



September 3, 2019

The Municipal Utility Board met in a Regular Session at 7:00 p.m. on Tuesday, September 3, 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, Mr. Mark Roberts, and Dr. Art Sixkiller.

A motion was made by Mr. Roberts and seconded by Dr. Rains to approve the minutes of the Regular Meeting held August 19, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Rains, Mitchell, Sixkiller, and Harris Nay – none

Mr. Jared Crisp reported Claim #223, payable to ABS Communications Inc., was for six (6) I-pad air device screen protectors and not for the Microsoft Surface Pro 6 device.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to note the correct description on Claim #223 and approve Claims #201 - #253 totaling \$314,415.02 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Guest attending with no comments were Mr. Clyde Allred and Mr. Ryan Stout.

The Board recognized Mr. Steve Powell who updated the Board on the Westside Water Line Project near Strawhun Road and on the feasibility study of extending an Eastside Sewer Interceptor to 700-800 acre tract of land. Mr. Crisp added, he would like to discuss independently with each Board Member to learn their 5 / 10 year vision for the Municipal Utility Board and to have the opportunity to share and revise his 5 / 10 year plan.

The Board recognized Mr. Jared Crisp who discussed and recommended the less than one percent cost increase (0.85%) in the Delta Dental PPO-Point of Service Proposed Renewal Plan, effective October 1, 2019 through December 31, 2020. This plan combines both the Delta Dental PPO and Delta Dental Premier networks on a point of service basis and provides the opportunity for enhanced benefits and maximizing savings while increasing network access and benefits. The Municipal Utility Board pays 100% of the employee premium and the employee pays 100% of the dependent premium.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the Delta Dental PPO-Point of Service Proposed Renewal Plan, effective October 1, 2019 through December 31, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, and Harris. Dr. Rains abstained and counts as a no vote.

Mr. Crisp discussed the difference in the current vision plan and the enhanced offering upgrade to our plan. The vision plan is a voluntary payroll deduction benefit with no MUB contribution to the cost. The proposed cost increase to renew our current plan was 2% and the proposed enhanced offering upgrade was a 6% cost increase. Twenty seven (27) participating employees were surveyed for their preference; seventeen (17) elected the enhanced upgrade, six (6) elected to keep the current plan, and four (4) didn't care. Mr. Crisp recommended the Board approve the proposed Enhanced Offering upgrade from VSP, effective October 1, 2019 – December 31, 2021. Ms. Mitchell noted the proposal Renewal Period stated September 30, 2021 instead of December 31, 2021.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the proposed Enhanced Offering upgrade from VSP, effective October 1, 2019, contingent on Courtside Benefits negotiating the correct date of December 31, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Crisp discussed the current Service Order procedures (paper/cards) and the cost benefits of a Mobile Service Order Module (paperless) in three (3) service vehicles and three (3) department foreman vehicles. Mr. Crisp recommended the Board approve entering into an agreement with Tyler Technologies (our current software provider) for Mobile Service Orders module at a start-up cost not to exceed \$4,000.00, which was included in the approved 2020 Budget. There would be an annual software maintenance agreement of \$125.00 and the monthly cellular communication charges would increase \$178.00.

A motion was made by Dr. Rains and seconded by Mr. Roberts to enter into an agreement with Tyler Technologies (our current software provider) for Mobile Service Orders module at a start-up cost not to exceed \$4,000.00 and the annual software maintenance agreement of \$125.00. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Crisp discussed the 2008 MUB's Capitalization Policy and Depreciation Policy set for Equipment and Furniture at \$2,000.00 and Computer Equipment at \$1,000.00. He would like to keep the Computer Equipment at \$1,000.00 and reduce the equipment and furniture amount to \$1,000.00. The revision to the policy would generate a property card that would be assigned to a department and tracked on the Master Equipment Listing which is used during the Audits and for quality control.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to revise the MUB's Capitalization Policy and Depreciation Policy by reducing the equipment and furniture amount from \$2,000.00 to \$1,000.00 and generate a property card that would be assigned to a department and tracked on the Master Equipment Listing which is used during the Annual Audits and for quality control. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, Mitchell, and Harris Nay – none

Mr. Crisp discussed and recommended the Municipal Utility Board enter into a Five (5) Year Non-exclusive Tower Attachment Lease



Agreement with Board of Education, Independent School District #1, Pryor, Oklahoma that would allow Pryor Public Schools direct communication with their school bus drivers by radio instead of using land lines or cell phones.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to enter into a Five (5) Year Non-exclusive Tower Attachment Lease Agreement with Board of Education, Independent School District #1, Pryor, Oklahoma that would allow Pryor Public Schools direct communication with their school bus drivers by radio instead of using land lines or cell phones. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

Mr. Crisp reported he will be out of the office September 13 through September 20, 2019 but will be attending the September 16, 2019 Board Meeting. He will be attending the OML Conference in Tulsa, Oklahoma September 17 – 20, 2019, where retired MUB General Manager, Mr. Gary Pruett will be inducted into the Oklahoma Hall of Fame for City and Town Officials during the Conference Banquet on September 19, 2019.

The Board recognized Mrs. Teri Hill who conveyed Mrs. Jennifer Adam's written gratitude regarding the 2019 OGA Conference.

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

Mr. Crisp discussed and recommended the re-classification of Mr. Barry Henderson to Regular Employee with the promotion to Apprentice Tree-Trimмер I Non-Merit, effective September 5, 2019.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to re-classification of Mr. Barry Henderson to Regular Employee with the promotion to Apprentice Tree-Trimмер I Non-Merit (from \$19.96 per hour to \$20.86 per hour), effective September 5, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Sixkiller, Roberts, and Harris Nay – none

Mr. Jared Crisp opened a total of twenty-seven (27) Sealed Bids on seven (7) surplus items.

- Item 1, 2003 #4200 International Truck w/ LRV58 Articulating Aerial Device, Serial #1HTMPAFP23H555323 received three (3) bids ranging from \$200.00 to the high bid of \$12,110.00 from Mr. Clyde Allred.
- Item #2, 2002 Chevrolet ½ Ton Extended Cab 4x4 Pickup, Serial #2GCEK19T821334416 received four (4) bids ranging from \$50.00 to the high bid of \$712.00 from Mr. Clyde Allred.
- Item #3, 1999 International Cab/Chassis Dump Truck (White) Series 4700 4x2, Serial #1HTSCABP2XH671894 received four (4) bids ranging from \$1,107.00 to the high bid of \$2,700.00 from Morehead Construction.
- Item #4, 1987 Vermeer Trencher w/Trailer, Serial #IVRH0402XH1000167 received four (4) bids ranging from \$376.00 to the high bid of \$910.00 from Mr. Clyde Allred.

- Item #5, Walker Mower Model WAWMB29EFI w/ 52" Rear Disc Mulch, Serial #116608 received four (4) bids ranging from \$50.00 to the high bid of \$765.00 received from Mr. Clyde Allred.
- Item #6, 2002 Bobcat 334 Excavator, Serial #232612486 received five (5) bids ranging from \$1,152.00 to the high bid of \$5,005.55 from Ketchum Public Works.
- Item #7, 2001 F550 Ford Chassis w/ ALTEC 1537-G Telescoping/Articulating Aerial Device, advertised Serial #1FDAF5671EA80049 (Title Serial #1FDAF56F51EA80049) received three (3) bids ranging from \$200.00 to the high bid of \$2,125.00 from Mr. Clyde Allred.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to award the seven (7) surplus items to the respective high bidders with their payments to be made in cash or by money order or by cashier check. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Jared Crisp discussed the need to replace eighteen computers which was included in the approved 2020 Budget. Beginning January 2020, the computers would no longer be able to receive updates or support on their operating systems. Mr. Ryan Stout concurred with Mr. Crisp's recommendation to enter into an agreement with Absolute Technologies at a cost not to exceed \$14,000.00. Mr. Ryan Stout will begin the replacement with two computers in the purchasing agent office, followed by three in the warehouse foreman offices, then two at the treatment plant, and lastly he will replace eleven in the administration office before December 31, 2019.


A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to enter into an agreement with Absolute Technologies at a cost not to exceed \$14,000.00. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, Mitchell, and Harris Nay – none

There was no unfinished or new business to discuss.

The Board recognized Mr. Ben Sherrer who had no report

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to adjourn at 8:04 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
254	Payroll	A0919233; Payroll Ending September 4, 2019	73,986.06
255	RCB-Pryor	FICA-\$12,856.84; Med-\$3,006.84; Federal \$8,294.11	24,157.79
256	Oklahoma Tax Commission	SWH; Payroll Ending September 4, 2019	3,585.00
257	Oklahoma Centralized Support Registry	Payroll Ending September 4, 2019	893.03
258	AFLAC	Payroll Deduction for September 2019	2,321.40
259	Automation Direct.com.inc.	20198399; Equipment Maintenance, Cone Valve	242.00
260	B & B Meter Service	20199412; Material & Supplies	5,067.50
261	BlueMark Energy, LLC	Purchased Gas for August 2019	14,501.72
262	Chouteau Lime Co., Inc.	20199400; Weed Killer	455.00
263	CINTAS Corporation 063	20199416; Uniform Rental for August 2019	645.07
264	CINTAS First Aid & Safety	20199402; First Aid Supplies	232.41
265	CINTAS First Aid & Safety	A0919231; First Aid Kit Supplies, September 2019	83.90
266	C & R Oil Co., Inc.	20199401; Fuel	1,774.00
267	C & R Oil Co., Inc.	20199410; Fuel for WWTP	1,501.50
268	Gonthier, Chris dba Meaux Down Lawncare	20199418; Mowing Service for August 2018	700.00
269	Grand River Dam Authority	Purchased Electric for August 2019	600,689.86
270	P & K Equipment	20199419; Material & Supplies	38.28
271	Green Country Surveying, PLLC	A0919236; Survey Fee, Lakewood III Extended & IV Project	450.00
272	Green Country Testing, Inc.	20199407; Testing	570.00
273	HACH Company	20198392; Material & Supplies	167.90
274	Airgas USA, LLC	20199421; Cylinder Rental Fees	57.14
275	KGM (Koons Gas Measurement)	20199422; Communications Cable	350.00
276	Love, Beal & Nixon, P.C.	A0819221; Garnishment Payment #1, C. Grass	210.55
277	Marketing Alliance	A0919237; Website Update and Rebuild	1,366.40
278	Northwest Transformer Co., Inc.	20199423; Transformer Repair	2,345.00
279	O'Reilly Auto Parts	20199405; Vehicle Maintenance	204.67
280	Oklahoma Ordnance Works Authority	Purchased Water for August 2019	60,328.44
281	Pryor Automotive Supply	20199420; Equipment & Vehicle Maintenance	955.40
282	Pryor Stone	20199409; Rock for Project 19-13	1,339.52
283	Pryor Waste and Recycling, LLC	Solid Waste Disposal Fees for August 2019	90,009.28
284	Pryor Lumber Co., Inc.	20199417; Material and Small Tools	331.73
285	Sadler Paper Company	A0919235; Paper and Cleaning Supplies	164.30
286	Techline Inc.	20199414; Techline Inc.	65.80
287	Tractor Supply Credit Plan	20199404; Supplies and Small Tools	71.18
288	Core & Main LP	20198387 & 20198398, Material & Supplies	-
289	Core & Main LP	20198388; Material & Supplies	671.55
290	Core & Main LP	20198398; Material & Supplies	474.51
291	White Star Machinery	20199406; Equipment Maintenance, 325 Trackhoe	218.09
292	City of Pryor Creek	Occupational Fee for August 2019	2,932.01
293	City of Pryor Creek	Workman's Comp for July 2019	9,565.69
294	City of Pryor Creek	A0819210; Allocation to City, Payment #2	64,600.00
295	Kolker & Kolker, Inc.	A0919234; Consultant Fee, FY2018-2019 Audit Preparation	895.00
296	Municipal Utility Board	Solid Waste Billing Fees for August 2019	5,864.03
297	WA-RO-MA d/b/a C.A.R.D.	Share the Comfort Collections for August 2019	74.07
298	VISA Control Account	A0819211; Travel and Microsoft Surface Pro 6 w/3yr warranty	3,799.62
299-	See Employee Listing	A0919239: MUB Clothing Reimbursement to 40 employees	6,950.00
338		and 7 Employee Rubber & Steel-Toe Boot Allowances	240.00
339	Sharpe Dry Goods Co., LLC	20199415; Clothing Allowance Credit Allowance, 5 employees	950.00
TOTAL			<u>\$ 987,096.40</u>

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

PAYROLL DATE: 9/06/2019

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

REGULAR CHECKS:	14	16,109.95
DIRECT DEPOSIT REGULAR CHECKS:	42	57,876.11
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
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TOTAL CHECKS:	56	73,986.06

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

\* END OF REPORT \*\*

**PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR**  
**DATE: FROM 8-22-19 TO 9-4-19**

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 Hill for Jared Crisp  
GENERAL MANAGERAPPROVED: Garry Harris by Jmh  
CHAIRMAN

PO# A0919 - 233

Claim #

0254