



Lead-Impacted Communities Relocation Assistance Trust

POST OFFICE BOX 96 • PICHER, OKLAHOMA 74360

Larry Rice	chairman	↑ trustees ↓
Ed Keheley	vice-chairman	
Jim Thompson	secretary	
Mike Sexton	treasurer	
Charles Clevenger	trustee	
Mark Osborn	trustee	
Tamara Summerfield	trustee	
Janelle Trimble	trustee	
Bob Walker	trustee	

MINUTES

Public Meeting

October 18, 2006 at 4:30 PM

Picher-Cardin High School Commons
715 West A Street • Picher, Oklahoma

APPROVED: 11/1/2006

Notice of this meeting has been filed with the Secretary of State at least 48-hours in advance of said meeting. In addition, a copy of this advance notice of meeting and agenda has been posted in a prominent location at the Picher-Cardin High School Commons, 715 West A Street, Picher, Oklahoma at or before 4:30 PM on October 17, 2006.

The Lead-Impacted Communities Relocation Assistance Trust ("Trust") may vote to approve, disapprove, or take other action on any of the following agenda items. The Trust may vote to authorize public comment on any agenda item and, at its discretion, may impose time limitations on speakers.

I. **Call to Order** – *Larry Rice, Chairman*

Time: [4:35 PM](#)

a. Roll Call – *Jim Thompson, Secretary*

Present	Trustee Name	Absent	Tardy (time arrived)
X	Rev. Charles Clevenger		
X	Ed Keheley		
	Dr. Mark Osborn		X (4:53 PM)
X	Mike Sexton		
X	Tamara Summerfield		
X	Jim Thompson		
X	Janelle Trimble		
X	Bob Walker		
X	Chairman Larry Rice		

b. Welcome & Introductions

After a general welcome, Chairman Rice introduced the Trust's new Operations Manager, Sonya Harris, and mentioned that Ms. Harris will be providing an update on the application process later in the agenda. Chairman Rice remarked that Ms. Harris has been putting in much overtime since she started in order to process the applications received to ensure that they are complete & accurate, assign priorities according to the Trust's guidelines, and get the information ready for the appraisal process. Chairman Rice also stated that time would be reserved for public comment on those agenda items of interest to meeting attendees (at Chair's discretion).

II. Consideration and Vote to Approve Minutes from September 26, 2006 Meeting – Jim Thompson, Secretary

Motion: Waive reading of the minutes and approve as drafted.

Motion By: Summerfield

Seconded: Clevenger

MOTION PASSED unanimously.

Aye	Trustee Name	Nay	Abstain
X	Rev. Charles Clevenger		
X	Ed Keheley		
	Dr. Mark Osborn		<i>not yet present</i>
X	Mike Sexton		
X	Tamara Summerfield		
X	Jim Thompson		
X	Janelle Trimble		
X	Bob Walker		
X	Chairman Larry Rice		

III. Consideration and Vote to Approve, Deny, Amend, or Take Other Action on Claims for Reimbursement and Expenditures – Mike Sexton, Treasurer

- a. UPS Overnight Mail charge of \$21.06

Motion: Approve payment of the claim as presented.

Motion By: Sexton

Seconded: Walker

MOTION PASSED unanimously.

Aye	Trustee Name	Nay	Abstain
X	Rev. Charles Clevenger		
X	Ed Keheley		
	Dr. Mark Osborn		<i>not yet present</i>
X	Mike Sexton		
X	Tamara Summerfield		
X	Jim Thompson		
X	Janelle Trimble		
X	Bob Walker		
X	Chairman Larry Rice		

IV. Status Report from Trust Operations Manager on Applications Received for Buyout Assistance – Sonya Harris, Operations Manager

Ms. Harris reported the VERY PRELIMINARY numbers for applications received for buyout assistance: 722 residential, 148 non-residential, 60 supplemental real estate forms, and 179 hardship applications. She stressed that these numbers reflect quick, cursory counts that will be refined (and likely reduced) once she completes the process of consolidating duplicate applications and correcting deficiencies. Ms. Harris also reported that 9 applications were received or postmarked after the September 30, 2006 deadline.

V. Consideration and Vote to Approve, Amend, or Take Other Action on Deadline for Receipt of Applications for Buyout Assistance – Chairman Rice

When asked about the 9 applications received/postmarked after the September 30, 2006 deadline, Ms. Harris reported that most appeared to be due to legitimate reasons (e.g., confusion regarding dropoff locations, extended illnesses, etc.).

Motion: *Extend the application deadline to October 14, 2006 in order to accept the 9 applications received or postmarked after September 30, 2006.*

Motion By: *Sexton*

Seconded: *Keheley*

MOTION PASSED unanimously.

Aye	Trustee Name	Nay	Abstain
X	Rev. Charles Clevenger		
X	Ed Keheley		
	Dr. Mark Osborn		<i>not yet present</i>
X	Mike Sexton		
X	Tamara Summerfield		
X	Jim Thompson		
X	Janelle Trimble		
X	Bob Walker		
X	Chairman Larry Rice		

VI. Status Report and Possible Vote to Approve, Amend, or Take Other Action on Selection and Award of Contract for Appraisal and Acquisition Services – Chairman Rice and J. D. Strong, Office of the Secretary of the Environment

At its meeting on September 26, 2006, the Trust authorized Chairman Rice, working with a committee comprised of Trustees Keheley, Trimble, and Thompson, to select the lowest-best bidder and award the turnkey appraisal and acquisition service contract.

J. D. Strong reported that seven bids were received from turnkey appraisal and acquisition firms in response to the Request for Proposals (“RFP”) deadline of October 13, 2006. State purchasing procedures prohibit disclosure of the details of the bids received until such time as contracts are awarded. He added that Chairman Rice and the committee established at the last Trust meeting will begin the process of reviewing and analyzing the bids to determine the lowest-best bidder, but only after the evaluation team members sign the requisite nondisclosure and conflict of interest forms. Additionally, Strong pointed out that an evaluation/scoring tool would need to be developed and provided to the Oklahoma Department of Central Services (“DCS”) prior to reviewing the bids. Strong pointed out a couple of issues/concerns that arose as a result of the RFP timeline being published in the local newspaper. In particular, Trustee Keheley expressed a desire to accelerate the pace of appraisals laid out in the RFP and press the bidders to provide their most expedient timeline. Strong explained that while the pace found in the RFP is more ambitious than the previous buyout, as well as more ambitious than what most turnkey service providers are able to perform, he would discuss this issue with DCS to see if a more accelerated schedule could be sought from bidders. Secretary of the Environment Miles Tolbert also remarked that he would check with DCS on the possibility of hiring more than one firm as a means to accelerate the appraisal and acquisition process.

VII. Status Report on Efforts to Establish an Office for the Trust and its Operations Manager – Ed Keheley, Vice Chairman

Trustee Keheley updated the Trust on his and Trustee Clevenger's efforts to locate and establish an office for the Trust and its Operations Manager, Sonya Harris. He stated that they plan to setup an office in the former flower shop on Connell Avenue for \$300 per month, but the lease agreement is still pending.

VIII. Status Report and Possible Vote to Approve, Amend, or Take Other Action on Establishing Priorities for Buyout of Businesses – Chairman Rice

At its meeting on September 26, 2006, the Trust created a committee comprised of Trustees Sexton, Keheley, Clevenger, and Thompson to work with the Trust Operations Manager in reviewing applications and determining whether certain businesses are significantly impacted by declining population in the area and thus should receive higher priority for buyout assistance.

Trustee Sexton reported on the efforts of his committee to review business applications and determine those that should receive Priority One treatment due to their being "significantly impacted by declining population" in the area. The committee met on Monday, October 16, and determined that the Country Girl Café, Rascal's Truck Stop, Dan's Convenience Store, and Betty's Dairy Inn met the qualifications for Priority One treatment. Trustee Sexton also remarked that the committee was waiting for additional information from some of the businesses, which may result in additional Priority One determinations at a later date.

IX. Status Report and Possible Vote to Approve, Amend, or Take Other Action on Establishing Priorities for Hardship Cases – Dr. Mark Osborn

At its meeting on September 26, 2006, the Trust created a committee chaired by Trustee Osborn and comprised of Trustees Trimble, Summerfield, and Walker to review hardship applications and determine those residents who are elderly (≥ 70 years of age), mentally or physically challenged, or seriously ill that should receive Priority One consideration in the buyout even though their residence may not lie within the Priority One zone.

Dr. Osborn reported that his committee would be meeting later in the week to review the 178 hardship applications received and determine those that deserve Priority One treatment based upon the Trust's general guidelines. He reported that those that are 70 years old or greater, as well as those that are qualified for VA or Social Security disability, would automatically move into the Priority One category. The remainder would be analyzed based upon notes from physicians and other health information, and Dr. Osborn stated that he would make himself available to meet with hardship applicants, if necessary, to ascertain their level of disability or illness. Dr. Osborn stated that the goal of his committee would be to bring their final recommendations to the Trust for approval at its next meeting.

X. **Consideration and Vote to Approve, Amend, or Take Other Action Regarding Appraisal and Acquisition of Businesses, Churches and Other Non-Residential Organizations** – Ed Keheley, Vice Chairman

Trustee Keheley provided the Trust with a handout identifying a number of unresolved issues regarding the buyout, many of which he believed needed to be addressed before the appraisal process could commence. He pointed out some examples relating to the organization (or lack thereof) of local churches and businesses, in particular. Trustee Keheley also suggested the need for a budget and prioritization scheme for the Priority One properties, as well as an estimated budget for the entire buyout. He further suggested that the Trust may need to meet more frequently, or at least hold several working sessions, in order to discuss and make decisions on the more pressing issues in advance of the appraisal work. Dr. Osborn pointed out the need to develop a task list containing all of the issues that need to be addressed in advance of buyout action, and Trustee Keheley volunteered to develop such a master list utilizing his handout as a starting point.

XI. **Consideration and Vote to Approve, Amend, or Take Other Action on Further Refinement or Clarification of Priorities for Buyout Assistance** – Ed Keheley, Vice Chairman

Trustee Keheley expressed interest in discussing how applicants are prioritized for buyout assistance. Specifically, he mentioned the need to prioritize appraisals within the Priority One category of applicants, as well as develop written criteria for prioritization decisions. Trustee Keheley also questioned how to prioritize the buyout of rental houses that are vacated due to the renters being bought out by the Trust. Strong added that Ms. Harris has encountered some applicants that are confused about whether or not they would lose their Priority One status if they moved out of their business or house now. He reminded the Trust that at its August 1 meeting, it essentially decided that applicants can remain ELIGIBLE for buyout assistance even if they move out before closing on the property. However, the Trust established priorities at its August 22 meeting such that residences and businesses had to be "OCCUPIED" in order to receive one of the priority rankings. Thus, Strong remarked, the Trust may need to clarify what it meant by "occupied" when establishing priorities.

Chairman Rice appointed a committee comprised of Trustees Clevenger, Keheley, Osborn, and Trimble to develop guidelines to be presented and recommended to the Trust members for how to prioritize the residences, businesses, and public use structures to be bought out in the Priority One phase. The same committee was charged with establishing written criteria for buying out residences, businesses, and public use structures.

Motion: *Properties occupied on the qualifying dates established by the Trust may be vacated without affecting the priority status of the business/residential or public use property.*

Motion By: Osborn

Seconded: Clevenger

MOTION PASSED unanimously.

Aye	Trustee Name	Nay	Abstain
X	Rev. Charles Clevenger		
X	Ed Keheley		
X	Dr. Mark Osborn		
X	Mike Sexton		
X	Tamara Summerfield		
X	Jim Thompson		
X	Janelle Trimble		
X	Bob Walker		
X	Chairman Larry Rice		

XII. Consideration and Vote to Take Action Regarding Future Meeting Dates, Locations, and Topics – Chairman Rice

By unanimous consent, the Trust scheduled its next meeting on Wednesday, November 1, 2006 at 4:00 PM in the Picher-Cardin High School Commons with instructions for a limited agenda.

XIII. Adjourn – Chairman Rice

Time: 7:15 PM