

**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
AGENDA FOR REGULAR MEETING**

Kyle Arthur, General Manager

8726 SE 15th Street

Midwest City, OK 73110

(Charles Johnson Building)

TIME: 6:30 P.M.

THURSDAY, December 3, 2020

DUE TO EXPIRATION OF THE EMERGENCY AMENDMENTS OF THE OPEN MEETING ACT THAT ALLOWED ALL BOARD MEMBERS TO MEET VIRTUALLY BY VIDEOCONFERENCE, THE DECEMBER 3, 2020, MEETING IS REQUIRED TO BE IN-PERSON WITH A QUORUM OF BOARD MEMBERS IN ATTENDANCE AT THE MEETING LOCATION. HOWEVER, TO ACCOMMODATE THE PUBLIC, INCLUDING PRESENTERS OF AGENDA ITEMS, WHO WISH TO PARTICIPATE BUT NOT TO ATTEND THE MEETING IN PERSON, VIDEOCONFERENCE AND TELECONFERENCE CAPABILITY IS BEING MADE AVAILABLE. ALTHOUGH THIS ACCOMMODATION IS PROVIDED, MEMBERS OF THE PUBLIC INCLUDING PRESENTERS ARE WELCOME TO ATTEND THE MEETING IN-PERSON.

TO PARTICIPATE AND LISTEN TO THE MEETING BY TELEPHONE, CALL TOLL FREE, CALL 1-877-568-4106 ENTER ACCESS CODE: 623-020-117.

TO PARTICIPATE AND LISTEN VIA A COMPUTER, SMARTPHONE, OR TABLET, GO TO
[HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/623020117](https://global.gotomeeting.com/join/623020117) MEETING ACCESS CODE: 623-020-117

FOR ALL THOSE ATTENDING THE MEETING IN PERSON, FACE MASKS AND SOCIAL DISTANCING WILL BE REQUIRED TO PROTECT YOURSELF AND OTHERS ATTENDING.

A. CALL TO ORDER AND ROLL CALL

B. STATEMENT OF COMPLIANCE WITH OPEN MEETING ACT

C. ADMINISTRATIVE:

1. STATUS REPORT OF THE DEL CITY PIPELINE PROJECT FROM ALAN PLUMMER ASSOCIATES, INC. (TIM CARR/KYLE ARTHUR).

D. ACTION: PURSUANT TO 82 OKLA. STATUTES, SECTION 541 (D) (10), THE BOARD OF DIRECTORS SHALL PERFORM OFFICIAL ACTIONS BY RESOLUTION AND ALL OFFICIAL ACTIONS INCLUDING FINAL PASSAGE AND ENACTMENT OF ALL RESOLUTIONS MUST BE APPROVED BY A MAJORITY OF THE BOARD OF DIRECTORS PRESENT, A QUORUM BEING PRESENT, AT A REGULAR OR SPECIAL MEETING.

2. CONSIDERATION AND POSSIBLE APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING HELD ON THURSDAY, NOVEMBER 5, 2020.
3. CONSIDERATION AND POSSIBLE APPROVAL OF FINANCIAL STATEMENTS FOR OPERATING ACCOUNT FOR OCTOBER 2020.
4. DISCUSSION, CONSIDERATION AND POSSIBLE VOTE TO APPROVE AN AGREEMENT WITH THE OWRB TO CONDUCT A LONG-TERM TREND ANALYSIS OF LAKE THUNDERBIRD WATER QUALITY DATA. COST \$42,215.00
5. DISCUSSION, CONSIDERATION AND POSSIBLE VOTE TO APPROVE A DISTRICT SALARY SCHEDULE AND BUDGET CATEGORY ADJUSTMENT FOR FY 2021 SALARIES.
6. DISCUSSION, CONSIDERATION AND POSSIBLE VOTE TO APPROVE MODIFICATIONS TO DISTRICT BENEFITS AND BUDGET CATEGORY ADJUSTMENT FOR FY 2021 BENEFIT EXPENDITURES.
7. DISCUSSION, CONSIDERATION AND POSSIBLE VOTE REGARDING PARTIAL TITLE TRANSFER.
8. DISCUSSION, CONSIDERATION AND POSSIBLE VOTE TO APPROVE PANDEMIC ATTENDANCE POLICY FOR BOARD MEMBERS.

E. DISCUSSION

9. LEGAL COUNSEL'S REPORT.

10. GENERAL MANAGER'S REPORT.

11. UPDATE ON LAKE THUNDERBIRD WATERSHED ALLIANCE-PRESIDENT NAIRN

12. 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)

F. ADJOURN



PLUMMER

November 24, 2020

Mr. Kyle Arthur
General Manager
Central Oklahoma Master Conservancy District
12500 Alameda Drive
Norman, OK 73026

Re: Del City Pipeline Project Update

Dear Mr. Arthur,

I am submitting this written construction progress update for the Del City Pipeline Improvements Project for the month of October. Please let me know if you have any questions on any of the items listed below.

Line 1:

- Trenchless Pulls #3 and #4, from the existing check structure ~500 LF northwest of Mackleman Dr (STA 21+61) to the transition from concrete to ductile iron pipe ~130 LF west of Cinder Dr (STA 45+80), have been completed without major issue.
- The pipeline liner has been successfully hydrostatically tested to project specifications.
- A temporary connection was made at the northwest end of Pull #3 and a permanent connection was made at the southeast end of Pull #4. Both connection locations have been filled with controlled low-strength material (flowable fill).
- The decision has been made to keep the original plan of installing a replacement check structure at STA 21+61 for the existing structure that was removed.
- Shutdown #1 has been finished and the Del City Pipeline is back online until Shutdown #2 in December.

Lines 2 and 3:

- No changes. Pipeline construction is finished, save for final sitework and rehabilitation and pipeline inspection.

Respectfully Yours,

PLUMMER

Robert Weinert
Project Engineer

Item D.2.

**MINUTES OF REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT**

Thursday, November 5, 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 November 5, 2020 at 6:30 P.M. using the following options:

Teleconference dial in number 1-866-899-4679, access code 328-984-445

Videoconference <https://global.gotomeeting.com/join/328984445> , access code 328-984-445

A. Call to Order

President Amanda Nairn called the meeting to Order at 6:30 pm.

Roll Call:

Board Members Present:

President Amanda Nairn (videoconference)
Vice President Casey Hurt (videoconference)
Treasurer Jann Knotts (videoconference)
Secretary Michael Dean (videoconference)
Board Member Roger Frech (videoconference)
Board Member Kevin Anders (videoconference)
Board Member William Janacek (videoconference)

Board Members Absent:

None

Staff Present:

Kyle Arthur, General Manager
Kelley Metcalf, Administrative Assistant
Tim Carr, Operations & Maintenance Supervisor

Callers Announced:

Alan Swartz, Geri Wellborn, Dean Couch, Mark Roberts, Jerrod Shouse

B. Statement of compliance with Open Meeting Act

Kelley Metcalf, Administrative Assistant, stated the notice of the monthly board meeting had been posted in compliance with the Open Meeting Act.

C.1. Status report of the Del City Pipeline Project from Alan Plummer Associates, Inc. (Alan Swartz, Oklahoma Area Leader)

Alan Swartz reported:

Line 1

- Insertion and receiving pits for the liner have been excavated to the top of the existing 18-inch pipe in most locations. Pits for the first two pulls have fully excavated and trench boxes have been installed.
- All 18-inch HDPE Line pipe has been fused for the four individual pulls
- Shutdown #1 commenced this morning after delays due to the storm and power outages on the Del City wells and the line is being drained.
- Contractor performed video inspection of the existing line for the first pull.

Line 2

- Air Release and Blow-off Vaults have been completed.

Line 3

- Air Release and Blow-off Vaults have been completed. Two splash pads remain to be poured.

President Nairn announced, going forward, any action item will be voted on by Resolution, on advice of legal counsel.

D. Action: PURSUANT TO 82 OKLA. STATUTES, SECTION 541 (D) (10), THE BOARD OF DIRECTORS SHALL PERFORM OFFICIAL ACTIONS BY RESOLUTION AND ALL OFFICIAL ACTIONS INCLUDING FINAL PASSAGE AND ENACTMENT OF ALL RESOLUTIONS MUST BE APPROVED BY A MAJORITY OF THE BOARD OF DIRECTORS PRESENT, A QUORUM BEING PRESENT, AT A REGULAR OR SPECIAL MEETING.

D.2. Consideration and possible approval of minutes of the Regular Board Meeting held on Thursday, October 1, 2020

Resolution for Acceptance of Minutes for Board of Directors regular board meeting on October 1, 2020. The Resolution states: it is hereby resolved that minutes of the regular board meeting held on Thursday, October 1, 2020, are approved. Casey Hurt made a motion seconded by William Janacek to approve the Resolution.

Roll call vote:

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

Motion Passed

D.3. Consideration and possible approval of financial statements for operating account for September 2020

Resolution for Acceptance of financial statements for operating account for September 2020. The Resolution states: it is hereby resolved that financial statements for operating account for September 2020 are approved. Jann Knotts made a motion seconded by Michael Dean to approve the Resolution.

Roll call vote:

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

Motion Passed

D.4. Discussion, consideration, and possible action on Budgeting Policy

Kyle Arthur, General Manager, gave a PowerPoint presentation. Q&A followed. Mr. Arthur stated that the principles of the Budgeting Policy are to begin a 3-year budget projection versus a one year, establish a minimal and a maximum for carryover, and create a method by which adjustments may be made to assessments based on the carryover maximum. In discussions regarding the proper carryover amount, Mr. Arthur presented several cash flow scenarios that showed, because we are paid quarterly from the cities, we may wish to increase the originally proposed carryover minimum and maximum. Mr. Arthur reported that the District bookkeeper recommended keeping at least 4 to 5 months of O&M expenses in the operating account. Regarding the proper carryover minimum and maximum, Secretary Dean said that it is often difficult to get build back carryover/buffer once you have spent it. Therefore, he suggested a higher carryover amount in the \$1.25 million range. Vice President Hurt agreed. Additionally, Ms. Knotts suggested that we may want to consider billing monthly if the member cities would be willing.

As a part of the presentation, the General Manager also shared a list of supplies, he recommends, be purchased out of any surplus funds this year once a carryover minimum and maximum are established via the Policy. This portion of the presentation was strictly information in nature and Mr. Arthur stated no action is required tonight.

After discussion had concluded, Casey Hurt made a motion seconded by Michael Dean to amend the Budget Policy. In paragraph III, replace \$400,000 with \$750,000, and replace \$500,000 with \$1,250,000. In paragraph IV (b) replace both amounts from \$500,000 with \$1,250,000. In paragraph IV (b) replace \$500,000 with \$1,250,000. In paragraph IV (c) change \$400,000 with \$750,000. In paragraph IV (d) change \$500,000 with \$1,250,000.

Roll call vote:

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

Motion Passed

Resolution for Acceptance of Budgeting Policy. The Resolution states: it is hereby resolved that the Budgeting Policy is approved. Michael Dean made a motion seconded by Roger Frech to approve the Resolution.

Roll call vote:

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

Motion Passed.

D.5. Discussion, consideration, and possible action on Investment Policy

Kyle Arthur explained there is a current Investment Policy dating back to 2011, however in researching the policy there were no minutes indicating that the Board approved the 2011 Investment Policy. Some investments were falling out of the scope of that policy. The Treasurer, Jann Knotts, discussed, if approved tonight, the new policy would authorize money market mutual funds, certificates of deposit, Treasury bills or Treasury Notes, investment grade corporate or municipal bonds, and investment grade short to intermediate term bond funds. Secretary Dean suggested adding stock mutual funds gives our investment advisor more options and potentially higher returns in the face of depressed bond markets. Discussion was held regarding any statutory limitation on investment types. Mr. Couch said there are none, however municipalities do have specific statutory limitations. Mr. Arthur stated that stock funds would be beyond the type of investments authorized by municipalities. Mr. Dean suggested that the policy could limit the total amount invested in stock funds to no more than 10%.

Casey Hurt made a motion seconded by Kevin Anders to amend the Investment Policy. In paragraph IV change #5 to investment grade short to intermediate term bond mutual funds and add a #6 stock mutual funds. Add sentence "Additionally, no more than 10% of the total value of CEEF may be invested in stock mutual funds at the time of investment."

Roll call vote:

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

Motion Passed

Resolution for Acceptance of Investment Policy. The Resolution states: it is hereby resolved that the Investment Policy is approved. Casey Hurt made a motion seconded by Michael Dean to approve the Resolution.

Roll call vote:

President Amanda Nairn	Yes
Vice President Casey Hurt	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member William Janacek	Yes

Member Roger Frech	Yes
Member Kevin Anders	Yes

Motion Passed.

D.6. Discussion, consideration, and possible action to approve renewing COMCD's support to the Oklahoma Association of Reclamation Projects for the services of Jerrod Shouse of Shouse and Associates Consulting, and corresponding Resolution

Mr. Arthur reported that the District previously utilized Mr. Shouse's services, particularly during the efforts around full title transfer in the past. At some point in the last two or three years it was decided that the District would no longer pay for his services. Mr. Arthur stated that he believes it is important to have someone being a watchdog on behalf of our interests at the Oklahoma capitol and that he did not have the time or the expertise to do that adequately. Furthermore, he also believes that participating fully with the OARP on this matter is important. Mr. Shouse said that he was originally retained by OARP to primarily track legislation relating to water policy, but that he is now also tracking other important issues for the OARP members, such as employment law, workers' comp, etc. Mr. Shouse is registered as a lobbyist for Oklahoma Association of Reclamation Projects (OARP) and each OARP member pays Shouse Consulting a retainer of \$4,500 per fiscal year. Secretary Michael Dean ask Mr. Shouse about federal lobbying. Mr. Shouse responded he does not, however, he could assist the District with contacts etc.

Michael Dean made a motion seconded by Roger Frech to approve the Resolution.

Roll call vote:

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

Motion Passed.

E.7. Legal Counsel's Report

- participated in several conference calls.
- worked on the Budgeting Policy
- correspondence via email with General Manager regarding surplus funds, competitive bidding
- reviewed Shouse agreement and made a few modifications
- reviewed property accommodation agreement for a property owner effected by the Del City Pipeline Project
- next month will provide a written report prior to the meeting

E.8. General Manager's Report

- Data collection continued with OU on the shoreline erosion/wetlands project. Extension received from BOR
- Leak on the MWC line has been repaired. Involved a special-order bell clamp and gasket: tremendous work by the team!
- Met with property owners neighboring easement on Del City pipeline project
- Discussed work schedule along with property access for the first pull of HDPE liner pipe west of Sooner Rd
- Met with Prime Controls to discuss telemetry programming and settings and schedule a full assessment of current operation systems. Assessment is tentatively scheduled for the week of Nov 9th
- Met with Total Construction Inc. to discuss the possibility of upgrade on back-up generator for the pumping plant. Will be obtaining additional quotes and commence bid solicitation
- Met with Jacob Harrington from Big Iron Auctions to place approved surplus equipment on auction site. Auction opened for bids on Nov. 4th and will end on Nov. 25th
- Sent 3 spare VFDs to GPS for load testing and repairs if needed. Will serve as back-ups for 350 hp, 250 hp and 100 hp motors at Plant and Relift facilities
- Finley and Cook began audit process Oct 19th
- New communications antenna was installed on the "Checkerboard" surge tower along with a cable fall arrest system. Cable fall arrest systems installed now on Checkerboard and MWC Surge towers. Will be installed on Norman surge tower next
- Held Monthly Del City Construction Meeting Oct. 27th and decided to have weekly meetings moving forward given the complexity of the compressed fit liner installation
- Presented to Norman Business Association on Friday, October 9th. Background and history of the District; current events
- Participated in conference calls in support of the development of the Investment and Budget policies
- Presented partial title transfer presentation to the City of Norman. Del City presentation to be Nov. 9th; Midwest City on Nov. 17th
- Participated in call hosted by the USACE to discuss replacement and relocation of Del City pipeline segment under Tinker property. Current in very preliminary stages of design; construction planned to start 1Q/2Q 2022
- Held preliminary discussion with BOR on old office demolition and requirements for possible additional equipment storage facility
- Added equipment to our insurance policy based upon the results of our "audit"

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)

President Nairn announced that State Bill No. 661 will be expiring November 15, 2020. Unless extended, the meetings will have to be in person. She explained if anyone is not comfortable attending in person she understood. Masks will be required for all. Discussion was held regarding live streaming the meetings. Dean Couch stated that live streaming is not prohibited, cannot be a substitute, simply to observe. Dinner plans will be announced soon, may only have available for board. President Nairn requested if board members have a preference to reach out to her or to the General Manager.

F. Adjourn

There being no further business, President Nairn adjourned the meeting at 9:44 PM.

RESOLUTION
OF
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
REGARDING OFFICIAL ACTION

WHEREAS, a quorum of the Board of Directors of the Central Oklahoma Master Conservancy District met in a regular meeting and considered approval of minutes of a previous meeting.

IT IS HEREBY RESOLVED that minutes of the regular board meeting held on Thursday, November 5, 2020, are approved.

APPROVED by a majority of Board members present on this 3rd day of December, 2020.

Item D.3

COMCD

Account Number: Activity Statement

Values as of October 31, 2020



Investment Objective

Income with Capital Preservation

Your Financial Advisor: Robert Lockard Sr
580-221-5250 | rob.lockard@LPL.com
310 W Main St
Ardmore, OK 73401

AV 02 010477 56571H 38 A**5DGT 000000
CENTRAL OKLAHOMA
MASTER CONSERVANCY DISTRICT
A NON-PROFIT ORGANIZATION
12500 ALAMEDA DRIVE
NORMAN OK 73026



Value on January 1, 2020

\$0.00

Value as of last statement 09/30/2020

\$4,181,819.59

Value on October 31, 2020

\$4,190,248.05

Account Summary

	Quarter to Date 10/01 - 10/31/2020	Year to Date 01/01 - 10/31/2020
Starting Value	\$4,181,819.59	—
Total Change in Value of Assets	\$8,428.46	\$4,190,248.05
<i>Inflows</i>	—	\$802,143.32
<i>Outflows</i>	—	—
<i>Dividends</i>	—	—
<i>Interest</i>	\$8,798.44	\$47,889.24
<i>Capital Gains</i>	—	—
<i>Other Distributions</i>	—	—
<i>Fees / Expenses</i>	—	\$95.00
<i>Market Fluctuations¹</i>	(\$369.98)	\$3,340,120.49
Total Ending Value (October 31, 2020)	\$4,190,248.05	\$4,190,248.05

¹ Market Fluctuations reflects the impact of changes in the value of securities held in your LPL Financial account, as well as the impact of any transfers of securities into or out of your account during the statement period.



Account Holdings As of October 31, 2020

Cash and Cash Equivalents

Description	Interest / Dividend Paid in October	Interest / Dividend Rate ^a	Current Balance
Cash			\$5,700.00
Insured Cash Account ⁴			
Tristate Capital Bank			\$246,502.09
Wells Fargo Bank NA			\$246,502.09
HSBC Bank USA NA			\$81,625.32
JPMorgan Chase Bank NA			\$10,008.19
People's United Bank NA			\$0.39
Total Insured Cash Account	\$4.94	0.010%	\$584,638.08
Total Cash and Cash Equivalents			\$590,338.08

Corporate Bonds

Security ID / Description	Quantity Price (\$)	Market Value (\$)	Cost Basis (\$)	Unrealized Gain / Loss (\$) Accrued Int (\$)	Estimated Annual Income (\$) ^a Est 30-Day Yield ^a
002824BB5 ABBOTT LABS SR NOTE CPN 2.950% DUE 03/15/25 DTD 03/10/15 FC 09/15/15 CALL 12/15/24 @ 100.000 MOODYS RATING: A3 S&P RATING: A-	312,000 \$109.5188	341,698.65	315,177.04	26,521.61 1,176.07	9,204 2.69%
06048WXS4 BANK AMERICA CORP SR UNSECD NOTE STEP CPN 4.000% DUE 10/30/28 DTD 10/30/18 FC 04/30/19 CALL 04/30/21 @ 100.000 MOODYS RATING: A2 S&P RATING: A-	285,000 \$100.9688	287,761.08	268,897.60	18,863.48 31.67	11,400 3.96%
097023BK0 BOEING CO SR NOTE CPN 3.300% DUE 03/01/35 DTD 02/20/15 FC 09/01/15 CALL 09/01/34 @ 100.000 MOODYS RATING: BAA2 S&P RATING: BBB-	44,000 \$93.0591	40,946.00	44,910.29	(3,964.29) 242.00	1,452 3.55%
097023BR5 BOEING CO SR NOTE CPN 2.250% DUE 06/15/26 DTD 05/18/16 FC 12/15/16 CALL 03/15/26 @ 100.000 MOODYS RATING: BAA2 S&P RATING: BBB-	150,000 \$96.3784	144,567.60	151,003.72	(6,436.12) 1,275.00	3,375 2.33%
05565QDM7 BP CAP MKTS PLC GTD NOTE CPN 3.588% DUE 04/14/27 DTD 02/14/17 FC 10/14/17 CALL 01/14/27 @ 100.000 MOODYS RATING: A1 S&P RATING: A-	150,000 \$111.0807	166,621.05	163,822.05	2,799.00 254.15	5,382 3.23%

Corporate Bonds continued on next page...

Bank Deposit Sweep Interest is the current rate. Money Market Sweep dividend is a 30-day yield.

Bank Deposit Sweep Accounts are FDIC insured, are not obligations of LPL Financial or SIPC, and are not available for margin purposes. See message section for further information.
Refer to the statement message titled ESTIMATED ANNUAL INCOME (EAI) AND ESTIMATED YIELD (EY) for information on how this figure is calculated.

Account Holdings As of October 31, 2020 Continued

Corporate Bonds Continued

Security ID / Description	Quantity Price (\$)	Market Value (\$)	Cost Basis (\$)	Unrealized Gain / Loss (\$) Accrued Int (\$)	Estimated Annual Income (\$) ^a Est 30-Day Yield ^a
10922NAC7 BRIGHTHOUSE FINL INC SR NOTE CPN 3.700% DUE 06/22/27 DTD 12/22/17 FC 06/22/18 CALL 03/22/27 @ 100.000 MOODYS RATING: BAA3 S&P RATING: BBB+	250,000 \$105.1469	262,867.25	246,119.20	16,748.05 3,314.58	9,250 3.52%
20826FAA4 CONOCOPHILLIPS CO GTD NOTE CPN 2.400% DUE 12/15/22 DTD 12/07/12 FC 06/15/13 CALL 09/15/22 @ 100.000 MOODYS RATING: A3 S&P RATING: A	175,000 \$103.0003	180,250.52	172,680.20	7,570.32 1,586.67	4,200 2.33%
36966TDN9 GENL ELECTRIC CAP CORP INTERNOTES SURVIVOR OPTION CPN 4.300% DUE 11/15/25 DTD 11/03/11 FC 05/15/12 MOODYS RATING: BAA1 S&P RATING: BBB+	300,000 \$107.926	323,778.00	300,000.00	23,778.00 5,948.33	12,900 3.98%
38143C6D8 GOLDMAN SACHS GROUP INC MEDIUM TERM NOTE NO SURVIVOR OPTION CPN 3.000% DUE 08/15/29 DTD 08/04/16 FC 09/15/16 CALL 08/15/28 @ 100.000 MOODYS RATING: A3 S&P RATING: BBB+	161,000 \$102.0391	164,282.95	161,055.15	3,227.80 214.67	4,830 2.94%
500255AS3 KOHLS CORP NOTE CPN 3.250% DUE 02/01/23 DTD 09/25/12 FC 02/01/13 CALL 11/01/22 @ 100.000 MOODYS RATING: BAA2 S&P RATING: BBB-	200,000 \$100.25	200,500.00	200,622.95	(122.95) 1,625.00	6,500 3.24%
594918BB9 MICROSOFT CORP NOTE CPN 2.700% DUE 02/12/25 DTD 02/12/15 FC 08/12/15 CALL 11/12/24 @ 100.000 MOODYS RATING: AAA S&P RATING: AAA	76,000 \$108.4911	82,453.23	75,332.36	7,120.87 450.30	2,052 2.49%
594918BC7 MICROSOFT CORP NOTE CPN 3.500% DUE 02/12/35 DTD 02/12/15 FC 08/12/15 CALL 08/12/34 @ 100.000 MOODYS RATING: AAA S&P RATING: AAA	165,000 \$121.0581	199,745.86	171,457.07	28,288.79 1,267.29	5,775 2.89%
655664AS9 NORDSTROM INC SR NOTE CPN 4.000% DUE 03/15/27 DTD 03/09/17 FC 09/15/17 CALL 12/15/26 @ 100.000 MOODYS RATING: BAA3 S&P RATING: BB+	250,000 \$83.625	209,062.50	256,833.38	(47,770.88) 1,277.78	10,000 4.78%
682680AQ6 ONEOK INC NEW NOTE CPN 4.250% DUE 02/01/22 DTD 01/26/12 FC 08/01/12 CALL 11/01/21 @ 100.000 MOODYS RATING: BAA3 S&P RATING: BBB	95,000 \$103.0987	97,943.76	91,265.00	6,678.76 1,009.38	4,037 4.12%

Corporate Bonds continued on next page...

^a Refer to the statement message titled ESTIMATED ANNUAL INCOME (EAI) AND ESTIMATED YIELD (EY) for information on how this figure is calculated.

Account Holdings As of October 31, 2020 *Continued*Corporate Bonds *Continued*

Security ID / Description	Quantity Price (\$)	Market Value (\$)	Cost Basis (\$)	Unrealized Gain / Loss (\$) Accrued Int (\$)	Estimated Annual Income (\$) ^a Est 30-Day Yield ^a
717081DM2 PFIZER INC SR NOTE CPN 3.400% DUE 05/15/24 DTD 05/15/14 FC 11/15/14 MOODYS RATING: A1 S&P RATING: AA-	132,000 \$109.6868	144,786.57	133,295.02	11,491.55 2,069.47	4,488 3.10%
718549AB4 PHILLIPS 66 PARTNERS LP SR NOTE CPN 3.605% DUE 02/15/25 DTD 02/23/15 FC 08/15/15 CALL 11/15/24 @ 100.000 MOODYS RATING: BAA3 S&P RATING: BBB	107,000 \$105.935	113,350.45	106,937.86	6,412.59 814.33	3,857 3.40%
755111BX8 RAYTHEON CO NOTE CPN 2.500% DUE 12/15/22 DTD 12/04/12 FC 06/15/13 CALL 09/15/22 @ 100.000 MOODYS RATING: WR S&P RATING: A-	250,000 \$103.4228	258,557.00	249,554.20	9,002.80 2,361.11	6,250 2.42%
844741BC1 SOUTHWEST AIRLNS CO NOTE CPN 3.000% DUE 11/15/26 DTD 11/04/16 FC 05/15/17 CALL 08/15/26 @ 100.000 MOODYS RATING: BAA1 S&P RATING: BBB	150,000 \$100.625	150,937.50	150,714.55	222.95 2,075.00	4,500 2.98%
88165FAG7 TEVA PHARM FIN CO BV SR NOTE CPN 2.950% DUE 12/18/22 DTD 12/18/12 FC 06/18/13 MOODYS RATING: BA2 S&P RATING: BB-	240,000 \$95.75	229,800.00	240,151.44	(10,351.44) 2,615.67	7,080 3.08%
Total of Corporate Bonds		3,599,909.97	3,499,829.08	100,080.89 29,608.47	116,532

Total Account Holdings	Market Value (\$)	Cost Basis (\$) Purchase Cost (\$) ^a	Unrealized Gain / Loss (\$)	Estimated Annual Income (\$) ^a
	4,190,248.05	4,090,167.16 590,338.08	100,080.89	116,532

Cash Activity Summary

	Since last statement 10/01 - 10/31/2020	Year to Date 01/01 - 10/31/2020
Securities Purchased	—	(\$468,030.70)
Securities Sold	—	\$208,241.22

Activity Summary continued on next page...

Refer to the statement message titled ESTIMATED ANNUAL INCOME (EAI) AND ESTIMATED YIELD (EY) for information on how this figure is calculated.
Purchase Cost equals Cost Basis less any reinvested dividends, interest, Fixed Income and Alternative Investments.

1784

Cash Activity Summary Continued

	Since last statement 10/01 - 10/31/2020	Year to Date 01/01 - 10/31/2020
Cash Inflows	—	\$802,143.32
Cash Outflows	—	—
Dividends	—	—
Interest	\$8,798.44	\$47,889.24
Capital Gains	—	—
Other Distributions	—	—
Reinvestments	—	—
Fees / Expenses ⁶	—	\$95.00

Account Activity October 1 - October 31, 2020 (Since last statement)

Date	Transaction Type	Description/Security ID	Price(\$) Quantity	Amount
10/14/2020	Interest	BP CAP MKTS PLC GTD NOTE CPN 3.588% DUE 04/14/27 DTD 02/14/17 FC 10/14/17 CALL 01/14/27 @ 100.000 101420 150,000 05565QDM7	—	\$2,691.00
10/15/2020	Interest	GOLDMAN SACHS GROUP INC MEDIUM TERM NOTE NO SURVIVOR OPTION CPN 3.000% DUE 08/15/29 DTD 08/04/16 FC 09/15/16 101520 161,000 38143C6D8	—	\$402.50
10/15/2020	Sweep (Deposit) ⁷	INSURED CASH ACCOUNT	—	\$2,691.00
10/16/2020	Sweep (Deposit) ⁷	INSURED CASH ACCOUNT	—	\$402.50
10/30/2020	Interest	BANK AMERICA CORP SR UNSECD NOTE STEP CPN 4.000% DUE 10/30/28 DTD 10/30/18 FC 04/30/19 103020 285,000 06048WXS4	—	\$5,700.00
10/30/2020	Interest	INSURED CASH ACCOUNT 103020 584,638	—	\$4.94
10/30/2020	Sweep (Interest Deposit) ⁷	INSURED CASH ACCOUNT	—	\$4.94

⁶ Fees and expenses include account, custodial and advisory fees assessed during the statement period.

⁷ Bank Deposit and Money Market Sweep transactions reflect the net of all transfers of free cash balance to and from your sweep on the date referenced.

Messages From LPL Financial

PAPERLESS STATEMENTS

Go paperless and view your monthly statements and trade confirmations online. Monthly statements are available online within three business days, and trade confirmations are available the next business day after the trade is executed. To go paperless, click on the LPL Account View link accessible through your financial professional or institution website. Paperless statements are convenient, secure, fast and environmentally friendly. Enjoy the many benefits of free paperless statements and sign up today.

ESTIMATED ANNUAL INCOME (EAI) AND ESTIMATED YIELD (EY)

EAI is calculated by taking the indicated annualized dividend and multiplying by the number of shares owned. EY is calculated by taking the EAI and dividing by the aggregate value of the shares owned. If no dividend information is available, no EAI or EY numbers will be generated. EAI and EY for certain types of securities could include a return of principal or capital gains in which case the EAI and EY would be overstated. EAI and EY are estimates and the actual income and yield might be lower or higher than the estimated amounts. Additionally the actual dividend or yield may vary depending on the security issuer's approval of paying the dividends. EY reflects only the income generated by an investment. It does not reflect changes in its price, which may fluctuate.

NON-TRANSFERABLE SECURITIES THAT ARE WORTHLESS

As part of our continuing effort to provide exceptional service, please be advised that LPL Financial will remove any non-transferable securities that are worthless from customer accounts. Your account may or may not be affected. Should you have any questions or concerns, please contact your financial professional.

SETTLEMENT FEE

LPL passes through certain regulatory fees incurred by LPL as a result of executing the transaction on your behalf. This includes fees charged under Section 31 of the Securities Exchange Act for sell transactions in equities and options.

POLICY FOR BENEFICIARY ACCOUNTS

Beneficiaries are required to open an account to receive any securities or cash from a deceased client's account. LPL generally will divide all securities and cash proportionately among the designated beneficiaries based on the allocations indicated by the account holder. However, this policy and procedure address specific situations, such as the treatment of securities remaining after the proportionate division of assets. You may visit lpl.com to learn more.

ICA INFORMATION

Your balances in the Insured Cash Account (ICA) Program are allocated to each depository institution on the Priority Bank List in increments of \$246,500 for individual and trust accounts and \$493,000 for joint accounts. As always, you should review your cash positions with various depository institutions to determine whether your cash is within the FDIC insurance coverage limits. For more information about FDIC insurance limits, please contact your financial professional or go to www.fdic.gov.

Please be advised that the Priority Bank List for the ICA Program may change from time to time. These changes include the order of priority in which banks are listed as well as the addition and removal of banks. Please be sure to consult your financial professional or LPL.com periodically throughout the month for recent updates and information regarding how these changes may impact your account.

LPL RELATIONSHIP SUMMARY AVAILABLE ONLINE

LPL financial professionals offer brokerage services, investment advisory services, or both, depending on their licenses. Brokerage and investment advisory services, and the fees we charge for them, differ, and it's important that you understand the differences. Our Relationship Summary explains the various services we offer, how we charge for those services, and conflicts of interest that exist when we provide our services. Please visit lpl.com/CRS to learn more.



Disclosures and Other Information

ACCOUNT PROTECTION LPL Financial is a member of the Securities Investor Protection Corporation (SIPC). SIPC provides protection for your account up to \$500,000, of which \$250,000 may be claims for cash, in the unlikely event that LPL falls financially. SIPC protection limits apply to all accounts that you hold in a particular capacity. For example, if you hold two accounts at LPL as a sole account holder and third as a joint account holder, the two individual accounts are protected under SIPC up to a combined limit of \$500,000, and the joint account is protected under SIPC separately up to \$500,000. LPL Insured Cash Account (ICA) and LPL Deposit Cash Account (DCA) are not protected by SIPC. More information on SIPC, including obtaining an explanatory SIPC Brochure, may be obtained by calling SIPC directly at (202) 371-8300 or by visiting www.sipc.org. The account protection applies when an SIPC member firm falls financially and is unable to meet its obligations to securities clients, but it does not protect against losses from the rise and fall in the market value of investments.

ADJUSTED COST The cost basis of securities sold, matured, redeemed or exercised is adjusted for return of principal, original issue discount, accrual and partnership distributions for CMO, CDO, REMIC and MLP transactions. Eligible securities on the Realized Gains and Losses Statement have not been adjusted for bond amortization, return of capital, liquidating distributions, wash sales or similar items. N/A displays when the information is incomplete or missing and is treated as zero when calculating totals.

ADJUSTMENTS TO OPTION CONTRACTS As a general rule, corporate actions can result in an adjustment in the number of shares underlying an options contract or the exercise price, or both. Please review any adjustment to an option position. Contact your financial professional for further information with respect to option contract adjustment or visit the OCC website at <http://www.optionsclearing.com/webpages/informations>.

AGENCY If LPL Financial acts as your agent, or as agent for both you and another person in a transaction, the transaction details, including the identity of the seller or buyer and the source and amount of any fees or payments will be supplied upon written request.

ASSET-BACKED SECURITIES The actual yield from transactions in asset-backed securities (e.g., CMO, FNMA, FHLMC OR GNMA transactions) may vary according to the rate at which the underlying assets or receivables are repaid. Information about yield factors is available from your financial professional on request.

CALLED SECURITIES In the event of a partial call of corporate or municipal bonds, or preferred stock held in bulk segregation, the securities to be called will automatically be selected on a random basis, as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the bulk holdings. A detailed description of the random selection procedure is available upon request.

CHANGE OF ADDRESS Please notify your financial professional or LPL Financial promptly in writing of any change of address.

COST BASIS Transactions are automatically paired against holdings on a "First-In/First-Out" basis (unless manually adjusted). Designating liquidations as "versus purchase" on a trade will cause the trade confirmation or other closed tax lot notification to reflect the selected closed tax lots. For assets not purchased in the LPL account, you or the previous broker/dealer upon transfer may have provided the Date Acquired and Purchase Cost of the position. If no such data was submitted, N/A is listed as the Purchase Cost, and is treated as zero when calculating Gain or Loss totals. Since the cost basis on certain securities may have been provided by another source, the cost basis information on your statement may not reflect accurate data or correspond to data on your trade confirmations. This information should not be relied upon for tax reporting purposes. Please refer to your tax reporting statement, if applicable. For accounts electing average cost, the total cost may be computed using a combination of averaged and non-averaged unit prices for eligible securities.

DISCREPANCIES Please notify your financial professional and LPL Financial immediately of any discrepancies on your statement. If your financial professional is affiliated with another broker/dealer, you must notify them as well. Please contact your financial professional for the broker/dealer's contact information. Your financial professional's address and telephone number can be found on the bottom of each page of this statement. LPL Financial's telephone number is (800) 558-7667 and address can be found on the first page of this statement. Additionally, any verbal communications should be re-confirmed in writing to each of the above parties to further protect your rights, including rights under Securities Investor Protection Act (SIPA).

FRACTIONAL SHARE LIQUIDATION For information on fractional share transactions, please refer to LPL.com>Disclosures>Market & Trading Disclosures>Fractional Share Transactions.

FREE CREDIT BALANCES LPL Financial may use your free credit balances subject to the limitations of 17 CFR Section 240.15c3-3 under the Securities Exchange Act of 1934. You have the right to receive from us, upon demand in the course of normal business, the delivery of any free credit balances to which you are entitled, any fully paid securities to which you are entitled, and any securities purchased on margin upon full payment of any indebtedness to LPL Financial.

INVESTMENT RISK LPL Financial is not a bank, savings and loan, or credit union. Securities and insurance offered through LPL and its affiliates are not FDIC, NCUA or government insured, not endorsed or guaranteed by LPL, its affiliates or any other financial institution, are not a deposit, and involve investment risk including possible loss of principal.

INVESTMENTS HELD OUTSIDE LPL FINANCIAL Information on Investments Held Outside LPL is provided for informational purposes only. Values for investments not held in your LPL account are based on the market value of priced securities at the end of the statement period. Values for annuities reflect a pricing date approximately three business days prior to the statement date. Values for alternative investments such as Managed Futures and REITs (Real Estate Investment Trusts) reflect a pricing date three to five business days prior to the statement date, depending on the availability of the data. The account registration for investments held outside LPL may not be the same as the registration for the LPL account with which it is affiliated. For example, an outside investment with a joint registration may be reflected on an LPL account with an individual registration.

LPL INSURED BANK DEPOSIT SWEEP PROGRAMS Cash in the Insured Cash Account (ICA) and LPL Deposit Cash Account (DCA) programs is protected by the Federal Deposit Insurance Corporation (FDIC). LPL Financial allocates your money to the ICA program to banks in the order of the Priority Bank List and to the DCA program to any bank on the Available Bank list in increments up to the programs disclosed amounts until your balance in each of the ICA and DCA programs is allocated to the program max. All banks are FDIC members. FDIC coverage is \$250,000 per depositor per bank (\$500,000 for joint account

holders). More information on FDIC insurance is available on request, or by visiting the FDIC website at www.fdic.gov. LPL Financial is not a bank. Unless otherwise disclosed, securities and other investments obtained through LPL Financial ARE NOT FDIC INSURED, ARE NOT BANK GUARANTEED AND MAY LOSE VALUE.

MARGIN ACCOUNT If you use margin, this statement combines information about your investment account(s) and a special miscellaneous account maintained for you under Section 220.6 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the separate account required by Regulation T is available for your inspection upon request.

MONEY MARKET FUNDS Money market fund transactions, if any, are displayed chronologically. The 30-day yield for the fund is also reflected as of the statement date.

MUNICIPAL MATERIAL DISCLOSURE Copies of any material disclosures for municipal bonds are available at www.emma.msrb.org. To obtain specific municipal bond information, enter the nine-digit CUSIP number in the search field within the EMMA web site. If you do not have access to the Internet or would prefer a physical copy of the material disclosure, please contact your financial professional. Additional municipal bond information that may be available on www.emma.msrb.org includes, but is not limited to advance refunding documents, continuing disclosures, including annual financial statements and notices of material events, real-time and historical trade data, daily market statistics and education material.

N/A OR "-" DATA Information that displays as N/A or "-" is unavailable, missing, or incomplete and is treated as zero when calculating account totals, market values and performance.

OPTION CLIENTS Information on commissions and other charges incurred in connection with the execution of options transactions has been included in the confirmations of these transactions furnished to you. A summary of this information will be made available upon request. In accordance with the Option Agreement and Approval form you signed, you must promptly advise the firm of any material change in your investment objectives or financial situation.

ORDER ROUTING Quarterly Order Routing Information for equities and options can be found on LPL.com>Disclosures>Market & Trading Disclosures>SEC Rule 608 Report Disclosure. This information is also available upon request.

PAYMENT FOR ORDER FLOW LPL Financial acts as your agent and does not receive any compensation in the form of payment for order flow.

PRICING Securities prices shown on this statement may vary from actual liquidation value. Prices shown should only be used as a general guide to portfolio value. We receive prices from various services, which are sometimes unable to provide timely information. Where pricing sources are not readily available, particularly on certain debt instruments including, but not limited to, bills, notes, bonds, banker's acceptances, certificates of deposit, or commercial paper, estimated prices may be generated by a matrix system or market driven pricing model, taking various factors into consideration. These prices may not be the actual price you would receive if you sold before the maturity of a certificate of deposit. The pricing of listed options takes into account the last closing price, as well as the current bid and offer prices. Where securities have not been priced, their values have not been included in the Portfolio Summary information at the beginning of this statement.

PRINCIPAL If your broker-dealer is acting as principal in a transaction, your broker-dealer has sold to or bought from you the security, and may have received a profit from the transaction.

PURCHASE COST Original cost including fees, commissions and less accrued interest of the quantity sold or redeemed. For transferred securities, this could be the purchase amount you or the former institution provided to us. Purchase Cost may be adjusted to reflect corporate actions, such as stock splits, mergers, spinoffs, or other events. N/A is displayed when the information is incomplete or missing and is treated as zero when calculating totals. Transferred securities may not be included in Purchase Cost.

REGULATION All transactions are subject to the constitution, rules, regulations, customs, usages, rulings and interpretations of the exchange or market and its clearing house, if any, where the transactions are executed, and of the Financial Industry Regulation Authority (FINRA).

REINVESTMENT The dollar amount of mutual fund distributions, money market fund income, or dividends on other securities on your statement may have been reinvested in additional shares. You will not receive confirmations for these reinvestment transactions. However, you may request information on these transactions by writing to LPL Financial. LPL will also, if requested, furnish you with the time of execution and the name of the person from who your security was purchased.

REVENUE SHARING LPL may have a fee arrangement with the investment advisor or distributor ("sponsor") of the mutual fund you have purchased, called revenue-sharing. In such case, the sponsor pays LPL a fee based on the amount of your purchase, and LPL provides marketing support to the sponsor and allows the sponsor to access your financial professional so that the sponsor can promote such mutual funds. This arrangement gives LPL a financial incentive to have LPL clients invest in participating mutual funds instead of funds whose sponsors do not make such payments to LPL. Although your financial professional does not share in this compensation, this conflict of interest affects the ability of LPL to provide you with unbiased, objective investment advice concerning the selection of mutual funds for your account. This could mean that other mutual funds, whose sponsors do not make revenue sharing payments, may be more appropriate for your account than the mutual funds whose sponsors make revenue sharing payments to LPL. For a complete list of the participating sponsors, and the range of fee payments, please visit LPL.com>Disclosures>Account Disclosures, Agreements, Fee Schedules & Conflicts of Interest > Third Party Compensation and Related Conflicts of Interest.

STATEMENT OF FINANCIAL CONDITION You may call the LPL Client Service line at (800) 877-7210 to request a copy of LPL's audited and unaudited financial statements at no cost. These statements are available for inspection at LPL's office or online at <https://www.lpl.com/disclosures.html> in the LPL LLC Financial Reports section.

SWEEP OPTION Your account may provide for a daily sweep in an insured bank deposit sweep program (either LPL Insured Cash Account—ICA—or LPL Deposit Cash Account—DCA) or a money market mutual fund. The balance in the ICA, DCA or money market mutual fund sweep may be liquidated on the customer's order and the proceeds returned to the securities account, or remitted to the customer. If you have any questions about your sweep option, including rates of the depository institutions currently participating in the sweep option, or you would like to change your sweep option, please contact your financial professional.

TRADING AWAY POLICY Additional information regarding trading practices of equity portfolio managers on Manager Select and Manager Access Select is available on Third-Party Portfolio Manager Trading Practices page online at <https://www.lpl.com/disclosures.html> in the Market & Trading Disclosures section.

LPL FINANCIAL LLC is an affiliate of LPL Financial Holdings Inc

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CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

11/10/20

Balance Sheet
As of October 31, 2020

	Oct 31, 20	Sep 30, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1023-BANCFIRST #3940 & #0014	2,522,186.58	2,147,847.66	374,338.92
1051-BANCFIRST # 8204 (AT MKT)	4,190,248.05	4,191,024.72	-776.67
Total Checking/Savings	6,712,434.63	6,338,872.38	373,562.25
Accounts Receivable			
1900-ASSESSMENTS RECEIVABLE			
1901-DEL CITY			
1902-OPERATIONS AND MAINTENANCE	149,139.95	198,853.27	-49,713.32
1903-POWER	49,218.75	65,625.00	-16,406.25
Total 1901-DEL CITY	198,358.70	264,478.27	-66,119.57
1905-MIDWEST CITY			
1906-OPERATIONS AND MAINTENANCE	381,345.19	508,460.26	-127,115.07
1907-POWER	198,450.00	264,600.00	-66,150.00
Total 1905-MIDWEST CITY	579,795.19	773,060.26	-193,265.07
1909-NORMAN			
1910-OPERATIONS AND MAINTENANCE	413,438.60	551,251.47	-137,812.87
1911-POWER	146,081.25	194,775.00	-48,693.75
Total 1909-NORMAN	559,519.85	746,026.47	-186,506.62
Total 1900-ASSESSMENTS RECEIVABLE	1,337,673.74	1,783,565.00	-445,891.26
Total Accounts Receivable	1,337,673.74	1,783,565.00	-445,891.26
Other Current Assets			
1920-(BANCFIRST)-DWSRF ESCROW	57,136.92	49,038.93	8,097.99
1951-DWSRF REPYMT DUE-CURRENT	33,075.19	40,936.52	-7,861.33
Total Other Current Assets	90,212.11	89,975.45	236.66
Total Current Assets	8,140,320.48	8,212,412.83	-72,092.35
Fixed Assets			
2000-WATER SUPPLY ASSETS			
BUILDING AND STRUCTURES	54,811.23	54,811.23	0.00
DAM AND RESERVOIR	4,680,177.00	4,680,177.00	0.00
EQUIPMENT AND FENCE	31,209.74	31,209.74	0.00
NEW DEL CITY PIPELINE	4,258,095.28	3,678,840.11	579,255.17
PIPELINE	3,402,225.92	3,402,225.92	0.00
PUMPING PLANT	1,546,837.67	1,546,837.67	0.00
Total 2000-WATER SUPPLY ASSETS	13,973,356.84	13,394,101.67	579,255.17
2010-TRANSFERRED FROM BUREC			
OFFICE FURNITURE & FIXTURES	1,326.00	1,326.00	0.00
SHOP TOOLS	853.00	853.00	0.00
Total 2010-TRANSFERRED FROM BUREC	2,179.00	2,179.00	0.00
2020-OTHER PURCHASED ASSETS			
BUILDINGS,STRUCTURES & ROADS	2,060,361.87	2,060,361.87	0.00
OFFICE EQUIPMENT	99,280.89	99,280.89	0.00
PLANT AND DAM EQUIPMENT	5,055,576.55	5,055,576.55	0.00
VEHICLES AND BOATS	748,744.17	748,744.17	0.00
Total 2020-OTHER PURCHASED ASSETS	7,963,963.48	7,963,963.48	0.00
2030-ALLOWANCE FOR DEPRECIATION	-9,463,609.03	-9,430,296.80	-33,312.23
Total Fixed Assets	12,475,890.29	11,929,947.35	545,942.94
Other Assets			
DWSRF REPAYMENTS-NONCURRENT	520,802.36	520,802.36	0.00
Total Other Assets	520,802.36	520,802.36	0.00
TOTAL ASSETS	21,137,013.13	20,663,162.54	473,850.59
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
4000-CURRENT CLAIMS PAYABLE	34,823.47	30,192.72	4,630.75
Total Accounts Payable	34,823.47	30,192.72	4,630.75
Other Current Liabilities			
4002-DWSRF INTEREST PAYABLE	897.21	897.21	0.00
4004-DUE BUREC-WATER	36,160.00	0.00	36,160.00
4010-PAYROLL DEDUCTIONS			
4014-RETIREMENT PLAN PAYABLE	5,420.01	5,420.01	0.00
4016-GROUP INSURANCE PAYABLE	775.56	775.56	0.00
Total 4010-PAYROLL DEDUCTIONS	6,195.57	6,195.57	0.00
4017-COMPENSATED ABSENCES	17,150.38	17,150.38	0.00
4019-CONTRACTS-DUE W/1 YEAR			
4019.3-DWSRF CURRENT PYMTS	94,428.05	94,428.05	0.00
Total 4019-CONTRACTS-DUE W/1 YEAR	94,428.05	94,428.05	0.00
Total Other Current Liabilities	154,831.21	118,671.21	36,160.00
Total Current Liabilities	189,654.68	148,863.93	40,790.75
Long Term Liabilities			
4020-CONTRACTS PAYABLE			
4055-DWSRF PAYMENTS			
4075-SUBSEQUENT PAYMENTS	520,802.36	520,802.36	0.00
Total 4055-DWSRF PAYMENTS	520,802.36	520,802.36	0.00
4080-NEW DEL CITY PIPELINE LOAN	3,371,672.25	2,809,338.75	562,333.50
Total 4020-CONTRACTS PAYABLE	3,892,474.61	3,330,141.11	562,333.50
Total Long Term Liabilities	3,892,474.61	3,330,141.11	562,333.50
Total Liabilities	4,082,129.29	3,479,005.04	603,124.25
Equity			
4802-BOR MANDATED MAINRESERVE	50,000.00	50,000.00	0.00
4803-RESTRICTED-CAP IMPRVEMENTS	400,000.00	400,000.00	0.00
4806.5 UNRESTRICTED SURPLUS			
4807-UNRESTRICTED SURPLUS	15,210,950.06	15,210,950.06	0.00
Total 4806.5 UNRESTRICTED SURPLUS	15,210,950.06	15,210,950.06	0.00
Net Income	1,393,933.78	1,523,207.44	-129,273.66
Total Equity	17,054,883.84	17,184,157.50	-129,273.66
TOTAL LIABILITIES & EQUITY	21,137,013.13	20,863,162.54	473,850.59

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
Profit & Loss YTD Comparison
September 2020

	Sep 20	Aug 20	Jul - Sep 20
Income			
4900-ASSESSMENTS			
4901-MUNI SHARE, OPERATING COST			
4902-DEL CITY	0.00	0.00	198,853.27
4903-MIDWEST CITY	0.00	0.00	508,460.26
4904-NORMAN	0.00	0.00	551,251.47
Total 4901-MUNI SHARE, OPERATING COST	0.00	0.00	1,258,565.00
4905-MUNI SHARE, POWER			
4906-DEL CITY	0.00	0.00	65,625.00
4907-MIDWEST CITY	0.00	0.00	264,600.00
4908-NORMAN	0.00	0.00	194,775.00
Total 4905-MUNI SHARE, POWER	0.00	0.00	525,000.00
Total 4900-ASSESSMENTS	0.00	0.00	1,783,565.00
4920-OTHER REVENUES			
4921-MISCELLANEOUS RECEIPTS	1,200.00	600.00	1,800.00
4923-BANK INTEREST INCOME	17,318.57	3,076.17	20,413.99
4925-DWSRF INTEREST INCOME	298.00	298.00	894.00
4930-SECURITIES VALUE ADJUSTS	0.00	43,552.62	43,552.62
Total 4920-OTHER REVENUES	18,816.57	47,526.79	66,660.61
Total Income	18,816.57	47,526.79	1,850,225.61
Expense			
5000-PERSONNEL			
5000.1-EMPLOYEES' WAGES	38,066.92	38,066.92	114,200.76
5009-EMPLOYEES' RETIREMENT	3,763.35	3,763.35	12,044.08
5011-PAYROLL TAXES	2,912.12	2,912.12	8,736.36
5012-TRAINING, EDUCATION&TRAVEL	407.02	235.00	667.02
5013-UNIFORM & BOOTS ALLOWANCE	665.04	258.26	923.30
5014-EMPLOYEE HEALTH, ETC, INS.	4,084.70	4,084.70	12,242.66
5018-TEMPORARY HELP	0.00	389.00	1,764.00
Total 5000-PERSONNEL	49,899.15	49,719.35	150,578.18
5100-MAINTENANCE			
5101-PLANT& DAM R&M; SUPPLIES	3,569.98	404.14	4,068.80
5103-VEHICLE OPS. R&M	142.81	2,060.88	3,696.19
5104-BUILDINGS ROADS & GROUNDS	917.93	0.00	917.93
5106-EQUIPMENT R&M, RENTAL	1,201.91	1,361.16	4,297.70
Total 5100-MAINTENANCE	5,832.63	3,826.18	12,980.62
5200-UTILITIES			
5201-TELEPHONE,PAGING,IT SERVIC	1,688.25	2,223.00	6,751.11
5204-ELECTRICITY	799.45	116.96	916.41
5206-WASTE REMOVAL	97.32	97.32	194.64
Total 5200-UTILITIES	2,585.02	2,437.28	7,862.16
5300-INSURANCE AND BONDS			
5301-INSURANCE	87.00	0.00	87.00
Total 5300-INSURANCE AND BONDS	87.00	0.00	87.00
5400-ADMINISTRATIVE EXPENSE			
5401-OFFICE SUPPLIES, MATERIALS	295.45	1,649.22	2,244.68
Total 5400-ADMINISTRATIVE EXPENSE	295.45	1,649.22	2,244.68
5500-PROFESSIONAL SERVICES			
5501-LEGAL	2,337.50	3,527.50	5,865.00
5502-ACCOUNTING AND AUDIT	480.00	480.00	1,440.00
5511-WETLAND-SHORELINE STABILIZ	-32,479.76	7,064.12	-25,415.64
Total 5500-PROFESSIONAL SERVICES	-29,662.26	11,071.62	-18,110.64
5600-WATER QUALITY SERVICES			
5601-STREAM GAUGING (OWRB)	0.00	12,400.00	12,400.00
Total 5600-WATER QUALITY SERVICES	0.00	12,400.00	12,400.00
5800-PUMPING POWER	59,574.57	0.00	59,574.57
6000-DEPRECIATION	33,147.69	33,147.69	99,401.60
Total Expense	121,759.25	114,251.34	327,018.17
Net Income	-102,942.68	-66,724.55	1,523,207.44

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Accrual Basis

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
Profit & Loss Budget vs. Actual
July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget
Income			
4900-ASSESSMENTS			
4901-MUNI SHARE, OPERATING COST			
4902-DEL CITY	198,853.27	198,853.27	0.00
4903-MIDWEST CITY	508,460.26	508,460.26	0.00
4904-NORMAN	551,251.47	551,251.47	0.00
Total 4901-MUNI SHARE, OPERATING C...	1,258,565.00	1,258,565.00	0.00
4905-MUNI SHARE, POWER			
4906-DEL CITY	65,625.00	65,625.00	0.00
4907-MIDWEST CITY	264,600.00	264,600.00	0.00
4908-NORMAN	194,775.00	194,775.00	0.00
Total 4905-MUNI SHARE, POWER	525,000.00	525,000.00	0.00
Total 4900-ASSESSMENTS	1,783,565.00	1,783,565.00	0.00
4920-OTHER REVENUES			
4921-MISCELLANEOUS RECEIPTS	2,655.00		
4922- ASSESSMENT ADJUSTMENTS	38,046.27		
4923-BANK INTEREST INCOME	54,542.30		
4925-DWSRF INTEREST INCOME	1,172.33		
4930-SECURITIES VALUE ADJUSTS	8,684.82		
Total 4920-OTHER REVENUES	105,100.72		
Total Income	1,888,665.72	1,783,565.00	105,100.72
Expense			
5000-PERSONNEL			
5000.1-EMPLOYEES' WAGES	152,267.68	149,333.28	2,934.40
5009-EMPLOYEES' RETIREMENT	15,807.43	15,166.64	640.79
5010-DIRECTORS' EXPENSES	0.00	1,666.64	-1,666.64
5011-PAYROLL TAXES	11,648.48	11,000.00	648.48
5012-TRAINING, EDUCATION&TRAVEL	853.72	5,833.28	-4,979.56
5013-UNIFORM & BOOTS ALLOWANCE	1,049.49	1,000.00	49.49
5014-EMPLOYEE HEALTH, ETC. INS.	16,327.36	22,455.00	-6,127.64
5015-WORKMEN'S COMPENSATION	0.00	7,183.28	-7,183.28
5017-SERVICE & SAFETY AWARDS	0.00	983.28	-983.28
5018-TEMPORARY HELP	1,764.00		
Total 5000-PERSONNEL	199,718.16	214,621.40	-14,903.24
5100-MAINTENANCE			
5101-PLANT& DAM R&M, SUPPLIES	10,327.02	41,666.64	-31,339.62
5103-VEHICLE OPS, R&M	5,315.92	10,833.28	-5,517.36
5104-BUILDINGS ROADS & GROUNDS	577.58	6,666.64	-6,089.06
5106-EQUIPMENT R&M, RENTAL	5,496.39	5,666.64	-170.25
Total 5100-MAINTENANCE	21,716.91	64,833.20	-43,116.29
5200-UTILITIES			
5201-TELEPHONE,PAGING,IT SERVIC	8,866.42	6,500.00	2,366.42
5204-ELECTRICITY	1,725.15	2,833.28	-1,108.13
5205-PROPANE	0.00	2,000.00	-2,000.00
5206-WASTE REMOVAL	291.96	266.64	25.32
Total 5200-UTILITIES	10,883.53	11,599.92	-716.39
5300-INSURANCE AND BONDS			
5301-INSURANCE	87.00	15,000.00	-14,913.00
Total 5300-INSURANCE AND BONDS	87.00	15,000.00	-14,913.00
5400-ADMINISTRATIVE EXPENSE			
5401-OFFICE SUPPLIES, MATERIALS	3,541.12	5,000.00	-1,458.88
Total 5400-ADMINISTRATIVE EXPENSE	3,541.12	5,000.00	-1,458.88
5500-PROFESSIONAL SERVICES			
5501-LEGAL	5,865.00	20,000.00	-14,135.00
5502-ACCOUNTING AND AUDIT	1,920.00	8,183.28	-6,263.28
5504-CONSULTANT- TECHNICAL	0.00	13,333.28	-13,333.28
5507-ENGINEERING-REUSE PROJECT	0.00	0.00	0.00
5511-WETLAND-SHORELINE STABILIZ	-24,319.59		
Total 5500-PROFESSIONAL SERVICES	-16,534.59	41,516.56	-58,051.15
5600-WATER QUALITY SERVICES			
5601-STREAM GAUGING (OWRB)	12,400.00	5,866.64	6,533.36
5603-WATER QUALITY MONITORING	11,298.48	22,000.00	-10,701.52
5607-O2 TANK RENTAL-SDOX SYSTEM	0.00	24,666.64	-24,666.64
Total 5600-WATER QUALITY SERVICES	23,698.48	52,533.28	-28,834.80
5800-PUMPING POWER	118,907.50	175,000.00	-56,092.50
5950-ASSET PURCHASES & RESERVES	0.00	14,333.28	-14,333.28
6000-DEPRECIATION	132,713.83		
Total Expense	494,731.94	594,437.64	-99,705.70
Net Income	1,393,933.78	1,189,127.36	204,806.42

RESOLUTION
OF
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
REGARDING OFFICIAL ACTION

WHEREAS, a quorum of the Board of Directors of the Central Oklahoma Master Conservancy District met in a regular meeting and considered approval of financial statements for the operating account for a previous month.

IT IS HEREBY RESOLVED that financial statements for operating account for October 2020 are approved.

APPROVED by a majority of Board members present on this 3rd day of December, 2020.

Item D.4.

Long-term Trend Analysis of Lake Thunderbird Water Quality Data

Objective: Use statistical techniques to detect long term trends in the water quality of Lake Thunderbird and provide data visualization tools for COMCD and the public

Introduction

OWRB has provided the COMCD with annual water quality data and analysis of Lake Thunderbird since the year 2000. Since then the treatment costs to yield finished drinking water from Lake Thunder has increased due to cultural eutrophication. Recently the COMCD had installed an in-lake mitigation measure, the SDOX unit that reset the eutrophication of Lake Thunderbird. Unfortunately, cultural eutrophication is ongoing and lake water quality continues to degrade.

The COMCD has asked the OWRB to evaluate their long-term data set and place into context of lake dynamics. OWRB proposes to use statistical techniques to detect long term trends in the water quality of Lake Thunderbird and provide data visualization tools for dissemination. The OWRB will leverage both OWRB's BUMP surface water data and the COMCD's dataset to detect for long-term trends, using the most robust techniques for trend analysis in reservoirs. Additionally, prior to trend analysis, exploratory data analysis (EDA) will be used to evaluate relevant data set characteristics. All analyses will be applied to the reservoir data as a whole and to ecological zones within the reservoir. Peer reviewed and commonly used statistical software will be used to process data and provide output. Parameters for analysis have been selected by their relationship to cultural eutrophication (Table 1). If desired, please see a more complete explanation of analysis plans in the attached footnote¹.

A full report detailing the trend detection, including methods, results, and discussion will be provided at the conclusion of the project. All test results will be presented as a tabular summary in the results section. Evaluation of trend results will include a discussion of their relationship to lake dynamics and cultural eutrophication. Additionally, a literature review will be conducted to explore possible in-lake best management practices to mitigate for dissolved oxygen and other water quality concerns related to cultural eutrophication.

In addition, data visualization tools will be developed to effectively communicate the trends in water quality in Lake Thunderbird over time. Visualization tools can also aid in lake management decisions by graphically seeing in which direction the lake is headed along several parameters and beneficial uses. Current visualization tools allow users to interact with the data, customize to see only what they're interested in, and provide graphics to better understand trends in water quality. The preferred tool(s) will be chosen according to which best suits the data. COMCD and OWRB will be able to host these tools on their respective websites to inform and engage the public.

The project period is expected to take 6 months at a total cost of \$ 42,215 as personnel as seen in the Table 2.

Table 1. Preliminary List of Water Quality Parameters to be Used for Trend Detection.

Water Quality Parameter	Unit
Chlorophyll-a	mg/m ³
Pheophytin-a	mg/m ³
Secchi Disk depth	cm
Turbidity	NTU
Inorganic Nitrogen as N	mg/L
Total Nitrogen as N	mg/L
Total Phosphorus as p	mg/L
Water Temperature	°C
Specific Conductance	µS/cm
Total Alkalinity	mg/L
Total Hardness	mg/L

Table 2. Proposed FY2021 Budget for Long-term Trend Detection of Water Quality Data:

COMCD FY2021 Long Term WQ Trend Analysis						
		Total Person Years =	0.25	Total Personnel	\$	42,215
TOTAL PROJECT COST = \$						42,215

¹ The OWRB will leverage both OWRB's BUMP surface water data and the COMCD's dataset to detect for long-term trends, using the most robust techniques for trend analysis in reservoirs but will test certain assumptions initially. Prior to trend analysis, certain assumptions will be tested using exploratory data analysis (EDA). EDA will be used to evaluate relevant data set characteristics, such as distribution, variance, independence and occurrence/frequency of censored values. EDA will also be used to determine the influence of covariates such as lake level and precipitation.

As analysis moves into the hypothesis testing phase, the a priori assumption will be that a monotonic trend most accurately characterizes the data, because of both the intra-annual density (monthly data) and the inter-annual continuity of the dataset (no data breaks). Furthermore, assuming that Lake Thunderbird follows data patterns typically seen in ambient water quality data, the OWRB will use a non-parametric test to detect statistically significant trends and direction of trends. Typically, water quality data are not normally distributed but demonstrate constant variance and independence, and are influenced by seasonality. The non-parametric Seasonal Kendall is widely used for water quality data because it accounts for seasonality, is not affected by non-normally distributed or reasonably censored data, and is equally effective for both small and large datasets. For a detected trend, the Sen's Slope Estimator is used to calculate the trend's fitted line for analysis of trend magnitude, or change over time. Finally, due to the implementation of watershed and in-lake BMP's, further EDA may be used post-analysis to determine if step trends more adequately describe some water quality trends. All analyses will be applied to the reservoir data as a whole and to ecological zones within the reservoir. Peer reviewed and commonly used statistical software will be used to process data and provide output.

RESOLUTION
OF
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
REGARDING LONG TERM WATER QUALITY TREND ANALYSIS

WHEREAS, a quorum of the Board of Directors of the Central Oklahoma Master Conservancy District met in a regular meeting, discussed and considered approval of an agreement with the Oklahoma Water Resources Board to conduct a long-term trend analysis of Lake Thunderbird water quality.

IT IS HEREBY RESOLVED that an agreement to conduct a long-term trend analysis of Lake Thunderbird water quality is approved.

APPROVED by a majority of Board members present on this 3rd day of December, 2020.

Amanda Nairn, President

Item D.5

Salary Review and Schedule

Salary Review

- Match job descriptions with corresponding salary schedules
 - Important to articulate a “path” for current and future employees
- Insure that COMCD is competitive relative to compensation
- Propose updating salary schedule for each job title at COMCD
 - O&M Tech I, II and Senior
 - Office Manager
 - O&M Supervisor
- Met with each city’s HR representative to gather comparative information

Review Process

- Evaluated 53 job descriptions from the three cities
- Staff level O&M positions
 - Categorical examples include: water plant, line maintenance, auto technician, maintenance worker, heavy equipment operator
 - Created hybrid job positions for COMCD from each city's job descriptions
 - Created COMCD salary schedules for each COMCD job position based upon hybrid percentages and utilizing applicable salary schedules from each city
 - Norman Example: COMCD O&M Tech I = 30% Utility Distribution Worker I, 30% Maintenance Worker I, 30% Heavy Equipment Operator, 10% Auto Service Technician
 - Salary Grades: A28, A26, A31 and A28 respectively
- COMCD new salary schedules include 19 steps
 - Midwest City has 17 steps, Del City has 10, Norman has 25+
 - 35% MWC, 35% DC and 30% Norman
 - Between steps: 2.5% increase for O&M Tech I, 2.75% for O&M Tech II, 3% for O&M Senior Tech, Office Manager and Supervisor

Use of Salary Schedules

- As a general principle, new hires or promotions will be at Step 1 of the salary schedule
 - However, new hires can be slotted at a position that best matches their experience and fills a need of the District
- Each year, assuming good performance review, the employee will move to the next step
- Annually, the salary schedule will be revised based upon the previous calendar year's inflation rate/consumer price index—not to exceed 2%
- Promotions will be to the next salary schedule step that most closely matches their current salary, without going below, plus one step

Salary Adjustments

- Propose to adjust three employee salaries calibrating them to the new schedule
- Goal would be to make effective in January paycheck
- Total Annual Cost
 - \$18,740.94 annual cost salary
 - \$1,107.54 annual cost for District contribution to OkMRF (5.91% of employee salary)
 - \$1,433.68 payroll tax (7.65%)
 - Full year total cost would be \$21,282.16
- FY 2021 total cost
 - \$9,370.47 salary (6 months remaining in fiscal year)
 - \$553.77 District contribution to OkMRF (5.91%)
 - \$716.84 payroll tax
 - \$10,641.08 total cost above budget for FY 2021
- Other staff salaries are on target with new salary schedules
 - Recent salary adjustment for Office Manager

Estimated Financial Impact of Proposal (Full Year Costs)

- Salary adjustments (based upon FY 2021 budget)
 - Net increase of \$21,281.53 for salary, retirement and payroll tax
- OkMRF Defined Benefit Plan Vesting Change
 - \$2,857.42 (based on current salaries)
 - Increase from 5.00% contribution to 5.91% contribution
- Longevity and Safety Award
 - \$2,536 increase for FY 2021
 - \$194 additional payroll tax for FY 2021
- Total annual increase of \$26,868.95
 - 2.0% increase to O&M budget for FY 2021

FY 2021 Estimated Budget Impact

- Account 5000 - Personnel

	<u>Projected Spend FY 21</u>	<u>Add. Request</u>	<u>FY 21 Budget</u>	<u>Difference</u>
5000 Employee Wages	\$456,803	\$9,370	\$448,000	\$18,173
5009 Employees' Retire	\$47,422	\$1,982	\$45,500	\$3,905
5010 Directors' Expenses	\$5,000	\$0	\$5,000	\$0
5011 Payroll Taxes	\$35,172	\$911	\$33,000	\$3,083
5012 Train, Educ and Travel	\$2,561	\$0	\$17,500	-\$14,939
5013 Uniform and Boots	\$3,000	\$0	\$3,000	\$0
5014 Employee Health Ins	\$50,347	\$0	\$67,365	-\$17,018
5015 Workers' Comp	\$14,000	\$0	\$21,550	-\$7,550
5017 Service/Safety Awards	\$2,950	\$2,536	\$2,950	\$2,536
5018 Temporary Help	\$1,764	\$0	\$0	\$1,764
Total				-\$10,046

Salary adjustment for 3 employees

Includes Vesting Change for current salaries plus adjustments

Includes salary adjustment and longevity/safety award increase

Proposed COMCD Salary Schedule

O&M Tech I (0-4 years)

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$31,713.44	\$32,506.27	\$33,318.93	\$34,151.90	\$35,005.70	\$35,880.84	\$36,777.87	\$37,697.31	\$38,639.74	\$39,605.74
Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	
\$40,595.88	\$41,610.78	\$42,651.05	\$43,717.32	\$44,810.26	\$45,930.51	\$47,078.78	\$48,255.75	\$49,462.14	

O&M Tech II (5-9 years)

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$35,088.22	\$36,053.14	\$37,044.60	\$38,063.33	\$39,110.07	\$40,185.60	\$41,290.70	\$42,426.20	\$43,592.92	\$44,791.72
Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	
\$46,023.50	\$47,289.14	\$48,589.59	\$49,925.81	\$51,298.77	\$52,709.48	\$54,158.99	\$55,648.37	\$57,178.70	

O&M Senior Tech (10+ years)

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$38,356.32	\$39,507.01	\$40,692.22	\$41,912.99	\$43,170.37	\$44,465.49	\$45,799.45	\$47,173.43	\$48,588.64	\$50,046.30
Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	
\$51,547.69	\$53,094.12	\$54,686.94	\$56,327.55	\$58,017.37	\$59,757.90	\$61,550.63	\$63,397.15	\$65,299.07	

O&M Supervisor

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$56,150.43	\$57,834.94	\$59,569.99	\$61,357.09	\$63,197.80	\$65,093.73	\$67,046.55	\$69,057.94	\$71,129.68	\$73,263.57
Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	
\$75,461.48	\$77,725.32	\$80,057.08	\$82,458.79	\$84,932.56	\$87,480.53	\$90,104.95	\$92,808.10	\$95,592.34	

Office Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$41,160.69	\$42,292.61	\$43,455.65	\$44,650.68	\$45,878.58	\$47,140.24	\$48,436.59	\$49,768.60	\$51,137.24	\$52,671.35
Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	
\$54,251.50	\$55,879.04	\$57,555.41	\$59,282.07	\$61,060.54	\$62,892.35	\$64,779.12	\$66,722.50	\$68,724.17	

Salary and Promotion Plan Proposal and Salary Adjustment Authorization
Central Oklahoma Master Conservancy District

I. Salary and Promotion Plan

Salary Schedule

- Create a new salary schedule for each COMCD job position as outlined in the attached schedule
- Update salary schedule each year based upon Rate of Inflation/Consumer Price Index for preceding year, not to exceed 2%

Promotional Plan and Use of Salary Schedule

- New hires will be slotted at the job position and step that best corresponds to their experience
- Annually, assuming satisfactory performance review, each employee will advance to the next step in their job family
- Promotions will be based upon performance and meeting the minimum qualifications of the job
- Salaries for promotions from one job family to the next within the O&M Tech track will be to the step that most closely matches the current pay, without going below, plus one step

II. Expenditure Authorization for Salary Adjustment in FY 2021

- Estimated expenditures above those accounted for in the FY 2021 Budget
 - \$9,370.47 salary (6 months remaining in fiscal year)
 - \$553.77 District contribution to OkMRF
 - \$716.84 payroll tax

RESOLUTION
OF
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
REGARDING EMPLOYEE SALARY SCHEDULE

WHEREAS, a quorum of the Board of Directors of the Central Oklahoma Master Conservancy District met in a regular meeting, discussed and considered approval of a District salary schedule and adjustments to the budget category for FY 2021 salaries.

IT IS HEREBY RESOLVED that the District salary schedule and FY 20201 budget category adjustments for salaries is approved.

APPROVED by a majority of Board members present on this 3rd day of December, 2020.

Amanda Nairn, President

Item D.6

COMCD Benefits Package

Review and Recommendations

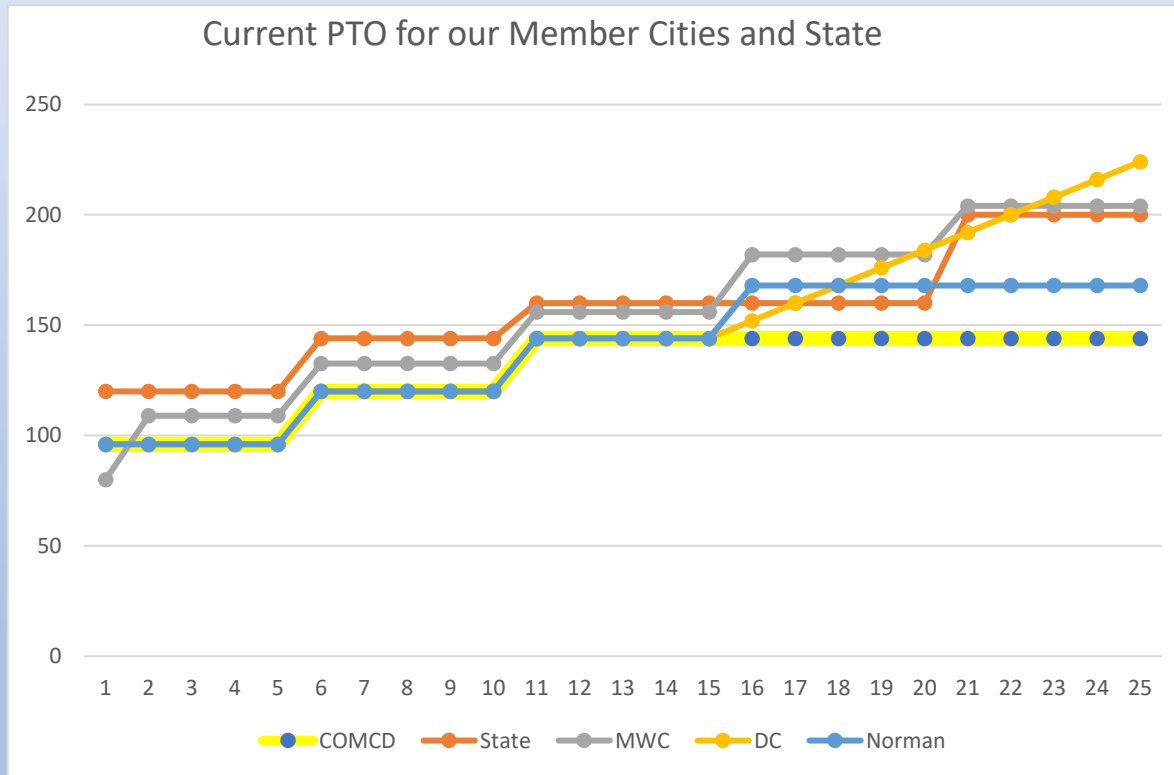
Rationale and Guiding Principles

- Ensure we have a benefits package that is competitive with current market
 - Three of our seven employees are within 2-3 years of retirement
 - Two of those have nearly 20 years with the District
 - Will soon have the need to hire new staff – need to be competitive
- Be consistent and in-line with our member cities
 - They pay the bills and fund our operations

Summary of Recommendations

1. Adjust leave accrual schedule and holiday schedule
2. Create a hybrid longevity and safety annual bonus program
3. Amend the OkMRF Defined Benefit Plan to make an employee fully vested at 7 years, rather than 10, to be more in-line with peers

Paid Time Off (Annual Leave)



- **Proposal:**

- Increase Annual Accrual to (per year):
 - 160 hours after 15 years of service
 - 176 hours after 20 years of Service
- New Proposed Schedule (per year)
 - 96 hours (Years 1-5) = 12 days
 - 120 hours (Years 6-10) = 15 days
 - 144 hours (Years 11-15) = 18 days
 - 160 hours (Years 16-20) = 20 days
 - 176 hours (Years 20+) = 22 days
- Prior Credit
 - For every year of previous full-time employment, receive 6 months service credit

Holiday Schedule

- Current (11 total)

- New Year's Day
- President's Day*
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day*
- Thanksgiving (Thurs and Fri)
- Christmas Day
- Two additional days (emp. choice)

*Can be taken on a different day

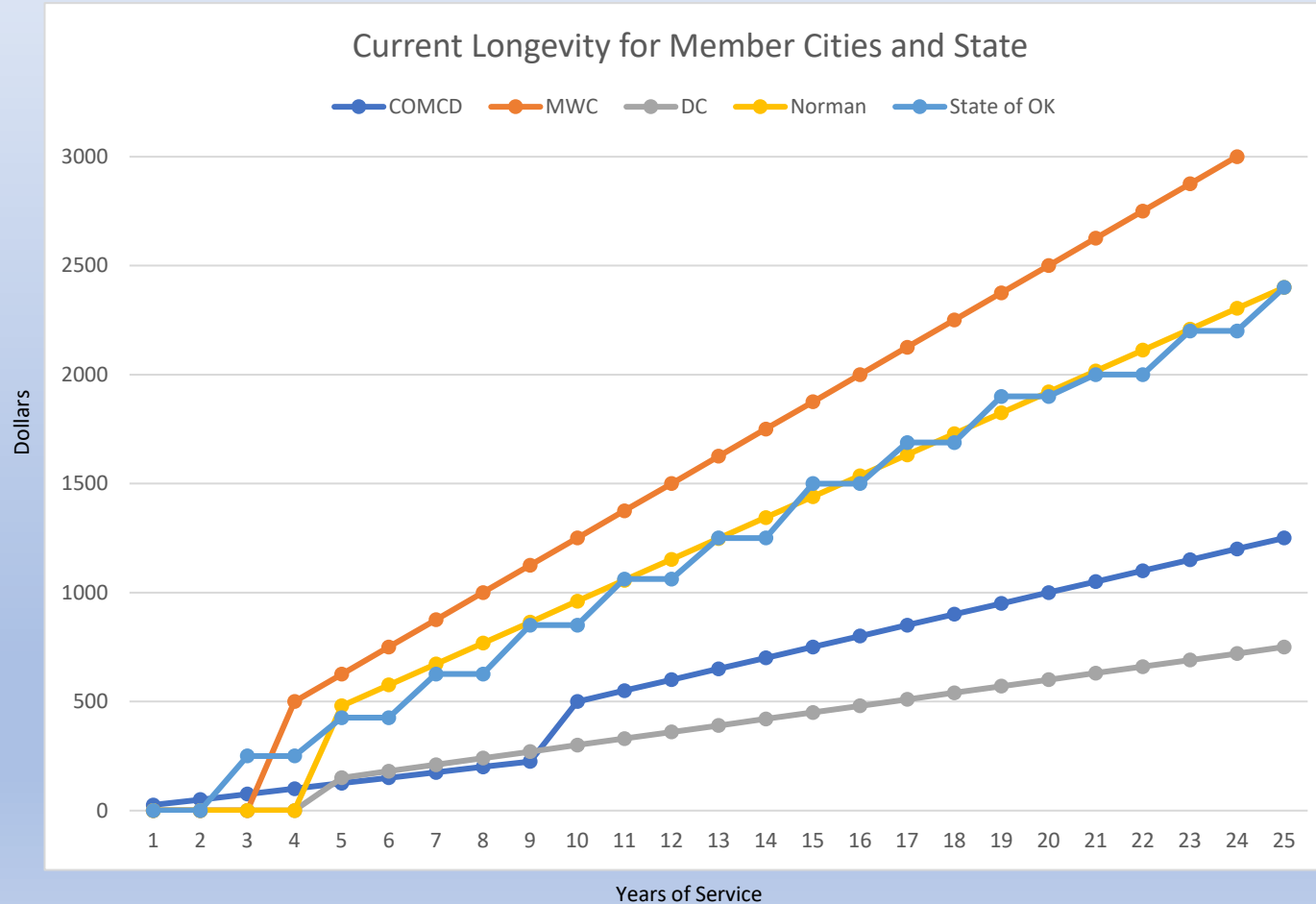
- DC: 11, MWC: 10, Norman: 12, State: 11

- Proposed (11 total)

- New Year's Day
- Martin Luther King Day*
- President's Day*
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day*
- Thanksgiving (Thurs and Fri)
- Christmas Day
- One additional day (emp. choice)

*Can be taken on a different day

Longevity Pay Program



- Section 801

- \$25 per year of service for the first 9 years
- \$50 per year of service starting with the 10th year
- Safety bonus has been given in the past, not in the “Personnel Policy Manual”
 - Not included here

Proposed Longevity and Safety Bonus Program (Service Award)

- 3-Part Program with independent components
 - Individual and group safety performance becomes an integral part
 - Awarded at the end of each calendar year
- Longevity
 - Based upon years of service and satisfactory performance evaluations
 - 30% increase to current longevity calculation
- Individual Safety Performance
 - Focused exclusively on individual safety, individual accountability
 - Start at \$150, increase in \$50 increments/year (no cap)
 - If one “incident” occurs in a given year, zero bonus awarded and start back at \$150 the next year

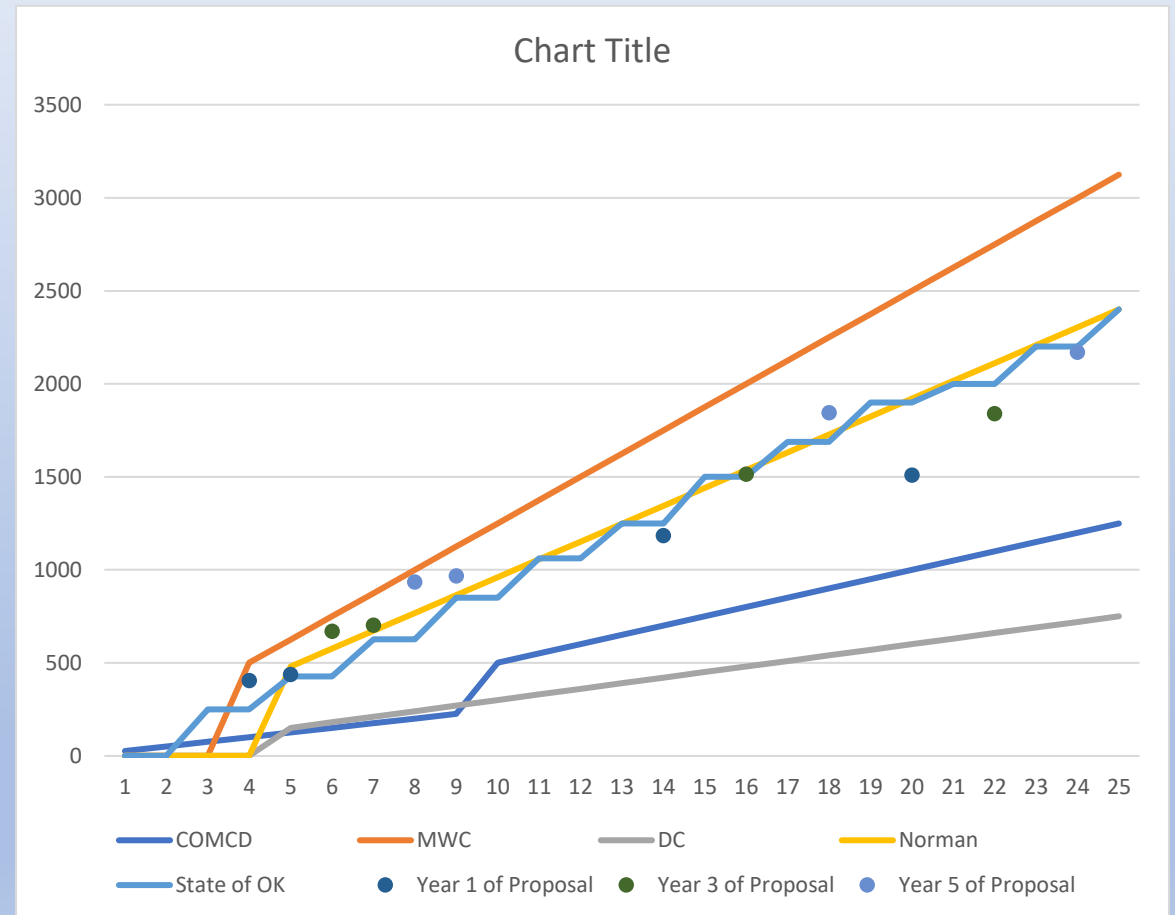
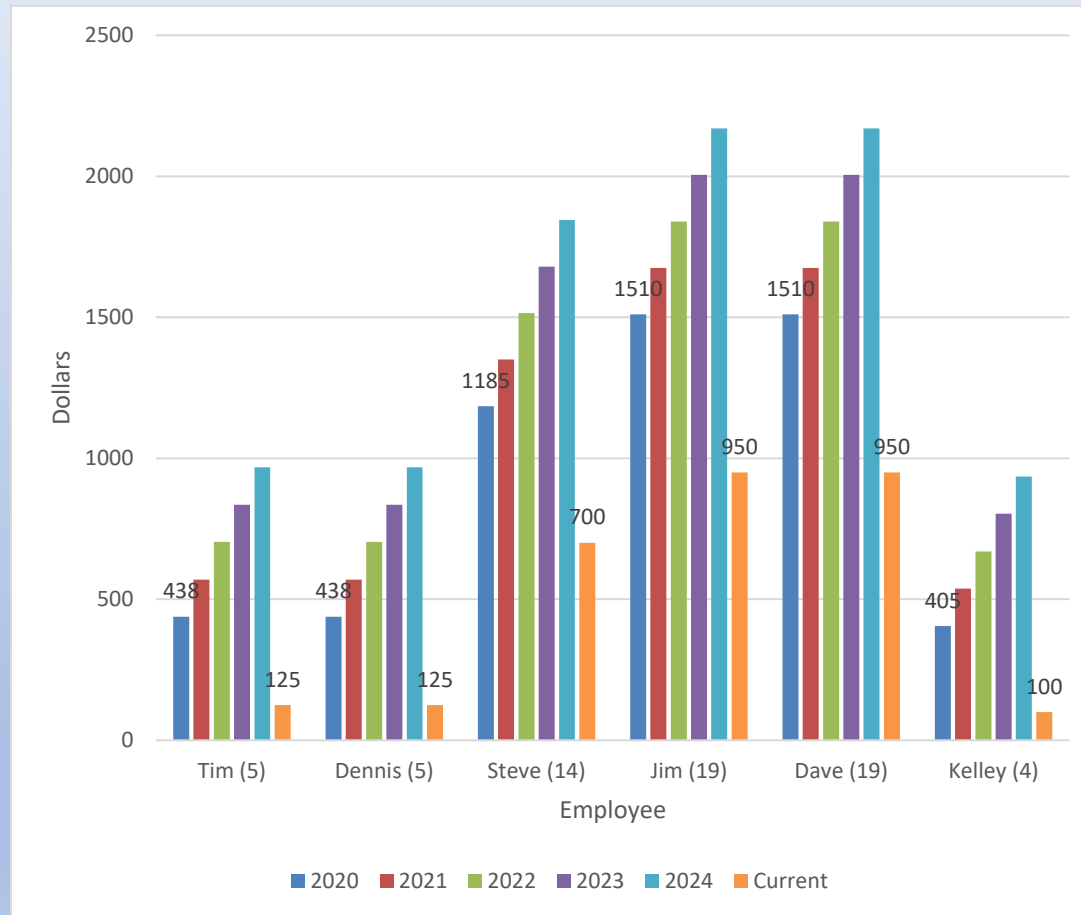
Proposed Longevity and Safety Bonus Program (Service Award)

- Group Safety Performance
 - Performance of all employees
 - Creates group accountability (calling out unsafe practices, “good catches”, etc)
 - Start at \$125, increase in \$50 increments/year (no cap)
 - If one significant incident or 2 minor incidents occur within a year, zero bonus awarded and start back at \$125 the next year
- Definition of an Incident
 - Difficult to use standard “rate” measurements – too few employees
 - Based upon OSHA definition of “recordable incident”, with some modifications
 - We are not subject to typical OSHA recordkeeping and reporting based upon our employee size

Definition of Incident

- Significant incident
 - Any work-related fatality, or serious injury resulting in permanent inability to perform work (long term disability)
 - Any work-related injury or illness requiring hospitalization
 - An at-fault vehicle/equipment accident resulting in injury to employee or member of the public
- Minor incidents
 - Any work-related injury or illness requiring medical treatment beyond first aid, but not hospitalization
 - Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, but not requiring hospitalization
 - An at-fault vehicle/equipment accident not resulting in injury

Current and Future Comparison



For 2020, Current Cost = \$2,950; Proposed Cost = \$5,486. Increase of \$2536 +\$194 payroll tax

Retirement Plan Offerings

- Currently two retirement plans available to staff
 - Defined Benefit Plan (DBP) administered through the Oklahoma Municipal Retirement Fund (OkMRF)
 - 6% employee contribution; annually variable contribution by District (currently 5%)
 - 457(b) Deferred Compensation Plan provided through GWN Securities
 - 50% match by the District up to 3% of salary; IRS maximum contribution by employee
- Vesting schedule for Defined Benefit Plan
 - Currently 10 years to be vested (after which employee can receive retirement benefit when eligible (65 years of age or “Rule of 80”))
 - OkMRF DBP options also include 5- and 7-year vesting schedules

Defined Benefit Plan Vesting

Proposed Change to COMCD Plan

- Majority of plans with other participating municipalities and counties are at the 5- and 7-year vesting schedules
 - 35% at 5; 35% at 7
- Would propose the District modify their joinder agreement with OkMRF to go to 7-year vesting schedule
 - More consistent with current market; more competitive benefits package
- Requested OkMRF perform an actuarial study to determine incremental cost to the District (currently 5%)
 - 5-year vesting: 2.08% increase (7.08%)
 - 7-year vesting: 0.91% increase (5.91%)
- Annual cost increase of \$2,857.42

Comparison of Plans

	COMCD	MWC	DC	Norman	State
Primary Retirement Plan	Defined Benefit	Defined Contribution	Defined Benefit	Defined contribution	Defined Benefit
Vesting	10 years	50% at 5 years; +10% until 10 years	7 years current employees; 10 years new hires	5 years	6 years
Retirement Age	The later of age 55 or Rule of 80; otherwise age 65	N/A; portable according to vesting schedule	Age 55 with 20 years; otherwise age 60; new hires age 65	N/A; portable according to vesting schedule	Age 60 if Rule of 90 met; otherwise age 65
Employee Contribution	6%	0%; voluntary contributions	7%	6.5%	3.5%
Benefit multiplier	3%	N/A	3%	N/A	2.0-2.5%

Past and Future District Contributions

- Past district share (actuarial determined)
 - 2010: 36.63%
 - 2011: 36.85%
 - 2012: 36.73%
 - *2013: 35.39%
 - *2014: 29.78%
 - 2015: 26.51%
 - *2016: 19.35%
 - *2017: 12.40%
 - 2018: 9.52%
 - 2019: 2.87%
 - 2020: 5.00%
 - *6 payments of \$50,000 made to help lower future rates
- Trend in District contribution over the next 10 years
 - 10-year vesting : 10.89%
 - 7-year vesting: 11.49%

Estimated Financial Impact of Proposal (Full Year Costs)

- Salary adjustments (based upon FY 2021 budget)
 - Net increase of \$21,281.53 for salary, retirement and payroll tax
- OkMRF Defined Benefit Plan Vesting Change
 - \$2,857.42 (based on current salaries)
 - Increase from 5.00% contribution to 5.91% contribution
- Longevity and Safety Award
 - \$2,536 increase for FY 2021
 - \$194 additional payroll tax for FY 2021
- Total annual increase of \$26,868.95
 - 2.0% increase to O&M budget for FY 2021

FY 2021 Estimated Budget Impact

- Account 5000 - Personnel

	<u>Projected Spend FY 21</u>	<u>Add. Request</u>	<u>FY 21 Budget</u>	<u>Difference</u>
5000 Employee Wages	\$456,803	\$9,370	\$448,000	\$18,173
5009 Employees' Retire	\$47,422	\$1,982	\$45,500	\$3,905
5010 Directors' Expenses	\$5,000	\$0	\$5,000	\$0
5011 Payroll Taxes	\$35,172	\$911	\$33,000	\$3,083
5012 Train, Educ and Travel	\$2,561	\$0	\$17,500	-\$14,939
5013 Uniform and Boots	\$3,000	\$0	\$3,000	\$0
5014 Employee Health Ins	\$50,347	\$0	\$67,365	-\$17,018
5015 Workers' Comp	\$14,000	\$0	\$21,550	-\$7,550
5017 Service/Safety Awards	\$2,950	\$2,536	\$2,950	\$2,536
5018 Temporary Help	\$1,764	\$0	\$0	\$1,764
Total				-\$10,046

Salary adjustment for 3 employees

Includes Vesting Change for current salaries plus adjustments

Includes salary adjustment and longevity/safety award increase

Proposed Benefits Modifications and Estimated Expenditures
Central Oklahoma Master Conservancy District

I. Benefits Modifications

Leave

Increase Annual Accrual to (per year):

- 160 hours after 15 years of service
- 176 hours after 20 years of Service

Create New Leave Schedule (per year)

- 96 hours (Years 1-5) = 12 days
- 120 hours (Years 6-10) = 15 days
- 144 hours (Years 11-15) = 18 days
- 160 hours (Years 16-20) = 20 days
- 176 hours (Years 20+) = 22 days

Create New Recognition of Prior Service Credit

- For every year of previous full-time employment, receive 6 months service credit

Annual Longevity and Safety Award Program

- Increase Longevity Pay Program to annual amounts as show in Attachment 1
- Create Individual Safety Award based upon safety performance of each individual employee
 - Start at \$150, increase in \$50 increments/year (no cap)
 - If one incident occurs in a given year, zero bonus awarded and start back at \$150 the next year
- Create Group Safety Award based upon the safety performance of each individual employee
 - Start at \$125, increase in \$50 increments/year (no cap)
 - If one significant incident or 2 minor incidents occur within a year, zero bonus awarded and start back at \$125 the next year
- Create definitions for Significant and Minor incidents
 - Significant incident
 - Any work-related fatality, or serious injury resulting in permanent inability to perform work (long term disability)
 - Any work-related injury or illness requiring hospitalization
 - An at-fault vehicle/equipment accident resulting in injury to employee or member of the public
 - Minor incidents
 - Any work-related injury or illness requiring medical treatment beyond first aid, but not hospitalization

- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, but not requiring hospitalization
- An at-fault vehicle/equipment accident not resulting in injury

Holiday Schedule

- Modify Holiday Schedule as follows:
 - New Year's Day
 - Martin Luther King Day*
 - President's Day*
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day*
 - Thanksgiving (Thurs and Fri)
 - Christmas Day
 - One additional day (emp. choice)

*Can be taken on a different day

Retirement

- Change vesting timeframe for Oklahoma Municipal Retirement Fund (OkMRF) Defined Benefit Plan from 10 years to 7 years
 - Modify joinder agreement with OkMRF to enact this change

II. Expenditure Authorizations for Implementation in FY 2021

- Estimated expenditures beyond those accounted for in the FY 2021 Budget
 - Longevity and Safety Award Increase of \$2,536
 - \$194 in estimated payroll taxes for Longevity and Safety Award Increase
 - OkMRF Retirement Vesting change estimated cost of \$1429 based upon current salaries

Attachment 1 – Longevity Pay Schedule

Year 1	\$ 32.50	Year 14	\$ 910.00
Year 2	\$ 65.00	Year 15	\$ 975.00
Year 3	\$ 97.50	Year 16	\$1,040.00
Year 4	\$ 130.00	Year 17	\$1,105.00
Year 5	\$ 162.50	Year 18	\$1,170.00
Year 6	\$ 195.00	Year 19	\$1,235.00
Year 7	\$ 227.50	Year 20	\$1,300.00
Year 8	\$ 260.00	Year 21	\$1,365.00
Year 9	\$ 292.50	Year 22	\$1,430.00
Year 10	\$ 650.00	Year 23	\$1,495.00
Year 11	\$ 715.00	Year 24	\$1,560.00
Year 12	\$ 780.00	Year 25	\$1,625.00
Year 13	\$ 845.00		

RESOLUTION
OF
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
REGARDING MODIFICATIONS OF EMPLOYEE BENEFITS

WHEREAS, a quorum of the Board of Directors of the Central Oklahoma Master Conservancy District met in a regular meeting, discussed and considered approval of modifications to District benefits and adjustments to the FY 2021 budget category for benefit expenditures.

IT IS HEREBY RESOLVED that the modifications to District benefits and adjustment to the FY 2021 budget category for benefit expenditures are approved.

APPROVED by a majority of Board members present on this 3rd day of December, 2020.

Amanda Nairn, President

Item D.7

RESOLUTION
OF
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
REGARDING PARTIAL TITLE TRANSFER

WHEREAS, a quorum of the Board of Directors of the Central Oklahoma Master Conservancy District met in a regular meeting, discussed and considered whether to approve completion of the process to obtain title to the water supply facilities related to the Norman Project from the United States Bureau of Reclamation.

IT IS HEREBY RESOLVED that the process to obtain title to the water supply facilities [should be/should not be] completed.

APPROVED by a majority of Board members present on this 3rd day of December, 2020.

Amanda Nairn, President

Item D.8

RESOLUTION
OF
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
REGARDING PANDEMIC ATTENDANCE POLICY FOR BOARD MEMBERS

WHEREAS, a quorum of the Board of Directors of the Central Oklahoma Master Conservancy District met in a regular meeting, discussed and considered an attendance policy for Board members effective during a pandemic.

WHEREAS, Article 4, Section 6, of the District's Bylaws provide that failure of a Director to attend three (3) consecutive meetings or to attend 50% of the regular or special meetings in a calendar year, without valid excuse as determined by the Board, shall be good cause for removal of a Director.

WHEREAS, the Board should approve a policy that determines as valid the excuse for failure to attend an in-person meeting by a Director to be health concerns of the Director and virus exposure relating to a pandemic including the COVID-19 pandemic emergency declared by the Governor.

WHEREAS, a Director who does not choose to attend an in-person meeting of the Board due to health concerns relating to a declared pandemic emergency should contact the President of Board or District staff a week before a scheduled Board meeting about the Director's health concerns.

IT IS HEREBY RESOLVED that the attendance policy for Board members effective during a pandemic declared as an emergency by the Governor is approved.

APPROVED by a majority of Board members present on this 3rd day of December, 2020.

Amanda Nairn, President

Item E.9

LEGAL COUNSEL REPORT

December 3, 2020

After the November board meeting, I sent an electronic copy of Senate Bill 661 and the guidance documents regarding the emergency amendments to the Open Meeting Act to Kevin Anders.

On November 9th, I reviewed draft documents relating to the Lake Thunderbird Watershed Partnership and attended a Partial Title Transfer presentation by Kyle to Del City officials.

I also reviewed three legal issues sent by Kyle in preparation for a conference call on November 16th regarding possible in-person meeting locations, the salary schedule and board member attendance.

On November 17th, I participated by phone with Kyle and Midwest City officials about partial title transfer.

On November 25th, I provided input into the December 5th meeting agenda language and the resolutions to show official action relating to agenda items.

Item E.10

Manager's Report – December 2020

- Work continues on the Shoreline Stabilization/Floating Wetlands project
 - Along with data collection, the recent weather brought about additional maintenance. (high winds, ice storm, fluctuation of elevation... etc.)
 - Collection will continue through second week of December and Final Report to follow upon translation of data (by March 31st, 2021)
- Identified need for portable diesel tank, particularly for the relift during weather events for the emergency generator.
 - Researching various models and prices. Also, the requirements for road hauling
 - It has been determined that the driver needs the “H” endorsement on license. (CDL)
- Mowing season is coming to an end. End of season maintenance being performed on tractors and mowers. (Oil changes, filter cleanings, blades... etc.)
- Held staff meeting on November 19th for safety and to discuss upcoming tasks to be completed during the winter season. (Re-lift paint, fencing, facility maintenance and clean up... etc.)
 - Re-lift floor and pumps getting a “make-over”
 - Power washed Office building
- The back up generator for the office (included in the budget for FY 20-21 under new capital assets) was ordered and should arrive by end of November
- Prime Controls, Inc. did an overall analysis of our current software and telemetry equipment
 - Awaiting the results of their findings and quote to complete should we choose to move forward on any/all their recommendations
- Auction ended Nov. 25th for our surplus equipment liquidation
 - There is one more item that is scheduled to be auctioned by Dec 16th. It was delayed due to the fact it was posted as “inoperable” but is operational and we were advised to push to the next auction to bring in more money.
- Researched requirements of the competitive bidding process and any existing State contracts for Generator Replacement.
 - No State contracts are available to utilize, therefore bidding process will begin
 - Plan to advertise starting the week of December 7.
- Presented partial title transfer analysis and findings to officials with Del City and Midwest City
- Tim met with a representative from OEC regarding the solar garden being built south of Robinson between 60th and 48th and the crossing of the pipeline easement. He has been working with Ashley Dixson from the BOR in the matter
- Finished up recommendations on salary schedule, promotional plan, and benefits package modifications
- Spent time researching the Open Meeting Act, along with Dean, Amanda, and Kelley, to prepare for December meeting to ensure compliance
- I have been asked to serve on the Technical Advisory Group for the Lake Thunderbird Watershed Alliance

- Participated in initial virtual meeting on November 16th
- Witnessed one of the first “pulls” of the compressed fit liner on the Del City pipeline project
 - Staff attended for learning opportunity
- Received draft contract from BOR for amendments to our temporary water contract
 - Dean and I are reviewing