

OKLAHOMA CIRCUIT ENGINEERING DISTRICT #6

Regular Board Meeting

DATE: February 15, 2024
 TIME: 10:00 A.M.
 PLACE: Stephens County Fairgrounds
 2002 S. 13th St.
 Duncan, OK 73533

CADDO	Jeff Boren
CARTER	Berry Lett-Brinkman
COMANCHE	John O'Brien
COTTON	Ricky Vardell
GRADY	Kirk Painter
JEFFERSON	Ty Phillips
LOVE	Stacy Rushing
MURRAY	Absent
STEPHENS	Russell Morgan

MEETING MINUTES

- Call to order.
Meeting called to order by Ty Phillips at 10:01am.
- Roll Call.
Caddo-Jeff Boren, Carter-Berry Lee-Brinkman, Comanche-John O'Brien, Cotton-Ricky Vardell, Grady-Kirk Painter, Jefferson-Ty Phillips, Love-Stacy Rushing, Murray-Absent, Stephens-Russell Morgan.
- Introduction of guests.
- Reading/Correction/Approval of the minutes of the January 18, 2024 meeting.
Motion to approve the minutes of the January 18, 2024 meeting made by Berry Lee-Brinkman.
Second by Stacy Rushing. Murray-Absent. Remainder all ayes.
- Discussion and possible action on Treasurer's Report (Balance \$536,100.50 bank statement, letter of credit).
Motion to approve the Treasurer's Report with a balance of \$536,100.50 made by Russell Morgan.
Second by Kirk Painter. Murray-Absent. Remainder all ayes.
- Discussion and possible action on claims.
Motion to approve claims as listed made by Kirk Painter. Second by John O'Brien. Murray-Absent.
Remainder all ayes.

Payable To	Amount	For	Check #
Jayna Johnson	\$440.00	CED 6 Financials Dec & Jan bills	3923
ComData	\$41.96	Fuel CED 6 Vehicle	3924
OPERS	\$1,473.40	Shelly Moody Retirement	3927
OPEH&W	\$775.96	Shelly Moody Insurance	3928
ACCO	\$35.00	2024 ACCO Spring Conference	3925
Shelly Moody	\$2,448.20 (2X)	Payroll, Time Sheet, & Sick Leave	ACH
Shelly Moody	\$103.93	Reimbursement-Monthly office expenses \$67.96 (DropBox, Adobe Pro, Verizon, Microsoft Office 365, HP Ink), Go Daddy- \$35.97	3926

- 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 Program Manager for Circuit Engineering District 6.

- Action regarding entering Executive Session.
Motion to enter Executive Session made by Kirk Painter. Second by Stacy Rushing. Murray-Absent. Remainder all ayes.
- (Public invited back into room). Action regarding reconvening into Open Session.
Motion to reconvene made by Jeff Boren. Second by Berry Lee-Brinkman. Murray-Absent. Remainder all ayes.

8. Action regarding the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Program Manager for Circuit Engineering District.
Motion to retain Shelly Moody as CED Manager and give a 10% raise from current salary made by Jeff Boren. Second by Kirk Painter. Murray-Absent. Remainder all ayes. Followed by a motion to backdate the pay raise to January 1, 2024 made by John O'Brien. Second by Berry Lee-Brinkman. Murray-Absent. Remainder all ayes.
9. Discussion and possible action on annual renewal for Bentley-ODOT ProjectWise access (\$820.00).
Motion to approve the renewal for Bentley-ODOT ProjectWise made by Ty Phillips. Second by Berry Lee-Brinkman. Murray-Absent. Remainder all ayes.
10. Discussion and possible action on Audit Engagement letter from Oklahoma State Auditor's Office for FY 2023 District Audit.
Motion to approve engagement letter from Oklahoma State Auditor's Office for FY 2023 District Audit made by Jeff Boren. Second by Stacy Rushing. Murray-Absent. Remainder all ayes.
11. Discussion and possible action on 5-Year CIRB plan and updates on projects.
Shelly gave update on projects and CIRB Plan.
12. Presentation and lunch sponsored by Holt Truck Centers-Stephanie Sharp.
13. Discussion and possible action on ETR applications.
No Action.
14. Discussion and possible action on ETR renewals.
No Action.
15. Discussion on ACCO Board Report.
ACCO Conference next month.
16. Discussion on SIG & SIF Board Report.
Stacy Rushing gave brief update.
17. Discussion on CAB Board Report.
Ty Phillips gave brief update.
18. Discussion and possible action on transportation and legislative issues.
Shelly gave brief legislative update and Russell Earls gave bill numbers that ACCO supports. ODOT Local Government gave update on BFP Program & CIRB Plan.
19. Discussion and possible action on next meeting date of March 21, 2024.
Motion to approve next meeting date of March 21, 2024 made by Ty Phillips. Second by Berry Lee-Brinkman. Murray-Absent. Remainder all ayes.

20. New Business.

21. Adjournment.

Motion to adjourn made by John O'Brien. Second by Stacy Rushing. Murray-Absent. Remainder all ayes.