



**Official Minutes of  
PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS**

The Payne County Board of County Commissioners met in a regular meeting of the board at 9:00 a.m. on **October 14, 2019** at the Payne County Administration Building, Gloria Hesser Commissioners Meeting Room 200/201, located in Stillwater, Oklahoma.

**Chairman Reding called the meeting to order:**

Meeting called to order at 9:00 a.m.

**The following members were present:**

Chris Reding - District 2 Commissioner, Zach Cavett - Commissioner District 1, Rocky Blasier – Commissioner District 3, Tammy Mathis – First Deputy County Clerk. Invocation by Chris Reding, and Flag Salute to our country by Dewey Clapp.

**Approve minutes of the previous meeting of the board:**

The Clerk's Office presented minutes of the previous meeting. Motion by Cavett to table minutes of October 7, 2019, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes

**Miscellaneous items from the Audience (no action will be taken):**

None presented on this date.

**Discussion and Possible Action on Bid Openings 9:30 A.M.:**

None presented on this date.

**Discussion and Possible Action on Evaluations:**

None presented on this date.

**Discussion and Possible Action on Reports from Officers and Boards**

**Resolution 2019-21 – State of Oklahoma Department of Transportation Project Maintenance, Financing and Right of Way Agreement CO BR on E 86<sup>th</sup> (EW-068.5) 0.25 mile east of Rose Rd (NS-341) over Stillwater CRK Project Number J2-8724 (004) CI, State Job Piece Number 28724 (04) by and between Payne County and the Oklahoma Department of Transportation:**

Cavett presented Resolution 2019-21 between Payne County and the Oklahoma Department of Transportation. Motion by Cavett to approve Resolution 2019-21 as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Discussion/Possible Action – Payne County Drug and Alcohol Policy:**

Woodward presented the draft for a new drug and alcohol policy to the Board of Commissioners. This drug testing policy is from ACCO whom our insurance carrier is and who suggests that we adopt this ACCO policy as a County. ACCO recommends that we have a secondary policy for the alcohol and drug testing. Removing pages 38-55 from the County's current personal policy which discusses the current drug and alcohol policy. Woodward added item G defining safety sensitive positions, Barto stated that could not be added. Woodward is suggesting that we adopt the ACCO policy regarding drug and alcohol as it is written. Should employees have any questions regarding our policy they should be directed to their supervisor and/or Elected Official.

Woodward also discussed safety sensitive employees The Board of Commissioners would approve the list of safety sensitive employees then sending it onto Budget Board for final approval. Reding suggested the standards that we expect for our employees could also go in the front of the personal policy. Motion by Cavett to table, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**CLEAN Program Quarterly Report:**

Jenni McKee from the CLEAN Program presented a quarterly report to the Board. McKee stated that seventeen (17) CLEAN program participants have completed 519.5 hours working for the county in both the Environmental Enforcement and with the Courthouse Maintenance, saving the County an estimated \$7,792.50.

**Bridge Inspection Selection:**

Motion by Cavett to table the bridge inspection selection at 10am, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Aaron Finley with CEC presented to the Board the experience CEC has with bridge inspection. CEC has completed approximately 16,113 routine inspections with the current inspectors doing 90% of those. Finley stated they have several staff and technicians that are housed in the office as well as local employees not contracted out. Finley stated a notebook is delivered with inspection reports as well as a second report which shows the actual changes to the report from last year's report for review. This allows the Commissioners to see what was actually changed. Finley stated that their direct contact numbers are given out and they strive to be accessible at all times.

Bernie Holder with EST, Inc presented to the Board stating that they have 8 offices throughout Oklahoma with over 200 employees and the ability to put together seven (7) teams if needed. EST would provide reports with photographs, any plan of actions should there be any critical findings. There will be communication should this happen. Maps will be updated; invoices would be defined as to what that invoice is covering. Flash drives will also be provided along with the reports. EST stated that they were accessible via text, phone or email. Current workload would not inhibit the ability to take on Payne County. Any critical findings are called into the team leader and determine what the appropriate action should be taken to move forward. EST felt that had a strong presence

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in Oklahoma as well as already having a relationship with EST and our current leadership. EST also has had experience working with counties and commissioners and felt communication back and forth is important.

Pete Ellis, Inspection Team Member and Aaron Peck, Program Manager with Guy Engineering presented to the board. Guy Engineering have been inspecting bridges since 1992 and worked with numerous counties. Guy Engineering has nine (9) member teams with five (5) team leaders. The Districts would receive inspection binders with bridges labeled by order with reports and photos, circle and GIS maps with color coding to help with visually viewing the maps, electronic format whether it be a CD or flash drive. Whatever works best for the Districts is how they will provide them the information to enable them the ability to use the data. Previous inspections are checked out in the field, input the data and makes it into the report, and everything is updated and labeled as well as double checked. Language and communication in their reports is standard so that future inspectors understand what they are looking at in the future as well as checklists to ensure nothing is missed. QAC Conferences are also attended by all staff to keep staff trained and up to date on any changes. Guy Engineering has offices in Tulsa and Oklahoma City responding within a few hours. Inspectors are available by email, phone or text message. The current workload enables Guy to have three inspection teams in the field at once. The current workload for this year is inspecting 800 bridges but there have been recent years where they had 1400. When it comes to dealing with critical findings Guy follows established ODOT procedures to inform owners of critical findings and closures. This would include meeting with bridge owners on site, notify bridge owners in writings within three (3) days, maintain communication with owner, field division and bridge division and perform follow-up inspections when required to verify repairs. Guy felt they should be selected as Payne County's bridge inspectors because of their experience, processes, QA/QC and client focused & their responsive to their clients.

Motion by Cavett to selected CEC with Resolution 2019-23 to continue bridge inspections, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes

**Request for Use of Courthouse Lawn – Land Run 100:**

Reding presented the request for the use of the Courthouse Lawn for the Land Run 100. The request for the 2020 land run will be March 12-14, 2020 for the Land Run 100 with riders already inquiring about reserving a spot for next year. Sally Turner the event contact will again advise campers to abide by the rules of no open fires, no alcohol or drug use on county policy, smoking is allowed in designated areas, and to clean up after themselves. Motion by Cavett to approve the request as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Approval – Agreement between Payne County and Symetra Life Insurance Company:**

Budget Board chose to change the life insurance policy for the county employees to Symetra January 1, 2020 from Prudential Life. This agreement has been sent to Lowell Barto, ADA for his review and has given his approval for the Board to sign. Motion by Cavett to approve the agreement as presented and the Chairman sign on behalf of the Board, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Approval – Revised Sac & Fox Nation Juvenile Detention Center Contract between Payne County Board of Commissioners and the Sac & Fox Nation Juvenile Detention Center for FY 2019-2020:**

Reding stated this contract is a revision with Sac & Fox Nation Juvenile Detention. Motion by Cavett to approve the contract upon the final approval of our ADA, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Approval – Payne County Budget Board Meeting Schedule for 2020:**

Reding stated that this meeting schedule had been approved in Budget Board. Motion by Cavett to approve the Payne County Budget Board meeting dates for 2020 as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Approval – Use of Payne County Administration Building 1<sup>st</sup> Floor for Collection Bin for Stillwater Junior Service League Annual Harvest 2 Food Drive:**

Motion by Cavett to approve the request, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Discussion/Possible Action – County Personnel Policy RE Sick Leave:**

Woodward presented the proposed changes for the sick leave policy. The following would be added to the policy saying the elected official may require an examination by a second health care provider designated by the elected official, at the expense of the county, if the elected official reasonably doubts the written statement provided by the employee's health care provider. If the second health care provider's opinion conflicts with the initial health care provider's statement the elected official at the expense of the county, many require a third, mutually agreeable health care provider to conduct an examination and provide a final binding option. Motion by Cavett to move this addition to the policy to the budget board for final approval, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

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**Request for Traffic Control Signs:**

None presented on this date.

**Removal of Equipment Item from Inventory:**

The Clerk's Office presented the following item to be removed for the Sheriff's Office. A 2018 Dodge Ram 2500 Crew Cab Pickup with Inventory No. B.701.125 bearing serial no. 3C6UR5PL2JG183930 was traded in at \$53,000 to Bob Howard towards the purchase of a new Durango. Motion by Blasier to approve the declaration of surplus and removing the item from Inventory, second by Cavett. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Appointment of Requisitioning and Receiving Officers:**

None presented on this date.

**Cash Appropriations:**

None presented on this date.

**Transfer of Appropriations:**

None presented at this time.

**Purchase Orders:**

**FY 2019-2020 \$609,364.41** 2019-2020 911 Phone 25, PAYNE CO. SHERIFF, 1074.40, BLOCK OF TIME; 26, CITY OF STILLWATER, 38000.00, ANNUAL MAINTENANCE E911; 27, DSS CORPORATION, INC., 5075.00, MAINTENANCE AGREEMENT; 28, DSS CORPORATION, INC., 3750.00, MAINTENANCE AGREEMENT; 29, PAYNE CO. ASSESSOR, 23976.00, REIMBURSEMENT OF SALARY FOR E911; 30, PAYNE CO. SHERIFF, 30000.00, DISPATCH FEES; 31, PAYNE CO. SHERIFF, 1650.00, BLOCK OF TIME; 32, PAYNE CO. COMMISSION, 20100.00, SALARY REIMBURSEMENT; 33, A T & T, 352.92, UTILITIES; CBRI 4, RAILROAD YARD, 20128.50, INTERLOCKING SHEETING; Extension-ST 40, B & C BUSINESS PRODUCTS, INC., 217.02, SEPTEMBER BLANKET; 41, HALO BRANDED SOLUTIONS, 370.00, BRACELETS; 42, HALO BRANDED SOLUTIONS, 333.94, CALENDAR PAD; 43, STANDLEY SYSTEMS, INC., 260.95, SEPTEMBER BLANKET; 44, OKLA. STATE UNIVERSITY, 172.24, MOTOR POOL CHARGES; Facility Authority 156, PAYNE COUNTY FACILITIES AUTHORITY, 241812.89, LIMITED PURPOSE SALES TAX; Fair Main-ST 196, UNIFIRST, 539.65, SEPTEMBER BLANKET; 197, NAPA AUTO PARTS, 25.99, SEPTEMBER BLANKET; 198, PAYNE CO. DISTRICT 3, 781.25, JULY BLANKET; 199, A T & T MOBILITY, 147.91, UTILITIES; 200, STILLWATER BUILDING CENTER, 102.48, SEPTEMBER BLANKET; 201, VISIT STILLWATER, 900.00, SEPTEMBER BLANKET; 202, TOUCHTONE, 20.30, UTILITIES; 203, REPUBLIC SERVICES # 789, 2699.96, TRASH SERVICE; 204, TREATS SOLUTIONS, INC., 54.43, SEPTEMBER BLANKET; 205, EXPRESS EMPLOYMENT PROFESSIONALS, 2577.97, SEPTEMBER BLANKET; 206, B & C BUSINESS PRODUCTS, INC., 225.00, COPIER RENTAL; Fire- St 18, THE BURROWS AGENCY, 111.00, BOND RENEWAL; 19, CHIEF FIRE AND SAFETY, INC, 1713.00, HELMETS; 20, B & L HEATING & AIR, 771.00, AIR CONDITIONER MAINT & REPAIRS; 21, OKLA. NATURAL GAS, 37.65, SEPTEMBER BLANKET; 22, FIFTY ONE EAST WATER DISTRICT, 24.10, SEPTEMBER BLANKET; 23, ATLINK SERVICES, LLC, 51.00, SEPTEMBER BLANKET; 24, CENTRAL ELECTRIC COOPERATIVE, 81.00, SEPTEMBER BLANKET; General 1053, BEASLEY TECHNOLOGY, INC., 4200.00, BACK UP ON SERVER; 1054, R. K. BLACK, INC, 167.60, LEASE; 1055, R. K. BLACK, INC, 110.98, LEASE; 1056, GRAINGER, 1069.94, PEDESTAL; 1057, STILLWATER TAG AGENCY, 133.50, TAG AND TITLE; 1058, FLEETCOR TECHNOLOGIES, 261.09, SEPTEMBER BLANKET; 1059, CREEK COUNTY JUVENILE JUSTICE CENTER, 1800.00, JUVENILE DETENTION; 1060, R. K. BLACK, INC, 164.02, MONTHLY CHARGES; 1061, STILLWATER WINELECTRIC CO, 248.00, ELEVATOR REPAIRS; 1062, A T & T MOBILITY, 334.89, SEPTEMBER BLANKET; 1063, BILL KNIGHT COLLISION REPAIR, 75.20, REFINISH TOW HITCH; 1064, MERRIFIELD OFFICE SUPPLY, 306.33, OFFICE SUPPLIES; 1065, IAAO, 220.00, MEMBERSHIP DUES; 1066, FENTON OFFICE MART, 360.93, DESK RETURN SHELL; 1067, TOTAL ASSESSMENT SOLUTIONS CORP, 400.00, CONTINUING EDUCATION; 1068, INDUSTRIAL CHEMIST, INC., 450.00, SEPTEMBER BLANKET; 1069, FOUNTAIN SQUARE CLEANERS, 414.75, SEPTEMBER BLANKET; 1070, BEST BUY BUSINESS ADVANTAGE, 820.93, CAMERA; 1071, STILLWATER POWERSPORTS, 439.42, REPAIRS; 1072, R. K. BLACK, INC, 418.50, LEASE; 1073, TOTAL ASSESSMENT SOLUTIONS CORP, 11250.00, OIL & GAS BILLING; 1074, MERRIFIELD OFFICE SUPPLY, 64.99, KEYBOARD; 1075, P & T ENTERPRISES, 360.90, JANITORIAL SUPPLIES; 1076, SUNSET MEMORIAL GARDENS, 1500.00, INDIGENT BURIAL; 1077, COMDATA, 459.68, SEPTEMBER BLANKET; 1078, LOWES COMPANIES, INC., 1039.75, SEPTEMBER BLANKET; 1079, SHRED- AWAY SHREDDING, INC., 145.00, SHREDDING SERVICES; 1080, STAPLES BUSINESS ADVANTAGE, 319.98, MONITOR; 1081, ID SPECIALISTS INC, 42.00, ID CARD; 1082, STAPLES BUSINESS ADVANTAGE, 433.45, SEPTEMBER BLANKET; 1083, A T & T MOBILITY, 3222.51, UTILITIES; 1084, SAC & FOX NATION JUVENILE, 414.00, BED DAYS; 1085, NIXON, STACEY D., 78.88, TRAVEL REIMBURSEMENT; 1086, TOUCHTONE, 25.41, UTILITIES; 1087, NAPA AUTO PARTS, 2320.25, SEPTEMBER BLANKET; 1088, AAP FINANCIAL SERVICES, 120.29, SEPTEMBER BLANKET; 1089, COMDATA, 7286.43, SEPTEMBER BLANKET; 1090, B & L HEATING & AIR, 302.00, LABOR; 1091, B & L HEATING & AIR, 75.00, SEPTEMBER BLANKET; 1092, B & L HEAT & AIR, 75.00, SEPTEMBER BLANKET; 1093, B & L HEAT & AIR, 245.00, SEPTEMBER BLANKET; 1094, ALLIANCE MAINTENANCE INC, 2235.00, OCTOBER BLANKET; 1095, ALLIANCE MAINTENANCE INC, 1495.00, OCTOBER BLANKET; 1096, VIP TECHNOLOGY SOLUTIONS GROUP, 690.22, UTILITIES; 1097, HUNTER, LOSCO,

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44.66, MILEAGE REIMBURSEMENT; 1098, HELEY, DONNA, 74.24, MILEAGE REIMBURSEMENT; 1099, DISTRICT ATTORNEYS COUNCIL, 9515.40, PAYROLL; 1100, DISTRICT ATTORNEYS COUNCIL, 9893.65, PAYROLL; 1101, ROSS, CRYSTAL D., 145.15, MILEAGE AND MEALS; Health 111, R. K. BLACK, INC, 181.49, CONTRACT INVOICES; 112, PEAK PEST SERVICES LLC, 200.00, SEPTEMBER BLANKET; 113, HILLCREST HOSPITAL CUSHING, 180.00, SEPTEMBER BLANKET; 114, CUSHING CITIZEN, 20.00, SUBSCRIPTION RENEWAL; 115, MERIDIAN TECHNOLOGY CENTER, 60.00, FIRST AID/CPR TRAINING; 116, OKLA. STATE UNIVERSITY, 248.00, PARKING PERMITS; 117, CENTRAL LAWN AND LANDSCAPE, 500.00, SEPTEMBER BLANKET; 118, SMITH, ZELFORD, 109.60, TRAVEL; 119, JARBOE, BROOKE, 60.00, REGISTRATION; 120, ALLIANCE BUSINESS SERVICES, 796.80, UTILITIES; 121, THE MEADOWS CENTER FOR, 135.00, SEPTEMBER BLANKET; 122, CULLIGAN OF ENID, 48.00, SEPTEMBER BLANKET; Highway 375, DUNHAM ASPHALT SERVICES, INC., 582.00, OVERAGE; 376, DUNHAM ASPHALT SERVICES, INC., 1560.00, COLD PATCH MATERIAL; 377, NAPA AUTO PARTS, 640.81, BRAKE; 378, WILCOXSON OIL, 13739.64, DYED DIESEL; 379, P & K EQUIPMENT, INC., 309.55, SEPTEMBER BLANKET; 380, BAILEYS PAVING CO. , INC, 2184.12, HMHL; 381, FRANKS DIESEL SERVICE, INC, 25.00, SEPTEMBER BLANKET; 382, ALTERNATIVE CONSTRUCTION PARTS, 484.58, SHIMS; 383, OKLAHOMA TURNPIKE AUTHORITY, 17.10, TOLL CHARGE; 384, STILLWATER MILL AGRI CENTER, 156.23, SEPTEMBER BLANKET; 385, COMPLIANCE RESOURCE GROUP, 115.00, DRUG & ALCOHOL TESTING; 386, WESTERN DPF FILTER CLEANING, LLC, 300.00, FILTER CLEANING; 387, KINNUNEN SALES & RENTALS, INC, 371.15, SEPTEMBER BLANKET; 388, BAILEYS PAVING CO. , INC, 4327.35, HMHL; 389, BAILEYS PAVING CO. , INC, 1731.15, HMHL; 390, UNIFIRST, 683.64, SEPTEMBER BLANKET; 391, KINNUNEN SALES & RENTALS, INC, 197.28, REBUILD KIT; 392, CORPORATE BILLING LLC, 320.92, BELT TENSIONER; 393, LIONEL HARRIS OIL CO., INC., 2947.19, UNLEADED FUEL; 394, AMERICAN WELDING SUPPLY, 11.47, SEPTEMBER BLANKET; 395, LIONEL HARRIS OIL CO., INC., 265.39, SEPTEMBER BLANKET; 396, O REILLY AUTOMOTIVE, INC., 308.94, SEPTEMBER BLANKET; 397, GOODYEAR COMMERCIAL TIRE, 10784.28, TIRES & WASTE FEE; 398, JOHN DEERE FINANCIAL, 103.98, SEPTEMBER BLANKET; 399, FASTENAL COMPANY, 1.51, SEPTEMBER BLANKET; 400, FLEETPRIDE, INC., 156.71, SEPTEMBER BLANKET; 401, CORPORATE BILLING LLC, 123.99, SEPTEMBER BLANKET; 402, ENVIRO-TEC AMERICA, INC, 300.00, ATG RECERTIFICATION; 403, STILLWATER NEWSPRESS, 56.15, NOTICE TO BIDDERS; 404, NAPA AUTO PARTS, 507.50, DRAIN PAN; 405, COUNTY OFFICERS & DEPUTIES, 100.00, CODA REGISTRATION; 406, BECKS FARM EQUIPMENT, 158.48, PARTS; 407, NAPA AUTO PARTS, 2392.28, SEPTEMBER BLANKET; 408, NAPA AUTO PARTS, 856.57, SEPTEMBER BLANKET; 409, UNIFIRST, 446.82, SEPTEMBER BLANKET; 410, A T & T MOBILITY, 99.48, UTILITIES; 411, AMERICAN HERITAGE BANK, 13111.63, PAYMENT; 412, AMERICAN HERITAGE BANK, 5246.56, PAYMENT; 413, ARVEST EQUIPMENT FINANCE, 3600.01, PAYMENT; Hwy-ST 8, QUAPAW CO., INC., 11376.00, ROAD ROCK; Jail-ST 150, HOBART SERVICE, 49.97, KITCHEN MIXER; 151, B & L HEATING & AIR, 234.65, REPAIR ON BOILER; 152, SIGNS NOW, 44.00, MAGNETIC SIGNS; 153, TURN KEY RESTAURANT EQUIPMENT, 179.00, HOSE; 154, FRONTIER FIRE PROTECTION, 467.00, ANNUAL MAINTENANCE ON FIRE EXTINGUISHER; 155, TURN KEY HEALTH CLINICS LLC, 29840.77, OCTOBER BLANKET; 156, BEST BUY BUSINESS ADVANTAGE, 159.98, WIRELESS HEADPHONES; 157, A T & T MOBILITY, 629.21, UTILITIES; 158, DIRECT TV, 214.16, UTILITIES; 159, COMDATA, 3595.14, SEPTEMBER BLANKET; 160, FASTENAL COMPANY, 99.40, SEPTEMBER BLANKET; Mental Health 3, PAYNE CO. DRUG COURT, INC., 5895.83, ADMIN SERVICES; 4, PAYNE CO. DRUG COURT, INC., 5895.83, ADMIN SERVICES; 5, PAYNE CO. DRUG COURT, INC., 5895.83, ADMIN SERVICES; RM&P 5, BEASLEY TECHNOLOGY, INC., 1090.00, ANNUAL LICENSE; Rural Fire-ST 18, NAPA AUTO PARTS, 27.34, SEPTEMBER BLANKET; SH Commissary 4, TIGER COMMISSARY, 6335.04, SEPTEMBER BLANKET; SH Svc Fee 91, LOWES COMPANIES, INC., 1014.44, SUPPLIES; 92, OKLAHOMA POLICE CHIEFS TRAINING FOUNDATION, 50.00, TRAINING;

**Blanket:**

Ingalls Fire Department - \$1771.00 for October 14<sup>th</sup>-31<sup>st</sup>

**Tabled:**

None presented at this time.

**Disallowed:**

None presented on this date.

**Payroll/Longevity:**

None presented on this date.

Motion by Cavett to approve purchase orders upon signature, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Monthly Reports of Officers:**

The Clerk's Office presented monthly reports of officers for the Health Department for \$1938.38 for the ending balance of September 2019. Motion by Cavett to acknowledge monthly reports of officers as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Public Announcements from the Board:**

Happy Columbus Day.

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**Discussion and Possible Action on:**

**Telephone and Utility Permits:**

None presented at this time.

**Road Crossing:**

Cavett presented road crossing D1-2019-28 with Sperry Trough Gathering for a low pressure/natural gas line. Motion by Cavett to approve road crossing as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**New Business:**

None presented on this date.

**Recess:**

Motion by Cavett to recess, second by Blasier. Roll Call Vote: Cavett-Yes, Reding-Yes, Blasier-Yes.

**Reconvene:**

Motion by Cavett to reconvene, second by Blasier. Roll Call Vote: Cavett-Yes, Reding-Yes, Blasier-Yes.

**Adjournment:**

Motion by Cavett to adjourn, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Minutes of the Board attested to**

**Attest:**

By \_\_\_\_\_  
Glenna Craig, Payne County Clerk  
Seal of office

**Approved by the Board of Commissioners**

On the \_\_\_\_\_ day of \_\_\_\_\_ 2019

Chairman \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_