



June 15, 2020

The Municipal Utility Board met in a Regular Session at 6:00 p.m. on Monday, June 15, 2020, 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, Ms. Lorri Mitchell, Dr. Art Sixkiller, and Mr. Mark Roberts.

The Board recognized Mr. Jared Crisp who noted for the minutes, the Oklahoma Department of Environmental Quality (DEQ) was closing NOV No. S-21623-18-2 due to the corrective actions taken by the MUB to correct the violation for exceeding OPDES Permit effluent limits for E. coli as reported on the Discharge Monitoring Reports (DMRs) for May and June, 2018.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to note the closing of Notice of Violation No. S-21623-18-2 for exceeding OPDES Permit effluent limits for E. coli as reported on the Discharge Monitoring Reports (DMRs) for May and June, 2018 and approved the minutes of the Regular Meeting held June 1, 2020. MOTION CARRIED. Votes cast as follows: Ayes –Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve Claims #1358 - #1432 totaling \$981,705.20 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

In the absence of Ms. Donita Smith regarding 58 Pine Street, Mr. Crisp and Mrs. Hill discussed the standard policies and operating procedures associated with the utility business of providing services to our customers and included a report of service activity at 58 Pine Street during the past nine (9) months (September 5, 2019 through June 3, 2020).

The Board recognized Mr. Steve Powell, *attended via Telephone Conference*, who discussed the on-site installation of the 18" FPI395 Flow Meter and the integration into the SCADA system by R. W. Vaught. He also discussed the operations at the Wastewater Treatment Plant and the single day (1 day) Notice of Violation received from the Oklahoma Department of Environmental Quality while the plant was on double decant.

Mr. Powell reported on mapping current and proposed meter locations on the proposed extension of gas and water mains north of Old Airport Road. During the on-site mapping, Mr. Powell had the opportunity for one-on-one conversations with property owners regarding utility easements for the project.

The Board recognized Mr. Jared Crisp who reported Erwin Glass Inc. began the installation of bullet resistant glass and the lobby should be open to the public on June 22, 2020. He also gave a Mayes County COVID-19 impact report as of June 15, 2020.

Mr. Crisp discussed and recommended the re-appointment of Dr. Arthur L. Sixkiller to a new Five-Year Term ending June 30, 2025.

A motion was made by Mr. Roberts and seconded by Dr. Rains to re-appointment of Dr. Arthur L. Sixkiller to a new Five-Year Term ending June 30, 2025. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Rains, Mitchell, Harris, and Sixkiller Nay – none

Mr. Crisp discussed and recommended the Board authorize Ms. Violet Kirkendall of Hood & Associates CPAs, PC to perform the Municipal Utility Board Annual Audit for Fiscal Year Ending June 30, 2020 at a cost not to exceed \$4,250.00.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to authorize Ms. Violet Kirkendall of Hood & Associates CPAs, PC to perform the Municipal Utility Board Annual Audit for Fiscal Year Ending June 30, 2020 at a cost not to exceed \$4,250.00. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Mitchell, Rains, and Harris Nay – none

Mr. Crisp reviewed and recommended the assessment of needs Budget of Fiscal Year Ending June 30, 2021 as presented. The Budget included a 2% Cost of Living raise for employees at an estimated annual cost of \$52,000.00.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve the assessment of needs Budget of Fiscal Year Ending June 30, 2021 as presented. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, Mitchell, and Harris Nay – none

Mr. Crisp reported he received notification from Mr. John Schaffitzel, he would be recommending a two cent (\$0.02) water rate increase, effective July 1, 2020 through December 31, 2020 to the Oklahoma Ordnance Works Authority Board of Trustees at their meeting to be held on Tuesday June 23, 2020. Mr. Crisp will have the possible two cent (\$0.02) pass through water rate increase on the next Agenda for discussion and possible action.

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

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

Mr. Crisp discussed and recommended the re-classification of Mr. Justin Brooke to Regular Employee with the promotion to Apprentice Lineman 3rd Year Non-Merit, effective June 25, 2020.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to re-classify Mr. Justin Brooke to Regular Employee with the promotion to Apprentice Lineman 3rd Year Non-Merit (\$25.70 per hour to \$28.00 per hour) effective June 25, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris Nay – none

Mr. Crisp discussed and recommended the Board enter into an agreement with Koons Gas Measurement for City Gate #1 repairs at a cost not to exceed \$26,000.00.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to enter into an agreement with Koons Gas Measurement for City Gate #1 repairs at a cost not to exceed \$26,000.00. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

Mr. Crisp discussed and recommended the replacement of the 2006 Ford Explorer 4x4 XLT (Truck #18) with a 2020 Chevrolet Silverado 1500 Crew Cab 4x4 from Vance Chevrolet Fleet & Government Sales at the State Central Purchase Price of \$29,883.25.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to replace Truck #18, the 2006 Ford Explorer 4x4 XLT with a 2020 Chevrolet Silverado 1500 Crew Cab 4x4 from Vance Chevrolet Fleet & Government Sales at the State Central Purchase Price of \$29,883.25. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, 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 Mr. Roberts and seconded by Ms. Mitchell to adjourn at 7:12 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Sixkiller, Rains, 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
1433	Payroll	A0620157; Payroll ending June 24, 2020	64,670.93
1434	Bank of Commerce	FICA-\$11,467.60; MED-\$2,681.98; FED- \$8,095.17	22,244.75
1435	Oklahoma Tax Commission	SWH Payroll Ending June 24, 2020	3,188.00
1436	Oklahoma Centralized Support Registry	Payroll Deduction ending June 24, 2020	1,467.77
1437	Principal Financial Group	457 Retirement Savings for June 2020	12,529.70
1438	Principal Financial Group	457 Loan Repayment for June 2020	1,911.48
1439	Principal Financial Group	MMP Retirement Contribution for June 2020	23,107.75
1440	Oklahoma State Tax Commission	June 2020 Actual/July 2020 Estimated Sales Tax	55,022.61
1441	Oklahoma Employment Security Commission	2nd Qtr. 2020 Employers Unemployment Tax	2,483.20
1442	McCrometer Inc.	A0620129; 18" FP1395 Flow Meter, Payment #1	2,142.00
1443	Accurate Environmental, LLC	A0620153; Water Testing	56.00
1444	Accurate Environmental, LLC	A0620158; Water Testing	125.00
1445	Brenntag Southwest Inc.	20206293; Material and Supplies	1,222.69
1446	CINTAS Corporation	A0620163; First Aid Supplies	131.98
1447	WESCO Distribution Inc.	20204207; Bid #927, Electric Material	436.00
1448	WESCO Distribution Inc.	20206279; Material and Supplies	285.00
1449	Ditch Witch of Tulsa	20206301; Equipment Maintenance, Trencher	71.20
1450	Enviro-Tec America	20206302; SIR Reports, Cycle 7	45.00
1451	Erwin Glass Incorporated	A0520112; Installed Bullet Resistant Glass in Lobby	13,850.00
1452	Fastenal Company	20205252; Small Tool, Cable Crimping Tool Kit	3,434.41
1453	Summit Truck Group	20206316; Vehicle Maintenance, Truck #14	262.24
1454	Meaux Down Lawncare	20206311; Mowing Service through June 11, 2020	490.00
1455	Green Country Testing Inc.	20206304; Testing	615.00
1456	Green Equipment Co.	20206284; Small Tool, LD-12 Water Leak Detector	3,565.00
1457	H.G. Flake Co., Inc.	20204176; Bid #925, Gas Material	294.00
1458	H.G. Flake Co., Inc.	20204176; Bid #925, Gas Material	1,300.00
1459	Hard Hat Safety and Glove	20206277; Safety Equipment	183.08
1460	Isco Industries	20206292; Material and Supplies	425.70
1461	Landmark Surveying, LLC	A0620159; Survey Fees	475.00
1462	Locke Supply Co.	20206307; Material and Small Tools	1,619.62
1463	Love, Beal & Nixon, P.C.	A0620157; Garnishment, C. Grass	212.25
1464	Maxwell Supply Company	20205234; Equipment Maintenance, Walk Behind Saw	258.57
1465	Infrastructure Solutions Group, LLC	A0620149; Engineer Fees for June 2020	1,505.00
1466	Mike's Tire & Car Care	20206309; Vehicle Maintenance, Truck #10 & #1	309.47
1467	Northwest Transformer Co., Inc.	20206317; Material and Supplies	597.00
1468	Oklahoma Natural Gas Company	Transportation Fees for May 2020	6,040.53
1469	Patchwork Pup	20205258; Uniform t-shirts	208.00
1470	Pryor Stone	20206310; Rock	1,070.90
1471	Sadler Paper Company	A0620151; Cleaning Supplies	177.30
1472	Standard Materials Group, Inc.	20206298; Concrete	530.00
1473	Sherwin Williams	20206305; Paint and Brushes	79.13
1474	Southern Cross Corporation	20205251; Flamepack Calibration and Repair	322.00
1475	Southeastern Testing Laboratory, Inc.	20203141; Testing	539.55
1476	Stuart C. Irby Co., Inc.	20204208; Bid #927, Electric Material	768.75
1477	Storage Plus	A0620156; Onsite Shredding Service	55.00
1478	Systems Forms and Supplies	20206291; Warehouse Supplies	219.72
1479	Tulsa Emergency Medical Center	A0620150; Accident Testing, C. Samples	62.00
1480	Utility Supply Co.	20206274; Small Tool, 18" Air Test Ball	1,425.00
1481	U S Cellular	Cellular Services for June 2020	1,178.18
1482	Vance Chevrolet	A0620146; Equipment Replacement, Truck #18	29,883.25
1483	Core & Main	20206287; Material and Supplies	450.00
1484	City of Pryor Creek	A0719172; Cleaning Services for June 2020	1,188.46
1485	Fiber Interactive Technologies	Telephone Services for June 2020	166.83
1486	Municipal Utility Board	Utility Service for June 2020	19,651.52
1487	Technical Programming Services Inc.	A0620162; Bill/Late Message Print and Mailing, June 2020	3,864.25
1488	DEQ-Administrative Services	A0620154; Annual 2020 Discharge Permit	8,500.30
1489	DEQ-Administrative Services	A0620155; Annual 2020 Public Water Supply Permit	458.72
1490	Crisp, J. Jared	A0620148; 2020 Oklahoma Engineering Conference Fee	350.00
1491	C & R Oil Co., Inc.	20206303; Fuel	2,597.33
1492	Municipal Utility Board	Petty Cash	527.45
TOTAL			300,851.57

*** REGISTER TOTALS ***

REGULAR CHECKS:	12	13,469.00
DIRECT DEPOSIT REGULAR CHECKS:	40	51,201.93
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	52	64,670.93

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 6-11-20 TO 6-24-20

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 M. Hill for Jared Crisp
GENERAL MANAGER

APPROVED: Darry Harris (omb)
CHAIRMAN

PO # A0620-157

claim #1433

Claims and Contracts Pending List Ending June 30, 2020

PO #	BID #	COMPANY	REC'D BEFORE INV	GL #	AMOUNT OWED
20201-28		ALTEC INDUSTRIES	N	5160-10	\$ 61,099.00
20204-179	925	SUNBELT MARKETING	N	5104-10	\$ 3,392.92
20204-180	926	CORE & MAIN	N	5104-20	\$ 12,000.00
20204-205	927	ARKANSAS ELECTRIC	Y	5104-30	\$ 3,167.40
			N	5104-30	\$ 688.44
20204-208	927	STUART C. IRBY	N	5104-30	\$ 1,455.50
20204-209	927	TECHLINE INC.	N	5104-30	\$ 171.50
20205-248		SCHNEIDER ELCTRIC CO.	Y	5104-20	\$ 99.56
20205-249		SOUTHERN CROSS	N	5109-10	\$ 371.03
20206-279		DIVERSIFIED ELECTRIC	N	5104-30	\$ 475.00
20206-290		CORE & MAIN	N	5104-10	\$ 400.00
20206-299		KGM	N	5116-10	\$ 25,943.23
20206-300		CINTAS	Y	5110-70	\$ 605.00
20206-306		CHOUTEAU LIME CO	Y	5104-30	\$ 1,375.00
				5104-40	\$ 40.00
				5104-50	\$ 295.50
20206-308		O'REILLY AUTO PARTS	Y	5104-20	\$ 14.56
				5104-30	\$ 2.05
				5105-ALL	\$ 159.99
				5106-10	\$ 8.99
				5106-30	\$ 45.54
20206-312		PRYOR AUTOMOTIVE SUPPLY	Y	5104-20-50	\$ 6.84
				5104-50	\$ 128.94
				5106-10	\$ 110.11
				5116-ALL	\$ 55.69
20206-313		PRYOR LUMBER CO., INC.	Y	5104-ALL	\$ 37.83
				5104-10	\$ 11.99
				5104-20	\$ 4.76
				5104-50	\$ 156.22
				5105-50	\$ 19.27
				5107-70	\$ 145.10
20206-314		TRACTOR SUPPLY CO	Y	5104-ALL	\$ 11.96
				5104-30	\$ 60.47
				5105-30	\$ 59.99
				5116-ALL	\$ 39.99
20206-315		ISCO INDUSTRIES	N	5104-10	\$ 2,100.00
				SUBTOTAL:	\$ 114,759.37
A0320-062		INFRASTRUCTURE SOLUTIONS GROUP Highway 69 Salt Branch Sewer Extension	N	5113-50	\$ 36,241.50
A0320-076		R. W. VAUGHT TECHNICAL SERVICES Update WWTP Control of 9th St LiftStation	N	5123-40	\$ 9,500.00
A0620-129		McCrometer, Inc. 18" FP1395 Flow Meter	N	5123-40	\$ 8,464.00
A0620-130		FIRST CHURCH OF GOD Road Bore under East Highway 20	N	5109-20	\$ 25,000.00
A0620-147		HOOD & ASSOCIATES CPAs, PC Fiscal Year Ending June 30, 2020 Audit	N	5141-70	\$ 4,250.00
A0620-160		DEQ-License Certification Fees		5109-10	\$ 690.00
				5109-20	\$ 506.00
				5109-40	\$ 644.00
				5109-50	\$ 506.00
				5109-70	\$ 184.00
A0620-161		OKLAHOMA ORDNANCE WORKS AUTHORITY 12" Waterline Re-location for Roadway Improvements		5109-70	\$ 299,695.00
				TOTAL:	\$ 500,439.87