



December 16, 2019

The Municipal Utility Board met in a Regular Session at 7:02 p.m. on Monday, December 16, 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. Art Sixkiller, Dr. Ken Rains, and Mr. Mark Roberts.

Guest attending were: Honorable Mayor Lees, Mr. Terry Aylward, Mr. Jeff Kolker, and Ms. Violet Kirkendall.

A motion was made by Dr. Rains and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held December 2, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, and Harris. Dr. Sixkiller abstained and counted as no vote.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve Claims #630 - #693 totaling \$846,821.66 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, and Harris. Nay – none.

The Board recognized Honorable Mayor Lees who reported the Holiday Spirit and Sales Tax were strong this season. The Mayor also reported the MidAmerica Park petitioned the City of Pryor for annexation of "The District" development. The petition will be presented during the December 17, 2019 Regular Scheduled Pryor Creek City Council Meeting.

****Ms. Lorri Mitchell arrived at 7:07 pm****

The Board recognized Ms. Violet F. Kirkendall of Hood & Associates CPAs, PC who presented the Annual Audit for Fiscal Year ending June 30, 2019 with a Total net position of \$37,875,017 and no current year audit findings. Mr. Crisp added the Municipal Utility Board was able to increase the unrestricted cash reserve to \$2,539,663 by order of the City Charter. However, the excess profit of \$198,886.12 would be presented to the City of Pryor Creek after Board approval of the Fiscal Year Audit ending June 30, 2019. The excess profit was due to a few capital improvement projects (a.k.a. Kum-n-Go) that were put on hold and the unfilled positions for an Assistant to the General Manager and an Electric Journeyman Lineman.

Mr. Ben Sherrer, MUB Legal Counsel, reported the December 16, 2019 Agenda did not include an item for the Board to take action on the Audit for Fiscal Year ending June 30, 2019.

The Board recognized Mr. Steve Powell who reported he has been preparing quotes on the replacement of the guide rails and controls for the pumps at the 9th Street Lift Station. Mr. Powell reported he anticipates five (5) contractors to participate in the December 30, 2019 bid opening, regarding the Westside Water Project and bore under State Highway 20.

Mr. Powell reported on his plan to conduct a Public Hearing after the first of the year (January 1, 2020) for the residents effected by the North Old Airport and North 4323 water and gas extensions.

Mr. Powell also reported on the revised application to the Mayes County Commissioners to re-locate a gas line on the west side of Oakwood Road instead of the east side.

The Board recognized Mr. Jared Crisp who discussed the annexation of "The District" and a revision to their Memorandum of Understanding. Mr. Crisp recommended the Board authorize him (the General Manager) to sign the amended Memorandum of Understanding regarding MidAmerica Industrial Park/City of Pryor Creek for "The District".

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

Mr. Crisp reported he would be attending the December 17, 2019 Pryor Creek City Council Meeting to report the Municipal Utility Board's excess profit of \$198,886.12 which would be presented to the City of Pryor Creek after Board approval of the Fiscal Year Audit ending June 30, 2019 and to support Agenda Item 5a (*Discussion and possible action concerning the current proposed revised MOU among the City of Pryor Creek, Pryor Municipal Utility Board and MAIP/OOWA regarding proposed annexation of property known as "The District"*).

Mr. Crisp discussed the gas and oil industries low prices and the possibility of locking in our natural gas rates with BlueMark Energy.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to authorize the General Manager (Mr. Jared Crisp) to negotiate a July 2020 to June 2021 contract to lock-in our wholesale natural gas pricing at \$2.50 or less per MMBtu for a twelve (12) month period with BlueMark Energy. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Mitchell, Roberts, and Harris Nay – none

Mr. Crisp discussed the coded welder's incentive and the need to maintain two (2) coded welders in the natural gas department. Mr. Crisp recommended the Board adjust the coded welder's incentive from \$0.25 per hour to \$1.00 per hour contingent on passing the annual test requirements in a timely manner.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to increase the coded welder incentive from \$0.25 per hour to \$1.00 per hour contingent on passing the annual test requirements. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Rains, Mitchell, and Harris Nay – none

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

A written Department Foreman's Report was presented with comments from Mr. Jared Crisp.

Mr. Jared Crisp discussed Bid #924 (Electric Department Material) and recommended the Best Lead Time Bid and reasonable quote from Anixter in the amount of \$32,822.00.

A motion was made by Ms. Mitchell and seconded by Mr. Roberts to award Bid #924 (Electric Department Material) to Anixter who had the best lead time and a reasonable quote of \$32,822.00. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Roberts, Rains, Sixkiller, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the promotion of Mr. Travis Berka to "B" Mechanic with Merit, effective December 12, 2019.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to promote Mr. Travis Berka to "B" Mechanic with Merit (\$21.90 per hour to \$22.39 per hour), effective December 12, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the re-classification of Mr. Kenneth Bryce Kerns to a Regular Employee with the promotion to Apprentice Lineman 3rd Year with Merit, effective December 12, 2019.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to re-classify Mr. Kenneth Bryce Kerns to a Regular Employee with the promotion to Apprentice Lineman 3rd Year with Merit (\$25.70 per hour to \$28.49 per hour), effective December 12, 2019. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, 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 Ms. Mitchell and seconded by Mr. Roberts to adjourn at 8:06 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Roberts, Rains, Sixkiller, and Harris Nay – none


Chairman


Secretary

January 6, 2020

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
694	Payroll	A1219334; Payroll ending December 25, 2019	68,371.70
695	RCB Bank-Pryor	FICA-\$11,845.08; MED-\$2,770.28; FED-\$8,269.88	22,885.24
696	Oklahoma Tax Commission	SWH Payroll Ending December 25, 2019	3,353.00
697	Oklahoma Centralized Support Registry	Payroll Deduction Ending December 25, 2019	893.03
698	Principal Financial Group	457 Retirement Savings Deduction for December 2019	11,945.39
699	Principal Financial Group	457 Loan Re-payment for December 2019	1,357.26
700	Principal Financial Group	MMP Retirement Contribution for December 2019	22,306.50
701	Oklahoma State Tax Commission	December 2019 Actual/January 2020 Estimated Sales Tax	49,063.37
702	Arkansas Electric Cooperatives, Inc.	201911514; Bid #922, Electric Material	2,225.08
703	Accurate Environmental, LLC	A1219320; Water Samples	293.00
704	B & B Meter Service	201912592; Material and Supplies	1,127.50
705	BlueCross BlueShield of Oklahoma	Group Medical Coverage for January 2020	43,789.05
706	CBI Wholesale Electric, LLC	202014; Material and Supplies	280.50
707	CINTAS First Aid & Safety	201912593; First Aid Supplies	151.95
708	CINTAS First Aid & Safety	A1219332; First Aid Supplies for December 2019	47.76
709	Clifford Power Systems Inc.	201912580; Equipment Maintenance, WWTP Generator	701.35
710	C & R Oil Co., Inc.	201912585; Fuel for all Departments at WWTP site	1,233.00
711	Wesco Distribution Inc. dba Diversified Electric Supply	201911518; Bid #922, Electric Material	12,028.60
712	Delta Dental of Oklahoma	Group Dental Coverage for January 2020	3,121.20
713	Element Materials Technology Broken Arrow, LLC	201912584; Weld Testing, Berka, T.	261.77
714	Endex Inc. of Tulsa	A0120003; Annual WWTP Security System Monitoring Fee	240.00
715	Enviro-Tec America	202013; SIR Reports, Cycle 14	75.00
716	Farwest Line Specialties, LLC	201912586; Small Tool, Truck #2	363.33
717	P & K Equipment	201912577; Chainsaw parts	139.71
718	P & K Equipment	2019112589; Chainsaw parts	82.68
719	P & K Equipment	201912596; Chainsaw parts	101.12
720	Green Country Surveying, PLLC	A1219331; Survey Fee, Westside Water Project	2,550.00
721	Hercules Industries, Inc.	201912581; Locks	579.35
722	Hamill Metals	201912590; Pipe for Weld Testing	245.00
723	Koons Gas Measurement (KGM)	201912582; SICK Meter for Roosevelt School	6,485.69
724	Locke Supply Co.	201912598; Small Tools and Supplies	1,812.82
725	Love, Beal & Nixon, P.C.	A0819221; Garnishment Payment #9, C. Grass	210.55
726	Mike's Tire & Car Care	202015; Vehicle Maintenance	97.89
727	Muskogee Communications, Inc.	201912578; Extra/Backup Truck Radio	115.80
728	Northwest Transformer Co.	201912570; Material & Supplies	6,735.00
729	Oklahoma Natural Gas Company	Transportation Fees for November 2019	6,044.68
730	Oklahoma Ordnance Works Authority	Purchased Water for December 2019	55,652.93
731	Petroleum Marketers	201911510; Spill/Overfill Containment Maintenance	6,545.00
732	R. W. Vaught Technical Services	201912597; Equipment Maint., Cone Valves & 9th Street Tow	8,736.00
733	Mayes County RWD #4	WWTP Water Service for December 2019	21.40
734	Stuart C. Irby Co., Inc.	201911516; Bid #922, Electric Material	561.00
735	Sundance Office	201912591; Warehouse paper and cleaning supplies	376.37
736	Sundance Office	A0120007; Door Knob Bags w/MUB Logo print	732.00
737	Techline Inc.	20195234; CCP, Bid #920, Electric Material	20,103.00
738	The Paper	A1219330; Legal Publishing, Westside Water Project	56.81
739	U S Cellular	Cellular Services for December 2019	1,207.32
740	Core & Main	201911544; Material and Supplies	6,145.00
741	Core & Main	201912583; Material and Supplies	9,206.11
742	Wal-Mart Community/SYNCB	201912594; Office and Warehouse Supplies	264.00
743	Absolute Technologies	A0120006; Equipment Maintenance	235.97
744	Beasley & Company	A0120005; 3rd Qtr. FY2019-2020 Retirement TPA Service	1,308.00
745	Mutual of Omaha Payment Process Center	Group AD&D Coverage for January 2020	862.22
746	City of Pryor Creek	A0719172; Cleaning Service, Payroll Ending December 13, 2019	594.23
747	Fiber Interactive Technologies	Telephone Service for December 2019	166.83
748	Kolker & Kolker Inc.	A0120004; Final FY2018-2019 Audit Work	175.00
749	Dearborn National Life Insurance Company	Group LTD Coverage for January 2020	1,143.86
750	Municipal Utility Board	Utility Services for December 2019	17,629.51
751	Municipal Utility Board	Petty Cash	717.30
752	OKDHS/FSSO/LIHEAP	A0120002; LIHEAP Assistance Refund, L. Stimpson	251.58
753	Pryor Printing Inc.	A1219329; Deposit Refund Receipt Books	150.15
754	Ink Images	A1219326; Natural Gas Bill Stuffers	1,480.00
755	Technical Programming Services Inc.	A1219327; Bill/Late Message Print and Mailing, Dec. 2019	3,374.39
756	Tyler Technologies, Inc.	A1219333; Annual Service Order Management Fee	1,272.18
757	Tyler Technologies, Inc.	A1219328; Configuration of Mobile Service Order Module	97.50
758	VSP Insurance Co., (CT)	Payroll Deduction for January 2020	567.57
759	Grand River Dam Authority	Purchased Electric for December 2019	320,625.62
TOTAL			<u>731,573.72</u>

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

PAYROLL DATE: 12/27/2019

*** REGISTER TOTALS ***

REGULAR CHECKS:	12	15,063.88
DIRECT DEPOSIT REGULAR CHECKS:	38	53,307.82
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	50	68,371.70

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 12-12-19 TO 12-25-19

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: Hannah Moore for Jared Crisp
GENERAL MANAGER

APPROVED: Garry Harris by HM
CHAIRMAN

PO # A 1219-334

claim # 0694