**O**klahoma **C**ooperative **C**ircuit **E**ngineering **D**istricts **B**oard

**Minutes**

Regular Board Meeting

Date: **July 28, 2021**

Time: 11:00 a.m.

Place: ACCO

 429 NE 50th 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. President Max Hess called the meeting to order at 11:05 a.m. OCCEDB staff member, Chris Schroder, called roll; attendance was as follows:

**Board Members Present:** Dan Delozier-CED #1, Sam Chandler-CED #2, Randy Thomas-CED #4, Zach Cavett sitting in for Darry Stacy-CED #5, Ty Phillips-CED #6, Tim Binghom-CED #7, Max Hess-CED #8.

**Board Members Absent:** Chris White-CED #3, Darry Stacy-CED #5.

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

**Guest:** Shelly Moody-CED 6, John Blickensderfer-CED 1, Kevin Lane-P&K Equipment, John Northup-CED&, Scott Brians-CED 2, Carla Bonner, Glen Murray-McClain County, Russell Earls-Ottawa County, Brandon Dungeon-ODOT, Shelly Williams-ODOT, Bryce Bohot-Jefferson County, Troy Travis-Lochner, Jerod Wilkins-Hudson Prince, Monty Taylor-P&K Equipment, Donnie Head-CED 8, Zach Cavett-Payne County.

**READING OF THE MINUTES OF THE JUNE 23, 2021 MEETING AND APPROVAL OR MODIFICATION OF THE SAME**

The minutes from the June 23, 2021 board meeting were read individually. A motion was made by Dan Delozier

to approve the June 23, 2021 minutes. The motion was seconded by Ty Phillips. The motion passed as follows:

**Aye:** Dan Delozier, Sam Chandler, Randy Thomas, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

**Abstain:** Zach Cavett.

**DISCUSSION AND POSSIBLE ACTION ON CLAIMS**

The following claims were presented to the board for approval of payment: Fuelman in the amount of $258.59, MassMutual in the amounts of $136.14 and $300.23, Nationwide in the amounts of $50.00 and $895.83 for 6/29/21, Nationwide in the amounts of $50.00 and $895.83 for 7/14/21, ACCO SIG/SIF in the amount of $741.00 and ACCO SIG in the amount of $3,174.00. A motion to approve all claims was made by Tim Binghom and was seconded by Ty Phillips. The motion passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, 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 $9,434.66. A motion was made by Dan Delozier to approve the payments to ACCO for reimbursement of expenses. The motion was seconded by Tim Binghom and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, 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:

Okfuskee County - $12,500.00

Murray County - $22,495.00

Tillman County - $3,538.00, $4,738.00

Choctaw County - $539.61

Hughes County - $2,201.69

Coal County - $1,543.93, $3,039.00, $2,606.55

Osage County - $29,683.00

Caddo County - $4,739.00, $539.00, $539.00

Garvin County - $539.00

Mayes County - $4,739.00, $4,739.00, $4,739.00

Rogers County - $4,738.00, $4,738.00, $4,738.00

Wagoner County - $4,038.00, $4,738.00, $4,738.00

Washita County - $3,676.00

A motion to approve all claims and the FY2022 budget was made by Ty Phillips. The motion was seconded by Dan Delozier and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

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

A motion was made by Dan Delozier and seconded by Tim Binghom to approve BPO #150. The motion passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, 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 Dan Delozier. The motion was seconded by Ty Phillips and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

**DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF CEDS’ BUDGETS.**

Fiscal year 2022 budgets were received from CEDs’ 3,4, 6 and 7. A motion was made by Ty Phillips and seconded by Tim Binghom to accept the budgets. The motion passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

**DISCUSSION AND POSSIBLE ACTION ON STP ROADWAY AND BRIDGE FUNDS POLICY**

Randy Robinson stated the need to update the policies since Logan County is no longer a member of a CED. Ty Phillips made a motion that any unused STP (roadway) funds by a non-member county will be offered to the non-member county’s ODOT division/district as the first priority. The motion was seconded by Randy Thomas and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

Randy Thomas made a motion that any unused STP (bridges) funds by a non-member county will be offered to the non-member county’s ODOT division/district as the first priority. The motion was seconded by Dan Delozier and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

**DISCUSSION AND POSSIBLE ACTION ON ETR FUNDS POLICY**

Randy Robinson stated the need to update the ETR policies since Logan County is no longer a member of a CED. Dan Delozier made a motion to give a non-member county a 1/77 share of the ETR funds and approve the policies as presented. The motion was seconded by Randy Thomas and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

**DISCUSSION AND POSSIBLE ACTION ON CED FUNDS POLICY**

Randy Robinson stated the need to update the CED policies since Logan County is no longer a member of a CED. Dan Delozier made a motion to approve the policies as presented. The motion was seconded by Sam Chandler and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, 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:

Muskogee County – Project # ETRCR2-51-1(05)22

Cherokee County – Project # ETRCR2-11-1(20)22

Choctaw County – Project # ETRCR3-12-1(08)22

Woods County – Project # ETRCR8-76-2(19)22

A motion to approve the contracts was made by Sam Chandler. The motion was seconded by Ty Phillips and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

**DISCUSSION AND POSSIBLE ACTION REGARDING EXTENDING ETR CONTRACT AGREEMENT**

The following extension contracts for ETR projects were submitted to the board for approval/signature. The extension for Coal (02) was received after the board packet was sent out.

Delaware ETRCR1-21-3(07)1, ETRCR1-21-3(16)16, ETRCR1-21-3(17)16, ETRCB1-21-2(18)16, ETRCR1-21-3(22)20

Osage ETRCR1-57-3(14)19, ETRCR1-57-2(15)19

Ottawa ETRCB1-58-123(11)20, ETRCB1-58-2(12)20, ETRCB1-58-1(13)20

Rogers ETRCR1-66-3(08)20

Coal ETRCB4-15-2(01)20, ETRCB4-15-2(02)21

Pottawatomie ETRCR4-63-2(05)14, ETRCR4-63-3(07)20, ETRCR4-63-1(08)20, ETRCR4-63-1(09)20

Pontotoc ETRCR4-62-3(07)14, ETRCR4-62-2(14)20, ETRCR4-62-2(15)20, ETRCR4-62-2(16)21

Seminole ETRCB4-67-2(09)14, ETRCR4-67-1(10)17, ETRCB4-67-3(11)17

A motion to approve the extension of ETR project contract agreements was made by Sam Chandler. The motion was seconded by Dan Delozier and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

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

Randy offered to do training for any CED interested.

Randy stated the CED audits have still not been posted.

Randy said any county interested in putting equipment in the McAlester auction needs to contact Jonathon Long.

Equipment revolving fund applications were sent out by ODOT and need to be turned in ASAP.

**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 Accounting / Administrative Assistant for the Oklahoma Cooperative Circuit Engineering Districts Board.

a. Dan Delozier made a motion to enter into Executive Session. The motion was seconded by Tim Binghom and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay:** none.

b. Tim Binghom made a motion to reconvene into Open Session. The motion was seconded by Ty Phillips and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay:** none.

**Action regarding the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of the Executive Director and Accounting / Administrative Assistant for the OCCEDB.**

A motion to allow Randy Robinson to interview and hire a candidate for the Accounting/Admin Assistant position at his discretion was made by Sam Chandler. The motion was seconded by Randy Thomas and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

A motion to approve a 4% salary increase for Randy Robinson and a 2% retirement increase for OCCEDB employees effective August 1st was made by Tim Binghom. The motion was seconded by Dan Delozier and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay**: none.

**NEW BUSINESS**

None.

**ADJOURNMENT**

A motion to adjourn was made by Dan Delozier. The motion was seconded by Tim Binghom and passed as follows:

**Aye:** Dan Delozier,Sam Chandler, Randy Thomas, Zach Cavett, Ty Phillips, Tim Binghom, Max Hess.

**Nay:** none.

**Meeting adjourned**