



October 16, 2017

The Municipal Utility Board met in a Regular Session at 7:00 o'clock p.m. on Monday, October 16, 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, Ms. Lorri Mitchell, Dr. Art Sixkiller and Mr. Mark Roberts.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held October 2, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #340 - #401 totaling \$967,156.32 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, and Harris Nay – none

The Board recognized several guest in attendance and Mr. Pruett recommended the Board move to Agenda Item 6d, the opening of sealed bids received on or before 5:00 p.m. on October 16, 2017 for the sale of surplus equipment.

A total of twenty (20) bids were received on six (6) surplus items.

- Item 1, 2001 Dodge $\frac{3}{4}$ Ton 4x4 2500 Quad Cab Pickup, Serial Number #1B7KF23Z71J569940 received four (4) bids ranging from \$100.00 to the high bid of \$711.00 from Darrell Blizzard.
- Item 2, 2005 Dodge $\frac{3}{4}$ Ton 4x4 2500 Quad Cab Pickup, Serial Number #3D7K528D05G806418 received four (4) bids ranging from \$1001.00 to the high bid of \$2,011.00 from Darrell Blizzard.
- Item 3, 2016 Chevrolet Pickup Bed with Bumper, received one (1) bid in the amount of \$405.00 from Clyde Allred.
- Item 4, 2017 Dodge Pickup Bed with Bumper, received one (1) bid in the amount of \$405.00 from Clyde Allred.
- Item 5, 1987 Cement Mixer (Pull Behind), Serial Number 137012 received three (3) bids ranging from \$45.00 to the high bid of \$153.00 from Darrell Blizzard.
- Item 6, 1994 Case 580 Super K – Serial #JJG0179671 and Backhoe/Loader – Serial #JAB0028827, received seven (7) bids ranging from \$5,011.00 to the high bid of \$12,000.00 from Jim Collins of Pryor Track Hoe Company.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to award the six (6) surplus items to the respective high bidders with their payments to be made in cash or by money order or bank cashier check. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Mitchell, and Harris Nay – none

The Board recognized Mr. Steve Powell who reported the contract between Fiber Interactive Technologies, LLC, Pryor, Oklahoma and the Municipal Utility Board for the connection of the new fiber optic cable between the 9th Street Lift Station and the Wastewater Treatment Plant is ready for MUB Signatures.

Mr. Powell also reported he expects the Legal Notice of Issuance of Draft Tier II Permit to be published and the letter of approval on the ODEQ Application for Permit to Discharge for the Pryor Creek Wastewater Treatment Facility by the end of the month.

Mr. Powell reported November 2, 2017 has been scheduled as the bid opening date for the Wastewater Treatment Plant Lagoon Sludge Removal. The Project Cost Estimate for the Pryor Creek STP Sludge Removal from the Lagoon at the Wastewater Treatment Plant is costly and Mr. Powell plans to meet this week with Mr. Gary Pruett, Mr. Jared Crisp, and Mr. Mike Peters, to discuss possible options to reduce the cost estimate.

The Board recognized Mr. Gary Pruett who reported with no recommendation that Dr. Ken Rains and Mr. Chris Graves were both qualified candidates willing to complete the vacant term on the Board (ending June 30, 2021) due to the passing of Dr. Robert Lindsey. Both individuals are lifelong residents of Pryor. Dr. Rains owns a dental practice a half a block south City Hall and has expressed interest in serving on the Board for several years. Mr. Graves is an active Park Board Member for the City of Pryor Creek and recently retired from the petroleum and natural gas industry from the Williams Company in Tulsa. Mr. Graves currently owns a small LLC Consulting Firm and did not openly express interest, but when approached with the possibility of serving he stated he would be honored to serve on the Municipal Utility Board. Mr. Pruett and Mr. Crisp both expressed their confidence in the candidates bringing different expertise to the Board and either one would be an asset to the Municipal Utility Board and Staff. The consensus during the discussion was there was no wrong decision but only one vacancy to fill.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to appoint Dr. Ken Rains to fill the Board vacancy due to the passing of Dr. Robert Lindsey and complete the term expiring June 30, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, and Harris Nay – none

Mr. Pruett discussed the recent change to the federal law which requires the Municipal Utility Board to provide thirty (30) calendar days of paid military leave for Reserves to attend training in the U. S. Military. Currently the Municipal Utility Board policy allows for twenty (20) calendar days of paid leave (Employee Benefits, Section 5 – Military Leave, Page 12). Mr. Pruett also discussed legal council's recommendation to modify the language in General, Section 3 – Suspension of Employees, Page 19 and add "and/or terminate/termination" to the current suspend/suspension. The policy would still allow an employee an appeal process, if they so choose. Mr. Pruett and Mr. Crisp recommended the Board modify and update the General Employment Policies as presented in the attachment.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to modify and update the General Employment Policies as stated in the attachment (Employee Benefits, Section 5 – Military Leave, Page 12; and General, Section 3 – Suspension of Employees, Page 19) effective November 1, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Pruettt reported the City Council recently approved the addition of President's Day as a paid holiday beginning with the 2018 Calendar Year (a total of thirteen paid holiday benefit days) for all city employees and recommended the Municipal Utility Board also add President's Day as an annual paid holiday for all MUB classified employees (Page 13 General Employment Policies Handbook).

A motion was made by Ms. Mitchell and seconded by Mr. Roberts to add President's Day as a paid holiday for all MUB classified employees. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Roberts, Sixkiller, and Harris Nay – none

Mr. Pruettt reported the 2017 MESO Lineworkers Rodeo, hosted by GRDA with the assistance of Pryor Municipal Utility Board, was re-scheduled for October 25 and 26 due to the hurricane relief support of many of the contestants. The Rodeo Build (set-up of competition field) was also rescheduled and our electric crew will be assisting with the Rodeo Build on October 17-19, 2017. The Rodeo Build and Lineworkers Rodeo will be located in the Mid-American Industrial Park Annex Area and will be a good experience for our electric crew. Hopefully the Municipal Utility Board can enter a team in next year's competition.

Mr. Pruettt reported a Journeyman Lineman position has been offered to a gentleman from Newkirk, Oklahoma, pending the results of his pre-employment exam and drug screening which is scheduled on October 20, 2017.

The Board recognized Mr. Jared Crisp who reported he will be attending the GREC (Grand River Energy Center) Unit 3 Dedication on Friday, October 20, 2017.

Mr. Crisp also reported on the City of Pryor Creek October 17, 2017 Agenda Item 5p and 5q regarding the possibility of a new phone service and termination of the current AT&T contract. The Municipal Utility Board is part of the City of Pryor Creek AT&T Plexar System and the City of Pryor Creek Request for Proposal (RFP) did not include telephone service for the Municipal Utility Board nor did the City of Pryor Creek notify MUB of the exclusion when the Request for Proposal (RFP) was prepared. This week the Mayor reported the termination of the AT&T contract could happen within 45 days. The current AT&T Plexar System control panel is located in the secured MUB Computer Server Room and Mr. Crisp will notify the Mayor's office of their need to provide a control panel for their new telephone system upstairs because the current control panel will be used for the Municipal Utility Board telephone system. Mr. Crisp will be requesting quotes for service at the Wastewater Treatment Plant, the

Warehouse, and downstairs City Hall from AT&T, Fiber Interactive Technologies, LLC, Cox Communication, and Dee's Communication within forty-five (45) days.

Mr. Crisp also reported on a request from Your Place Church for a sewer extension to 600 SE 49th Street and the modification he is making to the Gas Emergency Procedures. Mr. Pruett added modifications are also being made to the Water Emergency Procedures.

The Board recognized Mrs. Teri Hill who reported Ms. Violet Kirkendall of Hood & Associates, CPA's PC, began audit testing in the Administrative Office on October 11 & 12, 2017. Additional items requested by the Auditor have been sent to her electronically.

Mrs. Hill also reported she, Mrs. Hannah Moore, and Mrs. Jennifer Adams will join the second Oklahoma Municipal Human Resource Professionals (OMHRP) Meeting via GoToMeeting video conference between 11:30 a.m. – 1:30 p.m. in the Board Room on October 26, 2017.

A written Department Foreman's Report was presented with no additional comments.

There was no unfinished or new business discussed.

The Board recognized Mr. Fred Sordahl who reported the completion of Mr. Jerry Douglas's deposition for case number CV-2016-81 filed in the District Court of Mayes County is scheduled on November 3, 2017.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to adjourn at 7:54 o'clock p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Mitchell, and Harris Nay – none


Chairman


Secretary

6 November 2017

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
402	Payroll	A1017255; Payroll Ending 18 October 2017	61,307.29
403	RCB Bank-Pryor	FICA-\$11,112.96 MED-\$2,599.02 FED-\$8,885.32	22,597.30
404	Oklahoma Tax Commission	SWH Payroll Ending 18 October 2017	2,885.00
405	Red Crown Credit Union	Payroll Deduction Ending 18 October 2017	3,175.00
406	Oklahoma Centralized Support Registry	Payroll Deduction Ending 18 October 2017	556.51
407	Principal Financial Group	457 Retirement Savings for October 2017	10,138.24
408	Principal Financial Group	457 Loan Repayment for October 2017	537.84
409	Principal Financial Group	Regular Retirement for October 2017	19,384.72
410	Oklahoma Tax Commission	October 2017 Actual & Nov 2017 Estimated Sales Tax	37,650.71
411	Payroll	A1117267; Payroll Ending 1 November 2017	60,530.31
412	RCB Bank-Pryor	FICA-\$10,775.46 MED-\$2,520.06 FED-\$7,549.31	20,844.83
413	Oklahoma Tax Commission	SWH Payroll Ending 1 November 2017	2,658.00
414	Red Crown Credit Union	Payroll Deduction Ending 1 November 2017	3,225.00
415	Oklahoma Centralized Support Registry	Payroll Deduction Ending 1 November 2017	556.51
416	AFLAC	Payroll Deduction for October 2017	1,273.92
417	Accurate Environmental LLC	A1017252; Water Samples	137.50
418	Accurate Environmental LLC	A1117268; Quarterly THMs and HAAs Water Testing	745.00
419	Battery Junction	20179406; Charger & Battery Stick	84.66
420	Cabin Diesel Services	201710455; Vehicle Maintenance, Trk #20 & Trk #26	1,584.48
421	Chouteau Lime Co., Inc.	201711470; Blue Copper Sulfate	34.00
422	Cintas First Aid & Safety Corporation	A1117266; First Aid Supplies	91.87
423	C & R Oil Co., Inc.	201710461; Diesel Fuel	686.74
424	Office Everything of Pryor	A1017253; Office Supplies and Paper	267.09
425	Delta Dental of Oklahoma	Group Dental for October and November 2017	4,868.94
426	ESRI	A1017256; ARCGIS Destop Maintenance Renewal	400.00
427	Sunshine Industrial Inc.	201710443; 18-inch Wet Cut Diamond Blade	284.00
428	Fastenal Company	201710450; Safety Equipment	124.96
429	Fastenal Company	201710450; Hip Waders, R. Wilkerson	115.18
430	G & M Auto and Wrecker Service	201711468; Vehicle Maintenance, Trk #23	1,073.94
431	P & K Equipment	201710464; Chain for Trk #16 chainsaw	29.52
432	Green Country Testing, Inc.	201710460; Testing	475.00
433	Airgas USA, LLC	201710448; Nitrogen and Cylinder Rental/Lease	419.62
434	Airgas USA, LLC	201710463; Nitrogen	47.58
435	Kriz-Davis Company	20175217; CCP, FR Hooded Sweatshirt, J. Thomas	165.62
436	Kriz-Davis Company	20179417; Material and Supplies	784.70
437	Lakeland Office Systems	A1017263; Quarterly Warehouse Copies (Total 6,164)	138.21
438	Koons Gas Measurement (KGM)	201710447; 4-inch Flowmax Relief Valve	4,550.00
439	Landmark Surveying, LLC	A1117270; Survey Fee	750.00
440	Locke Supply Company	201710467; Garage and Shop Material & Small Tools	321.60
441	MESO/OMUSA	A1017265; JT&S Quarterly Dues	1,163.75
442	Mid America Outfitters	201710444; Regualr and FR Bibs and Jackets	1,469.91
443	Mid-Continent Concrete Company	201711471; Concrete	321.75
444	Mike's Tire & Car Care	201710458; Backhoe Tires (2)	360.96
445	Northern Safety & Industrial	201710428; Emergency Shower/Eye Wash Station	665.66
446	Northwest Transformer Co., Inc.	201710456; Oil Sample PSB's Testing	100.00
447	Oklahoma Natural Gas Company	Transportation Fee for September 2017	6,040.07
448	Oklahoma Ordnance Works Authority	Purchased Water for October 2017	54,485.78
449	Powerline Industries Inc.	201710453; Equipment Maintenance, Jet Rodder Trailer	307.60
450	Pryor Stone	201710457; Screenings	44.58
451	Pryor Stone	201710465; Screenings and Crusher Run	297.58
452	Professional Pest Control Co., Inc.	201710454; Weld Shop Termite Treatment	950.00
453	R. W. Vaught Technical Services	A1017259; Cone Valve #2 Storm Damage & Programming	3,267.00
454	Stuart C. Irby Co., Inc.	201710446; 175 Watt Mercury Vapor Bulbs	64.20
455	The Paper	A1017264; Legal Publications	181.52
456	TNG Power Equipment Inc.	201710459; Walker Mower	12.99
457	U S Cellular	Cellular Service for October 2017	699.74
458	Mutual Of Omaha Payment Process Center	Group AD&D Coverage for October and November 2017	1,499.36
459	Absolute Technologies	A1017262; ACER Monitor Replacement at WWTP	269.00
460	Ben Sherrer Law Office, P.C.	A1117269; Attorney Fee for October 2017	200.00
461	Kolker & Kolker, Inc.	A1117271; Final Audit Statements and Adjustments	450.00
462	Dearborn National Life Insurance Co.	Group LTD Coverage for November 2017	1,181.38
463	Municipal Utility Board	Petty Cash	847.88
464	Municipal Utility Board	Utility Service for October 2017	15,468.30
465	Pryor Printing Inc.	A1017260; Certificate of Deposit for Meters (1, 200)	298.00
466	Technical Programming Services Inc.	A1017261; Bill/Late Message Print/Mailing for Oct 2017	3,249.89
467	Tyler Business Forms	A0917229; Preprinted Incode TopCK (2,000)	531.28
468	Vision Service Plan	Payroll Deduction for October and November 2017	1,144.00
469	Tulsa Motor Acceptance, LLC	A0817209; Garnishment, J. Richford	167.31
470	Green Country Shredding & Recycling Inc.	A1017258; On-site Shredding Service	235.00
471	Grand River Dam Authority	Purchased Electric for October 2017	438,999.52
TOTAL			800,475.40

10-19-2017 9:49 AM

PAYROLL CHECK REGISTER

PAGE: 2

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

PAYROLL DATE: 10/20/2017

*** REGISTER TOTALS ***

REGULAR CHECKS:	16	20,647.62
DIRECT DEPOSIT REGULAR CHECKS:	34	40,659.67
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	50	61,307.29

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 10-5-17 TO 10-18-17

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 Pruitt
GENERAL MANAGER

APPROVED: Garry Harris by JMB
CHAIRMAN

PO# A1017-255

claim

402

11-02-2017 9:38 AM

PAYROLL CHECK REGISTER

PAGE: 2

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

PAYROLL DATE: 11/03/2017

*** REGISTER TOTALS ***

REGULAR CHECKS:	16	19,383.31
DIRECT DEPOSIT REGULAR CHECKS:	37	41,147.00
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	53	60,530.31

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 10-26-17 TO 11-1-17

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: Hannah Moore for Gary Pruitt
 GENERAL MANAGER

APPROVED: Garry Harris by HM
 CHAIRMAN

CLAIM # 411

PO # A1117-267