



AGENDA FOR THE MUNICIPAL UTILITY BOARD  
OF THE CITY OF PRYOR CREEK, STATE OF OKLAHOMA

As required by Section 311, Title 25, of the Oklahoma Statutes, notice is hereby given that the Municipal Utility Board of the City of Pryor Creek, Oklahoma, will hold a REGULAR meeting on 3 October 2016, at 7 PM o'clock. The place of the meeting will be the Municipal Utility Board Meeting Room, located at 12 North Rowe Street, Pryor, Oklahoma.

**AGENDA**

1. Minutes of previous meeting
2. Approval of claims
3. Recognition of persons having business with the Board
  - a. Mayor Tramel
4. Engineer's Report
  - a. Report on Wastewater Treatment Plant
  - b. Report on Pending Projects
5. Manager's Report
  - a. Discussion/Possible action to allow one (1) employee to attend the Cost of Service/Rate Design Course sponsored by MESO and GRDA, October 18, 2016 in Oklahoma City.
  - b. Discussion/Possible action to allow two (2) employees to attend the Cyber Security Course sponsored by MESO, GRDA and OMPA, November 17, 2016 in Edmond, Oklahoma.
  - c. Update on Pryor Substation #3 Project.
6. Material and Personnel
  - a. Assistant General Manager's Report
  - b. Office Manager's Report
  - c. Department Foreman's Report
  - d. Discussion/Possible action on the re-classification of Nocona Ingram to the status of a Regular Employee with the promotion to 3<sup>rd</sup> Year Apprentice Lineman Non-merit.
7. Unfinished Business
8. New Business
9. Attorney's Report
10. Adjournment

Posted the 29th day of September 2016 at 3:00 PM o'clock on the City Hall bulletin board at 12 North Rowe Street, Pryor Creek, Oklahoma.

A handwritten signature in cursive script, appearing to read "Gary Pruett", is written over a horizontal line.

Gary Pruett, General Manager



SEPTEMBER 19, 2016

The Municipal Utility Board met in a Regular Session at 7:00 o'clock PM on Monday, 19 September 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, Dr. Sixkiller, and Mr. Roberts. Absent: none.

A motion was made by Dr. Lindsey and second by Ms. Mitchell to approve the minutes of the Regular Meeting held 6 September 2016. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Sixkiller, Mitchell and Harris. Nay – none

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve Claims #232 - #303 totaling \$991,757.94 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Mitchell, Lindsey and Harris. Nay – none

The Board recognized Ms. Cydney Baron of The Times. Ms. Baron had nothing to report.

Mr. Harris recognized Mr. Steve Powell who reported on the Bore project North of Old Airport Road. Mr. Powell stated this project consists of four (4) bores at two (2) locations. He stated the bid documents are ready and he will be advertising this project this weekend in the Sunday edition. The Bid Opening is scheduled for Monday, October 24<sup>th</sup>, 2016.

Mr. Powell also reported on the Fiber Project. He stated the Fiber Project's purpose is to connect the Waste Water Treatment Plant to the 9<sup>th</sup> Street Lift Station. He stated that MUB staff have reviewed the plans and made adjustments so that the documentation will be ready for next week. Mr. Powell stated this project will also be advertised this weekend in the Sunday edition and the Bid Opening is scheduled for Monday, October 24<sup>th</sup>, 2016.

Mr. Pruettt added the Fiber Project will make it possible to implement the VOIP phone system enabling these sites to communicate with each other and with others as needed. The estimated cost is \$60,000.00.

The Board recognized Mr. Pruettt. He reported that he attended the OML Conference this past week and he stated that the conference was well attended. He took part in three classes; Earthquake Awareness, What First Responders Should Know About Gas Leaks, and How Drug and Alcohol Testing Protects Employees. Mr. Pruettt added that OGA was an Oklahoma Food Bank sponsor and he participated in the Pie in the Face Fundraiser which brought in about \$8,000.00 for the Oklahoma Food Bank in Oklahoma City. He was excited to report that Mr. Tom Rider challenged the group to

raise additional funds and that added an additional \$2,000.00 for the Oklahoma Food Bank.

Mr. Pruett reported on Pryor Substation #3 Project. He stated the control house building was not delivered as scheduled today due to the fact the delivery company did not obtain Oklahoma Permits for transporting per GRDA, however it should arrive Wednesday by Noon. He added that GRDA's underground conduit, grounding section of the fence, and the below grade work is almost complete. Lastly, the above grade contract for bid will go out in the next 30 to 45 days.

The Board recognized Mr. Crisp who reported on two (2) outages that occurred this past week. He stated there were underground faults near Southridge Drive and also near Merlin Circle and Oklahoma St. Mr. Pruett added the crew has been working on these issues for several days. They have been searching for the "y" splice in this area and have been working diligently to repair with the least amount of damage to other utilities in the area. Mr. Pruett stated there is a short piece of primary that is faulted and will not go to ground. He added that 250 feet of primary will need to be replaced.

Mr. Crisp further reported the hotel project, south of town, currently has a silt fence and is primed to begin dirt work. Mr. Crisp informed the Board that the building permits have not been issued however, MUB is installing water lines now. Mr. Crisp added, the developers have been discussing their ideas for the future.

Mr. Crisp was excited to report that the North Elliott Project is almost complete. He also informed the Board that he has been working with the crews on equipment repairs; each Friday they pull maintenance on all the equipment in an attempt to prolong their use.

Ms. Teri Hill was not present; no Office Manager Report was presented.

A written Foreman's report was presented.

There was no unfinished business discussed.

There was no new business presented.

There was no Attorney's Report presented.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to adjourn at 7:25 o'clock PM. MOTION CARRIED. Votes cast as follows: Sixkiller, Mitchell, Lindsey, Roberts, 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
304	Payroll	A0916236; Payroll Ending 21 September 2016	61,491.95
305	RCB Bank-Pryor	FICA-\$11,026.36 MED-\$2,578.68 FED \$8,782.02	22,387.06
306	Oklahoma Tax Commission	SWH Payroll Ending 21 September 2016	2,879.00
307	Red Crown Credit Union	Payroll Deduction Ending 21 September 2016	3,300.00
308	Oklahoma Centralized Support Registry	Payroll Deduction Ending 22 September 2016	215.51
309	Principal Financial Group	Regular Retirement for September 2016	16,519.35
310	Principal Financial Group	Retirement Savings for September 2016	10,391.86
311	Aloft Oklahoma City Downtown-Bricktown	A0716162; OML Conference, G. Pruett	294.00
312	Accurate Environmental LLC	A0916234; Water Samples (5)	112.50
313	Cabin Diesel Services	20169366; Vehicle Maintenance, Dump Truck #26	789.32
314	Bank of America Lockbox Services CNEG	Purchased Gas for August 2016	19,386.51
315	CBI Wholesale Electric, LLC	20169351; Light Bulbs	41.40
316	C & R Oil Co., Inc.	20169369; Fuel	2,423.57
317	CommunityCare HMO	Group Medical Coverage for October 2016	40,592.72
318	Office Everything of Pryor	A0916240; Office and WWTP Supplies	129.01
319	Wesco Distribution Inc.	20165191; CCP, Bid #896, Electric Material & Supplies	2,204.84
320	Delta Dental of Oklahoma	Group Dental Coverage for October 2016	2,180.80
321	Emery Sapp & Sons, Inc.	A0516106; CCP, Bid #894, Pmt #4, Below Grade Construction	557.10
322	Enviro-Tec America	20169361; SIR Reports for August 2016	75.00
323	Summit Truck Group	20169334; Vehicle Maintenance, Trk #16	6,722.10
324	G & M Auto and Wrecker Service	20169352; Vehicle Maintenance, Trk #12	157.92
325	Green Country Testing, Inc.	20169363; Testing	320.00
326	Groebner & Associates, Inc.	20169335; Small Tools, Pressure Gauges	111.68
327	Landmark Surveying, LLC	A0916239; Survey Fee, Old Airport Road Project	600.00
328	Locke Supply Company	20169368; Material and Small Tools	262.17
329	Mike's Tire & Car Care	20169358; Vehicle Maintenance, Trk #15	39.13
330	Pryor Stone Co.	20169359; Gravel	507.13
331	Pryor Stone Co.	20169365; Gravel	1,508.51
332	S & D Electric Motor Inc.	20169357; Equipment Maintenance, Grit Chamber/Heater	420.00
333	Stuart C. Irby Co.	20169327; Material & Supplies	636.00
334	Techline Inc.	20169350; Small Tools, Scoring Blades	66.00
335	Wal-Mart Community/RFCSELLC	20169356; GIS/IT Supplies	63.47
336	White Star Machinery	20168322; Equipment Maintenance, Chop Saw Blades	159.80
337	Mutual of Omaha	Group AD&D Coverage for October 2016	692.00
338	City of Pryor	AT&T Services for September 2016	284.68
339	Financial Equipment Company J.R.W. Inc	A0916238; Cash Counter Annual Maintenance	338.00
340	Courtside Benefits Group, LLC	A1016242; Service Fee for October 20160	808.83
341	Dearborn National Life Insurance Co.	Group LTD Coverage for October 2016	1,203.54
342	Municipal Utility Board	Petty Cash	284.78
343	Municipal Utility Board	Utility Service for September 2016	16,207.76
344	Technical Programming Services, Inc.	A0916237; Bill/Late Message Print & Mailing, Sept 2016	1,155.59
345	Vision Service Plan of Oklahoma	Payroll Deduction for October 2016	500.36
TOTAL			219,020.95

9-23-2016 12:08 PM

PAYROLL CHECK REGISTER

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

PAYROLL DATE: 9/23/2016

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

REGULAR CHECKS:	18	23,825.28
DIRECT DEPOSIT REGULAR CHECKS:	31	37,666.67
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:	31	
NON CHECKS:		
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TOTAL CHECKS:	80	61,491.95

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

\*\* END OF REPORT \*\*

**PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR**  
DATE: FROM 9-8 TO 9-21

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 Penelt  
GENERAL MANAGER

APPROVED: Garry Harris by HM  
CHAIRMAN

CLAIM # 0304  
PO # A0916-236