



March 16, 2020

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

The Chairman recognized Agenda Item 3b. PUBLIC MEETING with residents along and/or near Old Airport Road. (See *sign-in sheet*)

MUB Engineer, Mr. Steve Powell, introduced himself and welcomed the guest in attendance. Mr. Powell gave a visual presentation as he discussed the Site Layout of the proposed Airport Road Water/Gas Extension along and near Old Airport Road. The Municipal Utility Board Staff and Engineer met with the 69 Water District Management who indicated they would like for the Municipal Utility Board to assume their service customers on the East side of Highway 69. The Municipal Utility Board Staff was not interested in acquiring the existing water line but they were interested in looping our existing systems in this area by extending a new six-inch water main and a new two-inch gas main. The residents were informed the project could not be scheduled unless one hundred percent (100%) of the property owners agreed to participate by granting a utility easement across their property. The property owner would receive one gas tap and one water tap to be located near their current water meter for granting a utility easement on their property. The General Manager and MUB Engineer agreed to consider additional provisions in a separate discussion with the James and Betty Geib Trust due to the location of their existing meter and the proposed new water main.

At 7:26 p.m. the residents were excused unless they wanted to stay for the remainder of the Regular Meeting.

The Board recognized Mr. Jared Crisp who reported the removal of Line Item #3 of Bid #922 (Electric Material) in the amount of \$1,200.00 because Techline Inc. was unable to provide the item. The new total for Bid #922 (Electric Material) is \$55,133.02.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to approve the removal of Line Item #3 of Bid #922 (Electric Material) in the amount of \$1,200.00 which makes a new total of \$55,133.02 for Bid #922 (Electric Material) and approve the minutes of the Regular Meeting held March 2, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Roberts, and Sixkiller. Chairman Harris abstained and counts as a no vote.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #988 - #1046 totaling \$867,717.10 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

The Board recognized Honorable Mayor Lees who discussed a Memorandum Draft (*still under review by City of Pryor Creek Legal Counsel*) Declaring a State of Emergency regarding COVID-19 for the City of Pryor Creek in accordance with Emergency Declarations of the Governor of the State of Oklahoma and President of the United States. (*See attached*)

The Board recognized Mr. Steve Powell who updated the Board on the Wastewater Treatment Plant Flow Meter needed to satisfy the ODEQ Notice of Violation. He also updated the Board on the Nipak Lift Station upgrade and service extensions, a proposed twelve (12) lot development inside the Corporate City Limits on the east side of town, the preparation of a Site Plan being prepared at the City of Pryor's request to lower utility lines for the drainage improvement project near SE 14<sup>th</sup> Street and Fairland Street, and the study to extend water and sewer service to the Westside of Highway 69 along the south side of Southeast 49<sup>th</sup> Street.

The Board recognized Mr. Jared Crisp who discussed the need to develop a communicable disease policy and presented an example created by Edmond Electric Power Company for review and a later discussion. He also discussed correspondence received from the Oklahoma Corporation Commission Public Utility Division and recommended the following procedures:

- Beginning March 18, 2020 all Municipal Utility Board related travel outside the Corporate City Limits and service area will be suspended until deemed all clear by the appropriate public health officials.
- Utility billing and cutoff correspondence will remain "business as usual" with the actual interruption of service for non-payment of a delinquent balance issued at the discretion of the General Manager.
- Employees who express COVID-19 symptoms or confirmed exposure may use accrued sick leave pay. If an employee reports or is sent home with a fever or COVID-19 symptoms, they will be required to provide a Health Release from their primary care physician or the Mayes County Health Department before they can return to work.
- Due to the closing of schools and daycare services because of the COVID-19 crisis, an employee may use their accrued Sick Leave pay to provide care for their child/children if no other alternative is available or until the State of Emergency is lifted.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to suspend all Municipal Utility Board related travel outside the Corporate City Limits and service area beginning March 18, 2020 until deemed all clear by the appropriated public health officials.



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

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to continue “business as usual” with the actual interruption of service for non-payment of a delinquent balance issued at the discretion of the General Manager. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Rains, Roberts, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to not extend additional Sick Leave to any employee who has exhausted all accumulated Sick Leave days due to COVID-19 crisis and State of Emergency. However, any employee expressing COVID-19 symptoms or a fever from any illness will be sent home or encouraged to stay home and required to provide a Health Release from their primary care physician or the Mayes County Health Department before they may return to work. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to allow an employee to use their accrued Sick Leave pay to provide care for their child/children if no other alternative is available due to the closing of schools and daycare services because of the COVID-19 crisis. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Crisp discussed the PHMSA requirements for the gas department and recommended the Board revise the MUB Clothing Allowance Benefit (Page 35, Item 4 of the General Employment Policies) and change the gas department clothing allowance from \$300.00 annually, payable in \$150.00 increment during September and April to the \$500.00 annually, payable in \$250.00 increments for FR (Fire-Retardant) clothing beginning April 1, 2020.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to revise the MUB Clothing Allowance Benefit (Page 35, Item 4 of the General Employment Policies) and change the gas department clothing allowance from \$300.00 annually, payable in \$150.00 increment during September and April to the \$500.00 annually, payable in \$250.00 increments for FR (Fire-Retardant) clothing beginning April 1, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

Mr. Crisp discussed and recommended the Board enter into an agreement with R. W. Vaught Technical Services to provide updates to the Controls/SCADA systems for the Wastewater Treatment Plant and the 9<sup>th</sup> Street Lift Station at a cost not to exceed \$9,500.00.

A motion was made by Ms. Mitchell and seconded by Mr. Roberts to enter into an agreement with R. W. Vaught Technical Services to provide updates to the Controls/SCADA systems for the

Wastewater Treatment Plant and the 9<sup>th</sup> Street Lift Station at a cost not to exceed \$9,500.00. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Roberts, Rains, Sixkiller, and Harris Nay – none

Mr. Crisp discussed and recommended the Board allow two (2) employees to attend the 2020 Oklahoma Excavation Safety Expo in Norman, Oklahoma on April 23-24, 2020 at a cost not to exceed \$750.00 if the State of Emergency has been lifted.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to allow two (2) employees to attend the 2020 Oklahoma Excavation Safety Expo in Norman, Oklahoma on April 23-24, 2020 at a cost not to exceed \$750.00 if the State of Emergency has been lifted. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

Mr. Crisp, at the request of Oklahoma Department of Environmental Quality, referenced Permit No. WL000049191002, Duplex homes sub-division, Facility No. 3004611 for the construction of potable water lines in Mayes County. (See attached)

The Board recognized Mrs. Teri Hill who referenced the thank you letter from Mrs. Hannah Moore and Mrs. Jennifer Adams and reported they would begin using the Human Resource tools they have received from several trainings on a project with Management to create a Human Resource Job Description and revise the current Office Manager's job description.

A written Department Foreman's Report was presented.

There was no unfinished or new business to discuss.

There was no attorney report.

A motion was made by Ms. Mitchell and seconded by Mr. Roberts to adjourn at 7:38 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Roberts, Sixkiller, Rains, and Harris Nay – none

  
Chairman

  
Secretary

April 6, 2020

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
1047	Payroll	A0320-077; Payroll ending March 18, 2020	72,310.38
1048	RCB Bank-Pryor	FICA-\$12,866.20; MED-\$3,009.08; FED-\$10,210.41	26,085.69
1049	Oklahoma Tax Commission	SWH Payroll Ending March 18, 2020	3,735.00
1050	Oklahoma Centralized Support Registry	Payroll Deduction Ending March 18, 2020	1,467.77
1051	Principal Financial Group	457 Retirement Savings Deduction for March 2020	12,476.59
1052	Principal Financial Group	457 Loan Re-payment for March 2020	1,707.40
1053	Principal Financial Group	MMP Retirement Contribution for March 2020	22,864.47
1054	Payroll	A0220050; Payroll ending April 1, 2020	69,110.85
1055	RCB Bank-Pryor	FICA-\$12,211.44; MED-\$2,855.94; FED-\$8,834.16	23,901.54
1056	Oklahoma Tax Commission	SWH Payroll Ending April 1, 2020	3,429.00
1057	Oklahoma Centralized Support Registry	Payroll Deduction Ending April 1, 2020	1,467.77
1058	Oklahoma State Tax Commission	March 2020 Actual/April 2020 Estimated Sales Tax	39,367.99
1059	Oklahoma Employment Security Comm.	1st Qtr. 2020 Employers Unemployment Tax	6,031.96
1060	Accurate Environmental, LLC	A0320069; Water Samples	237.00
1061	B & B Meter Service	20203139; Material and Supplies	5,733.00
1062	BlueCross BlueShield of Oklahoma	Group Medical Coverage for April 2020	45,896.29
1063	Brenntag Southwest Inc.	20203115; Material and Supplies	1,398.63
1064	Cabin Diesel Services	20203142; Vehicle Maintenance, Truck #26	382.00
1065	Chouteau Lime Company	20204164; Material and Supplies	481.00
1066	CINTAS Corporation 063	20204165; Uniform Rental for March 2020	648.69
1067	CINTAS First Aid & Safety	20203138; First Aid Kit Supplies	173.29
1068	C & R Oil Co., Inc.	20203144; Fuel	1,998.86
1069	Office Everything dba SPC Office Products	20203158; Material and Supplies	38.75
1070	Delta Dental of Oklahoma	Group Dental Coverage for April 2020	3,189.00
1071	Farwest Line Specialties, LLC	20203129; Small Tools	809.75
1072	Meaux Down Lawncare	20203160; Mowing Service through March 30, 2020	455.00
1073	Grand River Dam Authority	Purchased Electric for March 2020	322,219.30
1074	P & K Equipment	20203151; Material and Supplies	85.20
1075	Green Country Testing, Inc.	20203163; Testing	430.00
1076	ISCO Industries	20203147; Material and Supplies	1,050.10
1077	ISCO Industries	20203150; Material and Supplies	123.20
1078	Locke Supply Co.	20203161; Material and Supplies	409.61
1079	Love, Beal & Nixon, P.C.	A0320077; Garnishment Payment #15, C. Grass	212.25
1080	Love, Beal & Nixon, P.C.	A0420084; Garnishment Payment #16, C. Grass	212.25
1081	Marmic Fire and Safety Co., Inc.	20203116; Annual Fire Extinguisher Inspections	603.30
1082	Infrastructure Solutions Group, LLC	A0320062; Northstar Sanitary Sewer Extension, Pmt. #1	4,534.50
1083	OMUSA/Oklahoma Municipal Alliance	A0420088; JT&S Quarterly Dues FY2019-2020	567.75
1084	Oklahoma Ordnance Works Authority	Purchased Water for March 2020	59,297.54
1085	Mike's Tire & Car Care	20203149; Equipment Maintenance, Flat Repair on Trailers	50.49
1086	Mike's Tire & Car Care	20203157; Equipment and Vehicle Maintenance	1,337.98
1087	Oklahoma Natural Gas Company	Transportation Fees for February 2020	6,046.31
1088	Pryor Stone Inc.	20203143; Rock	553.79
1089	Pryor Stone Inc.	20203148; Rock	1,318.92
1090	Mayes County RWD #4	WWTP Water Service for March 2020	21.16
1091	Sadler Paper Company	A0320080; City Hall Cleaning Supplies	150.68
1092	Stuart C. Irby Co., Inc.	201912579; Material and Supplies	2,325.30
1093	Stuart C. Irby Co., Inc.	20203111; Material and Supplies	1,866.20
1094	Stuart C. Irby Co., Inc.	20203134; Material and Supplies	1,468.00
1095	Sundance Office	20203146; Warehouse Supplies	439.36
1096	Storage Plus by 5 R, Inc.	A0420085; On-site Document Shredding, March 2020	55.00
1097	Traffic Signals, Inc.	20203154; Traffic Bulbs and Maintenance	7,133.30
1098	Triple Crown Products	20202107; MUB Logo Hats	2,732.93
1099	Tulsa Emergency Medical Center Inc.-0010	A0320078; OCC Mandated Federal Drug Screens	682.00
1100	Utility Supply Co.	20203119; Small Tools	420.00
1101	U S Cellular	Cellular Service for March 2020	1,195.41
1102	USA Bluebook	20203125; Material and Supplies	1,150.48
1103	Core & Main LP	2020260; Material and Supplies	179.90
1104	Wal-Mart Community/SYNCB	20203155; OGA Board Meeting Supplies	25.90
1105	White Star Machinery	20203128; Equipment Maintenance	3,672.97
1106	White Star Machinery	20203137; Equipment Maintenance	368.69
1107	Absolute Technologies	A0420089; IT Supplies	50.69
1108	Beasley & Company	A0320082; 4th Qtr. FY19-2020 Retirement Plan TPA Service	1,329.00
1109	Ben Sherrer Law Office, P.C.	A0420086; Attorney Fees for March 2020	220.00
1110	Mutual of Omaha Payment Process Center	Group AD&D Coverage for April 2020	862.22
1111	City of Pryor Creek	A0719172; Payroll Ending March 20, 2020	594.23
1112	City of Pryor Creek	Workman's Comp & Fees for February 2020	9,862.36
1113	Fiber Interactive Technologies	Telephone Service for March 2020	166.83
1114	Fiber Interactive Technologies	A0320083; AVAYA-9133 Access	1,098.00
1115	Ancillary Bill Dept. Dearborn Life Ins. Co.	Group LTD Coverage for April 2020	1,216.04
1116	Municipal Utility Board	Utility Services for March 2020	17,094.58
1117	Municipal Utility Board	Petty Cash	903.52
1118	OCC Petroleum Storage Tank Division	A0320081; 2019 Base Fee	100.00
1119	OKARNG Whitaker Training Center	A0320079; Annual Pole Yard Lease Agreement	3,000.00
1120	Pryor Printing Inc.	A0420087; Envelopes (3,000 count)	459.42
1121	Technical Programming Services Inc.	A0320075; Bill/Late Message Print and Mailing, March 2020	3,327.49
1122	Tyler Business Forms	A0320074; Preprinted Incode TOPCK	643.50
1123	VSP Insurance Co., (CT)	Payroll Deduction for April 2020	609.00
		TOTAL	<u>809,874.32</u>

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

REGULAR CHECKS:	11	14,902.49
DIRECT DEPOSIT REGULAR CHECKS:	39	57,407.89
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
		-----
TOTAL CHECKS:	50	72,310.38

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

\*\* END OF REPORT \*\*

**PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR**  
**DATE: FROM 3-5-2020 TO 3-18-2020**

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: Seri Hill for Jared Crisp  
 GENERAL MANAGER

APPROVED: Harry Harris by Josh  
 CHAIRMAN

PO # A0320-077

claim # 1047



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

REGULAR CHECKS:	13	13,813.32
DIRECT DEPOSIT REGULAR CHECKS:	42	55,297.53
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
		-----
TOTAL CHECKS:	55	69,110.85

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

\*\* END OF REPORT \*\*

**PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR**  
DATE: FROM 3-19-20 TO 4-1-2020

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: Jeri M. Hill for Jared Crisp  
GENERAL MANAGER

APPROVED: Larry Harris by Jmh  
CHAIRMAN

PO # A0420-084

Claim #

1054