



October 21, 2019

The Municipal Utility Board met in a Regular Session at 7:00 p.m. on Monday, October 21, 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, Dr. Ken Rains, Dr. Art Sixkiller, Mr. Mark Roberts, and Ms. Lorri Mitchell.

Guest attending were Mrs. Hannah Moore, Mrs. Cathy Rogers, Mr. Terry Alyward, and Mr. Travis Willis.

A motion was made by Dr. Rains and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held October 7, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Crisp discussed claims #439 to Cooks Consulting, LLC and #455 to KGM (Koons Gas Measurement) during a slide presentation of the baffle wall installation at the Wastewater Treatment Plant and the maintenance upgrade at City Gate #2 Gas Regulator Station.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #426 - #485 totaling \$404,428.54 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

The Board recognized Mayor Lees who reported the demolition of the Homeland Building would begin in the near future. He also reported knowledge of several economic development opportunities within our utility service infrastructure but kept the details confidential.

The Board recognized Mr. Steve Powell who also discussed the construction of the baffle walls inside the chlorine contact basins and seemed confident this would resolve the ODEQ violation. He also discussed the fire line suppression to the nursery and the Westside Water Line Project near State Highway 20 and Strawhun Road. To correct the fire line suppression issue, Mr. Powell will meet with Mr. Kenny Smith and Mr. Jared Crisp to discuss the elimination of a couple of two-inch main lines which are considered choke points found within the six-inch main water line serving the area.

The Board recognized Mr. Jared Crisp who reported he found nothing in the City Charter to prevent a time change from 7 p.m. to 6 p.m. and recommended the approval of the meeting dates for Calendar Year 2020.

A motion was made by Dr. Sixkiller and seconded by Mr. Mark Roberts to approve the meeting dates for Calendar Year 2020. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris Nay – none

The Board recognized Phyl-Mar Residents Mrs. Hannah Moore and Mrs. Cathy Rogers who attended to answer question while Mr. Jared Crisp discussed the visual presentation of the Phyl-Mar Water System (17 total customers) and Annexation Request from the volunteer custodian, Mr. Forest Rogers, who could not attend due to an illness. Mr. Crisp reported a majority of the residents (16 of 17) have signed an agreement to grant MUB utility easements along their properties and to establish service by paying the required \$35.00 water deposit. Mr. Kenny Smith (Water Department Foreman), Mr. J.R. Wood (MUB Service Man), and Mr. Ben Sherrer (Legal Counsel) found no issue with accepting ownership and operation of the Phyl-Mar Water System per Resolution 2019-01.

Dr. Rains inquired about the one opposed resident. Mr. Crisp reported the Municipal Utility Board's master water meter for the Phyl-Mar water system is located outside the corporate city limits within the utility easement provided by the previous property owner. An easement should not be needed from the opposing resident. Mr. Crisp recommended the Municipal Utility Board accept the transfer of ownership and the operation of the Phyl-Mar Water System per Resolution 2019-01.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to accept the transfer of ownership and the operation of the Phyl-Mar Water System per Resolution 2019-01. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Roberts, Sixkiller, and Harris Nay – none

Mr. Jared Crisp discussed the findings in the Cost of Service Presentation during the last Board Meeting and recommended adjusting the Inside Residential Electric rate from \$0.0903 per kWh to \$0.0704 per kWh effective December 1, 2019. Mr. Crisp also discussed and recommended a three percent (3%) escalator beginning Fiscal Year 2021 (July 1, 2021) and ending Fiscal Year 2026 (June 30, 2026). He explained line loss factors and reported the line loss during Fiscal Year 2018-2019 was $\pm 5.5\%$. Mr. Jared Crisp recommended including line loss factors to the Power Cost Adjustment (PCA) as determined by the previous fiscal year's calculations for all electric customers.

Mr. Crisp also discussed the Residential and Commercial Sewer Rate Cost of Service recommendations and recommended increasing the Residential and Commercial Sewer Rate to \$3.75 minimum charge and \$4.00 per 1,000 gallons of water used with the same three percent (3%) escalator beginning Fiscal Year 2021 (July 1, 2021) and ending Fiscal Year 2026 (June 30, 2026).

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to recommend to the Pryor Creek City Council the adjustment of the Inside Residential Electric rate from \$0.0903 per kWh to \$0.0704 per kWh effective December 1, 2019 with a three percent (3%) escalator beginning Fiscal Year 2021 and ending Fiscal Year 2026. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Roberts, Mitchell, and Harris Nay – none

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to recommend to the Pryor Creek City Council to include line loss factors to

the Power Cost Adjustment (PCA) as determined by the previous fiscal year's calculations for all electric customers. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Mitchell, Roberts, and Harris Nay – none

A motion was made by Dr. Rains and seconded by Dr. Sixkiller increase the Residential and Commercial Sewer Rate to \$3.75 minimum charge and \$4.00 per 1,000 gallons of water used effective December 1, 2019 with a three percent (3%) escalator beginning Fiscal Year 2021 and ending Fiscal Year 2026. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Roberts, Mitchell, and Harris Nay – none

Mr. Jared Crisp discussed a Memo from Mr. Ben Sherrer regarding the Good Samaritan Statute and Automated External Defibrillator (AED) machines in the Municipal Utility Board trucks and facilities. Oklahoma Municipal Assurance Group (OMAG) offers a grant to members and Mr. Crisp will ask Mrs. Pat Richard to research other grants for a presentation to the Board at a future meeting.

Mr. Crisp reported on Sunday night's tornado near Siloam Springs and their request for mutual aid. He also reported he and Mr. Willis will be attending a Disaster Management Class for Electric Power Systems in Edmond, Oklahoma on October 22-23, 2019.

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

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

The Board recognized Mr. Jared Crisp who discussed and recommended the promotion of Mr. Doug Dixon to C Mechanic Non-Merit in the Gas Department, effective October 17, 2019.

A motion was made by Mr. Roberts and seconded by Ms. Mitchell to promote Mr. Doug Dixon to C Mechanic Non-Merit (\$20.51 per hour to \$21.22 per hour) in the Gas Department. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Rains, Sixkiller, and Harris Nay – none

The Board recognized Mr. Jared Crisp who discussed and recommended the promotion of Mr. Cedrick Grass to D Mechanic Merit in the Water Department, effective October 17, 2019.

A motion was made by Mr. Roberts and seconded by Ms. Mitchell to promote Mr. Cedrick Grass to D Mechanic Merit (\$20.34 per hour to \$21.51 per hour) in the Water Department. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Rains, Sixkiller, 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 Ms. Mitchell and seconded by Dr. Rains to adjourn at 7:45 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Rains, Roberts, Sixkiller, and Harris Nay – none


Chairman


Secretary

November 4, 2019

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
486	Oklahoma State Tax Commission	Actual October 2019/Estimated November 2019 Sales Tax	45,473.35
487	Payroll	A1019283; Payroll Ending October 30, 2019	67,809.58
488	RCB Bank-Pryor	FICA-\$11,798.46 MED-\$2,759.34; FED-\$7,956.92	22,514.72
489	Oklahoma Tax Commission	SWH Payroll Ending October 30, 2019	3,271.00
490	Oklahoma Centralized Support Registry	Payroll Deduction Ending October 30, 2019	893.03
491	Arkansas Electric Cooperatives, Inc.	20199431; Material & Supplies	4,538.00
492	Accurate Environmental, LLC	A1019270; Water Samples	181.00
493	BlueCross BlueShield of Oklahoma	Group Medical Coverage for November 2019	44,230.92
494	C & M Supply Inc.	201910482; Safety Equipment	165.22
495	CINTAS First Aid & Safety	201910501; First Aid Supplies	92.07
496	CINTAS First Aid & Safety	A1019274; First Aid Supplies for October 2019	97.50
497	Delta Dental of Oklahoma	Group Dental Coverage for November 2019	3,204.04
498	Fastenal Company	201910483; Batteries	44.09
499	Green Country Testing Inc.	201910500; Testing	450.00
500	Jaybelle Construction, LLC	A1019278; 6" Gas Bore under Oakwood Drive	5,000.00
501	Lakeland Office Systems	A1019276; Warehouse Quarterly Copies	147.74
502	Love, Beal & Nixon, P.C.	A0819221; Garnishment Payment #5, C. Grass	210.55
503	Infrastructure Solutions Group, LLC	A1019284; Engineer Fees	1,120.00
504	Infrastructure Solutions Group, LLC	A1019284; ODEQ Discharge Violation	125.00
505	Mike's Tire & Car Care	201910489; Equipment and Vehicle Maintenance	624.20
506	Northwest Transformer Co., Inc.	201910494; Material & Supplies	1,367.00
507	OCT Equipment, LLC	201910497; Equipment Maintenance, Case Backhoe	239.32
508	Oklahoma Gas Association	A1019282; Supervisor Training in Tulsa, Oklahoma	297.00
509	Pryor Stone Inc.	201910495; Stockpile Rock	1,153.10
510	Sadler Paper Company	A1019279; Paper and Cleaning Supplies	205.18
511	Signal Service Company	201910491; Equipment Maintenance, Traffic Lights	785.00
512	Sundance Office	A1019273; Office Supplies	82.41
513	Sundance Office	201910502; Warehouse Supplies	270.03
514	U S Cellular	Cellular Service for October 2019	1,143.36
515	Warren Cat	201910496; Equipment Maintenance, CAT Backhoe	237.61
516	Walmart Community/SYNCB	201910493; Warehouse Supplies	177.58
517	White Star Machinery	201910498; Equipment Maintenance, Trackhoe	182.51
518	Mutual of Omaha Payment Process Center	Group AD&D Coverage for November 2019	817.62
519	City of Pryor Creek	A0719172; Cleaning Service, Payroll Ending October 18, 2019	594.23
520	Fiber Interactive Technologies	Telephone Service for October 2019	166.83
521	Dearborn National Life Insurance Company	Group LTD Coverage for November 2019	1,252.13
522	Municipal Utility Board	Utility Services for October 2019	15,818.56
523	Municipal Utility Board	Petty Cash	401.11
524	Technical Programming Services Inc.	A1019281; Bill/Late Message Print & Mailing, October 2019	3,342.89
525	Tyler Technologies, Inc.	A1019277; Configuration of Mobile Service Order Module	162.50
526	VSP Insurance Co., (CT)	Payroll Deduction for November 2019	588.07
527	DEQ-Administrative Services A/R	201910492; C Wastewater Lab Exam Fee; C. Crofford	62.00
528	Hill, Teri	A1019280; Mileage Reimbursement, 2-day Excel Training	120.06
529	Oklahoma Ordnance Works Authority	Purchased Water for October 2019	57,575.12
TOTAL			<u>287,233.23</u>

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

PAYROLL DATE: 11/01/2019

*** REGISTER TOTALS ***

REGULAR CHECKS:	13	13,058.95
DIRECT DEPOSIT REGULAR CHECKS:	41	54,750.63
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	54	67,809.58

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 10-17-19 TO 10-30-19

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: Jerie M. Hice for Jared Crisp
GENERAL MANAGER

APPROVED: Darrey Harris smh
CHAIRMAN

PO # A1019-283

Claim 0487