



JANUARY 17, 2017

The Municipal Utility Board met in a Regular Session at 7:00 p.m. on Tuesday, January 17, 2017, 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. Harris, Dr. Sixkiller, Mr. Roberts Dr. Lindsey, and Ms. Mitchell.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held January 3, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Sixkiller, Mitchell, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #673 - #730 totaling \$1,065,196.00 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Lindsey, Roberts, and Harris Nay – none

The Board recognized Mrs. Cydney Baron, of the Pryor Times, who had no comments.

The Board recognized Mr. John Hawkins with Integrated Insurance Services who discussed the investment stability of the Principal Financial Group and the discontinuation of their administrative support service beginning April 1, 2017. The Principal Financial Group foresees major government regulations in the financial industry and their goal is to provide retirement strategies designed with a client's needs in mind. Therefore Principal Financial Group is recommending plan sponsors team up with financial professionals and third party administrators (TPAs) for a full range of services and flexibility. Mr. Hawkins introduced Mr. John Beasley of Beasley & Company from Tulsa, Oklahoma and recommended the Board consider his employment as a professional third party administrator (TPA) for the retirement services of the Municipal Utility Board Money Purchase and 457 Retirement Saving Plans.

Mr. John Beasley shared his goal of providing the services to be discontinued by Principal Financial Group on April 1, 2017. The services he will provide include plan design consulting, compliance monitoring and reporting, and the annual review meeting and executive summary report. He would also provide professional day-to-day administrative support and coordination with Employees, Management Staff, and Principal Financial Group. The approximate reduction in annual fees from Principal Financial Group due to discontinued services is \$6,800.00. The proposed third party administrator (TPA) professional retirement services for the Municipal Utility Board Money Purchase and 457 Retirement Saving Plans annual fee from Beasley & Company is \$5,000.00. The annual savings would be approximately \$1,800.00. However, there is a \$2,500.00 one-time initial set-up fee for both plans that would result in a \$700.00 cost increase for this fiscal year.

Mr. Gary Pruett, Mr. Jared Crisp, and Mrs. Teri Hill agreed with Mr. John Hawkins recommendation of Mr. John Beasley of Beasley & Company located in Tulsa, Oklahoma to provide the third party administrator (TPA) professional retirement services for the Municipal Utility Board Money Purchase and 457 Retirement Saving Plans through Principal Financial Group.

A motion was made by Ms. Mitchell and seconded by Dr. Lindsey to accept the proposed third party administrator (TPA) professional retirement services for the Municipal Utility Board Money Purchase and 457 Retirement Saving Plans for a \$2,500.00 one-time initial set-up fee for both plans, an annual fee of \$5,000.00, and approve the employment of Beasley & Company in Tulsa, Oklahoma to act as (TPA) Third Party Administrator for the retirement accounts through Principal Financial Group. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Lindsey, Roberts, Sixkiller, and Harris Nay – none

The Board recognized Mr. Steve Powell who reported the Legal Notice to identify the wastewater land application which is a requirement to obtain an Oklahoma Department of Environmental Quality (ODEQ) Permit for renovations at the Southeast 9<sup>th</sup> Street Lift Station and Lagoon for the Wastewater Treatment Plant should run in the Pryor Daily Times Weekend Edition of January 29, 2017 and the plan review should be scheduled in the MUB Board Room thirty (30) days after the notice is posted.

The Board recognized Mr. Gary Pruett who reported Emery Sapp & Sons satisfactorily completed the “modifications for substation interior” to resolve the rock base issue outside the spill containment area at Substation #3. He also reported the above ground contractor, ElectriComm Inc., set the steel structure last week and pulled off this job until the additional material arrives so they can proceed. Mr. Pruett reported Grand River Dam Authority continues to work on their side of the 69kV feeder for Substation #3.

Mr. Gary Pruett reported Mr. Mark Thatcher of Finley Engineering received three (3) quotes for the professional service of relay testing and commissioning at Pryor Substation #3 ranging from \$44,700 (6-10 hour days) to \$21,750 (5 days). The engineer’s estimated cost was \$25-30,000. Mr. Thatcher reviewed the quotes and recommended the low quote of \$21,750 (5 days) from ElectriComm Inc., to perform the relay testing and commissioning for Pryor Substation #3. Mr. Pruett agreed with Mr. Thatcher’s recommendation.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to accept the low quote of \$21,750 (5 days) from ElectriComm Inc., to perform the relay testing and commissioning for Pryor Substation #3. MOTION CARRIED. Votes cast as follows: Lindsey, Roberts, Mitchell, Sixkiller, and Harris Nay – none

Mr. Gary Pruett reported he accepted the invitation to attend “A Meeting of Legislative Task Force” luncheon at the Grand River Dam Authority Energy Center in Chouteau, Oklahoma on January 18, 2017.

The Board recognized Mr. Jared Crisp who presented a visual report of the negotiation with Wal-Mart Realty regarding a possible waterline loop to the new hotel being developed south of the Pryor Wal-Mart Store. The proposal from Wal-Mart Realty was unreasonable so Mr. Crisp used the visual aid to show where the water tap will be made on South 69 Highway and looped to Oakwood Road. The gas line is already looped to Oakwood Road and the electric service feeds from Southeast 49<sup>th</sup> Street and will eventually loop to Oakwood Road.

Mr. Jared Crisp also reported he will resume the restructure of job descriptions and he will be attending a meeting hosted by Grand River Dam Authority on January 20, 2016, to discuss the push for distributed generation and the need for municipalities to develop a distributed generation plan and net metering tariff. Mr. Pruettt added a useful tool will be the 2016 Utility Rate Study prepared by Willdan Econmists.com.

The Board recognized Mrs. Teri Hill who reported the Identity Theft Prevention Program Annual Report has been completed with no recommended program changes this year.

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

Mr. Gary Pruettt reported the warehouse administrative office does not need new computers to run the new windows inventory program developed by Mr. Jeff Kolker. However, the DOS printer at the warehouse will not communicate with the window inventory program and needs to be replaced. Mr. Pruettt and Mr. Ryan Stout recommended the MX3640 Printer/Fax/Scanner purchased in January 2014 for the business office be transferred to the warehouse to replace the DOS printer and eight (8) ink jet printers/fax machines and purchase a new Sharp MX-3070N Network Printer/Scan/Fax for the administrative office from Lakeland Office Systems at the State Contract Price of \$5,961.00. (The Budget should reflect an estimated  $\pm$  ten cent savings per copy when the ink jet printers are removed from service).

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to transfer the MX3640 Printer/Fax/Scanner to the warehouse to replace the DOS printer and eight (8) ink jet printers/fax machines and to purchase a new Sharp MX-3070N Network Printer/Scan/Fax for the administrative office from Lakeland Office Systems at the State Contract Price of \$5,961.00. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Mitchell, Lindsey, and Harris. Nay – none

The Board recognized Mayor Tramel who arrived at 7:40 p.m. and had no comments or report.

Mr. Pruettt discussed the work history of Mr. Travis Willis with the Municipal Utility Board and commended his knowledge of the electric system. Mr. Pruettt recommended his promotion to Journeyman Lineman with Merit (\$29.19 per hour to \$29.66 per hour) effective January 12, 2017.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to promote Mr. Travis Willis to Journeyman Lineman with Merit (\$29.19 per



hour to \$29.66 per hour) effective January 12, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Lindsey, and Harris Nay – none

Mr. Pruettt discussed the work ethics of Mr. Ryan Hinton and recommended he be promoted to Journeyman Lineman with Merit (\$29.19 per hour to \$29.66 per hour) effective January 12, 2017.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to promote Mr. Ryan Hinton to Journeyman Lineman with Merit (\$29.19 per hour to \$29.66 per hour) effective January 12, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Lindsey, and Harris Nay – none

Mr. Pruettt discussed the progress Mr. Andrew Holman has made in the gas department and recommended his promotion to C Mechanic with Merit (\$19.81 per hour to \$20.13 per hour) effective January 12, 2017.

A motion was made by Ms. Mitchell and seconded by Dr. Lindsey to promote Mr. Andrew Homan to C Mechanic with Merit (\$19.81 per hour to \$20.13 per hour) in the gas department effective January 12, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Lindsey, Roberts, Sixkiller, and Harris Nay – none

Mr. Pruettt discussed the work attitude of Mr. Josh Richford and recommended he be reclassified as a Regular Employee and promoted to D Mechanic with Merit (\$18.99 per hour to \$19.14 per hour) in the water department effective January 12, 2017.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to reclassify Mr. Josh Richford to a Regular Employee and promote him to D Mechanic with Merit (\$18.99 per hour to \$19.14 per hour) in the water department effective January 12, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Lindsey, Mitchell, and Harris Nay – none

There was no unfinished or new business discussed.

The Board recognized Mr. Fred Sordahl who stated he had no report or information to discuss in EXECUTIVE SESSION for confidential communications concerning pending litigation/action in case number CV-2016-81 filed in the District Court of Mayes County, Oklahoma, whereby disclosure would seriously impair the ability of the Municipal Utility Board in processing the litigation/action all in accordance with Title 25 Oklahoma Statutes sections 307 (B) (4).

A motion was made by Mr. Roberts and seconded by Dr. Lindsey to adjourn at 7:50 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Lindsey, Mitchell, Sixkiller, 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
731	Payroll	A0117028 Payroll Ending 25 January 2017	60,458.03
732	RCB Bank-Pryor	FICA-\$10,824.82 MED-\$2,531.62 FED \$8,450.38	21,806.82
733	Oklahoma Tax Commission	SWH Payroll Ending 25 January 2017	2,778.00
734	Red Crown Credit Union	Payroll Deduction Ending 25 January 2017	2,850.00
735	Oklahoma Centralized Support Registry	Payroll Deduction Ending 25 January 2017	215.51
736	Principal Financial Group	457 Retirement Savings for January 2017	10,350.74
737	Principal Financial Group	457 Loan Repayment for January 2017	164.00
738	Principal Financial Group	Regular Retirement for January 2017	19,791.19
739	Oklahoma State Tax Commission	January 2017 Sales Tax/February 2017 Estimated Sales Tax	56,948.30
740	AFLAC Remittance Processing Services	Payroll Deduction for January 2017	1,376.26
741	Accurate Environmental LLC	A0117015; Water Samples	112.50
742	Accurate Environmental LLC	A0117023; THMs & HAAs Testing	740.00
743	Automation Direct	2017133; Limit Switch	159.00
744	B & B Meter Service	2017141; ID Mount Eagle MP & Corrector	1,850.00
745	Brenntag Southwest, Inc.	2017131; Sulfur Dioxide and Chlorine	873.52
746	CINTAS Corporation	2017142; First Aid Supplies	219.17
747	CINTAS Corporation	A0117032; First Aid Supplies	85.26
748	C & R Oil Co., Inc.	2017132; Fuel	2,992.50
749	Office Everything of Pryor	A0117018; Shipping Fee, Chair mat, and Office Supplies	79.87
750	WESCO Distribution Inc.	201612452; Bid #901, Electrical Material	13,897.94
751	Emery Sapp & Sons, Inc.	A1216323; Bid #894, Substation #3 Change Order #8	31,185.49
752	Emery Sapp & Sons, Inc.	A0516106; CCP, Bid #894 Below Grade Const. 5th & Final Pmt	21,943.78
753	Enviro-Tec America	2017128; SIR Reports for December 2016	75.00
754	Fastenal Company	2017249; Barricade Fencing	73.98
755	Grand River Dam Authority	A1016248; Substation #3 69kV Feeder, Payment #5	59,879.51
756	P & K Equipment	2017125; Equipment Maintenance, Chainsaws	68.97
757	Green Country Testing, Inc.	2017122; Testing	645.00
758	Kriz-Davis Company	201612450; Bid #901, Electric Material & Supplies	4,455.00
759	Lakeland Office Systems	A0217039; MX3640 B/W and Color Copies (8,461)	263.29
760	Landmark Surveying, LLC	A0117029; Easement Staking for Waterline Project	350.00
761	Locke Supply Co.	2017143; Material, Small Tool, & WWTP Hot Water Tank	446.56
762	Marmic Fire & Safety Co., Inc.	2017123; Fire Extinguisher Maintenance	479.95
763	MESO / OMUSA	A0117021; JT&S Training, 3rd Qtr. FY2016-2017	1,163.75
764	MESO / OMUSA	A0117031; Random Drug Testing, Last Half CY2016	663.00
765	Mid-America Outfitters	201719; FR Bibs (Huddleston) and Fleece Face Caps	309.97
766	Mid-Continent Concrete Co.	2017127; Concrete	970.00
767	Mid-Continent Concrete Co.	2017140; Concrete	1,188.25
768	Northern Safety Co., Inc.	2017135; Safety Glasses and Ear Muff Hygiene Kits	208.07
769	Pikepass Government Account Services	A0117025; Turnpike Fees for December 2016	38.90
770	Oklahoma Gas Association	A0117024; OGA Annual Dues for CY2017	200.00
771	Oklahoma Natural Gas Company	Transportation Fees for December 2016	6,047.12
772	Oklahoma Ordnance Works Authority	Purchased Water for January 2017	45,661.01
773	Pryor Stone	2017124; Stockpile Gravel	1,064.19
774	Professional Pest Control Co., Inc.	A0117022; Quarterly Pest Control FY2016-2017	65.00
775	Mayes County RWD #4	WWTP Water Service for January 2017	211.98
776	Stuart C. Irby Co., Inc.	201612451; Bid #901, Electric Material	7,661.00
777	Techline Inc.	2017126; Material & Supplies	1,269.60
778	US Cellular	Cellular Service for January 2017	627.02
779	USA Bluebook	201612480; Brass Solenoid Valve	750.49
780	HD Supply Waterworks	201611442; Bid #900, Gas Material	5,750.00
781	HD Supply Waterworks	201612488; Paint and 3M Splice Kits	772.48
782	HD Supply Waterworks	2017116; Material & Supplies	728.64
783	Wal-Mart Community/RFCSLLC	2017136; Warehouse Supplies	73.67
784	Absolute Technologies	A0117030; APC Battery Backup for Datamatic PC	79.99
785	Sordahl Inc., Fred H.	A0217038; Attorney Fees for January 2017	1,465.00
786	Dee's Communications	A0117034; Service Call/Phone Replacement (Budder)	687.50
787	Mutual of Omaha	Group AD&D Coverage for February 2017	757.41
788	City of Pryor Creek	AT&T Service for January 2017	282.07
789	City of Pryor Creek	Workman's Comp & Fees for December 2016	8,448.94
790	Kolker & Kolker, Inc.	A0117033; Consultant Fee for January 2017	245.00
791	Dearborn National Life Insurance Co.	Group LTD Coverage for February 2017	1,143.03
792	Municipal Utility Board	Utility Service for January 2017	17,360.95
793	Municipal Utility Board	Petty Cash	819.27
794	Technical Programming Services, Inc.	A0217036; Bill/Message Print & Mailing; January 2017	3,261.04
795	Tyler Technologies, Inc.	A0117026; Annual Maint., Cash Collection/Acuserver/PosPay	2,302.55
796	VISA Control Card Services	A0217037; Travel and Vehicle Maintenance Expenses	188.80
797	Vision Service Plan of Oklahoma	Payroll Deduction for January 2017	530.70
798	Oklahoma Water Resources Board	A0217035; Annual 2016 Water Rights	100.00
799	Green Country Shredding & Recycling	A0117027; On-site Shredding Service	210.00
800	Grand River Dam Authority	Purchased Electric for January 2017	405,334.37
TOTAL			<u>836,255.90</u>

1-26-2017 10:18 AM  
PAYROLL NO: 1 PRYOR CREEK - M.U.B.

PAYROLL CHECK REGISTER

PAGE: 2  
PAYROLL DATE: 1/27/2017

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

REGULAR CHECKS:	19	23,436.57
DIRECT DEPOSIT REGULAR CHECKS:	30	37,021.46
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
-----		
TOTAL CHECKS:	49	60,458.03

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

\*\* END OF REPORT \*\*

**PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR**  
**DATE: FROM 1-12-17 TO 1-25-17**

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. Hice for Gary Pruett  
GENERAL MANAGER

APPROVED: Garry Harris  
CHAIRMAN

PO # A0117 - 028

Claim #

0731