



MAY 15, 2017

The Municipal Utility Board met in a Regular Session at 7:00 p.m. on Monday, May 15, 2017, with Vice-Chairman Roberts presiding. The agenda was posted in the outside Pryor City Hall Bulletin Case at 12 North Rowe Street. Members present were: Mr. Mark Roberts, Ms. Lorri Mitchell, Dr. Robert Lindsey, and Dr. Art Sixkiller. Mr. Garry Harris was absent.

A motion was made by Dr. Lindsey and seconded by Ms. Mitchell to approve the minutes of the Regular Meeting held May 1, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Mitchell, Sixkiller, and Roberts.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #1128 - #1189 totaling \$871,821.52 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Lindsey, and Roberts. Nay – none

Mayor Tramel was absent.

The Board recognized Mrs. Jennifer Adams, Mr. Travis Willis, Mr. Aaron Baker and Mr. Wesley Sixkiller who had no comments or reports.

The Board recognized Mr. Jeff Kolker, who designed the DOS inventory program for the Municipal Utility Board many years ago and recently updated and designed a windows driven inventory and bid program. Mr. Kolker demonstrated the program features to the Board.

Mrs. Jennifer Adams commended Mr. Kolker on the customized design that remained familiar to staff and the business method of the Municipal Utility Board. Jennifer reported the program is user friendly and Jeff provides excellent support. He is quick to respond with necessary updates. Mr. Jared Crisp added, the ease and speed allowed the warehouse staff to prepare three bids in one week instead of preparing only one bid per week for presentation to the Board.

The Board recognized Mr. Steve Powell who reported a pre-construction meeting for the installation of the Fiber-Optic by Fiber Interactive Technologies is scheduled for Wednesday, May 17, 2017, at 2:30 p.m.

Mr. Powell also reported he assisted Mr. Kenny Smith in determining the water meter issue at Filter Plant #2 and finding an \$80.00 replacement part needed to repair the damaged meter, which was struck by lightning. Mr. Pruettt added, repairs to the meter is Phase I and then he presented the SCADA parts that were also damaged by lightening at Filter Plant #2; Mr. Pruettt estimated the SCADA repairs near \$6,000.00.

Mr. Powell reported the required publication for the ODEQ permit was published in "The Paper" this past weekend and the inspection comments have been addressed at the Wastewater Treatment Plant.

Mr. Powell reported the utility easement across the US Army Corp of Engineers land along Southeast 49<sup>th</sup> Street to provide a waterline and natural gas loop to the commercial properties located on South HWY 69 near Wal-Mart should be ready for Mr. Pruett's review within two weeks.

Mr. Powell reported the sludge removal quote for two (2) lagoons is ready for publication review by Staff.

Mr. Gary Pruett reported there is a minimal load on Substation #3 during the inspection and testing at the site. An issue with the North Feeder is under review and as adjustments are made, more load will be gradually added.

Mr. Gary Pruett discussed the transformer testing at Substation #2 and reported an issue with the bushings was discovered that will need to be replaced with the assistance of Grand River Dam Authority within six months.

Mr. Pruett reported he and Mr. Crisp are ready to meet with the Personnel Committee (Dr. Sixkiller and Dr. Lindsey). A meeting was set at 9 a.m. on Thursday, May 18, 2017.

Mr. Pruett reported, Grand River Dam Authority added and approved to their budget the rotating sponsorship of six municipal customers to attend the APPA (American Public Power Association) National Conference each year. GRDA will pay travel (airfare), hotel, and registration expenses ( $\pm$ \$2,500.00 for each selected municipal customer). The municipal customer will be responsible for incidental expenses such as shuttle service and meals during the conference. Pryor, Tahlequah, Wagoner, Miami, Sallisaw, and Siloam Springs were the first set of GRDA Municipal Customers invited to attend this year's APPA National Conference in Orlando, Florida on June 16-21, 2017.

Mr. Pruett also reported OMAG is celebrating its 40<sup>th</sup> birthday year at the Renaissance in Oklahoma City on June 22-23, 2017. There is no cost for the conference, meals, or reception and a block of rooms for OMAG customers were offered at a discounted rate of \$98 per night. Mr. Pruett will be sending two (2) employees to this event.

The Board recognized Mr. Jared Crisp who reported he has been busy gathering information requested by Mr. Fred Sordahl during a meeting regarding the lawsuit (Case number CV-2016-81). Mr. Crisp also reported, in addition to the daily operations, he has been preparing information requested during the first Personnel Committee Meeting and preparing information for the 2018 Needs Assessment and Budget Committee Meeting. Mr. Pruett added, their goal is to have a Budget ready for presentation during the second Board Meeting in June.

The Board recognized Mrs. Teri Hill who reported three (3) college student employees have been hired for this summer. Mr. Kalin Leaf – 4<sup>th</sup> year at Wastewater Treatment Plant; Miss Jessica Gore – 2<sup>nd</sup> year in the business office, and Mr. Robert Ross – 1<sup>st</sup> year in the Gas Department.

Mrs. Hill also reported she attended a luncheon hosted by RCB Bank President Mr. Ron Reasor and Retail Coordinator Mrs. Cathy Chupp with

Mr. Pruett, Mr. Crisp, and Mrs. Lois Thompson on May 9, 2017. During the luncheon, RCB gave notice the .45% APY guaranteed premium rate will end July 1, 2017 and the Municipal Utility Board will receive whatever the current "public rate" posted on their website. This news was disappointing to Mrs. Thompson and MUB staff. Mrs. Thompson is shopping CD interest rates at Edward D. Jones and several local banks. Mrs. Thompson will be investing not more than \$1.5million from the capital improvement account into \$249,000 interval CD's which will maintain protection by FDIC. The Municipal Financial Consultant, Mr. Jeff Kolker, agreed with the City Treasurer's investment recommendation.

A written Department Foreman's Report was presented.

Mr. Gary Pruett discussed and recommended the promotion of Mr. J. R. Wood II to a "B" Mechanic with Merit in the Gas and Water Service Department effective May 18, 2017.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to promote Mr. J. R. Wood II to "B" Mechanic in the Gas and Water Service Department (\$20.77 per hour to \$20.90 per hour) effective May 18, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Lindsey, and Roberts Nay – none

There was no unfinished or new business discussed.

The Board recognized Mr. Fred Sordahl who had no confidential communications concerning pending litigation/action in case number CV-2016-81 filed in the District Court of Mayes County, Oklahoma. However, he did clarify his meeting with Mr. Crisp and Mr. Pruett was to gather information to respond to the case's Discovery Request from the Plaintiff. Mr. Sordahl also reported the City of Pryor and Municipal Utility Board Attorneys also filed a Discovery Request which he should receive soon from the Plaintiff's Attorney. Mr. Sordahl will be taking a Deposition from Mr. Jerry Douglas on June 2, 2017.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to adjourn at 8:00 o'clock p.m. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Lindsey, and Roberts Nay – none

  
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Chairman

  
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Secretary

5 June 2017

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
1190	Payroll	A0517118; Payroll Ending 17 May 2017	62,273.86
1191	RCB Bank-Pryor	FICA-\$11,161.12 MED-\$2,610.24; FED-\$8,268.21	22,039.57
1192	Oklahoma Tax Commission	SWH Payroll Ending 17 May 2017	2,797.00
1193	Red Crown Credit Union	Payroll Deduction Ending 17 May 2017	3,425.00
1194	Oklahoma Centralized Support Registry	Payroll Deduction Ending 17 May 2017	203.97
1195	Principal Financial Group	457 Retirement Savings for May 2017	10,813.91
1196	Principal Financial Group	457 Loan Repayment for May 2017	404.00
1197	Principal Financial Group	Regular Retirement for May 2017	20,685.94
1198	Payroll	A0617131; Payroll Ending 31 May 2017	62,796.31
1199	RCB Bank-Pryor	FICA-\$11,211.86 MED-\$2,622.16; FED-\$8,522.28	22,356.30
1200	Oklahoma Tax Commission	SWH Payroll Ending 31 May 2017	2,844.00
1201	Red Crown Credit Union	Payroll Deduction Ending 31 May 2017	3,175.00
1202	Oklahoma Centralized Support Registry	Payroll Deduction Ending 31 May 2017	203.97
1203	Oklahoma Tax Commission	May 2017 Actual & June 2017 Estimated Sales Tax	43,419.98
1204	AFLAC	Payroll Deduction for May 2017	1,376.26
1205	Accurate Environmental LLC	A0517112; Water Samples	112.50
1206	B & B Meter Service	20175202; Bid #903, Gas Material	3,990.00
1207	B & B Meter Service	20175250; Material & Supplies	2,275.00
1208	Blue Tarp Credit Service dba Northern Tool	20175245; Generator for Fault Finder	985.99
1209	Brenntag Southwest, Inc.	20175206; Sulfur Dioxide and Chlorine	582.59
1210	CNA Surety	A0517129; Notary Bond, Josi Morrison	30.00
1211	Cowboy Rigs	20174152; Heavy Duty Trailer for Mini Excavator	4,585.00
1212	Chouteau Lime Company	20176259; Material & Supplies	681.80
1213	CINTAS Corporation	20175246; Gloves and First Aid Supplies	111.61
1214	CINTAS Corporation	A0517122; First Aid Supplies	86.53
1215	C & R Oil Co., Inc.	20175235; Fuel	2,198.75
1216	C & R Oil Co., Inc.	20175244; Antifreeze	297.00
1217	C & R Oil Co., Inc.	20176257; Diesel Fuel	611.74
1218	Office Everything of Pryor	A0517117; Paper, Office Supplies, and Notary Stamp	279.63
1219	WESCO Distribution dba Diversified Electric	20175194; Bid #902, Electric Material	870.11
1220	Delta Dental of Oklahoma	Group Dental Coverage for June 2017	2,485.24
1221	Double D's Service Company	20175232; Vehicle Maintenance, Trk #22	1,496.45
1222	EGW Utilities Inc.	20175198; Bid #903, Gas Material	1,344.00
1223	Electricomm Inc.	A1116285; Bid #899, Above Ground Construction Pmt #3	29,069.02
1224	Electricomm Inc.	A0117020; Substation #3 Testing & Commissioning, Pmt #2	4,893.75
1225	Endex Inc. of Tulsa	A0417089; Key Pad Door Entry	945.00
1226	Premier Signs & Design	20175228; Meter Reader Signs	90.00
1227	Global Equipment Company Inc.	20175234; Blueprint Wall Mount and Clamps	194.02
1228	Grand River Dam Authority	A1016248; Substation #3 69kV Feeder, Payment #9	59,879.51
1229	Green Country Testing, Inc.	20175238; Testing	530.00
1230	Green Country Testing, Inc.	20175255; Testing	385.00
1231	Groebner & Assoc. Inc.	20175203; Bid #903, Gas Material	652.64
1232	H. G. Flake Co., Inc.	20175200; Bid #903, Gas Material	2,996.80
1233	Lakeland Office Systems	A0517120; Quarterly Office Copies	493.31
1234	Locke Supply Co.	20176258; Material & Supplies	204.24
1235	Mike's Tire & Car Care	20175243; Trk #1 Tires and Flat Repair	271.56
1236	Norther Safety & Industrial	20175241; Dura Arc II Bib Overalls, B. Childers	126.12
1237	PikePass Government Account Services	A0517130; Turnpike Fees for April 2017	54.65
1238	Oklahoma Natural Gas Company	Transportation Fee for April 2017	6,040.98
1239	Rainmaker Sales, Inc.	20175201; Bid #903, Gas Material	213.85
1240	Sadler Paper Company	A0517126; Towels	52.56
1241	Sherwin-Williams	20175239; Paint	57.92
1242	Stuart C. Irby Co.,	20174173; Small Tools	919.50
1243	Signal Service Company	20175247; Equipment Maintenance, Controllers	936.00
1244	Signal Service Company	20175253; Equipment Maintenance, Controllers	170.00
1245	Techline, Inc.	20175212; Telescopic Hotstick	439.00
1246	The Paper	A0517127; Legal Notice, Discharge Permit Renewal	19.60
1247	Trace One Calibrations	20175229; Test & Calibrate Lab Balance	55.00
1248	Ultimate Tool and Safety	20175249; Huskie 14.4 volt 6-ton Crimper	2,300.00
1249	United Healthcare	Group medical Coverage for June 2017	50,662.68

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1250	Utility Supply Company	20175208; Bid #904, Water and Sewer Material	16,616.80
1251	U S Cellular	Cellular Service for May 2017	632.61
1252	Vermeer Great Plains	20175230; Safety Ropes for Trk #16	249.98
1253	HD Supply Waterworks	20173146; 18V Battery Powered Meter Pit Pump	125.00
1254	HD Supply Waterworks	20175207; Bid #904, Water Material	34,433.64
1255	HD Supply Waterworks	20175216; Enduroscope Lens	72.00
1256	HD Supply Waterworks	20175236; Marking Paint	338.04
1257	HD Supply Waterworks	20175237; Blue Poly Pipe	80.00
1258	Wal-Mart Community/RFCSELLC	20175248; Battery Backup and Warehouse Supplies	193.08
1259	Ben Sherrer Law Office, P.C.	A0617134; Attorney Fee for May 2017	200.00
1260	Mutual of Omaha	Group AD&D Coverage for June 2017	771.46
1261	City of Pryor Creek	A0617132; 19 Licenses for Google Apps	950.00
1262	City of Pryor Creek	AT&T Service for May 2017	318.16
1263	City of Pryor Creek	Workman's Comp & Fees for April 2017	5,544.60
1264	Brown & Brown Insurance	A0517128; Notary Bond for Jennifer Adams	30.00
1265	Dearborn National Life Insurance Co.	Group LTD Coverage for June 2017	1,189.51
1266	Municipal Utility Board	Petty Cash	398.01
1267	Municipal Utility Board	Utility Service for May 2017	17,798.07
1268	OCC-Petroleum Storage Tank Division	A0517119; 2018 Annual Base Fee	262.50
1269	Oklahoma Municipal Assurance Group	A0517121; Claims Deductible	602.69
1270	Technical Programming Services Inc.	A0517123; Bill/Late Message Print & Mailing, May 2017	3,221.58
1271	Vision Service Plan of Oklahoma	Payroll Deduction for June 2017	559.24
1272	DEQ Administrative Services-Acct Rec.	A0517124; 2017 Annual Public Water Supply	433.12
1273	DEQ Administrative Services-Acct Rec.	A0517125; 2017 Annual Non-Industrial Discharge Permit	7,724.42
1274	Hargrove, Leonard D.	A0617133; Equipment Maintenance, Trk #22	93.47
1275	Oklahoma Ordnance Works Authority	Purchased Water for May 2017	47,490.64
		TOTAL	<u>584,820.34</u>

\*\*\* NO ERRORS FOUND \*\*\*

END OF REPORT \*\*

**PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR**  
DATE: FROM 5-4-17 TO 5-17-17

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: Devi M. Hice for Gary Pruett  
GENERAL MANAGER

APPROVED: Garry Harris by smh  
CHAIRMAN

PO # A0517-118

claim #

1190

\*\*\* NO ERRORS FOUND \*\*\*

\* END OF REPORT \*\*

ROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PLYOR  
DATE: FROM 5-18-17 TO 5-31-17

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: Teri M. Hill for Gary Pruett  
GENERAL MANAGER

APPROVED: Garry Harris (smh)  
CHAIRMAN

PO # A0617-131

claim # 1198