



JUNE 30, 2016

The Municipal Utility Board met in Regular Session at 5:00PM on Thursday, 30 June 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, Ms. Mitchell, Mr. Roberts and Dr. Sixkiller.

Mr. Pruett reported line 18 of gas material Bid #893 increased \$39.00 due to an additional twenty feet received and line 19 increased \$65.00 due to an additional one hundred feet received. The new total for gas material Bid #893 is \$22,286.48.

A motion was made by Mr. Roberts and seconded by Dr. Lindsey to approve the increases to line 18 and 19 on gas material Bid #893 for a total increase of \$104.00 (Bid #893 new total \$22,286.48) and approve the minutes of the Regular Meeting held 20 June 2016. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Lindsey, Mitchell, Sixkiller and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #1281 - 1315 totaling \$224,471.57 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Lindsey, and Harris Nay – none

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to approve the Claims and Contracts Pending List ending 30 June 2016 in the amount of \$689,550.27. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Pruett reported the Cost of Service Study performed by Infrastructure Solutions Group LLC and Willdan/Economists.com is a work in progress with nothing to discuss at this time. NO ACTION TAKEN.

Mr. Pruett reported the 2017 Municipal Utility Board Needs Assessment has a loss of \$414,360.00 with no transfer to the City of Pryor and no cost of living adjustment. The 2017 budget sales is based on the current utility rates and Mr. Pruett recommended the Board table this item until the Municipal Utility Board rate structure can be addressed with the Pryor Creek City Council. Mr. Fred Sordahl commented the City of Pryor Creek Charter states the Municipal Utility Board Needs Assessment must be prepared by 30 June 2016 but it does not have to be approved by that date. However, it does have to be approved before the City of Pryor Creek Budget is submitted in August 2016. Mr. Sordahl also quoted the Municipal Utility Board Financial Consultant, Mr. Jeff Kolker, who stated we have to prepare the needs assessment based on the rates

we know and not what we hope they will be. Mr. Harris thanked the Budget Committee for their work on the needs assessment but he did not feel the 2017 Budget was good for the Municipal Utility Board, the City of Pryor Creek, or the citizens and recommended the 2017 Budget be tabled until July 18, 2016. A motion was made by Dr. Sixkiller and seconded by Dr. Lindsey to table Agenda Item 4b until 18 July 2016. MOTION CARRIED. Votes cast as follows: Ayes – Dr. Sixkiller, Dr. Lindsey, Mr. Roberts, Ms. Mitchell, and Mr. Harris Nay – none

Mr. Pruettt discussed and recommended the approval of the engagement letter to perform the Municipal Utility Board Annual Audit for Fiscal Year Ending 30 June 2016 from Ms. Violet Kirkendall with Hood & Associates CPA's PC at a cost not to exceed \$4,250 (the same price as last year).

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the engagement letter from Ms. Violet Kirkendall with Hood & Associates CPA's PC to perform the Municipal Utility Board Annual Audit for Fiscal Year Ending 30 June 2016 at a cost not to exceed \$4,250 (the same price as last year). MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Lindsey, Roberts, and Harris Nay – none

There was no unfinished or new business discussed.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to adjourn this meeting at 5:14PM. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Mitchell, Sixkiller 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
1	Payroll	A0716159; Payroll ending 29 June 2016	65,214.06
2	RCB-Pryor	FICA-\$11,506.56 MED-\$2,691.02; FED-\$8,635.65	22,833.23
3	Oklahoma Tax Commission	SWH; Payroll Ending 29 June 2016	2,858.00
4	Red Crown Credit Union	Payroll Deduction Ending 29 June 2016	3,280.00
5	Oklahoma Centralized Support Registry	Payroll Deduction Ending 29 June 2016	373.46
6	Oklahoma State Tax Commission	June 2016 Sales Tax/July 2016 Estimated Tax	55,102.38
7	Payroll	A0716172; Payroll ending 13 July 2016	63,198.61
8	RCB-Pryor	FICA-\$11,247.12 MED-\$2,630.32; FED-\$8,433.06	22,310.50
9	Oklahoma Tax Commission	SWH; Payroll Ending 13 July 2016	2,859.00
10	Red Crown Credit Union	Payroll Deduction Ending 13 July 2016	3,300.00
11	Oklahoma Centralized Support Registry	Payroll Deduction Ending 13 July 2016	447.25
12	Datamatic Inc.	A0716164; Annual Software License & Service Maint.	10,432.16
13	Accurate Environmental LLC	A0716174; Water Samples	112.50
14	ImageNet Consulting	20167246; Annual WWTP Copies	26.51
15	BOA Lockbox Service CNEG-Gas Division	Purchased Gas for June 2016	17,970.99
16	CINTAS Corporation 063	20166218; CCP, Uniform Rental for June 2016	1,968.72
17	CINTAS Corporation	20167249; First Aid Kit Supplies	35.68
18	CINTAS Corporation	A0716169; First Aid Kit Supplies	57.61
19	C & R Oil Co., Inc.	20167243; Fuel	2,237.57
20	C & R Oil Co., Inc.	20167256; Fuel	2,386.80
21	CommunityCare HMO	Group Medical Coverage for July 2016	44,183.35
22	Office Everything of Pryor	A0716176; Office Supplies, Calculator, and Shipping Fee	878.64
23	WESCO Distribution Inc. dba Diversified	20165191; CCP, Bid #896, Electric Material	4,037.52
24	Delta Dental of Oklahoma	Group Dental Coverage for July 2016	2,396.80
25	Diamond P Lawn and Garden	20167253; Weedeater Carburetor Kit	29.99
26	Emery Sapp & Sons Inc.	A0516106; CCP, Bid #894, Payment #1	47,050.21
27	Grand River Dam Authority	Purchased Electric for June 2016	577,246.70
28	Green Country Testing, Inc.	20167247; Testing	280.00
29	Hanna Instruments United States Inc.	20166239; CCP, Reagent Kit	67.00
30	Landmark Surveying, LLC	A0716167; Survey Fee for New Hotel Project	275.00
31	Landmark Surveying, LLC	A0716168; Survey Fee for Gas Project	375.00
32	OMUSA / MESO	A0716175; Annual Dues, Training, and Random Testing	8,054.25
33	Northwest Transformer Co., Inc.	20167244; Testing	25.00
34	O'Reilly Auto Parts	20166236; CCP, Parts for Trk #16	59.98
35	Oklahoma Ordnance Works Authority	Purchased Water for June 2016	62,983.77
36	Pryor Automotive Supply	20166224; CCP, Equipment Maintenance & Supplies	314.16
37	Pryor Stone	20167250; Screenings	1,519.26
38	Pryor Waste Recycling, LLC	Garbage Billing for June 2016	86,262.96
39	Professional Pest Control Co., Inc.	A0716171; Quarterly Pest Control Service	65.00
40	Pryor Lumber Co., Inc.	20166225; CCP & Material & Supplies	100.36
41	Mayes County RWD 4	WWTP Water Service; June 2016	19.15
42	Sadler Paper Company	A0716173; Paper and Cleaning Supplies	75.06
43	S.D.P. Manufacturing Inc.	20166242; CCP, Hoppy Remote Control and Freight	774.00
44	Kla-Mart	20167245; Pedestal Fans for Warehouse	270.00
45	Tractor Supply Credit Plan	20167255; Material and Supplies	69.95
46	Warren Cat	20166240; CCP, Backhoe parts	36.90
47	Mutual of Omaha	Group AD&D Coverage for July 2016	703.80
48	City of Pryor Creek	Occupational Fee for June 2016 Garbage Billing	2,809.09
49	Courtside Benefits Group, LLC	Employee Benefits Service Fee for July 2016	846.45
50	Kolker & Kolker Inc.	A0716165; Consultant Fee, Cost of Service & Rate Study	4,310.00
51	Dearborn National Life Ins. Co.	Group LTD Coverage for July 2016	1,208.04
52	Metlife	Payroll deduction for July 2016	46.58
53	Municipal Utility Board	Garbage Billing Fee for June 2016	5,618.19
54	Oklahoma Corporation Commission	A0716178; Annual Natural Gas Pipeline Safety Assessment	2,602.75
55	Postmaster	A0716179; Postage Stamps	705.00
56	Technical Programming Service, Inc.	A0716166; Bill Print/Mailing for June 2016	1,297.59
57	WA-RO-MA d/b/a/ C.A.R.D.	Share the Comfort, June 2016	148.03
58	Tyler Technologies, Inc.	A0716177; Annual Maintenance Agreement	10,921.67
59	Tyler Business Forms	A0716161; General Fund Check Order	510.16
60	VISA Control Account Card Services	A0712170; Software, Training, and Supplies	513.44
61	Vision Service Plan of Oklahoma	Payroll deduction for July 2016	533.24
62	Oklahoma Natural Gas Company	Transportation Fee for June 2016	5,755.05
TOTAL			<u>1,152,984.12</u>

6-30-2016 10:40 AM

PAYROLL CHECK REGISTER

PAGE: 2

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

PAYROLL DATE: 7/01/2016

*** REGISTER TOTALS ***

REGULAR CHECKS:	20	25,574.15
DIRECT DEPOSIT REGULAR CHECKS:	36	39,639.91
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	56	65,214.06

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 6/16 TO 6/29

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: Hannah Moore for Gary Penett
GENERAL MANAGER
APPROVED: Garry Harris BY HM
CHAIRMAN

CLAIM 0001
Purchase Order A0701-159

7-14-2016 11:05 AM

PAYROLL CHECK REGISTER

PAGE: 2

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

PAYROLL DATE: 7/15/2016

*** REGISTER TOTALS ***

REGULAR CHECKS:	19	25,424.46
DIRECT DEPOSIT REGULAR CHECKS:	31	37,774.15
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	50	63,198.61

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 6-30-16 TO 7-13-16

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: Gary Pruett by [Signature]
GENERAL MANAGER

APPROVED: Garry Harris by [Signature]
CHAIRMAN

PO# A0716-172
Claim# 0007