



JULY 20, 2015

The Municipal Utility Board met in Regular Session at 7:02PM on Monday, 20 July 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, Mr. Roberts, Ms. Mitchell, Dr. Lindsey, and Dr. Sixkiller.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held 30 June 2015. 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 Dr. Lindsey approving Claims #1 - #77 totaling \$1,205,612.43 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Lindsey, Mitchell, Roberts, and Harris Nay – none

The Board recognized Ms. Cydney Baron and Councilwoman Thompson who had no reports or comments.

The Board recognized Mr. Steve Powell who updated the Board on the 9th Street Pump Station Improvements, the Master Water Meter Replacement Project, and the online training to complete Phase I of the GIS Mapping Project. Mr. Powell also reported the Force Main Project from 9th Street Lift Station to Wastewater Treatment Plant is complete and he will be preparing the Final Contractor's Application for payment.

The Board recognized Mr. Pruett who discussed the Oklahoma Gas Association Conference scheduled from August 31 – September 2, 2015 at the Embassy Hotel in Norman, Oklahoma. Mr. Pruett is currently a Board Member on the Oklahoma Gas Association and he was asked to serve another three (3) year term. He accepted the appointment if our Board does not object. Mr. Pruett also requested the Board allow four (4) employees to attend the Oklahoma Gas Association Conference August 31 – September 2, 2015 at the Embassy Hotel in Norman, Oklahoma at a cost not to exceed \$2,000. The Conference Theme is "Are You Prepared for a Crisis?" and offers excellent information from management to field staff in natural gas transmission, distribution, and gathering industry.

A motion was made by Dr. Lindsey and seconded by Ms. Mitchell to allow Mr. Pruett, the Assistant General Manager, the Gas Department Foreman, and an Acting Crew Chief to attend the Oklahoma Gas Association Conference August 31 – September 2, 2015 at the Embassy Hotel in Norman, Oklahoma at a cost not to exceed \$2,000. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Mitchell, Roberts, Sixkiller, and Harris

Mr. Pruett reported the Elineman.com advertisement had the same results as other sites he previously used. He had access to over fifty resumes, he downloaded twelve, and sent three emails to individuals stating they would be willing to relocate. He received one phone call, and interviewed one prospect from Farmington, Missouri who respectfully declined because the pay and benefit package was not competitive with what is available in the industry. Mr. Pruett will continue to search for Journeyman Linemen but may have to start an Apprentice and hope they will stay with Municipal Utility Board after they advance to a Journeyman.

Mr. Pruett received applications for a Water Department Mechanic and a Journeyman Tree-Trimmer and is reviewing them with the Department Foreman. He plans to schedule interviews soon.

The Board recognized Mr. Jared Crisp who distributed the first draft of the revised Municipal Utility Board General Employment Policies and requested the Board review the draft and offer feedback at the next meeting. Mr. Crisp also presented a website tour of www.mubpryor.org (the Municipal Utility Board live website) stating his goal is to "keep it simple" for the user. Mr. Crisp also requested feedback from the Board on the website.

The Board recognized Mrs. Teri Hill who reported the IBM6400 Dot Matrix Printer has been moved to the map room and will be used to complete Fiscal Year Ending 30 June 2015 reports. Lakeland Office Systems delivered and programmed the new Laser Printer last Thursday and Friday.

Mrs. Hill reported the Gas Serviceman returned to work today after being off work over five months with a worker's compensation injury. She also reported the Administrative Office Staff is assisting at the warehouse when possible while the Purchasing Agent is off on medical leave for an unknown length of time. A Utility Billing Clerk will be also be off on Medical Leave during the month of August and may ask the Board to consider hiring a temporary employee this fall.

Mrs. Hill reported the claims approved during tonight's meeting will be drawn on First Priority Bank General Fund Account. On Wednesday of this week, the First Priority N.O.W. Account will be closed when \$8,276,304.49 is transferred by check to the RCB Capital Improvement Account.

RCB Bank Business Developer, Mr. Allen Ledbetter will be in the office on Wednesday of this week to train office staff in RCB online bank procedures. On Thursday and Friday of this week, Tyler Technologies Inc. will change the check print format and make the necessary changes due to the fund transfer from First Priority Bank to RCB Bank. She will begin daily collection deposits at RCB Bank on July 21, 2015 and will work close with Mrs. Cathy Chupp and Mr. Jeff Kolker during the transfer process. The July 31, 2015 payroll and the August 3, 2015 Claims will be drawn from the RCB Bank General Fund Account.

A written Department Foreman's Report was presented.

There was no unfinished or new business.

Dr. Lindsey inquired an opinion from Mr. Sordahl on the removal of 2014-1 Municipal Charter Requirement Audit Findings included in Pryor Creek Municipal Utility Board Audit for the Year Ending June 30, 2014. Mr. Sordahl stated the finding was not in Municipal Utility Board Audit but was in the City of Pryor Audit and only referenced the Charter review in the Municipal Utility Board Audit ending June 30, 2014 because it is a Department for the City of Pryor. Since the City of Pryor had the Charter reviewed, Mr. Sordahl will draft a legal opinion to discuss with the Mayor and City Attorney in hope of reaching an agreement that would resolve the 2014-1 Municipal Charter Requirement Audit finding in the City of Pryor Audit so it can be removed from both audits.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to adjourn at 7:52PM. Votes cast as follows: Ayes – Sixkiller, Roberts, Lindsey, Mitchell, and Harris Nay – none



Chairman



Secretary

3 August 2015

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
78	Payroll	A0715182; Payroll Ending 29 July 2015	60,095.92
79	RCB Bank	FICA-\$10,773.24 MED-\$2,519.50 FED; \$7,934.83	21,227.57
80	Oklahoma Tax Commission	SWH Payroll Ending 29 July 2015	2,749.00
81	Red Crown Credit Union	Payroll Deduction Ending 29 July 2015	3,230.00
82	Oklahoma Centralized Support Registry	Payroll Deduction Ending 29 July 2015	270.77
83	Principal Financial Group	Retirement Savings Deduction; July 2015	16,269.65
84	Principal Financial Group	Retirement Contribution; July 2015	24,683.41
85	AFLAC	Payroll Deduction, July 2015	1,476.22
86	Accurate Environmental LLC	A0715173; Water Samples	807.50
87	CBI Wholesale Electric	20157331; Material & Supplies	1,225.50
88	C & R Oil Company	20157352; Fuel	2,408.40
89	Office Everything of Pryor	A0715172; Office & Warehouse Supplies	174.99
90	Davis Instruments	20157338; Material & Supplies	253.25
91	Diamond P Lawn and Garden	20157345; WWTP Sprayer Fuel Tank	84.99
92	Enviro-Tec America	20157343; SIR, June 2015	75.00
93	G & M Auto and Wrecker Service	20157354; Equipment Maintenance, Trk #4	71.03
94	P & K Equipment	20157351; Material & Supplies	46.83
95	HACH Company	20157349; Material & Supplies	283.39
96	Hamill Metals	20157353; Material & Supplies	117.42
97	Jerry's Excavation Inc.	A0714221; CCP, Force Main to WWTP Final Payment	95,253.00
98	Lakeland Office Systems Inc.	A0715180; Quarterly Office Copies	247.06
99	Oklahoma Gas Association	A0715179; Annual 2015 Conference Registration	900.00
100	Pryor Stone Inc.	20157346; Gravel	1,746.75
101	Professional Pest Control Co., Inc.	A0715181; Quarterly Pest Control City Hall	65.00
102	Petroleum Marketers	20157326; Warehouse Maintenance, Fuel Pumps	70.27
103	Stuart C. Irby Co., Inc.	20156272; CCP, Bid #887	674.84
104	HD Supply Waterworks	20157323; Material & Supplies	225.40
105	HD Supply Waterworks	20157341; Material & Supplies	39.68
106	HD Supply Waterworks	20157348; Material & Supplies	220.50
107	Walmart Community / RFCSLLC	20156306; CCP, Material & Supplies	187.33
108	Mary Lou Carpenter Cleaning Service	A0715183; Cleaning Service July 20-31, 2015	203.50
109	Mutual of Omaha	Group AD&D and Payroll Deduction, August 2015	635.56
110	City of Pryor	AT&T Service for July 2015	230.84
111	City of Pryor	Workman's Comp & Fees; June 2015	7,916.24
112	AGES Computers	A0715185; Material & Supplies	231.95
113	Dearborn National Life Insurance Co.	Group LTD Coverage, August 2015	1,181.24
114	Municipal Utility Board	Utility Service for July 2015	16,771.55
115	Municipal Utility Board	Petty Cash	512.97
116	Pryor Printing Inc.	A0715184; Business Cards	300.00
117	Technical Programming Services Inc.	A0715186; Bill/Late Message Print & Mailing; July 2015	2,052.14
118	Vision Service Plan of Oklahoma	Payroll Deduction; August 2015	469.66
119	Liberty National	Payroll Deduction; July 2015	192.02
		TOTAL	<u>265,878.34</u>