

# CIRCUIT ENGINEERING DISTRICT #1 SPECIAL BOARD MEETING MINUTES

DATE: February 18, 2009  
 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	Roy Bible	X	
CREEK	Roger Boomer (Dana Hudgins)	X	
DELAWARE	Dave Kendrick	X	
MAYES	Melvin Pritchett	X	
NOWATA	Tim Kilpatrick	X	
OSAGE	Scott Hilton	X	
OTTAWA	Russell Earls	X	
PAWNEE	Dale Vance		X
ROGERS	Mike Helm	X	
TULSA	Ray Jordan	X	
WASHINGTON	Gary Deckard	X	

3. Introductions.
4. Treasurer's Report  
*The current balance is \$175,081.34. A replacement check had to be written to Tulsa Connect due to damage caused by the USPS.*
  - a. Discussion and possible action on agreement with Bill Turner to provide accounting services at an hourly rate.  
*Scott has not connected with Mr. Turner.*
  - b. Discussion and possible action to approve draft audit.  
*Dana moved the draft audit be approved; Ray Jordan seconded. Motion carried.*
  - c. Discussion and possible action on bringing audits up to date (\$600).  
*Melvin made a motion to pay the \$600 fee; Russell Earls seconded. Motion carried. Draft audit will be posted on CED website.*
5. Reading of the minutes of the Special Board Meetings held on January 22 and 29, 2009, and approval or modification thereof.  
*Tim Kilpatrick made a motion to accept the minutes; Roy Bible seconded. Motion carried.*

6. Discussion and possible action to prioritize and approve projects for Economic Stimulus package.  
*The projects were discussed and prioritized for the ACCO District Board.*
7. Discussion and possible action to approve projects on the following programs:  
ETR, BR, STP, Material Request, CIRB  
*There were no projects to discuss other than those in Item 6.*
8. Discussion and possible action to revise Material Request policy.  
*Russell Earls made a motion to award three projects to each county as long as the account balance remains above operations budget amount. Dave Kendrick seconded. Motion carried. New policy will be posted on website.*
9. Review ETR contract document  
*Gary Deckard stressed the importance of completing the contract documents completely.*
10. Review Federal Emergency Relief Project Damage Statement.  
*Blick reviewed the form the counties must complete in order to be reimbursed by FEMA. The form is posted on the website. He also passed around a list of the projects that are ready to be reimbursed. Guy will email the list to the county secretaries.*
11. Update from counties on projects under construction.
12. Update on OCCEDB and ACCO events.  
*Scott Hilton will present CED1 projects tomorrow at ACCO.*  
*Mike Helm mentioned an upcoming ER seminar in Edmond with Kathleen Shingledecker on March 25 and 26.*  
*There will also be a one-day ROW acquisition class at ACCO on February 25 at 8:30 am.*  
*Mike Helm recommended John Eschelman (Traffic Engineering Consultants, 918-481-8484) for obtaining certified traffic counts.*
13. Legislative update.
14. Update on ODOT activities from Local Government.  
*Guy is to put Ginger Miller's (ODOT Traffic) phone number on website.*  
*Greg Phillips is the new ODOT environmental contact; his contact info will be posted on website.*
15. Set date for the next CED meeting.  
*The next meeting will be March 24, 2009, 10:00 am, at the Ottawa County Courthouse in Miami.*
16. Training Session: 5-Year Plans  
*Blick demonstrated one method of preparing a 5-year plan. Any format is acceptable as long as the following items are addressed: Program year, job piece number, project name, project number, funding source, amount and anticipated year of expenditure for engineering, right-of-way acquisition, construction inspection and construction. Each county must update their plan and transmit a balanced plan to ODOT Local Government (James Pruett) at least yearly. The plan must be updated and balanced before ODOT will program a new project.*
17. Adjournment.

Lunch was provided by Scurlock Industries.