



March 18, 2019

The Municipal Utility Board met in a Regular Session at 7:00 p.m. on Monday, March 18, 2019, 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, and Mr. Mark Roberts. Dr. Art Sixkiller arrived at 7:02 p.m.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to approve the minutes of the Regular Meeting held March 4, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Roberts, and Harris. Nay – none

*\*\*\*Dr. Sixkiller arrived at 7:02 p.m.\*\*\**

A motion was made by Ms. Mitchell and seconded by Mr. Roberts to approve Claims #997 - #1056 totaling \$836,168.11 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Roberts, Rains, Sixkiller, and Harris. Nay – none

The Board recognized Mr. Larry Lees and Mr. Terry Aylward who had no comments.

The Board recognized Mr. Steve Powell who updated the Board on the emergency repairs and the request to reduce control testing at the Wastewater Treatment Plant. A pre-work meeting will be scheduled sometime in April with Cook Consulting, LLC for the Baffle Walls at Chlorine Contact Basin project.

Mr. Powell also reported the Kum & Go Project has been put on hold until due diligence has been completed on the environmental issue.

The Board recognized Mr. Jared Crisp who discussed the Basic Cathodic Protection Instrument Instruction and Testing at Barton Community College in Great Bend, Kansas on April 17-18, 2019 and recommended the Board allow Mr. Cody Keenan and Mr. Travis Whitenack to attend at a cost not to exceed \$1,100.00.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to allow Mr. Cody Keenan and Mr. Travis Whitenack to attend the Basic Cathodic Protection Instrument Instruction and Testing at Barton Community College in Great Bend, Kansas on April 17-18, 2019 at a cost not to exceed \$1,100.00. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris. Nay – none

Mr. Crisp discussed the 2019 Oklahoma Excavation Safety Expo in Norman, Oklahoma on April 17-18, 2019 and recommended the Board allow Mr. Roger Eichelberger and Mr. Kenny Smith to attend at a cost not to exceed \$750.00.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to allow Mr. Roger Eichelberger and Mr. Kenny Smith to attend the 2019 Oklahoma Excavation Safety Expo in Norman, Oklahoma on April 17-18, 2019 at a cost not to exceed \$750.00. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, Mitchell, and Harris Nay – none

Mr. Crisp discussed the 2019 Interface Conference in Oklahoma City, Oklahoma on April 18, 2019 and recommended the Board allow Mr. Ryan Stout to attend at a cost not to exceed \$150.00.

A motion was made by Dr. Rains and seconded by Mr. Roberts to allow Mr. Ryan Stout to attend the 2019 Interface Conference in Oklahoma City, Oklahoma on April 18, 2019 at a cost not to exceed \$150.00. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Mitchell, Sixkiller, and Harris Nay – none

Mr. Crisp reported the Memorandum of Understanding regarding the MidAmerica Industrial Park/City of Pryor Creek for “The District” has been approved by the City of Pryor Creek and the MidAmerica Industrial Park and recommended the Board allow him to sign the approved Memorandum of Understanding regarding the MidAmerica Industrial Park/City of Pryor Creek for “The District”.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to authorize the General Manager, Mr. Jared Crisp, to sign the Memorandum of Understanding regarding the MidAmerica Industrial Park/City of Pryor Creek for “The District”. MOTION CARRIED. Votes cast as follows: Rains, Sixkiller, Mitchell, Roberts, and Harris Nay – none

Mr. Crisp reported the new GRDA (Grand River Dam Authority) Rate Design will be effective April 1, 2019. Mr. Crisp discussed the proposal from Dan Jackson of Willdan Financial Services to analyze the new rate structure from GRDA and update the Cost of Service Analysis and Rate Design for the electric and wastewater customers served by the Municipal Utility Board for the City of Pryor Creek. Mr. Crisp also discussed a \$10,000.00 reimbursement from GRDA (Grand River Dam Authority) towards the cost of the service study.

Mr. Crisp recommended the Board approve the professional service proposal from Willdan Financial Services in the amount of \$29,200.00 for Updated Electric Rate Analysis and \$14,900.00 for Updated Wastewater Rate Analysis for a total cost of \$44,100.00. (GRDA will provide \$10,000.00 towards the cost of service study, which would drop the overall cost to \$34,100.00).

A motion was made by Dr. Rains and seconded by Mr. Roberts to accept the professional service proposal from Willdan Financial Services in the amount of \$29,200.00 for Updated Electric Rate Analysis and \$14,900.00 for Updated Wastewater Rate Analysis for a total cost of \$44,100.00. (GRDA will provide \$10,000.00 towards the cost of service study, which would drop the overall cost to \$34,100.00). MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Crisp and Mr. Ryan Stout discussed the need to purchase Anti-Virus software to secure and protect twenty-two (22) machines including the new server and the old server. They recommended the Board approve the purchase of Anti-Virus software for twenty-two (22) Municipal Utility Board machines (a cost of \$72.00 per machine for a three (3) year license) from Fiber Interactive Technologies at a cost not to exceed \$1,584.00.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the purchase of Anti-Virus software for twenty-two (22) Municipal Utility Board machines (a cost of \$72.00 per machine for a three (3) year license) from Fiber Interactive Technologies at a cost not to exceed \$1,584.00. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Crisp reported he will be out of the office on annual leave from March 19-22, 2019 and March 28-29, 2019.

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

A written Department Foreman's Report was presented. Mr. Crisp added that a written thirty (30) day notice regarding the encroachment on Pryor High School property was hand delivered to the adjoining residents on March 12, 2019.

Mr. Crisp discussed and recommended the promotion of Mr. Mike Lincoln from A Mechanic with merit to Crew Chief non-merit (\$23.39 per hour to \$23.91 per hour) in the Water Department effective March 21, 2019.

A motion was made by Dr. Rains and seconded by Mr. Roberts to promote Mr. Mike Lincoln from A-Mechanic with merit to Crew Chief non-merit (\$23.39 per hour to \$23.91 per hour) in the Water Department effective March 21, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Crisp discussed the retirement of Mr. Donald Dunn on March 11, 2019 and recommended the promotion of Mr. James R. Wood II from A-Mechanic non-merit to Acting Serviceman for the Natural Gas and Water & Sewer Departments and A-Mechanic with Merit in the Natural Gas Department (\$22.28 per hour to \$23.39 per hour) effective March 21, 2019.



A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to promote Mr. James R. Wood from A-Mechanic non-merit to A-Mechanic with Merit and Acting Serviceman in the Natural Gas and Water & Sewer Departments (\$22.28 per hour to \$23.39 per hour) effective March 21, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

There was no unfinished business or new business discussed.

There was no Attorney's report.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to adjourn at 7:44 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Rains, Mitchell, and Harris Nay – none

  
Chairman

  
Secretary

April 1, 2019

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

| CL#   | NAME                                   | PO#/DESCRIPTION  | AMOUNT            |
|-------|--|--|-------------------|
| 1057  | Payroll                                | A0319072; Payroll ending March 20, 2019                  | 59,922.53         |
| 1058  | RCB Bank-Pryor                         | FICA-\$10,930.62; MED-\$2,556.40; FED-\$7,533.90         | 21,020.92         |
| 1059  | Oklahoma Tax Commission                | SWH Payroll Ending March 20, 2019                        | 3,063.00          |
| 1060  | Red Crown Credit Union                 | Payroll Deduction Ending March 20, 2019                  | 2,810.00          |
| 1061  | Oklahoma Centralized Support Registry  | Payroll Deduction Ending March 20, 2019                  | 1,030.62          |
| 1062  | Principal Financial Group              | Payroll Deduction for 457 Ret. Savings; March 2019       | 10,705.56         |
| 1063  | Principal Financial Group              | Payroll Deduction for 457 Loan Repayment; March 2019     | 1,885.20          |
| 1064  | Principal Financial Group              | MPP Retirement Contribution for March 2019               | 20,168.46         |
| 1065  | Oklahoma State Tax Commission          | March 2019 Actual/April 2019 Estimated Sales Tax         | 57,714.37         |
| 1066  | Oklahoma Employment Security Comm.     | A0319077; 1st Qtr. 2019 Unemployment Tax                 | 5,771.49          |
| 1067  | RCB Bank-Pryor                         | 1st Qtr. LTD FICA-\$541.02; MED \$126.53                 | 667.55            |
| 1068  | APGA Security & Integrity Foundation   | A0319074; SHRIMP/DIMP Online Access Renewal Fee          | 395.00            |
| 1069  | BlueCross BlueShield of Oklahoma       | Group Medical Coverage; April 2019                       | 44,908.36         |
| 1070  | Cintas First Aid & Safety Corporation  | A0319070; First Aid Supplies for March 2019              | 95.25             |
| 1071  | Cintas First Aid & Safety Corporation  | 20193120; First Aid Supplies and Gloves                  | 215.63            |
| 1072  | C & R Oil Co., Inc.                    | 20193127; Fuel   | 1,865.42          |
| 1073  | Office Everything of Pryor             | A0319078; Shipping Fees for Gas Department               | 25.31             |
| 1074  | Delta Dental of Oklahoma               | Group Dental Coverage for April 2019                     | 3,063.76          |
| 1075  | Dolese Bros. Co.                       | 20193122; Concrete                                       | 651.00            |
| 1076  | Enviro-Tec America                     | 20193128; SIR Reports, Cycle 3                           | 75.00             |
| 1077  | H.G. Flake Co., Inc.                   | 201811529; Bid #913, Gas Material                        | 136.00            |
| 1078  | HACH Company                           | 20193101; WWTP Lab Supplies                              | 372.00            |
| 1079  | Airgas USA, LLC                        | 20193116; Material & Supplies                            | 119.20            |
| 1080  | Mike's Tire & Car Care                 | 20193129; Vehicle Maintenance, Truck #15                 | 72.25             |
| 1081  | Northern Safety & Industrial           | 20193117; Safety Glasses and Glove Liners                | 243.43            |
| 1082  | Pryor Stone                            | 20193126; Stockpile Gravel                               | 167.21            |
| 1083  | Mayes County RWD 4                     | WWTP Water Service for March 2019                        | 18.93             |
| 1084  | S & D Electric Motor, Inc.             | 20193133; Equipment Maintenance, Elks Lodge Lift Station | 410.00            |
| 1085  | S & D Electric Motor, Inc.             | 2019285; Equipment Maintenance, Elks Lodge Lift Station  | 3,139.50          |
| 1086  | Sundance Office                        | 20193123; Warehouse and Paper Supplies                   | 74.20             |
| 1087  | Sundance Office                        | A0319075; Office Supplies                                | 140.79            |
| 1088  | Sundance Office                        | 20193114; Warehouse and Paper Supplies                   | 259.54            |
| 1089  | US Cellular                            | Cellular Service for March 2019                          | 889.14            |
| 1090  | Core & Main                            | 2019281; Small Tools                                     | 230.50            |
| 1091  | Core & Main                            | 2019276; Small Tools                                     | 336.50            |
| 1092  | Walmart Community/SYNCB                | 20193124; Warehouse and Office Supplies                  | 135.66            |
| 1093  | White Star Machinery                   | 20193118; Material & Supplies                            | 179.80            |
| 1094  | Absolute Technologies                  | A0319079; WWTP SCADA Battery Backup                      | 49.99             |
| 1095  | Mutual of Omaha Payment Process Center | Group AD&D Coverage for April 2019                       | 878.02            |
| 1096  | Dearborn National Life Insurance Co.   | Group LTD Coverage for April 2019                        | 1,232.64          |
| 1097  | Municipal Utility Board                | Petty Cash   | 334.68            |
| 1098  | Municipal Utility Board                | Utility Services for March 2019                          | 18,290.30         |
| 1099  | OKARNG Whitaker Training Center        | A0319073; Annual Lease Agreement                         | 3,000.00          |
| 1100  | Technical Programming Services Inc.    | A0319076; Bill/Late Message Print & Mailing, March 2019  | 1,167.55          |
| 1101  | Vision Service Plan                    | Payroll Deduction for April 2019                         | 549.48            |
| 1102  | Tower Loans                            | A0219042; Garnishment, J. Richford                       | 153.33            |
| TOTAL |  |  | <u>268,635.07</u> |

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

PAYROLL DATE: 3/22/2019

## \*\*\* REGISTER TOTALS \*\*\*

|                                |    |           |
|--------------------------------|----|-----------|
| REGULAR CHECKS:                | 11 | 13,104.22 |
| DIRECT DEPOSIT REGULAR CHECKS: | 39 | 46,818.31 |
| MANUAL CHECKS:                 |    |           |
| PRINTED MANUAL CHECKS:         |    |           |
| DIRECT DEPOSIT MANUAL CHECKS:  |    |           |
| VOIDED CHECKS:                 |    |           |
| NON CHECKS:                    |    |           |
|                                |    | -----     |
| TOTAL CHECKS:                  | 50 | 59,922.53 |

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*

**PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR**  
**DATE: FROM 3.7.2019 TO 3.20.2019**

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 Jared Crisp  
GENERAL MANAGER

APPROVED: Garry Harris by HM  
CHAIRMAN

PO # A0319-072

CLAIM # 1057