

CIRCUIT ENGINEERING DISTRICT #1 SPECIAL BOARD MEETING MINUTES

DATE: Wednesday, August 20, 2008
 TIME: 10:00 am
 PLACE: Mayes County Fairgrounds
 Pryor, Oklahoma

1. Call to order by President (Deckard)
2. Roll call by Secretary (Hilton)

COUNTY	APPOINTED REP.	PRESENT	ABSENT
CRAIG	Marion Floyd	X	
CREEK	Roger Boomer	X	
DELAWARE	Dave Kendrick (Ken Crowder)	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	

3. Treasurer's Report (Hilton)
The balance as of 8-19-08 was \$400,587.90.
4. Reading of the minutes of the last Special Board Meeting held on July 15, 2008, and approval or modification thereof. (Hilton)
Larry Ramsey made a motion to accept the minutes; Russell Earls seconded. Motion carried.
5. Discussion and possible action on new CED budget (Blick)
Gary Deckard pointed out that budget has \$20,000 to assist the six counties that receive the least funding (Mayes, Craig, Delaware, Ottawa, Pawnee and Nowata) with project information and no one request shall exceed \$1500. Mike Helm made a motion to accept revised budget; Russell Earls seconded. Motion carried.
6. Discussion and possible action on year-end financial close-out – complete accounting from Scottie (Blick)
No action taken.

7. Discussion and possible action on hiring contract employee for accounting, record keeping and administration. (Deckard)
A subcommittee (Mike Helm, Scott Hilton, Tim Kilpatrick) was appointed to explore options, i.e., hire an employee, hire an employee through a county, hire a contract employee, hire an accounting firm, etc. It was noted that CED2 uses an accounting firm; the subcommittee will present their recommendation at the next meeting.

8. Discussion and possible action on CIRB 5-year plan (Stepps Ford Bridge, Keetonville Road, Bird Creek). (Earls)
*Russell requested that Ottawa County's Stepps Ford Bridge engineering cost be moved to 2008. Blick presented a revised CIRB 5-year plan in which he had slid right-of-way dollars that were budgeted two years prior to construction out one year. Mike Helm confirmed he will not need any additional CIRB funds for Keetonville Road; Ray Jordan says he will not need the ROW funds budgeted for Bird Creek. Mike Helm made a motion to accept the revised plan; Ray Jordan seconded. Motion carried.
 Jim Clark asked if CIRB funding was accumulating according to plan; Randy Robinson said it appears CED1 is accruing approximately \$330,000 per month in lieu of the \$500,000 as planned. Shannon will check into the CIRB funding.*

9. Discussion and possible action on 2008 BR Closeout and BR 2009 Projects. (Blick)
Randy Robinson says only \$2.5 million will be available – not \$2.9 million as shown on the August 20, 2008 BR report.

10. Discussion and possible action on Materials Request Program. (Blick)
 - Disperse checks – checks were distributed as follows:
*Mayes - \$50,000 – Replace LWC with RCBs 47E5060N4440002
 Craig - \$50,000 – Replace LWC with RCBs NS432 between EW18-19
 Delaware - \$50,000 – Small bridge and culvert replacements: Gault Bridge, Roberts Bridge, Manning Bridge, Blue Springs Bridge and Siloam Springs Bridge
 Nowata - \$49,325 – Replace bridge with RCB: Circle #51 NBI 03596
 Creek - \$50,000 – Replace I-beam span with RCBs NS389.75EW73*
 - Proposed policy change – *tabled for future discussion*

11. Discussion and possible action on Project Management Contract. (Deckard)
 - Cost overruns on 2008 contract – *Duke Epperson made a motion to pay Guy Engineering \$21,040; Larry Ramsey seconded.
 Gary Deckard stated we had a contract and it was the responsibility of the manager not to go over budget. The services were a part of their doing business to get business.
 Aye votes: Delaware (Ken Crowder), Mayes (Larry Ramsey), Nowata (Dale Epperson), Osage (Scott Hilton), Ottawa (Russell Earls), Rogers (Helm), Tulsa (Jordan). Nay votes: Craig (Marion Floyd), Washington (Gary Deckard). Creek (Roger Boomer) abstained.
 Pawnee was absent. Motion carried.*
 - Approval of contract – *Ken Crowder made a motion to accept contract; Russell Earls seconded.
 Gary Deckard stated contract has funding for manager to assure Material Request Program project comply with force account standards, year-end project close-outs for ODOT and approximately \$20,000 for manager to visit counties. Gary does not support paying the manager to visit counties; it is a part of their doing business. Commissioners need to come to the meetings and be a part of the CED.*
 - All members voted aye; motion carried.*
 - Optional design contracts – *Blick will draft a sample contract*
 - Optional construction inspection contracts

12. Project Status Updates: (Blick)
- NEPA priorities – update – need county resolutions - none have been received
Blick again asked the counties to execute resolutions for NEPA priorities for all non-CIRB projects.
13. Discussion and possible action on ETR procedures. (Robinson)
The funds are still at the state treasurer's office; no decision has been made as to where the funds will be deposited.
14. Update on state-wide events (MUTCD and other topics). (Robinson)
15. Discuss importance of involvement of tribes, ODOT, legislators, etc.
Gayle stressed the importance of getting acquainted with the tribal leaders and legislators in our district. We will host a legislative luncheon in Tulsa on September 16 and in Pryor on October 21 to acquaint the legislators on issues facing the counties. ACCO will draft the agenda.
16. Set date for the next CED meeting. (Deckard)
*September 16, 2008, 9:30 am followed by legislative luncheon.
October 21, 2008, 9:30 am followed by legislative luncheon.*
17. Adjournment. (Deckard)