

Oklahoma Cooperative Circuit Engineering Districts Board

Minutes

Regular Board Meeting

Date: **November 18, 2020**

Time: 12:00 p.m.

Place: ACCO

429 NE 50<sup>th</sup> St

OKC, OK 73105

**CALL TO ORDER BY THE CHAIRMAN AND ROLL CALL**

The Oklahoma Cooperative Circuit Engineering Districts Board (OCCEDB) held a regular meeting on this day in compliance with the Oklahoma Open Meetings Act. Vice-President Max Hess called the meeting to order at 12:00 p.m. OCCEDB staff member, Chris Schroder, called roll; attendance was as follows:

**Board Members Present:** Sam Chandler-CED #2, Tony Simmons-CED #3, Tim Porter sitting in for Randy Thomas-CED #4, Wilson Lyles sitting in for Darry Stacy-CED #5, Ty Phillips-CED #6, Max Hess-CED #8.

**Board Members Absent:** Dan Delozier-CED #1, Randy Thomas-CED #4, Darry Stacy-CED #5, Tim Bingham-CED #7.

**OCCEDB Staff Present:** Randy Robinson, Chris Schroder.

**Guest:** Scott Brians-CED 2, Shelly Moody-CED 6, Judy Dennis - ODOT, Mitch Antle - Washington County, Shelly Williams - ODOT.

**READING OF THE MINUTES OF THE OCTOBER 21, 2020 MEETING AND APPROVAL OR MODIFICATION OF THE SAME**

The minutes from the October 21, 2020 board meeting were read individually. A motion was made by Tony Simmons to approve the October 21, 2020 minutes. The motion was seconded by Ty Phillips. The motion passed as follows:

**Aye:** Sam Chandler, Tony Simmons, Ty Phillips, Max Hess.

**Nay:** none.

**Abstain:** Tim Porter, Wilson Lyles.

**DISCUSSION AND POSSIBLE ACTION ON CLAIMS**

The following claims were presented to the board for approval of payment: Fuelman in the amount of \$88.73, Nationwide in the amounts of \$50.00 and \$895.83 for October 14th, Nationwide in the amounts of \$50.00 and \$895.83 for October 30th, Nationwide in the amounts of \$50.00 and \$895.83 for November 12<sup>th</sup> and ACCO SIG/SIF in the amount of \$724.00. A motion to approve all claims was made by Sam Chandler and was seconded by Tony Simmons. The motion passed as follows:

**Aye:** Sam Chandler, Tony Simmons, Tim Porter, Wilson Lyles, Ty Phillips, Max Hess.

**Nay:** none.

**DISCUSSION AND POSSIBLE ACTION REGARDING REIMBURSEMENT PAYMENT TO ACCO**

A claim outlining reimbursement of miscellaneous expenses to ACCO were presented to the board in the amount of \$3,182.89. A motion was made by Ty Phillips to approve the payments to ACCO for reimbursement of expenses. The motion was seconded by Tony Simmons and passed as follows:

**Aye:** Sam Chandler, Tony Simmons, Tim Porter, Wilson Lyles, Ty Phillips, Max Hess.

**Nay:** none.

**DISCUSSION AND POSSIBLE ACTION ON SOLID WASTE PROGRAM CLAIMS**

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

- Grant County - \$2,200.00, \$1,880.95
- Cleveland County - \$2,500.00, \$2,500.00
- Alfalfa County - \$30,000.00
- Osage County - \$2,250.00

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

**Aye:** Sam Chandler, Tony Simmons, Tim Porter, Wilson Lyles, Ty Phillips, Max Hess.

**Nay:** none.

**DISCUSSION AND POSSIBLE ACTION ON BLANKET PURCHASE ORDER**

Chris Schroder stated he made the BPO for two months and doubled the amounts just in case the December meeting is cancelled. A motion was made by Ty Phillips and seconded by Tony Simmons to approve BPO #143. The motion passed as follows:

**Aye:** Sam Chandler, Tony Simmons, Tim Porter, Wilson Lyles, Ty Phillips, Max Hess.

**Nay:** none.

**DISCUSSION AND POSSIBLE ACTION ON THE FINANCIAL REPORT**

A monthly financial report was provided to the board for review. A motion to approve the financial report was made by Tony Simmons. The motion was seconded by Sam Chandler and passed as follows:

**Aye:** Sam Chandler, Tony Simmons, Tim Porter, Wilson Lyles, Ty Phillips, Max Hess.

**Nay:** none.

**DISCUSSION AND POSSIBLE ACTION REGARDING THE DISBURSEMENT OF CED REVOLVING FUNDS TO THE CED'S**

No action.

**DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF ETR PROJECT CONTRACT AGREEMENTS**

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

Ottawa County – Project # ETRCB1-58-2(12)20

It was stated that this Ottawa County ETR project was previously approved by OCCEDB for \$300,000 but after going out for the bids the low bid was \$375,000. As a result, the county would like to borrow \$75,000 more for this same project.

A motion was made by Wilson Lyles to approve the project increase of \$75,000 contingent on CED1 approval. The motion was seconded by Ty Phillips and passed as follows:

**Aye:** Sam Chandler, Tony Simmons, Tim Porter, Wilson Lyles, Ty Phillips, Max Hess.

**Nay:** none.

**DISCUSSION AND POSSIBLE ACTION ON AUCTION AGREEMENT WITH CED 7**

The board was presented with an auction agreement with CED7 for the March 12 and 13<sup>th</sup> Elk City Auction. A motion to approve the auction agreement with CED7 was made by Ty Phillips. The motion was seconded by Wilson Lyles and passed as follows:

**Aye:** Sam Chandler, Tony Simmons, Tim Porter, Wilson Lyles, Ty Phillips, Max Hess.

**Nay:** none.

**DISCUSSION AND POSSIBLE ACTION ON APPROVING COUNTY ADVISORY BOARD, CAB, MEMBER**

Randy Robinson stated it is OCCEDB statutory responsibility to approve County Advisory Board (CAB) members. Randy stated CED4 chose Lee Doolen to replace Gary Gray on the CAB board. A motion to appoint Lee Doolen to the CAB board was made by Tim Porter. The motion was seconded by Ty Phillips and passed as follows:

**Aye:** Sam Chandler, Tony Simmons, Tim Porter, Wilson Lyles, Ty Phillips, Max Hess.

**Nay:** none.

**DISCUSSION AND POSSIBLE ACTION ON OCCEDB MEAL POLICY**

Randy Robinson stated he has updated some language in the OCCEDB meal policy. A motion to approve the OCCEDB meal policy was made by Ty Phillips. The motion was seconded by Tony Simmons and passed as follows:

**Aye:** Sam Chandler, Tony Simmons, Tim Porter, Wilson Lyles, Ty Phillips, Max Hess.

**Nay:** none.

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

Randy stated that Dan Delozier's ipad was stolen and Randy purchased a new one. The new ipad will be reimbursed by OCCEDB's insurance.

Randy said the OCCEDB employee manual was updated with the help of Dale Frech and was emailed to all board members.

Randy said the OCCEDB bylaws were emailed to all commissioners at the request of the board.

Randy Robinson stated new commissioner training will be December 2<sup>nd</sup> and 3<sup>rd</sup> and the training has been changed to zoom.

Shelly Williams, ODOT, stated that the CAB board approved a \$4.5 million budget for the county equipment revolving fund.

**NEW BUSINESS**

None.

**ADJOURNMENT**

A motion to adjourn was made by Tony Simmons. The motion was seconded by Ty Phillips and passed as follows:

**Aye:** Sam Chandler, Tony Simmons, Tim Porter, Wilson Lyles, Ty Phillips, Max Hess.

**Nay:** none.

**Meeting adjourned**