



APRIL 3, 2017

The Municipal Utility Board met in a Regular Session at 7:00 p.m. on Monday, April 3, 2017, with Chairman Harris presiding. The agenda was posted in the outside Pryor City Hall Bulletin Case at 12 North Rowe Street. Members present were: Mr. Garry Harris, Dr. Art Sixkiller, Ms. Lorri Mitchell, Dr. Robert Lindsey and Mr. Mark Roberts.

A motion was made by Dr. Lindsey and seconded by Ms. Mitchell to approve the minutes of the Regular Meeting held March 20, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Mitchell, Sixkiller, and Roberts. Mr. Harris abstained which counts as a no vote.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve Claims #959 - #1025 totaling \$466,520.77 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Lindsey, and Harris. Nay – none.

The Board recognized Mrs. Cydney Baron with The Times who had no comments. The Board also recognized Mr. Aaron Baker and Mr. Travis Whitenack who had no comments.

The Board recognized Mr. Steve Powell who discussed the NPDES Permit Application, which is the first of a three step process. Mr. Powell reported his plans to complete the application his office just received from the US Army Corp of Engineers regarding a proposed utility easement needed across Corp land along Southeast 49th Street to provide a waterline and natural gas loop to the commercial properties located on South HWY 69 near Wal-Mart.

Mr. Powell also reported on operations at the Wastewater Treatment Plant and the positive response to the advertisement for bid on the Fiber Optic Installation. Mr. Powell expects the April 5, 2017, bid opening in the MUB Board Room at 2 o'clock p.m. to be competitive.

Mr. Gary Pruett presented a visual update on Substation #3. He reported Grand River Dam Authority found several equipment malfunctions during the testing of the 69kV cut-in line at Substation #3. Grand River Dam Authority replaced the failed equipment and the 69kV line is energized throughout the city. The Municipal Utility Board side at Substation #3 will not be energized until the proper wire is received. Mr. Pruett expects the Contractor (Electricomm Inc.) to resume the above ground construction at Substation #3 in mid-May.

Mr. Gary Pruett discussed and recommended the Sanitary Sewer Camera Service Line Policy that will be used to assist MUB customers in determining whether or not they need a replacement tap. The Policy includes a \$100 non-refundable fee to camera the customer's sanitary sewer tap and service line from the property owner's existing sanitary sewer service clean-out to the sanitary sewer tap on MUB's sanitary sewer main. If the sanitary sewer tap is bad, then the property owner will pay, at their convenience, an additional \$200 for a replacement sewer tap. Mr.

Jared Crisp added, he and legal council had reviewed this policy and concur with Mr. Pruetts recommendation. The Board inquired the thoughts of Mr. Aaron Baker, who also concurred with Mr. Pruetts recommendation.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the Sanitary Sewer Camera Service Line Policy that will be used to assist MUB customers in determining whether or not they need a replacement tap. The Policy includes a \$100 non-refundable fee to camera the customer's sanitary sewer tap and service line from the property owner's existing sanitary sewer service clean-out to the sanitary sewer tap on MUB's sanitary sewer main. If the sanitary sewer tap is bad, then the property owner will pay, at their convenience, an additional \$200 for a replacement sewer tap. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Lindsey, and Harris Nay – none

The Board recognized Mr. Jared Crisp who presented a copy of the prepared "Contract for Bulk Water Use" to be completed in the business office by the contractor when they pay the Bulk Water Meter Security Deposit of \$1,500.00 or \$500.00 if they use their own bulk water meter.

Mr. Jared Crisp reported the department foreman's are reviewing the job descriptions and he should have them ready for presentation to the Board at the next meeting.

Mr. Jared Crisp reported he had completed and submitted two (2) required EIA (U.S. Energy Information Administration) reports.

The Board recognized Mrs. Teri Hill who reported Mr. Jeff Kolker was paid \$3,000 in December 2015 to reconfigure the outdated inventory program which started the process to upgrade the software from a DOS to a windows program. The Incode inventory program from Tyler Technology did not fit the Job Cost System used by the Municipal Utility Board and would have required additional training plus the cost was in excess of \$20,000.00. Mr. Jeff Kolker customized an inventory software program to fit MUB Operations and the bid and purchasing process at a cost of \$15,445.00. Jennifer Adams confirmed she and Nelda are pleased with the new inventory windows program and stated "Jeff Kolker communicates weekly with the warehouse administrative staff and sends upgrades in a timely manner when needed." Teri also reported, Mr. Jeff Kolker would like to demonstrate the new inventory program for the Board after tax season, if they are interested in seeing how it works.

A written Department Foreman's Report was presented. Mr. Jared Crisp reported Mr. Bill Cowan had been released from the Worker's Compensation Doctor and is back to work. Mr. Rick Oxford had an outpatient surgery last Thursday and is still under Worker's Compensation home health and doctor's care.

Mr. Gary Pruetts discussed the performance of the three (3) mini excavators and the four (4) backhoe's currently used by the crews. The 1994 Case Backhoe is twenty-three years old and is requiring more maintenance. Mr. Pruetts recommended replacing the 1994 Case Backhoe with a 2017 E35 Bobcat Compact Excavator at the state contract price of \$38,956.40, from White Star Machinery in Tulsa, Oklahoma. The mini excavators seem to be a better fit than the backhoe's on the projects and

this equipment replacement is included in the current budget. The Board inquired the thoughts of Mr. Travis Whitenack and Mr. Aaron Baker, who both concurred with Mr. Pruett's recommendation.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to replace the 1994 Case Backhoe with a 2017 E35 Bobcat Compact Excavator at the state contract price of \$38,956.40, from White Star Machinery in Tulsa, Oklahoma. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Gary Pruett recommended the Board purchase an eighteen feet (18') heavy duty car hauling trailer for this piece of equipment from a local trailer dealer, "Cowboy Rigs" at a cost of \$4,585.00, which is approximately \$3,000 less than a trailer purchased from White Star Machinery.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to purchase an eighteen feet (18') heavy duty car hauling trailer for this piece of equipment from a local trailer dealer, "Cowboy Rigs" at a cost of \$4,585.00. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Lindsey, Roberts, and Harris Nay – none

There was no unfinished or new business discussed.

The Board recognized Mr. Ben Sherrer who stated he had no report.

There was no information to discuss in EXECUTIVE SESSION for confidential communications concerning pending litigation/action in case number CV-2016-81 filed in the District Court of Mayes County, Oklahoma, whereby disclosure would seriously impair the ability of the Municipal Utility Board in processing the litigation/action all in accordance with Title 25 Oklahoma Statutes sections 307 (B) (4).

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to adjourn at 7:37 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Mitchell, Lindsey, and Harris Nay – none


Chairman


Secretary

4-06-2017 10:33 AM

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 1 PRYOR CREEK - M.U.B.

PAYROLL DATE: 4/07/2017

*** REGISTER TOTALS ***

REGULAR CHECKS:	19	22,244.20
DIRECT DEPOSIT REGULAR CHECKS:	36	39,793.79
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	55	62,037.99

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 3/23/2017 TO 4/5/2017

I CERTIFY THAT ALL OF THE ABOVE NAMED INDIVIDUALS ARE EMPLOYEES OF THE MUNICIPAL UTILITY BOARD, AND AS SUCH ARE UNDER MY DIRECT SUPERVISION AND REPORT DIRECTLY TO ME. THAT THEY HAVE BEEN PROPERLY HIRED AND THE RATE OF PAY APPROVED BY THE MUNICIPAL UTILITY BOARD, AND THAT THEIR RECORD OF EMPLOYMENT IS MAINTAINED BY THE ADMINISTRATIVE MANAGER OF, THE MUNICIPAL UTILITY BOARD IN THEIR PERSONNEL FILES. I ALSO CERTIFY THAT THE ABOVE HOURS WORKED FOR THE DAYS INDICATED FOR EACH OF THE ABOVE LISTED INDIVIDUALS ARE CORRECT.

SIGNED: Hannah Moore for Gary Pruett
GENERAL MANAGER

APPROVED: Garry Harris by HM
CHAIRMAN

CLAIM # 1026
PO # A0417-085

THE FOLLOWING CLAIMS ARE PRESENTED TO THE MUB FOR EXAMINATION
AND APPROVAL; SUBJECT TO TAXES, CREDITS, ETC.:

CL#	NAME	PO#/DESCRIPTION	AMOUNT
1026	Payroll	A0417085; Payroll Ending 5 April 2017	62,037.99
1027	RCB-Pryor	FICA-\$11,075.26 Med-\$2,590.18 Federal \$8,483.12	22,148.56
1028	Oklahoma Tax Commission	SWH; Payroll ending 5 April 2017	2,820.00
1029	Red Crown Credit Union	Payroll Deduction Ending 5 April 2017	2,850.00
1030	Oklahoma Centralized Support Registry	Payroll Deduction Ending 5 April 2017	203.97
1031	AFLAC	Payroll Deduction for March 2017	1,376.26
1032	Accurate Environmental LLC	A0417094; Water Samples	162.50
1033	Ameriflex Hose & Accessories	20173135; Vehicle Maintenance	34.75
1034	Brenntag Southwest Inc.	20173126; Chlorine	759.32
1035	Bank of America Lockbox Services-CNEG	Purchased Gas for March 2017	77,088.20
1036	CBI Wholesale Electric, LLC	20174163; Small tools and Supplies	39.96
1037	CINTAS Corporation 063	20174161; Uniform Rental for March 2017	2,334.66
1038	C & R Oil Co., Inc.	20174160; Fuel	2,712.89
1039	Office Everything of Pryor	A0417093; Shipping Fee	47.99
1040	Delta Dental of Oklahoma	Group Dental Coverage for April 2017	2,547.46
1041	Electricom Inc.	A1116285; Bid #899, Above Ground Const. Payment #2	18,439.99
1042	Electricom Inc.	A0117020; Testing Substation #3, Payment #1	14,681.25
1043	Summit Truck Group dba Frountier Int.	20173140; Vehicle Maintenance, Trk #16	3,099.14
1044	Premier Signs & Design	20174157; Substation #3 Signs	84.00
1045	Grand River Dam Authority	Purchased Electric for March 2017	394,546.65
1046	Grand River Dam Authority	A1016248; Substation #3 69Kv Feeder, Payment #7	59,879.51
1047	P & K Equipment	20174151; Material and Small Tool	356.98
1048	Green Country Paper Supply LLC	20174166; Cleaning and Paper Supplies	213.66
1049	Airgas USA, LLC	20174162; Annual Cylinder Lease Renewal	147.80
1050	Mehlburger Brawley	A0417092; General Engineer Fee for March 2017	2,527.50
1051	Mike's Tire & Car Care	20174165; Vehicle Maintenance, Trk #6 & #15	93.37
1052	Northern Safety & Industrial	20173133; Gloves and Freight	25.00
1053	Pikepass Government Account Services	A0417091; Turnpike Fees for March 2017	39.02
1054	O'Reilly Auto Parts	20174155; Vehicle Maintenance and Supplies	106.28
1055	Oklahoma Ordnance Works Authority	Purchased Water for March 2017	46,605.53
1056	Pryor Automotive Supply	20174158; Equipment Maintenance and Supplies	1,153.12
1057	Pryor Waste Recycling, LLC	Refuse Billing for March 2017	87,608.86
1058	Pryor Lumber Co., Inc.	20174159; Material and Small Tools	431.12
1059	Mayes County RWD 4	WWTP Water Service for March 2017	17.00
1060	Sage ATC Group Services, LLC	20174156; Testing	1,532.00
1061	TNG Power Equipment Inc.	20173139; Walker Mower Repairs	291.46
1062	Tractor Supply Credit Plan	20174164; Material and Small Tools	115.98
1063	Warren CAT	20174149; Equipment Maintenance, CAT Backhoe	92.81
1064	HD Supply Waterworks	20173142; Material & Supplies	50.00
1065	HD Supply Waterworks	20173145; Material & Supplies	347.40
1066	Ben Sherrer Law Office, PC	A0417088; Attorney Fee for March 2017	400.00
1067	Fred H. Sordahl, Inc., PC	A0417087; Attorney Fee for March 2017	150.00
1068	City of Pryor Creek	Occupational Fee for March 2017	2,853.25
1069	City of Pryor Creek	Workman's Comp & Fees for February 2017	5,521.16
1070	City of Pryor Creek	Pro-Rated Allocation to City; Payment #9	62,500.00
1071	Metlife	Payroll Deduction for April 2017	46.58
1072	Municipal Utility Board	Refuse Billing Fee for March 2017	5,706.50
1073	WA-RO-MA d/b/a/ C.A.R.D.	Share the Comfort, March 2017	104.04
1074	VISA Control Account Card Services	A0417086; Small Tool and Travel/Training Expense	96.87
1075-	Administrative	A0417090;	
1085	Employee Listing	Clothing Reimbursement	1,650.00
TOTAL			888,678.34