

CHOCTAW ELECTRIC COOPERATIVE
Regular Meeting of the Board of Trustees
Held in the Board Room of CEC in Hugo Oklahoma
April 24, 2018 - 9:00 am
AGENDA

1.	Meeting Called to Order & Roll Call	<i>Brent Franks</i>	
2.	Invocation & Pledge of Allegiance		
3.	Introduction of Guests	<i>Brent Franks</i>	
4.	Consent Items <ul style="list-style-type: none"> a. Approval of March 2018 Regular Board Minutes b. Authorization to Write off Uncollected Accounts for March 2017 		<i>Action Action</i>
5.	Department Reports <ul style="list-style-type: none"> a. Service & Construction b. ROW & Service Quality c. Safety & Technical Operations d. Customer Service & Billing <ul style="list-style-type: none"> • Small Claims Update e. Member Services 	<i>Kooney Duncan</i>	
6.	Financial Reports <ul style="list-style-type: none"> a. Financial Presentation b. Form 7 c. WFEC Power Bill d. Review of Check Register 	<i>Tiffany Hempsted</i>	<i>For Review</i>
7.	Quality Management Report <ul style="list-style-type: none"> a. Timeline of Seated Board Action 	<i>George Burns</i>	
8.	Attorney's Report	<i>Frank Wolf</i>	
9.	CEO Report <ul style="list-style-type: none"> • Purple Wave Equipment Auction Update 	<i>Kooney Duncan</i>	
10.	Executive Session Contracts, Legal Matters		
11.	Action Items <ul style="list-style-type: none"> a. Policy committee – Policy Update 	<i>Jennifer Parker</i>	<i>Action</i>
12.	Resolutions <ul style="list-style-type: none"> a. 2018.01 Regarding Signatures of Checks b. 2018.02 Energize Credit Union Cash Management Services c. 2018.03 First United Bank Account Management d. 2018.04 First Bank Account Management e. 2018.05 Idabel National Bank Account Management f. 2018.06 Raymond James 		<i>Action Action Action Action Action</i>
13.	OAEC Report	<i>Joe Silk</i>	
14.	WFEC Report	<i>George Burns</i>	
15.	New Business <ul style="list-style-type: none"> a. Outage Communications 	<i>Ken Autry</i>	
16.	Adjournment		

CHOCTAW ELECTRIC COOPERATIVE, INC.
P. O. Box 758 – Hugo, Oklahoma 74743

Regular Meeting Minutes of the Board of Trustees

The regular meeting of the Board of Trustee of Choctaw Electric Cooperative (CEC) was held in the Board Room of the Cooperative in Hugo, Oklahoma on April 24, 2018

1. Call to Order and Roll Call

The following Trustees were present:

Brent Franks, District G	Stacy Nichols, District C
Joe M. Silk, District B	Bill Woolsey, District D
Mike Brewer, District H	Norman Ranger, District F
George Burns, District A	Ken Autry, District I

Becky Franks, District E was absent.

There being a quorum present, President Brent Franks presided and called the meeting to order at 9:00 a.m.

Co-op Attorney, J. Frank Wolf, III was present. Choctaw Electric Cooperative staff present: CEO Kooney Duncan, Chief Financial Officer, Tiffany Hempsted, Executive Assistant, Jennifer Boling,

2. Invocation and Pledge of Allegiance

Stacy Nichols gave the invocation. President Brent Franks led the Pledge of Allegiance.

3. Introduction of Guests

Mr. Franks welcomed Choctaw Electric members present:

Debbie Cody, Angie Smith and Judy Bell.

4. Consent Items

- a. Approval of March 2018 Regular Board Meeting Minutes.
- b. Authorization to Write-Off uncollected accounts for March 2017.

Mr. Burns made a motion to approve the March 27, 2018 Regular Board Meeting minutes, and to Write-Off uncollected accounts for March 2017. The motion was seconded by Mr. Nichols. The motion was affirmatively voted upon by all. The Motion carried.

5. Department Reports

The following Department reports were given by Choctaw Electric Cooperative CEO and General Manager, Kooney Duncan:

A. Service and Construction

- Discussing Right of Way easement with a State engineer for the Nolia Loop ODOT road move project.
- Construction contractors continuing work on Timber Creek Trails South Phase VI development.
- Repaired and replaced electronic control modules at Tyson Foods.
- Took part in FEMA training.
- East and west service crews worked 553 cases
- Construction crews complete a total of 37 projects including bad pole change outs, outages and retiring idle services.
- Line contractor work began on Timber Creek Trails South Phase 5 development in Hochatown.

B. Right of Way and Service Quality

- Contract Right-of-Way crews began working on the Rattan Sub Feeder 1. Crews cleared 10.07 miles covering 18.12-line miles. The Mt. River Sub Feeders 2 and 3 are nearly complete.
- CEC Right-of-Way machine crew moved from Valliant Sub due to wet conditions and began work in North Bethel area consisting of Wild Horse Mountain clearing 3 phase.

C. Safety and Technical Operations

- Choctaw Electric Cooperative has had no lost time accidents in 398 days.
- Blink reports continue to be being monitored.
- Changed out several meters due to lightening events.
- Right-of-Way applicator handling and application training is scheduled.

D. Customer Service and Billing

- Small Claims Action update and report was given by Mr. Duncan.
- Incoming calls taken for the month was 4,320, an average of 206 daily.
- The difference in startup costs for Prepaid and Standard billing was given

E. Member Services

- Member Appreciation Days was a successful event. Mr. Duncan and Board members commended the CEC employees for their hard work for each of these events.
- CEC Loan Summary was given and there was some discussion on the Energy Efficient and Small Appliance Loan process. The process will be reviewed at the next board meeting.
- Area Chamber of Commerce meetings are being attended by department staff.
- Energy Audits continue.

6. Financial Report

Form 7, WFEK Power Bill

Tiffany Hempsted gave the March 2018 Financial Presentation. The Form 7 Summary for Year to Date Actual vs. Budget, Year to Date Revenue, Cost of Power and Gross Margins, Year to Date Expenses and Year to Date Capital and Margins was reviewed.

- Form 7 Summary YTD revenue \$12,345,900
- Cost of Power \$6,933,776
- Operating Margins YTD \$1,221,267
- Form 7 YTD Operating and Maintenance Expenses \$1,452,202
- YTD Operating Margins \$1,221,267
- YTD Net Margins \$1,247,116
- Total Revenue from Electrical Sales \$3,491,182
- WFEK kWh Purchased 35,945,899
- Total number of Active Services, 18,970
- Cash Management Beginning Balance \$1,109,767, Ending Balance \$1,697,729
- YTD Equity Ratio 48.6%
- CFC Long Term Debt decreased

7. Quality Management Report

a. Timeline of Seated Board Action

Mr. Burns indicated the report is in progress and will be given at an upcoming board meeting.

8. Attorney's Report

Mr. Wolf advised the board his report would be given during Executive Session

9. CEO Report

Current Activities

- Mr. Duncan gave a presentation on the Purple Wave Equipment Auction. Estimated sales were \$209,300, the actual sales at auction was \$258,450. The auction site receives a \$100 per item lot fee and a 4% commission.
- A Lineman and Employee Appreciation Luncheon is scheduled April 27 at 11:30 at the Hugo Office. Board members are also invited.
- Mr. Duncan attended the Electric Vehicle meeting conducted by WFEK.
- Member Appreciation took place at each office location. CEC staff and board members had a great time visiting with our members.
- The 2017 Financial Audit is complete and will be presented at the May board meeting.
- CEC Bylaws are being reviewed by an outside firm. The review and recommendations will be given the first week in May.
- Year to date Estate Capital credit issued \$72,310.57.

- CEC Staff Committees continue:
 - To develop procedures for disaster preparedness plan.
 - Framework for CEC Policies

Since the Strategic Planning meeting was held in March, Mr. Duncan asked board members if there were any recommendations for the 2018 plan and to review the CEC Vision and Mission Statements.

A poll was taken as to Mission Statement recommendations.

Current Mission Statement – None

New Mission Statement – 8

Action will be taken at the May Board meeting on the recommendation.

10. Executive Session

Mr. Woolsey made a motion to move Executive Session down the agenda to take place before the OAEC Report. The motion was seconded by Mr. Burns.

The motion was affirmatively voted upon by all. The Motion carried

11. Action Items

a. Policy committee – Policy Update

No action taken. Policy will be reviewed with the Policy Committee.

12 Resolutions

Each resolution updates CEC staff and board members information.

a. 2018.01 Regarding Signatures of Checks

Mr. Ranger made a motion to approve Resolution 2018.01 Regarding Signatures of Checks. The motion was seconded by Mr. Autry. The motion was affirmatively voted upon by all. The Motion carried

b. 2018.02 Energize Credit Union Cash Management Services

Mr. Silk made a motion to approve Resolution 2018.02 Energize Credit Union Cash Management Services. The motion was seconded by Mr. Brewer. The motion was affirmatively voted upon by all. The Motion carried

c. 2018.03 First United Bank Account Management

Mr. Woolsey made a motion to approve Resolution 2018.03 First United Bank Account Management Services. The motion was seconded by Mr. Burns. The motion was affirmatively voted upon by all. The Motion carried.

d. 2018.04 First Bank Account Management

Mr. Ranger made a motion to approve Resolution 2018.04 First Bank Account Management. The motion was seconded by Mr. Silk. The motion was affirmatively voted upon by all. The Motion carried

e. 2018.05 Idabel National Bank Account Management

Mr. Burns made a motion to approve Resolution 2018.05 Idabel National Bank Account Management. The motion was seconded by Mr. Ranger. The motion was affirmatively voted upon by all. The Motion carried

f. 2018.06 Raymond James

Mr. Nichols made a motion to approve Resolution 2018.06 Raymond James Cash and Margin Short Sale Account Management. The motion was seconded by Mr. Autry. The motion was affirmatively voted upon by all. The Motion carried

10. Executive Session (Rearranged on Agenda as per motion above)

President Brent Franks announced the board would convene in Executive Session to discuss contracts, and legal matters.

At 11:15 am, Mr. Autry made a motion to enter executive session. The motion was seconded by Mr. Woolsey. The motion carried.

Legality of By Laws discussed.

At 12:17 pm, Mr. Autry made a motion to exit executive session. The motion was seconded by Mr. Silk. The motion carried.

The meeting was reconvened in regular session.

13. OAEC Report

Mr. Silk reported on the OAEC Annual Meeting that took place April 2 in Oklahoma City.

14. WFEC Report

Mr. Burns included the WFEC SWAP Report for the board to review.

There was some discussion about the Electric Vehicles and charging stations.

Also included in the report was an update on the wildfires in northwest Oklahoma.

15. New Business

a. Outage Communications

Guy Dale, Safety Coordinator and Jia Johnson, Director of Public Relations was present during discussions to answer any questions or concerns. Mr. Duncan and Mr. Dale emphasized safety of our linemen is top priority. Outage updates are posted on the CEC Facebook page every 2 hours. Members are encouraged to report outage using Smarthub and monitor the CEC website and Facebook page to stay informed. Board members exchanged frank and cordial views among themselves concerning CEC outage communications on CEC Facebook page. After substantial discussion regarding outage communications it was determined that CEC staff is doing a fine job of communicating outage information to our members but will always consider methods to improve upon.

Adjourn

At 1:45 pm Mr. Nichols made a motion to adjourn. Mr. Woolsey seconded the motion. The motion was affirmatively voted upon by all. The motion carried.

Board Expenses Reported April 1, 2018 to April 30, 2018

Mike Brewer	\$550.00
George Burns	\$65.40
Joe Silk	\$984.63
Norman Ranger	\$608.86
Bill Woolsey	\$582.70
Becky Franks	\$0.00
Ken Autry	\$602.32
Brent Franks	\$582.70
Stacy Nichols	\$635.02



President

5-29-18

Date



Secretary/Treasurer

5/29/18

Date