

**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 Trustees of Choctaw Electric Cooperative (CEC) was held in the Board Room of the Cooperative in Hugo, Oklahoma on April 30, 2019.

**1. Call to Order and Roll Call**

The following Trustees were present:

Brent Franks, District G	George Burns, District A	Perry Thompson, District E
Joe M. Silk, District B	Stacy Nichols, District C	Debbie Cody, District F
Mike Brewer, District H	Bill Woolsey, District D	Ken Autry, District I

There being a quorum present, President Brent Franks presided and called the meeting to order at 9:07 a.m.

Council for the Co-op, J. Frank Wolf, III was present. Choctaw Electric Cooperative staff present: CEO Kooney Duncan, CFO, Tiffany Hempsted, Executive Assistant, Jennifer Boling, and Information System Administrator, Rickey Bowen.

**2. Invocation and Pledge of Allegiance**

Mr. Silk gave the invocation followed by the Pledge of Allegiance.

**3. Introduction of Guests**

President Franks introduced Randy Robbins of Bolinger, Segars, Gilbert & Moss, L.L.P.

**4. Consent Items**

**A. Approval of March 26, 2019 Regular Board Meeting Minutes.**

**B. Authorization to Write-Off uncollected accounts for March 2018**

Mr. Woolsey made a motion to approve the March 26, 2019 Regular Board Meeting minutes, and to Write-Off uncollected accounts for March 2018 totaling \$7,674.92. The motion was seconded by Mrs. Cody. The motion was affirmatively voted upon by all. The Motion carried.

Following the consent items, Mr. Burns made a motion to hear Agenda Action Item 10 A, Audit Report. The motion was seconded by Mr. Autry. The motion was affirmatively voted on by all. The Motion carried.

**10. Action Items**

**a. Audit Report, Bolinger, Segars, Gilbert & Moss L.L.P.**

President Franks recognized Randy Robbins of Bolinger, Segars, Gilbert & Moss, L.L.P. Mr. Robbins gave the board the CEC 2018 Audit Report.

Mr. Autry made a motion to approve the auditor's financial statements for the years ended

December 31, 2018 and 2017 and the report of Certified Public Accountants, Bolinger, Segars, Gilbert & Moss, L.L.P. The motion was seconded by Mr. Thompson. 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**

- ODOT projects are in progress
- Hidden Valley Development project is complete.
- East and west end service crews completed 376 cases
- Maintenance crew performed outage restoration, changed out poles and completed 5 cases and completed the Noila loop road project.

### **B. Right of Way and Service Quality**

- CEC Right-of-Way crews worked at Bethel Sub, Feeder 1, between Battiest and Pickens. The crew cleared 12 miles.
- Contract crew has completed Rattan Sub Feeder 2 and 35 miles on Westbank Sub Feeder 3.

### **C. Safety and Technical Operations**

- Tested transformers, repaired reclosers and recloser panels
- Monitored & maintained TWACS connections and verified readings
- Reviewed meter tampering occurrences

### **D. IT System Report**

- Configured and installed new switches
- Completed re-cabling project

### **E. Customer Service and Billing**

- 3,615 incoming calls, daily average of 172
- \$19,491.64 total payment kiosks
- 1,152 Service Order and 1,096 contact tracking cases created
- 1,850 members using paperless billing
- 4,938 members using SmartHub.

### **E. Member Services**

Jia Johnson, Director of Public Relations reported on Member Appreciation Days and the CEC Survey results. Approximate number of members in attendance: Hugo 75, Antlers 100, Idabel 350-400.

Youth Tour will take place June 14 – 20, Energy Camp May 28 – 31, and Kilowatt Kids Camp is June 4 in Hugo and June 6 in Idabel.

## **6. Financial Report**

Tiffany Hempsted gave the March 2019 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 \$12,582,493
- Cost of Power \$7,404,925
- Net Margins \$1,568,201
- March 2019 Revenue from Electric Sales \$4,074,309
- WFEC March Average cost per kWh \$0.0562
- Total Active Services monthly comparison 18,891

## **7. Attorney's Report**

Mr. Wolf advised an answer was filed regarding a Petition to Vacate in Atoka county.

## **8. CEO Report**

Mr. Duncan reported on the OAEC, WFEC and other association meetings he or others attended throughout the month.

### **Current Activities**

- Bids requested for the CEC 420 acres.
- CEC will participate in the OSU-IT lineman internship program beginning April 30<sup>th</sup>.
- Policies and Procedures continue to be reviewed and updated
- The Hwy 3 road project and work order inspection process were reviewed.

## **9. Executive Session**

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

At 11:08 am Mr. Thompson made a motion to enter executive session. The motion was seconded by Mr. Silk. The Motion carried.

At 12:58 pm, Mr. Burns made a motion to exit executive session. The motion was seconded by Mr. Autry. The Motion carried.

The meeting was reconvened in regular session.

## **10. Action Items**

### **A. Audit Report, Bolinger, Segars, Gilbert & Moss L.L.P.**

Action item heard after Agenda item 4 as per approved motion.

### **B. Security Monitoring Software**

Upon board review and IT staff recommendations for the Security Monitoring Software Mr. Woolsey made a motion to approve the recommended software provided by Skyhelm. The motion was seconded by Mrs. Cody. The motion was affirmatively voted upon by all. The Motion carried.

### **C. Policy Action and Review**

Melissa Gregg, H. R. Coordinator presented corrections and revisions to Governing Policies, Member Policies, Board Policies, Employee Policies and Workplace Safety Policies. Mrs. Cody made a motion to approve policies as presented by the Policy Committee including specific revisions to Employee Policies as recommended for:

#### All CEC employees

100-104 Governing Policies

200-201 Member Policies

300-304 Board Policies

#### Non-Union CEC employees

Employee Policies 400-424

Workplace Safety Policies 500-504

#### Union Specific policies as stated in the Collective Bargaining Agreement

Employee Policies 400-406, 409, 411-413, 419-423

714 Compensation Definitions and Guidelines

713 Excused Absence

705 Vacation or Annual Leave

704 Sick Leave

731 Drug and Alcohol-Free Workplace

The motion was seconded by Mr. Woolsey. The motion was affirmatively voted upon by all. The Motion carried

### **D. CEC Property Lease**

Mr. Nichols made a motion to accept the property lease bid from Dustin Caldwell for a term of three (3) years beginning June 1, 2019 and ending June 1, 2022 at \$6,522.66 per year payable each year by June 1<sup>st</sup>. The motion was seconded by Mrs. Cody. The Motion carried.

### **11. OAEC Report**

Mr. Silk gave the OAEC Report.

### **12. WFEC Report**

Mr. Burns gave the WFEC Report.

**13. Other Business**

Mr. Silk and Mr. Burns will attend an event for the Idabel Vo-Tech Engineering class to support the pre-engineering class Cap Stone Presentations May 7<sup>th</sup>.

Mr. Duncan read a Thank You note from a CEC member.

**14. Adjourn**

At 1.29 pm Mr. Brewer made a motion to adjourn. Mr. Nichols seconded the motion. The motion was affirmatively voted upon by all. The Motion carried.

Board Expenses Reported April 1, 2019 to April 30, 2019

Mike Brewer	\$550.00
George Burns	\$69.60
Joe Silk	\$1,477.58
Bill Woolsey	\$584.80
Ken Autry	\$1,064.72
Stacy Nichols	\$640.48
Brent Franks	\$1,029.60
Deborah Cody	\$637.12
Perry Thompson, Jr.	\$558.70

  
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President

5-28-19  
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Date

  
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5-28-19  
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Secretary/Treasurer

Date

