



December 17, 2018

The Municipal Utility Board met in a Regular Session at 7:00 p.m. on Monday, December 17, 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, Dr. Art Sixkiller, and Mr. Mark Roberts. Ms. Lorri Mitchell was absent.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to approve the minutes of the Regular Meeting held December 3, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Roberts, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve Claims #650 - #701 totaling \$801,429.61 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, and Harris Nay – none

The Board recognized Mr. Terry Alyward, Mrs. Autumn Graybill, Mr. Gilbert Graybill, and Mr. Ryan Stout who had no comments or business to share with the Board.

The Board recognized Mr. Steve Powell who reported the Oklahoma Department of Environmental Quality granted an extension to February 2019 to correct the discharge violation. The temporary adjustments made to the Chlorine Basin by WWTP staff are currently working because there have been no additional violations since the original notification. The Bid for necessary improvements to correct the discharge violation is ready for final review and approval by Staff.

Mr. Powell also reported the North Elliott Street Water Tower Repair and Paint Project has been completed satisfactorily and the request to cross the Tulsa water line on Oakwood Road is progressing slowly but has been submitted to the City of Tulsa A/E Committee and he should know something by the first of 2019.

The Board recognized Mr. Jared Crisp who presented a visual display of undeveloped property located along Southeast 6th Street near Jefferson Elementary School, Whitaker Park, and a shopping center. He discussed the locations and proposed utility extensions provided by MUB staff for gas and electric. The existing waterline is already on-site and is sized adequately to handle the initial phase of the proposed development. The only service not provided by MUB staff would be the proposed extension of the sanitary sewer. Mr. Crisp presented five (5) bids ranging from \$20,000.00 to \$50,765.50 provided by Mr. Danny Ragsdale for a Sanitary Sewer Line Extension from South Vann Street to and across Mr. Ragsdale's property where he plans to build three (3) single family residential dwellings. Mr.

Crisp reported the nearest sanitary sewer main was located under South Vann Street. The presented bids were phase one of a potential three phase master plan prepared by Mr. Steve Powell for Mr. Danny Ragsdale to develop this property in the heart of Pryor City Limits.

Mr. Powell and Mr. Crisp discussed options for providing sanitary sewer to the property and the difference in a lift station and a gravity line which required an easement from Mr. and Mrs. J. D. Darnell. Mr. Crisp reported a utility easement was granted to the Pryor Municipal Utility Board across the Darnell property which had already been filed at the courthouse without any issues. Mr. Crisp recommended the Board participate in a cost share agreement with Mr. Ragsdale to construct a sewer manhole in South Vann Street and extend the proposed 8" sanitary sewer main to outside the curb at a cost of \$6,802.00. Dr. Rains asked how much it would cost MUB to pay for the sanitary sewer line extension to Mr. Ragsdale's property line. It was determined the cost would be \$12,925.00.

The Board recognized Mr. Gary Pruett who suggested to the Board and Mr. Danny Ragsdale to enter into a Standard Payback Agreement. Mr. Ragsdale expressed why he was not interested in a Standard Payback Agreement but was agreeable to the cost share recommended by Mr. Crisp.

Mr. Fred Sordahl confirmed there would not be a legal issue extending the sanitary sewer line to the property line and Mr. Powell confirmed this undeveloped property had the potential to grow from three (3) single family residential dwellings to a total of twenty-one (21) single family residential dwellings. The proposed development of this property could increase the Municipal Utility Board revenue, the surrounding property value, and be considered an economic development for the community.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to provide \$12,925.00 (Not to Exceed) towards the construction of a Sanitary Sewer Line Extension in the utility easement from South Vann Street to the property line of Mr. Danny Ragsdale's Development because this undeveloped property had the potential to grow from the initial development of three (3) single family residential dwellings to a total of twenty-one (21) single family residential dwellings which could increase the Municipal Utility Board revenue, the surrounding property value, and be considered an economic development for the community. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Roberts, and Harris Nay – none

Mr. Crisp reported Blue Cross Blue Shield of Oklahoma approved the Municipal Utility Board Employee Enrollments effective January 1, 2019 and assigned our Group Number along with a .008 reduction (.8%) in the original quotes since the final rate is based on the actual enrollment.

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

A written Department Foreman's Report was presented.

Mr. Jared Crisp discussed Bid #916 for Water and Sewer Department Material and recommended the Board approve the Best Low Combination Bid #916 in the amount of \$36,746.00.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve the Best Low Combination Bid #916 in the amount of \$36,746.00. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, and Harris Nay – none

Mr. Jared Crisp discuss and recommended the promotion of Mr. J. R. Wood from B Mechanic Merit to A-Mechanic Non-Merit in the Gas Department effective December 13, 2018.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to promote Mr. J. R. Wood from B Mechanic Merit to A-Mechanic Non-Merit (\$21.74 per hour to \$22.28 per hour) in the Gas Department effective December 13, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, and Harris Nay – none

Mr. Jared Crisp discuss and recommended the promotion of Mr. Caleb Crofford from B Mechanic Non-Merit to B-Mechanic Merit in the Water Department effective December 13, 2018.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to promote Mr. Caleb Crofford from B Mechanic Non-Merit to B-Mechanic Merit (\$21.26 per hour to \$21.74 per hour) in the Water Department effective December 13, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, and Harris Nay – none

Mr. Jared Crisp discuss and recommended the promotion of Mr. Travis Berka from C Mechanic Merit to B Mechanic Non-Merit in the Gas Department effective December 13, 2018.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to promote Mr. Travis Berka from C Mechanic Merit to B Mechanic Non-Merit (\$20.94 per hour to \$21.26 per hour) in the Gas Department effective December 13, 2018. MOTION CARRIED. Votes cast as follows: Rains, Sixkiller, Roberts and Harris Nay – none

Mr. Jared Crisp discuss and recommended the promotion of Mr. Terry Adams from C Operator Non-Merit to C Operator with Merit in the Wastewater Treatment Plant Department effective December 13, 2018.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to promote Mr. Terry Adams from C Operator Non-Merit to C Operator with Merit (\$20.60 per hour to \$20.94 per hour) in the

Wastewater Treatment Plant Department effective December 13, 2018. MOTION CARRIED. Votes cast as follows: Rains, Sixkiller, Roberts and Harris Nay – none

A motion was made at 7:50 p.m. by Dr. Rains and seconded by Dr. Sixkiller to enter into EXECUTIVE SESSION pursuant to Title 25 Okla. Statutes § 307 (b) (1) to discuss the employment and promotion of Assistant General Manager, Jared Crisp. Mr. Gary Harris requested General Manager Gary Pruett and Legal Counsel Mr. Fred Sordahl to remain in the Executive session. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Roberts, and Harris Nay – none

A motion was made at 8:36 p.m. by Mr. Roberts and seconded by Dr. Sixkiller to return to open session. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Rains, and Harris Nay – none

Mr. Fred Sordahl reported Mr. Jared Crisp was present during a portion of the Executive Session. He also reported no motions or votes were made during the Executive Session.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to approve the promotion of Assistant General Manager, Mr. Jared Crisp, to the position of General Manager at an Annual Salary of \$108,000.00 effective January 1, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Roberts, 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 Mr. Roberts and seconded by Dr. Sixkiller to adjourn at 8:40 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Rains, and Harris Nay – none


Chairman


Secretary

January 7, 2019

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
702	Payroll	A1218319; Payroll ending December 26, 2018	64,316.16
703	RCB Bank-Pryor	FICA-\$11,818.04 MED-\$2,763.86 FED-\$8,132.91	22,714.81
704	Oklahoma Tax Commission	SWH Payroll Ending December 26, 2018	3,272.00
705	Red Crown Credit Union	Payroll Deduction Ending December 26, 2018	3,310.00
706	Oklahoma Centralized Support Registry	Payroll Deduction Ending December 26, 2018	1,030.62
707	Principal Financial Group	Payroll Deduction for 457 Ret. Savings; December 2018	13,001.71
708	Principal Financial Group	Payroll Deduction for 457 Loan Repayment; December 2018	1,783.22
709	Principal Financial Group	MPP Retirement Contribution for December 2018	21,850.04
710	OESC - Online Payment Processing	4th Qtr. 2018 Employers Unemployment Tax	238.30
711	Oklahoma State Tax Commission	December 2018 Sales Tax/January 2019 Estimated Tax	67,712.40
712	Accurate Environmental, LLC	A1218307; Water Samples	225.00
713	Action Awards & Screen Printing	201915; FR Hoodie Embroidery	100.00
714	BlueCross BlueShield of Oklahoma	Group Medical Coverage; January 2019	3,130.47
715	CBI Wholesale Electric, LLC	201812562; Material & Supplies	133.11
716	Altec Industries, Inc.	201812583; Vehicle Maintenance, Truck #16	77.20
717	Anixter Inc.	201812540; Bid #915, Electric Material	992.50
718	B & B Meter Service	201911; Gas Meter Repair	2,848.75
719	Cintas First Aid & Safety Corporation	201812580; First Aid and Safety Supplies	75.96
720	Cintas First Aid & Safety Corporation	A1218318; First Aid Supplies for December 2018	129.45
721	C & R Oil Co., Inc.	201812578; Fuel	2,138.18
722	Office Everything of Pryor	A1218309; Shipping Fees and Office Supplies	172.69
723	Delta Dental of Oklahoma	Group Dental Coverage; December 2018 & January 2019	6,341.80
724	Enviro-Tec America	201812568; SIR Reports for December 2018	75.00
725	Fastenal Company	201812574; Material & Supplies	34.28
726	G & M Auto and Wrecker Service	201812565; Vehicle Maintenance, Truck #3	665.83
727	Grand River Dam Authority	Purchased Electric for December 2018	380,099.12
728	Green Country Testing Inc.	201812577; Testing	755.00
729	HACH Company	201812571; Material & Supplies	320.86
730	Isco Industries	201811530; Bid #913, Gas Material	705.08
731	Jelco	201810482; Safety Equipment	1,727.12
732	Airgas USA, LLC	201812575; Nitrogen	48.09
733	Border States Industries Inc.	201812542; Bid #915, Electric Material	509.84
734	Border States Industries Inc.	201812542; Bid #915, Electric Material	3,663.60
735	Border States Industries Inc.	201812542; Bid #915, Electric Material	4,227.52
736	Locke Supply Co.	201912; Material and Small Tools	308.93
737	Infrastructure Solutions Group, LLC	A1118274; WWTP Emergency Repairs and Improvements	1,605.00
738	Infrastructure Solutions Group, LLC	A1218320; General Engineer Services for November 2018	1,005.00
739	MESO/OMUSA	A1218313; Crucial Training; Abuse in the Workplace	140.00
740	Mike's Tire & Car Care	201913; Vehicle Maintenance, Truck #11	66.65
741	Northern Safety Co., Inc.	201812570; Safety Equipment	421.99
742	Northwest Transformers Co., Inc.	201812566; Transformer	440.00
743	OfficeSupply.com	201812564; Cleaning Supplies and Paper Products	329.46
744	Oklahoma Natural Gas Company	Transportation Fee for November 2018	6,044.75
745	Oklahoma Ordnance Works Authority	Purchased Water for December 2018	57,182.72
746	R. W. Vaught Technical Services	A1218311; UPS Replacement at Elliott Street Tower	900.00
747	Mayer County RWD 4	WWTP Water Service for December 2018	17.00
748	Secor	201811531; Bid #913, Gas Material	53,862.60
749	UHS Premium Billing	A1218312; Final Payment, Group Medical December 2018	1,009.04
750	USA BlueBook	201812567; Material & Supplies	24.48
751	Warren Cat	201812579; Equipment Maintenance, CAT Backhoe	335.15
752	Core & Main	201811527; Bid #913, Gas Material	349.10
753	Core & Main	201812547; Clamps	278.67
754	Core & Main	201812550; Water Valve Key	99.17
755	Wal-Mart Community/SYNCB	201812582; Warehouse Supplies	94.72
756	White Star Machinery	201812536; Equipment Maintenance, Cutoff Saws	377.46
757	Absolute Technologies	A1218316; Computer and City Hall Security Maintenance	192.99
758	Absolute Technologies	201812569; Surge Protector/Battery Backup, Camera Van	95.99
759	Beasley & Company	A1218321; 3rd Qtr. TPA Retirement Fee	1,273.00
760	Fred H. Sordahl, Inc., PC	A1218334; Attorney Fees for December 2018	785.00
761	Mutual of Omaha Payment Process Center	Group AD&D Coverage for January 2019	890.68
762	Advantage Testing	A1218317; Pre-employment Testing (March-December 2018)	240.00
763	City of Pryor Creek	Cleaning Service for Payroll Ending December 28, 2018	576.92
764	City of Pryor Creek	Cleaning Service for Payroll Ending December 14, 2018	576.92
765	Fiber Interactive Technologies	Telephone Service for December 2018	141.88
766	Dearborn National Life Insurance Co.	Group LTD Coverage for January 2019	1,277.89
767	Municipal Utility Board	Utility Services for December 2018	16,506.71
768	Municipal Utility Board	Petty Cash	655.02
769	Pryor Printing Inc.	A1218322; City Treasurer's Original Receipt Books	337.50
770	Technical Programming Services Inc.	A1218333; Bill/Late Message Print & Mailing, December 2018	3,281.28
771	S Bar D, Inc.	A1218314; Pre-employment Exam, K. Kerns	80.00
772	Vision Service Plan	Payroll Deduction for January 2019	561.16
773	Tyler Technologies, Inc.	A1218315; Annual Service Order Maintenance	1,211.60
774	Premier Signs & Design, LLC	A0119003; City Hall Sign & Substation Sign	240.00
775	Ben Sherrer Law Office, P.C.	A0119002; Attorney Fees for December 2018	200.00
TOTAL			762,442.14

12-27-2018 10:48 AM

PAYROLL CHECK REGISTER

PAGE: 2

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

PAYROLL DATE: 12/28/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:	12	15,916.39
DIRECT DEPOSIT REGULAR CHECKS:	39	48,399.77
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	51	64,316.16

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 12-13-18 TO 12-26-18

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: Gary Prescott by Eric Hill
 GENERAL MANAGER

APPROVED: Garry Harris by Jmb
 CHAIRMAN

PO # A1218 - 319

claim 0702