

Choctaw Utilities Authority
Regular Board of Trustees Meeting
October 2, 2018 @ 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.

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 09-18-18
 - 5.2 Regular Meeting minutes for 09-18-18
 - 5.3 August Credit Cards in the amount of \$4,840.25
 - 5.4 Vouchers and Claims as approved by the Board of Trustees in the amount of \$40,265.85
 - 5.5 Bi-monthly payroll in the amount of:
 1. 09-30 Payroll: \$ 46,467.91
 2. 10-15 Payroll: \$ 30,000.00

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. **Proposed Executive Session:** An executive session will be held if found to be in accordance with the State Law referenced below, to wit:
 - 8.1 Discussion of the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee; concerning Golf Superintendent. [*Authorized by Title 25 O.S. Section 307(B)(1)*].

Action Request: Motion to go into executive session, at the advice of the Trust Attorney and to recess to consider the above matter(s); and to reconvene in open session to take possible action. [*Authorized by Title 25 O.S. § 307(B)(1)*].

9. **Proposed Action Request on Executive Session items:**
 - 9.1 Board of Trustees to provide direction to the Executive Director and the Trust Attorney regarding Executive Session items.

10. **Adjournment:**

This agenda was posted in prominent public view at Choctaw City Hall on or prior to 5:00pm on September 28, 2018, in accordance with the Oklahoma Open Meeting Act.

Tina Rodriguez, 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.

City of Choctaw and Choctaw Utilities Authority
Regular Pre-Meeting of the City Council/Board of Trustees
September 18, 2018 @ 6:30pm
Choctaw City Hall, 2500 N Choctaw Road
Choctaw, Oklahoma 73020
Meeting held in Conference Room

MINUTES

1. Meeting Called to Order @ 6:30p.m.

4 **Present:** **Jeannie Abts; Ron Bradshaw; Randy Ross;**
 Mike Birdsong

3 **Absent:** **Larry Goeller; Steve Krieske; Roger Malone**

Staff Present: **Ed Brown, City Manager/Executive Director**
 Ray Vincent, City Attorney
 Bernie Nauheimer, Finance Director
 Tanner McGuire, Parks and Recreation 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 @ 6:57 pm

**Choctaw Utilities Authority
Regular Board of Trustees Meeting
September 18, 2018 @ 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 @ 7:16 p.m.**
2. **Roll Call:**
 - 4 **Present:** **Jeannie Abts; Ron Bradshaw; Randy Ross;
Mike Birdsong**
 - 3 **Absent:** **Larry Goeller; Steve Krieske; Roger Malone**

Staff Present: **Ed Brown, Executive Director
Ray Vincent, Trust Attorney
Tina Rodriguez, Secretary
Bernie Nauheimer, Finance Director
Tanner McGuire, Parks and Recreation 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.

- 4.1** Consideration and possible action in regards to a First Amendment to Contract with Waste Connections of Oklahoma for solid waste collection, disposal and recycling services.

MOTION BY Mike Birdsong and SECOND BY Ron Bradshaw... to approve the First Amendment to Contract with Waste Connections.

MOTION CARRIED:

4 Ayes: Ross; Bradshaw; Birdsong; Abts
0 Nays: None
3 Absent: Goeller; Krieske; Malone

- 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 09-04-18

5.2 Regular Meeting minutes for 09-04-18

5.3 Vouchers and Claims as approved by the Executive Director.

1. 09-11 Claims: \$ 14,226.31

2. 09-12 Transfers: \$ 87,889.52

5.4 Vouchers and Claims as approved by the Board of Trustees in the amount of \$1,088,081.26

5.5 Bi-monthly payroll in the amount of:

1. 09-15 Payroll: \$ 43,510.83

2. 09-30 Payroll: \$ 30,000.00

MOTION BY Jeannie Abts and SECOND BY Ron Bradshaw... to approve the Consent Agenda as presented.

MOTION CARRIED:

4 Ayes: Ross; Bradshaw; Birdsong; Abts
0 Nays: None
3 Absent: Goeller; Krieske; Malone

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 @ 7:21 p.m.

(VEND RNG: 000000-ZZZZZZ; DATE RNG: 10/02/18-10/02/18; ALL FUNDS; BANK CD: 1)

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	MO-YR	AMOUNT
000292	67-67-6220-00-00	000067	10/02/18	000306	98671	MISC CHEMICALS - GOLF COURSE	1	10-2018	2,978.75
	**SUB-TOTAL: ECKROAT SEED CO.								
000298	61-90-6355-00-00	000090	10/02/18	000222	0020628	REPAIR LIFT STATION PUMP	1	10-2018	4,252.00
000298	61-91-8345-00-00	000091	10/02/18	000204	0020627	HEADWORKS PUMP REPAIR	1	10-2018	4,805.92
000298	61-91-8345-00-00	000091	10/02/18	000204	0020628	HEADWORKS PUMP REPAIR	1	10-2018	4,693.95
	**SUB-TOTAL: ROTEK SERVICES, INC.								
000394	61-81-6215-00-00	000081	10/02/18	000249	0213683-IN	ANTIFREEZE, GREASE, OIL - WATER	1	10-2018	206.34
000394	61-90-6215-00-00	000090	10/02/18	000249	0213683-IN	ANTIFREEZE, GREASE, OIL - WASTEWAT	1	10-2018	137.90
000394	67-67-6215-00-00	000067	10/02/18	000249	0213683-IN	ANTIFREEZE, GREASE, OIL - GOLF	1	10-2018	168.50
	**SUB-TOTAL: HOOTEN OIL								
000548	61-91-6220-00-00	000091	10/02/18	000057	412312	LAB SUPPLIES - WW/PLANT	1	10-2018	1,529.77
	**SUB-TOTAL: NORTH CENTRAL LABORATORIES								
000580	61-81-6405-00-00	000081	10/02/18	000025	0350905-IN	MATERIALS/SUPPLIES - WATER LINES	1	10-2018	2,313.50
000580	61-81-6405-00-00	000081	10/02/18	000025	0350943-IN	MATERIALS/SUPPLIES - WATER LINES	1	10-2018	57.25
	**SUB-TOTAL: OKLAHOMA CONTRACTOR'S SUPPLY								
000592	68-68-6345-00-00	000068	10/02/18	000195	94807	60,000 UTILITY BILLS	1	10-2018	1,878.60
	**SUB-TOTAL: OKLAHOMA ENVELOPE COMPANY								
000610	69-69-6305-00-00	000069	10/02/18	000082	P1900562	UTILITY BILLS AND INSERTS	1	10-2018	88.50
	**SUB-TOTAL: OMES-CENTRAL PRINTING								
000638	69-69-6335-00-00	000069	10/02/18	000044	3307119371	MAILING SOFTWARE/POSTAGE METER	1	10-2018	977.91
	**SUB-TOTAL: PITNEY BOWES INC								
000788	61-81-6360-00-00	000081	10/02/18	000034	825-1309241	UNIFORM RENTAL - WATER	1	10-2018	20.57
	**SUB-TOTAL: UNIFIRST CORPORATION								
000808	61-91-6345-00-00	000091	10/02/18	000024	0042434-2176-7	SLUDGE LANDFILL FEES	1	10-2018	7,638.41
	**SUB-TOTAL: WASTE MANAGEMENT OF EAST OAK R								
010189	82-82-2550-00-00	000082	10/02/18	000297	REFUND	METER DEPOSIT REFUND - ACC 12910	1	10-2018	55.39
	**SUB-TOTAL: ACCURATE PROPERTY MGMT								
010247	61-91-6330-00-00	000091	10/02/18	000277	24669	LEGAL FEES - POTW COMPLIANCE	1	10-2018	325.00
	**SUB-TOTAL: RYAN WHALEY COLDIRON SHANDY PL								
010479	61-91-6345-00-00	000091	10/02/18	000080	E810232	LAB TESTING	1	10-2018	325.00
	**SUB-TOTAL: ENVIRONMENTAL TESTING INC								
010519	61-81-6405-00-00	000081	10/02/18	000114	3870715	REMOTE READ METERS -	1	10-2018	3,900.00
	**SUB-TOTAL: MUELLER CO								
010717	67-67-6315-00-00	000067	10/02/18	000313	405-769-2431	PHONE SERVICE - GOLF COURSE	1	10-2018	224.18
	**SUB-TOTAL: AT&T								
010816	67-67-6215-00-00	000067	10/02/18	000250	133834-F	UNLEADED FUEL - GOLF COURSE	1	10-2018	1,292.29
	**SUB-TOTAL: COMMERCIAL LUBRICATORS								
010936	67-67-6210-01-00	000067	10/02/18	000081	1955470	GOLF BALLS FOR ROTARY NIGHT TOURNA	1	10-2018	482.76
	**SUB-TOTAL: NIGHT FLYER GOLF								
010984	82-82-2550-00-00	000082	10/02/18	000299	REFUND	WATER DEPOSIT REFUND - ACC 12532	1	10-2018	120.00
010984	82-83-2550-00-00	000083	10/02/18	000299	REFUND	SANITATION DEPOSIT REFUND - ACC 12	1	10-2018	50.00
	**SUB-TOTAL: HOLLAND APRIL								
011111	67-67-6210-01-00	000067	10/02/18	000304	46807	2,500 SCRORECARDS	1	10-2018	463.00
	**SUB-TOTAL: GOLF SCORECARD INC								
011292	61-81-6305-00-00	000081	10/02/18	000292	REFUND	SERVICE FEE REFUND - ACC 12794	1	10-2018	49.17
	**SUB-TOTAL: OCONNER AMBER								
011311	82-83-2550-00-00	000083	10/02/18	000274	REFUND	SANITATION DEPOSIT REFUND - ACC 87	1	10-2018	15.00
	**SUB-TOTAL: ILEY LONNIE& RETA								
011312	82-83-2550-00-00	000083	10/02/18	000276	REFUND	SANITATION DEPOSIT REFUND - ACC 84	1	10-2018	15.00
011312	69-69-6305-00-00	000069	10/02/18	000276	REFUND	SERVICE FEE REFUND - ACC 8433	1	10-2018	10.92
	**SUB-TOTAL: HOWARD JOEL/ALLINE								
011314	82-83-2550-00-00	000083	10/02/18	000287	REFUND	SANITATION DEPOSIT REFUND - ACC 77	1	10-2018	25.92
	**SUB-TOTAL: CRAWFORD JASON & STEPHANIE								
011315	82-82-2550-00-00	000082	10/02/18	000285	REFUND	METER DEPOSIT REFUND - ACC 12688	1	10-2018	90.00
	**SUB-TOTAL: ROSE PRESTON								
011316	82-83-2550-00-00	000083	10/02/18	000284	REFUND	SANITATION DEPOSIT REFUND - ACC 80	1	10-2018	50.00
011316	69-69-6305-00-00	000069	10/02/18	000284	REFUND	SERVICE FEE REFUND - ACC 8068	1	10-2018	40.00
	**SUB-TOTAL: POINTON WES & KELLY								
011317	82-83-2550-00-00	000083	10/02/18	000283	REFUND	SANITATION DEPOSIT REFUND - ACC 11	1	10-2018	23.40
	**SUB-TOTAL: MCCLELLAND SHAWNA								
011318	82-83-2550-00-00	000083	10/02/18	000288	REFUND	SANITATION DEPOSIT REFUND - ACC 91	1	10-2018	34.99
	**SUB-TOTAL: YOUNG ANDREA & JOHN								
011319	82-82-2550-00-00	000082	10/02/18	000282	REFUND	METER DEPOSIT REFUND - ACC 11995	1	10-2018	55.39
011319	82-83-2550-00-00	000083	10/02/18	000282	REFUND	SANITATION DEPOSIT REFUND - ACC 11	1	10-2018	30.00

(VEND RNG: 000000-ZZZZZZ; DATE RNG: 10/02/18-10/02/18; ALL FUNDS; BANK CD: 1)

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	MO-YR	AMOUNT
**SUB-TOTAL: ROBERTS WADE									85.39
011320	82-83-2550-00-00	000083	10/02/18	000281	REFUND	SANITATION DEPOSIT REFUND - ACC 46	1	10-2018	25.00
011320	69-69-6305-00-00	000069	10/02/18	000281	REFUND	SERVICE FEE REFUND - ACC 4680	1	10-2018	11.98
**SUB-TOTAL: HODGES LARRY J									36.98
011322	82-83-2550-00-00	000083	10/02/18	000300	REFUND	SANITATION DEPOSIT REFUND - ACC 47	1	10-2018	25.00
**SUB-TOTAL: GATLIN LEO V									25.00
011324	82-82-2550-00-00	000082	10/02/18	000298	REFUND	METER DEPOSIT REFUND - ACC 12888	1	10-2018	26.22
011324	82-83-2550-00-00	000083	10/02/18	000298	REFUND	SANITATION DEPOSIT REFUND - ACC 12	1	10-2018	50.00
**SUB-TOTAL: PLUNKETT FRANKIE									76.22
011325	82-82-2550-00-00	000082	10/02/18	000296	REFUND	METER DEPOSIT REFUND - ACC 10096	1	10-2018	40.00
011325	82-83-2550-00-00	000083	10/02/18	000296	REFUND	SANITATION DEPOSIT REFUND - ACC 10	1	10-2018	15.00
**SUB-TOTAL: KILLINGSWORTH TIMOTHY									55.00
011326	82-83-2550-00-00	000083	10/02/18	000295	REFUND	SANITATION DEPOSIT REFUND - ACC597	1	10-2018	10.92
**SUB-TOTAL: GALANTE PHYLLIS									10.92
011329	82-82-2550-00-00	000082	10/02/18	000309	REFUND	METER DEPOSIT REFUND - ACC 12623	1	10-2018	13.14
011329	82-83-2550-00-00	000083	10/02/18	000309	REFUND	SANITATION DEPOSIT REFUND - ACC 12	1	10-2018	50.00
**SUB-TOTAL: AGUILAR ANGELIKA									63.14
011330	82-83-2550-00-00	000083	10/02/18	000308	REFUND	SANITATION DEPOSIT REFUND - ACC 80	1	10-2018	1.31
**SUB-TOTAL: WILLIAMS LORA & KERRY									1.31
011332	81-81-8215-00-00	000081	10/02/18	000314	1-13000	TIRES FOR SKID STEER UNIT	1	10-2018	572.00
**SUB-TOTAL: CH & W TIRE									572.00
***GRAND TOTAL - VENDOR COUNT: 36									40,265.85

CHOCTAW UTILITIES AUTHORITY
PAYROLL SUMMARY WORKSHEET

9/30/2018		EMPLOYEE COUNT:		34
PER PAYROLL REGISTER	STORMWATER	CUA	TOTAL	
GROSS	3,676.73	37,082.45	40,759.18	
FICA	280.46	2,763.58	3,044.04	
HEALTH INSURANCE			0.00	
STATE/OMRF/RET.	286.14	2,378.55	2,664.69	
WORKMEN'S COMP.	0.00	0.00	0.00	
UNEMPLOYMENT			0.00	
TOTALS	4,243.33	42,224.58	46,467.91	