



APRIL 20, 2015

The Municipal Utility Board met in Regular Session at 7:00pm on Monday, 20 April 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, Ms. Mitchell, Mr. Roberts and Dr. Sixkiller.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held 6 April 2015. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Mitchell, Sixkiller and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Dr. Lindsey approving Claims #1122 - #1226 totaling \$455,971.88 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Lindsey, Roberts, Mitchell and Harris Nay – none

The Board recognized Mayor Tramel who reported the City of Pryor Web Design will go live on May 1, 2015. The Website was developed by Marketing Alliance which is the same company designing the Municipal Utility Board website. Mr. Pruettt believes the sites will complement each other.

The Board recognized Councilman Britton who had no report.

The Board recognized Council Elect Yolonda Thompson who had no comments.

The Board recognized Mr. Steve Powell who reported the Bid opening for the replacement of a master water meter located within an existing water valve vault at the MAID Water Treatment Plant will be in the Municipal Utility Board Room at 2PM on Thursday, 23 April 2015.

Mr. Powell also reported the Force Main Project is near completion and he discussed the change order he will be including in the final pay estimate.

The Board recognized Mr. Pruettt who discussed the Updated Municipal Electric Systems of Oklahoma (MESO) Mutual Aid Agreement and recommended the Municipal Utility Board continue to participate in this program.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to sign the agreement for continued participation in the Municipal Electric Systems of Oklahoma (MESO) Mutual Aid Program. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Mitchell, Sixkiller and Harris Nay – none

Mr. Pruettt reported he will be attending the 2015 MESO Public Power Conference in Norman, Oklahoma on April 26-28, 2015 with Mr. Jared

Crisp and Mrs. Teri Hill. Mr. Pruett will give a presentation on Municipal Reserve Funds during the conference.

The Board recognized Mr. Crisp who discussed the ARC-Flash Study performed by Finley Engineering to meet the requirements created by the U. S. Occupational Safety and Health Administration (OSHA) for safe work practices in electric power generation, transmission, and distribution. Employers are required to provide flame resistant arc rated clothing to workers exposed to hazards from electric arcs. The provided map shows the arc-flash levels vary and some areas in our system may require protective equipment in addition to the protective clothing. Mr. Crisp is continuing to investigate several options including the possible recommendation to adopt the American Public Power Association (APPA) 15th Edition Safety Manual for an Electric Utility in conjunction with the clothing requirements. In short, the arc-flash safety requirement is going to be costly and should be done correctly in the beginning. Mr. Pruett added, to provide just the required flame retardant long sleeve shirt and jeans without bib overalls and jackets for ten men in the electric department could cost \$16,000 annually. In comparison, it would cost \$8,000 annually to provide standard shirts and jeans for twenty-two men in our other utility departments.

The Board recognized Mrs. Teri Hill who reported it is time to reorder checks and time to retire the form fed continuous checks. Mr. Jared Crisp assisted her with the research and selection of a three part laser check to be purchased from Tyler Business Forms, because they guarantee 100% compliance with our Incode Software. The cost for 5,000 pre-printed laser checks with a 2-color logo is \$521.30 which is more than \$200 less than 5,000 pre-printed form fed checks. Also, there is no additional cost from Tyler Technology to change the check print format and the laser checks can be printed on any of the three laser printers we currently have connected to our network.

Mrs. Hill reported none of the current laser printers are designed for high volume printing and the \$1,428 annual service maintenance agreement on the IBM6400 printer is due the first Board Meeting in July. June or July may be a good time for the Board or the Budget Committee to consider retiring the IBM6400 Printer and purchasing a high duty cycle multi-function document system at a cost of \$9,340 through the Oklahoma State Purchasing Contract.

The Board and Mr. Pruett agreed with the recommendation to retire the form fed continuous checks and purchase the three part laser checks selected by Mr. Crisp and Mrs. Hill. Mrs. Hill will proceed with the laser check order and contacting Tyler Technologies.

A written Department Foreman's Report was presented.

Mr. Pruett discussed Gas Material Bid 885 including line item 29 and recommended the Best Low Combination Total in the amount of \$25,458.68.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve the Best Low Combination Gas Material Bid 885 in the amount of

\$25,458.68. MOTION CARRIED. Votes cast as follows: Aye – Sixkiller, Roberts, Mitchell, Lindsey and Harris Nay – none

There was no unfinished or new business.

The Board recognized Mr. Fred Sordahl who reported on a joint meeting earlier today with Mayor Tramel, City Attorney Kim Ritchie, MUB Managers Mr. Pruettt and Mr. Crisp, and Financial Consultants Mr. Ron Kolker and Mr. Jeff Kolker to discuss the September 8, 2014 Charter Review Report performed by Mr. John Vincent at the request of the Pryor Creek City Council (21 April 2015 Pryor City Council Agenda Item 4a). Mr. Sordahl stated Mr. John Vincent's opening paragraph states the Charter of City of Pryor Creek is unique and he has no knowledge of a similar charter in the state. The Pryor Creek Charter is similar to Tahlequah and Stilwell City Charter with the only difference being Tahlequah and Stilwell is a Public Works operation and Pryor Utility is operating as a Department of the City of Pryor. Thirty-one of the forty questions in the review refer to the Municipal Utility Board or a Department of the City of Pryor. Many of Mr. Vincent's responses refer to Title 11 Oklahoma Statues (New Budget Act) which was never adopted by the City of Pryor Creek; therefore the Municipal Utility Board and City of Pryor Creek follow Title 68 Oklahoma Statues (Old Budget Act). Mr. Sordahl agrees with the opinion of Kolker & Kolker CPA who reported the Municipal Utility Board is operating well within the budgetary guidelines of both Title 11 and Title 68 Oklahoma Statues.

The Board recognized Councilman Britton who supported the independent Charter Review by Mr. John Vincent. He concurred the Municipal Utility Board and the new City Council need better communication so they can work together and move forward for the citizens of Pryor. Councilman Britton fully supports the new Visioning Summit for growth and a better community. Mayor Tramel, Mr. Pruettt, and Mr. Sordahl and Pryor Superintendent Don Raleigh all attended the Visioning Summit and are committed to its support.

Mr. Sordahl reiterated the Municipal Utility Board was created by charter for the care, custody, and management of the existing utility systems and its operations for the general welfare, safety, and health of the City of Pryor Creek and the citizens thereof and is excellently fulfilling their obligations.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to adjourn at 8:35pm. Votes cast as follows: Ayes – Lindsey, Roberts, Mitchell and Harris Nay – none


Chairman


Secretary

4 May 2015

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
1227	Payroll	A0415099; Payroll Ending 22 April 2015	60,350.35
1228	First Priority Bank	FICA-\$10,594.12 MED-\$2,477.62 FED; \$7,705.83	20,777.57
1229	Oklahoma Tax Commission	SWH Payroll Ending 22 April 2015	2,712.00
1230	Red Crown Credit Union	Payroll Deduction Ending 22 April 2015	3,330.00
1231	Oklahoma Centralized Support Registry	Payroll Deduction Ending 22 April 2015	270.77
1232	Principal Financial Group	Retirement Savings Deduction; April 2015	8,530.20
1233	Principal Financial Group	Retirement Contribution; April 2015	15,873.64
1234	AFLAC	Payroll Deduction, April 2015	1,476.20
1235	Accurate Environmental LLC	A0415093; Water Samples	135.00
1236	CBI Wholesale Electric	20153143; Material & Supplies	80.07
1237	Claremore Auto Parts Inc.	20154197; Equipment Maintenance, Trk #12	125.00
1238	Clifford Power	20154186; Equipment Maintenance, Generac Generator	636.65
1239	C & R Oil Company	20154192; Fuel	2,194.90
1240	CommunityCare HMO	Group Medical Coverage; May 2015	37,171.77
1241	Office Everything of Pryor	A0415092; Office Supplies and Calculator	258.01
1242	Wesco Distribution Inc.	20154152; Material & Supplies	70.08
1243	Delta Dental of Oklahoma	Group Dental Coverage; May 2015	2,113.64
1244	Ditch Witch of Tulsa	20154207; Oil	74.00
1245	Enviro-Tec America	20154200; SIR, March 2015	30.00
1246	Enviro-Tec America	20154201; SIR, March 2015	15.00
1247	Fastenal Company	20154162; Material & Supplies	79.46
1248	Frontier International Trucks	20154159; Equipment Maintenance, Dump Truck	1,054.18
1249	Frontier International Trucks	20154175; Equipment Maintenance, Chipper Truck	560.86
1250	Green Country Paper Supplies LLC	20154193; Material & Supplies	238.67
1251	Green Country Paper Supplies LLC	20154209; Cleaning Supplies	75.58
1252	Huskie Tools Inc.	20154196; Small Tool Repair, REC510	675.48
1253	Jerry's Excavation Inc.	A0714221; Force Main Improvement, Payment #6	114,318.25
1254	Airgas USA LLC	20154185; Nitrogen	45.29
1255	Lakeland Office Systems Inc.	A0415101; Office Copies (13,420)	177.92
1256	Locke Supply Company	20154180; Material & Supplies	331.65
1257	Professional Pest Control	A0415104; 4th Qtr. Pest Control, FY2014-2015	65.00
1258	R.W. Vaught Technical Services	A0415105; Equipment Maintenance, SCADA Aerator	1,800.00
1259	Signal Service Company	20154206; Material & Supplies	325.00
1260	U S Cellular	Cellular Service, April 2015	621.17
1261	HD Supply Waterworks	2015395; Paint	87.64
1262	HD Supply Waterworks	20154158; Paint	77.80
1263	HD Supply Waterworks	20154182; Clamp	287.38
1264	Walmart Community / RFCSSLCC	20153146; Material & Supplies	85.06
1265	White Star Machinery	20154199; Cutting Blades	369.90
1266	Mary Lou Carpenter Cleaning Service	A0415103; Cleaning Service	209.00
1267	Mutual of Omaha	Group AD&D and Payroll Deduction, May 2015	576.76
1268	City of Pryor Creek	Workman's Compensation & Fees, March 2015	8,093.77
1269	City of Pryor Creek	At&T Service, April 2015	223.40
1270	AGES Computers	20154188; Black Toner, Warehouse Laser Printer	79.99
1271	AGES Computers	A0415094; GIS Cable and Adaptor	50.93
1272	Courtside Benefits Group, LLC	Service Fee for May 2015, 42 employees	790.02
1273	Dearborn National Life Insurance Co.	Group LTD Coverage, May 2015	1,074.12
1274	Liberty National	Payroll Deduction, April 2015	192.02
1275	Municipal Utility Board	Petty Cash	283.78
1276	Municipal Utility Board	Utility Service for April 2015	16,712.81
1277	Pryor Printing Inc.	A0415102; Business Cards, J. Crisp	45.00
1278	Ink Images	A0415100; 2014 Consumer Confidence Report	894.00
1279	Technical Programming Services Inc.	A0415088; Bill/Late Message Print & Mailing, April 2015	3,312.40
1280	Vision Service Plan of Oklahoma	Payroll Deduction, May 2015	1,074.12
1281	Oklahoma Ordnance Works Authority	Purchased Water, April 2015	34,732.55
TOTAL			<u>345,845.81</u>