

CIRCUIT ENGINEERING DISTRICT #1 SPECIAL BOARD MEETING MINUTES

DATE: May 14, 2009
 TIME: 10:00 am
 PLACE: Warren CAT
 36th St N and Hwy 169
 Tulsa, OK

Note that the agenda items are out of order but are listed in the order of discussion.

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

COUNTY	APPOINTED REP.	PRESENT	ABSENT
CRAIG	Roy Bible (Dan Peetom)	X	
CREEK	Roger Boomer (Dana Hudgins)	X	
DELAWARE	Dave Kendrick	X	
MAYES	Alva Martin	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. Acknowledge receipt of incoming correspondence
Pawnee County (Dale Vance) submitted a letter granting authority to B.R. Spears to vote in his absence.
5. Reading of the minutes of the Special Board Meeting held on April 7, 2009, and approval or modification thereof.
Tim Kilpatrick made a motion to accept the minutes; Dave Kendrick seconded. Motion carried.

6. Treasurer's Report
Current balance is \$196,263.47 with two checks to be written today: Tulsa Connect - \$59.30 and Guy Engineering - \$8,923.33 leaving \$187,280.24. After this month, we will start paying Tulsa Connect by the year instead of monthly and will save 10%.
7. Discussion and possible action on agreement with Bill Turner to provide accounting services at an hourly rate.
Scott Hilton will meeting with Mr. Turner before next meeting to allow Mr. Turner to review what we have and he will give us an estimate of monthly cost. Gary Deckard pointed out that we may need to produce quarterly reports to stay in line with state auditor's office.
8. Discussion and possible action on revising budget to allow the \$10,000 currently budgeted for travel expense to Washington, DC, to be used for other expenses.
Russell Earls made a motion to allow the \$10,000 currently budgeted for travel expense to Washington, DC, to be used for other NACO travel expenses; Alva Martin seconded. Motion carried. It is anticipated that we will send at least one representative to the NACO meetings in various locations.
9. Discussion and possible action to approve projects on the following programs:
 - a. Emergency Transportation Revolving Fund (ETR)
Two projects were presented. Delaware County District 1 requested \$100,000 for 660 Road; Pawnee County District 2 requested \$50,000 for NS339 EW43-44. Russell Earls made a motion to approve the requests; Alva Martin seconded. Motion carried. CED#2 requested to borrow \$56,232 for about three weeks. Mike Helm made a motion to transfer \$56,232 to CED#2; Russell Earls seconded. Motion carried. See attached log.
 - b. Bridge Replacement (BR)
Gary Deckard reported that the ACCO board granted one more month of control of the BR funds to the districts for this year only.
 - c. Surface Transportation Program (STP)
No action taken.
 - d. Material Request Program (MRP)
Due to lack of funding, no Material Request Program applications were approved today. See attached log.
 - e. County Improvements to Roads & Bridges (CIRB)
Commissioners were informed that they need to be thinking about their 7th year projects. Guy will visit with each county to review their 20-year plans and assist with project selection.
 - f. American Recovery and Restoration Act (ARRA)
We hope to have some excess money to fund one or two small bridges around the August timeframe. Projects must be cleared and submitted to James Pruet by June 12. Bids for Mayes County's project came in \$200K under the estimate. Bids were due today on one Tulsa County project and three Washington County projects. Discussion on this item was postponed until after lunch to wait for the bid results. When the meeting reconvened, James reported that Tulsa's project came in \$1,212 over and Washington's three projects came in \$272,954 under but he was unable to determine how much of the under-run was stimulus vs. BR. Tim Kilpatrick made a motion to use the excess stimulus funds on Osage County's Candy Creek bridge; Alva Martin seconded. Motion carried.
10. Discussion and possible action on Force Account Policies and Procedures.
 §69-217.1. Force account or construction on a force account basis.
 "Force account" or "construction on a force account basis" means the construction of a public project performed by a public body, in whole or in part, using permanent personnel on its own payroll, using the equipment of such public body, except for specialized equipment and a qualified operator of such specialized equipment, and without hiring outside supervision or utilizing outside direction unless it is determined such outside supervision or direction will contribute to the quality of the work being performed.

Mike Helm voiced his disagreement with ODOT's requirement to sign a letter/form at the end of construction a force account project that had been designed by an engineer. No action taken.

- 11. Force Account & Locally Funded Projects - Share your success stories and cost saving ideas. *Ray Jordan reported the 10x20 prefab boxes for Kiowa Road (near Prue Road) will be in soon. He will let us know the installation schedule.*
- 12. BR projects for 2010 - Counties need to provide a priority by resolution by May 31.

County	1 st Priority	2 nd Priority
Craig		
Creek	Childres Creek BRO-119D(135)CO	BR #28 Buckeye Creek
Delaware	Hog Eye Creek BRF-121C(121)CO, JP 25900	Carr Creek BRF-121C(122)CO, JP 25901
Mayes	Snake Creek BRO-149D(091)CO	Salt Branch LWC BRO-149(129)CO
Nowata	BR #28 Unnamed Creek	BR #29 California Creek
Osage	Candy Creek BRF-157C(053), JP 20709	Guesso Creek BRO-157D(073), JP 22486
Ottawa	Beaver Creek	Bee Creek
Pawnee		
Rogers	BR #79 Dog Creek	BR #96 Panther Creek
Tulsa		
Washington		

Guy will email resolutions to Craig, Pawnee, and Tulsa Counties; Washington will send theirs.

- 13. Distribution of guideline on how to measure a bridge according to the Recording and Coding Guide for the Structure Inventory and Appraisal of the Nations Bridges (in accordance with the Code of Federal Regulations 23 CFR 650.3). (Attachment 13)
- 14. Update on OCCEDB and ACCO events. *Randy Robinson reported that the first section of the Crosstown is scheduled to be dropped in 2011. 150-170 beams will be available from the first section. The beams are 33-36" tall x 60' and are painted with lead paint. Shannon Sheffert and Randy will ask Gary Deckard for someone from CED#1 to sit on a committee to determine how the beams will be distributed throughout the state.*
- 15. Legislative report.
- 16. Education/Training report.
- 17. ODOT Local Government report. *James Pruett reported that his has been receiving incomplete claims. This delays processing. He also said that some of the deeds and easements being used are obsolete. The forms should have 2/07 in the upper right corner.*

The meeting was recessed for lunch.

- 22. Warren CAT gave a presentation on hydraulic oil contamination control during the lunch break.
- 24. Russell Gentry with Tulsa County gave a presentation on how to identify a potential methamphetamine "lab", what to do and what not to do.
- 18. Discussion and possible action on "Resolution to Join and Approve an Interlocal Cooperative Agreement with CED#1". This resolution should be executed and returned to the CED Program Manager before June 30, 2009.

Completed	Outstanding
Craig	Creek
Mayes	Delaware
Ottawa	Nowata
Rogers	Pawnee
Osage	Tulsa
Washington	

- : *Creek County's commissioners have signed the resolution but their DA will not. Guy will email the resolution to the outstanding counties.*
- 19. Review calendar of events (Attachment 19).
Jim Clark requests everyone attend the summer conference and encourage their employees to attend also.
- 20. Set date for the next CED meeting.
Rogers County is hosting the next CED meeting on June 11 at 10:00 am; a map will be provided with the next agenda packet.
- 21. Discussion and possible action on future training topics.
Julie Guy said that funding and environmental (NEPA) have been suggested in the past and asked for suggestions for future topics. Right-of-way acquisition was suggested. Cinnebar is sponsoring June's meeting; Guy will ask them to do a presentation on right-of-way acquisition.
- 25. Adjourn
Alva Martin made a motion to adjourn; Tim Kilpatrick seconded. Motion carried.