



AUGUST 17, 2015

The Municipal Utility Board met in Regular Session at 7:00PM on Monday, 17 August 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, Dr. Sixkiller, Ms. Mitchell, and Dr. Lindsey.

Mr. Pruett reported an increase of \$4.71 to line Item 19 and an increase of \$157.48 to line item 29 for a total increase of \$162.19 on Bid #887. The new Bid #887 total is \$35,017.82.

A motion was made by Dr. Lindsey and seconded by Ms. Mitchell to approve the total increase of \$157.48 to line 19 and line 29 on Electric Bid #887, making the new total \$35,017.82 and approving the minutes of the Regular Meeting held 3 August 2015. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Mitchell, Sixkiller, and Roberts Mr. Harris abstained and is counted as a no vote.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell approving Claims #120 - #181 totaling \$1,186,453.78 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Lindsey, Roberts, and Harris Nay – none

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

The Board recognized Mr. Steve Powell who reported Force Main Project from Southeast 9th Street to Wastewater Treatment Plant has been closed. Mr. Powell reported the Design for 9th Street Pump Station Improvements is ready for review and requested the Board approve the submittal and permit fees required by Oklahoma DEQ (Department of Environmental Quality).

Mr. Powell discussed the change order needed on the Master Water Meter Replacement at OOWA Filter Plant #1. He also discussed the Fiber Optic installation needed between 9th Street Lift Station and Wastewater Treatment Plant for internet and telephone service at the plant. This Bid Spec will be ready for staff review this week.

Mr. Pruett requested the engineer to begin the process of placing survey flags on Old Airport Road for easements needed to complete the quarter mile water line loop and possible installation of a natural gas line on Old Airport Road.

Mr. Pruett discussed and recommended the renewal of the General and Auto Liability Insurance Coverage through the

Oklahoma Municipal Assurance Group (OMAG) at an annual cost of \$38,849.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to approve the General and Auto Liability Insurance Coverage through the Oklahoma Municipal Assurance Group (OMAG) at an annual cost of \$38,849.00. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Mitchell, Sixkiller, and Harris Nay – none

Mr. Pruett discussed and recommended the renewal of the Building and Contents Insurance Coverage with Oklahoma Municipal Assurance Group (OMAG) through Integrated Insurance Services at an annual cost of \$14,337.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to approve the Building and Contents Insurance Coverage with Oklahoma Municipal Assurance Group (OMAG) through Integrated Insurance Services at an annual cost of \$14,337. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Roberts, Lindsey, and Harris Nay – none

The Board recognized Mr. Jared Crisp who discussed the General Employment Policies. Recommended changes to the policy included referencing the Municipal Utility Board Drug and Alcohol Policy; a better description of daily breaks; and changing the offense of clothing requirement to first offense verbal and doc in pay, second offense 3 days off without pay, and third offense termination. The recommendation to add a policy for technology abuse and bi-annual driver license review was also requested. Mr. Crisp will revise the General Employment Policy and give it to Legal Counsel and Chairman Harris for review before the next meeting in hope it can be included on the next Agenda.

Mr. Crisp completed the ARC Flash Policy and it is currently under review by the General Manager and should be included on the next Agenda.

Mr. Crisp also reported Cintas will deliver new uniforms and should be implemented into the crews on 27 August 2015.

The Board recognized Mrs. Teri Hill who reported the Purchasing Agent is still on medical leave with an unknown expected return to work date. Mrs. Bell's sick leave will be exhausted on 23 September 2015 and sick leave/annual leave will be exhausted around 10 December 2015.

A written Department Foreman's Report was presented.

Mr. Pruett discussed "Exhibit A" Equipment Listing and recommended all items listed be declared as surplus and offered for sale to the highest bidder through the use of sealed bids with the

Municipal Utility Board reserving the right to refuse any and all bids received.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts declaring all items listed on "Exhibit A" as surplus and offered for sale to the highest bidder through the use of sealed bids with the Municipal Utility Board reserving the right to refuse any and all bids received. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Sixkiller, Mitchell, and Harris Nay – none

There was no unfinished or new business.

There was no Attorney's Report.

Mr. Pruettt requested the Board revisit Agenda Item 5, Manager Report, to discuss the Finley Engineering Version 3 Substation #3 Project Plan. The 12KV transformer bid should be ready in the near future and the estimated completion date has been moved to the spring of 2017.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to adjourn at 7:38PM. Votes cast as follows: Ayes – Sixkiller, Roberts, Lindsey, Mitchell, and Harris Nay – none



Chairman



Secretary

8 September 2015

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
182	Payroll	A0815203; Payroll Ending 26 August 2015	60,681.74
183	RCB Bank	FICA-\$10,839.30; MED-\$2,535.00; FED \$7,911.92	21,286.22
184	Oklahoma Tax Commission	SWH Payroll Ending 26 August 2015	2,773.00
185	Red Crown Credit Union	Payroll Deduction Ending 26 August 2015	3,380.00
186	Oklahoma Centralized Support Registry	Payroll Deduction Ending 26 August 2015	270.77
187	Principal Financial Group	Retirement Savings Deduction; August 2015	11,234.83
188	Principal Financial Group	Retirement Contribution; August 2015	16,738.76
189	Oklahoma State Tax Commission	August 2015 Sales Tax & Sept 2015 Estimated Sales Tax	57,284.89
190	Accurate Environmental LLC	A0815197; Water Samples	235.00
191	C & R Oil Company	20158385; Fuel	2,225.87
192	C & R Oil Company	20159397; Fuel	1,287.59
193	CommunityCare HMO	Group Medical Coverage; September 2015	39,417.13
194	Courtney Brothers Truck and Tractor	20158391; Equipment Maintenance, Trk #2	90.00
195	Office Everything of Pryor	A0815196; Office Material & Supplies	144.06
196	Diversified Electric Supply dba Wesco Dist.	20156271; CCP, Bid #887, Material & Supplies	291.10
197	Diversified Electric Supply dba Wesco Dist.	20156321; CCP, Material & Supplies	140.12
198	Delta Dental of Oklahoma	Group Dental Coverage; September 2015	2,219.04
199	Grand River Dam Authority	Purchased Electric; August 2015	656,544.75
200	P & K Equipment	20158389; Small Tool, Chainsaw	279.00
201	Green Country Paper Supply LLC	20158388; Material & Supplies	517.39
202	Green Country Surveying, PLLC	A0815209; Survey Fee, Electric Project 15-7	225.00
203	Green Country Testing Inc.	20158382; Testing	325.00
204	Green Country Testing Inc.	20159393; Testing	245.00
205	Green Country Testing Inc.	20159398; Testing	750.00
206	Airgas USA, LLC	20158371; Cylinder Rental	55.56
207	Lakeland Office Systems Inc.	A0815199; July/August office copies	59.45
208	Landmark Surveying, LLC	A0815204; Survey Fee, Old Airport Road Water Project	475.00
209	Oklahoma Natural Gas Company	Transportation Fee, July 2015	5,755.83
210	Oklahoma Ordnance Works Authority	Purchased Water; August 2015	54,874.02
211	Pryor Stone	20158383; Gravel	699.13
212	R. W. Vaught Technical Services	A0815202; Equipment Upgrade, Elks Lift-Station	6,000.00
213	Mayes Country RWD #4	WWTP Water Service, August 2015	28.50
214	Sadler Paper Products	A0815206; Paper Supplies	58.83
215	Severn Trent Environmental Services Inc.	20158380; "A" Wastewater Operator Class, C. Bley	250.00
216	Sherwin-Williams	20158381; Material & Supplies	68.01
217	Stuart C. Irby Co., Inc.	20158384; Material & Supplies	468.50
218	Signal Service Company	20159394; Material & Supplies	727.00
219	U S Cellular	Cellular Service, August 2015	615.88
220	HD Supply Waterworks	20157355; Material & Supplies	810.00
221	HD Supply Waterworks	20158377; Material & Supplies	892.45
222	HD Supply Waterworks	20158390; Material & Supplies	53.38
223	Walmart Community / RFCSLLC	20158387; Material & Supplies	57.81
224	Zee Medical Inc.	20158386; First Aid Supplies	48.50
225	Mary Lou Carpenter Cleaning Service	A0815212; Cleaning Service 8-17-15 to 9-4-15	308.00
226	Sordahl, Inc., PC, Fred H.	A0915213; Attorney Fees, August 2015	500.00
227	Mutual of Omaha	Group AD&D and Payroll Deduction, September 2015	601.36
228	City of Pryor	Workman's Comp & Fees; July 2015	12,578.61
229	AGES Computers	A0815207; Kaspersky Anti-Virus 1-year License	66.98
230	Courtside Benefits Group, LLC	Service Fee for September 2015	790.02
231	Kolker & Kolker Inc.	A0815211; Consultant Fee	4,150.00
232	Dearborn National Life Insurance Co.	Group LTD Coverage, September 2015	1,202.76
233	Integrated Insurance Services, Inc.	A0815200; Annual Property and Content Insurance	14,337.00
234	Liberty National	Payroll Deduction; August 2015	192.02
235	Metlife	Payroll Deduction; September 2015	108.50
236	Municipal Utility Board	Utility Service for August 2015	15,245.47
237	Municipal Utility Board	Petty Cash	584.99
238	OMAG	A0815201; Annual General Liability and Auto Renewal	38,849.00
239	Pryor Printing Inc.	A0815208; Workorder Cards and City Treasurer Receipts	424.82
240	Technical Programming Services Inc.	A0815205; Bill/Late Message Print & Mailing; Aug 2015	3,342.85
241	S Bar D	A0815210; Pre-employment Exam, T. Schlosser	150.00
242	Vision Service Plan of Oklahoma	Payroll Deduction, September 2015	469.66
243	Dept. of Environmental Quality A/R	20158376; Testing for "A" Operator License, C. Bley	62.00
TOTAL			1,044,548.15