



November 19, 2018

The Municipal Utility Board met in a Regular Session at 7:00 o'clock p.m. on Monday, November 19, 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. Ken Rains, Mr. Mark Roberts, and Dr. Art Sixkiller.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held November 5, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve Claims #551 - #604 totaling \$413,992.66 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

Guest in attendance were Mr. Ryan Stout, Mr. Terry Alyward, Mr. Travis Willis, Mr. Larry Lees, Mr. Kurt Schultz, and Ms. Violet Kirkendall.

The Board recognized Ms. Violet F. Kirkendall of Hood & Associates CPA's PC who presented the Annual Audit for Fiscal Year Ending June 30, 2018 with a \$37,104.374.00 end of year net position and no Current Year Audit Findings.

A motion was made by Ms. Mitchell and seconded by Mr. Roberts to accept the Annual Audit for Fiscal Year Ending June 30, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Roberts, Sixkiller, Rains, and Harris Nay – none

The Board recognized Mr. Kurt Schultz of Courtside Benefits, LLC who discussed the employee health insurance coverage and the previously discussed 3rd and 4th quarter rate reduction request from BlueCross BlueShield to the State of Oklahoma, which was approved. Several plans and rates were presented during a meeting with Mr. Jared Crisp and Mrs. Teri Hill on November 14, 2018. They both indicated the employees were not happy with the current HMO plan and would be willing to contribute to a more flexible plan. The proposed Gold PPO plan has a \$1,000 deductible and \$3,000 maximum out of pocket (times 3) which is similar to our current Gold HMO plan. However, the proposed Buy-Up PPO plan has a \$500 deductible and a \$1,250 maximum out of pocket (times 3) which is similar to the previous plan with CommunityCare. Mr. Schultz reminded the Board that all plan deductibles are based on a Calendar Year and end on December 31, 2018. If approved by the Board, the proposed PPO plan with BlueCross BlueShield would begin January 1, 2019 and if not, the current HMO plan with United Health Care would stay in effect till June 30, 2019.

Mr. Jared Crisp used the Smart Board to present a visual comparison of the summary of coverages and the tier cost increase to the employee and the employer if the Board accepted the proposed BlueCross

BlueShield Plans. Mr. Crisp also presented a summary estimate based on the current option selections of the proposed total cost to the employer and the total employee contribution if the Municipal Utility Board paid one hundred percent (100%) of the Gold Employee only coverage and eighty-five percent (85%) of the Gold Dependent coverage and the employer tier contribution remaining the same amount paid in the buy-up tiers. (See attachments)

Mr. Jared Crisp recommended the Board terminate the HMO coverage with United Health Care effective December 31, 2018 and approve the proposed PPO options with BlueCross BlueShield effective January 1, 2019.

The Board recognized Mr. Gary Pruett who shared his comments and agreed with Mr. Crisp's recommendation to approve the proposed PPO options with BlueCross Blue Shield effective January 1, 2019.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to terminate the HMO coverage with United Health Care effective December 31, 2018 and approve the proposed PPO options with BlueCross BlueShield effective January 1, 2019. (See attachment) MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

The Board recognized Mr. Steve Powell who updated the Board on several ongoing projects. The North Elliott Street Water Tower is operational but the final payment will not be processed until all sub-contractors have been paid and the site cleanup has been completed. The Warehouse Parking Lot Repair is completed but the final payment will not be processed until the concrete splatter on the buildings has been power washed and the inspection has been approved.

Mr. Powell also reported he is continuing to work on the Wastewater Treatment Plant emergency repairs in response to the DEQ discharge violations and the facility master plan study. He also reported he stopped work on completing the utility extension plans for the property located in the 3100 block of South Mill Street until he hears otherwise from Mr. Crisp.

The Board recognized Mr. Jared Crisp who used the Smart Board for a visual presentation of the dump site for our spoils of dirt at the old wastewater treatment plant. Mr. Crisp received two quotes for construction services, Jaybelle Construction quoted \$4,750.00 and James Garner Excavating Inc. quoted \$1,800.00. Mr. Crisp recommended the Board approve the low quote of \$1,800.00 for construction services at the old wastewater treatment plant to James Garner Excavating Inc.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to award the contract for construction services at the old wastewater treatment plant to James Garner Excavating Inc. in the amount of \$1,800.00. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Roberts, Mitchell, and Harris Nay – none

Mr. Crisp reported in 2016, Mr. Phillip Carroll of Finley Engineering prepared an Arc Flash Review of our electric distribution system and summarized the potential risk and level of protective equipment required

when working in the defined approach distances of equipment on our electric distribution system including our two substations. When Mr. Crisp received the 2018 Arc Flash Review Update from Finley Engineering it only summarized the potential risk and level of protective equipment required when working within our three (3) sub-stations. It did not include our electric distribution system hazards maps which are used daily by the electric crew. When he requested the additional information, he discovered Mr. Phillip Carroll was no longer employed with Finley Engineering and the omitted information was not included in the original quote. Mr. Crisp requested the Board approve a \$1,750.00 Change Order from Finley Engineering to complete the update of the Arc Flash Hazards (HRC) Maps of the electric distribution system.

A motion was made by Dr. Rains and seconded by Mr. Roberts to approve a \$1,750.00 Change Order from Finley Engineering to complete the Arc Flash HRC Maps of the electric distribution system. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Mitchell, Sixkiller, and Harris Nay – none

Mr. Crisp presented a smart phone meter reading web demonstration by SPMR, LLC. Recently MUB paid \$12,622.91 for the annual RouteStar Software and Roadrunner handheld meter reading device maintenance with Datamatic Inc. The handheld reading devices are obsolete and repairs are made with used parts. Also the annual maintenance agreement increases approximately ten percent (10%) each year. Datamatic Inc. has agreed to pro-rate the annual maintenance agreement which began August 1, 2018 and apply the unused portion of the maintenance agreement toward the switch to (SPMR) smartphone meter reading service which would be about one-fourth (1/4) of the budgeted cost of \$25,000.00. (See Exhibit) The extended annual cost would be \$11,136.00 plus the additional monthly cost for five (5) smart phones. Mr. Crisp recommended the Board approve the subscription agreement with SPMR, LLC for smartphone meter reading service and authorize him to secure the necessary accessories that include five (5) smartphones with data plans for meter reading.

A motion was made Dr. Sixkiller and seconded by Dr. Rains to approve the subscription agreement with SPMR, LLC for smartphone meter reading service and authorize Mr. Jared Crisp to secure the necessary accessories that include five (5) smartphones with data plans for meter reading. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, Mitchell, and Harris Nay – none

Mr. Crisp shared a thank you card and note of appreciation for the retirement celebration from Mr. Gary Pruett.

The Board recognized Mrs. Teri Hill who no report.

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

Mr. Jared Crisp discussed Bid #913 for Natural Gas Department Material and recommended the Board approve the Best Low Combination Bid #913 in the amount of \$58,818.50.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the Best Low Combination Bid #913 in the amount of \$58,818.50. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Jared Crisp discussed the work performance of Mr. Travis Willis and recommended the Board promote him to Electric Department Foreman with Merit effective November 15, 2018.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the promotion of Mr. Travis Willis to Electric Department Foreman with Merit (\$34.54 per hour to \$35.58 per hour) effective November 15, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Dr. Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Jared Crisp discussed the work performance of Mr. Chris Samples and recommended the Board promote him to Journeyman Tree-Trimmer with Merit effective November 15, 2018.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve the promotion of Mr. Chris Samples to Journeyman Tree-Trimmer with Merit (\$21.06 per hour to \$21.60 per hour) effective November 15, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

Mr. Jared Crisp discussed the work performance of Mr. William Gilmore and recommended the Board promote him to C Mechanic with Merit effective November 15, 2018.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve the promotion of Mr. William Gilmore to C Mechanic with Merit (\$20.60 per hour to \$20.94 per hour) effective November 15, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, Mitchell, and Harris Nay – none

Mr. Jared Crisp discussed the work performance of Mr. Josh Richford and recommended the Board promote him to C Mechanic with Non-Merit effective November 15, 2018.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve the promotion of Mr. Josh Richford to C Mechanic Non-Merit (\$19.91 per hour to \$20.60 per hour) effective November 15, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris Nay – none

There was no unfinished business to discuss.

Mr. Garry Harris requested an Executive Session be included on the Agenda second meeting date in December 2018 to discuss the position of the General Manager for the Municipal Utility Board.

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

A motion was made by Dr. Rains and seconded by Mr. Roberts to adjourn at 8:16 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Sixkiller, Mitchell, and Harris Nay – none



Chairman



Secretary

December 3, 2018

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

| CL# | NAME | PO#/DESCRIPTION | AMOUNT |
|-------|---------------------------------------|---|------------|
| 605 | Payroll | A1118297; Payroll ending November 28, 2018 | 67,443.25 |
| 606 | RCB Bank-Pryor | FICA-\$12,361.22 MED-\$2,890.96 FED-\$8,363.55 | 23,615.73 |
| 607 | Oklahoma Tax Commission | SWH Payroll Ending November 28, 2018 | 3,400.00 |
| 608 | Red Crown Credit Union | Payroll Deduction Ending November 28, 2018 | 3,310.00 |
| 609 | Oklahoma Centralized Support Registry | Payroll Deduction Ending November 28, 2018 | 1,030.62 |
| 610 | Principal Financial Group | Payroll Deduction for 457 Ret. Savings; November 2018 | 20,580.09 |
| 611 | Principal Financial Group | Payroll Deduction for 457 Loan Repayment; November 2018 | 1,948.01 |
| 612 | Principal Financial Group | MPP Retirement Contribution for November 2018 | 33,394.92 |
| 613 | Oklahoma State Tax Commission | November 2018 Sales Tax/December 2018 Estimated Tax | 43,964.28 |
| 614 | Black Mesa Security, LLC | A1118296; Notification System and Drive-thru Drawer Maint. | 504.00 |
| 615 | BlueCross BlueShield of Oklahoma | Group Medical Binder Payment for January 2019 | 42,978.90 |
| 616 | Brenntag Southwest, Inc. | 201811514; Material & Supplies | 1,185.65 |
| 617 | Cintas First Aid & Safety Corporation | A1118295; First Aid Kit Supplies | 113.21 |
| 618 | Cintas First Aid & Safety Corporation | 201811526; First Aid Kit Supplies | 177.46 |
| 619 | C & R Oil Co., Inc. | 201811521; Antifreeze 50/50 for WWTP | 310.00 |
| 620 | C & R Oil Co., Inc. | 201811518; Fuel | 1,659.51 |
| 621 | Office Everything of Pryor | A1118277; Warehouse Supplies and Calendars | 284.48 |
| 622 | Dolese Bros. Co. | 201811512; Concrete | 354.00 |
| 623 | Enviro-Tec America | 201811517; SIR Reports for November 2018 | 75.00 |
| 624 | Fastenal Company | 201811498; Safety Glasses & Hip Waders, C. Grass | 145.90 |
| 625 | P & K Equipment | 201811522; Material & Supplies | 39.83 |
| 626 | Green Country Testing Inc. | 201811532; Testing | 720.00 |
| 627 | Masters Heating/Cooling Inc. | 201811520; Warehouse Heater Maintenance | 65.00 |
| 628 | Mike's Tire & Car Care | 201811519; Vehicle Maintenance, Truck #15 | 40.29 |
| 629 | Motion Industries | 20189388; Equipment Maintenance, Trencher | 95.00 |
| 630 | Precision Fluid Power | 201811509; Equipment Maintenance, Trencher | 425.00 |
| 631 | Mayes County RWD #4 | WWTP Water Service for November 2018 | 23.49 |
| 632 | Roberts Auto Center | 201811524; Vehicle Maintenance, Truck #11 | 51.88 |
| 633 | Sherwin-Williams | 201811525; Paint | 48.00 |
| 634 | U S Cellular | Cellular Service for November 2018 | 726.17 |
| 635 | Core & Main LP | 201811502; Material & Supplies | 804.08 |
| 636 | Wal-Mart Community/SYNCB | 201811523; Cleaning Supplies and Retirement Supplies | 312.22 |
| 637 | Absolute Technologies | A1118298; Keyboard and Mouse, T. Hill | 19.99 |
| 638 | Mutual of Omaha | Group AD&D for December 2018 | 822.98 |
| 639 | City of Pryor Creek | Cleaning Service for Payroll Ending November 16, 2018 | 576.92 |
| 640 | City of Pryor Creek | A1118293; AT&T Telephone Service for November 2018 | 141.05 |
| 641 | Dearborn National Life Insurance Co. | Group LTD Coverage for December 2018 | 1,255.07 |
| 642 | Municipal Utility Board | Utility Services for November 2018 | 15,373.32 |
| 643 | Municipal Utility Board | Petty Cash | 305.86 |
| 644 | Technical Programming Services Inc. | A1118291; Bill/Late Message Print & Mailing for November 2018 | 3,389.53 |
| 645 | Tyler Technologies | A1118292; Annual Maint. for Network/Disaster Recovery | 2,000.00 |
| 646 | Hood & Associates, CPA's, P.C. | A0618132; CCP, Audit Fee for FY Ending June 30, 2018 | 4,250.00 |
| 647 | Vision Service Plan | Payroll Deduction for December 2018 | 561.16 |
| 648 | Cove Environmental, LLC | 201811533; Quarterly Testing | 1,532.00 |
| 649 | Oklahoma Ordnance Works Authority | Purchased Water for November 2018 | 56,490.08 |
| TOTAL | | | 336,543.93 |

11-29-2018 12:03 PM

PAYROLL CHECK REGISTER

PAGE: 2

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

PAYROLL DATE: 11/30/2018

*** REGISTER TOTALS ***

| | | |
|--------------------------------|----|-----------|
| REGULAR CHECKS: | 15 | 20,847.77 |
| DIRECT DEPOSIT REGULAR CHECKS: | 35 | 46,595.48 |
| MANUAL CHECKS: | | |
| PRINTED MANUAL CHECKS: | | |
| DIRECT DEPOSIT MANUAL CHECKS: | | |
| VOIDED CHECKS: | | |
| NON CHECKS: | | |
| | | ----- |
| TOTAL CHECKS: | 50 | 67,443.25 |

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 11-15-18 TO 11-28-18

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: Garry Harris by Jmb
 CHAIRMAN

PO # A1118 - 297

claim # 0605