

# CIRCUIT ENGINEERING DISTRICT #1 SPECIAL BOARD MEETING

DATE: December 14, 2010  
TIME: 10:00 am  
PLACE: Nowata County Fairgrounds

## AGENDA ITEMS

1. Call to order by President
2. Flag salute and opening prayer
3. Roll call by Secretary
4. Introduction of attendees
5. Presentation by Dunham's Asphalt Services, Inc.
6. Reading of the minutes of the Special Board Meeting held on December 1, 2010, and approval or modification thereof. (Attachment 6)
7. Acknowledge receipt of incoming correspondence.
8. Treasurer's Report. (Attachment 8)
9. Discussion and possible action:
  - a. Congressional Delegates or Representatives
  - b. Tribal Projects/Programs
  - c. ODOT Local Government
  - d. ACCO Board/Events, OCCEDB, ACCO Legislation
  - e. SIG/SIF Program
  - f. CAB Board
  - g. LTAP
10. Discussion on increasing the number of board members.
11. Discussion and possible action to approve projects on the following programs:
  - a. Emergency Transportation Revolving Fund (ETR) (Attachment 11a)
  - b. Bridge Replacement (BR) (Attachment 11b)
  - c. Surface Transportation Program (STP) (Attachment 11c)
  - d. Material Request Program (MRP) (Attachment 11d)
  - e. County Improvements to Roads & Bridges (CIRB) (Attachment 11e)
  - f. Used Beam Program (Attachment 11f)
12. Review calendar of events. (Attachment 12)
13. Update list of regular meetings for 2011. (Attachment 13)
14. Adjourn

Today's lunch sponsor is Dunham's Asphalt Services, Inc.

# CIRCUIT ENGINEERING DISTRICT #1 SPECIAL BOARD MEETING MINUTES

DATE: December 1, 2010  
 TIME: 10:00 am  
 PLACE: Osage County Fairgrounds  
 320 Skyline Dr.. Pawhuska, OK

1. Call to order by President
2. Flag salute and opening prayer
3. Roll call by Secretary

COUNTY	APPOINTED REP.	PRESENT	ABSENT
CRAIG	Roy Bible	X	
CREEK	Dana Hudgins (Johnny Burke)	X	
DELAWARE	Dave Kendrick (Billy Cornell)	X	
MAYES	Alva Martin (Darrell Yoder)	X	
NOWATA	Tim Kilpatrick (VP)	X	
OSAGE	Scott Hilton (Sec/Treas)	X	
OTTAWA	Russell Earls	X	
PAWNEE	Dale Vance (Dale Carter)	X	
ROGERS	Kirt Thacker (Dan DeLozier)	X	
TULSA	Ray Jordan		X
WASHINGTON	Gary Deckard (Pres)	X	

4. Introduction of attendees  
*Special recognition of the Members who were attending their last CED Meeting.*
5. Presentation by Boxcer Equipment and The Railroad Yard.  
*Mark Downey with The Railroad Yard mentioned that his company does many bridge jobs and railroad tankards. Patrick Box with Boxcer Equipment talked about the support equipment he sells.*
6. Reading of the minutes of the Special Board Meeting held on October 28, 2010, and approval or modification thereof (Attachment 6).  
*Tim Kilpatrick made a motion to accept the minutes; Johnny Burke seconded. Motion carried.*
7. Acknowledge receipt of incoming correspondence.  
*None*
8. Treasurer's Report (Attachment 8).  
*Previous Balance on 10/28/2010 was \$288,686.36*  
*Payments since then are:*

<i>10/29/2010</i>	<i>Ck 10084</i>	<i>Guy Engineering Services</i>	<i>\$7,851.36</i>
<i>11/24/2010</i>	<i>Ck 10087</i>	<i>Guy Engineering Services</i>	<i>\$7,851.36</i>
<i>12/1/2010</i>	<i>Ck 10089*</i>	<i>Ottawa County</i>	<i>\$50,000.00</i>

  
*Deposits since then are:*

<i>11/30/2010</i>	<i>Statewide Circuit CED Revolv.</i>	<i>\$51,544.79</i>
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*\*This check was paid at the 12/1/2010 meeting. The balance before writing the Material Request Program Check was \$220,503.06*

9. Discussion and possible action:
  - a. Congressional Delegates or Representatives
  - b. Tribal Projects/Programs  
*RJ Walker expressed his and the Osage Nation's appreciation for everyone attending the meeting and being so cooperative. Rob Endicott reported that since the AACO meeting, 3 more counties have signed resolutions to adopt Question 10.*
  - c. ODOT Local Government (Attachment 9c)  
*James Pruett explained that a PO is not an acceptable as payment of matching funds to ODOT, counties must actually issue a check for the amount owed. The only way that this might be changed in the future is through legislation. He also discussed the new 13 page CIRB project agreement form.*
  - d. ACCO Board/Events  
*Randy Robinson reported that ACCO is going to start publishing the County Commissioners Directory annually and the next one will be available in January. He also reported that there is a new policy that the "home" counties will have first right of refusal on used beams from State projects. If the home county declines, the beams will become the property of the CED. Also, Dee Schieber was recently elected the new State OCCEDB Board President. The next CED equipment auction will be held March 11-12 in Elk City. Also reported was that 1,914 Crosstown beams have been promised in phases to counties. They will be 30"-36" tall; plate girders average length 64'. The first phase is scheduled for the end of 2012 with demolition in 2013.*
  - e. SIG/SIF Program
  - f. OCCEDB  
*Randy Robinson discussed that OCCEDB has a new website, [www.occedb.org](http://www.occedb.org). Included in the new website is a country trader. On December 7<sup>th</sup> in the morning there will be a Reasonable Suspicion, Drugs and Alcohol Seminar for new commissioners and then in the afternoon a program on the 5 funding programs.*
  - g. ACCO Legislation  
*Randy reported the legislative committee is working to revise the "reimbursable" language.*
  - h. CAB Board  
*There is a cap on money for pieces of equipment, so poorer counties should get the money first.*
  - i. LTAP  
*The first strategic planning class will be in January 2011 for new commissioners.*
10. Discussion and possible action on audit for FY2010. (Attachment 10)  
*Russell Earls made a motion to accept the audit and Tim Kilpatrick seconded. Motion carried.*
11. Discussion and possible action on qualifications-based selection for future engineering contracts to include on-call services (committee: Russell Earls, Billy Cornell, Gary Deckard, Dan Delozier and Dale Vance) (Attachment 11).  
*John Blickensderfer explained that the CED would like to do the two interviews required for engineer selection so the counties can then just select a pre-qualified firm and skip that step when they have a project. Shannon Sheffert discussed the ODOT procedure and then explained that he and ODOT believe this is redundancy of the ODOT process. A motion was made by Russell Earls to ask the Federal Highway Administration if the process CED #1 is proposing is acceptable. The motion was seconded by Dale Carter. The motion carried (Gary Deckard voted no).*
12. Discussion and possible action to approve projects on the following programs:
  - a. Emergency Transportation Revolving Fund (ETR) (Attachment 13a)  
*Mayes County will submit an ETR application at the next CED meeting.*
  - b. Bridge Replacement (BR) (Attachment 13b)  
*John Blickensderfer stated that 2011 looks good; many of the 2012 projects need to work diligently to ensure they are ready for letting.*
  - c. Surface Transportation Program (STP) (Attachment 13c)  
(Craig, Creek, Nowata, Osage and Ottawa, Pawnee and Tulsa are eligible)  
*Randy Robinson has received Creek County's application. He encouraged all eligible counties to submit an application prior to the December 6 deadline.*
  - d. Material Request Program (MRP) (Attachment 13d)  
*Ottawa County's third project was funded this date.*
  - e. County Improvements to Roads & Bridges (CIRB) (Attachment 13e)

*No change to this plan.*

- f. Used Beam Program (attachment 12f)  
*The question was raised if beams may be cut to certain lengths and the answer is yes. There was a motion by Billy Cornell to approve the first two beam projects; seconded by Tim Kilpatrick. Motion carried. ODOT's transfer form will be incorporated into CED#1's process.*
13. Discussion and possible action on GIS test project / County / District  
*Commissioner Earls would like to have some GIS work done in Ottawa County. Commissioner Bridges would like to have some hydrology work done to compliment the GIS work he had done last summer. Tabled until next meeting.*
14. Discussion and updated ODOT Right of Way acquisition requirements from OACE Meeting during ACCO Conference.  
*Julie Guy with Guy Engineering explained that the selection process for ROW acquisition firms doing work on CIRB projects will be similar to the process used for engineering. Shannon Sheffert discussed the process and said that they would be more than happy to help anyone through the process. Julie Guy said that the policy will be put on the CED website.*
15. Discussion and possible action to modify the Material Request Program policy. (Attachment 15)  
*There was a motion by Russell Earls to approve the change to a 23 ton load rating but keep the 24ft clear roadway for bridges. Johnny Burke seconded. Motion carried*
16. Election of 2011 CED #1 Officers. Nominations are:  
President -Gary Deckard  
Vice President -Tim Kilpatrick and Dale Vance  
Secretary/Treasurer -Scott Hilton and Russell Earls  
*Tim Kilpatrick was elected Vice President and Scott Hilton was elected Secretary/Treasurer.*
17. Review calendar of events (Attachment 17).  
*There will be a meeting December 16, 2010 at 9:30 am at the Northeast Area Technology Center in Claremore to discuss the new federal sign standards.*
18. Discussion and possible action on scheduling regular or special meetings for 2011 calendar year. (Attachment 18)  
*The calendar was set for the upcoming year as follows:*

January	27th	Thursday	Pryor Fairgrounds
February	24th	Thursday	Claremore
March	24th	Thursday	Pawnee-Tribal Facility
April	28th	Thursday	Ottawa Co. Courthouse Annex
May	26th	Thursday	Claremore
June	30th	Thursday	Claremore
July	29th	Thursday	Claremore
August	25th	Thursday	Claremore
September	29th	Thursday	Pryor Fairgrounds
October	27th	Thursday	Pryor Fairgrounds
December	1st	Thursday	Osage County Fairgrounds
December	22nd	Thursday	Osage County Fairgrounds

*There was a motion by Russell Earls to approve the calendar and seconded by Tim Kilpatrick. Motion carried.*

19. Set date for the next CED meeting  
*The next meeting will be December 14, 2010 at the Nowata County Fairgrounds at 10:00 am.*
20. Adjourn