ00394	EOA0360	CUA AP	02/05/2020	YEARLY LAB TESTING	61-910-634500 - CONTRACTUAL SERVICE	140.00
CUA: 01380 - HANNA INSTRUMENTS UNITED STATES, INC.						139.90
REQ02439	USA40045367-1	CUA AP	02/05/2020	well testing chemicals	61-810-622000 - REPAIR & MAINTENANCE SUPPLIES	139.90
CUA: 000512 - MGMT AND ENTERPRISE SERVICES						26.00
REQ02706	PC00006490	CUA AP	02/05/2020	CREDIT CARD ONLINE MODULE	61-810-630502 - STATE.GOV ONLINE FEE REIMBURSEMENT	26.00
CUA: 000544 - NICOMA PARK LUMBER CO						53.71
REQ00513	I10288037	CUA AP	02/05/2020	misc supplies - WATER	61-810-622000 - REPAIR & MAINTENANCE SUPPLIES	21.57
	I10288586	CUA AP	02/05/2020	misc supplies - WATER	61-810-622000 - REPAIR & MAINTENANCE SUPPLIES	32.14

Receipt Register - Abridged - for Council packet

POPKT00454 - 02-05-20 CUA PAYABLES

Vendor	Purchase Order	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount	Item Amount
	CUA: 000610 - OMES-CENTRAL PRINTING							
	REQ02671	23201169	CUA AP	02/05/2020	UTILITY BILLS AND INSERTS	69-690-630500 - MISCELLANEOUS SERVICES	445.58	95.40
	REQ02748	23201294	CUA AP	02/05/2020	UTILITY BILLS AND INSERTS	69-690-630500 - MISCELLANEOUS SERVICES		350.18
	CUA: 000558 - O'REILLY AUTOMOTIVE STORES							
	REQ02104	0328-168420	CUA AP	02/05/2020	water fleet parts	61-810-621500 - FLEET PARTS & SUPPLIES	1.88	1.88
	CUA: 000622 - P & K EQUIPMENT							
	REQ02687	3551770	CUA AP	02/05/2020	Bushings for Mower	67-670-621500 - FLEET PARTS & SUPPLIES	118.63	118.63
	CUA: 01395 - UTS							
	REQ02649	S103390672.001	CUA AP	02/05/2020	water meter boxes	61-810-622000 - REPAIR & MAINTENANCE SUPPLIES	576.00	576.00
	CUA: 011112 - WINFIELD SOLUTIONS							
	REQ02554	63583683 RI	CUA AP	02/05/2020	Chemical for Winter Spray of Course	67-670-622000 - REPAIR & MAINTENANCE SUPPLIES	3,757.25	3,757.25

Handwritten signature and date: 2/5/2020

Report Total: 8,054.86



Choctaw, OK

Refund Check Register

Refund Check Detail

UBPKT00447 - CANDICE HERRIN 2-6-2020

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
0009-12302-00	Herrin Candace	2/6/2020	5660	37.60	DEP		37.60	Deposit
Total Refunded Amount:				37.60				

Revenue Code Summary

Revenue Code	Amount
DEP-DEP - DEP-DEP LEGACY DEPOSIT	37.60
Revenue Total:	37.60

General Ledger Distribution

Posting Date: 02/06/2020

Account Number	Account Name	Posting Amount	IFT
Fund: 61 - CUA GENERAL			
61-000-111000	CASH	-37.60	
61-000-220004	DUE TO DEPOSIT ACC	37.60	Yes
61-000-280000	DEFERRED REVENUES	0.00	
61 Total:		0.00	
Fund: 82 - UTILITY DEPOSITS			
82-000-119000	DUE FROM CUA GEN FUND	-37.60	Yes
82-000-255000	DEPOSITS LIABILITY	37.60	
82 Total:		0.00	
Distribution Total:		0.00	

Handwritten signature and date: 2 FEB 2020

Payroll Summary Register

Choctaw, OK

2/13/2020 10:37:52 AM

Payroll Summary

Packet PYPKT00763 - 2020-2-14 FIRE
Payroll Set 01 - CITY PAYROLL
Department All - All Department Codes

Pay Period: 2/3/2020 - 2/16/2020

Employees Paid 87

Total Earnings	<u>14,458.36</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>2,236.68</u>	Total Employer Expenses	<u>6,354.07</u>	Regular	9
Total Taxes	<u>1,626.25</u>				
	<hr/>				
Net Pay	10,595.43	Total Direct Deposits	<u>10,595.43</u>		
		Total Check Amount	0.00		

Packet PYPKT00764 - 2020-2-14 CITY
Payroll Set 01 - CITY PAYROLL
Department All - All Department Codes

Pay Period: 1/26/2020 - 2/8/2020

Employees Paid 87

Total Earnings	<u>88,655.23</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>10,026.98</u>	Total Employer Expenses	<u>32,462.60</u>	Regular	52
Total Taxes	<u>14,093.31</u>				
	<hr/>				
Net Pay	64,534.94	Total Direct Deposits	<u>63,657.67</u>		
		Total Check Amount	877.27		

Packet PYPKT00766 - 2020-2-14 CUA
Payroll Set 02 - CUA PAYROLL
Department All - All Department Codes

Pay Period: 1/26/2020 - 2/8/2020

Employees Paid 87

Total Earnings	<u>29,671.93</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>2,611.08</u>	Total Employer Expenses	<u>11,595.79</u>	Regular	26
Total Taxes	<u>5,050.11</u>				
	<hr/>				
Net Pay	22,010.74	Total Direct Deposits	<u>19,250.73</u>		
		Total Check Amount	2,760.01		