



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 the **7TH day of December 2020 at 6:00 p.m.** 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 Lees
4. Engineer's Report
 - a. Report on Wastewater Treatment Plant.
 - b. Report on Pending Projects.
5. Manager's Report
 - a. Discussion/Possible action on Pandemic Influenza and COVID-19 Plan Policy.
6. Material and Personnel
 - a. Office Manager's Report.
 - b. Department Foreman's Report.
 - c. Discussion/Possible action on the promotion of Mr. Bryce Kerns to Apprentice Lineman 4th Year with Merit.
 - d. Discussion/Possible action on the promotion of Mr. Justin Brooke to Apprentice Lineman 3rd Year with Merit.
 - e. Discussion/Possible action on the promotion of Mr. James R. Wood II to Service Crew Chief with Merit
 - f. Discussion/Possible action on the promotion of Mr. William D. Gilmore Jr. to B-Mechanic with Merit.
7. Unfinished Business
8. New Business
9. Attorney's Report
10. Adjournment

Posted the 4th day of December 2020 at 3:00 p.m. on the City Hall bulletin board at 12 North Rowe Street, Pryor Creek, Oklahoma.

A handwritten signature in blue ink that reads "Jared Crisp".

Jared Crisp, General Manager
P. O. BOX 249 • PRYOR, OKLAHOMA 74362 • 918/825-2100



November 16, 2020

The Municipal Utility Board met in a Regular Session at 6:00 p.m. on Monday, November 16, 2020, 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, Ms. Lorri Mitchell, Dr. Art Sixkiller, Mr. Mark Roberts and Dr. Ken Rains.

Guest attending included: Honorable Mayor Lees, Mr. Travis Willis, Mr. Ronnie Bowers, and Mr. Terry Aylward.

The Board recognized Mr. Jared Crisp who reported a change to Bid #928. Arkansas Electric delivered less 9.375 feet of Line Item 64 and an additional 750 feet of Line Item 66 for a total increase of \$1,753.52. The new total balance for Bid #928 is \$112,845.79.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to accept the total increase of \$1,753.52 for Line Items 64 and 66, which made \$112,845.79 the new total balance for Bid #928 and approve the minutes of the Regular Meeting held November 2, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve Claims #484 - #541 totaling \$811,072.33 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris Nay – none

The Board recognized the Honorable Mayor Larry Lees who had no report.

The Board recognized Mr. Ronnie Bowers of Hood & Associates CPAs, PC who reported Ms. Violet F. Kirkendall had a conflicting schedule and he would be presenting the Annual Audit for Fiscal Year Ending June 30, 2020.

Mr. Crisp recommended the Board accept the Annual Audit for Fiscal Year Ending June 30, 2020 as presented.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to accept the Annual Audit for Fiscal Year Ending June 30, 2020 as presented. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

The Board recognized Mr. Steve Powell (*attending by Video Conference*) who introduced an aerial photo of a proposed sewer interceptor from the proposed Salt Branch Sewer Extension to a development located on the eastside of Gaither Road. If the

discussions with the Land Developer, the Hydraulic Study for the City of Pryor Creek, and the proposed Salt Branch Sewer Extension continue to be favorable, then he will prepare a formal presentation of the proposed sewer interceptor introduced in the aerial photo.

Mr. Powell also updated the Board on the Wastewater Treatment Plant Notice of Violation No. S-21623-20-1 from the Oklahoma Department of Environmental Quality regarding the failure to submit the required Whole Effluent Toxicity (WET) Test in a timely manner. The test was well within the limits and the late submittal was an oversight by Staff due to a COVID related leave. Mr. Crisp added the consequence for the negligent oversight would be the requirement of quarterly testing for a minimum of two years instead of the previously achieved bi-annual requirement.

Mr. Powell reported on the 14th Street and Fairland Street Drainage Project.

The Board recognized Mr. Crisp who discussed the rise in active COVID cases in the City of Pryor Creek and in Mayes County and the mandated CDC guidelines. Mr. Crisp reported on a change in operations that excluded himself and a Serviceman. Beginning November 23, 2020 through January 1, 2021 all departments would be split in one-half and alternate scheduled work weeks to protect the health of our organization so we can continue to provide reliable services to the customers.

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

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

The Board recognized Mr. Jared Crisp who reported all of the promotions listed on Agenda 6c through 6k were requested in writing by their respective supervisors and he recommended the Board's approval for all.

A motion was made by Mr. Roberts and seconded by Dr. Rains to promote Mr. James Cox to Journeyman Lineman Non-Merit (\$30.03 per hour to \$33.13 per hour) effective November 26, 2020. 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 Dr. Rains to promote Mr. Hayden Powell to Journeyman Lineman Non-Merit (\$30.03 per hour to \$33.13 per hour) effective November 26, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, Mitchell, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to promote Mr. Barry Henderson to Trimmer Crew Chief Non-Merit (\$22.12 per hour to \$23.83 per hour) effective November 26,

2020. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to promote Mr. Spencer Steffey to A Mechanic with Merit (\$23.41 per hour to \$24.57 per hour) effective November 26, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Rains, Roberts, and Harris Nay – none

A motion was made by Dr. Rains and seconded by Ms. Mitchell to promote Mr. Caleb Crofford to A Mechanic Non-Merit (\$22.84 per hour to \$23.41 per hour) effective November 26, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Sixkiller, Roberts, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to promote Mr. Cedrick Grass to C Mechanic with Merit (\$20.92 per hour to \$22.00 per hour) effective November 26, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

A motion was made by Mr. Roberts and seconded by Ms. Mitchell to promote Mr. Alex Johnson to C Mechanic with Merit (\$21.64 per hour to \$22.00 per hour) effective November 26, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Rains, Sixkiller, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to promote Mr. Terry Adams to B Operator with Merit (\$22.00 per hour to \$22.84 per hour) effective November 26, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, Mitchell, and Harris Nay – none

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to promote Mr. Shane Smith to B Operator with Merit (\$22.00 per hour to \$22.84 per hour) effective November 26, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Rains, Mitchell, and Harris Nay – none

There was no unfinished or new business to discuss.

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

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to adjourn at 6:50 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Rains, Roberts, and Harris Nay – none


Chairman


Secretary

December 7, 2020

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
542	Payroll	A1120277; Payroll Ending November 25, 2020	68,097.96
543	Bank of Commerce	FICA \$12,050.88; Med \$2,818.34; Federal \$8,521.09	23,390.31
544	Oklahoma Tax Commission	A1120277; Payroll Ending November 25, 2020	3,414.00
545	Oklahoma Centralized Support Registry	A1120277; Payroll Ending November 25, 2020	1,467.77
546	Principal Financial Group	457 Retirement Savings Deduction for November 2020	13,959.97
547	Principal Financial Group	457 Loan Repayment for November 2020	2,253.06
548	Principal Financial Group	MPP Retirement Contributions for November 2020	24,822.08
549	Oklahoma Tax Commission	November 2020 Sales Tax/December 2020 Estimated Sales Tax	44,751.86
550	AFLAC Remittance Processing Services	Payroll Deduction for November 2020	2,210.25
551	SPMR LLC	A1220282; SPMR Software Support and Fees	13,474.56
552	Arkansas Electric Coop., Inc.	202010479; Bid #928, Electric Material	12,828.65
553	Accurate Environmental, LLC	A1120269; Water Samples	181.00
554	B & B Meter Service	202010515; Gas Material	6,699.62
555	Bluecross/Blueshield of Oklahoma	Group Medical Coverage for December 2020	44,099.17
556	Brenntag Southwest, Inc.	202011561; Material and Supplies	1,248.47
557	Chouteau Lime Company	202012581; Material and Supplies	475.00
558	CINTAS First Aid & Safety	202012574; Uniform Rental Services	696.48
559	CINTAS First Aid & Safety	202011548; First Aid Supplies	333.19
560	WESCO dba Diversified Electric Supply	202010481; Bid #928, Electric Material	7,980.00
561	WESCO dba Diversified Electric Supply	202010481; Bid #928, Electric Material	104.80
562	WESCO dba Diversified Electric Supply	202010481; Bid #928, Electric Material	358.00
563	Delta Dental of Oklahoma	Group Dental Coverage for December 2020	1,641.30
564	G & M Auto & Wrecker Service	202012571; Vehicle Maintenance, Truck #4	56.51
565	Grand River Dam Authority	Purchased Electric for November 2020	305,866.31
566	P & K Equipment	202012577; Material and Supplies	120.12
567	Green Country Testing, Inc.	202011550; Testing	550.00
568	Green Country Testing, Inc.	202012575; Testing	480.00
569	Hamill Metals	202011567; Material and Supplies	116.09
570	Heath Consultants Inc.	20209462; Small Tool	5,760.66
571	Airgas USA, LLC	202011553; Cylinder Rental	57.14
572	Airgas USA, LLC	202012580; Nitrogen	48.09
573	Border States Industries Inc.	202010480; Bid #928, Electric Material	5,962.05
574	Lakeland Office Systems	A1120276; Quarterly Business Office Copies	622.58
575	KGM	202011557; Equipment Maintenance, REC Generator Regulator	682.67
576	Locke Supply Co.	202012569; Material and Small Tools	694.09
577	Love, Beal & Nixon, P.C.	A1120277; Garnishment, C. Grass	229.83
578	Mike's Tire & Car Care	202011559; Vehicle Maintenance, Trucks #1 and #5	594.50
579	Mike's Tire & Car Care	202012576; Vehicle Maintenance, Trucks #7, #10, & Backhoe	107.61
580	Northwest Transformer Co., Inc.	202012578; Material and Supplies	1,546.00
581	Northwest Transformer Co., Inc.	20209438; Material and Supplies	1,424.00
582	Oklahoma Gas Association	A1120279; OGA Annual Dues for CY2021	200.00
583	Oklahoma Natural Gas Association	Transportation Fees for October 2020	6,041.79
584	Oklahoma Ordnance Works Authority	Purchased Water for November 2020	66,498.72
585	Poly Pro Inc.	202011558; Equipment Maintenance, Fusion Iron	130.59
586	Pryor Stone Inc.	202011552; Rock, Pole Yard	343.92
587	Pryor Stone Inc.	202011566; Rock, WWTP	371.19
588	Pryor Lumber	202012579; Material and Supplies	182.69
589	Mayes County RWD #4	November 2020 Water Service for WWTP	19.00
590	Sadler Paper Company	A1220285; Cleaning Supplies	257.68
591	Scheele Engineering Corp. dba SECOR	202010476; Bid #930, Gas Material	3,692.04
592	Standard Materials Group, Inc.	202011565; Material and Supplies	481.50
593	Sundance Office	A1120278; Office Supplies and Wall Calendar	85.63
594	Techline Inc.	202010482; Bid #925, Material and Supplies	4,755.76
595	Traffic Signals Inc.	202011564; LED Ball and Arrows	1,759.50
596	U S Cellular	Cellular Service for November 2020	1,191.38
597	USA Bluebook	202011526; Small Tools	114.33
598	Core & Main	202011534; Material and Supplies	255.40
599	Core & Main	202010470; Bid #929, Water and Sewer Material	24,030.00
600	Absolute Technologies	A1220283; Smartboard Extension Cable	11.99
601	Beggs Pharmacy	202011554; Hand Sanitizer	39.90
602	Ben Sherrer Law Office, P.C.	A1120281; Attorney Fees for November 2020	400.00
603	Mutual of Omaha Payment Process Center	Group AD&D Coverage for December 2020	849.48
604	City of Pryor Creek	A0710184; Cleaning Service ending November 13, 2020	1,188.46
605	City of Pryor Creek	Worker's Compensation for October 2020	12,329.70
606	Fiber Interactive Technologies	Telephone Services for November 2020	166.83
607	Ancillary Bill Dept. Dearborn Life Ins. Co.	Group LTD Coverage for December 2020	1,258.06
608	Municipal Utility Board	Utility Services for November 2020	17,269.57
609	Municipal Utility Board	Petty Cash	431.04
610	Pryor Printing Inc.	A1120280; Miscellaneous Receipt Books	334.72
611	Technical Programming Services Inc.	A1020253; Bill Print/Late Message for November 2020	3,316.76
612	Tyler Technologies, Inc.	A1120274; Annual Disaster Recovery Maintenance	2,000.00
613	Hood & Associates CPAs, PC	A0620147; CCP, Audit Fee for Fiscal Year Ending June 30, 2020	4,250.00
614	VSP Insurance Co., (CT)	Payroll Deduction for December 2020	629.93
615	Core & Main	202011556; Material and Supplies	119.82
TOTAL			754,413.13

*** REGISTER TOTALS ***

REGULAR CHECKS:	11	13,682.60
DIRECT DEPOSIT REGULAR CHECKS:	39	54,415.36
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	50	68,097.96

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 11-12-2020 TO 11-25-2020

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: Jerie Hill for Jared Crisp
 GENERAL MANAGER

APPROVED: Darry Harris by Jmh
 CHAIRMAN

PO #A1120-277

Claim

10542