

CIRCUIT ENGINEERING DISTRICT #1 SPECIAL BOARD MEETING MINUTES

DATE: Wednesday, January 23, 2008
 TIME: 10:00 am
 PLACE: Osage County, District 2, Skiatook

ROLL CALL

COUNTY	APPOINTED REP.	PRESENT	ABSENT
CRAIG	Marion Floyd (Dan Peetom)	X	
CREEK	Roger Boomer		X
DELAWARE	Dave Kendrick		X
MAYES	Larry Ramsey	X	
NOWATA	Dale Epperson	X	
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, Delaware, and Pawnee.
3. Treasurer's Report (Hilton)
Current balance is \$219,645.03. Scotty will present options at the next meeting for changing to a better interest-bearing account. Gayle Ward noted that the CED should start receiving checks on a monthly basis from OCCEDB up to our approved budget amount.
4. Reading of the minutes of the last Special Board Meeting held on December 5, 2007, and approval or modification thereof. (Hilton)
Motion to approve minutes was made by Larry Ramsey; seconded by Russell Earls. Motion carried.

5. Introduction and discussions with Shannon Sheffert, ODOT Local Government.

- Discussion of CIRB engineer selection process

Shannon outlined the status of the engineering selection process.

Approximately 22 firms are interested in the 7 CED#1 projects and have submitted Qualifications Statements (QS).

ODOT will issue a rating sheet and instruction letter later this week.

The selection committee should consist of the commissioner in whose district the project resides, the CED, Rosemarie Case, Shannon Sheffert and the ODOT Field Division County Engineer. Each committee member will receive a copy of the submittal from each engineering firm for each project. Each committee member will prepare a rating sheet for each project.

Shannon delivered the "CED Board Member" set of QS at today's meeting. The "Commissioner" and "ODOT Field Division Engineer" sets will be delivered/mailed soon.

The Chair appointed a sub-committee to act on behalf of the board. The sub-committee will call a special meeting to review the engineering firms' QS. The members selected by the CED include: Roy Bible, Larry Ramsey, Duke Epperson, Ray Jordan and Mike Helm. Larry Ramsey will head the committee. Ray Jordan will be a non-voting advisor to the committee. Larry will contact Delaware and Pawnee counties to solicit interest in sitting on the sub-committee because they have projects on the list. After sub-committee's recommendation has been approved by CED, the CED will issue their rating sheet for each project to ODOT.

It is anticipated that ODOT will allow two weeks for the committee to make their short-list decisions. (Short-list should be made by February 13.)

The rating sheets from each of the committee members will be tallied by ODOT resulting in a short-list of interested firms on each project. The short-listed firms will be notified and interviews will then be scheduled. If shortlist is identical on more than one project, only one set of interviews will be conducted.

If anyone has any questions about the process, please call Shannon or his staff.

Note: After the meeting it was discovered that Larry Ramsey didn't realize he was supposed to take the CED submittals with him. It was decided that Guy Engineering will deliver the boxes to Ray Jordan; Ray will then deliver the boxes to the sub-committee meeting.

6. Discussion of National Transportation Safety Board's Safety Recommendation

Blick summarized the safety report. Shannon noted that all bridges considered fracture-critical will be inspected. The first round of inspections will be on the 41 non-truss bridges. The next round will be on pin-truss bridges. The commissioners will be asked to assist with access to the bridges by clearing the areas and will use consultants to inspect. ODOT will pay for these inspections. ODOT would like the commissioners to be present during the inspections which will be performed during the next two years. This inspection may replace the regularly scheduled inspections of these fracture-critical bridges.

Guy Engineering will put the Fracture-Critical list on the CED website.

7. Project status updates. (Blick)

Blick distributed project status reports to all commissioners present. Rosemarie noted that NEPA process will not start until property owner notification letters have been sent. ODOT needs a copy of the letter to the property owner. There have been instances where a specialist has been chased off a property with a shotgun. ODOT wants to avoid that scenario in the future!

Ray Jordan suggested sending the letters via certified mail and including a form for the landowner to note any restrictions to access.

Blick also discussed a listing of outstanding NEPAs and the time it takes to complete.

Guy Engineering will post a landowner letter on the CED website. Guy Engineering will email a copy of the status reports to Gayle Ward.

Rosemarie suggested to not put three bridges per year on a 5-year plan because BR funds are not sufficient to fund them all.

8. Materials Request Program (Blick)

- requests due to Guy Engineering by Feb 8th
 - prioritize and fund next month at CED meeting at ACCO
- The requests are not due until **June**. Approximately \$150,000 will be available at up to \$50K each project.*

The meeting recessed for lunch at 11:45 am and reconvened at 12:35 pm.

9. Discussion and possible action on CIRB 5-year plan changes. (Blick)

- Creek County request for moving a project up to 2008
 - Any other requests or changes
- Blick will send a blank resolution to each county to confirm their 3rd choice for the CIRB plan.*

10. Presentation of meeting with Dawn Sullivan, ODOT Environmental Division. (Blick)

- NEPA process
- Upcoming changes
- Suggested ideas
- Initial steps to speed up process

Blick reviewed the meeting held with Dawn Sullivan, Guy Engineering and TetraTech. He also shared how the delayed NEPA approval process of one year has caused a project's construction estimate to go from \$600K to \$1 million. The delayed NEPA process is costing the counties a lot of money. A priority list from each CED is needed by Environmental Division to ensure specialists time is dedicated to priority projects. Blick presented a list of two priority projects for each county for review and approval. This list was approved by the CED. Blick will forward the list to Local Government.

11. Master Plan update. (Blick)

- Coordination with counties - land use plans - development plans
- Coordination with tribal entities (possible joint meeting)

It was suggested the counties put an item on their agendas to have a workshop to discuss their draft master plans. Then they can schedule a time for Blick to come during a regular commissioner meeting and discuss further. It would be good if a County planning/zoning person attended the meeting as well. The goal is to establish known corridors of development and improve the transportation system in these areas.

12. Update on state-wide events. (Robinson)

In Randy Robinson's absence, Gayle Ward gave the CED an update on legislative issues including:

*ACCO is trying to secure maintenance dollars
Ridley agreeable
"Restore TRUST" – will add county data to their website
ACCO will oppose any highway funding bill that does not include counties' transportation system
County retirement program
HB2927 – tax on quarry stone
Senator Ballenger – overweight bill – revenue: proposes ½ to roads and bridges
Gayle stressed the importance of communicating with your legislative committee (Gary Deckard) and legislators.*

13. Set date for the next CED meeting. (Deckard)

The next meeting will be held February 13, 2008 at the ACCO conference in Oklahoma City.

14. Adjournment. (Deckard)