

GUA MEETING MINUTES

February 5, 2015

The Trustees in and for the City of Geary Utilities Authority met on the above date for a special meeting. In accordance with the open meeting law, the agenda and meeting notice were posted on the window of City Hall, 115 S. Broadway, before 5:00 pm Wednesday, February 4, 2015

Chairman, Leslie Swinerton, called the meeting to order at 6:32 pm. Those answering roll call were Ernest Allen, Tabbitha Kiener, and Cozetta Johnson. Bobby Allen came in at 8:00 pm. Also present were City Attorney Raymond Vincent, Police Chief Waylon Upchego, officer Cecil Harall, City Accountant Linda Woodruff, payroll clerk Jeremy Springer, Public Works Director Jeff Choate, city employees Teresa Hicks, Mary K Wright, and Lee Posey, Ryan Pierson with OMPA, Missy Williamson, Davey Buser. Secretary Mary Hays recorded the minutes.

Ryan Piersol, OMPA representative, was here to update the board on OMPA's latest actions. Customer surveys are still being offered, and utility billing software may be available through OMPA soon. Also, OMPA has added a 2-man line crew to help member cities with line repairs. These crews do most of their work in the Northern part of Oklahoma. No action was needed.

Missy Williamson was here to discuss a high electric bill at her mother's home. This seems to occur each winter for no apparent reason. Her home is heated with an electric heat pump that was tested last winter for the same reason. OMPA will conduct an energy audit on Shirley Monroe's home and advise them of what they can do to make the home more energy efficient. No action to be taken by the board.

This meeting was recessed at 6:48 pm and reconvened at 10:10 pm.

No action on high electric bills for the February 1<sup>st</sup> billing, or why the citizens did not receive their bills on the 1<sup>st</sup> day of the month.

Tabbitha Kiener made the motion seconded by Cozetta Johnson to approve the monthly utility report from Jeff Choate. Ayes: Ernest Allen, Bobby Allen, Cozetta Johnson, and Tabbitha Kiener. Nays: None,

No action on the City of Geary Utility Authority Terms And Conditions.

Tabbitha Kiener made the motion seconded by Cozetta Johnson to approve setting 2 meters on the 12-inch water line for Peak Services. Peak Services is located on Highway 281 north and west of the Cherokee Truck Stop, and just west of the New EMS/Fire Sub-Station site. A 1-inch water meter will be set to serve the office building and a 2-inch water meter will be set to sell bulk water for Peak Services. The income from all future bulk water sales will be deposited in the Reverse Osmosis Fund to offset future repairs. Ayes: Bobby Allen, Ernest Allen, Cozetta Johnson, and Tabbitha Kiener. Nays: None.

Bobby Allen made the motion seconded by Tabbitha Kiener to allow Manhattan Roads Company to purchase bulk water from a fire hydrant located near the 108 exit on I 40. This water will be used in the construction and repair of the I 40 bridges crossing the South Canadian River. Ayes: Ernest Allen, Cozetta Johnson, Tabbitha Kiener, and Bobby Allen. Nays: None.

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Some of the employees have not been turning in their gas purchase tickets for the vehicles. These are needed to compare the tickets with the invoices and purchase orders. Jeff will have a meeting with the employees and advise them that all purchasing tickets need to be turned in.

Ernest Allen made the motion seconded by Tabbitha Kiener to ask Raymond Vincent to draw up a policy to regulate the gas cards and gas purchase tickets. Ayes: Cozetta Johnson, Bobby Allen, Tabbitha Kiener, and Ernest Allen. Nays: None.

Cozetta Johnson made the motion seconded by Bobby Allen to have Raymond Vincent draw up a policy stating that the Reverse Osmosis Operating System software is owned by the City of Geary Utility Authority. Ayes: Ernest Allen, Tabbitha Kiener, Bobby Allen, and Cozetta Johnson. Nays: None.

Job descriptions for the sanitation department will be discussed at the March meeting.

No action on the end of month bank balances.

Bobby Allen made the motion seconded by Ernest Allen to approve the Consent agenda items a through e, except for item d or the monthly DEQ reports. Approve to encumber \$25,085.57 for the February payrolls and \$5,000.00 for the monthly sale tax payments. Approve the GUA January bills in the amount of \$48,182.61 and the R.O. Fund bills in the amount of \$3,960.32. Approve to transfer \$4,628.10 from the water sales to the R.O. Fund. And to pay United Energy Trading, LLC \$34,700.09 for the balance of the December natural gas usage and the estimated January natural gas usage. Ayes: Tabbitha Kiener, Cozetta Johnson, Ernest Allen, and Bobby Allen. Nays: None.

Bobby Allen made the motion seconded by Ernest Allen to approve the January 8<sup>th</sup>, 20<sup>th</sup>, and 23<sup>rd</sup> minutes. Ayes: Tabbitha Kiener, Cozetta Johnson, Ernest Allen, and Bobby Allen. Nays: None.

Bobby Allen made the motion seconded by Tabbitha Kiener to approve purchase order 6910 in the amount of \$3,061.29 for electrical material needed for the Family Dollar Store. Ayes: Ernest Allen, Cozetta Johnson, Tabbitha Kiener, and Bobby Allen. Nays: None.

Cozetta Johnson made the motion seconded by Bobby Allen to approve purchase order 6917 in the amount of \$13,867.00 for transformers to have in stock for replacements. Ayes: Ernest Allen, Tabbitha Kiener, Bobby Allen, and Cozetta Johnson. Nays: None.

Bobby Allen made the motion seconded by Cozetta Johnson to approve the transfer of \$7,750.00 to the Construction fund. Ayes: Tabbitha Kiener, Ernest Allen, Cozetta Johnson, and Bobby Allen. Nays: None.

Bobby Allen made the motion seconded by Tabbitha Kiener to approve the transfer of \$20,834.00 to the General Fund. Ayes: Cozetta Johnson, Ernest Allen, Tabbitha Kiener, and Bobby Allen. Nays: None.

The past due utility bills will be discussed at the February 19<sup>th</sup> meeting.

There was no old or new business to discuss.

Cozetta Johnson made the motion seconded by Bobby Allen to adjourn the meeting at 11:13 pm. Ayes: Ernest Allen, Tabbitha Kiener, Bobby Allen, and Cozetta Johnson. Nays: None.

MEETING ADJOURNED

Passed and approve this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by \_\_\_\_\_  
Chairman, Leslie Swinerton