



DECEMBER 7, 2015

The Municipal Utility Board met in Regular Session at 7:00 PM on Monday, 7 December 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 Dr. Sixkiller to approve the minutes of the Regular Meeting held 16 November 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 Ms. Mitchell approving Claims #512 - #579 totaling \$833,605.33 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Lindsey, Roberts, and Harris Nay – none

The Board recognized Ms. Cydney Baron and Councilwoman Thompson, neither had any comments or reports.

The Board recognized Ms. Violet F. Kirkendall CPA, PC who presented the written Audited Financial Statements for Fiscal Year ending 30 June 2015 with no Current Year Audit Findings. Ms. Kirkendall reported The Total Net Position for Fiscal Year Ending 30 June 2015 was \$35,155,412 (including the Capital Assets Investment of \$24,909,031) and the Total Cash and Cash Equivalents was \$9,419,685. She also reported the Reserve for Property, Plant and Equipment and Emergency and Disaster Relief account was reduced \$63,026 from last audit to level of liabilities as of June 30, 2015; ending balance is \$2,413,778. The Reserve for Capital Improvements from Sales Tax was reduced from last audit \$1,172,625 as of June 30, 2015; ending balance is \$5,089,435.

A motion was made Dr. Lindsey and seconded by Mr. Roberts to accept the Annual Audit for Fiscal Year Ending 30 June 2015 as presented. MOTION CARRIED. Votes cast as follows: Lindsey, Roberts, Sixkiller, Mitchell, and Harris Nay – none

The Board recognized Mr. Steve Powell who gave progress reports on the Five-Year Master Plan for the Wastewater Treatment Plant and Capital Improvements and the installation of two cone valves to be reviewed with Mr. Pruett and Mr. Crisp. He also reported on the Fiber-Optic from the Lift Station to Wastewater Treatment Plant Project and his plans for continued training for the GIS Mapping Administrator, Mr. Ryan Stout.

Mr. Pruett discussed the Cost of Service Analysis and Rate Design for the electric and natural gas customers served by the

Municipal Utility Board, City of Pryor Creek. Mr. Pruett reported seven (7) RFP's (Request for Proposal) were mailed out with four (4) responding. Mr. Pruett briefly discussed the four (4) proposals received from Finley Engineering Co., Inc., R. E. Wilson Consulting Services, Guernsey Consulting Firm and Infrastructure Solutions Group, LLC and Willdan/Economists.com Project Team. The cost for this professional service ranged from \$19,800 to \$40,000 and is not required to bid. Mr. Pruett recommended Infrastructure Solutions Group, LLC and Willdan/Economists.com Project Team with Mr. Steve Powell serving as the Project Manager to perform a Cost of Service Analysis and Rate Design for the electric and natural gas customers served by the Municipal Utility Board, City of Pryor Creek at a cost not to exceed \$39,040. Mr. Crisp concurred with Mr. Pruett's recommendation.

A motion was made by Ms. Mitchell and seconded by Dr. Lindsey to select Infrastructure Solutions Group, LLC and Willdan/Economists.com Project Team with Mr. Steve Powell serving as the Project Manager to perform a Cost of Service Analysis and Rate Design for the electric and natural gas customers served by the Municipal Utility Board, City of Pryor Creek at a cost not to exceed \$39,040. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Lindsey, Roberts, Sixkiller, and Harris Nay – none

Mr. Pruett reported a public presentation of the Cost of Service Analysis and Rate Design for the electric and natural gas customers served by the Municipal Utility Board, City of Pryor Creek should be scheduled in April or May of 2016.

The Board recognized Mr. Jared Crisp who reported he has met with several developers looking to grow new businesses in South Pryor but he is not at liberty to disclose any names at this time.

The Board recognized Mrs. Teri Hill who reported she will be attending a meeting with Mr. Pruett and Mr. Crisp to discuss the reinstatement of the Employer Contribution Retirement Plan in accordance with IRS requirements on Wednesday of this week. She also reported her participation in several conference calls regarding the Affordable Care Act employer requirements.

A written Department Foreman's Report was presented.

Mr. Pruett discussed Bid #889 (Electric Department Material) to bring our stock back to normal levels and he recommended the best combination low bid in the amount of \$18,810.35.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to accept the Best Combination Low Bid #889 in the amount of \$18,810.35. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Lindsey, and Harris Nay – none

Mr. Jared Crisp reported 3 December 2015 was the official retirement date for Mrs. Jean Bell which creates an opening in the Administration Department.

There was no new business.

There was no Attorney's Report.

A motion was made by Dr. Sixkiller and seconded by Dr. Lindsey to adjourn at 7:41 PM. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Lindsey, Mitchell, Harris, and Roberts, 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
580	Payroll	A1215307; Payroll ending 16 December 2015	61,381.99
581	RCB-Pryor	FICA-\$10943.18 MED-\$2,559.22 FED-\$8,037.80	21,540.20
582	Oklahoma Tax Commission	SWH; Payroll Ending 16 December 2015	2,834.00
583	Red Crown Credit Union	Payroll Deduction Ending 16 December 2015	3,380.00
584	Oklahoma Centralized Support Registry	Payroll Deduction Ending 16 December 2015	270.77
585	Oklahoma State Tax Commission	November 2015 Sales Tax/December 2015 Estimated Tax	38,196.38
586	AFLAC	Payroll Deduction; December 2015	1,351.17
587	Accurate Environmental LLC	A1215310; Water Samples	292.50
588	Action Awards & Screen Printing	A1015265; Uniform Screen Print & Embroidery	589.00
589	Barco Municipal Products Inc.	201511497; Safety Channelizer Cones	719.00
590	CenterPoint Energy Services	Purchased Gas; November 2015	116,367.61
591	CBI Wholesale Electric, LLC	201512531; Material & Supplies; Nipak Lift Station	138.26
592	CINTAS Corporation 063	201512545; Uniform Rental; November 2015	1,626.54
593	C & R Oil Co., Inc.	201512547; Fuel	1,421.26
594	C & H Sales and Service Co., Inc.	201511517; Transformer Oil Testing	1,050.00
595	Office Everything of Pryor	A1215311; Banker Boxes and Office Supplies	259.60
596	Wesco Dist. Inc. dba Diversified Electric Supply	201512524; Material & Supplies	137.52
597	Delta Dental of Oklahoma	Group Dental Coverage; November 2015 & December 2015	4,637.86
598	Element Materials Technology Houston	201512530; Welding Test (Steffey, Keenan, Berka)	1,065.75
599	Element Materials Technology Houston	201512543; Welding Test (Steffey, Keenan, Berka)	635.31
600	Environmental Testing, Inc.	201512540; Testing	300.00
601	Fastenal Company	201512544; Material & Supplies	74.08
602	P & K Equipment	201512553; Material & Supplies	76.97
603	Green Country Testing Inc.	201512549; Testing	600.00
604	HACH Company	201512525; Material & Supplies	122.95
605	Heath Consultants Inc.	201511500; Test and calibrate Odorator	413.10
606	Airgas USA, LLC	201512526; Garage and Shop Supplies	74.71
607	OMUSA/MESO	A1215302; EMS Conference and Solar Power Conference	455.00
608	Mid-America Boot Works	A1015260; Outerwear Uniform Clothing	1,844.88
609	Mid-Continent Concrete Co.	201511522; Concrete	142.50
610	Northwest Transformer Co., Inc.	201512554; Material & Supplies and Hospital Transformer	15,754.00
611	Pikepass Government Account Services	A1215303; Turnpike Fees, November 2015	64.25
612	Oklahoma Natural Gas Company	Transportation Fee, November 2015	5,755.80
613	Pryor Automotive Supply	201512534; Equipment Maintenance and Supplies	710.71
614	Pryor Stone Inc.	201512552; Gravel	1,451.75
615	Pryor Waste Recycling, LLC	Garbage Billing for November 2015	84,386.31
616	Pryor Lumber Company	201512533; Material & Supplies	230.46
617	S & D Electric Motor Inc.	201512548; Material & Supplies, Nipak Lift Station	2,170.00
618	Sadler Paper Company	A1215304; Towels	52.56
619	Sage Environmental Consulting LP	201512541; Quarterly Bio-monitoring	1,100.00
620	Tractor Supply Credit Plan	201512542; Material & Small Tools	92.96
621	U S Cellular	Cellular Service, December 2015	620.55
622	HD Supply Waterworks	201511501; Material & Supplies	124.14
623	HD Supply Waterworks	201511505; Paint	488.28
624	HD Supply Waterworks	201511507; Material & Supplies	460.76
625	HD Supply Waterworks	201511509; Material & Supplies	351.22
626	HD Supply Waterworks	201512532; Material & Supplies	965.40
627	Zee Medical Inc.	A1215306; First Aid Supplies	82.30
628	Mary Lou Carpenter Cleaning Service	A1215308; 26 hours Cleaning Service	286.00
629	City of Pryor Creek	Occupational Fee for November 2015 Garbage Billing	2,747.10
630	City of Pryor Creek	Workman's Comp for October 2015 & Final Audit Charges	8,388.97
631	City of Pryor Creek	Allocation to City of Pryor Creek, Payment #5	46,000.00
632	Metlife	Payroll Deduction; December 2015	77.54
633	Municipal Utility Board	Garbage Billing Fee for November 2015	5,494.19
634	Tyler Technologies, Inc.	A1215305; Positive Pay Upgrade and License Fee	2,500.00
635	Violet F. Kirkendall CPA, PC	A0815187; Annual Audit Fee for FY ending 30 June 2015	4,250.00
636	VISA Control Account Card Services	A1215301; Training & Travel and Meals for Electric Outage	95.93
637	Green Country Shredding & Recycling Inc.	On-site Shredding; 3rd and 4th Qtr. of FY 2014-2015	365.00
638	WA-RO-MA d/b/a C.A.R.D.	Share the Comfort Donations, November 2015	222.72
TOTAL			447,287.81