May 18, 2020

The Municipal Utility Board met in a Regular Session at 6:03 p.m. on Monday, May 18, 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, Dr. Ken Rains, Ms. Lorri Mitchell, Dr. Art Sixkiller, and Mr. Mark Roberts.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to approve the minutes of the Regular Meeting held May 4, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Roberts, and Harris Dr. Sixkiller abstained and is counted as no vote.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve Claims #1255 - #1313 totaling $849,004.00 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, Mitchell, and Harris Nay – none

The Board recognized the Honorable Mayor Lees who reported on the Economic Development Trust Authority and their projects for the benefit of the City of Pryor Creek and its residents.

The Board recognized Mr. Adam Anderson and Mr. Terry Aylward who had no comments.

The Board recognized Mr. Steve Powell, *attended via Video Conference,* who updated the Board on several Wastewater Treatment Plant and 9th Street Lift Station Projects. Mr. Powell also reported on the Sewer Extension North of Salt Branch Creek and the utility easements.

Mr. Powell reported some discoveries on the Drainage Improvement Plans for Southeast 14th and Fairland Street that need to be addressed before he shares the plans with Mr. Crisp.

Mr. Powell has scheduled a meeting next week with a firm based in Texas to discuss the flow meter installation and our lift stations and pumps as required in the ODEQ violation.

Chairman Harris inquired about the status of the Kum-n-Go property but Mr. Powell had no update.

The Board recognized Mr. Jared Crisp who reported on the implementation of Phase II COVID-19 Plan Policy and Prevention Work Schedule through May 29, 2020. He also reported his plan to be full staff during regular business hours and stagger the lunch breaks at the warehouse beginning June 1, 2020. The administrative

office lobby will remain closed until July 1, 2020 or the Bullet Resistant Glass is installed.

Mr. Crisp discussed the State of Oklahoma Re-Opening and the scheduling of several utility related meetings outside the Corporate City Limits and service area then recommended the Board begin allowing discretionary Municipal Utility Board related travel outside the Corporate City Limits and service area.

A motion was made by Ms. Mitchell and seconded by Dr. Rains to allow discretionary Municipal Utility Board related travel outside the Corporate City Limits and service area effective immediately. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Rains, Roberts, Sixkiller, and Harris Nay – none

Mr. Crisp will review the Budget ending June 30, 2020 with Mrs. Teri Hill this week then schedule a meeting with the Budget Committee to review a proposed Assessment of Needs Budget ending June 30, 2021.

Mr. Crisp reported on the execution of Mobile Service Orders and will be phasing in delinquent mobile cut-offs in the near future. Of the one hundred twelve (112) reported March 1, 2020 and April 1, 2020 delinquent customers only sixty-two (62) services were interrupted on the morning of May 6, 2020. All but seventeen (17) services were turned back on the same day. Fourteen (14) accounts have been final billed for bad debt processing.

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

A written Department Foreman's Report was presented.

At 6:30 p.m., a motion was made by Ms. Mitchell and seconded by Dr. Rains to enter into Executive Session for the purpose of: Discussion and consideration of the employment and salary of the General Manager, per 25 O.S. Section 307(b) (1). MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Rains, Roberts, Sixkiller, and Harris Nay – none

At 6:56 p.m., a motion was made by Ms. Mitchell and seconded by Dr. Rains to resume Regular Session. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Rains, Sixkiller, Roberts, and Harris Nay – none

Chairman Harris reported there was no action taken in Executive Session.

A motion was made by Ms. Mitchell and seconded by Dr. Rains to continue the employment of Mr. Jared Crisp as the General Manager of the Municipal Utility Board for the City of Pryor Creek with a five (5%) percent pay increase (Annual $111,240.24 to Annual $116,802.40) effective May 14, 2020. MOTION CARRIED.

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

There was no unfinished or new business to discuss.

The Board recognized Mr. Ben Sherrer who discussed Chapter 11 Case No. 20-32564 (DRJ) of the United States Bankruptcy Court for the Southern District of Texas Houston Division regarding Stage Stores, Inc. Order (I) Adequate Assurance of Payment for Future Utility Services, (II) Prohibiting Utility Providers from altering, refusing, or discontinuing services, (III) approving the debtors' proposed procedures for resolving adequate assurance requests, and (IV) granting related relief. Mrs. Teri Hill concluded she received an email confirmation from their Legal Counsel, Debbie A. Farmer, the $793.15 was deposited into the Court Ordered Adequate Assurance Account established and held by Stage Stores, Inc. Therefore, the returned stop-payment check for May 1, 2020 utility payment in the amount of $782.29 was charged back to accounts receivable and cash collections (sales) decreased. The $750.00 security deposit received on February 27, 1995 was not used to offset bankruptcy expenses but transferred to the new accounts established for Anthony's Stage Store #288 as a security deposit for continued services.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to adjourn at 7:03 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, Mitchell, and Harris Nay – none

Chairman

Secretary

June 1, 2020

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
1314	Payroll	A0520-128; Payroll ending May 27, 2020	71,196.88
1315	Bank of Commerce	FICA-$12,551.32; MED-$2,935.42; FED-$9,471.36	24,958.10
1316	Oklahoma Tax Commission	SWH Payroll Ending May 27, 2020	3,593.00
1317	Oklahoma Centralized Support Registry	Payroll Deduction Ending May 27, 2020	1,467.77
1318	Principal Financial Group Direct Deposit	457 Loan Repayment for May 2020	2,867.22
1319	Principal Financial Group Direct Deposit	457 Savings Retirement Contributions for May 2020	18,525.96
1320	Arkansas Electric Coop., Inc.	20203140; Electric Material and Supplies	1,750.00
1321	BlueCross BlueShield of Oklahoma	Group Medical Coverage for June 2020	46,495.36
1322	CBI Wholesale Electric, LLC	20205260; Equipment Maintenance, SCADA Monitor Relays	421.20
1323	CINTAS First Aid & Safety	20205247; First Aid Supplies	77.77
1324	Cove Environmental, LLC	20205264; Quarterly Biomonitoring Test	1,532.00
1325	Office Everything-Claremore dba SPC Office Products	20205255; Shipping Fees for Gas Department	65.48
1326	Delta Dental of Oklahoma	Group Dental Coverage for June 2020	3,189.00
1327	Enviro-Tec America	20205259; SIR Reports, Cycle 6	45.00
1328	Gonthier, Chris dba Meaux Down Lawncare	20205266; Mowing Service through May 10, 2020	455.00
1329	Green Country Testing, Inc.	20205245; Testing	790.00
1330	Green Country Testing, Inc.	20205263; Testing	350.00
1331	HACH Company	20205235; WWTP Lab Supplies	228.90
1332	Jaybelle Construction, LLC	A0520126; Trench in the District for Electric/Gas Line	9,500.00
1333	Lakeland Office Systems	A0520123; Office Copies (Total copies 31,258)	580.24
1334	Love, Beal & Nixon, P.C.	A0520128; Garnishment, C. Grass	212.25
1335	Mike's Tire & Car Care	20205267; Equipment and Vehicle Maintenance	451.32
1336	Overhead Door of Tulsa	20205254; Warehouse Maintenance, Garage Door	300.00
1337	Pryor Stone Inc.	20205265; Gravel-The District Project	343.69
1338	Sadler Paper Company	A0520124; City Hall Cleaning Supplies	201.27
1339	Sherwin-Williams	20205261; Paint for Transformers	26.95
1340	Stuart C. Irby Co., Inc.	20204208; Bid #927, Electric Material	388.32
1341	Sundance Office	20205256; Warehouse Supplies	194.80
1342	Techline Inc.	20204209; Bid #927, Electric Material	1,329.00
1343	Utility Supply Company	20204181; Bid #926, Water/Sewer Material	48,856.57
1344	U S Cellular	Cellular Service for May 2020	1,134.96
1345	Vermeer Great Plains	20205257; Small Tool, Tree Crew Hand Saw	49.90
1346	Core & Main LP	20204180; Bid #926, Water Material	9,103.20
1347	Core & Main LP	20204175; Bid #925, Gas Material	950.00
1348	Wal-Mart Community/SYNCB	20205253; Warehouse and Office Supplies	154.19
1349	Mutual of Omaha Payment Process Center	Group AD&D Coverage for June 2020	862.22
1350	Absolute Technologies	A0520127; Battery Backup for Warehouse Computer	239.99
1351	City of Pryor Creek	A0719172; Payroll Ending May 15, 2020	594.23
1352	Ancillary Bill Dept. Dearborn Life Ins. Co.	Group LTD Coverage for June 2020	1,216.04
1353	Municipal Utility Board	Utility Services for May 2020	16,589.27
1354	Municipal Utility Board	Petty Cash	77.00
1355	Ink Images	A0520121; Gas Awareness Bill Stuffer (Total 4,500)	1,480.00
1356	Technical Programming Services Inc.	A0520122; Bill/Late Messages Print and Mailing, May 2020	3,361.77
1357	VSP Insurance Co., (CT)	Payroll Deduction for June 2020	609.00
		TOTAL	276,814.82

PAYROLL NO: 1 PRYOR CREEK - M.U.B. PAYROLL DATE: 5/29/2020

*** REGISTER TOTALS ***

REGULAR CHECKS:	11	13,606.53
DIRECT DEPOSIT REGULAR CHECKS:	40	57,590.35
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	51	71,196.88

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 5-14-2020 TO 5-27-2020

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: Hannah Moore for Jared Crisp
GENERAL MANAGER

APPROVED: Garry Harris by HM
CHAIRMAN

Claim # 1314
PO# A0520-128