



January 16, 2018

The Municipal Utility Board met in a Regular Session at 7:00 o'clock p.m. on Tuesday, January 16, 2018, 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. Ken Rains, Mr. Mark Roberts, Dr. Art Sixkiller, and Ms. Lorri Mitchell.

A motion was made by Ms. Mitchell and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held January 2, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Roberts, Sixkiller, Rains, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve Claims #674 - #737 totaling \$946,745.83 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

The Board recognized Mr. Steve Powell who reported on the Sludge Removal Project at the Wastewater Treatment Plant and the January 16, 2018 meeting he had with the Corps of Engineers regarding the requirements to obtain a utility easement across their property along the north side of SE 49th Street situated between Oakwood Drive and Elliott Street.

The Board recognized Mr. Jared Crisp who arrived at 7:15 o'clock p.m. Mr. Crisp reported the Pryor Creek City Council approved MUB's recommendation 8-0 in favor of increasing the residential water rates inside the corporate city limits of Pryor Creek from \$4.25 per 1,000 gallons to \$4.39 per 1,000 gallons effective on the February 2018 billing.

Mr. Crisp also reported the Pryor Creek City Council approved the reappointment of Mayor Tramel and the appointment of Jared Crisp as Representatives to the Board of Directors for Grand Gateway Economic Development Association for 2018 on behalf of Pryor Creek.

Mr. Crisp reported the Pryor Creek City Council also approved to equally share with the Municipal Utility Board in the cost of \$3,198.00 to upgrade to a 48-port powered network switch from Peak UpTime to be used with the Emergency Management Command Center located downstairs on the backside of City Hall.

Mr. Crisp talked with a traffic engineer from (ODOT) Oklahoma Department of Transportation regarding the replacement of the back plates on all the traffic signals along U.S. Highway 69 maintained by the Municipal Utility Board and he was told the back plates at Southeast 49th Street was part of a pilot program ODOT had initiated for collision prone intersections. ODOT also informed him the back plates would not correct the glare but the re-alignment of the lights by our crew may help reduce the glare.

Mr. Crisp reported he enrolled Mr. James Cox and Mr. Hayden Powell, in a 4-year apprentice development study program offered by Municipal Electric Systems of Oklahoma (MESO). The annual fee for this program is \$725 per year per attendee and will be paid by Grand River Dam Authority. After Mr. Cox and Mr. Powell complete the requirements of the 4-year program, they will be eligible to test for Journeyman status.

Mr. Crisp and Mr. Pruett will be meeting with Grand River Dam Authority on January 19, 2018 to discuss the Fiber-optic Contract.

Mr. Crisp reported the Bucket Truck #22 in the Electric Department needs to be replaced during this fiscal year because of increased mechanical and safety issues. Grand River Dam Authority recently purchased a new bucket truck with a JIB Material Handling Unit and agreed to allow our electric crew to operate their unit to see if we like it. GRDA also recommended the National Joint Powers Alliance when purchasing the replacement bucket truck.

The Board recognized Mr. Gary Pruett who discussed the need to establish a Standard Tap Fee for a one-inch (1") Residential Natural Gas Tap for a 2lb PSI Service Line Pressure. Mr. Pruett recommended the standard 2lb service tap be \$375.00 and \$425.00 with a bore and noted if a customer requests a conversion from an ounce to a pound system on their existing gas meter then the conversion will continue to be billed at time plus material cost.

A motion was made to establish a Standard Tap Fee of \$375.00 and \$425.00 with a bore for a one-inch (1") Residential Natural Gas Tap for a 2lb PSI Service Line Pressure. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Rains, Mitchell, and Harris Nay – none

The Board recognized Mrs. Teri Hill who provided a written Identity Theft Prevention Program Annual Report with no recommended changes and no reports of Red Flag incidents or events during the 2017 Calendar Year.

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

Mr. Pruett discussed and recommended the promotion of Mrs. Kacee Smalley to Clerk II with Merit effective 11 January 2018.

A motion was made by Dr. Rains and seconded by Mr. Roberts to promote Mrs. Kacee Smalley to Clerk II with Merit (\$18.78 per hour to \$19.80 per hour) effective 11 January 2018. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Mitchell, Sixkiller, and Harris Nay – none

Mr. Pruett discussed and recommended the promotion of Mr. Brad Reeves to Wastewater Treatment Plant B Operator Non-Merit effective 11 January 2018.

A motion was made by Dr. Rains and seconded by Mr. Roberts to promote Mr. Brad Reeves to Wastewater Treatment Plant B Operator Non-Merit (\$20.13 per hour to \$20.44 per hour) effective 11 January 2018. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Pruett discussed and recommended the promotion of Mr. Shane Smith to Wastewater Treatment Plant C Operator with Merit effective 11 January 2018.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to promote Mr. Shane Smith to Wastewater Treatment Plant C Operator with Merit (\$19.81 per hour to \$20.13 per hour) effective 11 January 2018. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Rains, Roberts, and Harris Nay – none

There was no unfinished or new business to discuss.

The Board recognized Mr. Fred Sordahl who had no report.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to adjourn at 7:38 o'clock p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Rains, Mitchell, and Harris Nay – none


Chairman


Secretary

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
738	Payroll	A0118022; Payroll ending 24 January 2018	61,379.53
739	RCB Bank-Pryor	FICA-\$10,920.98 MED-\$2,554.08 FED-\$6,889.66	20,364.72
740	Oklahoma Tax Commission	SWH Payroll Ending 24 January 2018	2,797.00
741	Red Crown Credit Union	Payroll Deduction Ending 24 January 2018	3,325.00
742	Oklahoma Centralized Support Registry	Payroll Deduction Ending 24 January 2018	556.51
743	Principal Financial Group	457 Retirement Savings; January 2018	11,142.41
744	Principal Financial Group	457 Loan Repayment; January 2018	597.84
745	Principal Financial Group	Regular Retirement Contribution; January 2018	19,611.41
746	Oklahoma State Tax Commission	January 2018 Sales Tax/February 2018 Estimated Tax	65,569.02
747	AFLAC	Payroll Deduction for January 2018	1,403.66
748	Accurate Environmental LLC	A0118011; Water Samples	112.50
749	Accurate Environmental LLC	A0218032; THMs/HAA's Testing	745.00
750	B & B Meter Service	2018153; Material & Supplies	126.75
751	Breentag Southwest	2018128; Material & Supplies	928.76
752	Cintas First Aid & Safety Corporation	2018154; First Aid Supplies	74.05
753	Cintas First Aid & Safety Corporation	A0118023; First Aid Supplies	77.60
754	C & R Oil Co., Inc.	2018147; Fuel	1,171.57
755	C & R Oil Co., Inc.	2018155; Fuel	984.46
756	C & R Oil Co., Inc.	2018259; Fuel	1,567.24
757	Community Care HMO Inc.	Group Medical Coverage for February 2018	47,892.46
758	Office Everything of Pryor	A0118028; Office Chair and Office Supplies	332.67
759	Delta Dental of Oklahoma	Group Dental for February 2018	2,532.48
760	Fastenal Company	2018257; Batteries	43.21
761	Flowers by Teddie Rae	A0118030; Memorial for Don Martin	50.00
762	P & K Equipment	2018260; Chain, Trk 16	25.84
763	Green Country Testing Inc.	2018152; Testing	695.00
764	HACH Company	2018142; Lab Supplies	242.20
765	Kriz-Davis Company	201711483; Bid #906, Electric Material	594.00
766	Kriz-Davis Company	201712544; Electric Material (GRDA Grant)	8,687.00
767	Kriz-Davis Company	201712544; Electric Material (Partial GRDA Grant)	3,868.13
768	Lakeland Office Systems	A0118020; Warehouse Copies (Quarterly Total 5,289)	141.03
769	Mac's Hydraulic Jack Service, Inc.	2018146; Equipment Maintenance, Greenlee Tamp	692.18
770	Melton's A/C & Appliance	2018156; Warehouse Heater Maintenance	224.76
771	MESO/OMUSA	A0118021; Random Drug Testing Fees	663.00
772	MESO/OMUSA	A0218033; JT&S 3rd Quarter Dues	1,163.75
773	Mike's Tire & Car Care	2018138; Vehicle Maintenance, Trk #15	261.37
774	Mike's Tire & Car Care	2018258; Vehicle Maintenance, Trk #17	36.89
775	Northern Safety & Industrial	2018123; Safety Glasses and Glove Liners	201.70
776	Northwest Transformer Co., Inc.	2018139; Material & Supplies	1,394.00
777	OfficeSupply.com	2018133; Paper and Cleaning Supplies	426.17
778	Pikepass Government Account Services	A0118018; Turnpike Fees for December 2017	49.65
779	Oklahoma Natural Gas Company	Transportation Fee for December 2017	3,649.21
780	Oklahoma Natural Gas Company	Transportation Fee for December 2017	2,397.41
781	Oklahoma Ordnance Works Authority	Purchased Water for January 2018	56,390.53
782	Orscheln Farm and Home Card Services	2018145; Torch Kit	76.90
783	Peak Uptime	A0118016; 48pSwitch; Network Upgrade for MUB/MEMC	3,198.00
784	Sadler Paper Company	A0218031; Cleaning Supplies	105.74
785	Smalley, Josh dba S & D Custom Fabrication	A0118025; Welder Test Training	200.00
786	Stuart C. Irby Co., Inc.	201711485; Bid #906, Electric Material	936.00
787	Signal Service Company	2018137; Traffic Light Maintenance (9th St/Mill Street)	381.50
788	Techline Inc.	201711484; Bid #906, Electric Material	8,195.00
789	Tulsa Cleaning Systems	2018150; Equipment Maintenance, Jet Trailer	216.08
790	United Rentals (North America), Inc.	2018151; Pump Rental for Back Lagoon	1,058.69
791	U S Cellular	Cellular Service; January 2018	654.41
792	Core & Main LP	2018121; Material & Supplies	193.90
793	Wal-Mart Community/SYNCB	2018148; Warehouse Maintenance and Supplies	169.71
794	White Star Machinery	2018149; Equipment Maintenance, Trackhoe	172.98
795	Absolute Technologies	A0118029; Network Upgrade and Office Machines	1,204.80
796	Beggs Pharmacy	2018136; Health and Safety, Poison Ivy Series (19 emp)	570.00
797	Ben Sherrer Law Office, P.C.	A0118027; Attorney Fee for January 2018	105.00
798	Mutual of Omaha	Group AD&D for January and February 2018	1,543.96
799	City of Pryor Creek	AT&T Service for January 2018	314.31
800	City of Pryor Creek	Workman's Comp & Fees for December 2018	8,725.84
801	Financial Equipment Company	A0118024; Currency Counter Annual Maintenance	250.00
802	Dearborn National Life Insurance Co.	Group LTD Coverage for February 2018	1,198.32
803	Municipal Utility Board	Petty Cash	549.48
804	Municipal Utility Board	Utility Services for January 2018	18,302.13
805	Pryor Printing Inc.	2018144; Annual Leave/Sick Leave Cardstock	42.00
806	Technical Programming Services Inc.	A0118004; Bill Print/Late Message Mailing, January 2018	3,286.45
807	Tyler Technologies, Inc.	A0118019; Annual Maintenance	2,417.67
808	Vision Service Plan	Payroll Deduction for February 2018	593.36
809	Oklahoma Water Resources Board (OWRB)	A0118026; Annual Water Right Administration Fee	100.00
810	Green Country Shredding & Recycling	A0118017; 2nd quarter on-site shredding	260.00
811	Stout, Ryan	A0218034; Reimbursement for ARCGIS Desktop Renewal	100.00
TOTAL			380,311.90

1-25-2018 10:19 AM

PAYROLL CHECK REGISTER

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

PAYROLL DATE: 1/26/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:	15	18,402.90
DIRECT DEPOSIT REGULAR CHECKS:	35	42,976.63
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	50	61,379.53

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 1-11-18 TO 1-24-18

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: Jerie M. Hill for Gary Pruett
GENERAL MANAGER

APPROVED: Garry Harris by Gmh
CHAIRMAN

PO # A0118-022

claim

738