



ACOG BOARD OF DIRECTORS

Chair

Steven J. Gentling
Guthrie Mayor

Vice-Chair

Josh Moore
Edmond Councilmember

Secretary/Treasurer

Cathy Cummings
The Village Councilmember

Executive Director

Mark W. Sweeney, AICP

association of central oklahoma governments

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | acogok.org

ACOG BOD AGENDA:

THURSDAY, AUGUST 26, 2021, 1:45 P.M.



acog

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS WILL HOLD A REGULAR **IN-PERSON** MEETING ON THURSDAY, AUGUST 26, IN THE ACOG BOARD ROOM, 4205 N. LINCOLN BLVD., OKLAHOMA CITY, OKLAHOMA.

PLEASE NOTIFY ACOG AT 405-234-2264 (TDD/TTY CALL 7-1-1 STATEWIDE) BY 5 P.M. MONDAY, AUGUST 23, IF YOU REQUIRE ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT OR SECTION 504 OF THE REHABILITATION ACT.

AGENDA

1. CALL TO ORDER ([ATTACHMENT 1](#))
2. APPROVAL OF THE JUNE 24, 2021 MINUTES ([ATTACHMENT 2](#))
3. COMMUNICATIONS:
 - A. CHAIRPERSON'S REPORT
 - B. EXECUTIVE DIRECTOR'S REPORT
4. PUBLIC COMMENTS FROM CITIZENS OR DELEGATIONS

BEGINNING OF CONSENT DOCKET

5. APPROVAL OF THE CONSENT DOCKET:

INFORMATION: Requires a motion to approve, with a second, that all items under the Consent Docket be considered in one vote.

CONSENT DOCKET ITEMS:

- A. Finance Report – June and July 2021 Claims: Deborah Cook, Director of Finance ([ATTACHMENT 5-A](#)) *Action requested.*
- B. Regional Clearinghouse Review and Comment Report: John Harrington, Director of Water Resources ([ATTACHMENT 5-B](#)) *Action requested.*
- C. Intermodal Transportation Policy Committee (ITPC) Report: John Sharp, Deputy Director ([ATTACHMENT 5-C](#)) *Action requested.*
- D. Request for a Rural Economic Action Plan (REAP) Grant Change of Scope for Oklahoma County District 2 Recipient - Woodlawn Park ([ATTACHMENT 5-D](#)) *Action requested.*

- E. Disposal of ACOG Surplus Items: Julie A. Smedlund, IT & Facilities Director
[\(ATTACHMENT 5-E\)](#) *Action requested.*
- F. Update of ACOG Retirement Plan Documents: Mark W. Sweeney, AICP, Executive Director
[\(ATTACHMENT 5-F\)](#) *Action requested.*

END OF CONSENT DOCKET

6. REGULAR AGENDA ITEMS THAT MAY REQUIRE ACOG BOD ACTION

- A. Update on the American Rescue Plan Act (ARPA) for ACOG Member Governments:
Mark W. Sweeney, AICP, Executive Director *For information only.*
- B. Proposed Special Session of the Oklahoma State Legislature – September/October 2021:
Mark W. Sweeney, AICP, Executive Director *For information only.*

7. NEW BUSINESS

8. ADJOURN

NEXT MEETING:

Thursday, September 30, 2021 at 1:45 p.m.

ATTACHMENT 1

ACOG BOARD OF DIRECTORS

CITY/ORGANIZATION	MEMBERS	ALTERNATES
BETHANY (8)	Hon. Nikki Lloyd Mayor	Hon. Chris Powell Vice-Mayor
		Hon. Kathy Larsen Councilmember
CALUMET (1)	Hon. Daniel Tatro Trustee	Hon. Bruce Wallace Mayor
CEDAR VALLEY (1)	Hon. Stan Wieczorek Mayor	Hon. Jerry Cole Trustee
CHOCTAW (6)	Hon. Chad Williams Councilmember	Hon. Jeannie Abts Councilmember
CRESCENT (1)	No Designee	Vacant
DEL CITY (9)	Hon. Floyd Eason Mayor	Hon. Pam Finch Councilmember
		Hon. Michael Dean Councilmember
EDMOND (33)	Hon. Josh Moore Councilmember	Hon. Darrell Davis Mayor
EL RENO (8)	Hon. Matt White Mayor	Hon. Tim Robinson Councilmember
FOREST PARK (1)	No Designee	Vacant
GEARY (1)	No Designee	Hon. Tabbitha Kiener Councilmember
		Hon. Bobby Allen Mayor
GOLDSBY (1)	Hon. Glenn Berglan Mayor	Hon. Russ McReynolds Trustee
		Hon. Susan Bohrer Trustee
GUTHRIE (5)	Hon. Steven J. Gentling Mayor	Hon. Jeff Taylor Councilmember
HARRAH (3)	Hon. Chris Lally Councilmember	Hon. Tom Barron Councilmember
JONES CITY (2)	Hon. Ray Poland Mayor	Hon. Missy Wilkinson Vice-Mayor
LAKE ALUMA (1)	Hon. John Kenney Mayor	Vacant
LANGSTON CITY (1)	No Designee	Hon. Magnus Scott Trustee
		Hon. Linda Williams Trustee

ACOG BOARD OF DIRECTORS (Cont.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
LEXINGTON (1)	Hon. Mike Donovan Councilmember	Hon. Max Punneo Vice-Mayor
LUTHER (1)	Hon. Terry Arps Mayor	Hon. Joshua Rowton Trustee
		Hon. Carla Caruthers Trustee
MERIDIAN (1)	Hon. Ronald Dumas Mayor	Hon. Joyce Swanson Vice Mayor
MIDWEST CITY (23)	Hon. Matt Dukes Mayor	Hon. Pat Byrne Councilmember
		Hon. Christine Allen Councilmember
MOORE (25)	Hon. Mark Hamm Councilmember	Hon. Glenn Lewis Mayor
		Any Moore Councilmember
MUSTANG (9)	Hon. Brian Grider Mayor	Hon. Michael Ray Councilmember
NICHOLS HILLS (2)	Hon. Peter Hoffman Mayor	Vacant
NICOMA PARK (1)	Hon. Mark Cochell Mayor	Hon. Mike Czerczyk Vice Mayor
NOBLE (3)	Hon. Phil Freeman Mayor	Hon. Ezra Roesler Vice-Mayor
		Hon. Gary Hicks Councilmember
NORMAN (37)	Hon. Breea Clark Mayor	Hon. Stephen T. Holman Councilmember
OKARCHIE (1)	Hon. Jeff Brueggen Trustee	Hon. Jeff Sadler Trustee
OKLAHOMA CITY (112)	Hon. Todd Stone Councilmember	Any Oklahoma City Councilmember
PIEDMONT (4)	Hon. Kevan Blasdel Councilmember	Hon. Melissa Ashford Councilmember
		Hon. Austin Redus Councilmember
SLAUGHTERVILLE (2)	Hon. Valerie Stockton Trustee	Hon. Steve Easom Mayor

ACOG BOARD OF DIRECTORS (Cont.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
SPENCER (2)	Hon. Frank Calvin Mayor	Hon. Jim Scanlan Vice Mayor ----- Hon. Renita Fair Councilmember
THE VILLAGE (4)	Hon. Cathy Cummings Councilmember	Hon. Sonny Wilkinson Mayor ----- Hon. Adam Graham Vice-Mayor
TUTTLE (3)	Hon. Mary Smith Vice Mayor	Hon. Austin Hughes Councilmember
UNION CITY (1)	Hon. Charlie Ross Vice Mayor/Trustee	Hon. Bob McGregor Trustee
VALLEY BROOK (1)	No Designee	Vacant
WARR ACRES (5)	Hon. Jim Mickley Mayor	Hon. Roger Godwin Councilmember ----- Hon. John Knipp Councilmember
YUKON (11)	Hon. Shelli Selby Mayor	Hon. Rick Cacini Councilmember
CANADIAN COUNTY (2)	Hon. Marc Hader Commissioner	Hon. Jack Stewart Commissioner ----- Hon. David Anderson Commissioner
CLEVELAND COUNTY (2)	Hon. Rod Cleveland Commissioner	Hon. Darry Stacy Commissioner ----- Hon. Harold Haralson Commissioner
LOGAN COUNTY (2)	Hon. Kody Ellis Commissioner	Hon. Marven Goodman Commissioner ----- Hon. Monty Piercy Commissioner
OKLAHOMA COUNTY (2)	Hon. Carrie Blumert Commissioner	Hon. Brian Maughan Commissioner ----- Hon. Kevin Calvey Commissioner
TINKER AIR FORCE BASE (Associate Member)	No Designee	Vacant

ATTACHMENT 2

SUBJECT:

MINUTES OF THE ACOG BOARD OF DIRECTORS MEETING

DATE:

JUNE 24, 2021

An In-Person regular meeting of the Association of Central Oklahoma Governments Board of Directors was convened at 2:45 p.m., June 24, 2021 at the Association of Central Oklahoma Governments, in the ACOG Board Room, at 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma. The meeting was held, as indicated, by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG offices at least 24 hours prior to the meeting.

PRESIDING

Hon. Steven J. Gentling, Mayor, Guthrie

BOARD MEMBERS PRESENT

Hon. Stan Wieczorek, Mayor, Cedar Valley
Hon. Chad Williams, Councilmember, Choctaw
Hon. Josh Moore, Councilmember, Edmond
Hon. Glenn Berglan, Mayor, Goldsby
Hon. Chris Lally, Councilmember, Harrah
Hon. Missy Wilkinson, Vice-Mayor, Jones City
Hon. John Kenney, Mayor, Lake Aluma
Hon. Terry Arps, Mayor, Luther
Hon. Ronald Dumas, Mayor, Meridian
Hon. Joyce Swanson, Vice-Mayor, Meridian
Hon. Mark Hamm, Councilmember, Moore
Hon. Stephen T. Holman, Councilmember, Norman
Hon. James Cooper, Councilmember, Oklahoma City
Hon. Kevan Blasdel, Councilmember, Piedmont
Hon. Valerie Stockton, Mayor, Slaughterville
Hon. Cathy Cummings, Councilmember, The Village
Hon. Mary Smith, Vice-Mayor, Tuttle
Hon. Roger Godwin, Councilmember, Warr Acres
Hon. John Knipp, Councilmember, Warr Acres
Hon. Marc Hader, Commissioner, Canadian County
Hon. Rod Cleveland, Commissioner, Cleveland County
Hon. Brian Maughan, Commissioner, Oklahoma County

ASSOCIATE MEMBER PRESENT

None

BOARD MEMBERS ABSENT

Hon. Nikki Lloyd, Mayor, Bethany
Hon. Daniel Tatrot, Trustee, Calumet
No Designee, Crescent
Hon. Floyd Eason, Mayor, Del City
Hon. Matt White, Mayor, El Reno
No Designee, Forest Park
Hon. Tabbitha Kiener, Councilmember, Geary
Hon. Magnus Scott, Trustee, Langston City
Hon. Mike Donovan, Councilmember, Lexington

BOARD MEMBERS ABSENT (Cont.)

Hon. Matt Dukes, Mayor, Midwest City
Hon. Brian Grider, Mayor, Mustang
Hon. Peter Hoffman, Mayor, Nichols Hills
Hon. Mark Cochell, Mayor, Nicoma Park
Hon. Phil Freeman, Mayor, Noble
Hon. Joe Frisby, Trustee, Okarche
Hon. Frank Calvin, Mayor, Spencer
Hon. Charlie Ross, Vice-Mayor/Trustee, Union City
No Designee, Valley Brook
Hon. Shelli Selby, Mayor, Yukon
Hon. Kody Ellis, Commissioner, Logan County

ASSOCIATE MEMBER ABSENT

No Designee, Tinker Air Force Base

GUESTS PRESENT

Pete White, ACOG Legal Counsel
Hon. Wilson Lyles, Commissioner, McClain County
Jane Abraham, Office of Government Affairs, Oklahoma City
Estela Hernandez, Field Representative, U.S. Senator James Lankford's Office
Brent Harless, Fiduciary, Pensionmark

STAFF

Mark W. Sweeney, Executive Director
John M. Sharp, Deputy Director
Beverly Garner, Executive Assistant
Anita Kroth, Administrative Assistant
Debbie Cook, CPA, Director of Finance
Pam Gaither, Payroll Accountant
Rachel Meinke, Director of Public Information
Brent Hawkinson, 9-1-1 & Public Safety Director
Matthew Weaver, Community & Economic Development Manager
Jennifer Sebesta, Transportation Planning Services Manager
Eric Pollard, Air Quality & Clean Cities Coordinator
John M. Harrington, Water Resources Director
James Smith, IT Operations Specialist
Christopher Bluth, Intern, Vista Program

1. CALL TO ORDER - INTRODUCTION OF GUESTS

The meeting was called to order at 2:45 p.m. A quorum was present.

2. APPROVAL OF MINUTES - MAY 27, 2021, MINUTES

Director Josh Moore, Edmond, made a motion to approve the minutes of the ACOG Board of Directors meeting on May 27, 2021. Director Chad Williams, Choctaw, seconded the motion. The motion passed unanimously.

3. COMMUNICATIONS

A. CHAIRPERSON'S REPORT

There was no report.

B. EXECUTIVE DIRECTOR'S REPORT

American Rescue Plan Act (ARPA) Survey

Executive Director Mark W. Sweeney directed members to a very short survey provided to them and asked each Director to fill out for his or her community. He said a bipartisan Oklahoma legislative committee was recently formed to help prioritize the state's share of the federal American Rescue Plan Act (ARPA) funds. Mr. Sweeney asked members to help determine our region's priorities by taking this survey, and once completed, to please sign and leave on the table for Matthew Weaver or Margaret Reynolds to pick up after the Board meeting. Mr. Sweeney said the survey results will be shared with both the legislative committee and the Board members once everything has been tallied. He thanked the Board for their participation.

Next Cost of Nonattainment (CAN) Study Stakeholders Meeting

Mr. Sweeney announced that the next Cost of Nonattainment Study Stakeholders meeting is scheduled for 3 p.m. on Tuesday, June 29, here in the ACOG Board Room. The purpose of the meeting is to update study stakeholders on consultant progress for the economic analysis and transportation conformity study components, as well as preparation for development of the final report. He said it is anticipated that the consultant services contracts with CAPCOG, TTI, and the Greater Oklahoma City Chamber will be extended in order to complete the Cost of Nonattainment Study for the Greater Oklahoma City metro area by late September 2021.

Mr. Sweeney said this is an example of how ACOG was a lonely voice out in the wilderness, telling our region's businesses and other organizations that preparations need to be in place in case our region is designated as nonattainment by EPA. The whole intent is to have a game plan in place that strategically addresses the economic and transportation system impacts so that if and when EPA does designate us as nonattainment, our region will be prepared to handle the bureaucratic red tape that will have to be faced by each of our communities. He reminded the Board that designation will make it harder to attract new industries and businesses to our region.

Mr. Sweeney said currently, our region has competitive advantages without additional regulations. ACOG is the third area in the country to perform this study, preceded only by Austin and San Antonio, Texas. He said the study will help prepare our region, but noted that he is not saying our region will definitely get designated. He said he hopes to have a final report to bring to the ACOG Board, possibly by the October Board meeting.

Central Oklahoma Clean Cities Coalition Redesignation

Mr. Sweeney reported that last week, ACOG received official notice from the U.S. Department of Energy (DOE) on the redesignation of the Central Oklahoma Clean Cities Coalition. In their letter, the DOE highlighted ACOG staff's effectiveness in developing partnerships to advance a diverse range of alternative fuels and clean transportation technologies. The Coalition was also commended for utilization of CMAQ and VW funding to advance alternative fuels. The re-designation is valid for a period of four years.

July & August Board and Committee Meetings

Mr. Sweeney informed the Board that, as usual, there will be no Board or Committee meetings in the month of July and noted that the next Board and Committee meetings are scheduled for August 26. Mr. Sweeney also reminded them that there are no technical and advisory committee meetings (ITTC, APTAC, BPAC, etc.) scheduled in the month of July.

4. PUBLIC COMMENTS FROM CITIZENS OR DELEGATIONS

Director Marc Hader, Canadian County, introduced meeting guest Estela Hernandez, Field Representative from State Senator James Lankford's office. Director Hader explained that Ms. Hernandez is a field representative that serves communities in Central Oklahoma and is attending the Board meeting today to make efforts to form a relationship with ACOG.

Ms. Hernandez introduced herself to the Board, saying she works with Senator Lankford to serve all of Central Oklahoma, primarily Oklahoma County and Cleveland County. She explained that she is attending the Board meeting today to inform the organization that their office is available to support and serve ACOG and said if there is anything their office can do for ACOG, they will be glad to do so.

5. CONSENT DOCKET

INFORMATION: Requires a motion to approve, with a second, that all items under the Consent Docket be considered in one vote.

- A. Finance Report – May 2021 Claims: Deborah Cook, Director of Finance
- B. Regional Clearinghouse Review and Comment Report: John Harrington, Director of Water Resources
- C. Intermodal Transportation Policy Committee (ITPC) Report: John M. Sharp, Deputy Director
- D. Renew Transportation Modeling Consultant Services Agreement: John Sharp, Deputy Director

A copy of the claims list for payments made during May were included as a consent item for the Board's ratification. The May cash status report was also included for information.

Director Stephen T. Holman, Norman, made a motion to approve that all items under the Consent Docket be considered in one vote. Director Mark Hamm, Moore, seconded the motion. The motion carried unanimously.

6. REGULAR AGENDA ITEMS THAT MAY REQUIRE ACOG BOD ACTION

- A. Consideration of FY 2022 ACOG Annual Budget and Work Plan

Executive Director Mark W. Sweeney said that [the link in the agenda that is also provided here](#) shows the entire budget document. He said there were copies available at the table as well.

Mr. Sweeney briefly walked through the components of this annual budget and workplan, which was recommended by the ACOG Budget Committee after two meetings in June when they assessed the anticipated program, organization, and funding changes for the agency, projected sources and uses of revenue, and the

estimated indirect cost allocation for FY 2022. All these fundamental components were utilized in developing a comprehensive financial plan for the 12 months beginning July 1, 2021 through June 30, 2022.

Director Stan Wieczorek, Cedar Valley, made a motion to approve the Budget Committee recommended Fiscal Year 2022 (July 1, 2021 – June 30, 2022) Annual Budget and Work Plan for the Association of Central Oklahoma Governments as presented. Director Josh Moore, Edmond, seconded the motion. The motion carried unanimously.

B. ACOG Lease Agreement with the Oklahoma County Public Building Authority

Executive Director Mark Sweeney reported that in order to commit ACOG to another year in this Oklahoma County facility, the ACOG Board needs to authorize him to negotiate and execute a lease agreement. He said the new lease will be from June 30, 2021 to June 30, 2022 and the total rental cost for that time period will be \$19,526.45 per month. He said the two percent increase in rent from FY 2021 for the 17,344 sq. ft. of space is due to an annual reassessment of price per square foot by the Oklahoma County Public Building Authority.

Director Mark Hamm, Moore, made a motion to authorize the Executive Director to negotiate and execute a lease agreement with the Oklahoma County Public Building Authority for the next 12 months for an amount not to exceed \$234,317.40 for FY 2022. Director Marc Hader, Canadian County, seconded the motion. The motion carried unanimously.

C. Update of ACOG Retirement Plan Documents

Executive Director Mark Sweeney advised the Board that ACOG's Benefits Committee, comprised of Deputy Director John Sharp, Finance Director Debbie Cook, Payroll Accountant Pam Gaither, and himself, have been working with Brent Harless, Registered Financial Advisor/3(38) fiduciary, and a team from Empower Retirement, which is ACOG's new provider and recordkeeper replacing Principal, to update ACOG's 401(a) Retirement Income and 457 Deferred Comp retirement plan documents. Mr. Sweeney pointed out to the Board that there have been no major changes to this retirement plan for years and it is long overdue to go under the microscope to see what can be done to improve the retirement plan for the ACOG employees.

Mr. Sweeney outlined the proposed changes to the Plan Documents from current Plan Documents as highlighted in the agenda memorandum. He said Brent Harless was here today to answer any questions the Board might have on any of this information that he had mentioned. Mr. Harless added that they were trying to modernize the plan.

There being no discussion, Chairman Steven J. Gentling asked for a motion to approve the updated documents. Director Terry Arps, Luther, made a motion to approve the updated documents of the 401(a) Retirement Plan and the 457 Deferred Comp Plan as outlined in the agenda memorandum. Director Cathy Cummings, The Village, seconded the motion. The motion carried, but Pete White, ACOG Legal Counsel, brought attention to the fact that the previously met, required quorum was broken when one of the Board of Directors left the meeting before this weighted vote could be called. Therefore, the required quorum was insufficient to carry the vote.

Mr. Sweeney said he would go ahead and pursue, with the permission of the Board, based on the unanimous vote, and said he will bring it back before the Board at the

August ACOG Board of Directors meeting for official approval as a matter of legal formality. There were no objections.

7. NEW BUSINESS

Chairman Steven J. Gentling asked if there was any new business to present. No new business was presented.

8. ADJOURN

There being no further business, the meeting was adjourned at 3:25 p.m.

ADOPTED THIS 26TH DAY OF AUGUST 2021.

CHAIRMAN

SECRETARY/TREASURER

CONSENT DOCKET

ATTACHMENT 5-A

SUBJECT:

FINANCE REPORT – JUNE AND JULY 2021 CLAIMS

DATE:

AUGUST 26, 2021

FROM:

DEBORAH C. COOK, CPA

Director of Finance

INFORMATION:

In accordance with the revised ACOG claims list process, June and July claims were paid biweekly during the applicable month. Copies of the [claims lists](#) for payments made during June and July are included for ratification. The June and July cash status reports are also included for information.

ACTION REQUESTED:

Motion to ratify payment of all claims paid during the months of June and July 2021.

**In accordance with the revised claims process, this list of claims
paid in June is offered for the Board of Directors to ratify.**

Aspen <i>(Cleaning)</i>	345.00
AT&T Mobility <i>(Telephone - 9-1-1)</i>	122.45
Bank of America Credit Card <i>(Special Projects - Clean Cities)</i>	425.00
Bentley Systems, Incorporated <i>(Maintenance - Software)</i>	7,740.00
Bill Warren Office Products <i>(Supplies, Equipment)</i>	1,731.97
Chase Card Services <i>(Supplies, Development)</i>	10,714.41
Connex International <i>(Telephone - 9-1-1 \$13.92)</i>	47.58
CriticalComm <i>(Telephone - 9-1-1)</i>	11.00
Dell Marketing LP <i>(Equipment)</i>	1,438.96
Ecointeractive, Inc. <i>(Software)</i>	4,890.42
Electradigital <i>(Internet)</i>	1,499.00

June Claims (Cont.)

Elite Trophies <i>(Clean Cities Awards)</i>	340.00
First Choice Coffee Service <i>(Supplies)</i>	217.13
FP Mailing Solutions <i>(Equipment Rental)</i>	297.00
Insurica <i>(Insurance)</i>	5,151.00
Management and Enterprise Services <i>(Internet)</i>	294.00
McDonald, Robin <i>(Mileage)</i>	11.51
NEC Cloud Communications America Inc. <i>(Telephone)</i>	409.03
NEC Financial Services <i>(Phone System Lease Purchase)</i>	701.79
Nobel Systems, Inc. <i>(Equipment, Repairs and Maintenance)</i>	5,758.50
Oklahoma City Chamber <i>(Development)</i>	125.00
Peak Uptime <i>(Repairs & Maintenance)</i>	2,597.46

June Claims (Cont.)

Pendergraft, Art <i>(Consultant - UPWP)</i>	5,833.00
Public Safety Group <i>(Institute Training - 9-1-1)</i>	6,400.00
R.K. Black <i>(Shredding)</i>	75.00
Rackspace <i>(Hosting Fee - 9-1-1)</i>	28.90
Sage Software Inc <i>(Maintenance - software)</i>	1,279.00
The Sanborn Map Co, Inc <i>(Supplies - Aerial Photos 9-1-1)</i>	6,111.00
Scout Benefits Group LLC <i>(FSA Benefits Administration)</i>	75.00
Showtime Displays & Graphics <i>(Printing)</i>	150.00
Standley Systems <i>(Maintenance)</i>	944.00
Sweeney, Mark W <i>(Mileage)</i>	115.36
Thomas P Miller & Associates, LLC <i>(Consulting Services)</i>	4,275.00

June Claims (Cont.)

Total Compliance Connection, LLC	850.00
<i>(HR Consultant)</i>	

Verizon Wireless	172.19
<i>(Telephone, Internet)</i>	

TOTAL JUNE CLAIMS	<u>\$71,176.66</u>
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ATTEST

CHAIRMAN

SECRETARY/TREASURER

**In accordance with the revised claims process, this list of claims
paid in July is offered for the Board of Directors to ratify.**

Anglin Public Relations <i>(Advertising)</i>	19,888.00
Aspen <i>(Cleaning)</i>	230.00
AT&T <i>(Internet - 2 months)</i>	155.62
AT&T Mobility <i>(Telephone - 9-1-1 - \$82.42)</i>	82.42
Bank of America Credit Card <i>(Special Projects - Clean Cities)</i>	1,097.14
Bill Warren Office Products <i>(Supplies)</i>	134.12
CAPCOG <i>(Nonattainment study)</i>	3,325.00
Chase Card Services <i>(Supplies, Development)</i>	6,752.61
Compsource Mutual <i>(Workers' Comp Insurance)</i>	8,554.00
Connex International <i>(Telephone - 9-1-1)</i>	38.56
CriticalComm <i>(Telephone - 9-1-1)</i>	11.00

July Claims (Cont.)

Department of the Treasury <i>(Health Insurance Fee)</i>	71.82
Ecointeractive, Inc. <i>(Software)</i>	4,890.42
Electradigital <i>(Internet)</i>	1,499.00
esri <i>(Software - 9-1-1 \$5,927.40)</i>	17,300.00
Evans, Jordan <i>(Mileage)</i>	108.84
First Choice Coffee Service <i>(Supplies)</i>	241.41
Gonul, Kristin <i>(Mileage - 9-1-1)</i>	92.40
Impressions Printing <i>(Printing)</i>	598.82
Insurica <i>(Insurance)</i>	12,226.00
j&b Graphics <i>(Sinage)</i>	723.25
Management and Enterprise Services <i>(Internet)</i>	294.00

July Claims (Cont.)

Midwestern Software Solutions <i>(Repairs and Maintenance - Software)</i>	8,910.00
NEC Cloud Communications America Inc. <i>(Telephone - 2 months)</i>	803.15
NEC Financial Services <i>(Phone System Lease Purchase - 2 months)</i>	1,403.58
Nolen, Hannah <i>(Mileage)</i>	47.71
Oklahoma City Chamber <i>(Nonattainment Study)</i>	3,850.00
Oklahoma City, City of <i>(UPWP)</i>	3,372.62
Oklahoma County District #1 <i>(REAP Grant T4-2020-02)</i>	11,000.00
Oklahoma County Public Building Authority <i>(Office Rent - 2 months)</i>	39,073.30
Oklahoman Media Company <i>(Public Notice)</i>	124.60
Peak Uptime <i>(Repairs & Maintenance)</i>	13,254.92
Pendergraft, Art <i>(Consultant - UPWP)</i>	5,833.00

July Claims (Cont.)

Peter S White, P.C. <i>(Legal - 2 months - 9-1-1 \$ 2,750.50)</i>	8,563.00
R.K. Black <i>(Shredding)</i>	75.00
Rackspace <i>(Hosting Fee - 9-1-1)</i>	28.90
ROK Global Applications Group, LLC <i>(Hosting - 9-1-1 \$2,796.52 - 2 months)</i>	7,840.00
The Sanborn Map Co, Inc <i>(Supplies - Aerial Photos 9-1-1)</i>	12,222.00
Scout Benefits Group LLC <i>(FSA Benefits Administration)</i>	75.00
Standley Systems <i>(Maintenance & Equipment)</i>	6,106.37
Sweeney, Mark W <i>(Mileage)</i>	41.44
Texas A&M Transportation Institute <i>(Nonattainment Study)</i>	34,473.56
Thomas P Miller & Associates, LLC <i>(Consulting Services)</i>	4,275.00
Total Compliance Connection, LLC <i>(HR Consultant - 2 months)</i>	1,700.00

July Claims (Cont.)

Verizon Wireless	172.19
(Telephone, Internet)	

Weaver, Matthew	370.72
(Mileage)	

TOTAL JULY CLAIMS	<u>\$ 241,930.49</u>
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ATTEST

CHAIRMAN

SECRETARY/TREASURER

**ACOG CASH STATUS REPORT
FOR THE MONTH ENDED JUNE 30, 2021**

	<u>CHASE OPERATING</u>	<u>CHASE SAVINGS</u>	<u>TOTAL</u>
Beginning Balance			
<i>June 1, 2021</i>			
Cash	\$ 1,411,215.68	\$ 617,634.81	\$ 2,028,850.49
Petty Cash	500.00	-	500.00
Total Beginning Balance	<u>\$ 1,411,715.68</u>	<u>\$ 617,634.81</u>	<u>\$ 2,029,350.49</u>
Cash Receipts			
Grants & Contracts	\$ 321,513.93	\$ -	\$ 321,513.93
Memberships	13,919.00	-	13,919.00
Transfers of Funds	-	-	-
Interest/Dividend Earned	-	27.72	27.72
Miscellaneous	579.43	-	579.43
Total Cash Receipts	<u>\$ 336,012.36</u>	<u>\$ 27.72</u>	<u>\$ 336,040.08</u>
Cash Disbursements			
Personnel Cost	\$ 240,238.50	\$ -	\$ 240,238.50
<i>(detail next page)</i>	-	-	-
Bank Service Charges	-	-	-
Investment Sweep Fee	-	-	-
Transfer of Funds	-	-	-
Claims Expenditures:	71,176.66	-	71,176.66
<i>(detail next page)</i>	-	-	-
Petty Cash - supplies	41.96	-	41.96
Total Cash Disbursements	<u>\$ 311,457.12</u>	<u>\$ -</u>	<u>\$ 311,457.12</u>
<i>June 30, 2021</i>			-
Cash	\$ 1,435,812.88	\$ 617,662.53	\$ 2,053,475.41
Petty Cash	458.04	-	458.04
Total Ending Balance	<u><u>\$ 1,436,270.92</u></u>	<u><u>\$ 617,662.53</u></u>	<u><u>\$ 2,053,933.45</u></u>

SCHEDULE OF GENERAL OPERATING EXPENSES FOR THE MONTH ENDED JUNE 30, 2021

Personnel Cost:

Salaries	137,348.32
Payroll Taxes	62,528.72
Payroll Processing Fees	891.94
Group Health & Life Insurance	17,605.19
Pension Contribution & Expense	18,874.76
EBC Flex Plan Contributions	2,522.45
Garnishments	261.12
United Way Contributions	<u>206.00</u>

Total Operating Personnel Expenditures	240,238.50
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Claims Expenditures:

Accounting and Auditing	-
Contract Personnel	-
Copiers	869.00
Credit Card	11,139.41
Development and Recruitment	125.00
Equipment & Furniture	8,762.46
Equipment Rental	297.00
Insurance	5,151.00
Internet Service	1,941.93
Legal	-
Maintenance & Repair - Equipment	2,722.46
Maintenance & Repair - Software	9,019.00
Mileage	126.87
Miscellaneous-Clean Cities Award Luncheon	340.00
Office Cleaning	345.00
Office Rent	-
Office Leasehold Improvements	-
Printing	150.00
Professional Dues	-
Projects-UPWP	-
Projects-CMAQ	-
Projects -Clean Cities	-
Projects -911	6,400.00
Projects - REAP	-
Public Education - NTW	-
Public Notice/Advertising	-
Publications & Subscriptions	-
Sect 125 Plan Administration	75.00
Subcontracts/Consultants	10,958.00
Supplies	6,520.10
Supplies - Software	4,890.42
Telephone	1,344.01
Temporary Labor	-
Travel	-
Vehicle Expense	<u>-</u>

Total Claims Expenditures:	<u><u>\$ 71,176.66</u></u>
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**ACOG CASH STATUS REPORT
FOR THE MONTH ENDED JULY 31, 2021**

	<u>CHASE OPERATING</u>	<u>CHASE SAVINGS</u>	<u>TOTAL</u>
Beginning Balance			
<i>July 1, 2021</i>			
Cash	\$ 1,435,812.88	\$ 617,662.53	\$ 2,053,475.41
Petty Cash	458.04	-	458.04
Total Beginning Balance	<u>\$ 1,436,270.92</u>	<u>\$ 617,662.53</u>	<u>\$ 2,053,933.45</u>
Cash Receipts			
Grants & Contracts	\$ 228,864.10	\$ -	\$ 228,864.10
Memberships	285,576.00	-	285,576.00
Transfers of Funds	-	-	-
Interest/Dividend Earned	-	25.20	25.20
Miscellaneous	3,000.00	-	3,000.00
Total Cash Receipts	<u>\$ 517,440.10</u>	<u>\$ 25.20</u>	<u>\$ 517,465.30</u>
Cash Disbursements			
Personnel Cost	\$ 244,636.16	\$ -	\$ 244,636.16
<i>(detail next page)</i>	-	-	-
Bank Service Charges	-	-	-
Investment Sweep Fee	-	-	-
Transfer of Funds	-	-	-
Claims Expenditures:	241,930.49	-	241,930.49
<i>(detail next page)</i>	-	-	-
Petty Cash - supplies	18.03	-	18.03
Total Cash Disbursements	<u>\$ 486,584.68</u>	<u>\$ -</u>	<u>\$ 486,584.68</u>
<i>July 31, 2021</i>			-
Cash	\$ 1,466,668.30	\$ 617,687.73	\$ 2,084,356.03
Petty Cash	440.01	-	440.01
Total Ending Balance	<u><u>\$ 1,467,108.31</u></u>	<u><u>\$ 617,687.73</u></u>	<u><u>\$ 2,084,796.04</u></u>

SCHEDULE OF GENERAL OPERATING EXPENSES FOR THE MONTH ENDED JULY 31, 2021

Personnel Cost:

Salaries	138,044.37
Payroll Taxes	62,652.82
Payroll Processing Fees	820.04
Group Health & Life Insurance	21,126.48
Pension Contribution & Expense	18,961.48
EBC Flex Plan Contributions	2,563.85
Garnishments	261.12
United Way Contributions	<u>206.00</u>

Total Operating Personnel Expenditures	244,636.16
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Claims Expenditures:

Accounting and Auditing	-
Contract Personnel	-
Copiers	869.00
Credit Card	7,849.75
Development and Recruitment	-
Equipment & Furniture	17,042.29
Equipment Rental	-
Insurance	20,851.82
Internet Service	9,937.55
Legal	8,563.00
Maintenance & Repair - Equipment	1,450.00
Maintenance & Repair - Software	26,210.00
Mileage	661.11
Miscellaneous-	-
Office Cleaning	230.00
Office Rent	39,073.30
Office Leasehold Improvements	-
Printing	-
Professional Dues	-
Projects-Cost of Non-Attainment	41,648.56
Projects-CMAQ	-
Projects -Clean Cities	-
Projects -911	-
Projects - REAP	11,000.00
Public Education -	-
Public Notice/Advertising	124.60
Publications & Subscriptions	-
Sect 125 Plan Administration	75.00
Subcontracts/Consultants	35,068.62
Supplies	13,994.60
Supplies - Software	4,890.42
Telephone	2,390.87
Temporary Labor	-
Travel	-
Vehicle Expense	<u>-</u>

Total Claims Expenditures:	<u><u>\$ 241,930.49</u></u>
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ATTACHMENT 5-B

SUBJECT:

REGIONAL CLEARINGHOUSE REVIEW AND COMMENT REPORT

DATE:

AUGUST 26, 2021

FROM:

JOHN HARRINGTON

Director of Water Resources

INFORMATION:

The following projects have been reviewed through the Clearinghouse Review Process by staff during the past two months. Final comment letters have been submitted to the applicants and are attached.

ID#F232101

Agency Applicant: Secretary of Energy & Environment
Project Location: Statewide
Date Reviewed: June 23, 2021
Project Review Request: OWRB OSG Workplan SFY2022

ID#F252101

Agency Applicant: Oklahoma Department of Environmental Quality
Project Location: Statewide
Date Reviewed: June 25, 2021
Project Review Request: Brownfields Revolving Loan Fund- Supplemental Funding

ID#H112101

Agency Applicant: Kimley-Horn and Associates, Inc.
Project Location: Edmond
Date Reviewed: August 11, 2021
Project Review Request: NEPA Review Spring Creek Edmond

ACTION REQUESTED:

Motion to concur with staff assessment of submitted projects.



Wednesday, June 23, 2021

Ms. Lori Johnson | Assistant Chief
Financial Assistance Division
Oklahoma Water Resources Board
3800 N Classen Blvd, Oklahoma City, OK 73118

RE: ID#F232101 - Clearinghouse Review - OWRB OSG Workplan SFY2022

Dear Ms. Johnson:

The Association of Central Oklahoma Governments has completed its Regional Clearinghouse Review of the above referenced proposal recently submitted by your office. The proposed project is consistent with ACOG area-wide goals and objectives.

Please notify this office of any subsequent modifications, supplements, or amendments to this proposal if such occurs. At that point we will conduct an additional regional review of the modified proposal as necessary.

You are also requested to notify this office of the official action taken on this proposal by the agency from which you are requesting assistance.

Please be advised that this letter only intends to assist you in the process of your application. No commitment of funds for your proposal from any funding source is intended or implied.

Please include the ID number listed above for any future communication regarding this proposal. We appreciate this opportunity for review and comment on your proposal.

Sincerely,

Mark W. Sweeney

Mark W. Sweeney, AICP
Executive Director

Chair
Steven J. Gentling
Guthrie Mayor

Vice-Chair
Vacant

Secretary/Treasurer
Josh Moore
Edmond Councilmember

Executive Director
Mark W. Sweeney, AICP

[association of central oklahoma governments](http://associationofcentraloklahomagovernments.org)

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | acogok.org



Friday, June 25, 2021

Ms. Tiffany Schwimmer
Financial Manager/Comptroller
Oklahoma Department of Environmental Quality
707 N. Robinson, P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677

RE: ID#F252101 - Clearinghouse Review - Brownfields Revolving Loan Fund-
Supplemental Funding

Dear Ms. Schwimmer:

The Association of Central Oklahoma Governments has completed its Regional Clearinghouse Review of the above referenced proposal recently submitted by your office. The proposed project is consistent with ACOG area-wide goals and objectives.

Please notify this office of any subsequent modifications, supplements, or amendments to this proposal if such occurs. At that point we will conduct an additional regional review of the modified proposal as necessary.

You are also requested to notify this office of the official action taken on this proposal by the agency from which you are requesting assistance.

Please be advised that this letter only intends to assist you in the process of your application. No commitment of funds for your proposal from any funding source is intended or implied.

Please include the ID number listed above for any future communication regarding this proposal. We appreciate this opportunity for review and comment on your proposal.

Sincerely,

Mark W. Sweeney

Mark W. Sweeney, AICP
Executive Director

Chair
Steven J. Gentling
Guthrie Mayor

Vice-Chair
Vacant

Secretary/Treasurer
Josh Moore
Edmond Councilmember

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Wednesday, August 11, 2021

Kimley-Horn and Associates, Inc.
ATTN: Carland G. Holstead, PWS
14101 Wireless Way, Building A, Suite 150
Oklahoma City, OK 73134

RE: ID#H112101 - NEPA Review Requested for Federally Funded Project
Invitation to Comment for Environmental Information Document/Environmental
Report
Spring Creek Interceptor Improvements Project
City of Edmond
Edmond, Oklahoma County, Oklahoma

Dear Mr. Holstead:

The Association of Central Oklahoma Governments has completed its Regional Clearinghouse Review of the above referenced proposal recently submitted by your office. The proposed project is consistent with ACOG area-wide goals and objectives.

However, this office would like to direct you to a data collection effort by the Oklahoma Blue Thumb Organization ([Blue Thumb - Blue Thumb \(bluethumbok.com\)](http://bluethumbok.com)) that should be included in your environmental assessment of the impact of this project to the biota of Spring Creek. This water quality collection effort at the juncture of I-35 and Spring Creek has environmental information on the creek dating back twenty-five years.

Please notify this office of any subsequent modifications, supplements, or amendments to this proposal if such occurs. At that point we will conduct an additional regional review of the modified proposal as necessary.

You are also requested to notify this office of the official action taken on this proposal by the agency from which you are requesting assistance.

Please be advised that this letter only intends to assist you in the process of your application. No commitment of funds for your proposal from any funding source is intended or implied.

Please include the ID number listed above for any future communication regarding this proposal. We appreciate this opportunity for review and comment on your proposal.

Sincerely,

Mark W. Sweeney

Mark W. Sweeney, AICP
Executive Director

Chair

Steven J. Gentling
Guthrie Mayor

Vice-Chair

Josh Moore
Edmond Councilmember

Secretary/Treasurer

Cathy Cummings
The Village Councilmember

Executive Director

Mark W. Sweeney, AICP

association of central oklahoma governments

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ATTACHMENT 5-C

SUBJECT:

INTERMODAL TRANSPORTATION POLICY COMMITTEE (ITPC) REPORT

DATE:

AUGUST 26, 2021

FROM:

JOHN SHARP

Deputy Director

INFORMATION:

The following regular agenda action items are included in the [ITPC Agenda](#) as Items D-1 through D-3. Requesting approval of the following ITPC action items:

1. Public Hearing and Action on Request for Amendment to the FFY-2022 Transit Element of the FFY 2020-2023 OCARTS Area TIP by the City of Norman
Jennifer Sebesta, Transportation Planning Services (TPS) Manager
2. Proposed ACOG Complete Streets Policy
Jordan Evans, TPS Associate Planner -Multimodal
3. Request for Transportation Alternatives Program (TAP) Project Scope Change by the Central Oklahoma Transportation and Parking Authority (COTPA)
Jordan Evans, TPS Associate Planner -Multimodal

ACTION REQUESTED:

Motion to approve ITPC action items D-1 through D-3, which are included in the August 26, 2021 ITPC agenda and anticipated to be approved by the ITPC.

ATTACHMENT 5-D

SUBJECT:

**REQUEST FOR A RURAL ECONOMIC ACTION PLAN (REAP) GRANT
CHANGE OF SCOPE FOR OKLAHOMA COUNTY DISTRICT 2 RECIPIENT -
WOODLAWN PARK**

DATE:

AUGUST 26, 2021

FROM:

MATTHEW WEAVER

Community and Economic Development Manager

INFORMATION:

The Town of Woodlawn Park was awarded REAP Grant #T4-2020-07 in the amount of \$55,000 in 2020 to perform road resurfacing and improve drainage in the Woodlawn Park area. Upon closer investigation by engineering personnel, it has been determined that a change in scope is necessary to primarily focus on drainage issues in order to best serve the area. The Town of Woodlawn Park, through the applicant Oklahoma County District 2, is requesting approval for a Change in Scope. (See letter on the next page.)

ACTION REQUESTED:

Motion to approve a REAP Grant Change in Scope for Oklahoma County District 2 Recipient - Woodlawn Park #T4-2020-07.



OKLAHOMA COUNTY PLANNING COMMISSION

320 Robert S. Kerr, Suite 201 Oklahoma City, OK 73102-3431
(405) 713-1361 FAX (405) 713-1850

August 5, 2021

ACOG (Association of Central Oklahoma Governments)
Attn: Mark W. Sweeney, AICP, Executive Director
4205 N. Lincoln Blvd.
Oklahoma City, OK 73105

SUBJECT: Grant #T4-2020-07 (Woodlawn Park Project Change of Scope)

Mr. Sweeney:

Oklahoma County, District 2, is respectfully requesting an amendment of scope for the referenced REAP grant. The original scope of the project was to perform road resurfacing and to improve drainage within Woodlawn Park. Oklahoma County District 2 staff and the Mayor of Woodlawn Park did a field survey of the project and determined that the roads are four inches above existing residential driveways and adding additional asphalt would intensify the current drainage issues. It was determined that the roads were in fair condition at this time and both entities agreed to revisit the roads in two to three years. Oklahoma County and Woodlawn Park officials agreed to focus on drainage issues only with REAP funds. Below is an explanation of the proposed drainage improvements:

Oklahoma County will start at the downstream exit of water under Council Road. This culvert is full of silt and crews will clean it out approximately 2 feet. There is a high pressure gas line that runs directly under this area so crews will be limited to the depth that can be cleaned out. Due to this limitation, instead of lining the retention area with rip-rap, crews will line the area with 2" of asphalt to restrict any erosion that might occur in this elevation change. Working upstream, all of the ditches on the north side of the park will be cleaned to ensure positive flow. Additionally, the shoulders of the road will be widened to prevent erosion of the roadway and allow for mowing on a gently sloped shoulder. This work will also provide additional water flow area in the ditches. At the intersection of 38th Street and Thompkins Ave., on the Northeast corner, there has historically been flooding issues. One reason being the lack of a tinhorn from the NE corner into the park. Crews will install a tinhorn under 38th Street from NE to SW and open end the tinhorn into the park drainage system. Working across the park to the south (37th street) we will clean out a drainage area coming to the north and tying into the main drainage ditch. The existing ditch is full of silt. On the south side, there are several areas that have silted and are blocking water flow. Crews will remove the silt and provide a channel for water to move. There is also silt built up along the edge of the road on both sides. Crews will clean back the shoulders of this silt so water does not stand in the roadway and has a clear exit path. Upon completing all of the dirt work and channel clean outs, crews will lay sod in all of the ditches to prevent any erosion or silting problems due to the described work.

If you have any questions, please feel free to contact Erik Brandt at (405) 713-7146.

Sincerely,

A handwritten signature in black ink that reads "Erik Brandt". The signature is written in a cursive, slightly slanted style.

Erik Brandt
County Planner

ATTACHMENT 5-E

SUBJECT:

DISPOSAL OF ACOG SURPLUS ITEMS

DATE:

AUGUST 26, 2021

FROM:

JULIE A. SMEDLUND

Information Technology & Facilities Director

INFORMATION:

On Wednesday, September 1, at 3 p.m., ACOG will conduct a sale of surplus items if authorized by the Board. The items are listed on the next page for Board review and approval.

These surplus items will be sold to the highest bidder and must be picked up within one week (September 8) after the sale. Items may be inspected at the ACOG offices during business hours up until time of sale (before 3 p.m. on September 1), at which time, sealed bids will be opened. Serviceable items that receive no bids will be donated to charitable organizations, and unserviceable items will be recycled or disposed of as garbage.

ACTION REQUESTED:

Motion to approve the list of surplus items for sale and to authorize a September 1, 2021 surplus sale and disposition of those items listed.

List of ACOG Surplus Items

ITEM NUMBER	MODEL NUMBER	DESCRIPTION
SS-001	APC 3000VA UPS	Comes with no batteries
SS-002	APC 3000VA UPS	Comes with no batteries
SS-003	HP Proliant DL 360 G5 Server	Intel 3.0 Ghz x2, 32 GB Ram, 146 GB x 4
SS-004	HP Proliant DL 360 G5 Server	Intel 3.0 Ghz x2, 32 GB Ram, 146 GB x 4
SS-005	HP Proliant DL 360 G5 Server	Intel 3.0 Ghz x2, 32 GB Ram, 146 GB x 4
SS-006	HP Proliant DL 360 G7 Server	Xeon 5649 x2, 40GB RAM, 146 GB Storage
SS-007	HP Proliant DL 360 G7 Server	Xeon 5649 x2, 40GB RAM, 146 GB Storage
SS-008	HP Proliant DL 360 G8 Server	Xeon E5-2620 x2, 64GB RAM, 275 GB Storage
SS-009	HP Proliant DL 380 G8 Server for Modeling	Xeon E5-2670 x2, 64GB RAM, 279 GB Storage
SS-010	NetApp Filer FAS2040A	End of Life (EOL) NetApp filer
SS-011	Expansion Diskshelf for FAS2040A	Extra storage for EOL NetApp filer (3TB)
SS-012	Network Appliance Storage System 6.0	6TB storage
SS-013	Network Appliance Storage System 3.0TB	3TB storage
SS-014	MS Surface Pro	Windows 8. Battery lasts 30 minutes. Comes with dock and charger
SS-015	Lenovo MIIX 510 Laptop	Cracked screen, still functions.
SS-016	HP Laserjet 4250	Comes with extra rack to hold paper
SS-017	ipad Pro (2015)	Cracked screen, no charger. Still functions; comes with case
SS-018	ipad Pro (2015)	Comes with otterbox and charger
SS-019	Extreme Wireless WM3400 Wi-Fi system	Comes with wireless controller and 4 AP's
SS-020	Dell Sonicwall TZ500	Dell Sonicwall Firewall
SS-021	Dell Sonicwall TZ500	Dell Sonicwall Firewall
SS-022	Leica GS50 RT	Outdated equipment, formerly used by CIP program
SS-023	Topcon GR3	Outdated equipment, formerly used by CIP program

ATTACHMENT 5-F

SUBJECT:

UPDATE OF ACOG RETIREMENT PLAN DOCUMENTS

DATE:

AUGUST 26, 2021

FROM:

MARK W. SWEENEY, AICP

Executive Director

INFORMATION:

This item was first introduced and voted upon at the June 24, 2021 ACOG BOD meeting, but since there was not a quorum, it is being presented again for a final vote of approval.

The ACOG Benefits Committee (Mark W. Sweeney, John Sharp, Debbie Cook and Pam Gaither) has been working with Brent Harless, Registered Investment Advisor with Pensionmark (Registered Financial Advisor/3(38) fiduciary), and a team from Empower Retirement, which is our new provider and recordkeeper replacing Principal, to update ACOG's 401(a) Retirement Income and 457 Deferred Comp retirement plan documents.

Proposed changes to Plan documents from current Plan Documents are as follows:

- Entry date into the plans will be the first of the month following date of hire. Current employees who are not eligible under the current 401(a), will become eligible immediately upon plan assets being transferred to Empower Retirement. ACOG's match will remain the same at a mandatory employee contribution of a minimum 3.5% and ACOG contribution of 5%. The match contribution will begin after 1 year of employment. The match contribution will be based on employee's hire date.
- Amending the age to allow in-service distributions to 59½ in the 457 Deferred Comp and 62 in the 401(a). Allowing more flexibility in planning for retirement.
- Restructuring the Plans to be more tax advantageous to participants. Once assets have been moved to Empower Retirement, employee contributions will be placed in the 457 Deferred Comp plan, which allows the employee to select Traditional (pre-tax) or Roth (post-tax) contributions. Employer contributions will be placed in the 401(a) plan.
- Allow employees to enroll and start contributions any time after eligibility and to stop contributions at any time.

Timeline of Planned Conversion:

- Notices and disclosures sent to all participants, current and former with account balances, no later than July 5, 2021.
- Blackout Period begins on August 5, 2021. During this time contributions will continue to be invested and
- Participants will not be able to select new investments or make withdrawals.
- Plan assets, from the current 401(a) and 457 Deferred comp, will transfer to Empower Retirement and be mapped to similar investments on August 13, 2021.
- Asset transfer and account reconciliation is estimated to be completed by August 27, 2021. Once these items have been completed the plan will go live and the blackout period will end.

- Group and one-on-one meetings with employees will be held the end of August beginning of September 2021.

Fiscal Impact of Proposed Changes:

- There will be no fiscal impact to ACOG from these proposed changes. There will be a reduction of approximately 50 percent in the costs being paid from the participants' investments which will allow more growth in their accounts.

ACOG Staff Notification and Feedback:

- ACOG staff were sent an email with information about these retirement plan updates on June 14, 2021. There have been some questions and positive feedback in response.

ACTION REQUESTED:

Motion to approve the updated documents of the 401(a) Retirement Plan and the 457 Deferred Comp Plan as outlined in this memo.