

Choctaw Utilities Authority
Regular Board of Trustees Meeting No. 28
October 18, 2022 @ 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 during the meeting. Speakers are limited to 3 minutes for a total of 15 minutes.
4. **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.
 - 4.1 Regular Pre-Meeting minutes for 10-04-22
(Requested by City Clerk, Amanda Williams)
 - 4.2 Regular Meeting minutes for 10-04-22
(Requested by City Clerk, Amanda Williams)
 - 4.3 Vouchers and Claims as approved by the Executive Director:
 1. 10-06 Claims: \$ 12,645.59
 2. 10-10 Claims: \$ 15,764.09*(Requested by Finance Director, Melinda Lloyd)*
5. **Business Agenda:** The following items are hereby designated for discussion and consideration which requires individual action.
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 5:00 pm on October 11, 2022, in accordance with the Oklahoma Open Meeting Act.



Amanda Williams, 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

City of Choctaw and Choctaw Utilities Authority
Regular Pre-Meeting of the City Council/Board of Trustees No. 27
October 4, 2022 @ 6:30pm
Choctaw City Hall, 2500 N Choctaw Road
Choctaw, Oklahoma 73020

MINUTES

1. Call to Order @ 6:31 pm

Roll Call:

7 Present: Chad Williams; Brent Pendergraft @ 6:33 pm; Jeannie Abts; Donna Morris; Steve Krieske; Rick Modisette; Randy Ross

0 Absent: None

Staff Present: Brian Linley/City Manager; Amanda Williams/City Clerk; Ray Vincent/City Attorney; Stuart Drake/Parks & Recreation Director; Randy Jacox/Public Works Director; Kelly Marshall/Police Chief; Sarah Huffine/Development Services Director; Kerry Williams/Assistant Fire Chief; Melinda Lloyd/Finance Director; Jennifer Holland/Assistant Finance Director; Loren Bumgarner/Fire Chief; Jerry Hand/Building Maintenance

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

Bod Dillon, Dillon & Associates, presented the FY 2021 Annual Audit Unmodified Opinion. Mr. Dillon noted the following findings for FY 2021:

- **Implement Internal Controls and Procedures for month end bank reconciliations**
- **Implement Internal Controls and Procedures for monthly close-out. Mr. Dillon recommended the City adopt a checklist to be used to ensure all proper procedures are followed. An example is provided in the audit.**
- **FY 2021 Annual Audit was filed late with the State of Oklahoma.**

4. Adjournment:
Called @ 6:55 pm.

ATTEST:

CHOCTAW UTILITIES AUTHORITY

Amanda Williams, City Clerk

Randy Ross, Chairman

**Choctaw Utilities Authority
Regular Board of Trustees Meeting No. 27
October 4, 2022 @ 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 @ 7:23 pm.**

2. **Roll Call:**
 - 7 **Present:** **Chad Williams; Brent Pendergraft @ 6:33 pm; Jeannie Abts; Donna Morris; Steve Krieske; Rick Modisette; Randy Ross**
 - 0 **Absent:** **None**

Staff Present: **Brian Linley/City Manager; Amanda Williams/City Clerk; Ray Vincent/City Attorney; Stuart Drake/Parks & Recreation Director; Randy Jacox/Public Works Director; Kelly Marshall/Police Chief; Sarah Huffine/Development Services Director; Kerry Williams/Assistant Fire Chief; Melinda Lloyd/Finance Director; Jennifer Holland/Assistant Finance Director; Loren Bumgarner/Fire Chief; Jerry Hand/Building Maintenance**

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 during the meeting. Speakers are limited to 3 minutes for a total of 15 minutes.

4. **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.
 - 4.1 Regular Pre-Meeting minutes for 09-20-22
(Requested by City Clerk, Amanda Williams)

4.2 Regular Meeting minutes for 09-20-22
(Requested by City Clerk, Amanda Williams)

4.3 Vouchers and Claims as approved by the Executive Director:

1. 09-14 Claims: \$ 133,848.51
2. 09-15 Claims FYE 22: \$ 425.00
3. 09-15 Claims: \$ 783,075.38
4. 09-22 Claims FYE 22: \$ 215.70
5. 09-22 Claims: \$ 35,696.87

(Requested by Finance Director, Melinda Lloyd)

MOTION BY Chad Williams and SECOND BY Steve Krieske to approve the consent agenda as presented.

MOTION CARRIED:

7 Ayes: **Williams, Pendergraft, Abts, Morris, Krieske, Modisette, Ross**
0 Nays: **None**
0 Absent: **None**
0 Abstain: **None**

5. **Business Agenda:** The following items are hereby designated for discussion and consideration which requires individual action.

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

**8. Adjournment:
Adjourned @ 7:24 pm.**

ATTEST:

Amanda Williams, City Clerk

CHOCTAW UTILITIES AUTHORITY

Randy Ross, Chairman



Choctaw, OK

My Receipt Register - Abridged

POPKT01851 - 10-06-2022 CUA Claims

Vendor	Purchase Order	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount Item Amount
<u>CUA: 01363 - ABS GOLF CARS INC</u>							364.50
	REQ11961	4113	CUA AP	10/06/2022	Acceleration cord for work cart and wiring repair	67-670-622000 - REPAIR & MAINTENANCE SUPPLIES	364.50
<u>CUA: 010786 - ACUSHNET COMPANY</u>							965.84
	REQ11538	914188559	CUA AP	10/06/2022	Golf Balls, Gloves, and Apparel	67-670-621001 - OPERATING SUPPLIES: PROSHOP	482.92
		914189136	CUA AP	10/06/2022	Golf Balls, Gloves, and Apparel	67-670-621001 - OPERATING SUPPLIES: PROSHOP	482.92
<u>CUA: 011299 - AERO-MOD INC</u>							2,090.28
	REQ11222	SO42274-1	CUA AP	10/06/2022	Computer channel block	61-910-633000 - PROFESSIONAL SERVICES	1,612.42
	REQ11930	SO42598-1	CUA AP	10/06/2022	Repairs to selonoid	61-910-622000 - REPAIR & MAINTENANCE SUPPLIES	177.86
	REQ12010	SO-42274-1	CUA AP	10/06/2022	Freight cost	61-910-622000 - REPAIR & MAINTENANCE SUPPLIES	300.00
<u>CUA: 010816 - COMMERCIAL LUBRICATORS</u>							1,181.65
	REQ11960	173940-F	CUA AP	10/06/2022	Gas for carts	67-670-621500 - FLEET PARTS & SUPPLIES	1,181.65
<u>CUA: 000292 - ECKROAT SEED CO.</u>							2,487.55
	REQ10995	77607	CUA AP	10/06/2022	Chemicals for greens	67-670-622000 - REPAIR & MAINTENANCE SUPPLIES	454.60
	REQ11957	81896	CUA AP	10/06/2022	Bensumec and lebanon/ Chemicals for the greens	67-670-622000 - REPAIR & MAINTENANCE SUPPLIES	2,032.95
<u>CUA: 010479 - ENVIRONMENTAL TESTING INC</u>							450.00
	REQ12009	E2I0025	CUA AP	10/06/2022	Third Party Testing	61-910-634503 - LAB TESTING CONTRACTUAL	150.00
		E2I0134	CUA AP	10/06/2022	Third Party Testing	61-910-634503 - LAB TESTING CONTRACTUAL	150.00
		E2I0276	CUA AP	10/06/2022	Third Party Testing	61-910-634503 - LAB TESTING CONTRACTUAL	150.00
<u>CUA: 000544 - NICOMA PARK LUMBER CO</u>							167.26
	REQ11934	10450379	CUA AP	10/06/2022	TOOLS AND TOOL BOX FOR METER READ	61-810-622500 - SMALL TOOLS & MINOR EQUIPMENT	12.98
	REQ12003	10451443	CUA AP	10/06/2022	Concrete, Tape, hose sprayer, and hose clamp	67-670-622000 - REPAIR & MAINTENANCE SUPPLIES	152.29
		10451444	CUA AP	10/06/2022	Concrete, Tape, hose sprayer, and hose clamp	67-670-622000 - REPAIR & MAINTENANCE SUPPLIES	1.99
<u>CUA: 000600 - OKLAHOMA NATURAL GAS CO</u>							279.64
	REQ12020	213333753 2016738 00	CUA AP	10/06/2022	Gas Bill	67-670-622000 - REPAIR & MAINTENANCE SUPPLIES	279.64
<u>CUA: 000610 - OMES-CENTRAL PRINTING</u>							575.10
	REQ11884	23230451	CUA AP	10/06/2022	SEP late notices	61-690-634500 - CONTRACTUAL SERVICE	253.80
	REQ12005	23230488	CUA AP	10/06/2022	OCT UB BILL statements	61-690-634500 - CONTRACTUAL SERVICE	321.30

My Receipt Register - Abridged

POPKT01851 - 10-06-2022 CUA Claims

Vendor	Purchase Order	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount Item Amount
<u>CUA: 000558 - O'REILLY AUTOMOTIVE STORES</u>							341.47
	REQ11585	328-387144	CUA AP	10/06/2022	Oil/filters, general parts	61-810-621500 - FLEET PARTS & SUPPLIES	119.97
		328-388256	CUA AP	10/06/2022	Oil/filters, general parts	61-810-621500 - FLEET PARTS & SUPPLIES	165.63
		328-388577	CUA AP	10/06/2022	Oil/filters, general parts	61-810-621500 - FLEET PARTS & SUPPLIES	40.83
		328-388582	CUA AP	10/06/2022	Oil/filters, general parts	61-810-621500 - FLEET PARTS & SUPPLIES	15.04
<u>CUA: 010875 - PROFESSIONAL TURF PRODUCTS L.P</u>							1,644.21
	REQ12019	1587030-00	CUA AP	10/06/2022	Sprinkler head parts	67-670-622000 - REPAIR & MAINTENANCE SUPPLIES	1,644.21
<u>CUA: 000694 - SAMS CLUB DIRECT</u>							417.77
	REQ11978	8992	CUA AP	10/06/2022	Food and equipment for tournament	67-670-630500 - MISCELLANEOUS	417.77
<u>CUA: 011109 - SRIXON / CLEVELAND GOLF</u>							934.25
	REQ11082	7144720	CUA AP	10/06/2022	Golf Balls and Gloves	67-670-621001 - OPERATING SUPPLIES: PROSHOP	280.00
		7147757	CUA AP	10/06/2022	Golf Balls and Gloves	67-670-621001 - OPERATING SUPPLIES: PROSHOP	18.25
	REQ11928	7143159	CUA AP	10/06/2022	Golf Balls	67-670-621001 - OPERATING SUPPLIES: PROSHOP	636.00
<u>CUA: 01200 - TAYLORMADE GOLF COMPANY</u>							454.32
	REQ11882	36226950	CUA AP	10/06/2022	Golf Equipment	67-670-621001 - OPERATING SUPPLIES: PROSHOP	454.32
<u>CUA: 000764 - THE JOURNAL RECORD</u>							231.75
	REQ11972	745535404	CUA AP	10/06/2022	Journal Record Bids	67-670-630500 - MISCELLANEOUS	231.75
<u>CUA: 011220 - TYLER PEST SOLUTION LLC</u>							60.00
	REQ12021	15377	CUA AP	10/06/2022	Bug Control Bill	67-670-634500 - CONTRACTUAL SERVICES	60.00
Report Total:							12,645.59

APPROVED

Brian E Liley 10/6/22



Choctaw, OK

My Receipt Register - Abridged

POPKT01877 - 10/10/2022 CUA CLAIMS

Vendor	Purchase Order	Invoice	Bank Code	Post Date	Description:	Account	Vendor Amount Item Amount
<u>CUA: 01015 - DELTA DENTAL</u>							1,158.60
	REQ12118	1717832	CUA AP	10/10/2022	DENTAL INSURANCE	61-680-634600 - HEALTH INSURANCE	144.70
					DENTAL INSURANCE	61-810-634600 - HEALTH INSURANCE	342.48
					DENTAL INSURANCE	61-900-634600 - HEALTH INSURANCE	368.48
					DENTAL INSURANCE	61-910-634600 - HEALTH INSURANCE	184.26
					DENTAL INSURANCE	67-670-634600 - HEALTH INSURANCE	118.68
<u>CUA: 01017 - HEALTH CARE SERVICE CORPORATION</u>							13,181.78
	REQ12116	171688 10-6-22	CUA AP	10/10/2022	HEALTH INSURANCE	61-680-634600 - HEALTH INSURANCE	1,535.28
					HEALTH INSURANCE	61-810-634600 - HEALTH INSURANCE	4,119.49
					HEALTH INSURANCE	61-900-634600 - HEALTH INSURANCE	4,140.46
					HEALTH INSURANCE	61-910-634600 - HEALTH INSURANCE	1,991.34
					HEALTH INSURANCE	67-670-634600 - HEALTH INSURANCE	1,395.21
<u>CUA: 01018 - MUTUAL OF OMAHA</u>							630.40
	REQ12119	G000APZ6 10-22	CUA AP	10/10/2022	LIFE INSURANCE	61-680-634600 - HEALTH INSURANCE	20.25
					LIFE INSURANCE	61-810-634600 - HEALTH INSURANCE	449.82
					LIFE INSURANCE	61-900-634600 - HEALTH INSURANCE	67.52
					LIFE INSURANCE	61-910-634600 - HEALTH INSURANCE	72.43
					LIFE INSURANCE	67-670-634600 - HEALTH INSURANCE	20.38
<u>CUA: 01957 - USCELLULAR</u>							529.56
	REQ12120	0530326797	CUA AP	10/10/2022	Aug 22 CELL PHONE SERVICE - WATER	61-810-631000 - UTILITY SERVICES	529.56
<u>CUA: 01021 - VISION SERVICE PLAN</u>							263.75
	REQ12121	816114146	CUA AP	10/10/2022	VISION INSURANCE	61-680-634600 - HEALTH INSURANCE	29.72
					VISION INSURANCE	61-810-634600 - HEALTH INSURANCE	81.65
					VISION INSURANCE	61-900-634600 - HEALTH INSURANCE	77.50
					VISION INSURANCE	61-910-634600 - HEALTH INSURANCE	41.01
					VISION INSURANCE	67-670-634600 - HEALTH INSURANCE	33.87

Report Total: **15,764.09**

APPROVED

Brian E. Lindsey 10-10-22