

Circuit Engineering District 5  
Minutes  
Regular Board Meeting

Date: January 24, 2023  
Time: 11:03 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 January 24, 2023, in compliance with the Oklahoma Open Meetings Act. Wilson Lyles called the meeting to order at 11:03 a.m.

2. Prayer, then Flag Salute

The pledge of Allegiance and prayer was led by Zach Cavett.

3. ROLL CALL

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

Board Members Present: Wilson Lyles – McClain County, Carrie Blumert – Oklahoma County, Gary Ayers – Garvin County, Zachary Cavett - Payne County.

Board Members Absent: Darry Stacy – Cleveland County and Marc Hader – Canadian County

Board Members Late: none

4. Recognition of Attendees: See Attached Sign in sheet.

5. Approval or Modification of the Minutes of the November 15, 2022, Meeting; The motion to approve the meeting minutes was made by Carrie Blumert. The motion was seconded by Zach Cavett. The motion passed as follows:

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

Nay: none

Abstain: none

6. Discussion and Acceptance of Treasurer's Report

a) Claims from Jayna Vaughn, P.C.

i. CPA Jayna Vaughn, P.C. – Invoice for CPA services December \$320.00 (Attachment 2)

A motion to accept this item was called by Carrie Blumert. The motion was seconded by Gary Ayers. The motion passed as follows:

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

Nay: none

Abstain: none

ii. FSB invoice - Monthly program management fees for December and January, \$19,100.00 (Attachment 3)

A motion to accept this item was called by Carrie Blumert. The motion was seconded by Zach Cavett. The motion passed as follows:

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

Nay: none

Abstain: none

b) CED5 Financials (November and December) (Attachment 4)

As per Carrie Blumert, ending November 30, 2022 total liabilities and assets were \$833,923.53. The total operating expenses for the first five months of the fiscal year is \$124,397.16 and our revenue minus expenses is \$146,211.66. Garvin County is the only county to receive their full funding of \$75,000.00. There are still counties that need to be thinking about projects to submit for their disbursement funds before July 1. So if you are purchasing vehicles, equipment or money going towards road projects, please get those in.

A motion to accept the financials was called by Gary Ayers. The motion was seconded by Zach Cavett. The motion passed as follows:

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

Nay: none

Abstain: none

7. Discussion and Possible action regarding accepting applications and approvals for CED5 Distributions. (Attachment 6)

This was touched on in previous item. Per Carrie, Oklahoma County has special meeting tomorrow. District 1 is on there for approval. District 2 and District 3 have not gotten theirs in yet. There is a new commissioner for District 3 so it may take a little while. District 1 will be bringing theirs in to the next CED meeting.

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

a) ODOT Local Government Report – Per Kendall, ODOT is working on the Bridge SCOUR program. We have our engineers going out and reviewing the 600+ deficient sites that were pulled off the statewide bridge inspection report. They are going to review those and write up reports on what it would take to fix those sites with a deadline the end of April. Projects to be selected by May or June. The MDRF for the small cities has closed. We are currently reviewing scope to see what it would take to get them up. Please pass it on to the small cities. We are opening it up again in October for the next round of applications. BRP is a funding source for small cities for bridge replacement is currently still open. We just awarded the first project for a bridge in Shawnee. As for the CIRB plan, we are 5-6 months out from rebalance but at this time, we want to at least start the thought process of what new projects may be entering the plan, so that we can start getting them scoped. TAP program is putting together a team that is going through the preliminary review of all the applications now, so scoring should be very soon and selection will come out, I hope, by the end of February. A question regarding the Municipal Drilling Road fund came up regarding when they open and when will the local communities be notified. Kendall spoke to Matt Blakesly, the county engineer in District 3. He is going to review them all and write up the scope of what it would take to fix them. That is the stage it is at.

There is not a deadline. Another question regarding the BRP program – What percentage of match are they looking at and can tribal dollars be used along with that. Kendall believes the match is 90-10. It is believed that the smaller communities were having difficulties with that.

b) OCCEDB – Per Melinda, the CED Auction is the 10<sup>th</sup> and 11<sup>th</sup> and the CED brochures should be coming out the first part of February. Legislative committee meeting will be Wednesday at 1:30. IJJA grant reviewing of the CIRB projects needs to be completed soon. Those grants should be coming out this spring or summer so we need to be prepared to have that ready and apply for the grants – a reminder to whoever is overseeing that. CED will have to work with FSB more closely to talk through those projects to identify which would be the best fit based off of their criteria. Fill in the blanks so they can score accurately versus not having enough information. The amount of money is significant. It might be worthwhile to have a couple of special meetings with the FSB team so not to miss out on any dollars that are available out there. A question came up regarding IJJA and Garber... the CEDs collectively hired Garber putting in \$25,000 and ODOT is matching funds to hire the grant writer. Not everybody is going to be able to submit. Based off of ranking and criteria, and who scores the highest, to figure out which grant to apply for. It could rate higher if it was networked or bundled vs a solo grant. Legislative breakfast is February 9<sup>th</sup> from 7-8:30 am. Disbursements should be going out tomorrow. CED5 should receive approximately \$128K. This was a record high for January. April 4<sup>th</sup>-6<sup>th</sup> is the ACCO conference.

9. Discuss, review, and possible action for calendar of events for Draft 2023 meeting dates. Dates have been approved and set.

10. New Business – Per Mark Sharpton, Logan County would like to rejoin CED5. It was suggested to put in a letter of request.

11. Board member discussion regarding CED5 business – Introductions of Kristin Killgore, Principal of the Civic and Education sector and Sean McGraw, Director of Civil Engineering at FSB. We will need to meet with all the counties to review their 5 year plans. Feedback for FSB would be appreciated. The contact list will be sent out to all the counties and board – all the CED5 distribution list.

12. Public Comment - none

13. Adjourn

Motion to adjourn meeting was called by Zach Cavett. The motion was seconded by Carrie Blumert. Aye: Wilson Lyles – McClain County, Carrie Blumert – Oklahoma County, Gary Ayers – Garvin County and Zachary Cavett - Payne County

Abstain: none