



February 1, 2021

The Municipal Utility Board met in a Regular Session at 6:00 p.m. on Monday, February 1, 2021, 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. Garry Harris, Dr. Ken Rains, Ms. Lorri Mitchell, Mr. Mark Roberts and Dr. Art Sixkiller.

Mr. Crisp reported a quantity change from 7,496 to 7,500 by Arkansas Electric to Line 65 of Bid #928 (Electric Material) for a decrease of \$8.52 and Arkansas Electric quoted the incorrect part on Line 8 of Bid #928 (Electric Material) for an increase of \$454.00, which changed the total to \$113,291.27 for Bid #928 (Electric Material).

A motion was made by Mr. Roberts and seconded by Dr. Rains to decrease Line 65 of Bid #928 (Electric Material) \$8.52 and increase Line 8 of Bid #928 (Electric Material) \$454.00, which changed the total to \$113,291.27 for Bid #928 (Electric Material) then approve the minutes of the Regular Meeting held January 19, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Rains, Mitchell, Sixkiller, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #774 - #819 totaling \$322,876.84 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

The Board recognized Mr. Dalton Powell, a new hire at Infrastructure Solutions Group, LLC who was introduced by MUB Engineer, Mr. Steve Powell.

The Board recognized Mr. Steve Powell who reported the Legal Notice for Giles Sewer Line Extension Project on North Highway 69 to Old Airport Road will be advertised on February 8, 2021 with the Bids due by March 11, 2021.

Dr. Rains requested an update on the South Elliott Sewer Improvements. Mr. Crisp reported the design of this project is progressing.

The Board recognized Mr. Crisp who reported two (2) employees are in quarantine while waiting on their COVID-19 test results.

Mr. Crisp discussed the Annual Report for the Identity Theft Prevention Program for the Municipal Utility Board for the City of Pryor Creek, Oklahoma and recommended the Board approve the proposed revisions recommended in the Annual Report.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the proposed revisions to the Identity Theft Prevention Program for the Municipal Utility Board for the City of Pryor Creek, Oklahoma. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Crisp discussed the Cash Handling Policy prepared by Mrs. Jennifer Adams, Mrs. Hannah Moore, Mrs. Teri Hill, and Ms. Lorri Mitchell. Mr. Crisp recommended implementing the Cash Handling Policy effective February 1, 2021.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to implement the Cash Handling Policy effective February 1, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, Mitchell, and Harris Nay – none

Mr. Crisp reported he posted and advertised two (2) employment opportunities; a D Mechanic in the Gas Department to replace an employee who resigned during the COVID prevention work schedule and a D Operator at the Wastewater Treatment Plant in preparation for the anticipated promotions with the retirement of Superintendent Mike Peters.

Mr. Crisp gave a progress report on several new building projects.

The Board recognized Mrs. Teri Hill who had no report.

A written Department Foreman's Report was presented with no additional comments.

There was no unfinished or new business to discuss.

The Board recognized Mr. Ben Sherrer who had no report.

A motion was made by Mr. Roberts and seconded by Dr. Rains to adjourn at 6:20 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Rains, 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
820	Payroll	A0221028; Payroll Ending February 3, 2021	69,755.83
821	BOC-Pryor	FICA \$12,293.96; Med \$2,875.22; Federal \$8,771.63	23,940.81
822	Oklahoma Tax Commission	A0221028; Payroll Ending February 3, 2021	3,440.00
823	Oklahoma Centralized Support Registry	A0221028; Payroll Ending February 3, 2021	1,456.23
824	ADCOMP Systems, Inc.	A0221038; KIOSK Shipping Fee	257.60
825	Arkansas Electric Cooperatives, Inc.	202010479; Bid# 928 Electric Material	726.25
826	Accurate Environmental LLC	A0221029; Water Samples	930.00
827	Bluemark Energy, LLC	Purchased Gas; January 2021	172,169.13
828	Brenntag Southwest	2021137; Material and Supplies	1,230.19
829	CDW Government	A0221032; I-Pad Skins, Reimbursable Grant from GRDA	141.00
830	CB Barnes, Inc.	A0221030; Utility Sleeves	2,200.00
831	CINTAS	2021245; Uniform Rental for January 2021	696.48
832	CINTAS First Aid and Safety	2021249; First Aid and Safety Supplies	376.23
833	CINTAS First Aid and Safety	A0221033; First Aid Supplies for February 2021	82.91
834	C & R Oil Co., Inc.	2021239; Fuel	3,121.36
835	Fastenal Co.	2021254; Material and Supplies, Cone Valve #2	43.58
836	Grand River Dam Authority	Purchased Electric; January 2021	361,550.66
837	P & K Equipment	2021138; Small Tools, Chainsaws	648.00
838	H & E Equipment	20209435; Equipment Maintenance, Cone Valve #2	13,724.29
839	Hach Co.	2021120; Material and Supplies	244.92
840	Airgas USA, LLC	2021257; Monthly Cylinder Rental	57.14
841	Locke Supply Co.	2021240; Material and Small Tools	1,567.11
842	Love, Beal & Nixon, P.C.	A0221028; Garnishment, C. Grass	229.83
843	Mike's Tire and Car Care	2021244; Vehicle Maintenance	88.23
844	O'Reilly Automotive, Inc.	2021247; Equipment and Vehicle Maintenance	297.55
845	Oklahoma Ordnance Works Authority	Purchased Water; January 2021	71,992.78
846	Oklahoma Ordnance Works Authority	Wastewater Treatment; January 2021	778.49
847	Pryor Automotive Supply	2021250; Vehicle Maintenance	182.26
848	Pryor Waste and Recycling, LLC	Solid Waste Disposal Fees for January 2021	97,135.71
849	Pryor Lumber Co, Inc.	2021246; Material and Equipment Maintenance	154.97
850	Mayes County Rural Water District #4	WWTP Water Service; January 2021	19.00
851	Robin's Nest Flower & Gifts	A0221037; Memorial to City Treasurer (F. McNair)	70.93
852	Sadler Paper Company	A0221031; Cleaning Supplies	98.26
853	Sherwin-Williams Co.	2021241; Paint	40.92
854	Sundance Office	A0221025; Office Supplies	77.23
855	Storage Plus	A0221027; On-site shredding, January 2021	55.00
856	Tractor Supply Credit Plan	2021252; Material and Small Tools	209.23
857	Core & Main	202012608; Equipment Maintenance, Filter #1	1,500.00
858	Core & Main	2021121; Material and Supplies	661.50
859	White Star Machinery	2021251; Equipment Maintenance, Mini Excavator	1,245.72
860	Absolute Technologies	A0221035; Supplies and Equipment Replacement, Server	1,008.98
861	Ben Sherrer Law Office, P.C.	A0221036; Attorney Fees for January 2021	460.00
862	City of Pryor Creek	Occupational Fee for January 2021	3,166.91
863	City of Pryor Creek	A0720184; Payroll ending January 22, 2021	594.23
864	City of Pryor Creek	A0820197; Allocation to City, Payment #7	64,600.00
865	Municipal Utility Board	Solid Waste Disposal Billing Fees for January 2021	6,333.82
866	Municipal Utility Board	Petty Cash	436.51
867	Technical Programming Services Inc.	A0121024; Bill/Late Message Print and Mailing, January 2021	3,363.06
868	WA-RO_MA dba C.A.R.D.	Share the Comfort Donations from January 2021	213.35
869	Visa Control Account	A0221034; Miscellaneous Fees and FR Clothing	3,785.59
870	Oklahoma Water Resources Board	A0221026; 2020 Annual Water Right Fees	150.00
		TOTAL	<u>\$ 917,309.78</u>

*** REGISTER TOTALS ***

REGULAR CHECKS:	13	12,799.38
DIRECT DEPOSIT REGULAR CHECKS:	43	56,956.45
MANUAL CHECKS:	51	73,061.64CR
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	107	3,305.81CR

TOTAL ERRORS FOUND: 12

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 1-21-21 TO 2-3-21

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: Jeri M. Hill for Jared Crisp
GENERAL MANAGER

APPROVED: Larry Harris
CHAIRMAN

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PO # A0221-028

claim # 0820

*** REGISTER TOTALS ***

REGULAR CHECKS:	13	13,560.99
DIRECT DEPOSIT REGULAR CHECKS:	43	59,500.65
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	56	73,061.64

*** NO ERRORS FOUND ***

** END OF REPORT **

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SIGNED: Jeri M. Hill for Jared Crisp
GENERAL MANAGER

APPROVED: Darryl Harris
CHAIRMAN

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