**CIRCUIT ENGINEERING DISTRICT #7**

**Board of Directors**

**REGULAR MEETING MINUTES**

**1779 Marshall Rd.**

**Clinton, OK 73601**

**10 a.m., Tuesday, January 23rd, 2024**

The board of directors for the Circuit Engineering District (CED) #7 met at 1779 Marshall Road, Clinton, OK 73601. The meeting was called to order at 10:00 a.m.

Those present were:

**BOARD MEMBERS**

 Darryl Hicks Bruce Walker Gary Lewis

 Gary Jennings Kirk Butler Lance Sander

 Levi Krasser Bart Gossen Steven Fite

**CED#7**: STAFF **GUESTS**: See last page

The Circuit Engineering District meeting agenda was posted prior to the meeting at the Custer County Courthouse, CED-7 office, online at the CED’s website and emailed to all (11) District #7 county courthouses, in accordance with Title 25 OS § 311. The following items were presented and approved as written at the CED #7 meeting on Tuesday, January 23rd, 2024 by the Board of Directors as follows:

**Call to order**

Kirk Butler called the meeting to order at 10:00 am

**Roll Call**  Johnny Davis, absent: Monty Denney, absent

**Board approval and/or modification regarding December 5th, 2023 Board Meeting Minutes**

The minutes were presented to the board. Steven Fite made the motion to approve the minutes for the November meeting as presented and Gary Jennings seconded. Motion passed by roll call vote 7-0 with two abstaining as follows:

Bart Gossen -Aye Bruce Walker- Abstain Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Abstain

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board Consideration and action to approve blanket purchase order for General Operating Account (City of Clinton, ATT, Pioneer Telephone, Office Depot, Fuelman):**

Blanket was presented to the board. Motion was made by Gary Lewis and seconded by Darryl Hicks to approve the blanket. Motion carried by roll call vote 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Executive Directors Report**

**BRIDGE REPORT**  John Northup explained they would be attending a plan in hand for Beckham County Indian Road following the board meeting. Plan in Hands have already been held for projects in Blaine, Dewey, Greer, Kiowa and Tillman Counties. Dewey County Teepee Creek is ready for the February Letting. Barnitz Creek in Custer County and Coffee Creek in Washita County are ready and on the shelf in case funding opens up for them to start. Otherwise they are tentatively on the July 2024 letting

**ROAD REPORT**  Martha Castellon reviewed road projects. The NEPA consultant is clearing the Harmon County 8 mile project. Martha is working on plan in hand plans and hyrdraulics for structures on Custer City Road. The Jackson County detention pond for Ridgecrest road is ready for the April letting and she plans to get Iris Street in Kiowa County on the April letting as well if ODOT approves a 60 day submittal.

**CONSTRUCTION MANAGERS UPDATE** Rodney Cabaniss gave a report on current construction inspection projects. Wyatt Construction has mobilized and begun stripping topsoil around the detention pond on the Lawter Road project. He has spoken with the supervisor for the project about making sure all appropriate measure for safety etc are taken. The other current Custer County project on the unnamed creek southwest of town has been set back due to rock encountered. The contractor for the Washita County project has submitted for winter suspension for that project. The latest the project will start is 2/15/2024.

**RIGHT OF WAY UPDATE** Tim Berry said he is waiting on plans for Harmon County 8 mile project so that he can begin working on that.

**BRIDGE INSPECTION UPDATE** Brad Coalson mentioned they were finished with Greer County District 1 and were starting on District 2. They were also working with Tillman and Kiowa Counites to get invoices for fracture critical and routine inspections signed Beckham Counties and reviewed a bridge in Blaine County that is not in the system.

**SIGNS**  John Northup reported that the sign shop had been paid for $9879 in signs in the recent weeks and Tillman County District 1 and Washita County District 3 counties had signs to pick up.

**Board consideration and vote to pay all legal and just claims of CED7 as presented:**

Motion was made by Gary Lewis and seconded by Darryl Hicks to approve payment of all legal and just claims as presented. The motion carried 9-0 by roll call vote as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board consideration and vote to accept CED7 financial reports for months ending November 30th and December 31st and year to date**

John Northup presented the financial reports, summarizing each report and bringing attention to items that were not standard expenses. He noted he had gone through the bank reconcilations and confirmed their validity. Motion was made by Steven FIte and seconded by Levi Krasser to accept the financial reports as presented. The motion carried 9-0 by roll call vote as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board consideration and vote to approve ETR extensions/applications/renewals**

None presented. John reminded the board there are funds there for use and he encouraged commissioners to take advantage of that program.

**Board consideration and vote to approve CIRB and/or STP task orders**

John Northup presented several Task Orders for approval.

2348A TO13 JP34899 Harmon County Independence Road, a design order for $367,280.00. Steven Fite made a motion to approve TO13 for Harmon County and Gary Jennings seconded. Motion carried 9-0:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

2348A TO12 JP30036 Greer County, a design order for $316,840.00. Gary Lewis made a motion to approve TO12 for Greer County and Darryl Hicks seconded. Motion carried 9-0;

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

2348A TO14 JP30051 Dewey County, a design order for $346,840.00. Lance Sander made a motion to approve TO14 for Dewey County and Steven Fite seconded. Motion carried 9-0;

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

2348B-CM TO9 JP33512 Custer County, a construction inspection order for $48,833.00. Bruce Walker made a motion to approve TO9 for Custer County and Lance Sander seconded. Motion carried 9-0;

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

2348B-CM TO12 JP28708 Custer County, a construction inspection order for $318,218.00. Gary Lewis made a motion to approve TO12 for Custer County and Darryl Hicks seconded. Motion carried 9-0;

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board discussion and possible action to verify that CED Revolving Funds were used for their intended purposes by the Greer, Dewey, Blaine and Jackson counties as specified in their applications for said funds**

John Northup explained counties were beginning to send in the documentation for their purchases made with the CED revolving funds distributions that were given out toward the end of 2023.

Blaine County District 1 proposed to use their funds to purchase a small excavator and submitted a Purchase Order/Requistion Order, receiving report and invoice in support of their purchase. Steven Fite made a motion to approve the documentation and Gary Lewis seconded. Motion carried 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

Dewey County District 3 proposed to use their funds to help pay for a skid steer and submitted a Purchase Order/Requistion Order, receiving report, lease/purchase agreement and a copy of the warrant in support of their purchase. Levi Krasser made a motion to approve the documentation and Darryl Hicks seconded. Motion carried 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

Greer County District 1 proposed to use their funds for ashphalt purchased and submitted 2 Purchase Orders/Requistion Orders and corresponding invoices in support of their purchase. Gary Lewis made a motion to approve the documentation and Darryl Hicks seconded. Motion carried 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

Greer County District 2 proposed to use their funds to purchase fuel for road equipment and submitted multiple Purchase Orders/Requistion Orders and invoices in support of their purchase. The invoices totaled $68,923.93; however an invoice for $24,765.40 was for a fuel delivery dated September 21, 2022. The CED Revolving Funds policy allows for reimbursement of qualified expenses within 1 year of the application date. Since the application date was 10/2/2023, the invoice for $24,765.40 does not qualify. Kirk Butler recommended that invoice be disallowed. Gary Lewis made a motion to approve all other invoices provided, excluding the invoice for $24,765.40 and Darryl Hicks seconded. Motion carried 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

Jackson County Districts 1,2,3 proposed to use their funds to pay towards the balance of a chip spreader and submitted an email explaining their process, receipts for the transfer of funds and a warrant for the payment in support of their purchase. Steven Fite made a motion to approve the documentation and Levi Krasser seconded. Motion carried 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board discussion and possible action to approve Sign Pricing Policy**

John Northup noted the creation of this policy and others on the agenda are a result of auditor suggestions. The policy as presented is a formula that allows CED7 to arrive at a cost for each sign. John noted we are still working how to determine Sharon’s labor rate to add in to the formula. It was agreed CED7 should stay competitive in sign pricing. Steven Fite made a motion to approve the sign pricing policy and Darryl Hicks seconded. Motion carried 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board discussion and possible action to approve meal policy**

John Northup noted the auditors stated that meals were not a good use of government funds, but they did agree with serving meals for all day trainings or district meetings. Gary Lewis made a motion to approve the meal policy and Darryl Hicks seconded. Motion approved 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board discussion and possible action to approve an amendment to Operating Procedures to including billing procedures**

The updated Operating procedures were presented to the board. It was noted the billing procedure would include all billing rates and hours on invoices being confirmed before the invoices are submitted to ODOT. The policy is designed to reduce revenues being misbilled. Lance Sander made a motion to approve the amendment and Levi Krasser seconded. The motion carried 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board discussion and action to elect a Vice-President for the CED7 Board of Directors**

Kirk Butler opened nominations for Vice-President for the CED7 Board, asking first for nominations, then volunteers. Gary Lewis volunteered to take the position. Levi Krasser then nominated Gary Lewis as Vice-President and Lance Sander seconded. Motion carried 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board consideration and vote to remove Wade Anders as authorized signer on the Interbank CED7 Operating and Maintenance Bank accounts and authorize his replacement and other current signers. (Kirk Butler, Johnny Davis, Gary Lewis, John Northup, Lauren Morales, Allyson Adams)**

Gary Lewis made a motion to remove Wade Anders as an authorized signer and approve other current signers. No other new signers will be added at this time. Lance Sander seconded. Motion carried 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board discussion and vote to amend the CED7 2023-2024 Budget to add:**

 **$15000.00 for CAD training for drafting and engineers**

 **$1750.00 for IPAD and any necessary software or accessories for Bridge Inspection**

 **$1000.00 for travel for construction inspectors lodging for necessary certification classes**

John Northup explained the proposed amendments to the budget included additional CAD training for the design department as well as an IPAD to allow the bridge inspection crew to adapt to new federal requirements for inspection services and additional money so new construction inspections can attend necessary overnight out of town training. Gary Lewis made a motion to approve the proposed budgets amendments and Levi Krasser seconded. Motion carried as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Board consideration and vote to surplus and dispose of Bunn Coffee Maker,, JVC TV**

1. **Surplus**
2. **Dispose**

John explained CED7 had a very old JVC that needed to be surplused as well as a BUNN coffee maker that had been replaced with a newer model. Bruce Walker made the motion to surplus and dispose of both items and Steven Fite seconded. Motion carried 9-0 as follows”

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye

**Discussion regarding the oil plant, including efforts to sell the plant.**

Bob Nance gave a quick overview of the status of the oil plant. He noted Scott Meacham is trying to get an appraisal that would give him an idea of what to use as a minimum bid on sealed bids. It was noted that previous attempts to find an appraiser that would deal in an asset like an oil plant had not been successful. Nance noted Meacham was still in charge of what happens to the oil plant.

**ACCO business (Randy Robinson)**

Randy Robinson said that Melinda Anoatubby wants commissioners to know if they are interested in grants from the solid waste program they should get that paperwork in by February 29th. Randy reminded commissioners about the upcoming equipment auction and about MUTCD guidelines for transportation related signs such as Stop Signs.

**ODOT business**

Matt Mitchell was in attendance for ODOT

**New business**

none.

**ADJOURNMENT:**

Motion was made by Lance Sander and seconded by Steven Fite to adjourn at 11:41 am. The motion carried 9-0 as follows:

Bart Gossen -Aye Bruce Walker- Aye Gary Lewis - Aye

 Gary Jennings - Aye Kirk Butler - Aye Lance Sander - Aye

 Levi Krasser – Aye Darryl Hicks – Aye Steven Fite – Aye