

CIRCUIT ENGINEERING DISTRICT #1 SPECIAL BOARD MEETING MINUTES

DATE: Thursday, September 27, 2007
 TIME: 10:00 am
 PLACE: Mayes County Fairgrounds, Pryor, Oklahoma

ROLL CALL

COUNTY	APPOINTED REP.	PRESENT	ABSENT
CRAIG	Marion Floyd	X	
CREEK	Roger Boomer		X
DELAWARE	Dave Kendrick	X	
MAYES	Larry Ramsey	X	
NOWATA	Dale Epperson	X (Tim Kilpatrick)	
OSAGE	Scott Hilton	X	
OTTAWA	Russell Earls	X	
PAWNEE	Joe Allenbaugh		X
ROGERS	Mike Helm	X	
TULSA	Ray Jordan	X	
WASHINGTON	Gary Deckard	X	

1. Call to order by President (Deckard)
2. Roll call by Secretary (Hilton).
All present except Creek and Pawnee.
3. Public Comment
4. Treasurer's Report (Hilton).
Current balance is \$52,735.61.
5. Reading of the minutes of the last Special Board Meeting held on August 9, 2007, and approval or modification thereof. (Hilton)
Motion to approve minutes was made by Larry Ramsey; seconded by Dave Kendrick. Motion carried.

6. Results of equipment survey: Responses were received from five commissioners. Nowata County District 3 and Rogers County District 2 both own a zipper and are willing to share it with other counties. Delaware County District 1 identified 2 miles of roadway they would like to zipper in October 07; 2.5 miles in April 08. Ottawa County District 3 identified 3 miles in May 08 and 4 miles in October 08. (Lori)
7. Discussion and possible action on the development of a CED Construction Crew. (Deckard and Earls)
Commissioner Earls explained the idea of the CED hiring the three employees from Ottawa County to perform construction services for the CED. A County would be responsible for materials and the CED would pay for the labor and small equipment necessary. Crane or other heavy equipment would be paid for by the County. Discussions were made by several that they have the labor and only need the money for materials. See next item for additional discussions. No action taken.
8. Discussion and possible action regarding the CED#1 budget. (Deckard)
Discussions centered around equipment needs and labor-sharing within the CED. It was suggested that interlocal agreements be executed to cover labor if needing to borrow employees from another County to execute a force account project. Russell Earls made a motion that the money received by CED#1 be used to purchase materials for drainage structures with a material cost up to \$30,000. The drainage structure project must meet force account county bridge standards. The projects will be prioritized in accordance with the machinery revolving account (poorest counties first). Larry Ramsey seconded. Motion carried. A request submission process will be developed and implemented. Anticipated annual revenue is approximately \$210,000.
9. Review and possible action on financial policies established by the OCCEDB for the local CEDs. (Monte Goucher, CED#7)
Monte said that \$275K has been received with \$578K coming soon. Monte related that the OCCEDB would like to see each CED hire a Program Manager to handle their funds. It was commented that the CED may wish to hire a finance manager instead of an engineer to meet the OCCEDB requirements. He said ODOT was concerned about Guy Engineering's position with CED#1. It was pointed out that Guy does not handle CED#1's money. It was suggested to Monte that a state-wide CED comptroller be hired to handle the funds for all CEDs. Monte also suggested CED#1 obtain workers' compensation (if they hire a CED employee) and general liability insurance policies. He advised the CED to maintain a clear paper trail (invoices and receipts) of all transactions. Monte will provide a start-up packet to Scott Hilton that will outline all the procedures for setting up the budget.
10. Distribute project updates/schedules.

11. NEPA status updates. Identify those projects which may receive NEPA status during late 2007 and early 2008. (Blickensderfer)
NEPA status updates are included in the notes on the project status sheets. It was also noted that the new Environmental Division is in place and ODOT is working to speed up the NEPA process. It was noted CED1 has more than 40 projects in the NEPA process. Several projects are scheduled for 2008 and the CED is unsure if the NEPA will be completed in time to execute in 2008.

12. Discussion and possible action on changing the HB1176 (CIRB) 5-year plan for Division 8 Counties. (Blickensderfer)
Blick informed the group that the process to change the plan is via resolution. A motion was made by Mike Helm to shift Connors to 2008, Quapaw to 2010 and W 81st Street to 2011. Motion seconded. Action tabled. Blick will draft the shifted plan and present it at next meeting.

13. Discussion and possible action on projects planned for funding FY2008 (BR, STP, & CIRB):

BR Projects:

Mayes County, BR #74 over Saline Creek - READY

Craig County, BR #V-2 over Bull Creek - Utility Relocates Underway

Osage County, BR #251 over Guesso Creek - Acquiring ROW

Nowata County, BR #38 over California Creek - Waiting on NEPA

Rogers County, BR #126 over Inola Creek - Acquiring ROW

Ottawa County, BR #43 over Trib to Beaver Creek - Waiting on NEPA

STP Projects:

Nowata County, LWC over Wolf Creek - Utility Relocates Underway

Creek County, J/P 22350 - Waiting on NEPA

CIRB Projects:

Delaware County, BR #65 over Spavinaw Creek - NEPA ongoing for 5 yrs

Projects will be monitored over the next few months to finalize the BR funding list. No action taken.

14. STP applications are due November 1. Speak to your engineer about getting the application ready. Only one project may be submitted by each county. A resolution must be submitted with the applications. (Blickensderfer)
Rural Functional Classification maps were distributed to the counties in attendance. STP projects (this year) must be on Major Collector Roads.

15. Open Meeting/Open Records Act. Briefing on September 20 meeting held at Rudisill Library in Tulsa. (Lori)
A similar meeting will be held in Miami at the Miami Civic Center on October 25. Pre-registration is not required. The contact persons are: Lisa Potts (405) 919-1397 and Mark Thomas (405) 659-3966.
16. Set date for the next CED meeting. (Deckard)
The next meeting will be held at the ACCO conference in November.
17. Adjournment. (Deckard)