

Oklahoma Cooperative Circuit Engineering Districts Board

Minutes

Regular Board Meeting

**Date:** April 3, 2025

**Time:** 11:00 a.m.

**Place:** Embassy Suites

2501 Conference Drive

Norman, OK

**CALL TO ORDER BY THE CHAIRMAN AND GUEST INTRODUCTION.**

The Oklahoma Cooperative Circuit Engineering Districts Board (OCCEDB) held a regular meeting on this day in compliance with the Oklahoma Open Meetings Act. President Ty Phillips called the meeting to order at 11:01 a.m. OCCEDB staff member, Melinda Anoatubby, called roll; attendance was as follows:

**Board Members Present:**

Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Board Members Absent:**

Cacy Cribbs-CED #4.

David Poindexter-CED #1 was absent during roll call but arrived during agenda #6 at 11:05 am.

**OCCEDB Staff Present:** Randy Robinson and Melinda Anoatubby

**Special Guests:**

**Guest:** See attached sign in sheet(s).

**READING OF THE MINUTES OF THE FEBRUARY 26, 2025 MEETING AND APPROVAL OR MODIFICATION OF THE SAME.**

The minutes from the February 26, 2025, board meeting were read individually. A motion was made by Tomas Manske to approve the February 26, 2025, minutes. The motion was seconded by Reese Wedel. The motion passed as follows:

**Aye:** Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON CLAIMS.**

The following claims were presented to the board for approval of payment:

Voucher/Check #	Date	Vendor	Amount	Notes:
33696	3/7/2025	FuelMan	\$ 194.31	Confirmation #313906939
33703	3/14/2025	NRS	\$ 275.00	Def. Comp 013-60009 for 3/14/25 PR
33704	3/14/2025	NRS	\$ 1,162.75	Retirement 013-80018 for 3/14/25 PR
33705	3/28/2025	NRS	\$ 275.00	Def. Comp 013-60009 for 3/28/25 PR
33706	3/28/2025	NRS	\$ 1,162.75	Retirement 013-80018 for 3/28/25 PR
33708	3/5/2025	Bank SNB	\$ 15.00	Feb 2025 Bank Fee (IJA 4600)
33709	3/5/2025	Bank SNB	\$ 145.00	Feb 2025 Bank Fee (CED 2048)
33710	3/19/2025	MassMutual	\$ 300.23	March 2025 Disability Insurance
CH# 3504	3/27/2025	SAI	\$ 3,200.75	Invoice #120086
		<b>Total</b>	<b>\$ 6,730.79</b>	

A motion to approve all claims was made by Kirk Butler and was seconded by Jeremy Bullard. The motion passed as follows:

**Aye:** Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING REIMBURSEMENT PAYMENT TO ACCO.**

A claim outlining reimbursement of miscellaneous expenses to ACCO and ACCO SIG/SIF were presented to the board in the amount of \$4,990.45 and \$864.62. A motion was made by Jeremy Bullard to approve the payments to ACCO for reimbursement of expenses. The motion was seconded by Larry Wood and passed as follows:

**Aye:** David Poindexter-CED #1, Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON BLANKET PURCHASE ORDER.**

A motion was made by Jeremy Bullard and seconded by Tomas Manske to approve BPO #193. The motion passed as follows:

**Aye:** David Poindexter-CED #1, Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON SOLID WASTE PROGRAM CLAIMS.**

The following claims were presented to the board for approval of reimbursement:

County	District	Amount	Project	Check #	DEQ Invoice	Notes
Admin		\$ 2,916.66	Admin Fee		1041	March 2025 Admin Fee
Murray	2	\$ 1,500.00	Chainsaw	1027	1042	3 Chainsaw/3 Chains
Delaware	3	\$ 1,500.00	Chainsaw	1028	1043	2 Chainsaw/ 1 Pole Saw
Coal	2	\$ 1,500.00	Chainsaw	1029	1044	2 Chainsaw/ 1 Pole Saw/ 3 Chains/ 13 2-stroke gas/ 1 oil/ 6 files
Lincoln	3	\$ 1,500.00	Chainsaw	1030	1045	2 Chainsaw/ 21 Chains/ 2 Bars/ 6 files
Pawnee	2	\$ 1,500.00	Chainsaw	1031	1046	5 Chainsaws
McCurain	2	\$ 1,499.96	Chainsaw	1032	1047	4 Chainsaws
McCurain	3	\$ 1,500.00	Chainsaw	1032	1047	3 Chainsaws/ 5 Chains
Muskogee	3	\$ 467.99	Chainsaw	1033	1048	1 Chainsaw
Latimer	1	\$ 1,500.00	Chainsaw	1034	1049	4 Chainsaws
Creek	3	\$ 1,419.95	Chainsaw	1035	1050	4 Chainsaws/ 1 Pole Saw
Bryan	3	\$ 29,578.36	Chipper	1036	1051	50' Rotary Head, main boom, secondary boom, freight
Grady	3	\$ 2,500.00	Dump RO	1037	1052	190 Yards/15.92 Extra Tonnage
Rogers	2	\$ 4,200.00	Dump RO	1038	1053	540 Yards
Muskogee	3	\$ 755.24	Chainsaw	1039	1054	1 Pole Saw/ 1 Chain
Atoka	3	\$ 1,500.00	Chainsaw	1040	1055	2 Chainsaw/ 1 bar & chain
Murray	3	\$ 1,500.00	Chainsaw	1041	1056	3 Chainsaws/ 1 battery/ 1 charger/ 1 chain
Grant	3	\$ 2,142.00	Dump RO	1042	1057	90 Yards/ 6 Advertisement
		\$ 58,980.16				

A motion to approve all claims was made by Kirk Butler. The motion was seconded by Larry Woods and passed as follows:

**Aye:** David Poindexter-CED #1, Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON SOLID WASTE PROGRAM REMAINING EXPENDITURES.**

The board reviewed a total of \$38,039.34 in solid waste forfeiture funds. This amount is attributed to counties failing to submit the necessary documentation by the February 28, 2025 deadline as outlined in the solid waste policy. The funding pertains specifically to equipment such as chippers, chainsaws, and support for environmental officers. Additionally, the board pack included a list of counties that have requested additional funding for FY 2025. Based on historical practices, priority for these funds will be given first to dump roll-off containers and chainsaws. Any remaining funds after those allocations will be directed towards purchasing chippers. The recommended list of funds is as follows:

County/District	Requests	Awarded 4/3/25
Cherokee #2	Chainsaw	\$ 1,500.00
Tulsa #1	Chainsaw	\$ 1,500.00
Ottawa #3	Chainsaw	\$ 1,500.00
Cotton #2	Chainsaw	\$ 1,500.00
McClain #2	Chainsaw	\$ 1,500.00
Carter #1	Chainsaw	\$ 1,500.00
McClain #2	Chainsaw	\$ 1,500.00
Canadian # 1	Chipper/Mulching Head	\$ 14,939.34
Tulsa #1	DRO	\$ 4,200.00
Ottawa #3	DRO	\$ 4,200.00
Ottawa #2	DRO	\$ 4,200.00
		\$ 38,039.34

A motion was made by Tomas Manske to approve the recommendation of disbursement of the forfeiture funds as presented to the board. Reese Wedel seconded the motion and passed as follows:

**Aye:** David Poindexter-CED #1, Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON AMENDING THE SOLID WASTE POLICY.**

The Solid Waste Policy was presented to the board for review, specifically to amend Section V regarding Qualifications and Funding Limits for Solid Waste Funding. The current provision states that under item number 5 – “Other OCCEDB and/or DEQ approved equipment,” the funding limit is set at \$5,000 per county commissioner district. During discussions, it was clarified that DEQ defines equipment as any item with a value of \$5,000 or more. For FY 2025, DEQ has expanded its funding guidelines to include trailers. However, the OCCEDB allocated \$8,500 to Cleveland County for a trailer, which does not align with the existing policy since a trailer is not classified as a chipper per the current language. This discrepancy highlights that the policy has not been followed correctly, necessitating an amendment to ensure compliance with DEQ’s definitions and the terminology used in the contract agreement. The recommendation is to remove the specific dollar amount in the funding limit within the solid waste grant categorization, or alternatively, classify trailers as “Other.” This change would allow the board greater flexibility in reviewing future applications and the potential to allocate more than \$5,000 for equipment as needed. A motion was made by Tomas Manske to amend the Solid Waste Policy by removing the dollar amount. The motion was seconded by Kirk Butler and passed as follows:

**Aye:** David Poindexter-CED #1, Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON THE FINANCIAL REPORT.**

February 2025 financial reports were provided to the board for review. Kirk Butler made a motion to approve the February 2025 financial reports. The motion was seconded by Larry Wood and passed as follows:

**Aye:** David Poindexter-CED #1, Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING CED INTERLOCAL AGREEMENTS AND COUNTY RESOLUTIONS**

A list of the executed Resolutions from the counties and a list of executed Interlocal Agreements from the CED’s were presented for the board. All CED’s except CED #4 have submitted the required documentation to OCCEDB.

**No Action**

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING THE DISBURSEMENT OF CED REVOLVING FUNDS TO THE CED’S.**

CEDs’ 1, 2, 3, 5, 6, 7, 8 were eligible to receive a disbursement. CED 4 disbursement is being held per policy until OCCEDB receives CED 4 Interlocal agreement and County Resolutions. The amounts for March 2025 were as follows: CED 1-\$61,050.06, CED 2-\$38,917.78, CED 3-\$54,763.93, CED 5-\$51,889.38, CED 6-

\$54,052.05, CED 7-\$51,870.49 and CED 8-\$74,436.31. A motion was made by Tomas Manske to approve the disbursements. The motion was seconded by Kirk Butler and passed as follows:

**Aye:** David Poindexter-CED #1, Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING ETR PROJECT CONTRACT AGREEMENTS.**

The following contracts for ETR projects were submitted to the board for signature:

Mayes #1	\$ 430,769.22	ETRCR1-49-1(07)25
Mayes #1	\$ 269,230.78	ETRCR1-49-1(08)25

A motion was made by Jeremy Bullard to approve the ETR contract. The motion was seconded by Reese Wedel and passed as follows:

**Aye:** David Poindexter-CED #1, Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION AND POSSIBLE ACTION REGARDING EXTENDING ETR PROJECT CONTRACT AGREEMENTS.**

**NO ACTION**

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION CONCERNING IJA GRANTS AND FUNDING.**

The board was presented with accrued interest for February 2025 in the amount of \$58.99.

**NO ACTION**

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON LOW CARBON TRANSPORTATION MATERIALS (LCTM) GRANT APPLICATION.**

**NO ACTION**

**DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON SURPLUSING AND DISPOSAL OF THE FOLLOWING ITEMS:**

- a) Dell Laptop, serial # 10113560605, purchased 7/8/2008, purchased price of \$1,775.41
- b) Mitsubishi projector, serial # 1184, purchased 6/18/2009, purchased price of \$1,123.75
- c) Apple Mac Book Pro, serial #C02CT1QLDC7C, purchased 6/3/2010, purchased price of \$2,787.00

A "Declaration of Surplus & Disposal" form were presented to the board. The board deemed that upon proper and careful consideration, find that the above equipment is obsolete and not economical to continue to use for OCCEDB purposes and deemed the items as junk. Larry Wood made a motion to declare the items as surplus and to properly destroy the items. David Poindexter seconded the motion and passed as follows:

**Aye:** David Poindexter-CED #1, Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

**Nay:** None

**Abstain:** None

**DISCUSSION OF ENGINEER'S REPORT, TRANSPORTATION AND LEGISLATIVE ISSUES AND CED MANAGERS' REPORTS**

Randy Robinson discussed the March's Elk City Auction and the historical sales of the auction and some legislation.

Melissa Davis, ODOT discussed MRDAF application opens April 1<sup>st</sup>.

**NEW BUSINESS**

**NONE**

**ADJOURNMENT**


A motion to adjourn was made by David Poindexter. The motion was seconded by Larry Wood and passed as follows:


**Aye:** David Poindexter-CED #1, Larry Wood-CED #2, Jeremy Bullard-CED #3, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Reese Wedel-CED #8.

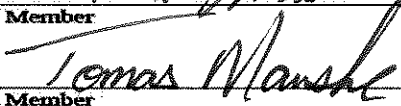
**Nay:** None


**Abstain:** None

**Meeting adjourned**

  
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Board Member

  
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Board Member

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Date

# OCCEDB

April 3, 2025

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<u>Name</u>	<u>County/Company</u>
1. <u>David Clements</u>	<u>CE D4</u>
2. <u>Amber Mitchell</u>	<u>ODOT LG</u>
3. <u>Scott Britton</u>	<u>CE D-2</u>
4. <u>Rebecca Alvarez</u>	<u>CE D1 / Guy</u>
5. <u>Julianne Halliday</u>	<u>ODOT - LG</u>
6. <u>Sarah Hamby</u>	<u>ODOT LG</u>
7. <u>Allison Enright</u>	<u>CE D5</u>
8. <u>Shanon Hudson</u>	<u>Hudson &amp; Prince</u>
9. <u>Donnie Hays</u>	<u>CE D8</u>
10. <u>Clarence Maly</u>	<u>Garfield</u>
11. <u>Jessica Daykin</u>	<u>Major</u>
12. <u>Rusty Thomas</u>	<u>Major</u>
13. <u>John Northrup</u>	<u>CE D7</u>
14. _____	_____
15. _____	_____
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18. _____	_____
19. _____	_____
20. _____	_____

# OCCEDB

April 3, 2025

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	<u>Name</u>	<u>County/Company</u>
1.	Melissa Davis	ODOT-LG
2.	Jessica Hawkins	ODOT-LG
3.	Aaron Wallace	ODOT-LG
4.	Paddy Kaulisi	CEC ENGR
5.	Travis Darr	Major D#3
6.	Steve Stinson	Grant DJ
7.	Ryan Greb	Major D#1
8.	Jess Durkin	Atoka 1
9.	Coal Dilday	Hughes Co #2
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