

**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT**  
**AGENDA FOR REGULAR MEETING**  
**Kyle Arthur, General Manager**  
**3701 S.E. 15<sup>th</sup> St**  
**Del City, OK 73115**  
**TIME: 6:30 P.M.**  
**THURSDAY, March 4, 2021**

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/127947629](https://global.gotomeeting.com/join/127947629)**  
**MEETING ACCESS CODE: 127-947-629**

**TELECONFERENCE:** TO LISTEN TO THE MEETING USING A TELEPHONE, CALL 1-877-309-2073 ENTER ACCESS  
**CODE: 127947629.**

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

**BOARD MEETING PACKET CAN BE FOUND ON WEBSITE; COMCD.NET**

**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, MARCH 8, 2021 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)**

**2. REVISED AND UPDATED PERSONNEL POLICY MANUAL**

**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 DIRECTORS PRESENT, A QUORUM BEING PRESENT,  
AT A REGULAR OR SPECIAL MEETING.

**3. CONSIDERATION AND POSSIBLE APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING HELD ON  
THURSDAY, FEBRUARY 4, 2021**

**4. CONSIDERATION AND POSSIBLE APPROVAL OF FINANCIAL STATEMENTS FOR OPERATING ACCOUNT FOR  
JANUARY 2021**

**5. DISCUSSION AND CONSIDERATION OF EXECUTION OF INTERGOVERNMENTAL AGREEMENT WITH OWRB FOR  
WATER QUALITY MONITORING**

**6. DISCUSSION AND CONSIDERATION AND POSSIBLE APPROVAL OF THE PROPOSED 2022-2024 BUDGET**

**E.**

**7. LEGAL COUNSEL 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:** CASEY HURT, WILLIAM JANACEK

**BOARD MEMBER ATTENDANCE METHOD: IN PERSON:** AMANDA NAIRN, JANN KNOTTS, MICHAEL DEAN, ROGER FRECH, KEVIN ANDERS

Item C.2

**Central Oklahoma Master**

**Conservancy District**

**PERSONNEL POLICY MANUAL**



**Central Oklahoma Master  
Conservancy District  
PERSONNEL POLICY MANUAL**

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**Central Oklahoma Master Conservancy District, Inc.**

**PERSONNEL POLICY MANUAL**

**Issue Date: 4/1/98**  
**Revised: 7/1/04**  
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**Revised 1/1/18**  
**Revised 11/1/18**  
**Revised XX/XX/21**

# **Central Oklahoma Master Conservancy District, Inc.**

## **PERSONNEL POLICY MANUAL**

I welcome you to the Central Oklahoma Master Conservancy District and wish you every success here.

We believe that each employee contributes directly to COMCD's growth and success and we hope you will take pride in being a member of our team.

This PERSONNEL POLICY MANUAL was developed to inform you of the expectations for our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of this Manual as soon as possible, for it will answer many questions about employment with COMCD.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Kyle Arthur  
General Manager

# **Central Oklahoma Master Conservancy District, Inc.**

## **PERSONNEL POLICY MANUAL**

### **ORGANIZATION DESCRIPTION**

#### **I. MISSION STATEMENT**

Public Law 86-529 authorized this reclamation project on June 27, 1960, for the principal purposes of storing, regulating, and furnishing water for municipal, domestic, and industrial uses and controlling floods. Incidental to the foregoing, for the additional purposes of regulating the flow of the Little River providing for the conservation and the development of fish and wildlife and of enhancing recreational opportunities.

#### **II. LOCATION**

The District Office of COMCD is located east of Norman near Lake Thunderbird. The address is 12500 Alameda Drive, Norman, OK 73026. The District work sites include all property, easements, rights-of-way, facilities, buildings and other structures related to the Norman Project.

#### **III. ORGANIZATIONAL STRUCTURE**

The General Manager is responsible for the operations and personnel of the District. All employees report to the General Manager.

#### **IV. MANAGEMENT PHILOSOPHY**

The District utilizes a philosophy of total quality management dedicated to its employment of persons qualified to perform the tasks they are assigned. Teamwork is necessary, and each team member must know his/her job expectations and perform them satisfactorily. An annual review is conducted to evaluate the previous year's activities and achievements. The performance evaluation will provide the substance for the following year's goals and objectives. Any areas of concern related to an employee's performance will first be addressed through staff development, training, and technical assistance.

# **Central Oklahoma Master Conservancy District, Inc.**

## **PERSONNEL POLICY MANUAL**

### **INTRODUCTORY STATEMENT**

This Personnel Policy Manual (“Manual”) is designed to acquaint you with the District and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Manual. It describes many of your responsibilities as an employee and outlines the programs developed by the District to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No policy manual can anticipate every circumstance or question about policy. As the District continues to grow the need may arise, and it reserves the right, to revise, supplement, or rescind any policies or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the District to end the employment relationship for any reason at any time. Employees will, of course, be notified of any changes to the Manual as they occur. Should any policy in this manual be in conflict with, or superseded by any, applicable law, the law will govern.

Nothing in this Manual is intended to interfere with the rights of any employees to engage in protected concerted activity, either with coworkers or others, or any other rights provided under the National Labor Relations Act. To the extent that conduct is protected under the National Labor Relations Act, this handbook does not prohibit it.

For purposes of this Manual, the Central Oklahoma Master Conservancy District may be referred to as “COMCD” or “District”.

# **Central Oklahoma Master Conservancy District, Inc.**

## **PERSONNEL POLICY MANUAL**

### **EMPLOYEE ACKNOWLEDGEMENT FORM**

The Policy Manual describes important information about the Central Oklahoma Master Conservancy District, and I understand that I should consult the General Manager regarding any questions I may have about the manual. I have entered into the employment relationship with the District voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the District can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur at the District's discretion. All such changes to this manual will be communicated, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I have received the Manual, and I understand that it is my responsibility to read and comply with the policies contained in this Manual and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **101 Nature of Employment**

Employment with the District is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the District may terminate the employment relationship at will at any time, with or without notice or cause.

Policies set forth in this manual are not intended to create a contract of any kind, nor are they to be construed to constitute contractual obligations of any kind between the District and any of its employees. The provisions of the manual have been developed at the discretion of management and, may be amended or cancelled at any time, at the District's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the District.

## **102 Employee Relations**

The Central Oklahoma Master Conservancy District believes that the work conditions, wages, and benefits the District offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the General Manager or their supervisor.

Experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. The District demonstrates its commitment to employees by responding to employee concerns.

## **103 Equal Employment Opportunity**

The District does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the General Manager. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **103.A Individuals with Disabilities**

It is the District's policy to (i) ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the preemployment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment; (ii) keep all applicable medical information confidential in accordance with applicable law and retain such information in separate confidential files; and (iii) provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship. If a qualified individual with a disability needs to request a reasonable accommodation, that person should contact their supervisor or the General Manager to begin the interactive process.

### **103.B Genetic Information**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed. To comply with this law, we are asking that you not provide any genetic information to the District. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## **104 Business Ethics and Conduct**

The successful business operation and reputation of the District is built upon the principles of fair dealing and ethical conduct of the District's employees. The District's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the District is dependent upon its customers' trust and it is dedicated to preserving that trust. Employees are obliged to the District, and its customers, to act in a way that will merit the continued trust and confidence of the public.

The District will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. Should a situation arise where it is difficult to determine the proper course of action, the matter should be discussed openly and promptly with the General Manager.

Compliance with this policy of business ethics and conduct is the responsibility of every District employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## **105 Nepotism**

The employment of relatives in an organization may cause conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Immediate relatives of persons currently employed by the District or its Board members may not be hired. Those employees who become immediate relatives after employment at the District are exempted.

For the purposes of this policy, an immediate relative is any spouse, child, grandchild, parent, sibling, aunt, or uncle (these relationships to include in-law, step- and half- relationships).

## **106 Immigration Law Compliance**

The District is committed to employing only United States citizens and other persons who are authorized to work in the United States. The District does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired within 3 years of the date a previous Form I-9 was completed must either complete a new Form I-9 or complete Section 3 of the previously completed Form I-9. Former employees who are rehired after 3 years of the date of any previous Form I-9 must complete a new Form I-9. The District is committed to complying with all U.S. Citizenship and Immigration Services Form I-9 and other applicable requirements.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the General Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **107 Conflicts of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the



District wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the General Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or that employee's immediate relative as a result of the District's business dealings. For the purposes of this policy, an immediate relative is any spouse, child, grandchild, parent, sibling, aunt, or uncle (these relationships to include in-law, step- and half- relationships).

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the District as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or immediate relative has a significant ownership in a firm with which the District does business, but also when an employee or immediate relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the District.

## **108 Outside Employment**

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the District. All employees will be judged by the same performance standards and will be subject to the District's scheduling demands, regardless of any existing outside work requirements.

If the District determines that an employee's outside work interferes with performance or the ability to meet the requirements of the District as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the District.

Outside employment will present a conflict of interest if it has an adverse impact on the District in the General Manager's discretion.

## **109 Job Posting**

The District provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the District reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and normally remain open for 14 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days in their current position. Employees who have received a written warning within the last 6 months or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the General Manager listing job-related skills and accomplishments. It should also describe how their current experience with the District and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known. Other recruiting sources may also be used to fill open positions in the best interest of the organization. The District reserves the right to fill all open positions with the candidate it deems best suited to the position regardless of whether that is an internal or external candidate.

## **201 Employment Categories**

It is the intent of the District to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT. NONEXEMPT employees are entitled to overtime pay for time actually worked in excess of 40 hours in a single work week. EXEMPT employees are not entitled to overtime pay regardless of the number of hours they work. If you have a question about your designation, please ask the General Manager.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work the District's full-time schedule of at least 32 hours per work week. Generally, they are eligible for the District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the District's other benefit programs.

TEMPORARY (or SEASONAL) employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the District's other benefit programs.

## **202 Access to Personnel Files**

The District maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the District, and access to the information they contain is restricted. Generally, only management personnel of the District who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the General Manager. With reasonable advance notice, employees may review their own personnel files in the District's offices and in the presence of an individual appointed by the District to maintain the files.

## **203 Employment Reference Checks**

To verify employee past employment information, it is the policy of the District to check the employment references of all applicants.

The General Manager will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

## **204 Personnel Data Changes**

It is the responsibility of each employee to promptly notify the District of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents (if you have benefits through the District), individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, it is the employee's responsibility to notify the General Manager.

## **205 Probationary Period**

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. The probationary period does not alter the "at will" nature of employment. In other words, either the employee or the District may end the employment relationship at any time during or after the probationary period, with or without cause or advance notice.

All new and rehired employees work on a probationary basis for the first six months after their date of employment. Employees who are promoted or transferred within the District must complete a new probationary period of the same length with each reassignment to a new position. Any absence in excess of four weeks during a probationary period will automatically extend a probationary period by the length of the absence. If the District determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for no more than three months.

During the initial probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Entitlement to other the District-provided benefits is subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

## **206 Performance Evaluation / Pay Adjustment**

Employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the probationary period, allows the supervisor and the employee to discuss the job responsibilities, standards, performance requirements of the new position and to set goals for the following year. Additional formal performance evaluations are conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct deficiencies, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations and setting personal achievement goals are scheduled near the end of each fiscal year (June 30).

### Advancement and Pay Increases

The District has the following job titles:

- Office Manager
- O&M Tech I

- O&M Tech II
- Senior O&M Tech
- O&M Supervisor

The job skills, experience, and other criteria related to initial qualification and advancement for each job title may be obtained from the office. The District also maintains salaries schedules, each with 19 steps, for all positions.

Advancement from O&M Tech I to II to Senior will be based upon meeting the criteria for the position to which the employee wishes to advance, as well as satisfactory performance evaluations including safety behaviors. O&M Supervisor will be on an as-needed basis only. Pay increases as a result of a promotion will be to the salary schedule step of the new position that most closely matches the employee's current salary, without going below, plus one step.

Annual pay increases will be according to the salary schedule for the employee's position. Each employee will advance one step, each year, assuming satisfactory performance evaluations and safety behaviors. Annually the salary schedule will be revised based upon the previous calendar year's inflation rate/consumer price index—not to exceed 2%.

Any and all pay increases are at the District's discretion and will be subject to Board approval through the annual budget consideration, including step increases and any inflation rate/consumer price index revision.

### **301 Employee Benefits**

Eligible employees at the District are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees as prescribed by law.

However, the District has established a variety of employee benefits programs designed to assist eligible employees and eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement, deal with job-related or personal problems, and enhance your job-related skills.

This section of the manual highlights some features of our benefits programs. Our group health and life insurance and retirement-related programs are described more fully in summary plan description (SPD) booklets, with which you are provided once you are eligible to participate in these programs. Complete descriptions of our group health insurance programs are also in the District's master insurance contracts with insurance carriers, which are maintained by the General Manager. Complete descriptions of our retirement-related programs are in the appropriate master plan documents, which are likewise maintained by the General Manager. If information in this manual contradicts information in these SPDs, master contracts, or master plan documents, the SPDs/master contracts/documents shall govern in all cases.

The District reserves the right to amend or terminate any of its benefit programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any of the District's benefits programs, the respective plan administrator will notify plan participants of all approved amendments or plan terminations, in accordance with the requirements of applicable federal law.

For more complete information regarding any of our benefits programs, please contact the General Manager.

Generally speaking, the following benefits are available to employees:

- Workers' Compensation Leave
- Time Off to Vote
- Jury Duty
- Annual Leave
- Holidays
- Sick Leave
- Emergency Leave
- Health Insurance
- Life Insurance
- Supplemental Accident Insurance
- Defined Benefit Retirement
- 457(b) Deferred Compensation Plan

Some benefit programs require contributions from the employee, but most are fully paid by the District. See specific policies for terms.

### **302 Workers' Compensation Insurance**

The District provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers an injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately and complete an accident report. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the District nor the insurance carrier will be liable for the payment of workers' compensation benefits for an injury incurred while engaging in or performing or as the result of engaging in or performing any recreational or social activities for the employee's personal pleasure.

### **303 Time Off to Vote**

The District encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If an employee's workday does not permit three consecutive hours off while the polls are open, the employee is eligible to request time off to vote. An employee must request time off no later than three (3) days before the election day.

In response, the District can either (i) modify the employee's workday to allow three consecutive hours off while the polls are open or (ii) grant the employee two hours of time off on election day to allow the employee to vote. If the latter option is chosen, upon the employee presenting proof that he or she voted in the election, the 2 hours of time off will be paid.

### **304 Jury Duty**

The District encourages employees to fulfill their civic responsibilities by serving jury duty when required. No employee will suffer any adverse employment action as a result of properly responding to a jury summons or serving as a juror. Of course, employees are expected to report for work whenever the court schedule permits.

Employees must show the jury summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either the District or the employee may request an excuse from jury duty if, in the District's judgment, the employee's absence would create serious operational difficulties.

The jury duty leave will be unpaid. If the employee has available Annual Leave, the employee may use that paid leave during the absence.

### **305 Annual Leave**

Annual leave with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification are eligible to earn and use annual leave as described in this policy:

- \* Regular full-time employees

The amount of paid annual leave employees receive each year increases with the length of their employment as shown in the following schedule:

- The employee will begin to accrue annual leave at the rate of 8 hours (1 day) each month beginning on the date of employment. An employee has not earned and cannot use annual leave until successfully completing the initial probationary period, unless approved by the General Manager.

- Beginning in the 6<sup>th</sup> year of eligible service the employee is entitled to 15 annual leave days each year, accrued monthly at the rate of 10 hours.
- Beginning in the 11<sup>th</sup> year of eligible service the employee is entitled to 18 annual leave days each year, accrued monthly at the rate of 12 hours.
- Beginning in the 16<sup>th</sup> year of eligible service the employee is entitled to 20 annual leave days each year, accrued monthly at the rate of 13.33 hours.
- Beginning in the 21<sup>st</sup> year of eligible service, the employee is entitled to 22 annual leave days each year, accrued monthly at the rate of 14.67 hours.
- Hours may be accumulated up to a maximum of 360 hours. No employee may have or carry forward hours which would permit him or her to have more than 360 hours.
- After accruing 200 hours of unused annual leave, the employee may elect to sell one full week (40 hours) of annual leave back to the District at the employee's current rate of pay.

#### Eligible Service and Prior Service Credit

For purposes of leave accrual rate calculation, eligible service shall be defined as time employed by the District and any credit for prior service as defined below. The date an employee will move from one leave schedule level to the next shall be in the month containing their District hire date.

Employees may receive credit for prior service to determine their "eligible service" for leave accrual. Employees may claim 6 months for every completed year of prior, full-time work. For example, an employee that has 12 years of prior work will receive 6 years of eligible service credit. Therefore, that employee would begin accruing at the rate of 10 hours/month or 15 days/year.

With respect to extended absences and its effect on leave accrual, leave without pay absences in excess of 160 consecutive hours shall be deducted from an employee's eligible service calculation.

#### Terms and Conditions for Use of Annual Leave

Paid annual leave can be used in minimum increments of one-half (1/2) hour. To take annual leave, employees should request advance approval from the General Manager. Requests will be reviewed and approved by the General Manager based on a number of factors, including business needs and staffing requirements.

Annual leave is paid at the employee's base pay rate at the time annual leave is taken. It does not include overtime or any special forms of compensation such as incentives, commissions,



bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid annual leave for rest, relaxation and personal pursuits. In the event that available annual leave is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year (not to exceed the cap of 360 hours). No leave may be accrued beyond 360 hours. When the employee uses paid annual leave or sells a portion back to the District and decreases the available amount below the cap, annual leave accrual will begin again.

Upon termination of employment, employees will be paid for earned, but unused annual leave.

### **306 Holidays**

The District will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)\*\*
- Presidents' Day (third Monday in February) \*\*
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11) \*\*
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)

One additional day is available to be taken with management approval

\*\*These are Flex Holidays and may be taken on a different day, with prior approval of the General Manager or Supervisor.

The District will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification:

- Regular full-time employees

For employees that work Monday through Friday a recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. For all other employees the General Manager will designate the workday that shall be observed.

If a recognized holiday (Flex or non-Flex) falls during an eligible employee's paid absence

(such as annual leave or sick leave), holiday pay shall be utilized instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees are required to work on a recognized holiday (not including Flex Holidays), they will receive their regular pay at their straight-time rate for the hours worked on the holiday in addition to any holiday pay which may be available under this policy.

### **307 Sick Leave**

The District provides paid sick leave to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification:

- Regular full-time employees

Eligible employees will accrue sick leave at the rate of 12 days per year (8 hours for every full month of service). Sick leave is calculated on the basis of a "benefit year," the 12-month period that begins on the date of employment.

Employees can request use of paid sick leave after completing the initial Probationary Period. Paid sick leave can be used in minimum increments of one hour. Eligible employees may only use sick leave for an absence due to their own illness or injury or a family member's illness or injury. Earned but unused Annual Leave may be used for sick leave, but only in cases where the employee's accumulated sick leave has been exhausted.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence (unless the General Manager has approved otherwise). If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the absence was due to medical need and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave. Before returning to work from a sick leave absence of 14 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or the District-provided disability insurance programs. The combination of any such disability payments and sick leave cannot exceed the employee's normal earnings. Sick leave shall not accumulate to any employee on leave of absence without pay.

Unused sick leave will be allowed to accumulate until the employee's service is terminated with the District.

Sick leave is intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. The employee will not be paid for any unused sick leave upon termination of employment.

The District has a Qualified Medical Emergency Plan under which employees may donate sick leave (either while employed or when terminating) and eligible employees may receive the leave for a medical emergency. Please see the District's Plan for further information.

### **307.A Qualified Medical Emergency Plan (Donated Sick Leave Policy)**

The District understands that sometimes its employees have a catastrophic event and may need additional leave and that other of its employees want to help. This policy outlines how that process works.

To be eligible to participate, an employee must be a Regular full-time employee. A "Donor Employee" is an employee who donates paid sick leave under this policy. A "Recipient Employee" is an employee who receives and uses paid sick leave under this policy.

A Donor Employee can donate accrued but unused sick leave under these two conditions only. (1) If they have accrued more than 360 hours of paid sick leave, they may donate up to 40 hours of accrued but unused paid sick leave once per up to four times per calendar year. (2) A Donor Employee can donate up to their entire amount of accrued but unused paid sick leave when the Donor Employee terminates employment.

Donated Sick Leave can be used only for medical emergencies. A "medical emergency" means a medical condition of the employee or a family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan. This can include intermittent absences.

An employee must submit a written application to use donated sick leave. There is no specific form but the written application but contain the following information: (1) Name, position, date of hire; (2) description of medical emergency as defined in the previous paragraph; (3) description of the time off the employee believes will be needed in connection with the medical emergency; and (4) a statement that the employee has exhausted all other available forms of paid leave which may be available for the needed time off, including but not limited to annual leave, their own paid sick leave, workers' compensation, etc.

Paid sick leave which is donated is not distributed based upon hours, but converted to dollars. In other words, if a Donor Employee donated 1 hour and that employee earned \$15 per hour, the donation would be of \$15 gross paid sick leave to the pool for distribution. If the

Recipient Employee normally earned \$12, that donation would pay for more than 1 hour of leave. If the Recipient Employee normally earned \$18 per hour, that donation would pay for less than 1 hour of leave. The District tracks the donations and the distributions.

The District will make every attempt to fairly review each application it receives under this policy. If a person submits an application and is eligible for donated sick leave, awards of sick leave will be prioritized based upon the date the application is received. The District will endeavor to address and fulfill the needs of each Recipient based upon the date an application is received.

If you have any questions about this policy, direct them to the General Manager.

### **308 Emergency Leave**

Employees who wish to take time off due to the sickness of a member of the employees' household that requires his/her personal care or attention, or the death of an immediate family member, should notify their supervisor immediately.

Up to 3 days of paid emergency leave (not to exceed 5 working days annually) will be provided to eligible employees in the following classification:

- Regular full-time employees

Emergency pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Emergency leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Emergency leave beyond that authorized by this section may be available to employees under the Qualified Medical Emergency Plan.

The District defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren (these relationships to include in-law, step- and half- relationships). Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

### **309 Health and Life Insurance**

The District's insurance plan provides employees and their dependents access to medical,

dental, life and vision care insurance benefits. The District will pay all employees a monthly stipend to help defray the cost of insurance premiums. Subject to Board approval, annually the stipend amount will be increased, if necessary, by an amount not to exceed 5% to cover any premium increases. Any remaining portion of the allowance that an employee has not utilized will be treated as regular pay and will be paid to the employee monthly as taxable income. Employees in the following employment classifications are eligible to participate in the insurance plan:

- Regular full-time employees

Eligible employees may participate in the insurance plan subject to all terms and conditions of the agreement between the District and the insurance carrier.

Details of the insurance plan are described in the Benefit Options document issued by the insurer. The Benefits Options document and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the General Manager for more information about insurance benefits.

Should an employee be covered under a spouse's policy and not desire to be covered under a District provided policy, the employee must provide proof of such coverage annually. The coverage must be equivalent to the policy provided by the District.

### **310 Supplemental Accident Insurance**

The District provides Supplemental Accident Insurance for each employee at the District's expense. The employee may elect additional coverage at the employee's expense. Such expense will be deducted from the employees monthly pay.

### **311 Retirement Plans**

The District offers two retirement plans: a Defined Benefit Plan through the Oklahoma Municipal Retirement Fund (OkMRF) and a 457(b) plan through GWN.

Participation in the Defined Benefit Plan is mandatory, and the employee's contribution is fixed at 6%. The District also provides matching contributions on behalf of each employee based upon OkMRF guidance. For further information, please refer to the Oklahoma Municipal Retirement Fund Defined Benefit Plan details available from the office or online at the OkMRF website.

An employee may voluntarily participate in the District's 457(b) Deferred Compensation Plan and contribute up to the maximum amount of their salary allowed annually by the Internal Revenue Code. The District will match up to 50% of the employee's contribution provided, however, the total match provided by the District may not exceed 3% of the employee's base salary. The District retains the right to modify the plan agreement,

including match amounts, at its discretion. As with all benefits, the information contained herein is subject to the law as well as the plan documents which will ultimately govern.

## **401 Timekeeping**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the District to keep an accurate record of all time worked in order to calculate employee pay and benefits. "Time worked" is all the time actually spent on the job performing assigned duties including approved breaks of 15 minutes or less.

Nonexempt employees should accurately document the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also document the beginning and ending time of any split shift or departure from work for personal reasons.

The District will pay for all "time worked." Altering, falsifying, tampering with time records, or recording time on another employee's time record, may result in disciplinary action up to and including termination of employment.

It is the employees' responsibility to certify the accuracy of all time documented. The supervisor will review before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes.

If you have any questions about time worked or your paycheck, you should speak with the General Manager immediately.

### **401.A Overtime Pay for Nonexempt Employees**

When operating requirements or other needs cannot be met during regular working hours, employees will be requested or can be required to work overtime work assignments. All overtime work must receive the General Manager's prior authorization.

Overtime pay will be paid to all Nonexempt employees who actually work more than 40 hours in a single work week. The District's established work week runs from Monday at 12:01 AM to Sunday at midnight. Time off (whether paid or unpaid) does not count towards the determination of the number of actual hours worked. In other words, time off for things such as sick leave or annual leave will not be considered as hours worked for purposes of determining overtime.

Overtime pay is computed at 1.5 times the Nonexempt employee's regular rate of pay. Overtime work must always be approved before it is performed. Working overtime without approval can result in discipline up to and include discharge; however, it will be paid.

Employees may be required to take an adjusted work week to ensure that no more than 40

hours in a week is worked and therefore overtime is not accrued.

Exempt employees are not eligible for overtime pay.

#### **401.B Recognition Time Off for Exempt Employees**

Exempt employees are not eligible for overtime pay. However, in recognition of extra effort and time sometimes required of Exempt employees, the District adopts this policy of awarding Recognition Time Off to Exempt employees when they are required to work more than 40 hours in a work week. When an Exempt employee is required to work more than 40 hours in a work week, the Exempt employee banks time the employee may take off at a later time ("Recognition Time Off") under this policy. Work beyond 40 hours in a work week must be approved before it can be deemed Recognition Time Off. Recognition Time Off shall be awarded at a rate of 1.5 hours per hour worked over 40 hours in a work week. Recognition Time Off that has been awarded must be taken within 6 months of the date it was earned or it expires and may only be taken with the approval of your supervisor or the General Manager to ensure proper coverage of District operations. There is no compensation associated with Recognition Time Off at any time.

#### **402 Paydays and Direct Deposit**

All employees will be paid semi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of each month for 24 total payments annually. Each paycheck will include earnings for all work performed through the end of the previous payroll period and will be directly deposited into each employee's bank account. As a condition of employment, employees are required to be paid by direct deposit.

In the event that a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

#### **403 Administrative Pay Corrections**

The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the General Manager so that corrections can be made as quickly as possible.

#### **404 Pay Deductions**

The law requires that the District make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. the District

also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The District matches the amount of Social Security taxes paid by each employee.

The District offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the cost of participation in these programs.

Any questions or concerns regarding deductions should be addressed to the General Manager.

## **405 Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation -voluntary employment termination initiated by an employee.
- Discharge -involuntary employment termination initiated by the District.
- Layoff -involuntary employment termination initiated by the District for non-disciplinary reasons.
- Retirement -voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the District.

Since employment with the District is based on mutual consent, both the employee and the District have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

The District will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, or return of District-owned property. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination in the following manner. All earned, accrued, vested benefits that are due and payable at termination will be paid (see individual policies for more details). Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

## **406 Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with the District. Although advance notice is not required, the District requests at least 2 weeks written resignation notice from all employees.



Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

## **501 Safety**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the District has established a workplace safety program. This program is a top priority for the District. The General Manager has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The District provides information to employees about workplace safety and health issues through regular internal communication channels such as weekly safety meetings, bulletin board postings, memos, or other written communications.

Employees receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Employees are required to attend all scheduled safety meetings.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or bring them to the attention of the General Manager. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or where appropriate remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the General Manager and complete an accident report. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Please see Section 801 for information regarding the District's safety bonus program.

## **502 Work Schedules**

Work schedules for employees vary throughout the organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

The District retains the right to set schedules and assign hours of work as needed.

### **503 Use of Telephones**

Employees may be required to reimburse the District for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

#### **503.A Cell Phone Policy**

The District provides to certain employees a cell phone, a cell phone plan, and/or a stipend for the payment of a cell phone plan. The provision of these benefits is to ensure that the necessary employees have access to the District work-related communications. For purposes of this policy, "cell phone" shall refer to any mobile device for which the District provides any of the benefits described here.

This benefit is subject to the following conditions:

- These benefits (for example, phone, phone number, cell/data plan, stipend) are provided at the District's discretion and are available only to Regular full-time employees.
- Employees agree to take all reasonable steps to protect the integrity of the District communications and data maintained or accessed on any cell phone covered by this policy. Because the cell phone provides access to District communications and data, employees are required to have a passcode on the cell phone. If requested, employees receiving benefits under this policy must disclose the passcode to the General Manager. The District retains the right to review the communications and data on any cell phone or with regard to any plan it has furnished or subsidized.
- Employees understand that the cell phone shall not be used to violate any of the District's other policies; for example, the unlawful harassment policy.

- Employees shall not use the cell phone while they are driving for any purpose, including but not limited to calling or texting. There are two exceptions to this rule: (1) an employee may use maps features for directions provided they enter the information while safely stopped and the chosen map feature gives verbal directions so the employee can remain focused on driving and (2) an employee may use a hands-free feature to allow them to speak on a call provided they do not dial numbers or otherwise need to visually interact with the cell phone while driving (this does not extend to hands-free texting which is prohibited while driving). The District reminds employees that their attention should be on driving safely. If they need to communicate, the best option is to safely stop the vehicle and then communicate while stopped.
- Employees agree to notify the General Manager if they misplace, discard, or in any way lose access to the cell phone – prior to the event if at all possible. Employees agree that the District has the right to review the cell phone to ensure that all District communications and data are safely protected and, if required, removed.
- The following rules apply to employees upon termination of employment:
  - Regardless of the reason for the termination of employment, if an employee was provided a cell phone, it must be returned to the District. Employees should not take any action to erase, wipe, or destroy any of the District communications or data before the cell phone is returned.
  - If an employee resigns or retires with at least two weeks' advance notice, the District will generally give the employee the option to keep the assigned phone number and transfer the service to the departing employee – at that employee's cost.
  - The employee's cell/data plan will end no later than the final day of employment. No former employee has the right to use District property which includes cell phones and cell/data plans.

The District retains the right to modify or withdraw these benefits to all or to any individual at its discretion. If an employee violates any of the above conditions, the employee may lose the benefit provided as well as face discipline up to and including discharge. The District reserves the right to take any legal action required due to a violation of this policy.

## **504 Smoking**

In keeping with the District's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. Even in areas which are specifically designated as smoking areas, the District does not permit the smoking of marijuana or medical marijuana or its use by any means.

Smoking is prohibited in all buildings, vehicles and enclosed equipment. No exceptions! Smoking includes lighted tobacco such as cigarettes, cigars, and pipes. It also includes e-cigs, vaping, hookah, and other similar products and devices.

## **505 Rest and Meal Periods**

Rest Periods - Each workday, full-time nonexempt employees are provided with 2 rest periods. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

Meal Period - All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

## **506 Use of Equipment and Vehicles**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the General Manager if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The General Manager will answer questions concerning an employee's responsibility for maintenance and care of equipment and vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

District equipment, no matter how large or small, is to be used only for District business and by District employees. To operate large equipment the District employee must (1) possess a valid Oklahoma driver's license, (2) be insurable and (3) must be trained and able to operate District equipment.

## **507 Emergency Closings**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can

disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as earned but unused Annual Leave.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, those employees will be asked to adjust their work week if possible. If that is not possible, the employee will receive overtime pay or recognition time off, as applicable.

## **508 Business Travel Expenses**

The District will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the General Manager.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the District. Employees are expected to limit expenses to reasonable amounts.

Expenses that are reasonable and will generally reimbursed include the following:

- Airfare or train fare for travel in coach or third class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation, including Uber, Lyft, etc.
- Mileage costs (at current state rates) for use of personal cars.
- Cost of standard accommodations in moderately priced hotels, motels, or similar lodgings.
- Cost of meals, not to exceed \$20 for breakfast, \$20 for lunch and \$30 for dinner.
- Miscellaneous expenses not to exceed \$20 per day, tips/meals 15%, tips for taxi 10% unless approved by the General Manager.
- Charges for telephone calls, fax, and similar services required for business purposes.

The District will not reimburse an employee for expenses related to the purchase of alcoholic beverages. Such purchases shall be at the employee's expense and must be consumed in a

responsible manner.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the District may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from the companion or from such non-business travel are the responsibility of the employee.

When travel is completed employees should submit completed travel expense reports within 14 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **509 Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at the District, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the District at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the District's premises, employees should immediately notify the General Manager or, if necessary, direct the individual to the main entrance.

## **510 Workplace Monitoring; Technology**

Workplace monitoring may be conducted by the District to ensure quality control, employee safety, security, and customer satisfaction.

The District may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and

misconduct, and discourage or prevent acts of harassment and workplace violence.

Because the District is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the District and as such are to be used for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, telecopiers, computers, the District's e-mail system, the Internet, cell phones, PDAs, or other wireless devices, instant messaging systems, and copy machines for private purposes is prohibited.

Employees using this equipment for personal purposes do so at their own risk. Employees should have no expectation of privacy while using District provided technology, including internet / wi-fi.

Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance by the General Manager. All pass codes are the property of the District. No employee may use a pass code or voice-mail access code that has not been issued to that employee or that is unknown to the General Manager. Moreover, improper use of the e-mail system (e.g., transmitting or spreading sexually, racially, or other discriminatory or harassing jokes or remarks, abusive or profane language, threatening others, etc.), including via the Internet or any other equipment, will not be tolerated.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the District's legitimate business interests, authorized representatives of the District may monitor the use of such equipment from time to time. This includes monitoring Internet usage of any kind, including while using the District systems. This may also include listening to stored voice-mail messages or reviewing stored e-mail messages.

Use of the Internet and the World Wide Web includes all restrictions which apply generally to the use of the District's e-mail and other electronic and telephonic equipment, as noted above. In addition, the following rules apply with respect to Internet usage:

1. No Browsing of Restricted Content or inappropriate Web sites.
2. No Downloading of Non-Business-Related Data: the District allows the download of files from the Internet. However, downloading files should be limited to those which relate directly to District business.
3. No Downloading of Application Programs: the District does not permit the download or installation on District computers of application software from the Internet. Such software may not only contain embedded viruses, but also is untested

and may interfere with the functioning of standard District applications. This prohibition applies to commercial, shareware and free software. Moreover, illegal or "bootlegged" software cannot be placed on any computer under any circumstances. Employees are also prohibited from making copies of any software contained on any computer. Any request for an additional copy of a program must be directed to the General Manager.

4. No Use of Subscription-based Services Without Prior Approval: Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of the General Manager.

5. No Violation of Copyright: Many of the materials on the Internet are protected by copyright. Even though they may seem to be freely accessible, many of the intellectual property laws which apply to print media still apply to software and material published on the Internet. Employees are permitted to print out Web pages and to download material from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use." Please do not copy or disseminate material which is copyrighted. Employees having any questions regarding such materials should contact the General Manager.

6. No Blogging: Employees are prohibited from using company systems and equipment or company time for personal blogging (writing or reading), i.e., keeping online journals that chronicle various aspects of the blogger's life, such as problems on the job, issues in their personal life, politics, their favorite TV shows, etc.

7. No Wasting of Computer Resources: Employees must not perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business related.

Employees are further prohibited from taking any action designed to degrade or harm the performance of any computer or the network. Such action includes installing viruses, Trojan horses or other invasive software, destroying data, disrupting the computing progress, "hacking" the system, or the unauthorized use of a password.

Users must notify the General Manager when: (a) sensitive or confidential information is lost, disclosed to unauthorized parties or suspected of being lost or disclosed to unauthorized parties; (b) unauthorized use of Computing Resources has taken place or is suspected of taking place; (c) passwords or other system access control mechanisms are lost, stolen, or disclosed, or are suspected of being lost, stolen or disclosed; or (d) there is any unusual systems behavior, such as missing files, frequent system crashes or misrouted messages.



Finally, employees are prohibited from reading, modifying, copying, or deleting files of others without permission.

## **511 Workplace Violence Prevention**

***Regardless of this policy, if you are in imminent fear for your safety, dial 911.***

The District is committed to preventing workplace violence and to maintaining a safe work environment. The District has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The District will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the District may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence, or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action, up to and including termination of employment.

The District encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the General Manager before the situation

escalates into potential violence. The District is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

See also Section 710 regarding the District's weapon's policy.

## **601 Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U. S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Employees will receive partial pay for training assignments not to exceed 10 days per calendar year. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

If an employee is called up for active duty, the employee will receive their active duty pay from the government. The District will suspend pay until the employee returns to work.

Contact the General Manager for more information or questions about military leave.

## **701 Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are merely examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules

- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms in a manner not compliant with Section 710 of this Manual
- Excessive absenteeism or any absence without notice
- Excessive tardiness or leaving work early
- Unauthorized absence from workstation during the workday or failure to report to work
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Failure to make a reasonable effort to perform emergency service when requested
- Conduct unbecoming a public employee
- Conviction of a crime involving moral turpitude, or any other just cause
- Unauthorized absences or abuse of leave privilege
- Violation of any of the policies listed in this Manual

Employment with the District is at the mutual consent of the District and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **701.A Progressive Discipline**

The purpose of this policy is to state the District's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace.

Although employment with the District is based on mutual consent and both the employee and the District have the right to terminate employment at will, with or without cause or advance notice, the District may use progressive discipline at its discretion.

Disciplinary action may call for many actions, including any of the following -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more actions are bypassed.

Progressive discipline means that, with respect to many disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a second offense may be followed by a written warning; a third offense may lead to a suspension or termination of employment.

The District recognizes that there are certain types of employee problems that justify either a suspension, or, in certain situations, termination of employment, without going through the progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not

all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the District.

## **702 Drug and Alcohol Use**

It is the District's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The use, sale, possession, manufacture, dispensation or distribution of illegal drugs, intoxicants, and controlled substances, as well as improper use of legal drugs or intoxicants, is prohibited in or on the District's property or vehicles, as well as under any circumstances when an individual is acting as a representative, agent or employee of the District while conducting District business. Improper use of legal drugs refers to the use of prescription medication not prescribed for current personal treatment by a licensed medical professional, or the use of prescription or nonprescription medication to an extent or in a manner that impairs the performance of your job duties (including medical marijuana). Any violation of this provision is cause for discipline, up to and including immediate discharge.

Off the job drug and/or alcohol use results in job impairment or adversely affects an employee's job performance, or jeopardizes the safety of other employees, the public, or District equipment is also prohibited. Employees should not report to work under the influence of any illegal drug, alcoholic beverage, intoxicant, narcotic or other substance (including legal drugs) which adversely affects their ability to work or jeopardizes the safety of themselves or others. Any violation of this provision is cause for discipline, up to and including immediate discharge.

Medical Marijuana Notice: The District prohibits the use, possession, or consumption of marijuana, including medical marijuana, on its property or premises as well as during an employee's hours of employment or fulfillment of employment obligations regardless of whether an employee holds a medical marijuana license (MML). The District prohibits all employees from being under the influence of marijuana, including medical marijuana or medical marijuana product, while at work or during the fulfillment of any employment obligations, regardless of whether an employee has an MML. The District will discipline up to and including discharge any employee in Performing Safety-Sensitive Job Duties, as defined in this Policy, who tests positive for marijuana, its components, or metabolites, regardless of whether that employee holds an MML. No employee need disclose that he or she holds an MML except if an employee tests positive for marijuana.

## **702.A Drug Free Workplace Act Compliance**

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Compliance with this policy is a condition of employment.

## **702.B Drug and Alcohol Testing Policy**

### **1. POLICY**

See Sections 702.A and 702.B.

### **2. APPLICABILITY**

This policy applies to all applicants and employees.

### **3. CIRCUMSTANCES UNDER WHICH TESTING MAY OCCUR**

#### **A. Applicant**

The District may require an applicant to undergo drug testing. An applicant is a person who has applied for a position with the District and received a conditional offer of employment. A positive test result as well as failing or refusing to undergo the requested testing may be used as a basis for refusing to hire the applicant.

#### **B. Transfer/Reassignment Testing**

The District may require an employee who transfers to a different position or job or who is reassigned to a different position or job to undergo drug or alcohol testing.

#### **C. For Cause Testing**

The District may require an employee to undergo drug or alcohol testing at any time it reasonably believes an employee may be under the influence of drugs or alcohol including, but not limited to, the following circumstances: a) drugs or alcohol on or about the employee's person or in the employee's vicinity; b) conduct on the employee's part that suggest impairment or influence of drugs or alcohol; c) a report of drug or alcohol use while at work or on duty; d) information that an employee has tampered with drug or alcohol testing at any time; e) negative performance patterns in combination with a reasonable belief by the District that the employee is under the influence; or f)

excessive or unexplained absenteeism or tardiness in combination with a reasonable belief by the District that the employee is under the influence.

D. Post-Accident Testing

The District may require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or property has been damaged while at work (including damage to equipment). *Applicable state workers' compensation laws may exclude an employee from eligibility for benefits if the employee refuses to submit to testing or receives a positive test result.*

E. Return from leave

The District may require an employee to undergo drug or alcohol testing if the test is requested or required by the employer in connection with an employee's return to duty from leave of absence.

F. Post-rehabilitation Testing

The District may require an employee to undergo unannounced drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

4. CONSEQUENCES; DISCIPLINARY ACTIONS

If an applicant refuses to undergo testing or receives a positive result for the presence of drugs or alcohol, the conditional offer of employment will be withdrawn. The applicant will not be hired.

If an employee refuses to undergo testing or receives a positive result for the presence of drugs or alcohol, the employee will be subject to discipline, up to and including termination, at the discretion of the District.

Medical Marijuana Notice: The consequences described in this section will apply to a person who tests positive for marijuana *if* that person (i) does not possess a valid Oklahoma medical marijuana license (MML), (ii) possesses, consumes, or is under the influence of medical marijuana or medical marijuana product while at the place of employment or during the fulfillment of employment obligations, or (iii) is or would be assigned to a position Performing Safety-Sensitive Job Duties, as defined in this Policy.

5. GENERAL PROVISIONS

A. Substances which may be tested

The substances tested shall be for drugs and alcohol as permitted by law. Generally speaking, these may include alcohol, amphetamines, cannabinoids (including marijuana), cocaine, phencyclidine (including PCP), hallucinogens (including LSD, mescaline, and psilocybin), methaqualone (including Quaaludes), opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of these substances.

B. Time and Cost of Testing; Time to Challenge Results

Any testing of current employees shall be considered work time for purposes of compensation.

The employer will pay the costs of testing. However, if the employee or applicant requests a confirmation test of a sample within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of the positive test, that employee/applicant shall pay the costs of the confirmation test of that sample. If the confirmation test reverses the findings of the challenged test, the employer will reimburse the individual for their costs in challenging the test.

C. Testing Procedures

All collection and testing shall be done in accordance with the rules promulgated by the Oklahoma State Board of Health.

All sample collection and testing for drugs and alcohol pursuant to the provisions of this act shall be conducted in accordance with the following conditions:

1. Samples shall be collected and tested only by individuals deemed qualified by the State Board of Health and may be collected on the premises of the District.
2. Only samples deemed appropriate by the State Board of Health for drug and alcohol testing shall be collected.
3. The collection of samples shall be performed under reasonable and sanitary conditions.
4. A sample shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of challenge of the test results on the main specimen.
5. Samples shall be collected and tested with due regard to the privacy of

the individual being tested. In the instances of urinalysis, no District representative, agent or designee shall directly observe an employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection of testing reliable samples.

6. Sample collection shall be documented, and the documentation procedures shall include:
  - a. labeling of samples so as to reasonably preclude the probability of erroneous identification of test results;
  - b. an opportunity for the employee to provide notification of any information which the employee considers relevant to the test, including identification of any currently or recently used prescription or nonprescription drugs, or other relevant information. Employees using prescription drugs which might impact the test should report this information, including the name of the authorized licensed medical practitioner who prescribed the drug, and the duration of the prescription, to the testing personnel immediately prior to any testing. Any over-the-counter drugs that may impact the test should be reported.
7. Sample collection, storage and transportation to the testing facility shall be performed so as to reasonably preclude the probability of sample contamination or adulteration.
8. Sample testing shall conform to scientifically accepted analytical methods and procedures. Testing shall include confirmation of any positive test result by gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy as approved by State Board of Health rule, at the cutoff levels as determined by State Board of Health rule, before the result of any test may be used as a basis for any action by an employer.
9. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

An employee covered under this policy has the right to explain, in confidence, the test results. The reporting of the results of the drug test shall be handled discreetly between the testing facility and the District.

#### D. Confidentiality Requirements

Records of all drug and alcohol test results and related information maintained by the District shall be the property of the District and, upon the request of the



applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. Except as provided in the next paragraph, the District shall not release such records to any person other than the applicant, employee, or the review officer.

Records of all drug and alcohol test results and related information maintained by the employer may be released by the District for any of the following purposes:

- as admissible evidence by the District or the individual tested in a case or proceeding before a court of record or administrative agency if either the employer or the individual tested are named parties in the case or proceeding;
- in order to comply with a valid judicial or administrative order; or
- to the District's employees, agents, and representatives who need access to such records in the administration of the Standards for Workplace Drug and Alcohol Testing Act.

Additionally, the District, contracting with another employer, may share drug or alcohol testing results of any tested person who works pursuant to such contractual agreement.

#### E. Performing Safety-Sensitive Job Duties

Safety-sensitive job duties includes tasks or duties that the District reasonably believes could affect the safety and health of the employee performing the task or others. These duties include but are not limited to:

- the handling, packaging, processing, storage, disposal or transport of hazardous materials,
- the operation of a motor vehicle, other vehicle, equipment, machinery or power tools,
- repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage,
- the operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution

The District reserves the right to modify this list in keeping with the law as job titles may change from time to time. Currently, the positions of O&M Tech I, II, Senior and Supervisor are considered Safety-Sensitive for purposes of this section and policy. If you have a question as to whether your job is classified as Safety-Sensitive Job Duties, ask the supervisor or the General

Manager.

F. Appeal; Questions

There is no right to appeal other than as provided by law. If you have questions about this policy, please see the General Manager.

### **703 Sexual and Other Unlawful Harassment; Complaint Procedure; No Retaliation**

The District is committed to providing a work environment that is free of discrimination and unlawful harassment. Unlawful harassment includes harassment based upon a person's legally protected status such as race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by law.

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that affects someone because of that individual's protected status. Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. The District prohibits that conduct even if it is not sufficiently severe or pervasive to constitute unlawful harassment.

Specifically, with respect to sexual harassment, the District prohibits the following:

- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Offensive whistling.

- Lewd, off-color, sexually or racially oriented comments or jokes.
- Obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Sexually, racially, or otherwise discriminatory or lewd E-mail or voice-mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Any other related types of conduct or behavior deemed inappropriate by the District.

## COMPLAINT PROCEDURE

If you experience any job-related unlawful harassment, promptly report the incident to the General Manager. This policy applies to all incidents of alleged discrimination or harassment, including those which occur off-premises, or off-hours, where the alleged offender is a supervisor, coworker, or even a nonemployee with whom the employee is involved, directly or indirectly, in a business or potential business relationship.

Should the alleged harassment occur at a time other than your normal business hours, your complaint should be filed as early as practicable on the first business day following the alleged incident.

Please understand that the District takes complaints of discrimination and harassment very seriously. All complaints will be kept confidential to the maximum extent possible.

All employees have a duty to report any conduct which they believe violates this policy. In addition, every employee has a duty to cooperate with any investigation conducted by the District, regardless of whether the investigation is being conducted by the District officials or outside parties retained by the District for this purpose.

If the District determines that an employee is guilty of unlawful discrimination against or unlawfully harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

## NO RETALIATION

**The District prohibits any form of retaliation against any employee for making a good**

faith report of a violation of this policy or assisting in good faith in a complaint investigation. However, if, after investigating any complaint of harassment or discrimination, the District determines that the complaint is frivolous and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the frivolous complaint or who gave the false information, up to and including termination.

## **704 Attendance and Punctuality**

To maintain a safe and productive work environment, the District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the District. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Excessive unscheduled absences or tardies should also be avoided.

Failing to meet the attendance requirements, including not being tardy, is disruptive and may lead to disciplinary action, up to and including termination of employment.

## **705 Personal Appearance/Dress Code Allowance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the District presents to customers and visitors.

During working hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

All maintenance personnel shall wear District provided uniforms at all times when on duty. The District shall pay the cost of uniform purchase. Maintenance personnel shall wear appropriate safety steel-toed footwear (leather boots/shoes). No open toed footwear will be permitted. The District will provide a \$175.00 per year footwear allowance to maintenance employees.

Consult the General Manager if you have questions as to what constitutes appropriate attire.

The employee shall be required to launder, and mend District provided uniforms.

## **706 Return of Property**

Employees are responsible for all District property, materials, or written information issued to them or in their possession or control. Employees must return all District property immediately upon request or upon termination of employment. For purposes of this policy, "property" includes physical property such as uniforms, equipment, papers etc., but it also

includes electronically stored information which is the property of the District such as information stored on external drives or in the Cloud.

## **707 Security Inspections**

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, explosives, or other improper materials. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the District. Accordingly, they, as well as any articles found within them can be inspected by any agent or representative of the District at any time, either with or without prior notice.

## **708 Solicitation**

In an effort to ensure a productive and harmonious work environment, persons not employed by the District may not solicit or distribute literature in the workplace at any time for any purpose.

The District recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during workhours.

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Employee announcements
- Internal memoranda
- Job openings

If employees have a message of interest to the workplace, they may submit it to the General Manager for approval. All approved messages will be posted by the General Manager.

## **709 Problem Resolution**

The District is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from District supervisors and management.

The District strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the District in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The Employee presents the problem to the General Manager within 5 calendar days after the incident occurs.
2. The General Manager either responds to the problem during the discussion or, when necessary, after appropriate consultation and review (see below), but within 5 calendar days. General Manager documents this discussion.
3. The General Manager counsels and advises the Employee, assists in putting the problem in writing, visits with the Employee's manager(s), if necessary, and reviews problem in light of policy.
4. The General Manager may consult with a specialist in the area, and with the Board to review and consider the problem. The General Manager informs the Employee of the final decision within 5 calendar days, and forwards a copy of the written response to the Employee's file. The General Manager has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

## **710 Firearms and Weapons Policy**

Employees, visitors, or other third parties are prohibited from open or concealed carrying, maintaining, or storing a firearm on any part of the District's property, regardless of whether the owner has a valid permit. The District's property includes all vehicles, buildings, administrative offices, outside grounds, and areas. For purposes of this policy, the District's property does not include locked, private motor vehicles on any property set aside for parking such vehicles. As authorized by Oklahoma state law, employees are permitted to transport and store lawfully owned firearms and ammunition in a locked privately-owned

motor vehicle in a parking lot, parking garage, or other parking area provided for employees. Firearms include, but are not be limited to, rifles, shotguns, pistols, and handguns.

It may be necessary and appropriate in the course of District operations to control nuisance wildlife. An employee who engages in this activity must have authorization from the General Manager and must possess a valid Nuisance Wildlife Control Operator's Permit from the Oklahoma Department of Wildlife Conservation. Any firearm used for such purposes shall be that which is owned by the District and not a personal firearm.

Employees, visitors, or other third parties are prohibited from bringing onto or possessing on any part of the District's property, as defined above, any weapon. Weapons are items designed or used for inflicting bodily harm or physical damage and which are not being used for a legitimate District work purpose.

Any individual who is reported or discovered to possess a firearm or weapon in violation of this policy will be asked to remove it immediately, and may be subject to disciplinary action up to and including immediate termination, and may be subject to other legal action. If you have any questions about this policy, see the General Manager.

## **801 Longevity and Safety Bonus**

### Longevity Bonus

Each employee has the opportunity to receive an annual bonus composed of longevity, individual safety performance and group safety performance.

Longevity will be based upon years of service and a satisfactory performance review. The amount will increase each successive year. Each employee shall receive an annual award of \$25.00 for each full year of service completed for the first nine (9) years of service. Employees with 10 or more years of service shall receive \$50.00 for each year of service completed. The service award shall be paid in December of each year.

Longevity will be paid beginning at the conclusion of the first year of service (Year 1) according to the following schedule (Year 1 will be prorated to reflect actual service during Year 1, if necessary):

	<u>Longevity</u>
Year 1	\$25
Year 2	\$50
Year 3	\$75
Year 4	\$100
Year 5	\$125
Year 6	\$150
Year 7	\$175
Year 8	\$200
Year 9	\$225
Year 10	\$500

Year 11	\$550
Year 12	\$600
Year 13	\$650
Year 14	\$700
Year 15	\$750
Year 16	\$800
Year 17	\$850
Year 18	\$900
Year 19	\$950
Year 20	\$1,000
Year 21	\$1,050
Year 22	\$1,100
Year 23	\$1,150
Year 24	\$1,200
Year 25	\$1,250

#### Safety Award

An individual safety award will be made annually, based upon a calendar year (January 1 – December 31), if the employee has no minor or significant incident as defined below. The employee will be eligible at the conclusion of their first calendar year of service. The first bonus will be in the amount shown for Year 1 and increase each year according to the schedule below, assuming no incident occurs during that year. If the employee has an incident (minor or significant), they receive \$0 individual safety bonus that year and start back at Year 1 the next year (assuming no incident).

A group safety bonus may also be made annually, based upon a calendar year, according to the safety performance of all employees. Each employee will be eligible at the conclusion of their first calendar year of service. The first bonus will be in the amount shown for Year 1 in the schedule below, assuming no more than one minor incident and no significant incident occurs for the entire employee group. Should these criteria not be met, no group safety bonus will not be awarded for that calendar year and the next year (assuming the criteria are met) will start back at Year 1.

The definitions of minor and significant incident, for purposes of awarding the safety bonuses shall be as follows below. Determinations will be made by the General Manager and be at his/her sole discretion.

- Significant incident
  - Any work-related fatality, or any 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 to employee or member of the public

For purposes of awarding the two safety bouses, the following schedule will apply:

	Individual Safety	Group Safety
Year 1	\$154	\$129
Year 2	\$208	\$183
Year 3	\$261	\$236
Year 4	\$315	\$290
Year 5	\$369	\$344
Year 6	\$423	\$398
Year 7	\$476	\$451
Year 8	\$530	\$505
Year 9	\$584	\$559
Year 10	\$675	\$650
Year 11	\$733	\$708
Year 12	\$790	\$765
Year 13	\$848	\$823
Year 14	\$905	\$880
Year 15	\$963	\$938
Year 16	\$1,020	\$995
Year 17	\$1,078	\$1,053
Year 18	\$1,135	\$1,110
Year 19	\$1,193	\$1,168
Year 20	\$1,250	\$1,225
Year 21	\$1,308	\$1,283
Year 22	\$1,365	\$1,340
Year 23	\$1,423	\$1,398
Year 24	\$1,480	\$1,455
Year 25	\$1,538	\$1,513

#### Terms Applicable to both the Longevity and Safety Bonus Awards

No awards will be paid to an employee who is not employed at the time of the payment. The Bonus awards remain at the discretion of the District and must be approved by the Board.

All bonus amounts approved under this policy will be paid, less applicable withholdings, in the employee's regular paycheck in the time period described in this policy.

Item D.3

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

**Thursday, February 4, 2021**

**Location-201 West Gray Norman, OK 73069**

Due to expiration of the emergency amendments of the Open Meeting Act that allowed all Board Members to meet virtually by videoconference, the February 4, 2021, 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, 1-877-309-2073  
enter access code: 221-465-309.

To participate and listen via a computer, smartphone, or tablet, go to  
[HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/221465309](https://global.gotomeeting.com/join/221465309) meeting access code: 221-465-309

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**

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

**Roll Call:**

Board Members Present:  
President Amanda Nairn  
Vice President Casey Hurt  
Treasurer Jann Knotts  
Secretary Michael Dean

Board Members Absent:  
Roger Frech  
William Janacek  
Kevin Anders

Staff Present:  
Kyle Arthur, General Manager  
Kelley Metcalf, Office Manager  
Tim Carr, Operations & Maintenance Supervisor  
Dean Couch, Legal Counsel

Guests: Geri Wellborn, Cole Niblett

Callers Announced:  
Roger Frech, William Janacek, Kevin Anders, Tim Barnes, Alan Swartz, Jerrod Shouse, Paul Streets, Beverly Palmer

**B. Statement of compliance with Open Meeting Act**

Kelley Metcalf, Office Manager, 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 reported:

Line 1:

- 3,600 LF of 18-inch HDPE liner has been installed, tested, and put into service between the Del City Water Treatment Plant and Cinder Drive. Contractor is working to reestablish easement to preconstruction conditions.
- 2,300 LF of 21-inch HDPE liner has been installed, tested, and put into service between Crutch Creek and the connection at Line 2.
- Contractor is currently excavating insertion and receiving pits for the Interstate 240 crossing and the crossing under Sooner Road.

Lines 2 and 3:

- Contractor has laid sod at the erosion prone areas and sprayed hydro mulch along a significant portion of the remaining easement.
- Completed miscellaneous piping at the air release and blow-off valve vaults
- Continued to install posts for the pipeline markers.

Project completion is still expected to be April 1<sup>st</sup>.

Kyle Arthur asked Mr. Swartz to give a brief budget update. Mr. Swartz stated the project is still expected to come in under the bid price.

**C.2. Legislative update by Jerrod Shouse of Shouse & Associates Consulting**

Mr. Shouse updated the Board on SB 1031 and HB 2049. SB 1031, reinstating certain temporary provisions; specifying expiration of temporary provisions to the Oklahoma Open Meeting Act, was passed by the Senate. The bill will be presented to Governor Stitt on Monday, February 8<sup>th</sup>. HB 2049 proposes to increase the dollar amount of contracts that require certain advertisement and a competitive bidding process. The bill would increase the limit to \$100,000, an increase from the current \$50,000.

**C.3. Discussion of initial draft budget FY 2021-2022**

Kyle Arthur gave a PowerPoint presentation on the 3-year budget (FY2022-2024). The PowerPoint presentation and draft budget was provided to the Board and can also be found on the District website in the February packet. Mr. Arthur highlighted a couple of noteworthy changes from previous budgets. The amount in the new capital assets is zero for FY2022; the FY 2020-2021 budget had \$43,000.00 allocated for this item. The anticipation is that any needed capital assets will be purchased by utilizing surplus funds available. Additionally, an assessment for the Capital Expenditure and Emergency Fund (CEEF) is not included in the 3-year budget

forecast as the CEEF has reached its cap. Further, the 3-year budget includes earnings from the CEEF to offset the O&M assessment. Overall, the O&M assessment is projected to be less in the next 3 years than the previous 5 years and, specifically for FY 2022, the O&M assessment is budgeted to decrease by \$214,500.00 from the previous year.

President Nairn asked Board members to review the draft budget between now and the next Board meeting. At that time, it would be on the agenda again and any additional questions would be addressed. The plan forward is to have it as an action item at the March meeting, with approval at either that meeting or the April Board meeting.

**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.4. Consideration and possible approval of minutes of the Regular Board Meeting held on Thursday, December 3, 2020**

The minutes were reviewed and finding those in good order as presented, Michael Dean made a motion seconded by Casey Hurt 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	Absent
Member Roger Frech	Absent
Member Kevin Anders	Absent

Motion Passed

**D.5. Consideration and possible approval of financial statements for operating account for November 2020**

Treasurer Knotts drew attention that maintenance costs were under budget by \$50,000. Also, the Del City Pipeline costs for the month were \$28,452.00. Finding the financial statement in good order as presented Jann Knotts made a motion seconded by Casey Hurt 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	Absent
Member Roger Frech	Absent
Member Kevin Anders	Absent

Motion Passed

**D.6. Consideration and possible approval of financial statements for operating account for December 2020**

Treasurer Knotts noted that from November to December there were gains in the investment account. Del City Pipeline project had one draw on the loan in the amount of \$179,311.82. Del City pipeline costs for the month were \$199,876.82. She also stated that six months into the fiscal year the expenses look good. Finding the financial statement in good order as presented 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	Absent
Member Roger Frech	Absent
Member Kevin Anders	Absent

Motion Passed

**D.7. Discussion, consideration, and possible vote to approve the FY 2019-2020 audit to be presented to the Board by Finley and Cook**

Mr. Tim Barnes, of Finley & Cook, presented the FY 2020 results to the Board. Mr. Barnes indicated that it was a clean audit with no surprises, major adjustments, or problem areas. As of June 30, 2020, the District is overfunded on the defined benefit pension plan by \$266,750.00. In lieu of this, there was discussion about the possibility of not providing a District match for the defined benefit plan in next year's budget. Mr. Arthur said he would investigate whether that would be possible and prudent.

Finding the audit in good order as presented Jann Knotts made a motion seconded by Casey Hurt 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	Absent
Member Roger Frech	Absent
Member Kevin Anders	Absent

Motion Passed

**D.8. Consideration and possible approval of declaration of surplus equipment**

The surplus equipment list was provided to the Board and can also be found on the District website in the February packet. Due to the recent clean-up, additional items were identified as possible surplus items. The previous surplus auction netted almost \$60,000. Mr. Hurt suggested asking Tourism and Recreation if they could use any of the items on the surplus list. Mr. Arthur and Mr. Carr said they would check with them.

Michael Dean wanted to verify the selling of the Bobcat brush hog attachment. Tim Carr explained that the tractors have bat wing attachments that perform just as good or better than the Bobcat brush hog attachment. Finding the surplus list in good order as presented Michael Dean made a motion seconded by Casey Hurt 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	Absent
Member Roger Frech	Absent
Member Kevin Anders	Absent

Motion Passed.

**E.9. Legal Counsel's Report** (written report)

- Conference call on January 14<sup>th</sup> with Kyle about temporary water contract, revisions to the Personnel Policy Manual, and Fair Labor Standards Act issues.
- Participated in video conference meeting on January 21<sup>st</sup> with Collins Balcome and James Allard from the Bureau of Reclamation and Kyle about temporary water contract and draft amended language to provide flexibility on when temporary water is utilized by a member city. A yield study and implications were also discussed.
- Prepared issues paper and dispatched to Kyle on January 22<sup>nd</sup> regarding Fair Labor Standards Act exempt and nonexempt classifications and Oklahoma statute requirement on pay periods for nonexempt employees, and procedure for emergency acquisitions by General Manager and Board.
- Prepared draft resolutions about audit and surplus property and dispatched to Kelley.

**E.10. General Manager's Report**

Please see document titled "Manager's Report" in the packet.

**E.11. 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)**

- Kyle Arthur shared with the Board that the District will be hosting the February Oklahoma Association of Reclamation Projects meeting. (weather permitting)

- President Nairn stated she was open to whatever board members are comfortable with regarding board meeting attendance moving forward, assuming passage of the amendments to the Open Meeting Act. The consensus was that the hybrid approach of both in-person option and virtual option for Board members was preferred.
- President Nairn mentioned that in May the OU Capstone Project will present their findings. Due to the number of participants the District will try to reserve Norman's council meeting room.

**F. Adjourn**

There being no further business, President Nairn adjourned the meeting at 8:47 PM.

DRAFT



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, February 4, 2021, are approved.

APPROVED by a majority of Board members present on this 4th day of March 2021.

Item D.4.

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Balance Sheet  
As of January 31, 2021

	Jan 31, 21	Dec 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1023-BANCFIRST #3840 & #0014	2,345,564.90	2,264,051.31	81,513.59
1051-BANCFIRST # 8204 (AT MKT)	4,306,812.56	4,317,124.97	-10,312.41
Total Checking/Savings	6,652,377.46	6,581,176.28	71,201.18
Accounts Receivable			
1900-ASSESSMENTS RECEIVABLE			
1901-DEL CITY	132,239.13	198,358.70	-66,119.57
Total 1901-DEL CITY			
1905-MIDWEST CITY			
1906-OPERATIONS AND MAINTENANCE	381,345.19	381,345.19	0.00
1907-POWER	198,450.00	198,450.00	0.00
Total 1905-MIDWEST CITY	579,795.19	579,795.19	0.00
1909-NORMAN			
1910-OPERATIONS AND MAINTENANCE	275,625.73	413,438.60	-137,812.87
1911-POWER	97,387.50	146,081.25	-48,693.75
Total 1909-NORMAN	373,013.23	559,519.85	-186,506.62
Total 1900-ASSESSMENTS RECEIVABLE	1,085,047.55	1,337,673.74	-252,626.19
Total Accounts Receivable	1,085,047.55	1,337,673.74	-252,626.19
Other Current Assets			
1920-(BANCFIRST)-DWSRF ESCROW	81,430.89	73,332.90	8,097.99
1951-DWSRF REPYMT DUE-CURRENT	9,491.20	17,352.53	-7,861.33
Total Other Current Assets	90,922.09	90,685.43	236.66
Total Current Assets	7,828,347.10	8,009,535.45	-181,188.35
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	5,695,571.70	4,486,424.40	1,109,147.30
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	15,310,833.26	14,201,685.96	1,109,147.30
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	5,055,576.56	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	-9,563,645.72	-9,530,233.49	-33,312.23
Total Fixed Assets	13,713,430.02	12,637,594.95	1,075,835.07
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	22,062,579.48	21,167,932.76	894,646.72
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	36,069.88	37,359.68	-1,289.80
4000-CURRENT CLAIMS PAYABLE	36,069.88	37,359.68	-1,289.80
Total Accounts Payable			
Other Current Liabilities			
4002-DWSRF INTEREST PAYABLE	897.21	897.21	0.00
4004-DUE BUREC-WATER	0.00	36,160.00	-36,160.00
4010-PAYROLL DEDUCTIONS			
4014-RETIREMENT PLAN PAYABLE	5,642.04	5,642.06	-0.02
4016-GROUP INSURANCE PAYABLE	1,113.20	1,113.20	0.00
Total 4010-PAYROLL DEDUCTIONS	6,755.24	6,755.26	-0.02
4017-COMPENSATED ABSENCES			
4019-CONTRACTS-DUE W/1 YEAR	17,150.38	17,150.38	0.00
4019.3-DWSRF CURRENT PYMTS			
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 Current Liabilities	119,230.88	155,390.90	-36,160.02
Total Other Current Liabilities	155,300.76	192,750.58	-37,449.82
Total Current Liabilities			
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	4,602,254.72	3,550,984.07	1,051,270.65
Total 4020-CONTRACTS PAYABLE	5,123,057.08	4,071,786.43	1,051,270.65
Total Long Term Liabilities	5,123,057.08	4,071,786.43	1,051,270.65
Total Liabilities	5,278,357.84	4,264,537.01	1,013,820.83
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
Total 4806.5 UNRESTRICTED SURPLUS	15,210,950.06	15,210,950.06	0.00
Net Income	1,123,271.58	1,242,445.69	-119,174.11
Total Equity	16,784,221.64	16,903,395.75	-119,174.11
TOTAL LIABILITIES & EQUITY	22,062,579.48	21,167,932.76	894,646.72

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT  
Profit & Loss YTD Comparison

January 2021

	Jan 21	Dec 20	Jul '20 - Jan 21
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	284,900.00
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	6,676.78	53,951.33	63,883.11
4922- ASSESSMENT ADJUSTMENTS	-5,536.04	0.00	32,510.23
4923-BANK INTEREST INCOME	586.94	16,353.48	91,670.44
4925-DWSRF INTEREST INCOME	278.33	278.33	2,007.32
4930-SECURITIES VALUE ADJUSTS	-10,879.91	13,179.18	88,208.67
Total 4920-OTHER REVENUES	-8,873.90	83,762.32	278,279.77
Total Income	-8,873.90	83,762.32	2,061,844.77
Expense			
5000-PERSONNEL			
5000.1-EMPLOYEES' WAGES	39,744.67	39,744.75	269,824.02
5009-EMPLOYEES' RETIREMENT	3,980.19	3,995.75	27,546.72
5011-PAYROLL TAXES	3,040.45	3,419.16	21,020.21
5012-TRAINING, EDUCATION&TRAVEL	240.00	76.00	1,169.72
5013-UNIFORM & BOOTS ALLOWANCE	136.91	184.98	1,371.38
5014-EMPLOYEE HEALTH, ETC, INS.	4,196.24	4,084.70	28,693.00
5017-SERVICE & SAFETY AWARDS	0.00	4,950.59	4,950.59
5018-TEMPORARY HELP	0.00	0.00	1,764.00
Total 5000-PERSONNEL	51,338.46	56,455.93	356,339.64
5100-MAINTENANCE			
5101-PLANT& DAM R&M, SUPPLIES	4,327.47	2,222.00	18,684.32
5103-VEHICLE OPS, R&M	743.20	35.47	9,717.11
5104-BUILDINGS ROADS & GROUNDS	390.51	-0.74	2,162.53
5106-EQUIPMENT R&M, RENTAL	22.47	1,130.00	6,713.22
Total 5100-MAINTENANCE	5,483.65	3,386.73	37,277.18
5200-UTILITIES			
5201-TELEPHONE,PAGING,IT SERVIC	1,873.98	1,852.39	14,492.28
5204-ELECTRICITY	110.14	1,696.74	4,269.03
5206-WASTE REMOVAL	97.32	97.32	583.92
Total 5200-UTILITIES	2,081.44	3,646.45	19,345.23
5300-INSURANCE AND BONDS			
5301-INSURANCE	1,558.00	0.00	2,742.00
Total 5300-INSURANCE AND BONDS	1,558.00	0.00	2,742.00
5400-ADMINISTRATIVE EXPENSE			
5401-OFFICE SUPPLIES, MATERIALS	816.57	657.42	6,115.85
Total 5400-ADMINISTRATIVE EXPENSE	816.57	657.42	6,115.85
5500-PROFESSIONAL SERVICES			
5501-LEGAL	1,140.00	1,940.00	11,365.00
5502-ACCOUNTING AND AUDIT	8,030.00	11,480.00	21,910.00
5511-WETLAND-SHORELINE STABILIZ	5,539.86	880.00	-16,899.73
Total 5500-PROFESSIONAL SERVICES	15,709.86	14,300.00	16,375.27
5600-WATER QUALITY SERVICES			
5601-STREAM GAUGING (OWRB)	0.00	0.00	12,400.00
5603-WATER QUALITY MONITORING	0.00	0.00	11,298.48
Total 5600-WATER QUALITY SERVICES	0.00	0.00	23,698.48
5800-PUMPING POWER			
6000-DEPRECIATION			
5801-STREAM GAUGING (OWRB)	0.00	74,732.75	244,029.02
5803-WATER QUALITY MONITORING	33,312.23	33,312.23	232,650.52
Total 5800-PUMPING POWER	33,312.23	74,732.75	244,029.02
6000-DEPRECIATION			
5801-STREAM GAUGING (OWRB)	110,300.21	186,491.51	938,573.19
Total Expense	-119,174.11	-102,729.19	1,123,271.58
Net Income			
	-119,174.11	-102,729.19	1,123,271.58

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT  
Profit & Loss Budget vs. Actual  
July 2020 through January 2021

	Jul '20 - Jan 21	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	63,883.11		
4922-ASSESSMENT ADJUSTMENTS	32,510.23		
4923-BANK INTEREST INCOME	91,670.44		
4925-DWSRF INTEREST INCOME	2,007.32		
4930-SECURITIES VALUE ADJUSTS	88,208.67		
Total 4920-OTHER REVENUES	278,279.77		
Total Income	2,061,844.77	1,783,565.00	278,279.77
Expense			
5000-PERSONNEL			
5000.1-EMPLOYEES' WAGES	269,824.02	261,333.30	8,490.72
5009-EMPLOYEES' RETIREMENT	27,546.72	26,541.65	1,005.07
5010-DIRECTORS' EXPENSES	0.00	2,916.65	-2,916.65
5011-PAYROLL TAXES	21,020.21	19,250.00	1,770.21
5012-TRAINING, EDUCATION&TRAVEL	1,169.72	10,208.30	-9,038.58
5013-UNIFORM & BOOTS ALLOWANCE	1,371.38	1,750.00	-378.62
5014-EMPLOYEE HEALTH, ETC, INS.	28,693.00	39,296.25	-10,603.25
5015-WORKMEN'S COMPENSATION	0.00	12,570.80	-12,570.80
5017-SERVICE & SAFETY AWARDS	4,950.59		3,229.79
5018-TEMPORARY HELP	1,764.00	1,720.80	
Total 5000-PERSONNEL	356,339.64	375,587.75	-19,248.11
5100-MAINTENANCE			
5101-PLANT& DAM R&M, SUPPLIES	18,684.32	72,916.65	-54,232.33
5103-VEHICLE OPS, R&M	9,717.11	18,958.30	-9,241.19
5104-BUILDINGS R&M, ETC, GROUNDS	2,162.53	11,666.65	-9,504.12
5106-EQUIPMENT R&M, RENTAL	6,713.22	9,916.65	-3,203.43
Total 5100-MAINTENANCE	37,277.18	113,458.25	-76,181.07
5200-UTILITIES			
5201-TELEPHONE PAGING,IT SERVIC	14,492.28	11,375.00	3,117.28
5204-ELECTRICITY	4,269.03	4,958.30	-689.27
5205-PROPANE	0.00	3,500.00	-3,500.00
5206-WASTE REMOVAL	583.92	466.65	117.27
Total 5200-UTILITIES	19,345.23	20,299.95	-954.72
5300-INSURANCE AND BONDS			
5301-INSURANCE	2,742.00	26,250.00	-23,508.00
Total 5300-INSURANCE AND BONDS	2,742.00	26,250.00	-23,508.00
5400-ADMINISTRATIVE EXPENSE			
5401-OFFICE SUPPLIES, MATERIALS	6,115.85	8,750.00	-2,634.15
Total 5400-ADMINISTRATIVE EXPENSE	6,115.85	8,750.00	-2,634.15
5500-PROFESSIONAL SERVICES			
5501-LEGAL			
5502-ACCOUNTING AND AUDIT	11,365.00	35,000.00	-23,635.00
5503-CONSULTANTS AND ENGINEERS	21,910.00	14,320.80	7,589.20
5504-CONSULTANT- TECHNICAL	0.00	23,333.30	-23,333.30
5507-ENGINEERING-REUSE PROJECT	0.00	0.00	0.00
5511-WETLAND-SHORELINE STABILIZ	0.00	0.00	0.00
Total 5500-PROFESSIONAL SERVICES	16,375.27	72,654.10	-56,278.83
5600-WATER QUALITY SERVICES			
5601-STREAM GAUGING (OWRB)	12,400.00	10,266.65	2,133.35
5603-WATER QUALITY MONITORING	11,298.48	38,500.00	-27,201.52
5607-O2 TANK RENTAL-SDOX SYSTEM	0.00	43,166.65	-43,166.65
Total 5600-WATER QUALITY SERVICES	23,698.48	91,933.30	-68,234.82
5800-PUMPING POWER			
5950-ASSET PURCHASES & RESERVES	244,029.02	306,250.00	-62,220.98
6000-DEPRECIATION		25,083.30	-25,083.30
Total Expense	938,573.19	1,040,266.65	-101,693.46
Net Income	1,123,271.58	743,298.35	379,973.23

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02/12/21

Accrual Basis

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT  
BANCFIRST #3940 & # 0014 ACTIVITY  
January 2021

Type	Date	Num	Name	Memo	Split	Ambunt	Balance
1023-BANCFIRST #3940 & #0014							
Deposit	1/4/2021		NORMAN	equipment sales	4921-MISCELLANEOUS RE...	6,076.78	6,076.78
Payment	1/26/2021		NORMAN		1910-OPERATIONS AND M...	131,812.57	143,889.65
Payment	1/26/2021		NORMAN		1911-POWER	9,168.32	198,375.07
Payment	1/20/2021		DEL CITY		1902-OPERATIONS AND M...	9,713.32	243,089.09
Payment	1/20/2021		DEL CITY		1903-POWER	253,166.93	253,166.93
Check	1/4/2021		SWEEP CHARGE		5401-OFFICE SUPPLIES M...	489.37	252,677.56
Deposit	1/4/2021			seep fee rebate	5401-OFFICE SUPPLIES M...	253,166.93	253,166.93
Deposit	1/29/2021			DEPOSIT OK TO HERE	4923-BANK INTEREST IN...	253,166.37	253,166.37
Deposit	1/25/2021			BOAT DOCK	4921-MISCELLANEOUS RE...	600.00	253,953.17
Deposit	1/13/2021			Deposit	-SPLIT-	2,166.80	255,953.17
Deposit	1/14/2021			Deposit	-SPLIT-	2,166.80	258,120.00
Transfer	1/27/2021			Funds Transfer	4080-NEW DEL CITY PIPE...	5,972.86	261,926.03
Check	1/19/2021		BANCFIRST		1920-BANCFIRST-DWSRF...	1,051,270.55	1,313,196.68
Bill Pmt -Check	1/9/2021	1	BET PAYROLL	PAYROLL FOR 12/11/20 TH...	4000-CURRENT CLAIMS PA...	-24,497.01	1,305,098.69
Bill Pmt -Check	1/9/2021	1	BANCFIRST	FICA/FWMT THRU 01/10/2021	4000-CURRENT CLAIMS PA...	-10,163.95	1,290,601.68
Bill Pmt -Check	1/9/2021	1	OKLAHOMA TAX COMMISSION	OWMT THRU 01/10/2021	4000-CURRENT CLAIMS PA...	-1,409.00	1,270,437.73
Bill Pmt -Check	1/9/2021	1	BANCFIRST	12/31/2020 SAFETY/LONGE...	4000-CURRENT CLAIMS PA...	-1,123.68	1,269,028.73
Bill Pmt -Check	1/4/2021	1	OKLAHOMA TAX COMMISSION	SAFETY/LONGEVITY AWA...	4000-CURRENT CLAIMS PA...	-166.04	1,267,959.05
Bill Pmt -Check	1/4/2021	20045	AMERICAN FIDELITY (FSA)	MCP 98957 Inv # 2090477	4000-CURRENT CLAIMS PA...	-380.00	1,267,579.01
Bill Pmt -Check	1/4/2021	20046	LOWE'S HOME CENTERS, INC.	9800 926383 4	4000-CURRENT CLAIMS PA...	-281.35	1,266,979.70
Bill Pmt -Check	1/4/2021	20047	Galavist Mechanical & Electrical, LLC	2118	4000-CURRENT CLAIMS PA...	-4.18	1,266,394.17
Bill Pmt -Check	1/4/2021	20048	ACE HARDWARE EAST	5100423525	4000-CURRENT CLAIMS PA...	-7,550.00	1,258,745.85
Bill Pmt -Check	1/4/2021	20049	Finley & Cook CPA	416325-057566	4000-CURRENT CLAIMS PA...	-57.32	1,258,745.85
Bill Pmt -Check	1/4/2021	20050	City of Norman Utility Division	129423800-9	4000-CURRENT CLAIMS PA...	-30.14	1,258,716.71
Bill Pmt -Check	1/4/2021	20051	O.G. & E	Dec 27 Thru Jan 9, 2021	4000-CURRENT CLAIMS PA...	-6,022.00	1,251,694.71
Bill Pmt -Check	1/11/2021	20052	TMRSB Services Inc	XXXX XXXX XXXX 4512	4000-CURRENT CLAIMS PA...	-332.42	1,251,362.24
Bill Pmt -Check	1/11/2021	20053	Cardmember Service --	XXXX XXXX XXXX 2834	4000-CURRENT CLAIMS PA...	-332.42	1,251,029.82
Bill Pmt -Check	1/11/2021	20054	R.K. Black, Inc.	INR16799	4000-CURRENT CLAIMS PA...	-743.20	1,250,286.62
Bill Pmt -Check	1/11/2021	20055	PENLEY OIL COMPANY	CEN	4000-CURRENT CLAIMS PA...	-14.45	1,250,272.17
Bill Pmt -Check	1/11/2021	20057	COPELIN'S OFFICE CENTER	569365-0	4000-CURRENT CLAIMS PA...	-3,063.14	1,247,209.03
Bill Pmt -Check	1/11/2021	20058	GVN Marketing, Inc	Payroll 1-10-21	4000-CURRENT CLAIMS PA...	-8,639.11	1,240,726.34
Bill Pmt -Check	1/11/2021	20059	OKLAHOMA MUNI RETIREMENT FUND	Payroll 1-10-21	4000-CURRENT CLAIMS PA...	4,051.56	1,236,674.78
Bill Pmt -Check	1/11/2021	20060	OKLA STATE REDUCTION EMPL GROU...	GR # 100914 Div# 0759	4000-CURRENT CLAIMS PA...	-6,539.86	1,230,134.92
Bill Pmt -Check	1/11/2021	20061	University Of Oklahoma Normal Campus	105469500-23	4000-CURRENT CLAIMS PA...	-1,242.91	1,228,892.01
Bill Pmt -Check	1/11/2021	20063	OKLAHOMA State	27354	4000-CURRENT CLAIMS PA...	-22.47	1,228,869.54
Bill Pmt -Check	1/11/2021	20064	Orally Automotive, Inc	1344424	4000-CURRENT CLAIMS PA...	-27.50	1,228,842.04
Bill Pmt -Check	1/11/2021	20065	AUTOMATION DIRECT.COM INC.	33397654	4000-CURRENT CLAIMS PA...	-960.00	1,227,882.04
Bill Pmt -Check	1/14/2021	20066	Newark Element 14	737927	4000-CURRENT CLAIMS PA...	-125.00	1,227,757.00
Bill Pmt -Check	1/14/2021	20066	GableGhewals	7005966200	4000-CURRENT CLAIMS PA...	-720.60	1,227,036.40
Bill Pmt -Check	1/14/2021	20067	OEC Fiber	D259738 customer # 98957	4000-CURRENT CLAIMS PA...	-13,864.91	1,213,171.50
Bill Pmt -Check	1/14/2021	20068	American Fidelity Assurance	47820- Del City Pipeline proie...	4000-CURRENT CLAIMS PA...	-57.28	1,213,095.61
Bill Pmt -Check	1/18/2021	20069	Alan Plummer Associates, Inc.	SMREIN20201214001	4000-CURRENT CLAIMS PA...	-226.80	1,212,868.71
Bill Pmt -Check	1/18/2021	20070	Texas Life Insurance Company	11112-28103	4000-CURRENT CLAIMS PA...	-17,971.89	1,195,396.82
Bill Pmt -Check	1/18/2021	20071	John Deere Financial	47785-1703-004-02 construct...	4000-CURRENT CLAIMS PA...	-5,189.55	1,189,822.37
Bill Pmt -Check	1/18/2021	20072	Alan Plummer Associates, Inc.	272483-0	4000-CURRENT CLAIMS PA...	-2,375.00	1,187,447.37
Bill Pmt -Check	1/18/2021	20073	Southwest Electric Co	235480 employee handbook r...	4000-CURRENT CLAIMS PA...	-260.00	1,187,187.37
Bill Pmt -Check	1/18/2021	20074	Dremer, Saunders, Daniel & Anderson, LLC	933035840	4000-CURRENT CLAIMS PA...	-98.00	1,187,112.37
Bill Pmt -Check	1/18/2021	20075	Oklahoma Dept of Wildlife Conservation	nursing license	4000-CURRENT CLAIMS PA...	-370.63	1,187,391.74
Bill Pmt -Check	1/18/2021	20077	OEC	70258853	4000-CURRENT CLAIMS PA...	-110.28	1,186,826.45
Bill Pmt -Check	1/20/2021	20078	AT & T MOBILITY	47573-1703-004-02 constructi...	4000-CURRENT CLAIMS PA...	-425.00	1,186,826.45
Bill Pmt -Check	1/20/2021	20078	The Journal Record	1071-20210122-1	4000-CURRENT CLAIMS PA...	-6,110.40	1,180,641.05
Bill Pmt -Check	1/22/2021	20080	Global Production Solutions, Inc	INR20245	4000-CURRENT CLAIMS PA...	-243.81	1,180,397.24
Bill Pmt -Check	1/22/2021	20081	Alan Plummer Associates, Inc.	2020 annual water use admin...	4000-CURRENT CLAIMS PA...	-9,240.00	1,180,322.24
Bill Pmt -Check	1/22/2021	20082	OKLAHOMA WATER RESOURCES BOARD	Jan 10, 2021 to Jan 23, 2021	4000-CURRENT CLAIMS PA...	-100.00	1,171,082.24
Bill Pmt -Check	1/26/2021	20083	OKLAHOMA WATER RESOURCES BOARD	bill # 1802964660	4000-CURRENT CLAIMS PA...	-36,180.00	1,134,822.24
Bill Pmt -Check	1/26/2021	20085	Hiese Plumbing LLC	L-15210089 acd # 3X37773	4000-CURRENT CLAIMS PA...	-480.00	1,134,342.24
Bill Pmt -Check	1/26/2021	20086	Bureau of Reclamation	disbursement #12 Oct 2020	4000-CURRENT CLAIMS PA...	-1,558.00	1,132,784.24
Bill Pmt -Check	1/26/2021	20088	CHARLES E. WADSWACK	disbursement # 13 Nov 2020	4000-CURRENT CLAIMS PA...	-332.07155	800,712.69
Bill Pmt -Check	1/26/2021	20089	EMC Insurance	disbursement # 14 Dec 2020	4000-CURRENT CLAIMS PA...	-296,763.97	503,948.72
Bill Pmt -Check	1/26/2021	20090	Matthews Trenching				
Bill Pmt -Check	1/26/2021	20091	Matthews Trenching				
Bill Pmt -Check	1/26/2021	20092	Matthews Trenching				
Total 1023-BANCFIRST #3940 & #0014						81,513.59	81,513.59
TOTAL						81,513.59	81,513.59

02/12/21

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT  
CURRENT CLAIMS PAYABLE  
As of January 31, 2021

Current	Num	Name	Split	Open Balance
1		NET PAYROLL	-SPLIT-	24,496.95
1		BANCFIIRST	-SPLIT-	10,163.93
1		OKLAHOMA TAX COMMISSION	4013-OWIT PAYABLE	1,409.00
Total Current				36,069.88

ACCOUNTANT'S NOTES

- Boat dock rent received for the month was \$600.00

Del City pipeline costs for the month were \$1,109,147.30  
Year to date Del City pipeline costs are \$2,697,792.23

Monthly advances on the Del City Pipeline loan were \$1,051,270.65  
Year to date Del City pipeline loan advances are \$3,062,777.19

Other fixed asset acquisitions during the month:

None \$0.00

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.

# COMCD

CENTRAL OKLAHOMA  
MASTER CONSERVANCY DISTRICT  
A NON-PROFIT ORGANIZATION  
12500 ALAMEDA DRIVE  
NORMAN OK 73026

Account Number: [REDACTED]  
Activity Statement

Values as of January 31, 2021

## 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

Value on January 1, 2021  
**\$4,317,124.97**

Value on January 31, 2021  
**\$4,306,812.56**

## Account Summary

### Starting Value

Total Change in Value of Assets

Inflows

Outflows

Dividends

Interest

Capital Gains

Other Distributions

Market Fluctuations<sup>1</sup>

**Total Ending Value (January 31, 2021)**

Quarter to Date  
01/01 - 01/31/2021

**\$4,317,124.97**

(\$10,312.41)

Year to Date  
01/01 - 01/31/2021

**\$4,317,124.97**

(\$10,312.41)

\$164.86

\$164.86

\$402.64

\$402.64

(\$10,879.91)

(\$10,879.91)

**\$4,306,812.56**

**\$4,306,812.56**

## Account Holdings As of January 31, 2021

### Cash and Cash Equivalents

Description

Interest / Dividend  
Paid in January

Interest / Dividend  
Rate<sup>3</sup>

Current Balance

Insured Cash Account<sup>4</sup>

Tristate Capital Bank

\$17,563.08

Cash and Cash Equivalents continued on next page...

<sup>1</sup> 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.

<sup>4</sup> 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.



Account Holdings As of January 31, 2021 *Continued*Cash and Cash Equivalents *Continued*

Description	Interest / Dividend Paid in January	Interest / Dividend Rate <sup>3</sup>	Current Balance
Wells Fargo Bank NA			\$0.94
HSBC Bank USA NA			\$0.37
JPMorgan Chase Bank NA			\$0.03
Total Insured Cash Account	\$0.14	0.010%	\$17,564.42
<b>Total Cash and Cash Equivalents</b>			<b>\$17,564.42</b>

## ETPs, Mutual Funds, Exchange-Traded Closed-End Funds and Interval Funds

Security ID / Description	Quantity Price (\$)	Market Value (\$)	Cost Basis (\$) Purchase Cost (\$) <sup>5</sup>	Unrealized Gain / Loss (\$)	Estimated Annual Income (\$) <sup>a</sup> Est 30-Day Yield <sup>a</sup>
<b>ABALX</b> AMERICAN BALANCED CL A <sup>R</sup>	11,440.776 \$30.00	343,223.28	359,644.46 350,005.00	(16,421.18)	4,575 1.33%
<b>EALDX</b> EATON VANCE SHORT DURATION GOVT INCOME CL A <sup>R</sup>	30,846.444 \$8.13	250,781.58	250,169.86 250,005.00	611.72	5,042 2.01%
<b>Total of ETPs, Mutual Funds, Exchange-Traded Closed-End Funds and Interval Funds</b>		<b>594,004.86</b>	<b>609,814.32 600,010.00</b>	<b>(15,809.46)</b>	<b>9,617</b>

<sup>R</sup> Dividends and/or capital gains distributed by this security will be reinvested.

## Corporate Bonds

Security ID / Description	Quantity Price (\$)	Market Value (\$)	Cost Basis (\$)	Unrealized Gain / Loss (\$) Accrued Int (\$)	Estimated Annual Income (\$) <sup>a</sup> Est 30-Day Yield <sup>a</sup>
<b>002824BB5</b> 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 \$108.9217	339,835.70	314,993.71	24,841.99 3,477.07	9,204 2.71%
<b>06048WXS4</b> 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 \$100.5769	286,644.16	286,278.15	366.01 2,881.67	11,400 3.98%
<b>097023BK0</b> 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 \$97.9893	43,115.29	44,897.06	(1,781.77) 605.00	1,452 3.37%

Corporate Bonds continued on next page...

<sup>5</sup> Purchase Cost equals Cost Basis of Equities and Mutual Funds less any reinvested dividends and interest.<sup>a</sup> 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 January 31, 2021 *Continued*Corporate Bonds *Continued*

Security ID / Description	Quantity Price (\$)	Market Value (\$)	Cost Basis (\$)	Unrealized Gain / Loss (\$) Accrued Int (\$)	Estimated Annual Income (\$) <sup>a</sup> Est 30-Day Yield <sup>a</sup>
<b>097023BR5</b> 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 \$102.165	153,247.50	150,959.37	2,288.13 431.25	3,375 2.20%
<b>05565QDM7</b> 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 \$113.2012	169,801.80	163,296.38	6,505.42 1,599.65	5,382 3.17%
<b>10922NAC7</b> 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 \$109.7424	274,356.00	246,119.20	28,236.80 1,002.08	9,250 3.37%
<b>20826FAA4</b> CONOCOPHILLIPS CO GTD NOTE CPN 2.400% DUE 12/15/22 DTD 12/07/12 FC 08/15/13 CALL 09/15/22 @ 100.000 MOODYS RATING: A3 S&P RATING: A	175,000 \$103.221	180,636.75	172,680.20	7,956.55 536.67	4,200 2.33%
<b>36966TDN9</b> 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 \$111.191	333,573.00	300,000.00	33,573.00 2,723.33	12,900 3.87%
<b>38143C6D8</b> 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: A2 S&P RATING: BBB+	161,000 \$100.3432	161,552.55	161,053.57	498.98 214.67	4,830 2.99%
<b>500255AS3</b> 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 \$103.375	206,750.00	200,546.66	6,203.34 3,250.00	6,500 3.14%
<b>594918BB9</b> 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 \$108.0238	82,098.08	75,332.36	6,765.72 963.30	2,052 2.50%
<b>594918BC7</b> 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 \$119.4349	197,067.58	171,363.23	25,704.35 2,711.04	5,775 2.93%

Corporate Bonds continued on next page...

<sup>a</sup> 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 January 31, 2021 *Continued*Corporate Bonds *Continued*

Security ID / Description	Quantity Price (\$)	Market Value (\$)	Cost Basis (\$)	Unrealized Gain / Loss (\$) Accrued Int (\$)	Estimated Annual Income (\$) <sup>a</sup> Est 30-Day Yield <sup>a</sup>
<b>655664AS9</b> 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 \$100.00	250,000.00	256,581.43	(6,581.43) 3,777.78	10,000 4.00%
<b>682680AQ6</b> 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 \$102.6258	97,494.51	91,265.00	6,229.51 2,018.75	4,037 4.14%
<b>717081DM2</b> PFIZER INC SR NOTE CPN 3.400% DUE 05/15/24 DTD 05/15/14 FC 11/15/14 MOODYS RATING: A2 S&P RATING: A+	132,000 \$109.6028	144,675.69	133,207.96	11,467.73 947.47	4,488 3.10%
<b>718549AB4</b> 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 \$108.4004	115,988.42	106,937.86	9,050.56 1,778.67	3,857 3.33%
<b>755111BX8</b> 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 \$103.3875	258,468.75	249,554.20	8,914.55 798.61	6,250 2.42%
<b>844741BC1</b> SOUTHWEST ARLNS 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 \$106.625	159,937.50	150,685.78	9,251.72 950.00	4,500 2.81%
<b>88165FAG7</b> 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 \$100.00	240,000.00	240,134.15	(134.15) 845.67	7,080 2.95%
<b>Total of Corporate Bonds</b>		<b>3,695,243.28</b>	<b>3,515,886.27</b>	<b>179,357.01</b> <b>31,512.68</b>	<b>116,532</b>

## Total Account Holdings

Market Value (\$)	Cost Basis (\$) Purchase Cost (\$) <sup>b</sup>	Unrealized Gain / Loss (\$)	Estimated Annual Income (\$) <sup>a</sup>
<b>4,306,812.56</b>	<b>4,143,265.01</b> <b>617,574.42</b>	<b>163,547.55</b>	<b>126,149</b>

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

<sup>b</sup> Purchase Cost equals Cost Basis less any reinvested dividends, interest, Fixed Income and Alternative Investments.

## Cash Activity Summary

	Since last statement 01/01 - 01/31/2021	Year to Date 01/01 - 01/31/2021
Securities Purchased	—	—
Securities Sold	—	—
Cash Inflows	—	—
Cash Outflows	—	—
Dividends	\$164.86	\$164.86
Interest	\$402.64	\$402.64
Capital Gains	—	—
Other Distributions	—	—
Reinvestments	(\$164.86)	(\$164.86)

## Account Activity January 1 - January 31, 2021 (Since last statement)

Date	Transaction Type	Description/Security ID	Price(\$) Quantity	Amount
01/04/2021	Cash Dividend	EATON VANCE SHORT DURATION GOVT INCOME CL A 123120 30,826.14100 EALDX AS OF 12/31/20	—	\$164.86
01/04/2021	Dividend Reinvest	EATON VANCE SHORT DURATION GOVT INCOME CL A REINVEST AT 8.120 EALDX	20.303	(\$164.86)
01/15/2021	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 011521 161,000 38143C6D8	—	\$402.50
01/19/2021	Sweep (Deposit) <sup>7</sup>	INSURED CASH ACCOUNT	—	\$402.50
01/29/2021	Interest	INSURED CASH ACCOUNT 012921 17,564	—	\$0.14
01/29/2021	Sweep (Interest Deposit) <sup>7</sup>	INSURED CASH ACCOUNT	—	\$0.14

<sup>7</sup> 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](http://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](http://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](http://LPL.com) periodically throughout the month for recent updates and information regarding how these changes may impact your account.

## 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 Financial fails 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](http://www.sipc.org). The account protection applies when an SIPC member firm fails 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/webapps/infomemos>.

**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 GNMAs 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) 558-7567 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](http://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](http://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](http://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 606 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 whom 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

S11PLNON - REV 05/20



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 January 2021 are approved.

APPROVED by a majority of Board members present on this 4<sup>th</sup> day of March, 2021.

Item D.5.



## **SCOPE OF WORK**

Water Quality Monitoring  
by  
Oklahoma Water Resources Board (OWRB)  
for  
Central Oklahoma Master Conservancy District (COMCD)

### **Introduction**

The goal of this Intergovernmental Agreement is to provide COMCD water quality monitoring support of Lake Thunderbird for state fiscal years 2021 and 2022, beginning April 1, 2021 and ending March 31, 2022, as described herein. Monitoring will occur as detailed in “Routine Monitoring” below. The costs of implementing the monitoring scheme in the state fiscal years 2021 and 2022 are outlined in Figure 2.

### **Routine Monitoring**

#### **Description:**

Routine sampling events will occur monthly from April through October, with two sampling events in the months of July, August, and September to coincide with the growing season. During sampling events, all sites (Figure 1) will be monitored for the following parameters:

- Dissolved Oxygen
- Temperature
- Specific Conductance
- pH
- Oxidation-Reduction Potential
- Chlorophyll-a
- Turbidity
- Secchi Depth.

Nutrient samples will be collected at Sites 1, 6, 8, and 11 and consist of:

- Total Phosphorus
- Ortho-Phosphorus
- Total Kjeldahl Nitrogen
- Ammonia
- Nitrate & Nitrite.

Additional samples from Site 1 will include:

- Total Organic Carbon
- Zooplankton
- Phytoplankton
- Nutrient Samples at 0.5m, 4m, 8m, 12m, and 0.5m above bottom depth.

Each sampling event will include a chlorophyll and nutrient replicate sample for quality assurance purposes. Finally, pre and peak-stratification sediment samples will be analyzed for total phosphorus to approximate release rate. Additional field monitoring will be conducted if deemed necessary to assist with bracketing the stratification period.

### Outputs:

Lake data and assessments will be presented in report and PowerPoint format prior to the end of the contract period. The presentation and final report will relate nutrients, chlorophyll-a, thermal stratification, and other relevant analyses to the overall lake management strategy, water quality-based goals, water quality standards, and specifically to the operation of the dissolved oxygen injection system. Physical, chemical, and biological observations will be examined, and the following parameters and relationships will be discussed:

- Climatological influences on Water Quantity and Quality
- Thermal Stratification and Hydrologic Budget
- Nutrient dynamics, including Nitrogen and Phosphorus examination and their implications for algal growth and limiting nutrient analysis
- Chlorophyll-a concentrations and effects on taste and odor complaints
- Trophic Status evaluation and comparison to previous years' classification
- Whole Lake Assessment with respect to Water Quality Standards and Beneficial Uses
- Water Clarity and Turbidity with respect to lacustrine and riverine sites
- Sediment influence on dissolved oxygen, nutrient content, and algal growth
- Incorporation of City of Norman stormwater data, if available, to assess external impact to lake water quality
- Quality Assurance and Quality Control analysis of samples submitted to Department of Environmental Quality. This analysis will ensure that all laboratory services are provided with as high a precision and accuracy as possible
- Continuation of long term dataset collected over twenty years.

**Total Cost: \$62,724**

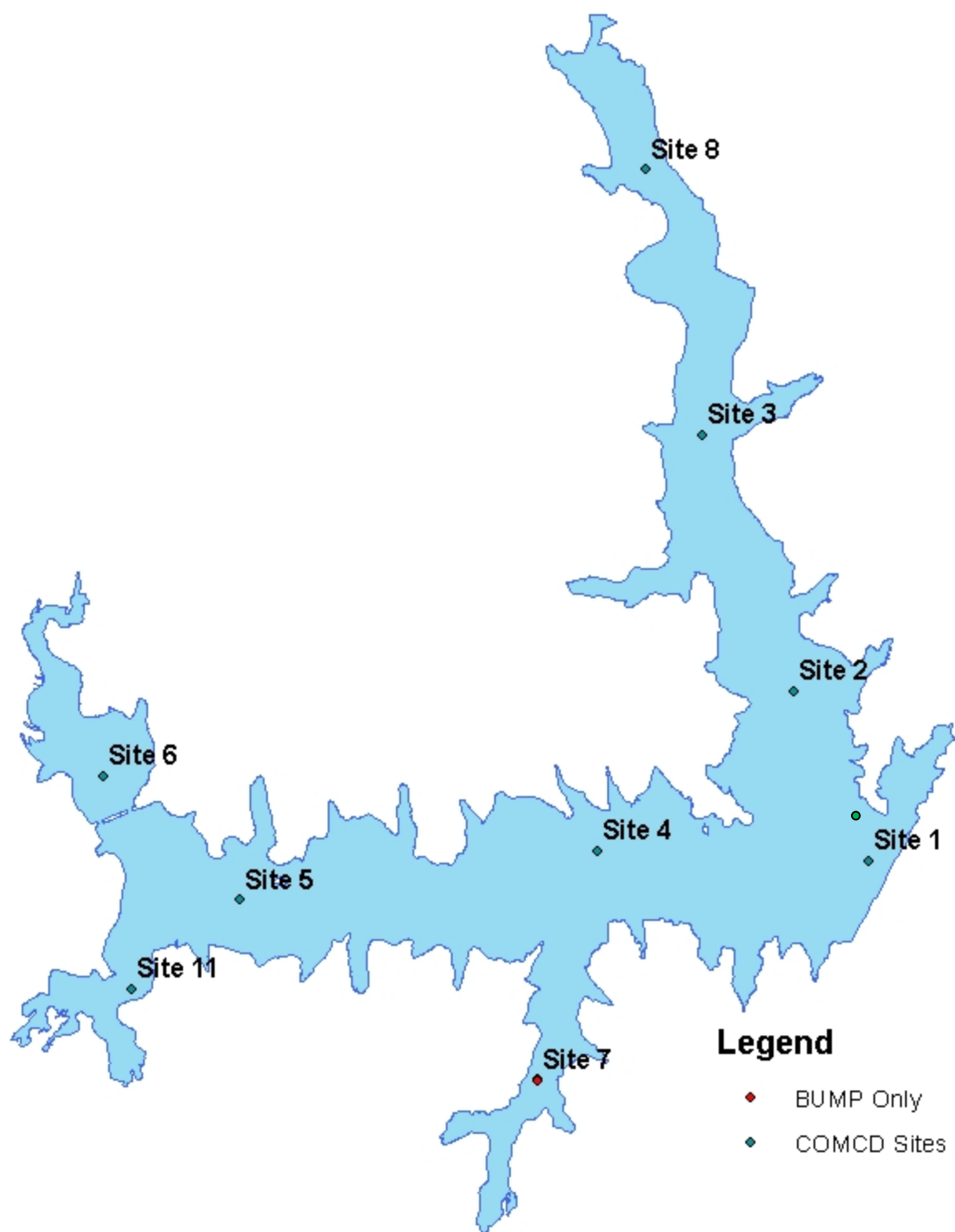


Figure 1. Lake Thunderbird water quality monitoring sample sites.

## COMCD FY 2021-2022; 8 sites with QA Samples

Personnel				Person Yrs.		Expenditure
			Environmental Programs Specialist III	0.35		\$ 18,168
<b>Personnel</b>						
			<b>Total Person Years =</b>	0.35	<b>Total Person</b>	\$ 47,286
<b>Contractual</b>						
			Laboratory Nutrient Chemistry			\$ 10,258
			Laboratory Biological (Chlorophyll-a)			\$ 1,359
			Sediment Coring			\$ 400
					<b>Contractual Sub-total =</b>	\$ 12,017
<b>Supplies</b>						
			Data Processing Materials			\$ 900
			Project Supplies and Materials			\$ 896
			Equipment Maintenance			\$ 1,625
					<b>Supplies Sub-total =</b>	\$ 3,421
<b>TOTAL PROJECT COST =</b>						<b>\$ 62,724</b>

Figure 2: Fiscal Year 2021 and 2022 Annual Budget

INTERGOVERNMENTAL AGREEMENT  
between the  
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT  
and the  
OKLAHOMA WATER RESOURCES BOARD

This Agreement ("Contract"), dated for convenience of reference the 4<sup>th</sup> day of March, 2021, but effective as provided herein, by and between CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT, hereafter "COMCD" and the OKLAHOMA WATER RESOURCES BOARD, herein "Board",

WITNESSETH:

WHEREAS, the Board, under 82 O.S. § 1085.2(2), is given authority to make such contracts as in the judgment of the Board are necessary or convenient to the exercise of any of the powers conferred upon it by law; and

WHEREAS, the Board administers certain Clean Lakes programs and may enter into cooperative agreements with local agencies as necessary pursuant to 82 O.S. § 1085.29; and

WHEREAS, the COMCD is an organization formed pursuant to 82 O.S. § 541 et seq. to provide water to the cities of Norman, Midwest City and Del City and holds the authority to

NOW THEREFORE, in consideration of the foregoing premises and the mutual covenants set forth herein, it is therefore agreed by the Board and COMCD that COMCD shall provide compensation to the Board for services upon the following terms and conditions:

1. WORK TO BE PERFORMED BY BOARD. Board will incur costs and provide services including routine water quality monitoring for Lake Thunderbird and reporting the results thereof, all in accordance with and as more specifically set forth in Appendix A attached hereto and incorporated by reference herein.
2. COMPENSATION. Board shall be compensated for actual services rendered and costs incurred, with the total amount not to exceed Sixty-Two Thousand Seven Hundred and twenty four dollars and no cents (\$62,724.00) for all the services, necessary items, and other costs incurred or provided by the Board.
3. INVOICES. The Board shall provide written invoices to the COMCD for services rendered and costs incurred. Such invoices shall be in a form acceptable to the COMCD and shall appropriately categorize the services and other costs and expenses rendered in categories as set forth in other contracts.
4. TERM. This Contract shall become effective April 1, 2021, or the date it is fully executed by both parties, whichever occurs later, and shall remain effective through March 31, 2022, unless terminated at an earlier date. Either party may, upon 30 days prior written notice to the other party, terminate this Contract. The services rendered through the date

of termination and all products resulting there from shall be the property of the COMCD and the COMCD shall compensate Board for the same.

5. WORKERS COMPENSATION. Board agrees and certifies that it shall maintain Workers Compensation coverage for all its appropriate employees during all periods of time for which services are being rendered under this Contract. It is further agreed that all employees or other persons relied in the performance of this Contract shall not be considered employees of the COMCD and shall remain under the direction, control and supervision of the Board.

6. AMENDMENT. Subject to and upon the mutual written consent and approval of both parties, this Contract may be amended, modified or extended at any time.

In witness whereof, this Contract has been approved by the parties and executed by their duly authorized representatives on the dates shown below.

**OKLAHOMA WATER RESOURCES BOARD**

\_\_\_\_\_  
Robert L. Stallings, Jr., Chairman      Date

ATTEST:

\_\_\_\_\_  
Bob Drake, Secretary      Date

**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT**

\_\_\_\_\_  
Amanda Nairn, President      Date

## **APPENDIX A. SCOPE OF WORK**

Water Quality Monitoring  
by  
Oklahoma Water Resources Board (OWRB)  
for  
Central Oklahoma Master Conservancy District (COMCD)

### **Introduction**

The goal of this Intergovernmental Agreement is to provide COMCD water quality monitoring support of Lake Thunderbird for state fiscal years 2021 and 2022, beginning April 1, 2021 and ending March 31, 2022, as described herein. Monitoring will occur as detailed in “Routine Monitoring” below. The costs of implementing the monitoring scheme in the state fiscal years 2021 and 2022 are outlined in Figure 2.

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#### **Description:**

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- Oxidation-Reduction Potential
- Chlorophyll-a
- Turbidity
- Secchi Depth.

Nutrient samples will be collected at Sites 1, 6, 8, and 11 and consist of:

- Total Phosphorus
- Ortho-Phosphorus
- Total Kjeldahl Nitrogen
- Ammonia
- Nitrate & Nitrite.

Additional samples from Site 1 will include:

- Total Organic Carbon
- Zooplankton
- Phytoplankton
- Nutrient Samples at 0.5m, 4m, 8m, 12m, and 0.5m above bottom depth.

Each sampling event will include a chlorophyll and nutrient replicate sample for quality assurance purposes. Finally, pre and peak-stratification sediment samples will be analyzed for total phosphorus to approximate release rate. Additional field monitoring will be conducted if deemed necessary to assist with bracketing the stratification period.

### Outputs:

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- Climatological influences on Water Quantity and Quality
- Thermal Stratification and Hydrologic Budget
- Nutrient dynamics, including Nitrogen and Phosphorus examination and their implications for algal growth and limiting nutrient analysis
- Chlorophyll-a concentrations and effects on taste and odor complaints
- Trophic Status evaluation and comparison to previous years' classification
- Whole Lake Assessment with respect to Water Quality Standards and Beneficial Uses
- Water Clarity and Turbidity with respect to lacustrine and riverine sites
- Sediment influence on dissolved oxygen, nutrient content, and algal growth
- Incorporation of City of Norman stormwater data, if available, to assess external impact to lake water quality
- Quality Assurance and Quality Control analysis of samples submitted to Department of Environmental Quality. This analysis will ensure that all laboratory services are provided with as high a precision and accuracy as possible
- Continuation of long term dataset collected over twenty years.

**Total Cost: \$62,724**



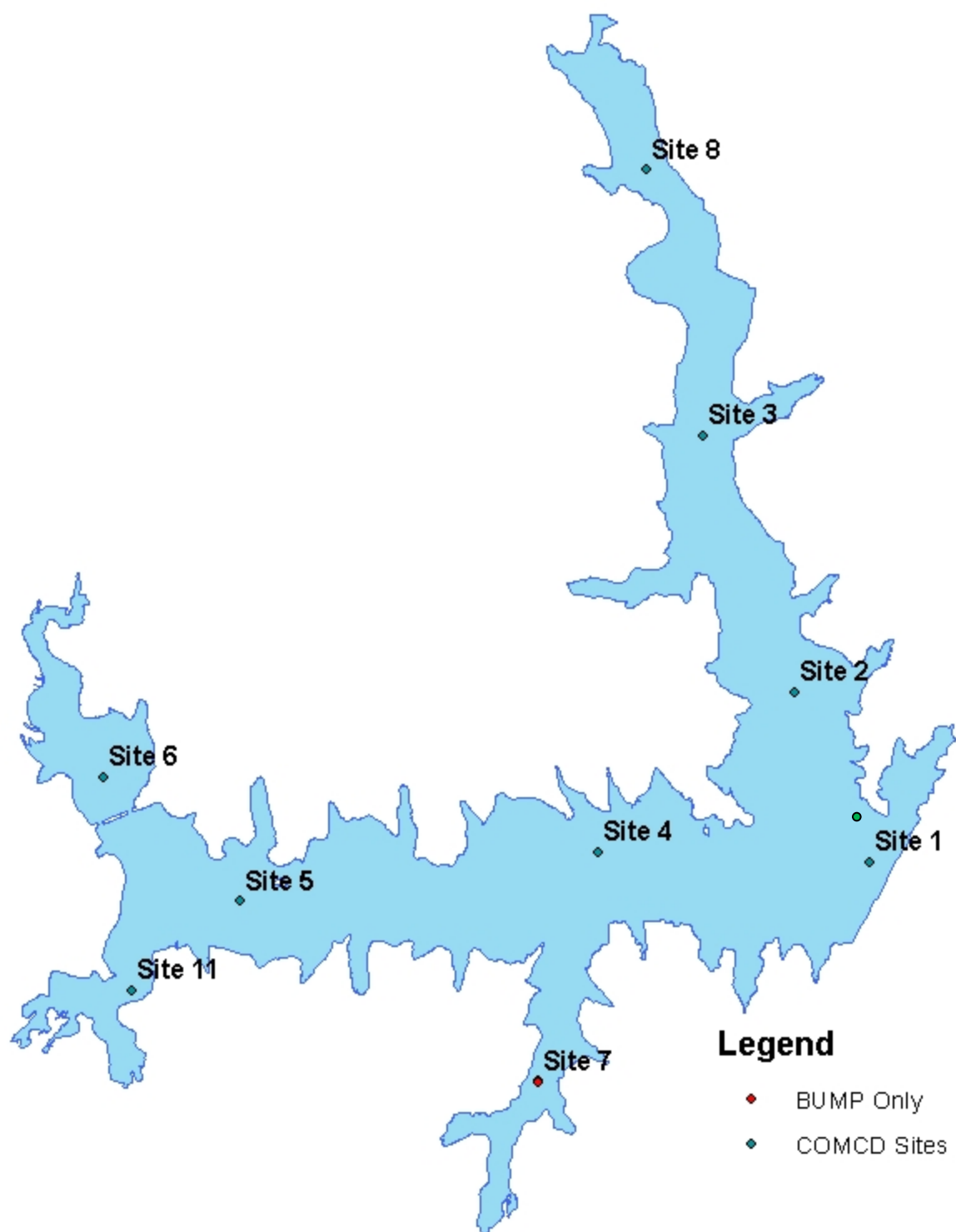


Figure 1. Lake Thunderbird water quality monitoring sample sites.

Figure 2: Fiscal Year 2021 and 2022 Annual Budget

<b>COMCD FY 2021-2022; 8 sites with QA Samples</b>				
<b>Personnel</b>		<b>Person Yrs.</b>	<b>Expenditure</b>	
Environmental Programs Specialist III		0.35	\$	18,168
<b>Personnel</b>				
<b>Total Person Years =</b>		0.35	<b>Total Personnel</b>	\$ 47,286
<b>Contractual</b>				
Laboratory Nutrient Chemistry			\$	10,258
Laboratory Biological (Chlorophyll-a)			\$	1,359
Sediment Coring			\$	400
		<b>Contractual Sub-total =</b>	\$	12,017
<b>Supplies</b>				
Data Processing Materials			\$	900
Project Supplies and Materials			\$	896
Equipment Maintenance			\$	1,625
		<b>Supplies Sub-total =</b>	\$	3,421
<b>TOTAL PROJECT COST =</b>				<b>\$ 62,724</b>

RESOLUTION  
OF  
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT  
REGARDING OWRB WATER QUALITY MONITORING

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 Intergovernmental Agreement with Oklahoma Water Resources Board for routine water quality monitoring at Lake Thunderbird pursuant to the Scope of Work attached thereto.

IT IS HEREBY RESOLVED that the Intergovernmental Agreement with Oklahoma Water Resources Board for routine water quality monitoring at Lake Thunderbird pursuant to the Scope of Work attached thereto should be and is hereby approved.

APPROVED by a majority of Board members present on this 4<sup>th</sup> day of March, 2021.

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Amanda Nairn, President

Item D.6

Projected Expenses (as of 12/31/2020)

Budgeted Expenses	\$637,652.33
Shoreline Stabilization	\$18,680.00
Plummer Engineering	\$46,677.00
Plummer Project Mgmt	\$73,176.00
Inspector	\$50,000.00
Trends (1/2)	\$21,107.00
Internal Loading (all)	\$22,000.00
Loan Payments	\$311,479.21
Total	<u>\$1,180,771.54</u>

Income

BOR Grant	\$3,800.00
Auction	\$6,076.00
BOR Title Transfer Refund	\$47,000.00
Assessments	\$629,283.00
Interest	\$85,000.00
	<u>\$771,159.00</u>

Balance in Op Account	\$2,264,051.31
Income	\$771,159.00
Projected Expenses	\$1,180,771.54

Carryover	<u><u>\$1,854,438.77</u></u>
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Special Projects

Back-up Generator	\$550,000.00
New Building	\$60,000.00
Pump	\$55,000.00
Old Office Demo	\$6,510.00
Loan Payments	\$442,667.00
	\$1,114,177.00

Remainder	<u><u>\$740,261.77</u></u>
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COMCD DRAFT BUDGET FY22-24		FY 2022	FY 2023	FY 2024	FY 2021 Budget
PERSONNEL:					
5001	Salary and Wages	\$ 435,000.00	\$ 475,000.00	\$ 471,000.00	\$ 448,000.00
5009	Employee Retirement	\$ 10,500.00	\$ 52,500.00	\$ 53,000.00	\$ 45,500.00
5010	Directors Expenses	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
5011	Payroll Taxes - Social Security	\$ 33,700.00	\$ 36,750.00	\$ 36,500.00	\$ 33,000.00
5012	Training, Education & Associated Travel	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 17,500.00
5013	Uniforms & Boots Allowance	\$ 2,400.00	\$ 2,900.00	\$ 3,000.00	\$ 3,000.00
5014	Employee's Health Insurance (Allowance and AF Accident)	\$ 45,000.00	\$ 50,800.00	\$ 53,350.00	\$ 67,365.00
5015	Workers Compensation	\$ 15,000.00	\$ 16,500.00	\$ 17,000.00	\$ 21,550.00
5017	Service Longevity Awards	\$ 5,421.00	\$ 6,282.00	\$ 6,030.00	\$ 2,950.00
	Sub Total	\$ 559,521.00	\$ 653,232.00	\$ 652,380.00	\$ 643,865.00
MAINTENANCE:					
5101	Plant, Dam, Pipeline & Shop R & M	\$ 127,500.00	\$ 127,500.00	\$ 127,500.00	\$ 125,000.00
5103	Vehicles: R & M	\$ 22,000.00	\$ 25,000.00	\$ 25,000.00	\$ 32,500.00
5104	Buildings, Roads & Grounds R & M	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 20,000.00
5106	Equipment: R & M & Rental	\$ 22,000.00	\$ 22,000.00	\$ 24,000.00	\$ 17,000.00
	Sub Total	\$ 189,000.00	\$ 192,000.00	\$ 194,000.00	\$ 194,500.00
UTILITIES:					
5201	Telephone Service/ IT Service	\$ 25,000.00	\$ 26,000.00	\$ 27,040.00	\$ 19,500.00
5204	Electricity	\$ 10,000.00	\$ 10,500.00	\$ 11,025.00	\$ 8,500.00
5205	Propane	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00
5206	Waste Removal	\$ 1,200.00	\$ 1,200.00	\$ 1,300.00	\$ 800.00
	Sub Total	\$ 39,200.00	\$ 40,700.00	\$ 42,365.00	\$ 34,800.00

COMCD DRAFT BUDGET FY22-24		FY 2022	FY 2023	FY 2024	FY 2021 Budget
<b>INSURANCE &amp; BONDS</b>					
5301	Insurance	\$ 65,000.00	\$ 66,950.00	\$ 68,958.50	\$ 45,000.00
5304	Treasury & Employee Bond	\$ 250.00	\$ 250.00	\$ 257.50	\$ 250.00
	Sub Total	<b>\$ 65,250.00</b>	<b>\$ 67,200.00</b>	<b>\$ 69,216.00</b>	<b>\$ 45,250.00</b>
<b>ADMINISTRATION EXPENSE</b>					
5401	Office Supplies, Materials & Equipment	\$ 17,000.00	\$ 17,000.00	\$ 18,000.00	\$ 15,000.00
	Sub Total	<b>\$ 17,000.00</b>	<b>\$ 17,000.00</b>	<b>\$ 18,000.00</b>	<b>\$ 15,000.00</b>
<b>PROFESSIONAL SERVICE</b>					
5501	Legal	\$ 35,000.00	\$ 36,050.00	\$ 37,131.50	\$ 60,000.00
5502	Accounting & Annual Audit	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 24,550.00
5503	Consultants & Engineers	\$ 45,000.00	\$ 35,000.00	\$ 35,000.00	\$ 40,000.00
	Shoreline Stabilization Research Project				
					0.00
	Sub Total	<b>\$ 105,000.00</b>	<b>\$ 96,050.00</b>	<b>\$ 97,131.50</b>	<b>\$ 124,550.00</b>

COMCD DRAFT BUDGET FY22-24		FY 2022	FY 2023	FY 2024	FY 2021 Budget
<b>Water Quality Services</b>					
5601	OWRB/USGS.(Stream Gauge)	\$ 12,400.00	\$ 12,400.00	\$ 12,400.00	\$ 17,600.00
5603	WQ monitoring - OWRB	\$ 62,724.00	\$ 64,605.72	\$ 66,543.89	\$ 66,000.00
56XX	OWRB Internal Loading Study	\$ 22,000.00			
56XX	OWRB Trends Analysis	\$ 21,107.50			
					\$ 74,000.00
	Sub Total	\$ 75,124.00	\$ 77,005.72	\$ 78,943.89	\$ 157,600.00
5950	NEW CAPITAL ASSETS SUBTOTAL	\$0.00	\$ 40,000.00	\$ 50,000.00	\$ 43,000.00
	CAPITAL ASSETS REPLACEMENT RESERVE FUND	\$ -			\$ -
	OPER AND MAINTENANCE SUB-TOTAL	\$ 1,050,095.00	\$ 1,183,187.72	\$ 1,202,036.39	\$ 1,258,565.00
	Less Excess Carryover	\$ -			
	Less Investment Account Earnings	\$ 126,000.00	\$ 126,000.00	\$ 126,000.00	
	O&M TOTAL	\$ 924,095.00	\$ 1,057,187.72	\$ 1,076,036.39	



COMCD DRAFT BUDGET FY22-24		FY 2022	FY 2023	FY 2024	FY 2021 Budget
Other Assessments					
	Pumping Power	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00	
	Energy Project SRF Loan	\$ 97,514.88	\$ 97,111.98	\$ 96,735.60	
	Del City Pipeline Project SRF Loan	\$ 440,565.60	\$ 440,565.60	\$ 440,565.60	
Total Assessments		\$ 1,987,175.48	\$ 2,119,865.30	\$ 2,138,337.59	
Norman Assessments					
	O&M	\$ 404,753.61	\$ 463,048.22	\$ 471,303.94	
	Pumping Power	\$ 194,775.00	\$ 194,775.00	\$ 194,775.00	
	Energy Project Loan Payments	\$ 71,595.75	\$ 71,298.12	\$ 71,018.28	
	Del City Pipeline Project Loan Payments	\$ 192,967.73	\$ 192,967.73	\$ 192,967.73	
	Total				
		\$ 864,092.09	\$ 922,089.07	\$ 930,064.95	
Midwest City Assessments					
	O&M	\$ 373,334.38	\$ 427,103.84	\$ 434,718.70	
	Pumping Power	\$ 264,600.00	\$ 264,600.00	\$ 264,600.00	
	Del City Pipeline Project Loan Payments	\$ 177,988.50	\$ 177,988.50	\$ 177,988.50	
	Total	\$ 815,922.88	\$ 869,692.34	\$ 877,307.20	

COMCD DRAFT BUDGET FY22-24		FY 2022	FY 2023	FY 2024	FY 2021 Budget
Del City Assessments					
	O&M	\$ 146,007.01	\$ 167,035.66	\$ 170,013.75	
	Pumping Power	\$ 65,625.00	\$ 65,625.00	\$ 65,625.00	
	Energy Project Loan Payments	\$ 25,919.13	\$ 25,813.86	\$ 25,717.32	
	Del City Pipeline Project Loan Payments	\$ 69,609.36	\$ 69,609.36	\$ 69,609.36	
	Total	\$ 307,160.50	\$ 328,083.88	\$ 330,965.43	

Item E.7

## LEGAL COUNSEL REPORT

February 4, 2021

February 4 – Attend monthly board meeting at City of Norman municipal offices

February 11 - Distribute copy of SB 1031 to Kyle and Kelley, reinstating Open Meeting Law video conference provisions for pandemic emergency

February 22 - Forward copy of OMES Central Purchasing rules about Notice of Award to winning bidders with background

February 22 - Review Electrical Systems of Oklahoma bid document sent by Tim Carr, research issues regarding bid documents, particularly use of terminology including proposal, Value Engineering and alternate bid, prepare and dispatch memo on same to Kyle on February 25.

February 24 – Review draft of employee handbook with revisions suggested by Kirsten Brightmire.

February 25 – Conference call with Kyle and Kristen Brightmire to review draft revisions to Employee Handbook, and review Kristen Brightmire changes resulting to conference call discussion

February 26 – draft resolutions on March 4 board meeting agenda items and dispatch to Kelley

Dean Couch, Counsel

Item E.8

## Manager's Report – March 2021

- Storm Related Issues
  - Several days where pumps were being operated by hand due to communications issues from the storm
    - Looking into other options for tank level measurements to help with freezing issues in the future
    - New HMI software will allow for remote control of pumps
  - Two significant leaks on the relift line
    - One on a blow-off valve
    - The other was on an air relief valve
- Worked commenced with Worth Hydrochem of Norman to develop new software programming for our Human Machine Interface (HMI)
  - Ignition is the new software, which will replace Lookout
  - Anticipate work will be completed by mid-April
  - Two new workstations to support the software; two servers purchased (one as back-up)
- Met with two construction companies to get quotes on gravel work around emergency spillway
  - O&M Recommendation from BOR
- Reviewed bids for back-up generator at the plant
- Del City Shut down began on Feb 8<sup>th</sup>.
  - Shut down was cut short due to the winter storm and desire to have service available to Del City
  - Crews worked extremely hard to get complete installation of compressed fit liner and valves at the Sooner Road pull
  - Leak was discovered and repaired at the relift facility
- Additional data collection was performed for the floating wetlands to supplement data previously collected
  - Final report from OU forthcoming
- Met with steel building contractor to discuss needs, site plan and cost for new equipment storage building
- Luncheon meeting scheduled at District office with Lake Thunderbird State Park leadership for March 9<sup>th</sup>
- Lectured to OU Civil Engineering and Environmental Science Capstone class on February 9<sup>th</sup>
  - Talked about the project, the district, water quality and water quantity issues
- Continued participation in two workgroups
  - Technical Advisory Group for the development of the Lake Thunderbird Watershed Alliance
  - Scoping discussions on potential project ideas for passive treatment systems/wetlands within the watershed of Lake Thunderbird and Norman
- Oklahoma Association of Reclamation Projects meeting reschedule for March 12<sup>th</sup>
- Worked with Kristen Brightmire and Dean Couch on changes to the personnel manual