



FEBRUARY 2, 2015

The Municipal Utility Board met in Regular Session at 7:01PM on Monday, 2 February 2015 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. Lindsey, Dr. Sixkiller, Mr. Roberts and Ms. Mitchell.

Mr. Pruett reported Line Item 17 of Bid #883, approved 15 December 2014, an increase of \$633.45 because we received 5,309' instead of 5,000' of wire. The new Bid #883 total is \$41,775.54. A motion was made by Dr. Lindsey and seconded by Dr. Sixkiller to accept Bid #883 increase of \$633.45 and approve the minutes of the Regular Meeting held 20 January 2015. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Sixkiller, Roberts, Mitchell and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve Claims #839 - #893 totaling \$239,792.02 for payment. MOTION CARRIED. Votes cast as follows: Ayes –Sixkiller, Roberts, Mitchell, Lindsey, and Harris Nay – none

The Board recognized Mayor Tramel who had no report.

The Board recognized Mrs. Cydney Baron who had no comments.

The Board recognized Mr. Steve Powell, P.E. with Infrastructure Solutions Group, LLC dba Mehlburger Brawley who asked the Board to defer Item 4C, Demonstration of GIS/GPS Project to the next meeting. Mr. Powell also gave progress reports on the SE 9<sup>th</sup> Street Lift Station Design Project and the Force Main Project from 9<sup>th</sup> Street Lift Station to the Wastewater Treatment Plant. Mr. Powell discussed the SCADA compatible replacement water meter at Filter Plant #1 and he reported Mr. Fred Sordahl has completed the North Elliott Street Easement Resolutions which should be ready to present to the Board at the next meeting.

The Board recognized Councilman Britton who had no comments.

The Board recognized Mr. Pruett who reported he received an invitation from our insurance carrier, (OMAG) Oklahoma Municipal Assurance Group to serve on an Advisory Natural Gas Review Committee. The first meeting will be held this coming Thursday in Edmond, Oklahoma but he believes most of the meetings can be held online. He would like to accept the invitation to serve on this Natural Gas Advisory Review Committee to assist other Oklahoma Municipal Cities with compliance policies and to encourage OMAG to continue coverage of Natural Gas Systems in Oklahoma.

Mr. Pruett reported he and Mr. Ryan Stout have narrowed the Website development selection to two (2) agencies and should have a recommendation to share with the Board in the near future.

Mr. Pruett reported the Personnel Committee has screened eighteen (18) applicants and selected four (4) candidates to schedule interviews with during the coming weeks. The online advertisement closed 31 January 2015 and he received additional applications to screen if the committee chooses to.

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

A written Department Foreman's Report was presented.

Mr. Pruett discussed the many talents of Mrs. Jennifer Adams and their value to the Warehouse and Administrative Staff alike and to the future of the Municipal Utility Board. Mr. Pruett recommended the promotion of Mrs. Jennifer Adams to Assistant Purchasing Agent with Merit (\$19.43 per hour to \$21.16 per hour).

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to promote Mrs. Jennifer Adams to Assistant Purchasing Agent with Merit (\$19.43 per hour to \$21.16 per hour) effective 29 January 2015. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Sixkiller, Mitchell and Harris Nay – none

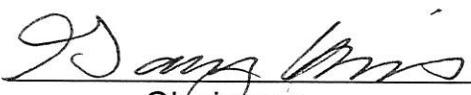
Mr. Pruett discussed the near 29 year employment of Mrs. Teri Hill from entry level utility clerk to office manager, when Andy Richard retired in 2009. Mrs. Hill is responsible for the supervision of office staff, accounting system, customer relations, billing collections and the preparation of financial reports and records. She is also performing human resource duties for all MUB employees. Mr. Pruett recommended a merit increase from \$4,327.14 monthly salary to \$4,625 monthly salary (\$51,925.68 annual salary to \$55,500 annual salary) effective 29 January 2015.

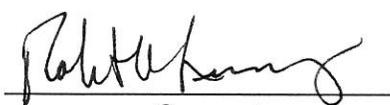
A motion was made by Dr. Lindsey and seconded by Mr. Roberts to approve a merit increase from \$4,327.14 monthly salary to \$4,625 monthly salary (\$51,925.68 annual salary to \$55,500 annual salary) effective 29 January 2015 for Office Manager, Mrs. Teri Hill. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Mitchell, Sixkiller and Harris Nay – none

There was no unfinished business or new business discussed.

There was no Attorney's Report.

A motion was made by Dr. Lindsey and seconded by Dr. Sixkiller to adjourn at 7:26PM. Votes cast as follows: Ayes –Lindsey, Sixkiller, Roberts, 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
894	Payroll	A0215043; Payroll Ending 11 February 2015	58,912.76
895	First Pryority Bank	FICA-10,264.16 MED-2,400.48 FED-7,307.20	19,971.84
896	Oklahoma Tax Commission	SWH; Payroll Ending 11 February 2015	2,605.00
897	Red Crown Credit Union	Payroll Deduction Ending 11 February 2015	2,930.00
898	Oklahoma Centralized Support Registry	Payroll Deduction Ending 11 February 2015	270.77
899	Datamatic	A0115031; Handheld Maintenance and Repair	520.00
900	Accurate Environmental LLC	A0215040; THMs & HAAs Water Samples	740.00
901	Accurate Environmental LLC	A0215045; Water Samples	90.00
902	Brenntag Southwest Inc.	2015136; Material & Supplies	1,000.61
903	Carl's Flooring	2015132; Warehouse Maintenance	1,613.24
904	C & R Oil Co., Inc.	2015265; Fuel	2,076.70
905	Office Everything of Pryor	A0215046; Journal for WWTP	23.32
906	Fastenal Company	2015138; Material & Supplies	62.05
907	Grand River Dam Authority	Purchased Electric for January 2015	5,764.9/RW 476,566.44
908	Green Country Testing	2015248; Testing	565.00
909	Jerry's Excavation Inc.	A0714221; Force Main Improvement, Payment #3	272,179.75
910	Airgas USA, LLC	2015143; Warehouse Supplies	75.63
911	Airgas USA, LLC	2015262; Warehouse Supplies	52.93
912	Kriz-Davis Company	201412574; Bid #883	3,158.40
913	Landmark Surveying, LLC	A0215039; Survey Fee; Force Main Easement Project	1,600.00
914	Locke Supply Company	2015125; Warehouse Maintenance and Supplies	450.13
915	Cherokee Ready Mix	2015250; Ready Mix	494.50
916	Marmic Fire & Safety Co., Inc.	2015255; Annual Fire Extenguisher Inspection	466.00
917	O'Reilly Auto Parts	2015123; Material & Maintenance	96.67
918	Oklahoma Ordnance Works Authority	Purchased Water for Janaury 2015	81,299/1000 49,874 45,791.62
919	Pryor Automotive Supply	201513; Material & Supplies	543.46
920	Pryor Stone Inc.	2015142; Gravel	324.38
921	Pryor Waste Recycling LLC	Garbage Billing for January 2015	81,506.46
922	Pryor Lumber Company	2015131; Material & Supplies	721.28
923	Mayes County RWD4	WWTP Water Service, January 2015	41.31
924	Techline Inc.	2015115; Material & Supplies	1,428.00
925	Tractor Supply Co. Credit Plan	2015122; Material & Supplies	227.86
926	USA Bluebook	2015114; Material & Supplies	79.71
927	HD Supply Waterworks, LTD	2015128; Material & Supplies	597.26
928	Unifirst Corporation	2015249; Uniform Shirt Rental, January 2015	684.84
929	Mary Lou Carpenter	A0215044; Cleaning Service, February 2-13, 2015	214.50
930	Sordahl, Inc., PC, Fred H.	A0215035; Attorney Fee, January 2015	1,012.50
931	Dee's Communications	A0215041; IP Address Update, WWTP	170.00
932	City of Pryor Creek	Workman's Comp & Fees, December 2014	8,975.16
933	City of Pryor Creek	Allocation to City, Payment #7	46,000.00
934	City of Pryor Creek	Occupational Fee for January 2015 Garbage Billing	2,652.39
935	Kolker & Kolker, Inc	A0215037; Consultant Fee, Charter & Rate Analysis	350.00
936	Metlife	Payroll Deduction, January 2015	162.75
937	Municipal Utility Board	Garbage Billing fee for January 2015	5,304.77
938	Technical Programming Service Inc.	A0115029; Bill Print & Mailing Fee, January 2015	2,186.88
939	WA-RO-MA d/b/a C.A.R.D.	Share the Comfort Donations, January 2015	161.31
940	Visa Control Card Services	A0215042; Training & Travel	21.67
941	Oklahoma Water Resources Board	A0215036; Annual 2014 Surface Water Right Fees	100.00
942	Green Country Shredding & Recycling Inc.	A0215038; On-site Shredding, 2nd Qtr Fee 2014-2015	165.00
943	CenterPoint Energy	Purchased Gas for January 2015	302,835.97
TOTAL			<u>1,348,780.82</u>