

**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 (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. 4<sup>th</sup> 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. 27<sup>th</sup> 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 9<sup>th</sup>. 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. 9<sup>th</sup>; Midwest City on Nov. 17<sup>th</sup>
- 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.