

CIRCUIT ENGINEERING DISTRICT #1 REGULAR BOARD MEETING

DATE: April 28, 2011
TIME: 10:00 am
PLACE: Ottawa County Courthouse Annex, 123 E. Central, Miami, Oklahoma

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 Scurlock Industries.
6. Reading of the minutes of the Regular Board Meeting held on March 24, 2011, and approval or modification thereof. (Attachment 6)
7. Acknowledge receipt of incoming correspondence.
8. Discussion and acceptance of the 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
10. Discussion and possible action to approve projects on the following programs:
 - a. Emergency Transportation Revolving Fund (ETR) (Attachment 10a)
 - b. Bridge Replacement (BR) (Attachment 10b)
 - c. Surface Transportation Program (STP) (Attachment 10c)
 - d. Material Request Program (MRP) (Attachment 10d)
 - e. County Improvements to Roads & Bridges (CIRB) (Attachment 10e Approved, 10e Proposed)
 - f. Used Beam Program (Attachment 10f)
11. Discussion and possible action on a work assignment for the summer intern.
12. Discussion, approval and signature of CED Program Management Contract Amendment document.
13. Discussion and possible action for on-call services for poorer counties.
14. Discussion and possible action on creating a larger CED cash reserve.
15. Discussion and possible action on purchasing CED Equipment for county use.
16. Review calendar of events. (Attachment 16)
17. Discussion and possible action on amending the CED #1 meeting schedule for 2011. (Attachment 17)
18. New Business
19. Adjourn

Today's lunch sponsor is Scurlock Industries

CIRCUIT ENGINEERING DISTRICT #1 REGULAR BOARD MEETING MINUTES

DATE: March 24, 2011

TIME: 10:00 am

PLACE: Wellness Center/Multi-purpose Building, Pawnee Nation's Roam Chief Complex
810 Morris Road, Pawnee, 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	Newt Stephens	X	
DELAWARE	Billy Cornell	X	
MAYES	Alva Martin	X	
NOWATA	Tim Kilpatrick (VP)	X	
OSAGE	Scott Hilton (Sec/Treas)	X	
OTTAWA	Russell Earls	X	
PAWNEE	Dale Carter	X	
ROGERS	Kirt Thacker	X	
TULSA	Tom Rains	X	
WASHINGTON	Gary Deckard (Pres)	X	

4. Introduction of attendees
5. Presentation by Ergon A&E and the Railroad Yard.
Wendell Nolan with Ergon A&E showed his company's website and described some of their products. Mark Downey with the Railroad Yard gave an overview of their services.
6. Reading of the minutes of the Regular Board Meeting held on February 24, 2011, and approval or modification thereof. (Attachment 6)
- Tim Kilpatrick moved to accept the minutes as presented, Kirt Thacker seconded. Roll Call vote:

COUNTY	APPOINTED REP	YES	NO
CRAIG	Roy Bible	X	
CREEK	Newt Stephens	X	
DELAWARE	Billy Cornell	X	
MAYES	Darrell Yoder	X	
NOWATA	Tim Kilpatrick	X	
OSAGE	Scott Hilton	X	
OTTAWA	Russell Earls	X	
PAWNEE	Dale Carter	X	
ROGERS	Kirt Thacker	X	
TULSA	Tom Rains	X	
WASHINGTON	Gary Deckard	X	

Motion Carried.

7. Acknowledge receipt of incoming correspondence. (Attachment 7a, 7b)
-KellPro sent a letter and flyer describing their new sign tracking application.
-Randy Robinson sent an email response in regards to CED #1's Equipment Revolving Fund Proposal.

CIRCUIT ENGINEERING DISTRICT #1 REGULAR BOARD MEETING MINUTES

8. Discussion and acceptance of the Treasurer's Report. (Attachment 8)
 - Previous Balance on 2/24/2011 was \$224,799.21

- Payments since last meeting:

3/23/2011 Ck 10097 Guy Engineering Services, Inc \$7,851.36
 3/24/2011 Ck 10098 Russell Earls \$2,970.81
 3/24/2011 Ck 10099 Guy Engineering Services, Inc \$4,224.57
 3/24/2011 Ck 10100 Guy Engineering Services, Inc \$3,077.69
 3/24/2011 Ck 10101* Creek County D1 \$50,000.00

*Ck 10101 was written after the CED meeting, after approval of the board.

- Deposits since last meeting:

3/23/2011 Statewide Circuit Revolv. \$51,314.12

-Dale Carter moved to accept the Treasurer's Report as presented. Newt Stephens seconded. Roll Call vote:

COUNTY	APPOINTED REP	YES	NO
CRAIG	Roy Bible	X	
CREEK	Newt Stephens	X	
DELAWARE	Billy Cornell	X	
MAYES	Darrell Yoder	X	
NOWATA	Tim Kilpatrick	X	
OSAGE	Scott Hilton	X	
OTTAWA	Russell Earls	X	
PAWNEE	Dale Carter	X	
ROGERS	Kirt Thacker	X	
TULSA	Tom Rains	X	
WASHINGTON	Gary Deckard	X	

Motion Carried.

9. Discussion and possible action:

a. Congressional Delegates or Representatives

Michael Junk reported that a federal budget still has not been passed. He also cautioned that some of the budget bills being considered include cuts to non-surface and beautification funding. When asked, he said he did not foresee any increases in BR Funding in the next few years. When asked if there was a chance of losing BR funding he said that it is a possibility because everything is being considered right now.

b. Tribal Projects/Programs

Cecil Riding In with the Pawnee Nation announced that they will be advertising some new construction projects starting March 25, 2011. He hopes that more design work in the area will generate more money for the nation and create the opportunity for many joint-ventures. Dale Carter mentioned that a new bridge was recently dedicated in Pawnee County that was funded by the Pawnee Nation and thanked them for their help.

c. ODOT Local Government

James Pruet with ODOT Local Government went over the upcoming project lettings. He also said that the Transportation Committee will be meeting in June to formulate a new CIRB plan, so he needs CED#1's 2016 BR projects before then.

d. ACCO Board/Events, OCCEDB, ACCO Legislation (Attachment 9d)

Randy Robinson Reported:

-All bills are going well.

-The bill that would allow counties to post legal notices on their website instead of in newspapers has died.

-Bill Key was approached by lobbyist for Oklahoma Cities about legislation that would remove the population limit requirement and allow commissioners to sign an agreement with any size city to take care of roads in those municipalities.

-If Mayes County's Chimney Rock project is not ready to let by April 25th, they could lose their funding.

-There is \$1.3 million in this year's STP program budget that is not yet assigned to a project. If a project for a later year is ready to move up, they can apply for these funds.

-The Statewide CED auction in Elk City raised \$5.2 million with 59 commissioners in attendance from 33 counties. The results of the auction can be found at www.occedb.org.

-At the ACCO conference there will be a workshop by the tribes and a workshop on Media relations.

CIRCUIT ENGINEERING DISTRICT #1 REGULAR BOARD MEETING MINUTES

-On April 19, 2011 there will be a Strategic Planning Committee Meeting to discuss the financial status of the CED's.

-It was suggested that everyone watch the Retirement legislation that is currently being considered. It has the potential to affect all employees' retirement benefits.

-There was also discussion about a possible need for county or statewide gravel standards. Some counties have missed FEMA funding because they do not have proof of standards and documentation to show what they did after a disaster. Documentation with pictures and in writing is very important.

-John Blickensderfer reported that it is possible to receive some Oklahoma Emergency Management funding for repeated loss of roads and bridges due to natural disasters.

1) Legislative Conference Report

John Blickensderfer and Russell Earls briefed everyone on their NACO trip. They were able to meet with Senator Inhofe and Congressman Lucas. They visited with staff members from many other senator and congressman's offices.

e. SIG/SIF Program

-Jim Clark reported that by attending the safety classes and workshops, commissioners can save their county up to 10% on premiums.

-Mr. Clark also reminded everyone that there will be no more discounts for having an updated employee handbook, now not updating your handbook will cause an increase in your premiums. If you would like a good example of a completed handbook, you can go to the ACCO website. It is also recommended that you update your handbook every two years at a minimum.

-It is also recommended that either the commissioner or a foreman remind all employees every morning to be safe and to buckle their seatbelts.

f. CAB Board (Attachment 9f)

1) Equipment Revolving Fund proposal

The proposal drafted by CED#1 was forwarded to the state ACCO president for consideration.

g. LTAP

John Blickensderfer briefed everyone that the CED has applied for 2 LTAP interns.

-Mr. Blickensderfer also stated that in the upcoming two year bridge safety inspection contracts, 100% of the funds will come from BR funds. This means the counties will not have to write a check to provide a match for that cost.

10. Discussion and possible action to approve projects on the following programs:

a. Emergency Transportation Revolving Fund (ETR) (Attachment 10a)

There was no change.

b. Bridge Replacement (BR) (Attachment 10b)

Pawnee has signed all their right-of-way and sent all their documents to ODOT for review. Rogers County has signed all right-of-way documents and after next Monday's Commissioner's Meeting will send in all their documents to ODOT.

c. Surface Transportation Program (STP) (Attachment 10c)

There is a surplus of \$1.3 million in the STP program this year. All projects must be cleared for letting by April 25th or they could lose their funding. Also, Sequoyah County needs to trade their 2012 STP for a later year. Their project is budgeted for \$500,000.

d. Material Request Program (MRP) (Attachment 10d)

Newt Stephens made a motion to fund the Creek County District 1 Materials Request. Roy Bible seconded. Roll Call vote:

COUNTY	APPOINTED REP	YES	NO
CRAIG	Roy Bible	X	
CREEK	Newt Stephens	X	
DELAWARE	Billy Cornell	X	
MAYES	Darrell Yoder	X	
NOWATA	Tim Kilpatrick	X	
OSAGE	Scott Hilton	X	
OTTAWA	Russell Earls	X	
PAWNEE	Dale Carter	X	
ROGERS	Kirt Thacker	X	
TULSA	Tom Rains	X	
WASHINGTON	Gary Deckard	X	

Motion Carried.

CIRCUIT ENGINEERING DISTRICT #1 REGULAR BOARD MEETING MINUTES

- e. County Improvements to Roads & Bridges (CIRB) (Attachment 10e)
Each county needs to have a resolution passed and turned into the CED by April 21st stating what project they would like to do in 2016. Projects can include bridges, roadways, and multiple bridges lumped together. Roy Bible motioned to send the 2016 CIRB choices to the CED #1 Project Manager by April 21st. Russell seconded. Roll Call vote:

COUNTY	APPOINTED REP	YES	NO
CRAIG	Roy Bible	X	
CREEK	Newt Stephens	X	
DELAWARE	Billy Cornell	X	
MAYES	Darrell Yoder	X	
NOWATA	Tim Kilpatrick	X	
OSAGE	Scott Hilton	X	
OTTAWA	Russell Earls	X	
PAWNEE	Dale Carter	X	
ROGERS	Kirt Thacker	X	
TULSA	Tom Rains	X	
WASHINGTON	Gary Deckard	X	

Motion Carried.

- f. Used Beam Program (Attachment 10f)
There are no beams available at this time.

11. Discussion and possible action on CED program management contract and CIRB program management agreement.
A base management contract of \$71,400 was presented to the board. The contract eliminated certain tasks from last year's contract. Those tasks eliminated include: NEPA Status Updates/Coordination with ODOT, Training (3 training sessions-twice), Site Visits for Engineering Determinations (3 per month) and Follow-up on Site Visits (3 per month). Tim Kilpatrick moved to accept the \$71,400 base management contract. Newt Stephens seconded. Roll Call vote:

COUNTY	APPOINTED REP	YES	NO
CRAIG	Roy Bible	X	
CREEK	Newt Stephens	X	
DELAWARE	Billy Cornell	X	
MAYES	Darrell Yoder	X	
NOWATA	Tim Kilpatrick	X	
OSAGE	Scott Hilton	X	
OTTAWA	Russell Earls	X	
PAWNEE	Dale Carter	X	
ROGERS	Kirt Thacker	X	
TULSA	Tom Rains	X	
WASHINGTON	Gary Deckard	X	

Motion Carried.

12. Review calendar of events. (Attachment 12)
The date of the McAlester Auction is actually May 7, 2011.
13. Discussion and possible action on amending the CED #1 meeting schedule for 2011. (Attachment 13)
The matter was tabled until the next meeting so everyone can look at their schedules.
14. New Business
*-Jim Clark mentioned that if you have equipment you want to sell but cannot physically get to the McAlester Auction, you can sell the equipment through the auction's website.
 -To build the New Blackburn Bridge, two bridges in Osage County need to be beefed up to be able to withstand the weight of the new beams. The cost to beef up the bridges is estimated to be \$10,000. Russell Earls made a motion to allow CED Revolving Fund money to be used to reimburse beefing up the bridges. Tim Kilpatrick seconded. Roll call vote:*

COUNTY	APPOINTED REP	YES	NO
CRAIG	Roy Bible	X	
CREEK	Newt Stephens	X	
DELAWARE	Billy Cornell	X	
MAYES	Darrell Yoder	X	
NOWATA	Tim Kilpatrick	X	

CIRCUIT ENGINEERING DISTRICT #1 REGULAR BOARD MEETING MINUTES

OSAGE	Scott Hilton	X	
OTTAWA	Russell Earls	X	
PAWNEE	Dale Carter	X	
ROGERS	Kirt Thacker	X	
TULSA	Tom Rains	X	
WASHINGTON	Gary Deckard	X	

Motion carried.

15. Adjourn

Tim Kilpatrick moved to adjourn the meeting and Russell Earls seconded. Roll Call vote:

COUNTY	APPOINTED REP	YES	NO
CRAIG	Roy Bible	X	
CREEK	Newt Stephens	X	
DELAWARE	Billy Cornell	X	
MAYES	Darrell Yoder	X	
NOWATA	Tim Kilpatrick	X	
OSAGE	Scott Hilton	X	
OTTAWA	Russell Earls	X	
PAWNEE	Dale Carter	X	
ROGERS	Kirt Thacker	X	
TULSA	Tom Rains	X	
WASHINGTON	Gary Deckard	X	

Motion carried.