Oklahoma Cooperative Circuit Engineering Districts Board

Minutes

Regular Board Meeting

Date: **June 26, 2024**
Time: 11:00 a.m.
Place: ACCO
429 NE 50th Street
Oklahoma City, OK 73071

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 Max Hess called the meeting to order at 11:05 a.m. OCCEDB staff member, Melinda Anoatubby, called roll; attendance was as follows:

Board Members Present:
Mitch Antle-CED #1, Sam Chandler-CED #2, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.

Jeremy Bullard-CED #3 was absent during roll call but arrived at Agenda # 12.

Board Members Absent:

OCCEDB Staff Present: Randy Robinson & Melinda Anoatubby

Special Guests:

Guest: See attached sign in sheet(s).

READING OF THE MINUTES OF THE MAY 22, 2024 MEETING AND APPROVAL OR MODIFICATION OF THE SAME.

The minutes from the May 22, 2024 board meeting were read individually. A motion was made by Ty Phillips to approve the May 22, 2024 minutes. The motion was seconded by Tomas Manske. The motion passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Max Hess-CED #8.
Nay: None
Abstain: Kirk Butler -CED #7

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:
33488	6/14/24	NRS	$ 1,144.25	Retirement 013-80018 for 6/14/24 PR
33489	6/14/24	NRS	$ 275.00	Def. Comp 013-60009 for 6/14/24 PR
33493	6/28/24	NRS	$ 1,144.25	Retirement 013-80018 for 6/28/24 PR
33494	6/28/24	NRS	$ 275.00	Def. Comp 013-60009 for 6/28/24 PR
33496	6/4/24	Fuelman	$ 154.51	Confirmation #274779424
33497	6/5/24	Bank SNB	$ 15.00	May 2024 Bank Fee (IIJA 4600)
33498	6/5/24	Bank SNB	$ 97.00	May 2024 Bank Fee (CED 2048)
CHECK #3472	6/7/24	Randy Robinson	$ 278.27	Mileage & Toll Fees from 5/16/24 - CED #3 Hugo, OK
33499	6/20/24	MassMutual	$ 300.23	June 2024 Disability Insurance
		TOTAL	$ 3,683.51	

A motion to approve all claims was made by Mitch Antle and was seconded by Cacy Cribbs. The motion passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-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 $8,746.66 and $837.00. A motion was made by Kirk Butler to approve the payments to ACCO for reimbursement of expenses. The motion was seconded by Ty Phillips and passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Max Hess-CED #8.
Nay: None
Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON BLANKET PURCHASE ORDER.

A motion was made by Tomas Manske and seconded by Mitch Antle to approve BPO #184. The motion passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-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:

DEQ Inv #:	Check #	County:	District:	Description:	Amount:	NOTES:
958	953	Cherokee	3	Dump RO	$ 3,600.00	150 YRDS Dump RO
959	954	McIntosh	2	Dump RO	$ 6,700.00	June 2024 Porum & Texanna Cleanup
960	955	McIntosh	2	Chainsaw	$ 2,000.00	2 Chainsaws/2 Prunners
961	956	Pontotoc	2	Chainsaw	$ 1,999.96	5 Chainsaw/1 Trimmer
962	957	Muskogee	1	Dump RO	$ 1,200.00	80 YRD Dump RO
963	958	Cherokee	2	Chainsaw	$ 2,000.00	4 Chainsaws
964	959	Murray	1	Dump RO	$ 2,500.00	Reset fees, 7.22 over Tonnage fee
964	959	Murray	2	Dump RO	$ 4,200.00	Oak Grove, Expo Center, Reset Fee
964	959	Murray	3	Dump RO	$ 2,500.00	Joy, Joy Fire Station, Reset Fee, 3.68 over tonnage
965	0	Admin		Admin Fee	$ 3,181.81	May 2024 Admin Fee
966	960	Pawnee	1	Dump RO	$ 2,277.00	120 Yards
966	960	Pawnee	3	Dump RO	$ 4,805.00	210 Yards
967	961	Osage	2	Dump RO	$ 4,800.00	480 Yards
968	962	Latimer	1	Dump RO	$ 4,613.20	55.38 Tons
968	962	Latimer	2	Dump RO	$ 5,500.00	35.05 Tons
968	962	Latimer	3	Dump RO	$ 4,285.60	50.75 Tons
969	963	Tillman	1	Dump RO	$ 4,759.34	360 Yards
969	963	Tillman	2	Dump RO	$ 4,591.92	240 Yards
969	963	Tillman	3	Dump RO	$ 4,574.38	300 Yards
970	964	Seminole	2	Dump RO	$ 4,200.00	13.11 Tons
971	965	Coal	3	Chainsaw	$ 1,496.97	3 Chainsaw/1 pole saw/4 oil-gas
972	966	Cotton	1	Dump RO	$ 2,000.00	March & April 2024 Clean Up Day
972	966	Cotton	2	Dump RO	$ 2,000.00	March & April 2024 Clean Up Day
972	966	Cotton	3	Dump RO	$ 2,000.00	March & April 2024 Clean Up Day
973	967	Choctaw	1	Dump RO	$ 4,250.00	80 Yard; & 23.55 tons
973	967	Choctaw	2	Dump RO	$ 5,775.00	390 yards & 8.9 tons
973	967	Choctaw	3	Dump RO	$ 6,475.00	400 yards & 30.48 tons
974	968	Payne	2	Chainsaw	$ 1,299.97	3 Chainsaws
975	969	Payne	1	DRO/Illegal	$ 5,676.26	Stillwater, Cushing, fairgrounds
975	969	Payne	2	DRO/Illegal	$ 3,456.23	HWY 51, fairgrounds
975	969	Payne	3	DRO/Illegal	$ 4,935.27	6571 South, 6728 South, 825 N
976	970	Grant	3	Dump RO	$ 1,200.00	4.28 Tons
976	970	Grant	2	Dump RO	$ 2,700.00	90 Yards
977	971	Rogers	1	Dump RO	$ 4,200.00	91.41 Tons
978	972	Jefferson	2	Chipper	$ 24,800.00	Tiger ML 36-BNGRUB
979	973	Alfalfa	3	Dump RO	$ 1,483.58	9.31 Tons
980	974	Logan	3	Dump RO	$ 4,200.00	360 Yards
981	976	Washita	1	Dump RO	$ 4,200.00	180 Yards - Corn, Colony & Cowden
	975	VOID		VOID		VOID CHECK
984	979	Pottawatomie	3	Dump RO	$ 8,075.00	480 Yards
985	980	Wagoner	1	Dump RO	$ 6,090.00	420 Yards
985	980	Wagoner	2	Dump RO	$ 4,875.00	390 Yards
985	980	Wagoner	3	Dump RO	$ 7,350.00	660 Yards
986	981	Tulsa	3	Dump RO	$ 8,500.00	720 Yards
987	982	Tulsa	2	Chainsaw	$ 2,486.90	4 Chainsaws, 8 chains, 6 bars
988	983	Rogers	2	Dump RO	$ 13,199.80	2640 YARDS
989	984	Muskogee	3	Dump RO	$ 9,064.83	750 Yards
990	985	Mayes	1	Dump RO	$ 9,212.50	1020 Yards
990	985	Mayes	2	Dump RO	$ 6,867.50	345 Yards/ 58.38 Tons
990	985	Mayes	3	Dump RO	$ 11,390.00	630 Yards/105.3Tons
				TOTAL	$ 243,548.02	
982	977	Osage	1	Storm Debris	$ 4,725.00	101.74 Tons
982	977	Osage	2	Storm Debris	$ 4,725.00	88.26 Tons
982	977	Osage	3	Storm Debris	$ 5,000.00	96.75 Tons
983	978	Washington	1	Storm Debris	$ 5,000.00	2592 Yards of debris/ 279.5 hours of labor
983	978	Washington	2	Storm Debris	$ 550.00	126 hours of labor
983	978	Washington	3	Storm Debris	$ 5,000.00	1088 Yards of Debris/270 hours of labor
					$ 25,000.00	
				Overall Total	$ 268,548.02	

A motion to approve all claims was made by Ty Phillips. The motion was seconded by Tomas Manske and passed as follows:

Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.

Nay: None

Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON SOLID WASTE POLICIES AND FORM.

NO ACTION

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON SOLID WASTE CONTRACT WITH THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY.
The 2024 DEQ Solid Waste contract was presented to the board. A motion to approve the contract was made by Cacy Cribbs. The motion was seconded by Ty Phillips and passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None.
Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON THE FINANCIAL REPORT.
A financial report was provided to the board for review. A motion to approve the financial report was made by Tomas Manske. The motion was seconded by Kirk Butler and passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING THE DISBURSEMENT OF CED REVOLVING FUNDS TO THE CED'S.
All CEDs' were eligible to receive a disbursement. The amounts were as follows: CED 1-$68,935.97, CED 2-$43,476.30, CED 3-$61,597.00, CED 4-$50,319.28, CED 5-$58,331.72, CED 6-$60,765.38, CED 7-$58,325.36 and CED 8-$83,948.27. A motion was made by Ty Phillips to approve the disbursements. The motion was seconded by Jeremy Bullard and passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-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:
Adair County - ETRCR2-01-1(13)24; $327,655.00
Cherokee County - ETRCR2-11-3(24)24; $300,000.00
A motion was made by Sam Chandler to approve the ETR contracts. The motion was seconded by Cacy Cribbs and passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

DISCUSSION AND POSSIBLE ACTION REGARDING EXTENDING ETR PROJECT CONTRACT AGREEMENTS.
The following contracts for ETR extension were submitted to the board for signature:

Adair	ETRCR2-01-3(12)24
Cherokee	ETRCR2-11-2(23)24
McIntosh	ETRCR2-46-3(27)24

Choctaw	ETRCR3-12-1(08)22
McCurtain	ETRCR3-45-2(08)24
Pushmataha	ETRCR3-64-3(08)24
Ellis	ETRCR8-23-3(10)23
Ellis	ETRCR8-23-3(12)24
Kay	ETRCR8-36-2(40)24
Noble	ETRCR8-52-52-3(19)22
Noble	ETRCR8-52-1(20)23
Woodward	ETRCR8-77-3(07)24
Woodward	ETRCR8-77-2(08)24
Jefferson	ETRCR6-34-3(48)23
Garvin	ETRCR5-25-3(14)21

A motion to approve the extensions was made by Ty Phillips and seconded by Sam Chandler. The motion passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION CONCERNING IIJA GRANTS AND FUNDING.
NO ACTION

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING LEASE AGREEMENT WITH ACCO.
A letter from ACCO/SIG-SIF was presented to the board and it included the CPI increase by 3.3% or $27.62 per month from $837.00 to $864.62.00 per month beginning July 1, 2024.
A motion to approve the lease agreement was made by Mitch Antle and seconded by Kirk Butler. The motion passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON ACCO FY 2025 CONTRACT AGREEMENT.
A 2025 – ACCO contract was presented to the board for OCCEDB to reimburse ACCO for expenses on a monthly basis and not to exceed $80,000. A motion to approve the renewal was made by Ty Phillips and seconded by Kirk Butler. The motion passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING WORKERS COMPENSATION INSRUANCE RENEWAL.

The worker's compensation insurance renewal was presented to the board in the amount of $2,891.00. A motion to pay in full and approve the renewal was made by Mitch Antle and seconded by Cacy Cribbs. The motion passed as follows:

Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.

Nay: None

Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON REMAINING FEDERAL STBG FUNDS FOR THIS FISCAL YEAR.

A motion to approve the STBG Funds was made by Kirk Butler and seconded by Ty Phillips. The motion passed as follows:

Project No.	J/P	County
J3-2382(004)CI	3238204	GARVIN
STP-226C(127)CI	3353604	GRADY
STP-220D(093)CI	3389804	CUSTER
STP-224D(112)CI	3180804	GARFIELD

Approved the following

Federal Funds remaining **$4,708,288.00**

	Additional Federal $	Federal $ Existing	% Federal
GARVIN	**$2,252,848.60**	**$937,504**	**51%**
GRADY	**$742,415.00**	**$379,978**	**80%**
CUSTER	**$947,643.40**	**$415,867**	**80%**
GARFIELD	**$765,381**	**$0**	**80%**

Balance **$0.00**

Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.

Nay: None

Abstain: None

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE FOLLOWING.

Pursuant to 25 O.S. §307.B.1, discussion regarding the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Executive Director and Transportation Program Administrator for the Oklahoma Cooperative Circuit Engineering Districts Board.

a. At 11:48 AM Ty Phillips made a motion to enter into Executive Session. The motion was seconded by Sam Chandler and passed as follows:

Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.

Nay: None

Abstain: None

b. At 12:17 PM Jeremy Bullard made a motion to reconvene into Open Session. The motion was seconded by Ty Phillips and passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

ACTION REGARDING THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF THE EXECUTIVE DIRECTOR AND TRANSPORTATION PROGRAM ADMINISTRATOR FOR THE OCCEDB.
A motion to approve a $3,000 salary increase for Randy Robinson and a $2,000 salary increase for Melinda Anoatubby effective July 1, 2024, was made by Tomas Manske. The motion was seconded by Mitch Antle and passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING ENTERING INTO AN ENGAGEMENT CONTRACT AGREEMENT WITH GLENN COFFEE & ASSOCIATES REGARDING CED'S AND THEIR SERVICES WITH COUNTIES.
Mike Fields from Glen Coffee & Associates was present and introduced himself to the board.

The board was provided with an engagement letter with the rates of service from Glen Coffee & Associates for legal services for OCCEDB. A motion to enter into an agreement was made by Mitch Antle. The motion was seconded by Kirk Butler and passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON APPROVING A COUNTY ADVISORY BOARD, CAB MEMBERS.
The following list of CAB members was provided to the board requesting that OCCEDB approve the 2 year term limit for CAB members.

Member	David	Poindexter	1	Delaware
Member	Monty	Grider	2	McIntosh
Member	Rodger	Kimble	3	Latimer
Member	Lee	Doolen	4	Lincoln
Member	Tomas	Manske	5	Canadian
President	Ty	Phillips	6	Jefferson
Member	Carl Don	Campbell	7	Beckham
VP	Max	Hess	8	Grant
Member	Wilson	Lyles	At Large	McClain

A motion to approve the CAB members for 2 years was made by Mitch Antle. The motion was seconded by Ty Phillips and passed as follows:

Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING OCCEDB FY 2025 BUDGET.
The board was provided with a requested budget for fiscal year 2025. Ty Phillips made a motion to approve FY 25 OCCEDB budget to include salary increases and associated changes. The motion was seconded by Tomas Manske and passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

DISCUSSION OF ENGINEER'S REPORT, TRANSPORTATION AND LEGISLATIVE ISSUES AND CED MANAGERS' REPORTS
Randy Robinson discussed the County wide sales and lodging taxes and a summary of county commissioner election. Randy also discussed SB 1403 will remove the CAP for 2025 however the CAP would be put back in place during 2026. This bill passed.

Matt Mitchell, ODOT discussed Brandon Dudgeon took a new position within ODOT and the CIRB plan will be presented in July at the Transportation Commission meeting.

NEW BUSINESS
NONE

ADJOURNMENT
A motion to adjourn was made by Cacy Cribbs. The motion was seconded by Ty Phillips and passed as follows:
Aye: Mitch Antle-CED #1, Sam Chandler-CED #2, Jeremy Bullard-CED #3, Cacy Cribbs-CED #4, Tomas Manske-CED #5, Ty Phillips-CED #6, Kirk Butler-CED #7, Max Hess-CED #8.
Nay: None
Abstain: None

Meeting adjourned

Board Member

Board Member

Board Member

8/1/24
Date

OCCEDB

June 26, 2024

Please Print

	Name	County/Company
1.	Scott Bruns	CED-2
2.	Tyler Schrader	CED 8
3.	[illegible]	WSB
4.	Terry Barnett	Pinnacle
5.	Rebecca Alvarez	CED1 / Guy
6.	Daniel Clements	CED4
7.	Allison Enright	CED 5
8.	Michelle Lorenta	LG ODOT
9.	Aaron Wallace	ODOT LG
10.	Rick Lenhart	Cleveland Co.
11.	Russell Earls	Guy engr
12.	Matt Mitchell	ODOT
13.	Kendall Wallace	ODOT
14.	Julianne Halliday	ODOT
15.	John Northrup	CED 7
16.	Mike Gallagher	Garvin Co Dist 3
17.	[illegible]	CEC
18.	[illegible]	Logan
19.	CHARLIE MEADOWS	LOGAN
20.		