December 20, 2021

The Municipal Utility Board met in a Regular Session at 6:00 p.m. on Monday, December 20, 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, Mr. Mark Roberts, Ms. Lorri Mitchell, and Dr. Art Sixkiller.

Also attending were Ms. Candy Hills, Mr. Josh Hills, Mr. Terry Aylward, Ms. Violet Kirkendall, and the Honorable Mayor Lees.

Mr. Jared Crisp reported he received two construction permits from Oklahoma Department of Environmental Quality. Permit No. SL000049210844 Roosevelt Crossing Subdivision Sanitary Sewer and Permit No. WL000049210845 Roosevelt Crossing Subdivision Waterline are noted in our minutes and made a matter of permanent record.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held December 6, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #626 - #675 totaling $600,104.00 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts and Harris Nay – none

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

The Board recognized Ms. Violet F. Kirkendall of Hood & Associates CPAs, PC who presented the Annual Audit for Fiscal Year ending June 30, 2021, which included a Total net position of $40,748,758; of which $27,631,867 was an investment in capital assets, not cash. The Statement of Cash Flows Total Cash and cash equivalents for the year ending June 30, 2021 was $12,383,695. Ms. Kirkendall also reported the total financial impact of COVID-19 on the Municipal Utility Board could not be determined at this time and there were no events or findings in the Annual Audit for Fiscal Year ending June 30, 2021.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to accept the Annual Audit for Fiscal Year ending June 30, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Sixkiller, Roberts, and Harris Nay – none

The Board recognized Mr. Steve Powell who gave a progress report on the planned installation of a flow meter at the Wastewater Treatment Plant. Mr. Powell also gave an update on the installation of the eight-inch waterline project on US69 Highway between Park and SE 5th Streets. Mr. Jared Crisp added, he received the BAC-T results on the eight-inch waterline project and they were good.

Mr. Powell requested the Board to table Agenda Item 4c. (Report on the Engineering Study performed for the Wastewater Treatment Facility) again.

The Board recognized Mr. Jared Crisp who introduced Ms. Candy Hills and Mr. Josh Hills as the property developers of "The Meadows at Stonegate, Phase 2" and an interested party in the East Salt Branch Sanitary Sewer Interceptor Project.

Mr. Crisp reported thirteen (13) contractors received bid specifications for the East Salt Branch Sanitary Sewer Interceptor Project No: PMUB 21-01 and seven (7) contractors elected to submit a bid which ranged from $534,802.60 to $1,295,787.50. Mr. Crisp agreed with the recommendation from Mr. Steve Powell, Project Manager for Infrastructure Solutions Group, LLC Consulting Engineers, to award the contract to Envisions Civil Contractors, LLC, of Claremore, Oklahoma who had the low bid of $534,802.60. Mayor Lees confirmed a second and final reading, discussion, and possible action regarding an ordinance annexing lands which include the Meadows at Stonegate, Phase 2, was Agenda Item 5a at the December 21, 2021 City of Pryor Creek Council Meeting. Ms. Candy Hills confirmed the property development would proceed whether the annexation is approved or not. Mr. Crisp confirmed all services could be provided if annexation is approved but if the annexation is not approved then the Municipal Utility Board could only serve water, gas, and sewer.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to enter into a contract with Envision Civil Contractors, LLC, of Claremore, Oklahoma for the Proposed East Salt Branch Sanitary Sewer Interceptor Extension Project No: PMUB 21-01 in the amount of $534,802.60. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Crisp discussed the variable fees for new, replacement, and bore taps. Then he presented a cost analysis of labor and equipment for natural gas, water, and sanitary sewer taps and recommended the Board increase the variable tap fees to a flat rate of $500.00 for all taps.

A motion was made by Dr. Rains and seconded by Mr. Roberts to increase the variable tap fees for natural gas, water, and sanitary sewer to a flat rate of $500.00 for all taps, effective January 1, 2022. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Crisp reported the Municipal Utility Board provided an Employee Appreciation Lunch at the MUB Warehouse on December 17, 2021.

The Board recognized Mrs. Teri Hill who presented a written report, prepared by Mrs. Hannah Moore, regarding the execution of J.A.C.K. (Justified Automated Cashiering Kiosk by AdComp).

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

The Board recognized Mr. Jared Crisp who discussed and recommended the approval of the Combination Low Bid #937; Electric Material in the amount of $74,143.81 as presented.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the Combination Low Bid #937; Electric Material in the amount of $74,143.81 as presented. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the promotion of Mr. K. Bryce Kerns from 4th Year Apprentice with Merit to Journeyman Lineman Non-merit in the Electric Department, effective December 23, 2021.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to promote Mr. K. Bryce Kerns from 4th year Apprentice with Merit to Journeyman Lineman Non-Merit ($32.94 per hour to $35.13 per hour) in the Electric Department, effective December 23, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, Mitchell, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the promotion of Mr. Barry Henderson from Tree-Trimmer Crew Chief Non-Merit to Tree-Trimmer Crew Chief with Merit in the Electric Department, effective December 23, 2021.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to promote Mr. Barry Henderson from Tree-Trimmer Crew Chief Non-Merit to Tree-Trimmer Crew Chief with Merit ($24.83 per hour to $25.71 per hour) in the Electric Department, effective December 23, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Sixkiller, Roberts, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the promotion of Mr. Terry Adams from Acting Assistant Wastewater Superintendent with a pay rate of an A Operator with Merit to Assistant Wastewater Superintendent Non-Merit, effective December 23, 2021.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to promote Mr. Terry Adams from Acting Assistant Wastewater Superintendent with a pay rate of an A Operator with Merit to Assistant Wastewater Superintendent Non-Merit ($25.57 per hour to $27.53 per hour), effective December 23, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Rains, Mitchell, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the promotion of Mr. W. Shane Smith from B Operator with Merit to an A Operator Non-Merit at the Wastewater Treatment Plant, effective December 23, 2021.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to promote Mr. W. Shane Smith from a B Operator with Merit to an A Operator Non-Merit ($23.84 per hour to $24.41 per hour) at the Wastewater Treatment Plant, effective December 23, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the promotion of Mr. Caleb Crofford from A Mechanic Non-Merit to A Mechanic Merit in the Water/Sewer Collection Department, effective December 23, 2021.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to promote Mr. Caleb Crofford from an A Mechanic Non-Merit to an A Mechanic Merit ($24.41 per hour to $25.57 per hour) in the Water/Sewer Collection Department, effective December 23, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Mitchell, Roberts, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the promotion of Mr. Doug Dixon from a C Mechanic with Merit to a B Mechanic with Merit in the Gas Department, effective December 23, 2021.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to promote Mr. Doug Dixon from a C Mechanic with Merit to a B Mechanic with Merit ($23.00 per hour to $23.84 per hour) in the Gas Department, effective December 23, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, Mitchell, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the promotion of Mrs. Hannah Moore from Clerk I Non-Merit to Clerk I Merit in the Administrative Department, effective December 23, 2021.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to promote Mrs. Hannah Moore from Clerk I Non-Merit to Clerk I Merit ($23.17 per hour to $24.93 per hour) in the Administrative Department, effective December 23, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Roberts, Sixkiller, and Harris Nay – none

Mr. Crisp informed the Board the promotion of Mr. Travis Willis to Assistant General Manager would be included on the next Municipal Utility Board Agenda in Executive Session.

There were no new business or unfinished business to discuss.

The Board recognized Mr. Ben Sherrer who reported he found no legal binding municipality bid requirements by the State of Oklahoma Statues and recommended Mr. Crisp prepare a more suitable Bidding Policy for consideration by the Board rather than continue the past practice bid procedures.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to adjourn at 6:48 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Chairman

Secretary

January 3, 2022

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

CL#	NAME	PO#/DESCRIPTION		AMOUNT
676	Payroll	A1221299; Payroll Ending December 22, 2021	$	73,664.97
677	Bank of Commerce	FICA $12,852.80 Med $3,005.88; Federal $8,986.40	$	24,845.08
678	Oklahoma Tax Commission	A1221299; Payroll Ending December 22, 2021	$	3,908.00
679	Oklahoma Centralized Support Registry	A1221299; Payroll Ending December 22, 2021	$	1,334.43
680	Kansas Payment Center/SG10DM000494	A1221299; Payroll Ending December 22, 2021	$	83.54
681	Principal Financial Group	457 Retirement Savings for December 2021	$	12,657.92
682	Principal Financial Group	457 Loan Re-payments for December 2021	$	2,083.96
683	Oklahoma Employment Security Comm.	4th Qtr. 2021 Employers Unemployment Tax	$	743.03
684	Oklahoma State Tax Commission	December 2021 Actual/January 2022 Estimated Sales Tax	$	64,805.28
685	Amazon Capital Services	202112577; Safety Supplies and Engraving Tool	$	154.93
686	Accurate Environmental, LLC	A1221296; Water Samples	$	140.00
687	BlueCross/BlueShield of Oklahoma	Group Medical Coverage for January 2022	$	42,972.37
688	Brenntag Southwest	202112579; Material and Supplies	$	1,667.38
689	CBI Wholesale Electric, LLC	202112596; Equipment Maintenance, Traffic Lights	$	253.20
690	Cintas First Aid & Safety	202112597; First Aid and Safety Supplies	$	132.39
691	Delta Dental of Oklahoma	Group Dental Coverage January 2022	$	3,372.24
692	Elliott Electric Supply	20219433; Bid #934, Electric Material	$	20,346.00
693	Enviro-Tec America, Inc.	202112591; SIR Reports, Cycle 14	$	45.00
694	Premier Signs & Design	202112592; Equipment Replacement, Truck #1 Lettering	$	148.50
695	Gonthier, Chris dba Meaux Down Lawncare	202112590; Mowing Service for September/October 2021	$	770.00
696	P & K Equipment	202112582; Material and Supplies for Tree-Trimming	$	132.96
697	H. G. Flake, Co. Inc.	202111532; Bid #936, Gas Material	$	7,760.34
698	J. Harlen Co., Inc.	202111498; Small Tool, 20" Pole Tongs	$	317.90
699	Border States Industries, Inc.	20219431; Bid #934, Electric Material	$	1,428.90
700	Border States Industries, Inc.	202112584; Material and Supplies	$	452.27
701	Poly Pro Inc.	202112580; Equipment Maintenance, 1" Fusion Machine	$	182.34
702	Southeastern Testing Lab, Inc.	202112557; Tested and Cleaned Gloves and Sleeves	$	432.75
703	Sundance Office	202112574; Warehouse Supplies	$	218.05
704	Sundance Office	A1221300; Calendars and Steel Two-Hole Punch	$	77.86
705	Tulsa Emergency Medical Center Inc.-0010	A1221302; Pre-Employment Exam, R. Tracy	$	215.00
706	US Cellular	Cellular Service for December 2021	$	198.38
707	Core & Main	202111529; Bid #935, Water and Sewer Material	$	52,992.15
708	Core & Main	202112555; Material and Supplies	$	1,042.10
709	Capital One (Walmart Credit Service)	202112594; Miscellaneous	$	546.95
710	White Star Machinery	202112593; Equipment Maintenance, Skid Steer (Jackhammer)	$	55.86
711	Absolute Technologies	A1221295; Office Machine, Monitor for J.A.C.Kiosk	$	199.00
712	Beasley & Company	A1221301; 3rd Qtr. Retirement Plan TPA Services	$	1,346.00
713	Mutual of Omaha Payment Process Center	Group AD&D Coverage for January 2022	$	1,006.95
714	Fiber Interactive Technologies	Voice and Fax Services for December 2021	$	166.83
715	Ancillary Bill Dept. Dearborn Life Ins. Co.	Group LTD Coverage for January 2022	$	1,324.51
716	Municipal Utility Board	Utility Services for December 2021	$	19,590.30
717	Municipal Utility Board	Petty Cash	$	451.18
718	Technical Programming Services Inc.	A1221297; Bill/ Message Print & Mailing; December 2021	$	3,554.23
719	Tyler Technologies, Inc.	A1221303; Annual Service Order Management Fee	$	1,402.58
720	Hood & Associates CPAs, PC	A0621129; CCP, Annual Audit Ending June 30, 2021	$	4,250.00
721	VSP Insurance Co., (CT)	Payroll Deduction for January 2022	$	784.53
722	Principal Financial Group	MPP Retirement Contributions for December 2021	$	22,964.83
		TOTAL	$	377,222.97

PAYROLL NO: 1 PRYOR CREEK - M.U.B. PAYROLL DATE: 12/22/2021

*** REGISTER TOTALS ***

REGULAR CHECKS:	7	8,289.52
DIRECT DEPOSIT REGULAR CHECKS:	42	65,375.45
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	49	73,664.97

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 12-9-21 **TO** 12-22-21

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: Teri M. Hill for Jared Crisp
GENERAL MANAGER

APPROVED: Garry Harris by (Jmh)
CHAIRMAN

PO # A1221-299

Claim #

0676