



JANUARY 19, 2016

The Municipal Utility Board met in Regular Session at 7:00 PM on Tuesday, 19 January 2016 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. Sixkiller, Ms. Mitchell, and Mr. Roberts. Dr. Lindsey was absent.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the minutes of the Regular Meeting held 4 January 2016. MOTION CARRIED. Votes cast as follows: Ayes –Sixkiller, Mitchell, Roberts, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell approving Claims #674 - #731 totaling \$972,000.58 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, and Harris Nay – none

The Board recognized Councilman Chitwood who had no report or comments.

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

The Board recognized Mrs. Pat Richard, Fire Chief Tim Thompson and several Pryor Firemen. Mrs. Richard is a Retired Registered Nurse from the Oklahoma State and from the Navy. She discussed Automated External Defibrillator's and their benefit in a heart related emergency. Mrs. Richard requested the Board consider purchasing AED (Automated External Defibrillator) units for all the electric department vehicles at an estimated cost \$1,500-\$2,000 per unit. The Powerheart AED unit, used by Pryor Fire Department, must be stored at room temperature. The unit's battery life is approximately 5 years and the pads cost approximately \$80 each with a life of two years and can be used only once.

Mr. Pruett inquired as to why the request was for only the electric department and not for all utility departments. Mr. Pruett also discussed the emergency response time to most areas served by the Municipal Utility Board, the Certified CPR class provided to all utility employees every two (2) years, and the current safety policy for all utility department crews in the event of an emergency which is to begin CPR and instruct someone to call 911.

Fire Chief Thompson and the attending Firemen confirmed the Pryor Emergency Fire vehicles carry AED (Automated External Defibrillator) units. He also confirmed an AED unit is located upstairs at City Hall and at the Pryor Creek Recreation Center but the police vehicles do not carry AED's. Chairman Harris thanked Mrs. Richard and the Pryor Firemen for their presentation.

The Board recognized Mr. Steve Powell who reported the 9th Street Pump Station and Lagoon Project is still under review at the State level. Mr. Powell also reported he hosted a start-up meeting for Willdan/Economists.com Project Team in the MUB Board Room today. He, Mrs. JoLynn Rains, and Mr. Dan Jackson met with Mr. Pruett, Mr. Crisp, Mrs. Hill, and Mrs. Morrison to discuss the goals and objectives of the Cost of Service Analysis and Rate Design on the Electric, Gas, Water, and Wastewater. The next rate study meeting with Willdan Economists.com Project Team should be in about four weeks and before the next meeting; Mr. Powell, Mr. Pruett, and Mr. Crisp, will meet with the Department Foreman's to prepare a ten-year capital improvement plan needed for the Cost of Service Analysis and Rate Design on the Electric, Gas, Water, and Wastewater.

Mr. Powell reported he and Mr. Kenny Smith have been working on the acquisition of the last two easements needed to complete the North Airport Road Project and will probably need to have legal counsel involved in their acquisition.

The Board recognized Mr. Pruett who discussed the replacement of the 2008 F-250 Ford 4x4 pickup (Truck #4) from the local Chevrolet Dealer if the dealership will match or beat the State of Oklahoma Central Purchasing Price. This equipment replacement is included in the Fiscal Year 2015-2016 Budget.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to authorize the replacement of the 2008 F-250 Ford 4x4 pickup (Truck #4) with a Chevrolet Model at a cost not to exceed the State of Oklahoma Central Purchasing Price. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, and Harris Nay – none

The Board recognized Mr. Jared Crisp who reported he prepared data requested by Willdan Economists.com Project Team for the Cost of Service Analysis and Rate Design on the Electric, Gas, Water, and Wastewater start-up meeting. He also reported his attendance to an OKIE sponsored Pipeline Safety Meeting at Mid-America Industrial Park Expo Building and the monthly MESO Supervisor class held in Oklahoma City. Mr. Crisp prepared a Pole Attachment Agreement for another new fiber company who is starting a business in Pryor.

The Board recognized Mrs. Teri Hill who reported Mr. Jeff Kolker participated in the Oklahoma Municipal League sponsored Webinar explaining the ACA Employer Reporting requirements on behalf of the Municipal Utility Board, which is an aggregated group with the City of Pryor Creek (*MUB is classified for large employer ACA requirements*). The webinar was interactive and gave the opportunity to ask questions which was beneficial and allowed clarity and confidence in the preparation of the IRS forms that must be distributed to employees. All IRS forms have been distributed to MUB staff.

Mrs. Hill also presented a written Identity Theft Prevention Program Annual Report which included one Red Flag Event. Measures have been taken to enhance the security of customer information and Mrs. Hill

provided documentation to the victim and recommended he file a loss of identity report with the Mayes County Sherriff's office.

A written Department Foreman's Report was presented.

The Board recognized Mr. Ryan Stout who reported Mehlburger Brawley Engineer Consultant, Mr. Ken Lucas, provided beneficial on-site and hands-on GIS (Geographic Information System) training. Mr. Stout also reported he installed a Virus Upgrade Program to all machines on Monday, since it was a holiday and there was no users logged into the machines.

There was no unfinished or new business discussed.

The Board recognized Mr. Fred Sordahl who had no Attorney's Report.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to adjourn this meeting at 7:38 PM. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, and Harris 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
732	Payroll	A0116026; Payroll Ending 27 January 2016	60,828.30
733	RCB Bank-Pryor	FICA-\$10,895.52 MED-\$2,548.08 FED \$8,479.09	21,922.69
734	Oklahoma Tax Commission	SWH Payroll Ending 27 January 2016	2,762.00
735	Red Crown Credit Union	Payroll Deduction Ending 27 January 2016	3,280.00
736	Oklahoma Centralized Support Registry	Payroll Deduction Ending 27 January 2016	270.77
737	Principal Financial Group	Retirement Contribution for January 2016	16,329.54
738	Principal Financial Group	Retirement Savings for January 2016	10,524.86
739	AFLAC	Payroll Deduction for January 2016	1,120.03
740	Accurate Environmental, LLC	A0116015; Water Samples	135.00
741	Accurate Environmental, LLC	A0116025; THMs and HAAs Water Samples	740.00
742	B & B Meter Service	2016128; Material & Supplies	2,708.70
743	CBI Wholesale Electric	2016131; Light Bulbs for WWTP	292.21
744	C & R Oil Company	2016133; Fuel	1,290.59
745	CommunityCare HMO	Group Medical Coverage for February 2016	42,575.07
746	Office Everything of Pryor	A0116017; Office Supplies and Shipping Fees	94.51
747	Delta Dental of Oklahoma	Group Dental Coverage for February 2016	2,305.02
748	Element Materials Technology Houston, LLC	2016121; Welding Test, Steffey, Berka, Keenan	1,375.41
749	Enviro-Tec America	2016126; SIR Report, December 2015	75.00
750	Fastenal Company	2016130; Batteries	81.38
751	Green Country Testing Inc.	2016122; Testing	920.00
752	K & S Field Testing Inspection, Inc.	2016119; Standard Test Package	1,375.00
753	Kriz-Davis Company	201512535; Bid #889, Electric Material & Supplies	9,080.78
754	Lakeland Office Systems, Inc.	A0116018; Quarterly Copies for Sharp MX3640N	192.09
755	Melton's A/C & Appliance	2016120; Heater Maintenance & Repair	160.00
756	MESO/OMUSA	A0116023; JT&S Dues, Training, and Random Testing	2,420.25
757	Northern Safety Co., Inc.	2016123; Safety Equipment	353.21
758	Roberts Auto Center	2016134; Equipment Maintenance, Trk #22	112.61
759	U S Cellular	Cellular Service for January 2016	616.72
760	Walmart Community / RFCSELLC	2016124; Office and Warehouse Supplies	119.19
761	Mary Lou Carpenter Cleaning Services	A0116028; 26 Hours Cleaning Service	286.00
762	Mutual of Omaha	Group AD&D and Payroll Deduction for February 2016	665.65
763	C.F.H.I., dba The Times	A0116024; Publishing, Legal Notice Bid #890 & #891	112.04
764	AGES Computers	A0116020; DVR Security System Tower & APC Backup	754.99
765	Courtside Benefits Group, LLC	Service Fee for February 2016	808.66
766	Dearborn National Life Insurance Co.	Group LTD for February 2016	1,148.52
767	Liberty National	Payroll Deduction for January 2016	11.00
768	MetLife	Payroll Deduction for January 2016	46.58
769	Municipal Utility Board	Utility Service for January 2016	17,329.99
770	Municipal Utility Board	Petty Cash	394.49
771	Pryor Printing Inc.	A0116022; Payroll Charts for Water Department	105.00
772	Pryor Printing Inc.	A0116027; Trouble Call and Checkout Tickets	502.22
773	Technical Programming Services Inc.	A0116029; Bill Print & Mailing for January 2016	761.61
774	Tyler Technologies	A0116019; Annual Maintenance for Cash Collection	2,788.17
775	Vision Service Plan of Oklahoma	Payroll Deduction for February 2016	498.20
776	Green Country Shredding & Recycling	A0116021; On-Site Shredding, 2nd Qtr. FY2015-2016	165.00
TOTAL			210,439.05