

Circuit Engineering District 5

Board Meeting Agenda

Date: September 27, 2022

Time: 11:00 a.m.

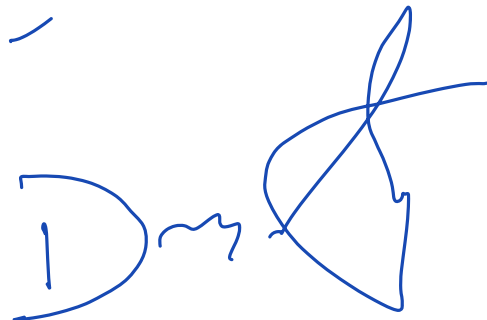
Place: FSB

5801 Broadway Extension, Suite 500

Oklahoma City, OK 73118

AGENDA

1. Call to Order.
2. Pledge and Prayer.
3. Roll Call.
4. Recognition of Attendees.
5. Approval or Modification of the Minutes of the August 23, 2022, meeting. **(Attachment 1)**
6. *Tabled* Discussion and Acceptance of Treasurer's Report.
 - a) Claims
 - i. CPA: Jayna Vaughn, P.C. (August) **(Attachment 2)**
 - ii. FSB – for Program Management. (September) **(Attachment 3)**
 - b) CED5 (August 2022) Financials. **(Attachment 4)**
7. Discussion and Possible action regarding Infrastructure Investment & Jobs Act (IIJA).
8. Discussion and Possible action regarding CED5 Distribution plan. **(Attachment 5)**
9. Discussion of Monthly OCCEDB Distributions. **(Attachment 6)**
10. Discussion and Possible action regarding resolutions, policies, programs, plans, applications, funds, projects, transfers, and report.
 - a) ODOT Local Government Report - Project Status. ✓
 - b) OCCEDB – Randy Robinson. ✓
11. New Business. ✓
12. Board member discussion regarding CED5 business. ✓
13. Public Comment. ✓
14. Adjourn. ✓



NAME OF PERSON POSTING THIS NOTICE


Jeffrey Dixon

Circuit Engineering District 5

Date: September 23, 2022, 10:00 A.M.

Circuit Engineering District 5MinutesRegular Board Meeting

Date: **August 23, 2022**

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

Place: **FSB**

5801 Broadway Ext, Suite 500

Oklahoma City, OK 73118

1. CALL TO ORDER BY THE CHAIRMAN

The Circuit Engineering District 5 held a regular board meeting on this day on August 23, 2022, in compliance with the Oklahoma Open Meetings Act. Wilson Lyles called the meeting to order at 11:00 a.m.

2. Prayer, then Flag Salute

The pledge of Allegiance and prayer was led by Marc Hader.

3. ROLL CALL

FSB staff member, Denise Crisp, called roll. Attendance was as follows:

Board Members Present: Wilson Lyles – McClain County, Gary Ayers – Garvin County, Zachary Cavett - Payne County and Marc Hader – Canadian County.

Board Members Absent: Darry Stacy – Cleveland County

Board Members Late: Carrie Blumert – Oklahoma County

4. Recognition of Attendees: Terry Daniel, Glen Murray, Terry Barnett, Melinda Anoatubby, Bobby Kennish, Ricky Taylor, Aaron Finley, Troy Travis, Rod Cleveland, Erin Moore, Mike McFarland, Eddy Barclay, Ryan Bellatti, Will Dillsaver, Kendall Wallace, Michelle Leverett, Philip McNayr

5. Approval or Modification of the Minutes of the July 26, 2022, Meeting (Attachment 1)

A question regarding Item 11 – it is not clear as to the outcome. Were changes made? Per Jeffrey, no changes and it was agreed that it would be tabled until the next month. A motion to approve the modified meeting minutes for July 26, 2022, was made by Marc Hader. The motion was seconded by Zach Cavett. The motion passed as follows:

Aye: Wilson Lyles – McClain County, Gary Ayers – Garvin County, Zachary Cavett - Payne County, Marc Hader – Canadian County

Nay: none

Abstain: Carrie Blumert

6. Discussion and Acceptance of Treasurer's Report

a) Claims from Jayna Vaughn, P.C. and FSB

i. CPA Jayna Vaughn, P.C. – Invoice for CPA is \$570.00 for month of June and for correspondence with the auditors.

ii. FSB invoice (July) - Monthly program management \$9,550.00 – A question was raised regarding FSB staff mileage being included in the invoicing. As per Jeffrey, he does not bill monthly for his mileage but accumulates it and he will put it in the next month's invoice. A motion to accept the claims was made by Gary Ayers. The motion was seconded by Carrie Blumert. The motion passed as follows:

Aye: Wilson Lyles – McClain County, Carrie Blumert – Oklahoma County, Gary Ayers – Garvin County, Zachary Cavett - Payne County, Marc Hader – Canadian County

Nay: none.

Abstain: none.

b) CED5 Financials (July) (Attachment 4)

Carrie Blumert presented: Nothing out of the ordinary. As of July 31st, our assets are \$716,965.90. July's revenue is approximately \$39,000. This includes our Oklahoma CED board payment, some interest income. Take out the regular claims of \$10,317. Revenue less expenses for July is \$29,254.03. Jeffrey asked about the account reconciliation he sent to Carrie, but she had not yet received it. She said she would double check.

A motion to approve the July financials was made by Zach Cavett. Seconded by Marc Hader. The motion passed as follows:

Aye: Wilson Lyles – McClain County, Carrie Blumert – Oklahoma County, Gary Ayers – Garvin County, Zachary Cavett - Payne County and Mark Hader – Canadian County.

Nay: none.

Abstain: none.

c) Acknowledgment of Irrevocable Letter of Credit (Attachment 5)

Jeffrey: This is a requirement from the auditors who want us to have on record this letter of credit to cover our bank accounts for an additional \$450,000.00. The FDIC only covers a certain dollar amount, and this will cover the balance if necessary. The current letter states it expires on August 29, 2022, but it is perpetual. A new letter will be sent every quarter.

A motion to acknowledge was made by Marc Hader. Seconded by Carrie Blumert. The motion passed as follows:

Aye: Wilson Lyles – McClain County, Carrie Blumert – Oklahoma County, Gary Ayers – Garvin County, Zachary Cavett - Payne County and Mark Hader – Canadian County.

Nay: none.

Abstain: none.

d) Acknowledgment of Drawing Certificate (Attachment 6)

Jeffrey: If we are drawing down on the LOC funds, this is the required companion document to do so. No further action needed on this. No vote.

7. Discussion and Possible Action Regarding Infrastructure Investments & Jobs Act (IIJA)

Per Jeffrey: Darry is out but he wanted this left on the schedule. Per Melinda: Garver is presenting at board meeting next week. I have reached out to all congressmen and congresswomen and have had confirmed that there will be two reps there for the September board meeting.

8. Discussion and possible action regarding resolutions, policies, programs, plans, applications, funds, projects, transfers and report.

a) ODOT Local Government Report – Project Status – Kendall Wallace: Ladd Road in McClain County went to letting this month, it was approved to be awarded and came in at 7% underestimate. Next month we've got Local #107 in Garvin County is going to letting. TAP Application Portal is open and applications are coming in for the 22 million available. A question was raised regarding the trends... are projects coming in at or below estimates? Per Kendall, engineering estimates were adjusted previously to account for the higher pricing, and they are seeing a stabilizing of prices. They are hoping for materials to start retracting a bit. He said this creates optimism that the worst of the inflation is maybe behind us.

b) OCCEDB – Melinda Anoatubby - The McAlister auction was cancelled for September. There was not enough equipment to go into the auction. Board meetings are all next week. Gas revenues coming in are higher than anyone has ever seen – two disbursements will be released July and August for the next board meeting.

9. New Business – It was proposed to have the ACCO meeting next month at 10:45 prior to the CED meeting pending approval. Also, next Wednesday, there is a legislative meeting at 9:00 am.

10. Board member discussion regarding CED5 business – Per Wilson, last month it was discussed about a distribution for the coming year. With receipts coming in until year end, conservatively speaking, we could give \$75,000 per county and still leave a balance of approximately \$400,000.00. Maybe next month we can settle on that and look at starting the application process in November, December. A question was asked about previous disbursements. Per Jeffrey: from January to July 1st, the amount was \$45,000.00 per county. They feel comfortable with the \$75K per county.

11. Public Comment – None

12. Adjourn

Motion to adjourn meeting was called by Gary Ayers. The motion was seconded by Carrie Blumert.

Aye: Wilson Lyles – McClain County, Carrie Blumert – Oklahoma County, Gary Ayers – Garvin County, Zachary Cavett - Payne County and Mark Hader – Canadian County

INVOICE



PLEASE REFERENCE INVOICE NUMBER WITH PAYMENT

Please remit electronic payments to:
 FNB Community Bank
 Routing #103012843
 Account #0111088
 Remittance: accounting@fsb-ae.com

Or mail payments to:
 FSB
 5801 Broadway Extension, Suite 500
 Oklahoma City, OK 73118-7436

Circuit Engineering Division #5
 429 N.E. 40th Street
 3rd Floor
 Oklahoma City, OK 73105

September 27, 2022
 Invoice No: 17889

Project #FSB2022-084-02 - CED5 - Member County BOCC/Monthly Mtgs
Professional Services through September 26, 2022

Fee	9,550.00
Total this Invoice	<u>\$9,550.00</u>

Billings to Date

	Current	Prior	Total	Received	AR Balance
Fee	9,550.00	19,100.00	28,650.00		
Expense	0.00	477.16	477.16		
Totals	9,550.00	19,577.16	29,127.16	19,577.16	9,550.00

CED #5 Budget 2022/23		
	75K	60K
	Estimate through 6-30-2022	Estimate through 6-30-2022
Discription	FY 2022/23	FY 2022/23
AUDIT & ACCOUNTING	\$15,000.00	\$15,000.00
AUTO EXPENSE	\$0.00	\$0.00
BANK & CREDIT CARD FEES	\$100.00	\$100.00
DEPRECIATION	\$0.00	\$0.00
DISTRIBUTION FUNDS**	\$450,000.00	\$360,000.00
INSURANCE-GENERAL	\$0.00	\$0.00
INSURANCE - OTHER	\$0.00	\$0.00
MEETINGS & CONFERENCES	\$0.00	\$0.00
PROGRAM FUNDS	\$105,000.00	\$105,000.00
OUTSIDE SERVICES	\$3,000.00	\$3,000.00
RENT	\$0.00	\$0.00
RETIREMENT PLAN	\$0.00	\$0.00
SALARIES	\$0.00	\$0.00
SUPPLIES	\$0.00	\$0.00
PAYROLL TAXES	\$0.00	\$0.00
PAYROLL SERVICE	\$0.00	\$0.00
TRAVEL	\$3,500.00	\$3,500.00
Total	\$576,600.00	\$486,600.00
**Current Cash on hand is \$391,233.91		
State Apportionment	\$486,737.03	\$486,737.03
CED Auction	\$4,000.00	\$4,000.00
Sell of Assets	\$0.00	\$0.00
Interest	\$1,372.02	\$1,372.02
Money Market	\$335,382.96	\$335,382.96
Checking	\$352,328.91	\$352,328.91
Total Revenue/Cash Available	\$1,179,820.92	\$1,179,820.92
Change financial Position (est. Budgeting Ending)	\$603,220.92	\$693,220.92

Monthly OCCEDB Distributions for CED5										
		FY-2019		FY-2020		FY-2021		FY-2022		FY-2023
July		\$0.00	2	\$0.00	2	\$0.00	2	\$0.00		\$39,458.17
August		\$0.00	4	\$39,237.95	4	\$37,970.72	4	\$75,956.92		\$116,684.20
September		\$0.00		\$85,094.79		\$29,407.23		\$46,359.66		\$0.00
October		\$0.00	2	\$37,501.19		\$32,863.11		\$43,805.79		\$0.00
November		\$0.00		\$42,526.44	2	\$0.00	2	\$0.00		\$0.00
December		\$0.00	2	\$0.00	2	\$0.00	2	\$0.00		\$0.00
Jan	1	\$0.00	4	\$77,924.32	4	\$89,331.71	4	\$132,425.01		\$0.00
Feb	1	\$0.00		\$42,857.79		\$30,822.84	2	\$0.00		\$0.00
Mar	1	\$0.00		\$41,043.30		\$27,566.93	4	\$82,694.21		\$0.00
April	4	\$209,094.57		\$38,320.14		\$37,730.68		\$51,125.85		\$0.00
May		\$31,148.55		\$33,380.73		\$26,288.34		\$44,976.15		\$0.00
June		\$45,567.82		\$22,429.00		\$49,684.09	2	\$0.00		\$0.00
		\$285,810.94		\$460,315.65		\$361,665.65		\$477,343.59		\$156,142.37
1 - No distribution due to Audit not submitted to OCCEDB										
2 - No distribution that month received the following month										
3 - Deleted										
4 - Distribution received for the previous month										

CED 5 SIGN-IN

September 27, 2022

Please print

Name

County/Company

- | | | |
|-----|-----------------|-----------------|
| 1. | TERRY BARNETT | PINNACLE |
| 2. | David Anderson | |
| 3. | Randy Chaulk | GARRIN |
| 4. | Terry Daniel | McClain |
| 5. | Shirley | McClain |
| 6. | Ryan Bellatti | Gvy Engineering |
| 7. | Ricky Taylor | EST |
| 8. | FRANK WOODRICE | OK COUNTY |
| 9. | Carl Burren | EST |
| 10. | MIKE MCFARLAND | BKL, TULSA |
| 11. | Shon Richardson | CEC |
| 12. | Melissa Davis | ODOT-LG |
| 13. | Monty Taylor | Pike |
| 14. | WILL DILLSAVER | STANTEC |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |
| 19. | | |
| 20. | | |
| 21. | | |