

NOTICE OF REGULAR MEETING OF BOARD OF TRUSTEES & CEDS

NODA Conference Room
2901 N. Van Buren, Enid, OK 73703
1:00pm, June 24, 2021

AGENDA

- I. **CALL TO ORDER** Marc Bolz, President
 - A. Flag Salute
 - B. Roll Call--Marci Hyde
 - C. Introduction of Guests--Marc Bolz, President
 - D. Approval of Minutes

- II. **REPORTS**
 - A. Secretary's Report of Membership--Marci Hyde
 - B. Treasurer's Financial Report--Noel Clonts
 - C. Staff Reports (E-mailed in Board Packets)

- III. **BUSINESS (To meet, discuss & possibly take action on the following items)**
 - A. Executive Director Update--Jonathon Cross
 - B. Review and possible approval of FY2022 budget--Michelle Emmerson
 - C. Enter into Executive Session for the discussion of employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee for possible staff salary increases pursuant to Title 25, O.S. 307(B)1.
 - D. Exit Executive Session and return to regular meeting and take any action necessary.
 - E. Review and possible approval of FY2022 ACCO Work Comp premium and payment option--Michelle Emmerson
 - F. Review and possible approval of FY2022 ACCO CG&L premium and payment option--Michelle Emmerson
 - G. REAP Report (includes, but not limited to extension requests, changes of scope, needs related to project activities)--Jennifer Firkard

- IV. **NEW BUSINESS IN ACCORDANCE WITH SECTION 311 (9) O.S. TITLE 25.**

- V. **PUBLIC PARTICIPATION**

- VI. **ADJOURNMENT**

Filed in the office of the Northern Oklahoma Development Authority on June 17, 2021 at 1:00pm.

Signed 
Kathaleen Dempewolf, Secretary

Any person requiring special accommodation for participation in this meeting should contact the NODA office at least twenty-four hours in advance of the meeting time.

NODA BOARD & CEDS REGULAR MEETING MINUTES

2901 N. Van Buren, Enid, OK 73703

1:00 pm Thursday, May 27, 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/7132963466>

Meeting ID: 7132963466

I. CALL TO ORDER-Marc Bolz (1:02 pm)

A. Flag Salute

B. Roll Call-Marci Hyde

Present

Marc Bolz

Jay Hague

Marci Hyde

Gary May

Jeff Moss

Alvie Trissell

Toby Walker

Noel Clonts

Max Hess

Dixie Johnson

Scott Morris

Howard Powell

Bill Tucker

Zoom

Mary Dungan

Chris Henderson

Philip Schrahl

Brandon Shultz

Absent

Travis Darr

Jason Shanks

Catherine Lantz

Dea Mandevill

C. Introduction of Guests-Marc Bolz

a. None.

D. Approval of Minutes.

May made a motion to approve the minutes with a second from Hague. Voted Yes - Bolz, Clonts, Dungan, Hague, Henderson, Hess, Hyde, Johnson, May, Morris, Moss, Powell, Schrahl, Schultz, Tucker, Trissell and Walker. No – None. Motion carried.

II. REPORTS

A. Hyde – As of today's date 84 entities have paid NODA dues totaling \$76,596.00.

B. The Board reviewed the following: from July 1-March 31, 2021: Total Revenue \$1,826,725.80. Total Expense \$1,340,339.60. Giving a profit of \$486,386.20.

C. Staff Reports – Emailed with the board packet. No additions at this time.

III. BUSINESS (To meet, discuss and possibly take action on the following items)

A. Executive Director – Jonathon Cross

a. Board elections are happening for Cities/Towns Representatives of Noble, Alfalfa, Kingfisher and Garfield Counties.

b. NODA staff back in the office as of May 17th.

c. REAP program to receive approx. \$187,000 more per COG in the next grant cycle.

- d. Life Safety and Medical Marijuana Inspectors still in the works. Need to get with NODA attorney to review some items.
 - e. Michelle still working on the FY20 Audit. Should have all info to our Auditor by end of the next week.
 - f. Bringing back financial consultant Seleta Braziel to assist the accounting department.
 - g. Zoom no longer acceptable for meetings after June 3 unless you follow the open meetings act requirements. NODA Board felt it was okay to meet in person and not use zoom at this time.
- B. EDA sent back the Resolution approved at the last board meeting with changes. It was on the 6th WHERE AS – (changing to) NODA proposes to use the Award funds in the operation of NODA’s Revolving Loan Fund program in accordance with EDA’s investment priorities and the economic development purposes of Public Works and Economic Development Act of 1965 (PWEDA) (42 U.S.C 3121 et seq.). Morris made the motion to accept the changes are approve the Resolution with a second from Johnson. Voted Yes - Bolz, Clonts, Dungan, Hague, Henderson, Hess, Hyde, Johnson, May, Morris, Moss, Powell, Schrahl, Schultz, Tucker, Trissell and Walker. No – None. Motion carried.
- C. Johnson made a motion with a second from Morris to approve resolution for OK Dept. of Transportation’s Section 5311 Grant Application for program year 2022. Voted Yes - Bolz, Clonts, Dungan, Hague, Henderson, Hess, Hyde, Johnson, May, Morris, Moss, Powell, Schrahl, Schultz, Tucker, Trissell and Walker. No – None. Motion carried.
- D. Hess made a motion with a second from Tucker to approve and designate President Marc Bolz to execute and sign assurance and certifications, contracts and any necessary documentation for the Section 5311 grant program year 2022.
- E. REAP Report: Firgard gave an update on FY22 REAP. Application training set for August 19, 2021 at 3pm and 6pm. Applications will be submitted digitally via our website. She also shared that at the June or July meetings the REAP grant program documents will be set to approve.
- IV. **NEW BUSINESS** (In accordance with Section 311 (9) O.S. Title 25.)
- A. None.
- V. **PUBLIC PARTICIPATION**
- A. None.
- VI. Max Hess made the motion to adjourn. All vote yes. Adjourned at 1:18pm.

NODA Board
DATE 05-27-2021

	Roll call	Minutes	Business B	Business C	Business D
MARC BOLZ	✓	✓	✓	✓	✓
NOEL CLONTS	✓	✓	✓	✓	✓
TRAVIS DARR					
MARY DUNGAN	✓	zoom ✓	✓	✓	✓
JAY HAGUE	✓	✓	✓	✓	✓
CHRIS HENDERSON	✓	zoom ✓	✓	✓	✓
MAX HESS	✓	✓	✓	✓	✓
MARCI HYDE	✓	✓	✓	✓	✓
DIXIE JOHNSON	✓	✓	✓	✓	✓
CATHERINE LANTZ					
DEA MANDEVILL					
GARY MAY	✓	✓	✓	✓	✓
SCOTT MORRIS	✓	✓	✓	✓	✓
JEFF MOSS	✓	✓	✓	✓	✓
HOWARD POWELL	✓	✓	✓	✓	✓
PHILIP SCHRAHL	✓	zoom ✓	✓	✓	✓
BRANDON SCHULTZ	✓	zoom ✓	✓	✓	✓
JASON SHANKS					
ALVIE TRISSELL	✓	✓	✓	✓	✓
BILL TUCKER	✓	✓	✓	✓	✓
TOBY WALKER	✓	✓	✓	✓	✓
	17 present	All aye	All Aye	Revised 3-11-21	
	13 NODA Blog			All Aye	All Aye
	4 zoom				

SECRETARY'S REPORT OF MEMBERSHIP FY21

June 15, 2021

As of this date 87 entities have paid their NODA dues totalling \$76,596.00. Listed below are those entities that have paid their dues as of June 15,2021.

Alfalfa County	Blaine County	Garfield County	Grant County
ALINE	CANTON	BRECKINRIDGE	DEER CREEK
AMORITA	GREENFIELD	COVINGTON	LAMONT
BURLINGTON	GEARY	DOUGLAS	MANCHESTER
BYRON	HITCHCOCK	DRUMMOND	MEDFORD
CARMEN	LONGDALE	ENID	NASH
CHEROKEE	OKEENE	FAIRMONT	POND CREEK
GOLTRY	WATONGA	GARBER	RENFROW
HELENA		HILLSDALE	WAKITA
JET		HUNTER	
LAMBERT		KREMLIN	
		LAHOMA	
		NORTH ENID	
		WAUKOMIS	
KAY COUNTY	KINGFISHER COUNTY	MAJOR COUNTY	NOBLE COUNTY
BLACKWELL	CASHION	AMES	BILLINGS
BRAMAN	DOVER	CLEO SPRINGS	MARLAND
KAW CITY	HENNESSEY	FAIRVIEW	MORRISON
NEWKRIK	KINGFISHER	MENO	PERRY
PONCA CITY	OKARCHE	RINGWOOD	RED ROCK (2)
TONKAWA	LOYAL		
AFFILIATE MEMBERS			
ALFALFA CO CONSERVATION			
COUNTY COMMISSIONERS		ASSOCIATE MEMBERS	
ALFALFA	106 FIRE DISTRICT	ORION	SUMNER
BLAINE	DALE TOWNSHIP	NESCATUNGA	GARFIELD CO. RWD #6
GARFIELD	ISABELLA	RANCH DRIVE	NOBLE CO. RWD #3
GRANT	HAWLEY	RIVER ROAD	KINGFISHER RWD #3
KAY	LUCIEN	ROCK TOWNSHIP	
KINGFISHER	BEAR CREEK	PECKHAM	
MAJOR	BIG 4 RURAL	PIONEER-SKELETON	
NOBLE	OMEGA	EAGLE CITY	
HIGHLIGHTED ENTITIES HAVE NOT PAID THEIR DUES			

NODA - SFY21			
July 1, 2020 - April 30, 2021 Revenue/Expense			
Fund	Revenue	Expense	Net Profit (Loss)
02-EDA	\$ 58,333.33	\$ 81,135.70	(\$22,802.37)
03-Rural Fire	\$ 54,162.00	\$ 65,576.55	(\$11,414.55)
04-CST	\$ 1,349,520.94	\$ 928,283.17	\$421,237.77
07-NODA	\$ 301,795.09	\$ 296,260.33	\$5,534.76
08-REAP-admin	\$ 54,695.00	\$ 31,453.56	\$23,241.44
12-EDA CARE ACT	\$ 200,000.00	\$ 37,840.95	\$162,159.05
20-EDA RLF	\$ 2,225.07	\$ 787.50	\$1,437.57
30-RTPO	\$ 113,559.50	\$ 141,949.37	(\$28,389.87)
TOTAL	\$ 2,134,290.93	\$ 1,583,287.13	\$551,003.80

REAP pass-thru:			
2019		\$ 174,706.41	
2020		\$ 935,603.98	
2021	\$ 1,040,598.53	\$ 123,756.21	
Total Pass-thru Revenue 7/1/20-6/30/21			\$ 1,040,598.53
Total Pass-thru disbursed for FY19-FY20 as of 4/30/21			\$ 1,234,066.60

NODA Bank Balances as of 4/30/2021

ACCT	Fund	Bank	Account	Balance	
04-000	04-NTA PR	1st Nat'l Bank Weatherford	5903099	\$ 25,645.21	unrestricted funds
04-000	04-CST	Stride Bank	10443128	\$ 616,540.19	unrestricted funds
04-105	CST MMA	Stride Bank	10590561	\$ 400,518.60	unrestricted funds
07-000	07-NODA	Stride Bank	10690606	\$ 50,820.18	unrestricted funds
07-100	NODA MMA	1st Nat'l Bank Weatherford	110771	\$ 19,104.67	unrestricted funds
07-102	NODA PAYROLL	1st Nat'l Bank Weatherford	42509	\$ 11,828.97	unrestricted funds
08-000	08-REAP	1st Nat'l Bank Weatherford	8005826	\$ -	restricted funds
08-106	REAP MMA	1st Nat'l Bank Weatherford	110853	\$ 945,512.98	restricted funds
20-000	20-EDA RLF	1st Nat'l Bank Weatherford	111041	\$ 70,466.96	restricted funds
20-103	RLF-SEQ	1st Nat'l Bank Weatherford	111274	\$ 125,289.61	restricted funds
total:				\$ 2,265,727.37	

Unrestricted balance	Restricted balance	total
\$ 1,237,918.46	\$ 1,027,808.91	\$ 2,265,727.37

Stride Bank: 10690606 - NODA

Vendor	Check #	Paid Date	Amount	Description
TEXAS LIFE INSURANCE COMPANY	-623	4/26/2021	\$112.80	April 2021
STANDLEY SYSTEMS	-622	4/26/2021	\$1,762.02	February, March, and April 2021
CARD SERVICE CENTER	-621	4/26/2021	\$403.68	NODA credit card payment
AMERICAN FIDELITY ASSURANCE COMPANY	-620	4/26/2021	\$387.48	April 2021
AMERICAN FIDELITY ASSURANCE	-619	4/26/2021	\$357.26	April 2021
AFLAC	-618	4/26/2021	\$462.86	March 2021
OKLAHOMA TAX COMMISSION	-617	4/21/2021	\$88.22	2021 - 1st quarter interest on pr taxes
OESC	-616	4/21/2021	\$1,697.75	2021 - 1st quarter OESC
TEXAS LIFE INSURANCE COMPANY	-613	4/5/2021	\$112.80	March 2021
AMERICAN FIDELITY ASSURANCE COMPANY	-612	4/5/2021	\$387.48	March 2021
AMERICAN FIDELITY ASSURANCE	-611	4/5/2021	\$357.26	March 2021
OKLAHOMA TAX COMMISSION	-606	4/30/2021	\$871.00	Automatic Invoice From Payroll
INTERNAL REVENUE SERVICE	-605	4/30/2021	\$6,704.36	Automatic Invoice From Payroll
OKLAHOMA TAX COMMISSION	-604	4/16/2021	\$815.00	Automatic Invoice From Payroll
INTERNAL REVENUE SERVICE	-603	4/16/2021	\$6,349.52	Automatic Invoice From Payroll
OKLAHOMA TAX COMMISSION	-586	4/2/2021	\$815.00	Automatic Invoice From Payroll
INTERNAL REVENUE SERVICE	-585	4/2/2021	\$6,349.52	Automatic Invoice From Payroll
ALVIE TRISSELL	10795	4/1/2021	\$58.24	Board Reimbursement for March 2021
BILL TUCKER	10796	4/1/2021	\$47.04	Board Reimbursement for March 2021
DEA MANDEVILL	10797	4/1/2021	\$35.84	Board Reimbursement for March 2021
DIXIE JOHNSON	10798	4/1/2021	\$51.52	Board Reimbursement for March 2021
MARCI HYDE	10799	4/1/2021	\$76.16	Board Reimbursement for March 2021
MAX HESS	10800	4/1/2021	\$47.04	Board Reimbursement for March 2021
TOBY WALKER	10801	4/1/2021	\$33.60	Board Reimbursement for March 2021
DocuGuard	10802	4/8/2021	\$7.35	Documentation destruction service
FINISH LINE FUELS, LLC	10803	4/8/2021	\$341.70	Fuel for the Month of March 2021
OPEH&W	10804	4/8/2021	\$11,686.00	OPEH&W March 2021
STANDLEY SYSTEMS	10805	4/8/2021	\$2,583.77	Share Sync & IT Backup/VOIP Services
ASSOC. THERAPEUTIC SERVICES	10806	4/15/2021	\$84.00	Feb & Mar 2021 EAP Services NODA
DEVON WESTBROOK	10807	4/15/2021	\$1,500.00	Tuition reimbursement
MERRIFIELD'S	10808	4/15/2021	\$2,580.57	Office Supplies
Northwest Oklahoma Alliance, INC	10809	4/15/2021	\$250.00	Annual membership dues
OKLA. GAS & ELECTRIC CO.	10810	4/15/2021	\$461.00	Service from 3-5-21 to 4-6-21
OPERS	10811	4/15/2021	\$35,384.64	Automatic Invoice From Payroll
PIONEER CELLULAR	10812	4/15/2021	\$47.47	Service from 4-5-21 to 5-4-21
RUSCO PLASTICS	10813	4/15/2021	\$9.00	(2) Name Plates
STANDLEY SYSTEMS	10814	4/15/2021	\$1,001.63	Equipment Lease and Services
OKLAHOMA NATURAL GAS	10815	4/20/2021	\$221.05	Service from 3-11-21 to 4-9-21
ALVIE TRISSELL	10816	4/29/2021	\$58.24	Noda Board Reimbursement for April 2021
BILL TUCKER	10817	4/29/2021	\$47.04	Noda Board Reimbursement for April 2021
CALVIN LANSBERRY	10818	4/29/2021	\$500.00	Cleaning Noda for April 2021
CHRIS HENDERSON	10819	4/29/2021	\$70.56	Noda Board Reimbursement for April 2021
DEA MANDEVILL	10820	4/29/2021	\$35.84	Noda Board Reimbursement for April 2021
Enid Pro Lawn	10821	4/29/2021	\$76.00	Apring Weed Control Application Step 2
MARCI HYDE	10822	4/29/2021	\$76.16	Noda Board Reimbursement for April 2021
MAX HESS	10823	4/29/2021	\$47.04	Noda Board Reimbursement for April 2021
OPEH&W	10824	4/29/2021	\$11,686.00	OPEH&W April 2021
TOBY WALKER	10825	4/29/2021	\$33.60	Noda Board Reimbursement for April 2021

Check & Wire total for NODA

\$97,172.11

Vendor	Check #	Paid Date	Amount	Description
PIONEER TELEPHONE COOPERATIVE	-615	4/20/2021	\$156.12	4.10.21-5.9.21
PIONEER TELEPHONE COOPERATIVE	-614	4/12/2021	\$163.97	4.1.21-4.30.21
Jacksons Auto Family	6657	4/1/2021	\$53.95	Van # 1371 Change oil and filter
Riggs Cleaning	6658	4/1/2021	\$100.00	Cleaning CST Office
RITA KROLL PETTY CASH	6659	4/1/2021	\$387.00	Petty Cash for March 2021 Garber
SOONER AUTO	6660	4/1/2021	\$10.00	Van # 1608 Change oil and filter
A T & T	6661	4/8/2021	\$524.61	Service from 3-23-2021 to 4-26-2021
CENTERPOINT ENERGY	6662	4/8/2021	\$96.42	Service for March 2021
FINISH LINE FUELS, LLC	6663	4/8/2021	\$8,331.64	Fuel for the Month of MARCH 2021
OPEH&W	6664	4/8/2021	\$4,223.20	opeh&w March 2021
OTAPIKEPASS	6665	4/8/2021	\$229.00	Service for the Month of March 2021
GARBER MUNICIPAL AUTHORITY	6666	4/8/2021	\$62.50	Service from 2-26-2021 to 3-31-2021
CHARLIE TRUE AUTO SERVICE	6667	4/15/2021	\$17.44	Van # 1915W Reattach front mud flaps
KINGFISHER TIMES & FREE PRESS	6668	4/15/2021	\$60.81	Ad for Drivers 3-10-21 and 3-14-21
MERRIFIELD'S	6669	4/15/2021	\$153.08	Pen Gel, Pen Correction Fluid, Copy Paper
OKLA. GAS & ELECTRIC CO.	6670	4/15/2021	\$131.59	Service from 3-4-2021 to 4-5-2021
O'Reilly Auto Parts	6671	4/15/2021	\$288.40	(12) Oil Filters/TPMS Sensor
PIONEER CELLULAR	6672	4/15/2021	\$1,332.51	Service from 4-5-21 to 5-4-21
RITA KROLL PETTY CASH	6673	4/15/2021	\$68.00	Petty Cash for March 2021 Garber/Kingfisher/Perry
S & B Automotive and Farm	6674	4/15/2021	\$59.94	Van # 1908 Change oil and filter
Sam's Auto Repair INC.	6675	4/15/2021	\$15.00	Van #1911 Dismounted and Remounted Tire to the Right Rear
SOONER AUTO	6676	4/15/2021	\$20.00	Van #1605 Change oil and filter
STANDLEY SYSTEMS	6677	4/15/2021	\$137.90	Black and White Copies 4-2-21 to 5-1-21
3G TIRE & LUBE	6678	4/20/2021	\$52.99	Van # 1911 Change oil and filter
CHARLIE TRUE AUTO SERVICE	6679	4/20/2021	\$92.96	Van # 1915W & 1914W Change oil and filter
HOLT NEASE	6680	4/20/2021	\$150.00	Van # 1608W Full Detail inside and out
Jacksons Auto Family	6681	4/20/2021	\$53.95	Van # 1372 Change oil and filter
Jacksons of Enid	6682	4/20/2021	\$54.00	Door Bumpers (8)
MERRIFIELD'S	6683	4/20/2021	\$204.97	Misc. Office Supplies
Riggs Cleaning	6684	4/20/2021	\$100.00	General Cleaning
Sam's Auto Repair INC.	6685	4/20/2021	\$37.00	Van # 1911 Mount Tire on Front
Southern Tire Mart	6686	4/20/2021	\$198.66	Van # 1901 Front Tire (Replaced)
THE MEDFORD PATRIOT-STAR	6687	4/20/2021	\$56.00	Ad for Driver 3-10 and 3-17 -2021
The Tonkawa News	6688	4/20/2021	\$35.10	Part Time Driver Ad 3-11-21 and 3-18-21
TOUCHTONE COMMUNICATIONS	6689	4/20/2021	\$296.10	Services for April 2021
A T & T	6690	4/29/2021	\$367.83	Service from 4-9-2021 to May 8-2021
OPEH&W	6691	4/29/2021	\$4,223.20	OPEH&W April 2021
Check & Wire total for CST			\$22,545.84	

Vendor	Check #	Paid Date	Amount	Description
JOYEE D. PALMER	-624	4/27/2021	\$169.68	March 2021 expense reimbursement
VICKI EGGERS	-625	4/27/2021	\$81.76	March 2021 Expense reimbursement
Total for NODA MMA			\$251.44	
1ST NATL BANK OF WEATHERFORD - 8005826				
Vendor	Check #	Paid Date	Amount	Description
TOWN OF CASHION	10275	4/15/2021	\$4,187.50	Town of Cashion, KF21-1, Myers Engineering
TOWN OF FAIRMONT	10276	4/20/2021	\$2,512.50	Town of Fairmont, GA21-3, Myers Engineering
Total for REAP			\$6,700.00	
Total for all banks - April 2021			\$ 126,669.39	

Economic Development Staff Reports May 2021 Report

NODA staff ended remote working on May 17, 2021.

Susmita Som, GIS: The following is nothing but the names of the projects, not the details that go with it. Ready to explain each project if needed.

CIP updates: Billings: The Town applied for the Capital Improvements Plan for FY2022.

Cleo Springs: I had another GPSing day with the town Clerk. Also spent time figuring out the town limits, the way last time it was annexed. **Fairmont:** I attended the public hearing meeting to upgrade the Capital Improvements Plan. **Jet:** I delivered the completed draft CIP plan, which was on display for public review throughout the month of May. **Perry:** I had a meeting with the Fire Department Personnel to identify inventories and the insurance paper from the City. **Tonkawa:** The City of Tonkawa adopted the Capital Improvements Plan after I presented the digital plan and mapping. I provided the CIP plan and the mapping in PDF format. Maybe by subsequent month project closing will be done.

Waukomis: I provided Zoning map-related all the shapefiles to Ms. Abbey Ness (The Schreifer Group working w/Vance Airforce Base) per request from the Town.

Webinars: attended a webcast, **The Value of GIS + BIM for AEC Owners (May 6th): San Francisco Airport Profile.** It was a presentation of the power of GIS and building information (BIM) to transform an airport's everyday operational challenges by Autodesk and ESRI. I attended the virtual meeting on May 7th, GI Council Meeting regarding OWRB Water System Infrastructure Mapping.

Payton Herron, GIS, NORTPO: I worked mostly on modifying and projecting regional data including collisions, out-of-state areas, highways that connect our region to other states, etc. **Webinars:** I attended part of a webinar about crowdsourced data for bike and pedestrian travel. **Attended (in person):** two NORTPO staff meetings; technical committee meeting; Kay County Mayors Round Table meeting, where I talked with James Lund about installing a traffic counter on Highway 177 through Braman.

Patti Hobbs, Planning: Hazard Mitigation: County Plans: Alfalfa: Worked on edits, plan submission for first week of June. **Blaine:** EM needs to schedule the public hearings for the public review. **Grant:** New emergency manager hired; working on edits to submit to OEM. **Kingfisher:** still on hold to finish the plans. **Woods:** Worked on edits based on Alfalfa County's edits notes; submission should be mid-June. **Projects: Major County ISR:** Closed out. Waiting on closed documentation. **Major County Courthouse Safe Room:** Received update but was unable to open it, waiting on EM to resend. **Webinars:** FEMA: Region 3 Coffee Break, "Exploring Approaches to Plan Integration." **NORTPO: Regional Plan:** Assisted coworkers. **Attended (via Zoom):** weekly NORTPO staff meetings; technical committee meeting. **Webinars:** NaTMEC: Emerging Equipment, Technologies & Capabilities.

Devon Westbrook, NORTPO: Most of my work for the month was spent writing and doing research for the regional plan. I spent a lot of time using the safe-t database, and working with Payton to determine how we will display the data in the plan as well as creating tables with the data for the plan. I spent a lot of time researching and planning for public engagement activities once I was back in the office and could travel around the region as more people are returning to normalcy. I also had a lot of trouble working with esri to get our business analysis trial to work – still unresolved. **Attended (in person):**

technical committee. **Attended** (via Zoom and/or Teams): NORPTO Staff meetings, Technical Committee, RTPO meeting, Statewide Active Transportation Committee meeting, Community Decision-Making Pilot Program discussion meeting. **Webinars**: How to Compete for RAISE 2021 Transportation Grants (Tribal and Rural Applicants), Engaging Traditionally Underserved Communities using Virtual Public Involvement (VPI), The Collision Analysis You Want Your City To Do - To Save Lives, 2021 Design Challenge Grant Informational Webinar, Re-envisioning School Streets as Part of Pandemic Recovery.

Troy Amundson, EDA CARES Act: Prepared monthly report. Attempted contacts with property owners in Garber regarding property inclusion to USDA housing project. Coordinated and hosted two Zoom USDA 502 housing meeting at NODA. **Attended** (in person): Meetings: Cheyenne/Arapaho Tribe about their CEDS; David Ritchie; Okeene Kiwanis with Jonathon Cross; Kay County Mayors Round Table.

Attended (via Zoom): ODOC May industry call; May GIS council meeting; OWRB Water System Infrastructure Mapping; Enid Connect. **Webinars**: Engaging Traditionally Underserved Communities Using VPI; Addressing the Climate Crisis w/Green Housing; Wheatland Resource Conservation and Development Association; Virtual Public Involvement; Getting Ready to Build Climate Resilience; NFIB Small Business Tax Changes; Water Utilities as Anchor Institutions. **Travel**: Braman, Concho; Enid (2); Okeene.

Vicki Eggers, Director: Economic Development: Discussion with Cheryl Taylor on potential development project. Reviewed legislative bills. Created spreadsheets for EDA grant projects. **Projects: GCIA**: Checked on required bonding companies and SAM registrations of bidders; prepared, submitted, and received approval from EDA on budget modification. Met with ERDA staff to discuss finances. **CARES Act. Fairview Regional Medical Center/City of Fairview (FRMC)**: Attended weekly Health Facilities Group (HFG) Teams meetings with FRMC (4). Work on site certificates and send to FRMC, and HFG; prepared and submitted quarterly financial report. **Applications (with CARES Act eligibility)**: completed and submitted pay requests to EDA. **RLF**: Prepared and submitted monthly reports and invoices, updated accounts' spreadsheets; discussed RLF defederalization verbiage with Jonathon Cross. **Housing project**: Attended USDA 502 meeting at NODA; discussed progress with Amundson. **Attended** (in person): Cheyenne-Arapaho tribal CEDS meeting; Enid Connect (4); Fairmont public hearing and town board meeting; Enid City Council meeting. **Attended** (via Zoom): Monthly ODOC call; NODA board meeting. Region 6 Economic Development Workgroup. **Webinars**: Making Food for Retail Sales FAQ (SBDC); Getting Ready (Finally) to Build Local Climate Resilience (SmartGrowth); Important Small Business Tax Changes of President Biden's Infrastructure Proposals (NFIB); Supporting Inclusive Economic Development in EDD's COVID-19 Recovery (NADO); Economic Development Districts: Leading the Way on Pandemic Economic Recovery (NADO). **Travel**: Concho; Enid; Fairmont.

CDBG: Discussed current projects and 2021 applications with Jennifer Firdard.

Hazard Mitigation: Discussed possible replacement for Hobbs.

REAP: Discussions with Firdard on projects and statuses, annual training.

NORTPO/Regional Transportation Planning: Completed and submitted monthly RTPO timesheet. Reviewed agendas and minutes for technical committee meeting. **Attended** (in person): Technical committee meeting. **Attended** (via Zoom): NORTPO staff meetings (2); meeting about potential Community Decision-making Pilot Program with Westbrook and Julie Sanders (SORTPO). **Webinars**: Engaging Traditionally Underserved Communities Using Virtual Public Involvement (FHWA).

JENNIFER FIRGARD - MAY 2021 MONTHLY REPORT

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

<p>FY2021 CDBG APPLICATIONS</p> <p>Invited several entities to apply for CDBG. Waiting on approval/denial status on Carmen, Covington, Fairmont, and Jet applications.</p>	<p>BRAMAN - Community Bldg (18158-20)</p> <p>Environmental Review still in process. Waiting on clearance letter from SHPO. Hope to do Release of Funds at July Meeting. NODA contract for GA services will be approved at June Meeting. Working with Architect on Debarment paperwork.</p>
<p>BURLINGTON - Street Resurfacing (18160-20)</p> <p>Environmental Review still in process. Holding Floodplain meeting on June 21. Should do Release of Funds at July Meeting.</p>	<p>CANTON - Streets/Sidewalks (17745-19)</p> <p>Rain has delayed project. Had one street left to resurface before end of May. Project waived for ODOC monitoring. Need to schedule a final inspection and then start closeout activities.</p>
<p>CLEO SPRINGS - Waterline & Chlor Station (17800-20)</p> <p>Second bid opening set for June 1 at 11AM. The town will do some labor to save on costs. They will lay the one mile of waterline.</p>	<p>DRUMMOND - Sewer Lagoon (18124-20)</p> <p>ERR Done. Release of funds set for June 8th Meeting.</p>
<p>HENNESSEY - Storm Water Drain (17767-19)</p> <p>ODOC Monitoring passed with no findings. Project is complete. Waiting on Final Inspection to be scheduled.</p>	<p>WAKITA - Sewer Line (17866-19)</p> <p>Project seeing delays. Still waiting on manholes to be delivered. Need pricing from Contractor for Change Order 1.</p>

TRAVEL

Positive cases of CoVID-19 are still surging in our state. Therefore, travel has been limited. When travel was needed, social distancing, masks and the use of hand sanitizer was practiced. Board/Council meetings were attended via ZOOM or called in.

- 5/3 - Cashion, REAP NOA Mtg
- 5/7 - Fairmont, Zoom @ NODA Office
- 5/7 - Marland, REAP Inventory Start Up
- 5/11 - Drummond, Floodplain Mtg for CDBG
- 5/12 - Burlington, CDBG Site Visit & File Set up
- 5/12 - Fairmont - REAP Invoice Approval Mtg
- 5/13 - Hennessey, CDBG Invoices Approval Mtg
- 5/20 - Fairmont, REAP Delivered Check
- 5/24 - ODOC TA Training via Zoom with Braman
- 5/25 - Braman, ERR Site Visit and CDBG file Set up
- 5/26 - Cashion, REAP Pre Work Mtg



Gene Wallace
Executive Director
429 N.E. 50th Street
Oklahoma City, OK 73105
Toll Free: 800.982.6212
Local: 405.524.3200
Fax: 405.524.3700
<http://www.okacco.com>

Executive Board
Jimmy Westbrook, McCurtain County
President
Russell Earls, Ottawa County
Vice-President
Jack Strain, Texas County
Secretary/Treasurer
Doug Hubbard, Cherokee County
Past President

Board of Directors
Dan Delozier, Rogers County
District 1
Jim Rogers, Sequoyah County
District 2
Tony Simmons, Bryan County
District 3
Gary Stams, Pontotoc County
District 4

Zach Cavett, Payne County
District 5
Jerry Alvord, Carter County
District 6
Joe Don Dickey, Tillman County
District 7
Mare Bolz, Garfield County
District 8

May 21, 2021

RE: 2021/2022 ACCO-SIF Workman's Compensation Insurance Renewal Quote

Dear ACCO-SIF Member,

Find enclosed the ACCO-SIF workman's compensation renewal quote for the 2021/2022 policy term.

1. Please FAX the endorsed RESOLUTION and PAYMENT OPTION documents to my direct FAX number @ 405-576-3149 or by EMAIL to dustyb@okacco.com.
2. Please mail the original copies back to ACCO by regular mail.
3. Return both documents on or before June 25th, 2021. These two documents ARE NOT INVOICES. An original premium invoice will be mailed out within the first week of July after these two documents are returned back to ACCO.

We would like to reemphasize the importance of submitting all premium payments on a timely basis. For those members that choose the one payment option, please remit your premium payment no later than **July 31st, 2021**.

For those members that choose the two-payment option, please remit your first payment no later than **July 31st, 2021** and your second payment no later than **January 31st, 2022**

The ACCO-SIG (Property & Liability) quotes will be mailed out no later than the second week of July.

If you should have any questions, please give me a call.

Sincerely,

Dusty Birdsong
Administrator
(405) 516-5318 Direct Line
(405) 524-3200
(800) 982-6212 Toll Free Line

**ACCO SELF INSURANCE FUND
WORKERS' COMPENSATION INSURANCE QUOTE**

FOR

N.O.D.A.

COVERAGE PERIOD FROM (7-1-2021)-(6-30-2022)

6/1/2021

PAYMENT OPTION (ONE)

\$ 2,127

DUE ON OR BEFORE JULY 31, 2021

PAYMENT OPTION (TWO)

\$ 1,064

DUE ON OR BEFORE JULY 31, 2021

\$ 1,095

DUE ON OR BEFORE JANUARY 31, 2022

TOTAL PAYMENT OPTION (TWO)

\$ 2,159

**INTENT TO PARTICIPATE IN ACCO-SIF
(Worker's Compensation)**

NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY

2021-2022

Payment Options:

Decision: (mark X)

Payment Option – 1

Payment due in full by July 31, 2021

Payment Option – 2

1st Installment due July 31, 2021
2nd Installment due Jan. 31, 2022

For binding coverage effective July 1, 2021 through June 30, 2022, ACCO-SIF accepts and authorizes issuance of the Association of County Commissioners of Oklahoma – Self Insured Fund Workers Compensation Policy incorporating the above payment option.

Chairman

Attest: _____

Member

Member

RESOLUTION TO EXECUTE THE AGREEMENT ESTABLISHING THE ASSOCIATION OF COUNTY COMMISSIONERS OF OKLAHOMA

SELF-INSURED FUND

Be it remembered that on the _____ day of _____, 2021, at a regular meeting of the Board of NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY, ("Member"), the following RESOLUTION was presented, read and adopted:

RESOLUTION

WHEREAS, the Interlocal Cooperation Act of the Oklahoma Statutes enables county governments to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage; and

WHEREAS, the Association of County Commissioners of Oklahoma Self-Insured Fund ("ACCO-SIF") was created by its member counties *via* an Interlocal Agreement pursuant to the specific terms of 51 O.S. § 169 of The Governmental Tort Claims Act for the purpose of establishing a self-insured governmental risk pool for Oklahoma counties; and

WHEREAS, ACCO-SIF is an agency and/or instrumentality of its member counties and is neither an insurance company nor subject to Oklahoma's laws governing and/or regulating insurance companies (*i.e.*, Title 36); and

WHEREAS, the Member, on behalf of itself, its agencies and its employees, desires to become a member of ACCO-SIF for the purpose of securing workers' compensation coverage and all services related thereto, including, but not limited to, risk management, loss prevention, claims adjustment, general advice and counsel; and

WHEREAS, the Member finds that joining ACCO-SIF's membership is the best and most efficient way of securing these services.

THEREFORE, BE IT RESOLVED THAT the Member joins with other Oklahoma counties in creating the Association of County Commissioners of Oklahoma Self-Insured Fund; and

BE IT FURTHER RESOLVED THAT the Member hereby agrees: (1) to become a party to the Interlocal Agreement establishing ACCO-SIF (as revised and amended from time to time), and (2) to be subject to all documents governing ACCO-SIF (as revised and amended from time to time) for the purposes and in consideration of the mutual covenants contained herein; and

BE IT FINALLY RESOLVED THAT, by adoption and signing of this RESOLUTION, the Member hereby executes the Interlocal Agreement establishing ACCO-SIF, and the Member agrees to be bound by the provisions and terms of the Interlocal Agreement and the documents governing ACCO-SIF.

NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY

Chairman

Member

Member

Attest:



Gene Wallace

Executive Director
429 N.E. 50th Street
Oklahoma City, OK 73105
Toll Free: 800.982.6212
Local: 405.524.3200
Fax: 405.524.3700
<http://www.okacco.com>

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District 4
Zach Cavett, Payne County
District 5
Jerry Alvord, Carter County
District 6
Joe Don Dickey, Tillman County
District 7
Mare Bolz, Garfield County
District 8

June 14th, 2021

RE: ACCO-SIG 2021-2022 Renewal Quotes

Dear ACCO-SIG Member,

Find enclosed a quotation for your property & liability coverage for the 2021-2022 policy term along with a resolution and payment option form.

These two documents **ARE NOT INVOICES**, an original premium invoice will be sent to you after they are returned back to ACCO. Please return the original copies of both of these documents back to ACCO no later than **June 30th, 2021**.

We have also enclosed a copy of the 2021/2022 Certificate of Participation along with a copy of a 2021/2022 security verification form (if applicable).

Please make additional copies of the certificate of participation and security verification form and share with those that may need them.

Please fax the endorsed **RESOLUTION** and **PAYMENT OPTION** to my direct fax number @ 405-576-3149 or scan/email copies to dustyb@okacco.com., please mail the original copies to ACCO by regular mail.

The ACCO-SIG premium invoices and premium breakdowns will be mailed out no later than **July 16th, 2021**. The first premium payment will be due on **July 31st, 2021** and for those members that select the two-payment option, the second payment will be due on **January 31st, 2022**.

If you should have any questions, please give me a call.

Sincerely,

Dusty Birdsong
Administrator

(405) 524-3200 Main Number
(800) 982-6212 Toll Free Line
(405) 516-5318 Direct Line
(405) 802-9647 Cell Phone

ACCO-SIG 2021-2022 PROPERTY & LIABILITY QUOTE FOR N.O.D.A

PROPERTY/LIABILITY DEDUCTIBLE	10,000
DEDUCTIBLE FUND ACCOUNT	
LIABILITY PREMIUM	\$ 29,281
PROPERTY PREMIUM	\$ 7,907
TOTAL OUTLAY	\$ 52,188

UNUSED (\$23,230) DEDUCTIBLE FUND MONIES WILL BE USED TO REPLENISH THE DEDUCTIBLE FUND ACCOUNT

**INTENT TO PARTICIPATE IN ACCO-SIG
(Property/Liability)**

NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY

2021-2022

Payment Options:

Decision: (mark X)

Payment Option – 1

Payment due in full by July 31, 2021

Payment Option – 2

1st Installment due July 31, 2021

2nd Installment due Jan. 31, 2022

For binding coverage effective July 1, 2021 through June 30, 2022, ACCO-SIG accepts and authorizes issuance of the Association of County Commissioners of Oklahoma – Self Insured Group, Property & Liability policy incorporating the above payment option.

Chairman

Attest: _____

Member

Member

**RESOLUTION TO EXECUTE THE AGREEMENT ESTABLISHING THE ASSOCIATION OF
COUNTY COMMISSIONERS OF OKLAHOMA**

SELF-INSURED GROUP

Be it remembered that on the _____ day of _____, 2021, at a regular meeting of the Board of NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY ("Member"), the following RESOLUTION was presented, read and adopted:

RESOLUTION

WHEREAS, the Interlocal Cooperation Act of the Oklahoma Statutes enables county governments to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage; and

WHEREAS, the Association of County Commissioners of Oklahoma Self-Insured Group ("ACCO-SIG") was created by its member counties *via* an Interlocal Agreement pursuant to the specific terms of 51 O.S. § 169 of The Governmental Tort Claims Act for the purpose of establishing a self-insured governmental risk pool for Oklahoma counties; and

WHEREAS, ACCO-SIG is an agency and/or instrumentality of its member counties and is neither an insurance company nor subject to Oklahoma's laws governing and/or regulating insurance companies (*i.e.*, Title 36); and

WHEREAS, the Member, on behalf of itself, its agencies and its employees, desires to become a member of ACCO-SIG for the purpose of securing self-insurance and all services related thereto, including, but not limited to, risk management, loss prevention, claims adjustment, general advice and counsel; and

WHEREAS, the Member finds that joining ACCO-SIG's membership is the best and most efficient way of securing these services.

THEREFORE, BE IT RESOLVED THAT the Member joins with other Oklahoma counties in creating the Association of County Commissioners of Oklahoma Self-Insured Group; and

BE IT FURTHER RESOLVED THAT the Member hereby agrees: (1) to become a party to the Interlocal Agreement establishing ACCO-SIG (as revised and amended from time to time), and (2) to be subject to all documents governing ACCO-SIG (as revised and amended from time to time) for the purposes and in consideration of the mutual covenants contained herein; and

BE IT FINALLY RESOLVED THAT, by adoption and signing of this RESOLUTION, the Member hereby executes the Interlocal Agreement establishing ACCO-SIG, and the County agrees to be bound by the provisions and terms of the Interlocal Agreement and the documents governing ACCO-SIG.

NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY

Chairman

Member

Member

Attest:

**ASSOCIATION OF COUNTY COMMISSIONERS OF OKLAHOMA
SELF-INSURED GROUP (ACCO-SIG)**

Certificate of Participation

issued to

NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY

The Association of County Commissioners of Oklahoma Self-Insured Group ("ACCO-SIG") certifies that the above-mentioned County (or Title 60 Trust) is a participating Member of ACCO-SIG for the period beginning July 1, 2021 through June 30, 2022. As a participating Member, the County (or Title 60 Trust) is entitled to all the rights, privileges and protection afforded to ACCO-SIG's Members. However, the County (or Title 60 Trust) is also subject to all the terms, provisions, duties and liabilities within ACCO-SIG's governing documents and ACCO-SIG's liability and property Coverage Agreement.

The lines of coverage and limits of liability afforded by ACCO-SIG are subject to a \$10,000 deductible and are as follows:

POLICY #

ACCO-SIG2021	Property – Risk of Direct Physical Loss or Damage including Flood, Vehicles, Earthquake and Boiler & Machinery	Per schedule on file with ACCO-SIG, (125% of stated value is maximum paid on bldgs. and contents)
ACCO-SIG2021	Blanket Bond Coverage - (includes Employee Dishonesty, Money and Securities Inside/Outside, Money Orders and Counterfeit Currency, Depositor's Forgery and Computer Fraud)	\$100,000 per Occurrence
ACCO-SIG2021	Casualty - Occurrence Made For Comprehensive General Liability Personal Liability Law Enforcement Liability Employment Practices Liability Employee Benefits Liability Automobile Liability Notary Public E&O Coverage Medical Payment for Volunteers Cyber Coverage	\$25/125/1,000,000 per Occurrence, \$25/125/1,000,000 per Occurrence, \$N/A, \$1,000,000 per Occurrence, \$25/125/1,000,000 per Occurrence, \$25/125/1,000,000 per Occurrence, \$25/125/1,000,000 per Occurrence, \$20,000.00 per Claim (subject to a \$2,500.00 maintenance deductible), \$1,000,000 per Claim with a \$1,000,000 Annual Aggregate
ACCO-SIG2021	Public Officials Wrongful Acts Occurrence Made For Public Officials Wrongful Acts Coverage	\$1,000,000 per Occurrence,

This certificate is not a contract of insurance and does not bind ACCO-SIG as such. The coverages provided by ACCO-SIG's Coverage Agreement are governed by the terms and conditions of the actual ACCO-SIG Liability and Property Coverage Agreements and by ACCO-SIG's governing documents. ACCO-SIG is neither an insurance company nor subject to Oklahoma's laws regulating insurance companies. ACCO-SIG is a self-insured governmental risk pool. ACCO-SIG is an agency and/or instrumentality of its Members. The limits of the Governmental Tort Claims Act ("GTCA") in the amount of \$25/125/1 million will apply to any and all claims and/or lawsuits filed against ACCO-SIG's Member that trigger the application of and immunities within the GTCA. Issued July 1, 2021, by the Association of County Commissioners of Oklahoma Self-Insured Group, Oklahoma City, Ok.

OKLAHOMA OPERATORS SECURITY VERIFICATION FORM

NAME/ADDRESS

ASSOCIATION OF COUNTY COMMISSIONERS OF OKLAHOMA SELF INSURED GROUP (ACCO-SIG)

POLICY NUMBER

ACCO-SIG 2021

EFFECTIVE DATE

7/1/2021

EXPIRATION DATE

6/30/2022

COMPANY ISSUING FORM

ASSOCIATION OF COUNTY COMMISSIONERS OF OKLAHOMA

429 N.E. 50th Street

Oklahoma City, Oklahoma 73105

NAME OF INSURED

NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY

FLEET

COVERAGES PROVIDED

Vehicle Liability 25/125/1 million per Oklahoma's Governmental Tort Claim Act Limits

OKLAHOMA STATE LAW REQUIRES THAT THIS OPERATORS SECURITY VERIFICATION FORM MAY BE CARRIED IN LIEU OF AN OWNERS FORM BY AN OPERATOR OF THIS MOTOR VEHICLE. THIS FORM SHALL BE PRODUCED BY ANY DRIVER OF THE VEHICLE UPON REQUEST FOR INSPECTION BY ANY PEACE OFFICER OR REPRESENTATIVE OF THE DEPARTMENT OF PUBLIC SAFETY. IN THE CASE OF COLLISION, THIS FORM SHALL BE SHOWN UPON REQUEST OF ANY PERSON AFFECTED BY THE COLLISION.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637
TEL: 773-936-5000
FAX: 773-936-5000
WWW: WWW.CHEM.UCHICAGO.EDU

RECEIVED
DATE: 10/10/00
TIME: 10:10 AM

TO: DR. J. K. STILLE
FROM: DR. J. K. STILLE
SUBJECT: [Illegible]

[Illegible text follows, appearing to be a letter or report header with several lines of text that are too faint to transcribe accurately.]