

**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
AGENDA FOR REGULAR MEETING
Kyle Arthur, General Manager**

**TIME: 6:30 P.M.
THURSDAY, November 5, 2020**

**THIS MEETING WILL BE CONDUCTED BY VIDEOCONFERENCE AND TELECONFERENCE.
IF YOU ARE NEW TO THE “GO TO MEETING” APP, PLEASE INSTALL BEFORE MEETING START TIME.**

**VIDEOCONFERENCE: TO JOIN THE MEETING USING A COMPUTER, SMARTPHONE, OR TABLET, GO TO
<HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/328984445> MEETING ACCESS CODE: 328-984-445**

**TELECONFERENCE: TO LISTEN TO THE MEETING USING A TELEPHONE, CALL 1-866-899-4679 ENTER ACCESS
CODE: 328-984-445.**

**IN THE EVENT THE COMMUNICATION LINK OR CONNECTION IS LOST AND THE MEETING IS INTERRUPTED,
THE DISTRICT WILL MAKE EVERY EFFORT TO RESTORE THE LINK OR CONNECTION WITHIN THIRTY (30)
MINUTES AND THE MEETING WILL THEN CONTINUE. IF THE DISTRICT IS UNABLE TO RESTORE THE LINK OR
CONNECTION WITHIN THIRTY (30) MINUTES AFTER IT IS LOST, THE MEETING WILL BE RECONVENED ON
MONDAY, NOVEMBER 9, 2020 AT 6:30 PM. THE RECONVENED MEETING WILL BE CONDUCTED IN THE SAME
MANNER AS NOTICED HEREIN, AND BOARD MEMBERS WILL PARTICIPATE IN THE SAME MANNER AS NOTICED
HEREIN. ANY RECONVENED MEETING SHALL BEGIN WITH A ROLL CALL VOTE AND SHALL THEN PROCEED TO
THE AGENDA ITEM THAT WAS UNDER DISCUSSION WHEN THE LINK OR CONNECTION WAS LOST.**

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. (ALAN SWARTZ, OKLAHOMA AREA LEADER).**

**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, OCTOBER 1, 2020.**
- 3. CONSIDERATION AND POSSIBLE APPROVAL OF FINANCIAL STATEMENTS FOR OPERATING ACCOUNT FOR
SEPTEMBER 2020.**
- 4. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON BUDGETING POLICY.**
- 5. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON INVESTMENT POLICY.**
- 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.**

E. DISCUSSION:

- 7. LEGAL COUNSEL’S REPORT.**
- 8. GENERAL MANAGER’S REPORT.**
- 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)**

F. ADJOURN

**BOARD MEMBER ATTENDANCE METHOD: VIDEOCONFERENCE: AMANDA NAIRN, CASEY HURT, JANN KNOTTS, MICHEAL DEAN,
ROGER FRECH, WILLIAM JANACEK, KEVIN ANDERS**

Item D.2.

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

Thursday, October 1, 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 October 1, 2020 at 6:30 P.M. using the following options:

Teleconference dial in number 1-877-309-2073, access code 582-403-613

Videoconference <https://global.gotomeeting.com/join/582403613> , access code 582-403-613

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, James Allard, Precious Braggs, Chris Mattingly, Beverly Palmer

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

- Key sections of Line 1 have been CCTV inspected to verify bends and transitions

- Conducted multiple conversations with property owners along Cinder Drive, Embers Drive and Burntwood Drive to discuss construction impacts and scheduling
- Property owners have begun to move sheds located in the ROW that would be affected by construction
- Fences have been removed along Cinder Drive and exploratory digging has located the connection point for the new liner at Station 45+80

Line 2

- Intermittent leak was repaired at a joint at approximately Station 33+00 Minimal work done on dressing disturbed areas
- Finishing installation of the Air Release and Blow-off Vaults on Line #2

Line 3

- Contractor hydrostatically tested pipe between Stations 154+00 and 231+58. The line was drained after successful testing
- The Contractor is continuing installation of the Air Release and Blow-off Vaults along Line #3

Michael Dean inquired about the leak that was repaired on line 2 and asked if it was on a section that is newly installed. Mr. Swartz said that it was on the new line and that the first inspector the District hired missed this on the plans which called for restrained joint pipe. It is possible the pipe moved during the pressure test and that created the leak. Matthews Trenching fixed the leak by installing concrete thrust blocking behind the 45 and installed a joint collar. Mr. Dean expressed concern that this was simply a patch that could leak in the future and asked if they could cut the section out and weld in a new section. Mr. Swartz responded that the method of repair is an industry acceptable way of sealing that joint. It also allowed them to repair it without shutting down the line. Mr. Swartz also stated that it is not considered a patch and that ductile iron cannot be welded. If we were to cut the piece of pipe out, it would now require two repair sleeves which could be future leak points.

Vice President Casey Hurt inquired as to whether we had checked any other potential areas like this one that may have been missed. Mr. Swartz indicated he believed it was the only one that could have had an issue, as the inspector that missed it resigned the next day. The inspectors hired since then have a better understanding of the plans and this should not be a concern anymore. Mr. Dean asked if the inspector was an employee of Matthews Trenching and Mr. Swartz answered that the inspectors are 3rd party hired by COMCD.

Mr. Dean asked about mechanical integrity testing (MIT) and whether if that was being done on the new pipeline. Mr. Swartz answered that every segment of the line that is put into service is tested at 150 psi and held for two hours, which is double your operating pressure. Mr. Dean inquired as to whether the whole pipeline will be tested at the end of the project. Mr. Swartz responded that we could if we wanted to ramp our pumps up to 150 psi, but he did not think the pumps could take it. Board member William Janacek responded that testing by segment was the industry standard.

President Amanda Nairn clarified that the inspector was a 3rd party individual, and that Plummer Associates did the engineering design and are doing the project management. She also stated that Matthews Trenching came highly recommended.

C.2. PowerPoint presentation by Kyle Arthur-An Analysis of Partial Title Transfer

A lengthy discussion was held after the presentation. The Board complemented the General Manager on the presentation. Casey Hurt mentioned the District was originally going to hire an outside agent for an opinion.

Vice-President Casey Hurt asked if our liability is removed with the BOR doing the NEPA reviews. Dean Couch stated that NEPA is required for any major federal action and the BOR is required to follow it. Otherwise the District would be responsible for ensuring compliance with all the environmental requirements separate and

apart from the Bureau. Mr. Hurt stated that if an assessment is done by a 3rd party some of the liability would be removed from the District. Mr. Couch agreed but also stated that the District would have liability if they did not comply with the regulatory requirements in the execution of a project. Mr. Hurt then asked about the cost of the EAs that had been done and Mr. Allard from BOR stated that the cost for the one completed for the partial title transfer work was about \$30,000.

Mr. Hurt commented that the additional staff time would not be an actual additional cost, but rather simply time. And that the District would not anticipate needing an additional person to perform these duties. Mr. Arthur said this is correct.

Treasurer Jann Knotts commented that it was very enlightening to see all the work the BOR does for the District and that we only paid a portion of the total construction costs. She stated that previously the Board had been led to believe that they should seek title because the District paid for all of the project. Additionally, she remarked that Mr. Arthur stated that often there is a motivating factor or reason for an entity to seek title. Mr. Allard and Mr. Arthur concurred with that statement. Mr. Allard reiterated the examples given in the presentation of McGee Creek in Oklahoma and Lake Meredith in the Texas panhandle.

Mr. Dean stated that in 2016 when the debt was paid-off the desire was for the status quo not to change. He asked Mr. Allard if the state of Oklahoma or any other state tried to take the assets. Mr. Allard said not to his knowledge. Mr. Dean also asked if they could try to take the assets now and Mr. Allard said that could not happen. Mr. Dean additionally commented that the costs of the inspections were the primary negative aspect that he could see. He also asked why the District did not get a line item appropriate for the Del City pipeline project. President Nairn said that this opportunity was never discussed.

Board member Roger Frech commented that this presentation was the first time he had seen a thorough comparison of the pros and cons. He stated that he, Mark Edwards, Board member Kevin Anders queried several districts that had done title transfer. Those districts all saw no advantage to doing full title. He had previously been supportive of partial title transfer but was now reconsidering his opinion. Vice-President Hurt and President Nairn both concurred with that sentiment.

Mr. Hurt requested that the District make this presentation to the cities and receive their input and field their questions. Ms. Nairn said that is her intent, and that Mr. Arthur will be reaching out to the three cities to set up meetings. She also strongly encouraged the cities' respective Board members to attend those meetings.

Board member Kevin Anders said that he appreciated all the work and wanted to take some time to review all the information that had been presented.

President Nairn asked if the public had any questions. Mr. Chris Mattingly from the City of Norman commented that he enjoyed the presentation and would be working to set up a meeting with city officials.

Mr. Allard circled back on the discussion regarding line item appropriations. He stated that the Bureau will do whatever Congress tells them to do. While they would not actively lobby for a particular project, certainly execute on whatever Congress authorized and funded.

Beverly Palmer of Del City thanked Mr. Arthur for the presentation and agreed with meeting with each city before any final action is taken.

Thanks, was given to Mr. Allard on his assistance.

D.3. Consideration and possible approval of minutes of the Regular Board Meeting held on Thursday, September 3, 2020

President Nairn thanked Kelley Metcalf for the more detailed minutes. Casey Hurt made a motion to approve the September 3, 2020 Regular Board Meeting minutes seconded by Michael Dean.

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.4. Consideration and possible approval of financial statements for operating account for August 2020

Jann discussed this is month two in the fiscal year. Large items were the fixed asset on the Del City Pipeline increased by \$756,000. The loan for that asset increased by \$700,000. The cumulative profit and loss are compared to 2/12th of the budget. As of now, the District is a positive \$139,000. Jann Knotts made a motion seconded by Roger Frech to approve the August 2020 financials.

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. Consideration and possible approval of District's Schedule of Regular Meetings for Calendar Year 2021

For calendar year 2021 all the meetings are scheduled for the first Thursday of the month. Casey Hurt made a motion seconded by Jann Knotts to approve the Districts' Schedule of Regular Meetings for calendar year 2021.

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.6. Legal Counsel Report:

Dean Couch briefly reported on his activities over the last month. Those included:

- Finalized a letter to Rebecca Patten, an attorney for Norman. Ms. Patten represents a developer who wants to develop a small tract of land. In the title review COMCD was mentioned as possibly being within the boundaries of the tract of land, and Ms. Patten wanted clarification.
- Reviewed the draft PowerPoint presentation on title transfer. Reviewed the legal, and insurance coverage issues. Possibly moving forward with a Memorandum about the District's liability.
- Reviewed Investment Policies of other public entities.
- Participated in virtual meeting with Kyle Arthur, Amanda Nairn, Jann Knotts and Rob Lockard regarding Investment Policy

E.7. General Manager's Report:

- Shoreline Erosion/Floating Wetlands; Data collection continues. OU Students/staff visiting multiple times a week. The redesigned wetland units are proving more efficient and durable compared to previous runs
- Equipment building was cleaned out and organized to allow for equipment storage for upcoming winter months
- Leak was located on MWC line. After uncovering leak, found the problem was a leaking bell connection. A bell clamp has been ordered and should be in by Oct. 2nd. Midwest City was informed and have been updated on status of repair and schedule
- OG&E sub contractors cleared and trimmed trees on property that were in utility easement
- Performed CCTV on Del City pipeline to prepare for line segment 1 compressed liner work. Access windows were cut in two spots on the line on either side of Sooner Road/Crutcho Creek. After completing inspection, a leak was noticed and repaired. Del City is back to normal operational status
- Held staff meeting Sept. 14th
- Repaired leaking air relief valve located near intake structure on the lake
- Re-connected barrier buoys surrounding intake structure
- Met with Southwest Electric on Sept. 22nd to inquire about motor, pump, and control support they may be able to provide
- Set up meeting with representative from Prime Controls regarding telemetry and programming needs. Meeting is tentatively scheduled for Oct. 7th, 2020.
- Kelley, Administrative Assistant, and I met with the cities of Norman, Midwest City and Del City to discuss job titles, pay schedules and benefits. Working on a presentation of findings and recommendations for upcoming Board meeting
- Met with Rob Lockard, Jann Knotts, Dean Couch and Amanda Nairn to discuss investment policy revisions. Comments are due by Oct. 7th. Target is to present at November Board meeting if ready
- Casey Hurt, Amanda Nairn, and I will meet with Susie Snider, manager of Lake Thunderbird State Park, on Wednesday, September 30th
- Lunch meeting scheduled with Chris Mattingly, new Director of Utilities at the City of Norman, for Monday, September 28th
- Attended a meeting of the Oklahoma Association of Reclamation Projects (OARP) at Quartz Mountain Lodge on September 10-11
- Met with Jerrod Shouse, lobbyist for the OARP, on September 21st. COMCD was previously in contract. Recommend future contract through OARP
- Received recommendations back from Tanner Watkins of Watkins Insurance for policy additions. Will be preparing discussion for upcoming Board meeting

The following items did not make it on the report but were discussed:

- Encouraged Board to review and modify/correct their bios on the website
- Have cedar mulch available for anyone who wants some
- Spare parts will be ordered

Michael Dean asked if Jerrod Shouse (Lobbyist) had experience with Federal lobbying. The General Manager stated he will verify.

E.8. 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. Adjourn

Michael Dean made a motion seconded by William Janacek to adjourn.

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

The meeting adjourned at 9:34 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, October 1, 2020, are approved.

APPROVED by a majority of Board members present on this 5th day of November, 2020.

Item D.3

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Balance Sheet
As of September 30, 2020

	Sep 30, 20	Aug 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1023-BANCFIRST #3340 & #0014	2,147,847.65	2,258,281.89	-110,434.03
1051-BANCFIRST # 8204 (AT MKT)	4,191,024.72	4,173,739.78	17,284.94
Total Checking/Savings	6,338,872.38	6,432,021.47	-93,149.09
Accounts Receivable			
1900-ASSESSMENTS RECEIVABLE			
1901-DEL CITY	198,853.27	198,853.27	0.00
1902-OPERATIONS AND MAINTENANCE	65,625.00	65,625.00	0.00
1903-POWER			
Total 1901-DEL CITY	264,478.27	264,478.27	0.00
1905-MIDWEST CITY			
1906-OPERATIONS AND MAINTENANCE	508,480.26	508,480.26	0.00
1907-POWER	264,600.00	264,600.00	0.00
Total 1905-MIDWEST CITY	773,080.26	773,080.26	0.00
1909-NORMAN			
1910-OPERATIONS AND MAINTENANCE	551,251.47	551,251.47	0.00
1911-POWER	194,775.00	194,775.00	0.00
Total 1909-NORMAN	746,026.47	746,026.47	0.00
Total 1900-ASSESSMENTS RECEIVABLE	1,783,565.00	1,783,565.00	0.00
Total Accounts Receivable	1,783,565.00	1,783,565.00	0.00
Other Current Assets			
1920-(BANCFIRST)-DWSRF ESCROW	49,038.93	40,905.91	8,133.02
1951-DWSRF REPYMT DUE-CURRENT	40,936.52	48,813.20	-7,876.68
Total Other Current Assets	89,975.45	89,719.11	256.34
Total Current Assets	8,212,412.83	8,305,305.59	-92,892.75
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	3,678,565.11	3,659,640.11	18,925.00
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	13,393,826.67	13,374,901.67	18,925.00
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	98,280.89	98,280.89	0.00
PLANT AND DAM EQUIPMENT	5,055,576.55	5,055,576.55	0.00
VEHICLES AND BOATS	748,744.17	734,922.67	13,821.50
Total 2020-OTHER PURCHASED ASSETS	7,963,963.48	7,950,141.98	13,821.50
2030-ALLOWANCE FOR DEPRECIATION			
Total Fixed Assets	11,929,672.35	9,397,149.11	-33,147.69
Total Assets		11,930,073.54	-401.19
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	20,662,887.54	20,756,181.48	-93,293.94
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
4000-CURRENT CLAIMS PAYABLE	30,192.72	25,077.23	5,115.49
Total Accounts Payable	30,192.72	25,077.23	5,115.49
Other Current Liabilities			
4002-DWSRF INTEREST PAYABLE	897.21	897.21	0.00
4010-PAYROLL DEDUCTIONS			
4012-FWIT PAYABLE	0.00	-4,590.75	4,590.75
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	1,604.82	4,590.75
4017-COMPENSATED ABSENCES			
4019-CONTRACTS-DUE W/1 YEAR	17,150.38	17,150.38	0.00
4019.3-DWSRF CURRENT PYMTS			
Total 4019-CONTRACTS-DUE W/1 YEAR	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	118,671.21	114,080.46	4,590.75
Total Current Liabilities	148,863.93	139,157.69	9,706.24
Long Term Liabilities			
4020-CONTRACTS PAYABLE			
4055-DWSRF PAYMENTS			
4075-SUBSEQUENT PAYMENTS			
Total 4055-DWSRF PAYMENTS	520,802.36	520,802.36	0.00
4080-NEW DEL CITY PIPELINE LOAN	2,809,338.75	2,809,338.75	0.00
Total 4020-CONTRACTS PAYABLE	3,330,141.11	3,330,141.11	0.00
Total Long Term Liabilities	3,330,141.11	3,330,141.11	0.00
Total Liabilities	3,478,005.04	3,469,298.80	9,706.24
Equity			
4802-BOR MANDATED MAINTRESERVE			
4803-RESTRICTED-CAP IMPRVEMENTS	50,000.00	50,000.00	0.00
4806.5 UNRESTRICTED SURPLUS	400,000.00	400,000.00	0.00
4807-UNRESTRICTED SURPLUS			
Total 4806.5 UNRESTRICTED SURPLUS	15,210,950.06	15,210,950.06	0.00
Net Income			
Total Equity	15,210,950.06	15,210,950.06	0.00
TOTAL LIABILITIES & EQUITY	20,662,887.54	20,756,181.48	-93,293.94

11:47 AM

10/06/20

Accrual Basis

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
BANCFIRST #3940 & # 0014 ACTIVITY

September 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
1023-BANCFIRST #3940 & #0014							
Deposit	9/3/2020			BUREC cost sharing reimburs...	5511-WETLAND-SHORELIN...	32,500.12	32,500.12
Deposit	9/15/2020			BOAT DOCK RENT	4921-MISCELLANEOUS RE...	600.00	33,100.12
Deposit	9/21/2020			ATT REBATE	5201-TELEPHONE-PAGING...	377.77	33,477.89
Deposit	9/25/2020			BOAT DOCK RENT	4921-MISCELLANEOUS RE...	2,176.08	35,653.97
Deposit	9/25/2020			Deposit	-SPLIT-	5,998.00	36,253.97
Deposit	9/25/2020			REBATE SERVICE CHARGE	-SPLIT-	64.46	36,318.43
Deposit	9/30/2020			SWEEP FEE	5401-OFFICE SUPPLIES, M...	33.63	36,352.06
Deposit	9/30/2020			SWEEP FEE REBATE	5401-OFFICE SUPPLIES, M...	-477.55	35,874.51
Check	9/1/2020			STOP PAYMENT FEE	5401-OFFICE SUPPLIES, M...	477.55	35,396.96
Check	9/21/2020			VOID CK # 19846	1920-BANCFIRST-DWSRF...	-64.46	35,332.50
Check	9/22/2020			OKLAHOMA TAX COMMISSION	PLANT AND DAM EQUIPME...	-27.00	35,305.50
Check	9/23/2020			Industrial Truck Equipment	4000-CURRENT CLAIMS PA...	2,495.00	37,800.50
Check	9/8/2020	1	NET PAYROLL	OWIT THRU 09/10/20	4000-CURRENT CLAIMS PA...	-23,728.23	12,072.27
Check	9/8/2020	19859	Industrial Truck Equipment	crane for utility pickup	4000-CURRENT CLAIMS PA...	-1,349.00	10,723.27
Check	9/8/2020	19860	O.G. & E.	super spring for crane on utili...	4000-CURRENT CLAIMS PA...	-13,021.50	-1,297.73
Check	9/8/2020	19861	O.G. & E.	125943600-9	4000-CURRENT CLAIMS PA...	-800.00	-2,097.73
Check	9/8/2020	19862	OKLA STATE & EDUCATION EMPL. GROU...	355957503-2	4000-CURRENT CLAIMS PA...	-32.28	-2,130.01
Check	9/8/2020	19863	Debson Technologies	group 100914	4000-CURRENT CLAIMS PA...	-60,257.74	-62,387.75
Check	9/8/2020	19865	EVANS ENTERPRISES, INC.	27354	4000-CURRENT CLAIMS PA...	-3,969.14	-66,356.89
Check	9/8/2020	19866	EVANS ENTERPRISES, INC.	105891	4000-CURRENT CLAIMS PA...	-1,377.20	-67,734.09
Check	9/8/2020	19867	LOCKE SUPPLY	25783	4000-CURRENT CLAIMS PA...	-3,091.00	-70,825.09
Check	9/8/2020	19868	ACE HARDWARE EAST	soil compaction testing Del Cl...	4000-CURRENT CLAIMS PA...	-4,865.00	-75,690.09
Check	9/8/2020	19869	Jones Property Law	2118	4000-CURRENT CLAIMS PA...	-120.00	-75,810.09
Check	9/8/2020	19870	NORMAN STAMP AND SEAL CO.	40322	4000-CURRENT CLAIMS PA...	-57.00	-75,867.09
Check	9/8/2020	19871	BRUCE SLOAN	16992	4000-CURRENT CLAIMS PA...	-221.40	-76,088.49
Check	9/8/2020	19872	O'Reilly Automotive, Inc	5103	4000-CURRENT CLAIMS PA...	-282.80	-76,371.29
Check	9/8/2020	19873	Alliance Maintenance, Inc	123216	4000-CURRENT CLAIMS PA...	-285.00	-76,656.29
Check	9/8/2020	19874	City of Norman Utility Division	416325-57665	4000-CURRENT CLAIMS PA...	-97.32	-76,753.59
Check	9/8/2020	19875	LOWE'S HOME CENTERS, INC.	9500265934	4000-CURRENT CLAIMS PA...	-21.35	-76,774.94
Check	9/8/2020	19876	Angela's Advertising & Design, Inc.	714569	4000-CURRENT CLAIMS PA...	-118.75	-76,893.69
Check	9/8/2020	19877	PRG ASS	103938	4000-CURRENT CLAIMS PA...	-6.90	-76,900.59
Check	9/8/2020	19878	THRG6 Services Inc	8-23-20 to 9-5-20	4000-CURRENT CLAIMS PA...	-7,240.00	-84,140.59
Check	9/8/2020	19879	P & K Equipment	19514	4000-CURRENT CLAIMS PA...	-250.00	-84,390.59
Check	9/8/2020	19880	OKLAHOMA MUNI RETIREMENT FUND	9-10-20 payroll	4000-CURRENT CLAIMS PA...	-88.78	-84,479.37
Check	9/8/2020	19881	OKLAHOMA MUNI RETIREMENT FUND	9-10-20 payroll	4000-CURRENT CLAIMS PA...	-6,448.35	-90,927.72
Check	9/8/2020	19882	GWIN Marketing, Inc.	SMOEIN20200816001	4000-CURRENT CLAIMS PA...	-2,735.00	-93,662.72
Check	9/14/2020	19883	Texas Life Insurance Company	103938	4000-CURRENT CLAIMS PA...	-94,211.94	-187,874.66
Check	9/14/2020	19884	Pioneer Equipment Inc	Payor 98957	4000-CURRENT CLAIMS PA...	-613.84	-188,488.50
Check	9/14/2020	19885	American Fidelity Assurance	XXXX XXXX XXXX 4512	4000-CURRENT CLAIMS PA...	-57.00	-188,545.50
Check	9/14/2020	19886	Cardmember Service	XXXX XXXX XXXX 4512	4000-CURRENT CLAIMS PA...	-1,984.61	-190,530.11
Check	9/14/2020	19887	BRUCE SLOAN	016940	4000-CURRENT CLAIMS PA...	-153.00	-190,683.11
Check	9/14/2020	19888	OEC Fiber	7005868200	4000-CURRENT CLAIMS PA...	-125.00	-190,808.11
Check	9/15/2020	19889	Kyle Arthur	mileage reimbursement	4000-CURRENT CLAIMS PA...	-97,172.67	-287,980.78
Check	9/21/2020	19890	John Deere Financial	11112-28103	4000-CURRENT CLAIMS PA...	-224.43	-288,205.21
Check	9/21/2020	19891	DCM Internet	1071-20200821-1	4000-CURRENT CLAIMS PA...	-75.00	-288,280.21
Check	9/21/2020	19892	THRG6 Services Inc	9-6-20 thru 9-19-20	4000-CURRENT CLAIMS PA...	-6,800.00	-295,080.21
Check	9/21/2020	19893	AT & T MOBILITY	28725-1078709	4000-CURRENT CLAIMS PA...	-3,077.25	-301,157.46
Check	9/21/2020	19894	Smith Distributing Company	976736	4000-CURRENT CLAIMS PA...	-158.76	-301,316.22
Check	9/21/2020	19895	INTERSTATE ALL BATTERY CENTER	1920200090083	4000-CURRENT CLAIMS PA...	-37.00	-301,353.22
Check	9/21/2020	19896	Gabe-Gonwals	930305800	4000-CURRENT CLAIMS PA...	-84.00	-301,437.22
Check	9/21/2020	19897	CCC-CLAES E. WADSACK	L-07610096	4000-CURRENT CLAIMS PA...	-107,932.48	-409,369.70
Check	9/21/2020	19898	EMC Insurance	mileage reimbursement	4000-CURRENT CLAIMS PA...	-87.00	-409,456.70
Check	9/22/2020	19899	Kelley Metcalf	number # 50100405	4000-CURRENT CLAIMS PA...	-19.55	-409,476.25
Check	9/22/2020	19900	Worth N A, LLC		4000-CURRENT CLAIMS PA...	-2,495.00	-411,971.25
Check	9/22/2020	19901			4000-CURRENT CLAIMS PA...	-110,434.03	-522,405.28
Total 1023-BANCFIRST #3940 & #0014							-110,434.03
TOTAL							-110,434.03

10/06/20

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
CURRENT CLAIMS PAYABLE

As of September 30, 2020

	Num	Name	Split	Open Balance
Current				
1		NET PAYROLL	-SPLIT-	23,728.23
1		BANCFIIRST	-SPLIT-	5,115.49
1		OKLAHOMA TAX COMMISSION	4013-OWIT PAYABLE	1,349.00
Total Current				30,192.72

ACCOUNTANT'S NOTES

- Boat dock rent received for the month was \$1,200.00
- The District received \$32,500.12 from BUREC for cost sharing re shoreline stabilization project.

Del City pipeline costs for the month were \$18,925.00
Year to date Del City pipeline costs are \$781,060.64

Monthly advances on the Del City Pipeline loan were \$0.00
Year to date Del City pipeline loan advances are \$1,269,861.22

Other fixed asset acquisitions during the month:

Crane and spring for utility truck \$13,821.50

Year to date other fixed asset acquisitions total \$17,305.39
Budgeted asset acquisitions for FYE '21 total \$43,000.00

The preparer of these statements is not a "public accountant", and they are not intended for third party reliance.

10/06/20

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	508,480.26
4904-NORMAN	0.00	0.00	551,251.47
Total 4901-MUNI SHARE, OPERATING COST	0.00	0.00	1,258,585.00
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	1,783,585.00
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	396.00	1,764.00
Total 5000-PERSONNEL	49,899.15	49,719.35	150,578.18
5100-MAINTENANCE			
5101-PLANT& DAM R&M, SUPPLIES	3,569.96	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	2,395.00	3,745.00	6,140.00
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	-29,604.76	11,289.12	-17,835.64
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	121,816.75	114,468.84	327,293.17
Net Income	-103,000.18	-66,942.05	1,522,932.44

11:46 AM

10/06/20

Accrual Basis

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Profit & Loss Budget vs. Actual
July through September 2020

	Jul - Sep 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	1,800.00		
4923-BANK INTEREST INCOME	20,413.99		
4925-DWSRF INTEREST INCOME	894.00		
4930-SECURITIES VALUE ADJUSTS	43,552.62		
Total 4920-OTHER REVENUES	66,660.61		
Total Income	1,850,225.61	1,783,565.00	66,660.61
Expense			
5000-PERSONNEL			
5000.1-EMPLOYEES' WAGES	114,200.76	111,999.94	2,200.82
5009-EMPLOYEES' RETIREMENT	12,044.08	11,374.97	669.11
5010-DIRECTORS' EXPENSES	0.00	1,249.97	-1,249.97
5011-PAYROLL TAXES	8,736.36	8,250.00	486.36
5012-TRAINING, EDUCATION&TRAVEL	667.02	4,374.94	-3,707.92
5013-UNIFORM & BOOTS ALLOWANCE	923.30	750.00	173.30
5014-EMPLOYEE HEALTH, ETC. INS.	12,242.66	16,841.25	-4,598.59
5015-WORKMEN'S COMPENSATION	0.00	5,387.44	-5,387.44
5017-SERVICE & SAFETY AWARDS	0.00	737.44	-737.44
5018-TEMPORARY HELP	1,764.00		
Total 5000-PERSONNEL	150,578.18	160,965.95	-10,387.77
5100-MAINTENANCE			
5101-PLANT& DAM R&M, SUPPLIES	4,068.80	31,249.97	-27,181.17
5103-VEHICLE OPS, R&M	3,696.19	8,124.94	-4,428.75
5104-BUILDINGS ROADS & GROUNDS	917.93	4,999.97	-4,082.04
5106-EQUIPMENT R&M, RENTAL	4,297.70	4,249.97	47.73
Total 5100-MAINTENANCE	12,980.62	48,624.85	-35,644.23
5200-UTILITIES			
5201-TELEPHONE,PAGING,IT SERVIC	6,751.11	4,875.00	1,876.11
5204-ELECTRICITY	916.41	2,124.94	-1,208.53
5205-PROPANE	0.00	1,500.00	-1,500.00
5206-WASTE REMOVAL	194.64	199.97	-5.33
Total 5200-UTILITIES	7,862.16	8,699.91	-837.75
5300-INSURANCE AND BONDS			
5301-INSURANCE	87.00	11,250.00	-11,163.00
Total 5300-INSURANCE AND BONDS	87.00	11,250.00	-11,163.00
5400-ADMINISTRATIVE EXPENSE			
5401-OFFICE SUPPLIES, MATERIALS	2,244.68	3,750.00	-1,505.32
Total 5400-ADMINISTRATIVE EXPENSE	2,244.68	3,750.00	-1,505.32
5500-PROFESSIONAL SERVICES			
5501-LEGAL	6,140.00	15,000.00	-8,860.00
5502-ACCOUNTING AND AUDIT	1,440.00	6,137.44	-4,697.44
5504-CONSULTANT- TECHNICAL	0.00	9,999.94	-9,999.94
5507-ENGINEERING-REUSE PROJECT	0.00	18,499.97	-18,499.97
5511-WETLAND-SHORELINE STABILIZ	-25,415.64		
Total 5500-PROFESSIONAL SERVICES	-17,835.64	49,637.35	-67,472.99
5600-WATER QUALITY SERVICES			
5601-STREAM GAUGING (OWRB)	12,400.00	4,399.97	8,000.03
5603-WATER QUALITY MONITORING	0.00	16,500.00	-16,500.00
Total 5600-WATER QUALITY SERVICES	12,400.00	20,899.97	-8,499.97
5800-PUMPING POWER	59,574.57	131,250.00	-71,675.43
5950-ASSET PURCHASES & RESERVES	0.00	10,749.94	-10,749.94
6000-DEPRECIATION	99,401.60		
Total Expense	327,293.17	445,827.97	-118,534.80
Net Income	1,522,932.44	1,337,737.03	185,195.41

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 September 2020 are approved.

APPROVED by a majority of Board members present on this 5th day of November, 2020.

Item D.4.

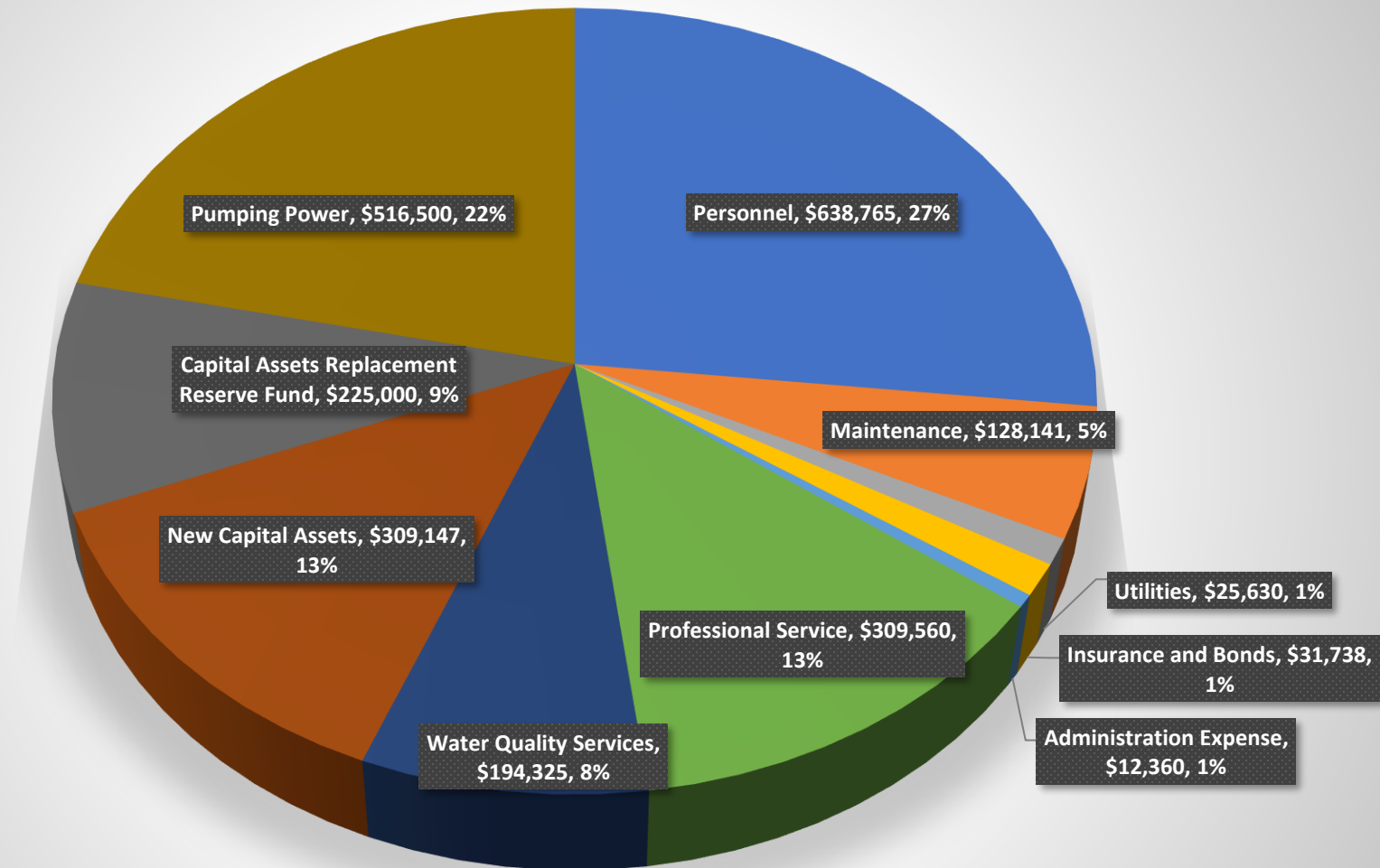
Budget Discussion

- Establish a Budget Policy (Agenda Item D.4)
 - Increase budgeting horizon
 - Establish carryover minimum and maximum
 - Utilization of Capital Expenditure and Emergency Fund (CEEF) earnings
- Staff preliminary evaluation for potential uses of any surplus funds

Annual Budget Profile Past 10 Years

- 2 major categories of income for Annual Budget
 - O&M Assessments to each city
 - based upon water supply storage contract percentages
 - Personnel, Maintenance, Insurance/Bonds, Utilities, Admin Expenses, Professional Services, WQ Services, New Capital Assets and Reserve Fund Assessment
 - Pumping Power
 - Estimated in budget each year
 - Invoice based upon actual use by city
- Other miscellaneous sources
 - Cost-share matching funds from BOR
 - ARRA Funds from OWRB
 - Interest Income
- Other Assessments
 - DWSRF loan for Energy Project (current)
 - Project debt repayment to the federal government (debt retired 2016)
- Accounts
 - BancFirst Operating accounts (3940 and 0014)
 - Capital Expenditure and Emergency Fund (CEEF) - investment

10-Year Budget Average



Historic O&M Budget and Account Balances – FY 2011-2020



Proposed Budgeting Policy – In Brief

- Prepare 3-year budgets, with particular emphasis on immediate year
- Create feedback mechanism relating projected carryover with next fiscal year's assessments
- Maintain carryover between \$400,000-\$500,000
- Adjust O&M assessments if over \$500,000 projected carryover; Board reserves right to retain any excess carryover if necessary
- Utilize earnings from Capital Expenditure and Emergency Fund (CEEF) annually to offset O&M assessments
- Levy additional assessment or utilize CEEF earnings to replenish carryover if it falls below \$400,000
- Levy additional assessment to replenish CEEF if the balance falls below \$2,500,000
- The Board can always authorize assessments for projects unforeseen

Operating Account Carryover/Buffer Amount

- Accountant recommendation
 - 4-5 months of O&M assessments (recommendation from bookkeeper)
 - \$450,000-\$500,000
- Worst-case capital expenditure scenarios (non-peril events)
 - Replacement of entire pump assembly (motor, shafts, pump) = \$100,000
 - One pump = \$50,000-\$60,000
 - One motor (have spares currently) = \$40,000-\$50,000
 - VFD (have three sizes of spares currently)= \$5,000
 - Currently have:
 - One spare motor for Norman
 - One spare motor for Relift
 - One spare motor for MWC at Relift
 - One MWC Pump at Relift (DC pumps can be exchanged out at Relift—they typically only use one at a time)
- Some level of unexpected O&M expenses are built into our budget
- For larger expenditures, the CEEF could be utilized

Cash Flow Scenarios

Begin Bal	\$500,000				\$600,000					\$700,000		
	Income	Expenses	Balance		Income	Expenses	Balance			Income	Expenses	Balance
July		\$190,000	\$310,000		July	\$190,000	\$410,000		July		\$190,000	\$510,000
Aug	\$570,000	\$190,000	\$690,000		Aug	\$570,000	\$790,000		Aug	\$570,000	\$190,000	\$890,000
Sept		\$190,000	\$500,000		Sept	\$190,000	\$600,000		Sept		\$190,000	\$700,000
Oct		\$190,000	\$310,000		Oct	\$190,000	\$410,000		Oct		\$190,000	\$510,000
Nov	\$570,000	\$190,000	\$690,000		Nov	\$570,000	\$790,000		Nov	\$570,000	\$190,000	\$890,000
Dec		\$190,000	\$500,000		Dec	\$190,000	\$600,000		Dec		\$190,000	\$700,000
Jan		\$190,000	\$310,000		Jan	\$190,000	\$410,000		Jan		\$190,000	\$510,000
Feb	\$570,000	\$190,000	\$690,000		Feb	\$570,000	\$790,000		Feb	\$570,000	\$190,000	\$890,000
March		\$190,000	\$500,000		March	\$190,000	\$600,000		March		\$190,000	\$700,000
April		\$190,000	\$310,000		April	\$190,000	\$410,000		April		\$190,000	\$510,000
May	\$570,000	\$190,000	\$690,000		May	\$570,000	\$790,000		May	\$570,000	\$190,000	\$890,000
June		\$190,000	\$500,000		June	\$190,000	\$600,000		June		\$190,000	\$700,000

Cash Flow Scenarios cont'd

Year 1

Beg Bal	Income	Expenses	Balance
July		\$171,000	\$429,000
Aug	\$570,000	\$171,000	\$828,000
Sept		\$171,000	\$657,000
Oct		\$171,000	\$486,000
Nov	\$570,000	\$171,000	\$885,000
Dec		\$171,000	\$714,000
Jan		\$171,000	\$543,000
Feb	\$570,000	\$171,000	\$942,000
March		\$171,000	\$771,000
April		\$171,000	\$600,000
May	\$570,000	\$171,000	\$999,000
June		\$171,000	\$828,000

Year 2

Beg Bal	\$828,000		
July		\$190,000	\$638,000
Aug	\$513,000	\$190,000	\$961,000
Sept		\$190,000	\$771,000
Oct		\$190,000	\$581,000
Nov	\$513,000	\$190,000	\$904,000
Dec		\$190,000	\$714,000
Jan		\$190,000	\$524,000
Feb	\$513,000	\$190,000	\$847,000
Mar		\$190,000	\$657,000
Apr		\$190,000	\$467,000
May	\$513,000	\$190,000	\$790,000
Jun		\$190,000	\$600,000

Current Situation

<u>Income</u>	
Beginning Balance (FY 2021)	\$ 2,218,013.00
Assessment Income during FY 2021	\$ 1,192,161.25
BOR Income (Grant)	\$ 50,000.00
Budget Savings	\$ 103,750.00
Total Funds Available during FY 2021	\$ 3,563,924.25
<u>Expenses</u>	
O&M Budgeted Expenses for FY2021	\$ 1,258,565.00
Del City Pipeline Expenses (Engineering, PM, Inspector)	\$ 263,000.00
Del City Pipeline SRF (interest/admin and PI and admin)	\$ 164,726.00
Shoreline Erosion Project Completion	\$ 36,000.00
OWRB Internal Loading Study	\$ 22,000.00
Total Scheduled Expenses	\$ 1,744,291.00
Amount remaining in 3940 and 0014	\$ 1,819,633.25


<u>Budget Savings</u>	
Training	\$ 10,000.00
Health	\$ 5,000.00
Workers Comp	\$ 6,550.00
Propane	\$ 3,000.00
Oxygen	\$ 74,000.00
Stream Gage	\$ 5,200.00
Total	\$ 103,750.00

Areas Evaluated for Use of Surplus Funds

- Priorities
 1. Ensuring reliable water supply in the near to mid-term
 2. Returning value to our member cities
 3. Other equipment, supplies or items needed to support the activities of the District
- Equipment or supplies needed in the short term
 - Pumping plant, relift, control room, communications, software, vehicles
- Development of a 10-year large capital asset replacement schedule
 - Give line-of-sight to near-term needs, as well as longer term
- Evaluation of past inspection reports from BOR to help inform potential future O&M expenses

Possible Uses for Remaining Surplus Funds

Priority	Special Projects	
	Payment of PI for DC Pipeline Loan (12 months)	\$ 442,667.00
	OWRB Water Quality Trend Analysis	\$ 41,215.00
	Total	\$ 483,882.00
	<u>Personnel</u>	
	Salary adjustment (remainder FY 21)	\$ 9,370.47
	OkMRF	\$ 468.52
	Payroll Taxes	\$ 731.00
	Longevity/Safety Bonus increase over budget	\$ 2,666.00
		\$ 13,235.99
	<u>Capital Needs</u>	
6	Bobcat Replacement	\$ 65,000.00
3	Technology Upgrades	\$ 175,000.00
7	Old Office Demolition	\$ 25,000.00
2	Pumping Plant Needs (spare pump)	\$ 55,000.00
4	Compound Buildings (equipment storage)	\$ 40,000.00
5	Relift Above Ground Storage Tank and Other Needs	\$ 10,000.00
1	Backup Generator Replacement Pumping Plant	\$ 400,000.00
8	Storm Shelter	\$ 5,500.00
		\$ 775,500.00
	Total	\$ 1,272,617.99
	Balance to Remain in 3940 and 0014	\$ 547,015.26



<u>Savings for DC Pipeline Loan Payment over 12 months</u>	
Norman (43.8%)	\$ 193,888.15
Midwest City (40.4%)	\$ 178,837.47
Del City (15.8%)	\$ 69,941.39

Lost in fire. Will look at used, low hours. Rent mulcher when needed.
3rd party scheduled to evaluate entire system the week of Nov 9th

5-stage pump. Need for reliable water delivery in case one fails.
Tractors and other heavy equipment currently stored out in the elements

Currently can only run 2 of 8 pumps. Desire to run 6.

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Budgeting Policy

I. Scope and Purpose

This policy is applicable to the development of the annual Operations and Maintenance budget, the determination of assessments to each of the member cities, the District's operating accounts, the Capital Expenditure and Emergency Fund (CEEF) and the repayment of any debt of the District. The CEEF account refers to the investment account that was established pursuant to Resolution No. 50516 approved May 5, 2016. Operating accounts refer to those checking and savings accounts from which normal District business is conducted. Debt of the District may include, for example, Drinking Water State Revolving Fund loans.

II. Preparation of the Annual O&M Budget

Annually, at the January Board meeting, a draft 3-year budget will be presented. Particular focus shall be placed upon the immediate fiscal year, but also include a "look-ahead" for the following two years. The 3-year budget will be made without respect to any carry-over funds that may be anticipated from the previous year but, rather, on the actual financial needs of the District that can be reasonably forecast.

III. Carryover Funds

"Carryover funds" refer to those monies that are forecasted to be remaining in the operating accounts at the close of the current fiscal year. It is prudent that the District maintain such funds to address any unforeseen expenses that the District may incur to ensure its ability to fulfill its mission. It is understood that for larger expenditures of an emergency or capital nature, the CEEF would be utilized. Therefore, operating accounts total balance carryover shall be maintained between \$400,000 and \$500,000.

IV. Maintenance of Carryover Funds and Assessments

It is the desire of the District to establish a process by which any carryover, or lack thereof, is considered when determining the O&M assessments to each member city annually. O&M assessments to the cities, for purposes of this section, do not include pumping power or obligations for debt repayment. Therefore, the following process shall be used to determine the assessments with respect to carryover:

- a. At the close of books on March 31, the District will forecast the remaining expenses through the end of the current fiscal year (June 30)
- b. If the operating accounts' carryover is forecasted by June 30 to be greater than \$500,000, the balance in excess of \$500,000 would be subtracted from the O&M budget

assessment for the next fiscal year for each city according to their allocation percentage. The Board may, however, choose to retain excess carryover funds in any given year as it deems necessary.

- c. If the operating accounts' carryover is forecasted to be below \$400,000, replenishment of the carryover will be accomplished by the following:
 - 1) an additional total assessment of \$50,000 maximum (apportioned according to each city's allocation percentage) will be made during the next fiscal year
 - 2) transfer of earnings from the CEEF
 - 3) a combination of both earnings and an additional assessment amount, as necessary
- d. The carryover maximum target shall be \$500,000 and any assessment will be adjusted accordingly

V. Maintenance of the Capital Expenditure and Emergency Fund (CEEF)

Pursuant to the Resolution by the Board in 2016, annual assessments to the member cities for the Capital and Emergency Expenditures Fund (CEEF) shall be ceased when the balance reaches \$4,000,000. During times when the balance is greater than or equal to \$4,000,000, all annual earnings in the CEEF may be utilized as follows:

- a. considered as income for purposes of offsetting O&M or other assessments in the next fiscal year's budget (not including pumping power) to the member cities
- b. for replenishment of the operating accounts' carryover as in IV.c. above

Should the balance in the CEEF fall below \$2,500,000 (pursuant to the Board Resolution in 2016), replenishment of the fund will be accomplished by the following until the \$4,000,000 cap is reached:

- a. an additional assessment of \$250,000 per year total (allocated to each city according to their percentage)
- b. extra monies available as described in IV. above
- c. a combination of an assessment and extra monies

VI. Repayment of Debt Obligations

Any assessment to the cities for purposes of repaying District debt shall be made separately from the O&M assessment. However, any funds available from carryover or CEEF earnings may be utilized to offset any debt payments, respecting the percentage that each city paid to accrue those excess monies.

Central Oklahoma Master Conservancy District

Staff Recommendations on Use of Surplus Funds

November 5, 2020

Staff of COMCD has performed an assessment of the needs of the District in the near-term. Based upon that the results of that evaluation, below is a list of items that will be brought before the Board in the near future for consideration. The capital costs are estimates and will be refined based upon bidding, where necessary, and actual quotes. Additionally, more specific justification and additional details will be provided for each.

<u>Priority</u>	<u>Special Projects</u>		
	Payment of PI for DC Pipeline Loan (12 months)	\$	442,667.00
	OWRB Water Quality Trend Analysis	\$	41,215.00
	Total	\$	483,882.00
	<u>Personnel</u>		
	Salary adjustment (remainder FY 21)	\$	9,370.47
	OkMRF	\$	468.52
	Payroll Taxes	\$	731.00
	Longevity/Safety Bonus increase over budget	\$	2,666.00
		\$	13,235.99
	<u>Capital Needs</u>		
6	Bobcat Replacement	\$	65,000.00
3	Technology Upgrades	\$	175,000.00
7	Old Office Demolition	\$	25,000.00
2	Pumping Plant Needs (spare pump)	\$	55,000.00
4	Compound Buildings (equipment storage)	\$	40,000.00
5	Relift Above Ground Storage Tank and Other Needs	\$	10,000.00
1	Backup Generator Replacement Pumping Plant	\$	400,000.00
8	Storm Shelter	\$	5,500.00
		\$	775,500.00
	Total	\$	1,272,617.99

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 a Budgeting Policy.

IT IS HEREBY RESOLVED that the Budgeting Policy is approved.

APPROVED by a majority of Board members present on this 5th day of November, 2020.

Item D.5

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Investment Policy

I. Scope and Purpose

Pursuant to Resolution No. 50516, approved May 5, 2016, it is the policy of the Board of the Central Oklahoma Master Conservancy District (District) to maintain an investment fund known as the Capital and Emergency Expenditures Fund (CEEF). This Investment Policy sets forth the principles and guidelines for investment activities associated with the CEEF.

II. Prudence

Investments should be made with judgement and care considering the safety and preservation of capital as well as the income to be derived. The standard of prudence to be used by the District's Manager and Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. An officer or employee of the District acting in accordance with written policies and procedures approved by the Board of Directors and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

III. Investment Objectives

Investments shall be made based upon the following objectives:

- a) Safety of principal is the foremost objective of the District's investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital of the portfolio. This objective will be to minimize credit risk and interest rate risk. The District will strive to diversify the investment portfolio with respect to maturity, issuer, and security type so that potential losses on individual securities can be minimized.
- b) Liquidity – The investment portfolio shall be sufficiently liquid to enable the District to utilize the CEEF in accordance with its intent and purpose.
- c) Return on Investments – The District's investment portfolio shall be designed with the objective of attaining the highest practical investment return, while prioritizing objective b) above.

IV. Authorized and Suitable Investments

Taking into consideration the objectives stated previously in this policy, the following investments are authorized:

1. money market mutual funds
2. certificates of deposit
3. Treasury Bills or Treasury Notes
4. investment grade corporate or municipal bonds
5. investment grade short to intermediate term bond funds

The maturity dates of such investments shall be laddered by date and shall not have a maturity date longer than 10 years at the time of purchase. An exception will be made for any existing bonds held at the time this policy is adopted. To maintain diversification and to reduce risk, no more than 10% of the portfolio should be invested in any one issue. As stated previously, the District's investment portfolio will remain sufficiently liquid to fund emergency repairs, the purchase of major equipment or some other purpose as approved by the Directors.

V. Investment Decisions

The Investment Advisor, managing the fund on behalf of the District, shall make recommendations as to the timing and type of investments to the District Manager and the Treasurer and they will review and consider the recommendations. Once concurrence is reached, the Advisor will invest monies accordingly.

VI. Authorized Financial Institutions and Dealers

The District's Manager shall maintain a current list of approved financial institutions authorized to provide investment services, preferably in the local area. Investment activities shall be conducted with an approved financial institution and the designated investment advisor should maintain open dialog with the District Manager and the Treasurer on an ongoing basis as to the portfolio assets and investment returns.

VII. Reporting and Oversight

The District Manager or their designee shall provide the Board with a monthly statement of investment activity, as provided by the financial institution, as part of the Board packet. The District Treasurer shall summarize the report at each Board meeting. Furthermore, the investment advisor shall make an annual report to the Board, at the end of each fiscal year, as to

composition of the portfolio, investment performance, and strategy for the year ahead. The District's external auditor shall also have access to all statements and transactions of the investment portfolio and shall be included in their audit.

VIII. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

The Central Oklahoma Master Conservancy District investment policy shall be adopted by resolution of the Board of Directors. The policy shall be reviewed periodically for any modifications.

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 an Investment Policy.

IT IS HEREBY RESOLVED that the Investment Policy is approved.

APPROVED by a majority of Board members present on this 5th day of November, 2020.

Item D.6



Primary Objectives

Represent the Oklahoma Association of Reclamation Projects (OARP) and its member districts such as the Central Oklahoma Master Conservancy District (COMCD) with state legislative lobbying and state government relations, legislative and policy communications, and relationship building at the Oklahoma state Capitol.

Assist OARP and COMCD in relationship building with appropriate elected officials and their staffs. This includes Senate and House leadership and the chairs and members of pertinent policy and appropriations committees, and statewide elected officials, including the Governor and governor's staff.

Provide written communications that can be shared internally by OARP and COMCD, and participate in internal meetings to determine strategy in Oklahoma.

Monitor and engage on legislative activity of interest, including bills pertaining to water and water resources, the Oklahoma Water Resources Board and the Department of Environmental Quality, and employment law issues (workers' compensation, unemployment, etc.).

Any other duties related to state government relations mutually agreed to between OARP and Shouse Consulting.

Statement on Lobbying Activity

I am registered as a lobbyist for OARP. I will perform lobbying activity on the association's behalf, and will fully abide with all state and applicable federal statutes and rules related to lobbying activity in Oklahoma.

Compensation

Each OARP member pays Shouse Consulting a retainer of \$4,500 per fiscal year (covering July through June).

The information contained in this proposal is confidential and intended only for the authorized, decision-making representative(s) of the Central Oklahoma Master Conservancy District. This information cannot be shared with any other party without the knowledge and express consent of Shouse Consulting.



OKLAHOMA ETHICS COMMISSION

PHONE: (405) 521-3451 • FAX: (405) 521-4905 • WEBSITE: WWW.OK.GOV/ETHICS

LOBBYIST AND LEGISLATIVE LIAISON REGISTRATION FORM

AMENDMENT: YES

Full Legal Name of Lobbyist or Liason JERROD SHOUSE		Name Used When Lobbying	Registration Year 2020
Registration Date 10/16/2020	Registration Types: <input checked="" type="checkbox"/> Legislative Lobbyist <input type="checkbox"/> Legislative Liaison <input checked="" type="checkbox"/> Executive Lobbyist		
Physical Street Address 1 13009 BURNT OAK ROAD		Mailing Address 1 13009 BURNT OAK ROAD	
Physical Street Address 2		Mailing Address 2	
Physical Street Address City, State, Zip Code OKLAHOMA CITY, OK 73120		Mailing Address City, State, Zip Code OKLAHOMA CITY, OK 73120	
Phone Number 1 (xxx) xxx-xxxx ext xxxxx (405) 650-2981	Phone Number 2 (xxx) xxx-xxxx ext xxxxx	Email Address JERROD@SHOUSECONSULTING.COM	
Website Address HTTP://SHOUSECONSULTING.COM	Social Media Account	Social Media Account	
Social Media Account	Social Media Account	Social Media Account	

By signing, electronic or otherwise, my name below, I, the lobbyist or liaison identified on this form, acknowledge that the information submitted is complete, true and accurate, as of the date acknowledged below. I understand the failure to provide such information is a violation of the Ethics Rules of Oklahoma. I further understand that I can update the information above at any time by filing an amended registration.

10/16/2020

Date Submitted

JERROD SHOUSE

Lobbyist or Liaison Signature

LOBBYIST PRINCIPALS

	Name of Lobbyist Principal including d/b/a	Name of Affiliated Entities included in lobbying activities	Agencies To be Lobbied
	GREATER OKLAHOMA CITY CHAMBER OF COMMERCE, INC.		LEGISLATURE/GOVERNOR & STAFF
	NFIB, THE VOICE OF FREE ENTERPRISE, INC.		LEGISLATURE/GOVERNOR & STAFF
	OKLAHOMA VETERINARY MEDICAL ASSOCIATION		LEGISLATURE/GOVERNOR & STAFF
	OKLAHOMANS FOR THE ARTS, INC.		LEGISLATURE/GOVERNOR & STAFF

Additional lobbyist principals (if any) will be listed on the following page(s).

	THE OKLAHOMA ASSOCIATION OF RECLAMATION PROJECTS		LEGISLATURE/GOVERNOR & STAFF
	THE PROFESSIONAL BASKETBALL CLUB, LLC		LEGISLATURE/GOVERNOR & STAFF
	THE HARRIS CORPORATION		LEGISLATURE/GOVERNOR & STAFF OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES (OMES) PUBLIC SAFETY, DEPARTMENT OF HOMELAND SECURITY, OKLAHOMA OFFICE OF EMERGENCY MANAGEMENT, DEPARTMENT OF TRANSPORTATION, DEPARTMENT OF
	HNTB CORPORATION		LEGISLATURE/GOVERNOR & STAFF
	BNSF RAILWAY COMPANY		LEGISLATURE/GOVERNOR & STAFF
	OKLAHOMA ASSOCIATION OF REALTORS		LEGISLATURE/GOVERNOR & STAFF
	HOLCIM (US), INC. AND AGGREGATE INDUSTRIES MANAGEMENT, INC.		LEGISLATURE/GOVERNOR & STAFF TRANSPORTATION, DEPARTMENT OF ENVIRONMENTAL QUALITY, DEPARTMENT OF TAX COMMISSION, OKLAHOMA LABOR, DEPARTMENT OF WATER RESOURCES BOARD, OKLAHOMA MINES, DEPARTMENT OF
	OKLAHOMA ASSOCIATION FOR ADVANCEMENT OF HIGHER EDUCATION AND RESEARCH		LEGISLATURE/GOVERNOR & STAFF
	MOLINA HEALTHCARE OF OKLAHOMA, INC.		LEGISLATURE/GOVERNOR & STAFF HEALTH CARE AUTHORITY, OKLAHOMA
	LIBERTY DENTAL PLAN CORPORATION		LEGISLATURE/GOVERNOR & STAFF HEALTH CARE AUTHORITY, OKLAHOMA
	TWENTY LABS, LLC	HEALTHY TOGETHER	HEALTH, STATE DEPARTMENT OF LEGISLATURE/GOVERNOR & STAFF

Additional lobbyist principals (if any) will be listed on the following page(s).

LOBBYING SERVICES AGREEMENT

This Agreement is made and entered into as of November 5, 2020, by and between the Central Oklahoma Master Conservancy District ("COMCD") as a member of the Oklahoma Association of Reclamation Projects (OARP), and Shouse and Associates Consulting ("Consultant").

1. Shouse will assist OARP member COMCD in matters pertaining to state government affairs in the state of Oklahoma. These duties shall include advocating on behalf of OARP and COMCD on state legislative priorities, representing OARP before the state legislature on relevant legislative proposals, advising OARP and COMCD on the state legislative issues that could impact COMCD operations, providing written and oral status reports concerning legislative matters of interest to the COMCD Board and General Manager as requested, and other duties mutually agreed to related to state government relations.

2. COMCD will compensate Shouse a retainer fee of Four Thousand Five Hundred Dollars (\$4,500.00) to cover services performed during the 2021 legislative session. For payment, Shouse will provide an invoice to COMCD within thirty (30) days after the end of the 2021 legislative session.

3. The term of this agreement will begin on November 5, 2020 and will end on June 30, 2021. Either party may, without cause, cancel this agreement upon thirty (30) days written notice to the other party.

4. It is agreed and understood that Shouse is an independent contractor and is not an employee of COMCD or OARP. As such, Shouse is responsible for all state and local taxes related to compensation paid pursuant to this agreement. Additionally, Shouse agrees and represents that he will fully abide with all state statutes, regulations, and rules related to lobbying activity and political contributions.

5. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be amended except by another agreement in writing signed by the parties.

COMCD:

Central Oklahoma Master Conservancy District

By _____
Kyle Arthur, District Manager

Address:
12500 E. Alameda Drive
Norman, OK 73026

Consultant:

Shouse and Associates Consulting

By _____
Jerrod Shouse, President

Address:

13009 Burnt Oak Road

Oklahoma City, Ok 73120

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 renewal of the District's financial support to the Oklahoma Association of Reclamation Projects for the services of Jerrod Shouse of Shouse and Associates Consulting.

IT IS HEREBY RESOLVED that the District renews its financial support to the Oklahoma Association of Reclamation Projects for the services of Jerrod Shouse of Shouse and Associates Consulting.

APPROVED by a majority of Board members present on this 5th day of November, 2020.

Item E.8

Manager's Report – November 2020

- 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. 4^t 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 350hp, 250 hp and 100 hp motors at Plant and Relift facilities
- Finely 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”