



April 19, 2021

The Municipal Utility Board met in a Regular Session at 6:02 p.m. on Monday, April 19, 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, and Dr. Art Sixkiller.

Guests attending were Mr. Travis Willis and Mr. Terry Aylward.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve the minutes of the Regular Meeting held April 5, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve Claims #1063 - #1149 totaling \$711,675.41 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, and Harris Nay – none

Honorable Mayor Lees reported on several maintenance and economic projects that will boost development in the City of Pryor Creek.

The Board recognized Mr. Steve Powell who reported a pre-work meeting for the construction of the Proposed Sanitary Sewer Interceptor Extension (Giles Sewer) was held. The project was set to begin on May 3, 2021 and end by October 1, 2021.

Mr. Powell discussed the response to the Notice of Violation at the Wastewater Treatment Plant. He reported the IT communication between the effluent meter and the control panel which regulates the chlorine properly had not been completed. The IT communication contractor was not associated with the contractor who installed the meter. Mr. Powell reported he had contacted Mr. R. W. Vaught with a request for him to complete the communication connection which should correct the cause of the violation.

~ Mr. Mark Roberts arrived at 6:12 p.m. ~

The Board recognized Mr. Jared Crisp who discussed the Municipal Utility Board COVID-19 Control Policy and the current COVID-19 data in Mayes County and the City of Pryor Creek. Mr. Crisp also discussed the policies of other communities who serve on the Oklahoma Municipal Alliance (OMA) Board with him. To move the onus from the Board and management to the Employee, Mr. Crisp recommended the following revisions to the Board:

- Insert Recommendations for Isolation, Quarantine, and Testing as Section VIII
- Move Outside activities to Section IX
- Remove the last sentence on page 1 (*For domestic or international travel, fully vaccinated employees do not need to get a SARS-CoV-2 viral test or self-quarantine following said travel*)
- Re-word Item 2 of Section VII Guidelines for the Workplace to encourage employees to wear a mask instead of mandate employees wear a mask when they are not in their own office or vehicle alone.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve the recommended revisions to the Municipal Utility Board COVID-19 Control Policy as discussed by the General Manager (*listed in the above paragraph*). MOTION CARRIED. Votes cast as follows: Sixkiller, Roberts, Mitchell, Rains, and Harris Nay – none

Mr. Crisp discussed and recommended the Board enter into an agreement with Infrastructure Solutions Group, LLC to provide inspection services for the construction of the Proposed Sanitary Sewer Interceptor Extension Project in conjunction with other City of Pryor Creek projects. The monthly rate of \$3,000.00 should be apportioned between the City of Pryor Creek and Municipal Utility Board based on the inspection assignments. The total cost should not exceed \$18,000.00.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to enter into an agreement with Infrastructure Solutions Group, LLC to provide inspection services for the construction of the Proposed Sanitary Sewer Interceptor Extension Project in conjunction with other City of Pryor Creek projects. The monthly rate of \$3,000.00 should be apportioned between the City of Pryor Creek and Municipal Utility Board based on the inspection assignments. The total cost should not exceed \$18,000.00. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Mitchell, Roberts, and Harris Nay – none

Chairman Harris requested a motion to enter into Executive Session for the purpose of: Conferring on utility matters pertaining to economic development, pursuant to 25 O.S. Section 307 (C) (11). Mr. Jared Crisp, Mr. Travis Willis, and Mr. Ben Sherrer were asked to remain in the Executive Session.

A motion was made by Ms. Mitchell and seconded by Dr. Rains to enter into Executive Session at 6:24 p.m. for the purpose of: Conferring on utility matters pertaining to economic development, pursuant to 25 O.S. Section 307 (C) (11) with Mr. Jared Crisp, Mr. Travis Willis, and Mr. Ben Sherrer attending the Executive Session. MOTION CARRIED. Votes cast as follows: Mitchell, Rains, Roberts, Sixkiller, and Harris Nay – none

~ Honorable Mayor Lees joined the Executive Session at 6:48 p.m. ~

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to resume Regular Session at 7:00 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Roberts, Rains, and Harris Nay – none

Chairman Harris reported No action taken in Executive Session and Agenda Item 5e was not necessary.

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

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

Mr. Crisp discussed Bid #931; Electric Department Material and reported Stuart C. Irby Bid was not considered because they put Ø days on prices being firm. Mr. Crisp recommended the Board approve the Best Low Combination Bid #931; Electric Department Material in the amount of \$47,480.95.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve the Best Low Combination Bid #931; Electric Department Material in the amount of \$47,480.95. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, Mitchell, Harris Nay – none

Mr. Crisp discussed and recommended the Board approve the Best Low Combination Bid #932; Water/Sanitary Sewer Department Material in the amount of \$71,427.20.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the Best Low Combination Bid #932; Water/Sanitary Sewer Department Material in the amount of \$71,427.20. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Crisp discussed and recommended the Board promote Mrs. Rena Wood to Clerk II with Merit (\$20.52 per hour to \$21.63 per hour), effective April 29, 2021.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to approve the promotion of Mrs. Rena Wood to Clerk II with Merit (\$20.52 per hour to \$21.63 per hour), effective April 29, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Roberts, Mitchell, and Harris Nay – none

Mr. Crisp discussed and recommended the Board declare the 2006 Ford F150 4x4 Super Cab Pickup (Unit 17A) surplus.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to declare the 2006 Ford F150 4x4 Super Cab Pickup (Unit 17A)

surplus. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Mitchell, Roberts, and Harris Nay – none

Mr. Crisp reported Mr. Mike Peters, Mr. Rick Oxford, and Mr. John Thomas retired with a total of eighty-nine years' experience. Mr. Crisp also reported an employee's personal vehicle was recently stolen at 8:02 a.m. from the warehouse parking lot. Mr. Crisp reported on the lack of security provided in this area from the cameras at the Street Department and MUB warehouse. During the investigation of the theft, the Police made Mr. Crisp aware of a theft ring operating in our area so he instructed Mr. Ryan Stout to beef up the security cameras at the warehouse. The Police did recover the employee's stolen pickup.

Mr. Crisp reported he would be attending the 2021 Public Power Conference in Norman, Oklahoma with Mr. Travis Willis, Mr. Ryan Stout, and Mr. Hayden Powell on April 25 – 27, 2021.

Mr. Crisp reported on his attendance at the GRDA Board of Director's meeting where they approved the proposed Power Cost Adjustment (PCA) structure scheduled to rollout on August 2021 Billing. The new structure included a PCAO, which factored the normal elements into the power cost adjustment, and a PCAX, which is an extraordinary power cost adjustment due to the February 2021 storm and other such extra ordinary factors. Grand River Dam Authority Board and Staff did not disclose the estimated loss from the February 2021 storm or how long it would affect the PCAX.

There was no unfinished business 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 Ms. Mitchell to adjourn at 7:12 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Sixkiller, Rains, and Harris Nay – none


Chairman


Secretary

May 3, 2021

THE FOLLOWING CLAIMS ARE PRESENTED TO THE MUB FOR EXAMINATION
AND APPROVAL; SUBJECT TO TAXES, CREDITS, ETC.:

CL#	NAME	PO#/DESCRIPTION	AMOUNT
1150	Payroll	A0421096; Payroll Ending April 28, 2021	\$ 71,786.39
1151	Bank of Commerce	FICA \$12,663.62; Med \$2,961.62; Federal \$9,462.00	\$ 25,087.24
1152	Oklahoma Tax Commission	A0421096; Payroll Ending April 28, 2021	\$ 3,668.00
1153	Kansas Payment Center/SG10DM000494	A0421096; Payroll Ending April 28, 2021	\$ 83.54
1155	Oklahoma Centralized Support Registry	A0421096; Payroll Ending April 28, 2021	\$ 1,559.31
1154	Oklahoma State Tax Commission	April 2021 Sales Tax/May 2021 Estimated Sales Tax	\$ 41,954.59
1156	Principal Financial Group	457 Retirement Savings for April 2021	\$ 19,867.15
1157	Principal Financial Group	457 Loan Re-payment for April 2021	\$ 3,065.77
1158	Principal Financial Group	MPP Retirement Contribution for April 2021	\$ 35,638.72
1159	AFLAC	Payroll Deduction for April 2021	\$ 2,215.45
1160	Amazon Capital Services	20214167; Small Tools	\$ 1,138.00
1161	Amazon Capital Services	20214195; Equipment Maintenance, Oakwood Lift Station	\$ 124.38
1162	Accurate Environmental, LLC	A0421091; Water Samples	\$ 1,050.00
1163	Anixter Inc.	202012609; Material and Supplies	\$ 18,273.00
1164	Anixter Inc.	2021389; Material and Supplies	\$ 620.00
1165	Bluecross/Blueshield of Oklahoma	Group Medical Coverage for May 2021	\$ 44,931.76
1166	Chupp Implement Co.	20214196; Equipment Maintenance, Tiller	\$ 160.55
1167	Office Everything	20214191; Shipping Fees	\$ 131.82
1168	Delta Dental of Oklahoma	Group Dental Coverage for May 2021	\$ 3,196.48
1169	Premier Signs & Design	20214179; Material and Supplies	\$ 110.00
1170	Gonthier, Chris (Meaux Down Lawncare)	20214203; Mowing Service for March 2021	\$ 175.00
1171	P & K Equipment	20214202; Material and Supplies	\$ 60.14
1172	Green Country Testing, Inc.	20214186; Testing	\$ 885.00
1173	Hercules Industries, Inc.	20213135; Material and Supplies	\$ 571.47
1174	HACH Co.	20214176; Material and Supplies	\$ 290.89
1175	Border States Industries, Inc.	2021243; Material and Supplies	\$ 166.80
1176	Lakeland Office Systems	A0421097; Warehouse Quarterly Copies (Total 6,866)	\$ 186.45
1177	DEQ-Administrative Services-A/R	20214190; Double D Exam Fees, M. Potts & C. Cannady	\$ 248.00
1178	Pryor Stone Inc.	20214184; Rock	\$ 1,094.47
1179	Pryor Stone Inc.	20214194; Rock, Stockpile	\$ 353.40
1180	Professional Pest Control	A0421094; Quarterly Pest Control	\$ 100.00
1181	Sundance Office	20214199; Warehouse and Treatment Plant Supplies	\$ 616.84
1182	Sundance Office	A0421092; Office Supplies and Envelopes	\$ 907.07
1183	Utility Supply Company	2021260; Material and Supplies	\$ 2,990.49
1184	US Cellular	Cellular Services for April 2021	\$ 2,482.03
1185	Vermeer Great Plains	20214182; Small Tools	\$ 400.90
1186	Core & Main	20214161; Material and Supplies	\$ 288.82
1187	Core & Main	20213125; Material and Supplies	\$ 939.06
1188	Wal-Mart Community / SYNCB	20214198; Material and Supplies	\$ 354.40
1189	Mutual of Omaha Payment Process Center	Group AD&D Coverage for May 2021	\$ 982.26
1190	City of Pryor Creek	A0720184; Cleaning Service, Payroll Ending April 16, 2021	\$ 594.23
1191	City of Pryor Creek	Worker's Compensation for March 2021	\$ 8,306.68
1192	Fiber Interactive Technologies	Voice and Fax Services for April 2021	\$ 166.83
1193	Ancillary Bill Dept. Dearborn Life Ins. Co.	Group LTD Coverage for May 2021	\$ 1,245.03
1194	Municipal Utility Board	Petty Cash	\$ 523.10
1195	Municipal Utility Board	Utility Services for April 2021	\$ 20,898.74
1196	Pryor Printing Inc.	A0421090; City Treasurer Receipts (Total 1,250)	\$ 345.38
1197	Technical Programming Services Inc.	A0421088; April 2021 Bill/Late Message Print & Mailing	\$ 3,358.99
1198	VSP Insurance Co., (CT)	Payroll Deduction for May 2021	\$ 676.91
1199	Gaither, Judy	A0421093; Final Bill Credit Reimbursement	\$ 628.69
1200	Proctor, Lewis A.	A0421095; Reimbursement for Water Break Repairs	\$ 760.00
TOTAL			<u>\$ 326,260.22</u>

*** REGISTER TOTALS ***

REGULAR CHECKS:	8	9,115.15
DIRECT DEPOSIT REGULAR CHECKS:	40	62,671.24
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	48	71,786.39

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 4-15-21 TO 4-28-21

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. Hise for Jared Crisp
GENERAL MANAGER

APPROVED: Larry Harris by Jmk
CHAIRMAN

PO # A0421-096

Claim 11150