



SEPTEMBER 21, 2015

The Municipal Utility Board met in Regular Session at 7:01PM on Tuesday, 21 September 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 change the presiding officer from Chairman Harris to Vice-Chairman Roberts and approve the minutes of the Regular Meeting held 8 September 2015. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Mitchell, and Sixkiller. Mr. Harris abstained which counts as a no vote.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell approving Claims #244 - #300 totaling \$294,354.44 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 the Design for 9th Street Pump Station Improvements have been submitted to Oklahoma DEQ (Department of Environmental Quality) and the lagoon design will be submitted at a later date. He also reported R. W. Vaught Technical Services should have the Master Water Meter at OOWA Filter Plant #1 operational soon.

Mr. Pruettt invited Mr. Jared Crisp to discuss the revisions made to the General Employment Policies of the Municipal Utility Board which has been reviewed and approved by legal counsel. The revisions included the addition of a Workplace Bullying Policy and Violence Policy, a Dress Code Policy and Flame Resistant Garment Policy, a Vehicle Fleet Safety Policy and No Texting while Driving Policy, an Arc Flash Protection Policy, a Corporate Communication Policy, Internet Access Policy, and Personal Cell Phone Usage Policy, and the reference to the Drug and Alcohol Policy. The MUB Code of Ethics and Business Conduct for Employees was also added to the General Employment Policies of the Municipal Utility Board. If approved the manual will be printed by Pryor Printing and presented to MUB employees who will be required to sign acknowledgement of receipt of the manual and acceptance of their responsibility for complying with all rules and policies of the Municipal Utility Board during the course of their employment. The signed acknowledgement will be put in employee's personnel file.

Mr. Pruett recommended the approval of the Revised General Employment Policies of the Municipal Utility Board to be printed by Pryor Printing and presented to MUB employees, who will be required to sign and return within two (2) weeks, the acknowledgement of receipt of the manual and acceptance of their responsibility for complying with all rules and policies of the Municipal Utility Board during the course of their employment. The signed acknowledgement is to be filed in each employee's personnel file.

A motion was made by Dr. Lindsey and seconded by Ms. Mitchell to approve the Revised General Employment Policies of the Municipal Utility Board printed by Pryor Printing and presented to MUB employees, who will be required to sign and return within two (2) weeks, the acknowledgement of receipt of the manual and acceptance of their responsibility for complying with all rules and policies of the Municipal Utility Board during the course of their employment. The signed acknowledgement is to be filed in each employee's personnel file. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Mitchell, Roberts, Sixkiller, and Harris Nay – none

Mr. Pruett reported on the GRDA Municipal Customer Group Meeting to review the GRDA Rate Study. In the future, peak time and use will be the driving force in the structure of electric rates. The Municipal Utility Board can expect a 3.9% rate increase beginning 1 January 2016 based on the recent rate study completed by C. H. Guernsey Consulting.

Mr. Pruett volunteered to assist in the Oklahoma Natural Gas Vendor Booth at the Oklahoma Municipal League Annual Conference on Wednesday of this week. Also Mr. Pruett, Jared Crisp, Teri Hill, Lorri Mitchell, and Art Sixkiller will be attending the GRDA sponsored Financial Class for the GRDA Municipal Customer Group to discuss Rate Making Methods, in Tahlequah, Oklahoma from 9AM to 4PM on 24 September 2015.

Mr. Pruett reported the bid is out on the 12KV Transformer for Sub-station #3. Finley Engineering Firm estimates the cost to be \$770,000 and scheduled the Bid Opening at 1:30PM on 21 October 2015.

The Board recognized Mr. Jared Crisp who thanked the Board for their approval of the General Employment Policies. Mr. Crisp reported he is working with Legal Counsel on a Pole Attachment Agreement between Municipal Utility Board and Cox Communication.

Mr. Crisp also reported several Municipal Utility Board Employees donated their own time and money to represented MUB in the 17th Annual Ivan & Adina Williams Memorial United Way Golf Tournament on Friday, 18 September 2015, and they won 1st Place. No Municipal Utility Board monies was used in this fundraiser.

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

A written Department Foreman's Report was presented.

Mr. Pruett reported ten (10) sealed bids were received on the surplus equipment before 5PM on 21 September 2015. Chairman Harris opened and affirmed each bid. Jared Crisp and Lorri Mitchell recorded the bids (see attached Surplus Equipment Bid Sheet dated September 21, 2015).

A motion was made by Dr. Lindsey and seconded by Dr. Sixkiller to award each of the thirteen (13) Bid Items to the highest bidder; Total Surplus Equipment Bid is \$10,570.83. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Sixkiller, Mitchell, Roberts, and Harris Nay – none

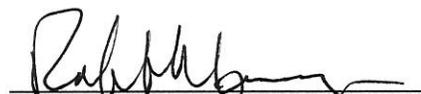
Mr. Crisp reported MUB staff will do traffic light measurements tomorrow beginning at HWY69A/69 Intersection to North HWY69 City Limits in preparation for a Locust Grove, Oklahoma Manufacturing Company to transport four (4) oversize containers through Pryor. The containers are so large MUB Staff plans to escort the containers through town over the coming weeks.

There was no unfinished or new business.

There was no Attorney's Report.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to adjourn at 7:59PM. Votes cast as follows: Ayes – Lindsey, Roberts, Sixkiller, Mitchell, and Harris Nay – none


Chairman


Secretary

5 October 2015

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
301	Payroll	A0915229; Payroll Ending 23 September 2015	62,741.72
302	RCB Bank	FICA-\$11,223.18 MED-\$2,624.76 FED \$8,577.54	22,425.48
303	Oklahoma Tax Commission	SWH Payroll Ending 23 September 2015	2,945.00
304	Red Crown Credit Union	Payroll Deduction Ending 23 September 2015	3,380.00
305	Oklahoma Centralized Support Registry	Payroll Deduction Ending 23 September 2015	270.77
306	Principal Financial Group	Retirement Contribution; September 2015	16,742.73
307	Principal Financial Group	Retirement Savings; September 2015	10,761.72
308	Oklahoma Employment Security Comm.	3rd Quarter CY2015 Unemployment Tax	267.19
309	AFLAC	Payroll Deduction; September 2015	1,476.22
310	Accurate Environmental LLC	A0915228; Water Samples	67.50
311	B & B Meter Service	20159427; Material & Supplies	1,217.00
312	B & B Meter Service	20159435; Material & Supplies	1,500.00
313	Brenntag Southwest, Inc.	20159431; Material & Supplies	754.23
314	C & R Oil Company	20159434; Antifreeze	397.00
315	C & R Oil Company	20159442; Fuel	1,131.71
316	CommunityCare HMO	Group Medical Coverage; October 2015	40,487.78
317	Office Everything of Pryor	A0915227; Office Supplies and Paper	280.49
318	Diversified Electric Supply dba Wesco Dist.	20159421; Work Gloves (Reimbursable Payroll Deduction)	233.31
319	Delta Dental of Oklahoma	Group Dental Coverage; October 2015	2,305.02
320	DataFlow	A1015237; Laser w-3, 4 part W-2, and Envelopes	83.43
321	Fastenal Company	20159436; Small Tool, Rigid Bolt Cutter	95.44
322	Brand FX, LLC	20159399; Equipment Maintenance, Trk #7	171.41
323	ABS Communications	A1015234; Cell Phone Pouch, C. Shelton	24.99
324	Green Country Testing Inc.	20159439; Testing	230.00
325	Hall's Safety Equipment Co.	20159418; Lineman Zip Boot, N. Ingram	151.45
326	Heath Consultants Repair	20159401; Test and Calibrate GMI Model 6-500	158.67
327	Airgas USA, LLC	20159433; Cylinder Rental	129.65
328	Airgas USA, LLC	20159446; Nitrogen	46.14
329	Mid-Continent Concrete Co.	20159425; Concrete	890.00
330	R. W. Vaught Technical Services	A1015236; Equipment Maint, SCADA 5th St Water Tower	3,379.00
331	HD Supply Waterworks	20159417; Material & Supplies	427.00
332	Walmart Community / RFCSLLC	20159438; Warehouse Supplies	105.08
333	White Star Machinery	20159430; Equipment Maintenance, Trackhoe	871.08
334	Zee Medical Inc.	20159432; First Aid Supplies	81.20
335	Mary Lou Carpenter Cleaning Service	A1015238; Cleaning Service, 9-7-15 to 10-2-15	396.00
336	Mutual of Omaha	Group AD&D and Payroll Deduction, October 2015	603.76
337	City of Pryor	Workman's Comp & Fees; August 2015	6,661.05
338	AGES Computers	20159443; Warehouse Toner and Back Gate Sign	86.99
339	Courtside Benefits Group, LLC	Service Fee for September 2015	808.83
340	Dearborn National Life Insurance Co.	Payroll Deduction; October 2015	1,157.72
341	Liberty National	Payroll Deduction; October 2015	192.02
342	Municipal Utility Board	Utility Service for September 2015	15,163.23
343	Municipal Utility Board	Petty Cash	264.21
344	Pryor Printing Inc.	A1015234; Envelopes	391.65
345	Technical Programming Services Inc.	A0915224; Bill & Late Message, September 2015	3,368.55
346	Vision Service Plan of Oklahoma	Payroll Deduction, October 2015	469.66
347-	MUB Administrative Employees	A1015239; Clothing Reimbursement	
357	11 Total		1,650.00
TOTAL			207,443.08