#### MINUTES OF REGULAR BOARD MEETING

#### CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

# Thursday, August 6, 2020

In accordance with Senate Bill 661, which temporarily modified the Open Meeting Act as approved by Governor Stitt on March 18, 2020, the Central Oklahoma Master Conservancy District hosted a virtual meeting option for the Regular Board Meeting on August 6, 2020 at 6:30 P.M. using the following options:

Teleconference dial in number 1-866-899-4679, access code 162-304-861

Videoconference <a href="https://global.gotomeeting.com/join/162304861">https://global.gotomeeting.com/join/162304861</a> , access code 162-304-861

A. Call to Order by President Roger Frech at 6:30 pm.

Roll Call:

Present: President Roger Frech (videoconference)

Board Member William Janacek (videoconference) Board Member Amanda Nairn (videoconference) Board Member Casey Hurt (videoconference) Board Member Michael Dean (videoconference)

Treasurer Jann Knotts (videoconference) Secretary Kevin Anders (videoconference)

Absent: None

Staff Present: Kyle Arthur, General Manager

Kelley Metcalf, Administrative Assistant

Tim Carr, Interim Supervisor

- **B.** <u>Statement of compliance with Open Meeting Act.</u> Kelley Metcalf, Administrative Assistant, stated the notice of the monthly board meeting had been posted in compliance with the Open Meeting Act.
- **C.1.** Recognition of reappointment of Board Members Jann Knotts and Casey Hurt. Dean Couch, legal counsel, filed the reappointments of Jann Knotts and Casey Hurt. Judge Thad Balkman approved the reappointments. Each term is 4 years.
- **C.2.** Presentation and update regarding investment account by Rob Lockard of LPL Financial. Mr. Lockard shared an estimated income account summary on the District's investment account. Mr. Lockard, at the request of the Board, will be researching and recommending possible Bond Funds for the District's cash investment. Q&A followed.
- C.3. Status report of the Del City Pipeline Project from Alan Plummer Associate's, Inc. (Alan Swartz, Oklahoma Area Leader). Alan Swartz reported Line 2 had minimal work done on dressing disturbed areas. Line 3 10-day scheduled pipeline shutdown proceeded starting July 6<sup>th</sup> and the system was brought back online on July 15<sup>th</sup>. Contractor had three crews working during the shutdown to remove and replace 1400 linear feet of pipe, install 24-inch Ductile Iron (DI) pipe in the same trench and complete the required four tie-ins to put the pipe into service. This places over one mile of Line 3 into service. Contractor moved and stockpiled the demolished pipe along ROW just East of the Landing Light Access for later disposal. 24-inch DI Pipe that will be installed between Douglas Blvd. and Post Road has been delivered. Some of this pipe is stored on the east side of Post Road as well. Contractor completed the bores under the creek at Station 176+00 and under Post Road. This completes

the necessary bores for the project. The waterline has been installed between Station 157+80 & 198+20 leaving about 3300 linear feet of DI pipe remaining to be installed. Coordination with OG&E is ongoing in regard to an electrical pole that must be relocated before the 24-inch DI waterline can be laid through the casing under Post Road. US Pipe has been onsite to continue to inspect & repair any coating damage to the DI pipe. Travis Boone, the new inspector started on Monday, July 27<sup>th</sup>. He had one week of overlap with Dennis Yarbro for introduction to the project, the contractor, and the associated crews he would be inspecting.

- **D.4.** Consideration and possible approval of minutes of the Regular Board Meeting held on Thursday, July 2, 2020. Michael Dean made a motion to approve the July 2, 2020 Regular Board Meeting minutes seconded by Amanda Nairn. The motion passed unanimously.
- **D.5.** Consideration and possible approval of financial statements for operating account for June 2020. Jann Knotts made a motion seconded by Casey Hurt to approve the June 2020 financials. Roll call vote:

President Roger Frech	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes
Member Michael Dean	Yes

Motion Passed.

## **D.6.** Consideration of election of the District Officers

President- Casey Hurt nominated Amanda Nairn and Jann Knotts nominated Casey Hurt. Roll call vote:

President Roger Frech
Treasurer Jann Knotts
Voted for Amanda Nairn
Voted for Amanda Nairn
Voted for Amanda Nairn
Voted for Amanda Nairn
Voted for Casey Hurt

Member Amanda Nairn Abstain
Member Casey Hurt Abstain

Member Michael Dean Voted for Casey Hurt

Amanda Nairn received 3 votes, Casey Hurt received 2 votes.

Motion Passed. Amanda Nairn is Board President.

Vice President - William Janacek nominated Casey Hurt and Michael Dean nominated himself. Roll call vote:

President Roger Frech Voted for Casey Hurt
Treasurer Jann Knotts Voted for Casey Hurt
Secretary Kevin Anders Voted for Casey Hurt
Member William Janacek Voted for Casey Hurt
Member Amanda Nairn Voted for Casey Hurt

Member Casey Hurt Abstain

Member Michael Dean Voted for Casey Hurt

Casey Hurt received 6 votes, Michael Dean received 0 votes.

Motion Passed. Casey Hurt is Vice President.

Secretary- Casey Hurt nominated Michael Dean and William Janacek nominated Kevin Anders. Roll call vote:

President Roger Frech
Treasurer Jann Knotts
Voted for Michael Dean
Voted for Michael Dean
Voted for Michael Dean
Voted for Michael Dean
Voted for Kevin Anders
Member Amanda Nairn
Voted for Michael Dean
Member Casey Hurt
Voted for Michael Dean

Member Michael Dean Abstain

Michael Dean received 5 votes, Kevin Anders received 1 vote.

Motion Passed. Michael Dean is Secretary.

## <u>Treasurer</u>- Casey Hurt nominated Jann Knotts. Roll call vote:

President Roger Frech
Treasurer Jann Knotts
Secretary Kevin Anders
Member William Janacek
Member Amanda Nairn
Member Casey Hurt
Member Michael Dean
Voted for Jann Knotts
Voted for Jann Knotts
Voted for Jann Knotts

Jann Knotts received 6 votes.

Motion Passed, Jann Knotts is Treasurer.

# **E.7.** General Manager's Report.

- o Floating Wetlands Project
  - o All units have been planted and deployed to their location in the lake
  - o Data collection is set to begin this first week of August
  - o Steve Patterson visited July 30 to inspect progress of work and function and was thoroughly please with the status
  - o A field day is being scheduled in the near future for all interested parties or people
- o Del City Pipeline
  - o The new pipeline inspector began July 27<sup>th</sup> to relieve the temporary inspector Dennis Yarbro. His name is Travis Boone.
- o Annual employee evaluations were completed
- On July 10<sup>th</sup>, the Norman Fire Dept completed another confined spaced training class as well as the familiarization of facilities for emergency response purposes
- Meeting with BOR Supervisors and Deputy Area Manager held with Tim Carr and I. Discussed a broad spectrum of "orientation" topics:
  - o Facility Operations Programs: Facility Reviews/Inspections, Emergency Management, Security and Dam Operator Training SOPs
  - o Resource Management Programs: Real Property, NEPA compliance, Cultural resources, Trespass and Unauthorized Use, Incident Reporting, Pesticide Use, etc.
  - o Planning and Project Development Programs: Water Conservation, Technical and Financial Assistance
- O Dam inspections were performed by BOR on July 22<sup>nd</sup>. Scheduled full gate operation inspection/and gate inspection for late August.

- o Met with Developer of Turtlewood Addition located on the MWC pipeline to discuss drainage issues on behalf of BOR. Awaiting plans/proposals from Home Creations to submit to BOR for approval
- o Evaluated a property on behalf of BOR regarding possible erosion problems along Del City Pipeline, that issue is being reviewed by BOR and looks to be a City issue and not a District responsibility
- Met with Midwest City officials over lunch to discuss a variety of current issues
- Visited the office of Watkins Insurance Agency to better understand our policies
  - o As a follow-up, also hosted Tanner Watkins at the District to take a tour of our facilities and audit against our current policies (equipment and coverages)
  - o Also wanted to understand our liability coverage relative to potential partial title transfer
- Sent partial title transfer analysis presentation to James Allard and Dean Couch for their review. Will be incorporating their comments, incorporating some things learned from the meeting with BOR this past month and what we determine from our insurance audit.
- o Drafted budgeting policy and vetted with Roger and Jann. Plan to present to Board at the next meeting.

Tim Carr, interim supervisor, provided a PowerPoint presentation on the Wetlands Project.

## E.8. Legal Counsel Report.

Worked on presentation of partial title transfer

Reviewed contracts

Reviewed work comp provisions

Reviewed balloting and Open Meeting Laws

Consult with Rebecca Patten regarding constructing anything on land surface within the watershed of Lake Thunderbird.

# **E.9.** New business (any matter not known prior to the meeting and which could not have been reasonably foreseen prior to the posting of the Agenda) NONE

F. Amanda Nairn made a motion seconded by Michael Dean to adjourn. Roll call vote:

President Roger Frech	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes
Member Michael Dean	Yes

Motion Passed.