



August 20, 2018

The Municipal Utility Board met in a Regular Session at 7:02 o'clock p.m. on Monday, August 20, 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, Ms. Lorri Mitchell, Dr. Art Sixkiller, Mr. Mark Roberts, and Dr. Ken Rains.

A motion was made by Dr. Rains and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held August 6, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts Sixkiller, and Mitchell. Mr. Harris abstained which counts as a Nay.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #160 - #219 totaling \$356,190.33 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

The Board recognized Mr. Travis Willis who had no comments.

The Board recognized Mr. Steve Powell who gave progress reports on the North Elliott Water Tower Paint and Repair Project and the Plan Review for the Water and Sewer Extension in the 3100 block of South Mill Street. Mr. Powell had no report on the 9th Street Wet Well Grinder or the repairs to the Warehouse Parking Lot.

Mr. Crisp reported the repairs to the warehouse parking lot was delayed because of the rain forecast. The contractor will give our staff a 2-3 day notice so our equipment and staff can be relocated off site while the repairs are made at the warehouse. Mr. Crisp expected the project to take about two weeks and for the work to begin by the end of this week.

Mr. Powell reported he is coordinating the Southeast 1st Street Project with Mr. Kenny Smith to prevent damage to water and wastewater boxes located in the street.

The Board recognized Mr. Jared Crisp who discussed and recommended the renewal of the General/Auto Liability Protection Plan in the amount of \$33,414.00 with the Oklahoma Municipal Assurance Group for insurance coverage from September 18, 2018 to September 18, 2019.

A motion was made by Ms. Mitchell and seconded by Dr. Rains to approve the renewal of the General/Auto Liability Protection Plan in the amount of \$33,414.00 with the Oklahoma Municipal Assurance Group for insurance coverage from September 18, 2018 to September 18, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Rains, Roberts, Sixkiller, and Harris Nay – none

Mr. Crisp discussed and recommended the Board authorize Finley Engineering to perform a Milsoft Model Update of the electric distribution system which would reflect the addition of Substation 3 and additional feeder conversions performed since the last revision.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to authorize Finley Engineering to perform a Milsoft Model Update of the electric distribution system which would reflect the addition of Substation 3 and additional feeder conversions performed since the last revision at a cost of \$4,650.00. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Rains, Mitchell, and Harris Nay – none

Mr. Crisp discussed and recommended the Board authorize Finley Engineering to perform an ArcFlash Review Update of the electric distribution system which would summarize the potential risk and level of protective equipment required when working in the defined approach distances of equipment on the MUB's electric distribution system.

A motion was made by Dr. Sixkiller and seconded Mr. Roberts to authorize Finley Engineering to perform an ArcFlash Review Update of the electric distribution system which would summarize the potential risk and level of protective equipment required when working in the defined approach distances of equipment on the MUB's electric distribution system at a cost of \$3,650.00. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, Mitchell, and Harris Nay – none

Mr. Crisp reported a Resolution of the Municipal Utility Board of the City of Pryor, Oklahoma appointing a representative to serve on the election committee of the Oklahoma Municipal Power Authority was prepared by Mr. Fred Sordahl. The approval of this resolution will remove Mr. Gary Pruett as the MUB delegate and will allow whoever is serving in the role of the General Manager for the Municipal Utility Board to have voting rights.

The Board recognized Mr. Gary Pruett who reported he is examining and updating contact information. Mr. Pruett stated he had initiated the resolution and confirmed with OMPA what was necessary to remove his name and MUB still maintain voting rights on the election committee. Mr. Pruett told the Board his role is an Advisor because Mr. Crisp has begun performing all the duties of General Manager.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to approve the Resolution of the Municipal Utility Board of the City of Pryor, Oklahoma appointing a representative to serve on the election committee of the Oklahoma Municipal Power Authority. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Roberts, Sixkiller, and Harris Nay – none

The Board recognized Mrs. Teri Hill who had no report.

A written Department Foreman's Report was presented with Mr. Crisp verbally praising all the departments for their progress on summer projects.

Mr. Jared Crisp discussed and recommended the re-classification of Mr. Douglas Dixon to a Regular Employee with the promotion to "D" Mechanic with Merit effective August 23, 2018.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to re-classify Mr. Douglas Dixon to a Regular Employee with the promotion to "D" Mechanic with Merit (\$19.75 per hour to \$19.91 per hour) effective August 23, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, Mitchell, and Harris
Nay – none

Mr. Jared Crisp discussed and recommended the re-classification of Mr. Cedrick Grass to a Regular Employee and to transfer him from the Electric Department Tree-Trimming Crew to the Water/Sewer Department as a "D" Mechanic effective August 23, 2018.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to re-classify Mr. Cedrick Grass to a Regular Employee and transfer him from the Electric Department Tree-Trimming Crew to the Water/Sewer Department as a "D" Mechanic (19.38 per hour to \$19.75 per hour) effective August 23, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, Mitchell, and Harris
Nay – none

There was no unfinished or new business to discuss.

The Board recognized Mr. Fred Sordahl who had no Attorney's report.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to adjourn at 7:32 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Rains, Roberts, and Harris
Nay – none


Chairman


Secretary

September 4, 2018

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
220	Payroll	A0818208 Payroll ending August 22, 2018	61,059.06
221	RCB Bank-Pryor	FICA-\$11,140.84 MED-\$2,605.44 FED-\$7,588.37	21,334.65
222	Oklahoma Tax Commission	SWH Payroll Ending August 22, 2018	3,048.00
223	Red Crown Credit Union	Payroll Deduction Ending August 22, 2018	3,150.00
224	Oklahoma Centralized Support Registry	Payroll Deduction Ending August 22, 2018	775.24
225	Principal Financial Group	Payroll Deduction for 457 Retirement Savings; August 2018	12,654.55
226	Principal Financial Group	Payroll Deduction for 457 Loan Repayment; August 2018	687.24
227	Principal Financial Group	MPP Retirement Contribution for August 2018	20,611.22
228	Oklahoma State Tax Commission	August 2018 Sales Tax/September 2018 Estimated Tax	55,555.40
229	Accurate Environmental LLC	A0818202; Water Samples	162.50
230	Anixter Inc.	20185201; CCP, Bid #909	142.00
231	CBI Wholesale Electric, LLC	20188351; Third Thursday Service Outlets	547.28
232	Clifford Power	20188372; Equipment Maintenance, Generac Generator	652.50
233	C & R Oil Co., Inc.	20188359; Fuel	2,151.27
234	C & R Oil Co., Inc.	20188373; Fuel	3,076.38
235	Office Everything of Pryor	A0818194; Office Supplies	74.67
236	Ditch Witch of Tulsa	20188338; Equipment Maintenance, 3500 Trencher	206.49
237	Dolese Bros. Co.	20188361; Concrete	398.25
238	Dolese Bros. Co.	20188366; Concrete	486.75
239	ETI	20188360; Vehicle Maintenance, Truck #2	110.77
240	G & M Auto and Wrecker Service	A0818211; Vehicle Maintenance, Truck #18	373.04
241	Green Country Testing Inc.	20188370; Testing	495.00
242	Airgas USA, LLC	20188363; Nitrogen	94.20
243	Mike's Tire & Car Care	20188362; Vehicle Maintenance	141.77
244	Oklahoma Ordnance Works Authority	Purchased Water for August 2018	64,077.28
245	Pinkley Sales Co.	20188346; Battery Backup for Traffic Lights	942.00
246	Pryor Stone	20188353; Gravel	320.95
247	Southwest Trailers & Equipment	20188364; Vehicle Maintenance, Truck #20	324.01
248	TNG Power Equipment Inc.	20188354; Equipment Maintenance, WWTP Mower	39.99
249	Core & Main LP	20188333; 4" Hot Tap Labor, Fairgrounds	450.00
250	Core & Main LP	20188367; Material & Supplies	153.00
251	Wal-Mart Community/SYNCB	20188365; Cleaning Supplies	139.71
252	Mutual of Omaha	Group AD&D for September 2018	822.98
253	City of Pryor Creek	AT&T Service for July and August 2018	303.90
254	City of Pryor Creek	Annual Property Insurance with OMAG	14,577.00
255	Dearborn National Life Insurance Co.	Group LTD Coverage for September 2018	1,387.39
256	Municipal Utility Board	Petty Cash	462.12
257	Municipal Utility Board	Utility Services for August 2018	15,280.69
258	OMAG	A0818205; Annual General Liability and Auto Insurance	33,414.00
259	Technical Programming Services Inc.	A0818210; Bill/Late Message Print & Mailing, August 2018	3,370.65
260	S Bar D, Inc.	A0818209; Pre-employment Exam, B. Henderson	80.00
261	Vision Service Plan	Payroll Deduction for September 2018	517.68
262	DEQ - Administrative Services A/P	20188335; B Wastewater Lab Exam Fee, T. Adams	62.00
263	Tower Loans	A0718179; Continuing Garnishment, SC-2018-398	181.97
TOTAL			324,895.55

8-23-2018 9:51 AM

PAYROLL CHECK REGISTER

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

PAYROLL DATE: 8/24/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:	14	18,084.05
DIRECT DEPOSIT REGULAR CHECKS:	34	42,975.01
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	48	61,059.06

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 8-9-18 TO 8-22-18

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: Jeri M. Hill for Gary Pruett
 GENERAL MANAGER

APPROVED: Mary Harris by Jim
 CHAIRMAN

P.O # A0818-208

Claim # 0220