

CIRCUIT ENGINEERING DISTRICT #1 SPECIAL BOARD MEETING MINUTES

DATE: Thursday, July 26, 2007
 TIME: 10:00 am
 PLACE: Mayes County Fairgrounds, Pryor, Oklahoma

ROLL CALL

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

MINUTES

1. Meeting called to order by President (Gary Deckard).
2. Secretary (Scott Hilton) called roll: All present except Delaware and Nowata.
3. Treasurer (Scott Hilton) read the Treasurer's Report. Scott noted the auditor will begin in August 2007.
4. Motion to approve minutes of July 17th meeting was made by Larry Ramsey; seconded by Ray Jordan. Motion carried.
5. Discussion and possible action on HB1176 (CIRB) 5-year plan for Division 8 Counties.

Randy Robinson confirmed that Tim Gatz is the appropriate person to contact regarding changes to the 5-year plan. He suggests asking ODOT to attend the

September meeting to explain their reasoning for the changes they made to the plan submitted by the CED. The first HB1176 deposit/allocation would have been made by then.

6. Discussion and possible action regarding the OCCEDB Funding Application Policies, the OCCEDB budget, and other OCCEDB activities.

Discussion was held on the proposed budget. Randy Robinson noted that the \$60,000 accounting contract with CED7 can be broken any time. CED7 will set up the accounts, federal ID number, etc. They will invoice the state treasurer on behalf of the CED and distribute the money in accordance with OCCEDB guidelines. Randy would also like to add legal services for the CED by sharing a research lawyer with ACCO.

An item will be put on the agenda for the next meeting to establish a CED budget for submission to the OCCEDB.

A motion was made by Russell Earls to change the wording of policy number 2 of the Funding Application Policies to: "Each Circuit Engineering District is required to have a program manager." Seconded by Mike Helm. Motion carried.

7. Discussion concerning the NEPA process, project schedules, and the points of contact for activities. (Guy)

Guy Engineering distributed a list of NEPA points of contact and a flowchart of the NEPA process. It was requested that the points of contact be added to the schedules. It was also requested that the ODOT Right-of-Way, ODOT Utilities, and US Federal Highway Administration point of contacts be added. Randy Robinson would like a copy of the schedules; Guy will forward them to him.

8. Discussion and possible action on Amendment #1 to the Project Management Contract for CED#1. (Guy)

GUY provided a scope and fee schedule and explained each task listed.

Gary Deckard did not agree with, and questioned the need for, the \$3000 year end close-out cost as Rosemarie may already be doing this. He also questioned the 44 hours to visit with the counties.

Discussions were made concerning the development of the 5-yr plan and the hours listed for visiting each County. It was also discussed that the year-end closeout task item was for assisting ODOT-Local Government to ensure projects were funded in accordance with CED funding decisions. Mike Helm made a motion to approve the amendment; Russell Earls seconded. Motion carried.

9. New business.

It was suggested that Guy's logo be removed from the website. Wallace Engineering should be added to the website. If there are any other engineering firms doing work for the CED, please notify Guy and they will add them to the website.

10. The next meeting date will be August 9, 2007, at 10:00 am, at the Mayes County Fairgrounds.

11. Motion to adjourn by Larry Ramsey; seconded by Russell Earls. Motion carried.