



MAY 2, 2016

The Municipal Utility Board met in a Regular Session at 7:00 PM on Monday, 2 May 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. Lindsey, Dr. Sixkiller, Ms. Mitchell, and Mr. Roberts.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held 19 April 2016. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Mitchell, Sixkiller, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #1056 - #1100 totaling \$227,537.14 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Lindsey, and Harris Nay – none

The Board recognized Councilman Stott, Mr. Terry Alyward, and Mrs. Cydney Baron who had no reports or comments.

The Board recognized Mr. Steve Powell who reported the meeting held 21 April 2016 received a positive response to the Municipal Utility Board's easement request to complete the North Airport Road Loop Project. Mr. Powell has drafted easements for eight (8) property owners and will review the drafts with Mr. Pruet and Mr. Crisp before mailing it out to the property owners.

The Board recognized Mr. Pruet who discussed Section 47 of the City of Pryor Creek Charter which requires the Municipal Utility Board to decrease each retail rate by the same percentage of change in the wholesale purchased utility cost (Amended by a vote of the people on August 17, 1976 pursuant to an election called as authorized by Res.76-10. Approved and adopted on July 6, 1976) and recommended reducing natural gas rates inside city limits from \$6.335 per MCF to \$4.12 per MCF plus (PGA) purchased gas adjustments effective June 2016 billing (due 1 July 2016).

A motion was made by Dr. Lindsey and seconded by Ms. Mitchell to reduce the natural gas rates inside city limits from \$6.335 per MCF to \$4.12 per MCF plus (PGA) purchased gas adjustments effective June 2016 billing (due 1 July 2016). MOTION CARRIED. Votes cast as follows: Ayes: Lindsey, Mitchell, Roberts, Sixkiller, and Harris Nay – none

Mr. Pruet asked the Board to table Agenda Item 5b (Discussion/Possible action on reducing natural gas rates outside city limits from \$7.635 per MCF to \$5.42 per MCF effective June 2016 Billing) until he can consult with legal counsel and Willdan/Economist.com Project Team since the decreased retail rate by the same percentage as the wholesale rate is detrimental to the Gas Department and the Charter only discusses changing rates inside the city limits, not outside the city limits.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to table Agenda Item 5b (Discussion/Possible action on reducing natural gas rates outside city limits from \$7.635 per MCF to \$5.42 per MCF effective June 2016 Billing) until a later meeting. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Lindsey, Mitchell, and Harris Nay – none

The Board recognized Mr. Jared Crisp who reported he is reviewing the Municipal Utility Board profit/loss statements to estimate the fiscal year-ending balances for 2015-2016 and preparing for the preliminary 2017 Needs Assessment with Mr. Pruett and Mrs. Hill.

The Board recognized Mrs. Teri Hill who has also been reviewing the financial balances in preparation for year-end meetings.

A written Department Foreman's Report was presented.

Mr. Pruett discussed Bid #894 (Contract for Below Grade Construction for Pryor #3 Substation Project). Finley Engineering estimated Bid #894 at a cost of \$390,000. Three (3) good bid quotes with a  $\pm 25\%$  of the bid average was received. Mr. Pruett agrees with Senior Reliability Engineer Mark A. Thatcher's recommendation of Emery Sapp & Sons who was the low bidder for the Below Grade Construction project for the Pryor Sub #3 using the optional specification of pre-cast concrete fence panels, in the amount of \$204,210.85.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to award Bid #894 to Emery Sapp & Sons who was the low bidder for the Below Grade Construction project for the Pryor Sub #3 using the optional specification of pre-cast concrete fence panels, in the amount of \$204,210.85. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Lindsey, and Mitchell. Mr. Harris abstained which counts as a no vote.

Mr. Pruett discussed Bid #895 (Relay Panes for Pryor #3 Substation Project). Finley Engineering estimated Bid #895 at a cost of \$125,000. Four (4) very good bid quotes with a  $\pm 8\%$  of the bid average was received. Mr. Pruett agrees with Senior Reliability Engineer Mark A. Thatcher's recommendation to purchase the relay panels for Pryor Sub #3 from Keystone Electrical Manufacturing Company who was the low bidder in the amount of \$54,590.50.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to purchase the relay panels for Pryor Sub #3 from Keystone Electrical Manufacturing Company who was the low bidder on Bid #895 in the amount of \$54,590.50. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Lindsey, and Harris Nay – none

Mr. Pruett discussed the transfer of Mr. J. R. Wood II from the Electric Department Tree-Trimming Crew to the Gas/Water Service Crew in June 2013. The Journeyman Tree Trimmer salary was slightly higher than the entry level D Mechanic on the Gas/Water

Service Crew. Mr. Wood was not required to take a cut in pay to transfer to the Gas Department as a D Mechanic/Journeyman Trimmer but he was told he had a lot to learn and it would take time before he would see any promotions. J. R. has progressed very well on the Service Crew and is quite knowledgeable in the daily operations. He is one of our best meter readers and knows our systems very well. Mr. Wood does an excellent job on the service truck when Mr. Dunn is on leave. During meter reading he effectively prepares the reading schedule and the transfer of meter reading data to the handheld reading devices for Mrs. Morrison. Mr. Pruett asked the Board to recognize a job well done by Mr. J. R. Wood II by re-classifying him to a B Mechanic in the Gas Department with no salary increase at this time.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to re-classify Mr. J. R. Wood II to a B Mechanic Non-Merit in the Gas Department effective immediately. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Lindsey, and Harris Nay – none

There was no unfinished or new business discussed.

There was no Attorney's Report.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to adjourn this meeting at 7:18 PM. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Lindsey, 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
1101	Payroll	A0516108; Payroll ending 4 May 2016	65,091.01
1102	RCB-Pryor	FICA-\$11,585.14 MED-\$2,709.36 FED-\$8,804.35	23,098.85
1103	Oklahoma Tax Commission	SWH; Payroll Ending 4 May 2016	2,946.00
1104	Red Crown Credit Union	Payroll Deduction Ending 4 May 2016	3,280.00
1105	Oklahoma Centralized Support Registry	Payroll Deduction Ending 4 May 2016	373.46
1106	Accurate Environmental LLC	A0516121; Water Samples	112.50
1107	Action Awards & Screen Printing	A0516109; Spring Uniform T-shirts	1,676.00
1108	AutoZone, Inc.	20165179; Vehicle & Equip Maintenance, Trk #22 & Hoppy	186.41
1109	B & B Meter Service	2016389; Material & Supplies	2,795.00
1110	CBI Wholesale Electric, LLC	20165161; Material & Supplies	48.00
1111	Chouteau Lime Co., Inc.	20165166; Material & Supplies	835.00
1112	Chupp Implement Company	20164155; Equipment Maintenance, Brush Hog	487.48
1113	CINTAS Corporation 063	20165174; Uniform Rental, April 2016	1,546.09
1114	CINTAS Corporation	A0516120; First Aid Kit Supplies	72.78
1115	C & R Oil Co., Inc.	20165165; Fuel	1,646.43
1116	Office Everything of Pryor	A0516122; Office Supplies, Corkboard, & Laminator	494.35
1117	The Flower Shop, LLC	A0516110; Memorial, Henry Neftzger	75.00
1118	Grand River Dam Authority	Purchased Electric, April 2016	302,121.87
1119	Green Country Testing, Inc.	20165178; Testing	760.00
1120	Lakeland Office Systems, Inc.	A0516112; Office Copies, Sharp MX3640N	226.24
1121	Marketing Alliance	A0516116; Annual mubpryor.org Host Fee	450.00
1122	Mehlburger Brawley	A1015240; GIS Mapping, Phase II, Payment #5	2,460.00
1123	Mehlburger Brawley	A1215300; Gas & Electric Rate Study, Payment #3	13,273.60
1124	Mehlburger Brawley	A0116001; Water & Wastewater Rate Study, Pmt #3	5,780.00
1125	Mehlburger Brawley	A0516111; General Engineering, April 2016	1,632.50
1126	Mid-Continent Concrete Company	20165175; Concrete	734.25
1127	Mike's Tire and Car Care	20165158; Vehicle Maintenance, Trk #15	71.09
1128	Mike's Tire and Car Care	20165162; Vehicle Maintenance, Old Truck #11 & Trk #11	263.04
1129	Northern Safety Co., Inc.	20164154; Safety Equipment, Ear Muffs & Neck Cords	131.12
1130	Pikepass Government Account Services	A0516119; Turnpike Fees for March & April 2016	45.23
1131	O'Reilly Auto Parts	20165167; Material and Equipment Maintenance	123.78
1132	Oklahoma Ordnance Works Authority	Purchased Water; April 2016	48,728.29
1133	Pryor Automotive Supply	20165172; Supplies, Small Tools, & Maintenance	522.19
1134	Pryor Waste Recycling, LLC	Garbage Billing for April 2016	86,197.36
1135	Pryor Lumber Company	20165169; Material & Supplies	68.86
1136	Petroleum Marketers	20164138; Material & Supplies	101.98
1137	Mayes County RWD 4	WWTP Water Service; April 2016	17.61
1138	Southeastern Testing Laboratory, Inc.	20165157; Glove and Sleeve Supplies & Testing	1,680.90
1139	Signal Service Company	20165173; Traffic Light Maintenance	252.50
1140	Tractor Supply Credit Plan	20165177; Material & Supplies	52.88
1141	Vermeer Great Plains	20164151; Equipment Maintenance, Chipper	76.81
1142	Sordahl, Inc., PC, Fred H.	A0516115; Attorney Fees for April 2016	1,013.00
1143	Municipal Utility Board	Garbage Billing Fee for April 2016	5,613.78
1144	City of Pryor Creek	Allocation to City of Pryor Creek, Payment #10	46,000.00
1145	City of Pryor Creek	Workman's Comp & Fees, March 2016	7,310.22
1146	Kolker & Kolker, Inc.	A0516113; Rate Study Review	535.00
1147	Metlife	Payroll Deduction for May 2016	46.58
1148	City of Pryor Creek	Occupational Fee for April 2016 Garbage Billing	2,806.89
1149	Technical Programming Service, Inc.	A0516114; Bill & Late Message Print/Mailing, April 2016	3,335.43
1150	WA-RO-MA d/b/a/ C.A.R.D.	Share the Comfort, April 2016	91.54
1151	VISA Control Account Card Services	A0516118; ORWA & MESO Conference	84.76
1152	Carroll, Amy	A0516117; Service Fee for water meter	138.00
1153	CenterPoint Energy Services, Inc.	Final Payment; Purchased Gas for April 2016	64,031.82
TOTAL			701,543.48

5-05-2016 10:07 AM

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 1 PRYOR CREEK - M.U.B.

PAYROLL DATE: 5/06/2016

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	18	24,749.21
DIRECT DEPOSIT REGULAR CHECKS:	36	40,341.80
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
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TOTAL CHECKS:	54	65,091.01

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*

**PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR**  
**DATE: FROM 4-21-16 TO 5-4-16**

I CERTIFY THAT ALL OF THE ABOVE NAMED INDIVIDUALS ARE EMPLOYEES OF THE MUNICIPAL UTILITY BOARD, AND AS SUCH ARE UNDER MY DIRECT SUPERVISION AND REPORT DIRECTLY TO ME. THAT THEY HAVE BEEN PROPERLY HIRED AND THE RATE OF PAY APPROVED BY THE MUNICIPAL UTILITY BOARD AND THAT THEIR RECORD OF EMPLOYMENT IS MAINTAINED BY THE ADMINISTRATIVE MANAGER OF THE MUNICIPAL UTILITY BOARD IN THEIR PERSONNEL FILES. I ALSO CERTIFY THAT THE ABOVE HOURS WORKED FOR THE DAYS INDICATED FOR EACH OF THE ABOVE LISTED INDIVIDUALS ARE CORRECT.

SIGNED: Jeri M. Hise for Gary Pruett  
GENERAL MANAGER

APPROVED: Darry Harris by Jmh  
CHAIRMAN

PO # A0516 - 108

claim

1101