

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

Thursday, October 6, 2022

6:30 P.M.

Location: 12500 Alameda Dr. Norman, OK 73026

A. Call to Order

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

Roll Call:

Board Members Present:

President Amanda Nairn

Treasurer Jann Knotts

Secretary Michael Dean

Dave Ballew

Edgar O’Rear

Espaniola Bowen

Steve Carano

Board Members Absent:

None

Staff Present:

Kyle Arthur, General Manager

Kelley Metcalf, Office Manager

Tim Carr, Operations & Maintenance Supervisor

Others Present:

Dean Couch

Carrie Evenson

Mark Roberts

Beverly Palmer

Alan Swartz

Cole Niblett

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. Administrative

1. PUBLIC COMMENT

None

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. THE FOLLOWING ITEMS MAY BE DISCUSSED, CONSIDERED AND APPROVED, DISAPPROVED, AMENDED, TABLED OR OTHER ACTION TAKEN:

2. Minutes of the regular board meeting held on Thursday, August 11, 2022, and corresponding Resolution

The minutes were reviewed and finding those in good order as presented, Michael Dean made a motion seconded by Edgar O’Rear to approve the Resolution.

Roll call vote:

President Amanda Nairn	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member Dave Ballew	Yes
Member Edgar O’Rear	Yes
Member Espaniola Bowen	Yes
Member Steve Carano	Yes
Motion Passed	

3. Financial statements for operating accounts for July 2022, and corresponding Resolution

Ms. Knotts stated this is the first month of the fiscal year. Account 1024, (treasury fund) had a balance of \$600,274.57, there was no benefit to leaving the monies in that account, so it was transferred to the operating account. \$1,422.43 of interest was gained in the sweep account (0014) for the month of July. On the profit and loss page, \$1,084,557.00 is the annual amount earmarked for the cities assessments. In account 4930 (securities value adjusts) there was a \$78,462.92 rebound.

It was discussed that a change in accounting practices may be desired to recognize the annual revenue on a monthly basis to be more in line with the monthly billings to the cities. Ms. Knotts said a conversation should be held with our bookkeeper regarding this possible change. Mr. Arthur stated he would do so.

Finding the financial statements in good order Jann Knotts made a motion seconded by Espaniola Bowen to approve the Resolution.

Roll call vote:

President Amanda Nairn	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member Dave Ballew	Yes
Member Edgar O’Rear	Yes
Member Espaniola Bowen	Yes
Member Steve Carano	Yes
Motion Passed	

4. Financial statements for operating accounts for August 2022, and corresponding Resolution

Ms. Knotts pointed out a new account has been added. Account 4921 is a new account for income associated with the boat dock rental. Account 5109 will be added as an expense for boat dock repairs. Ms. Knotts stated account 4930 (securities value adjusts) decreased, but it is a paper loss. Any interest earnings income flows into the operating account.

Finding the financial statements in good order Jann Knotts made a motion seconded by Michael Dean to approve the Resolution.

Roll call vote:

President Amanda Nairn	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member Dave Ballew	Yes
Member Edgar O’Rear	Yes
Member Espaniola Bowen	Yes
Member Steve Carano	Yes

Motion Passed

5. Annual Report for FY 21-22 to Cleveland County Court, and corresponding Resolution

As required by Title 82, Section 649, Oklahoma Statutes, the District Board of Directors submits an annual report to the Cleveland County Court. Mr. Couch will be filing the report.

Mr. Arthur pointed out the report includes end of the year financials, manager reports, summary of major actions, list of board members, annual audit, and legal addendum. He also stated it would be a great resource for new members.

Mr. O’Rear asked if there was anything that is going to be a long-term issue. Ms. Nairn replied that the turnpike would be. Ms. Metcalf will email the new members a copy of the letter sent to OTA.

Finding the Annual Report in good order Steve Carano made a motion seconded by Edgar O’Rear to approve the Resolution.

Roll call vote:

President Amanda Nairn	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member Dave Ballew	Yes
Member Edgar O’Rear	Yes
Member Espaniola Bowen	Yes
Member Steve Carano	Yes

Motion Passed

6. Districts' Schedule of Regular Meetings for calendar year 2023, and corresponding Resolution

Finding the Schedule of Regular Meetings for calendar year 2023 in good order as presented, Michael Dean made a motion seconded by Espaniola Bowen to approve the Resolution.

Roll call vote:

President Amanda Nairn	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member Dave Ballew	Yes
Member Edgar O'Rear	Yes
Member Espaniola Bowen	Yes
Member Steve Carano	Yes

Motion Passed

7. Election of the District Officers, and corresponding Resolution

- a. Presentation of Slate of Nominees for President, Vice-President, Treasurer and Secretary
- b. Nominations from floor in any
- c. Nominations close and vote on slate of nominee(s) for President (Amanda Nairn), Vice-President (Michael Dean), Secretary (Dave Ballew) and Treasurer (Jann Knotts) if no nominations from floor, or vote on additional nominees from floor, if any, by officer position

Requesting but hearing no other nominations, President Nairn entertained a motion to accept the slate. Jann Knotts made a motion seconded by Edgar O'Rear to approve the Resolution.

Roll call vote:

President Amanda Nairn	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member Dave Ballew	Yes
Member Edgar O'Rear	Yes
Member Espaniola Bowen	Yes
Member Steve Carano	Yes

Motion Passed

E. Discussion

8. Legal Counsel's Report

- Aug 11 Obtain approval of Orders appointing four new members from Judge Balkman; attend monthly meeting of board of directors at COMCD offices
- Aug 12 Initiate additional review of draft records retention policy and retrieve State of Oklahoma Archives and Records Commission general records retention policies
- Aug 17 Review state statutes and District Bylaws on election of MCD officers and requirements from Robert's Rules of Order for voting on same

Aug 23 Review draft agenda and prepare draft resolution concerning election of officers

Aug 24 Finalize Legal Counsel report and dispatch to Kelley Metcalf for packet

Sept 19 Initiate review of draft records retention policy sent by Kyle Arthur

Sept 30 Prepare and dispatch Legal Counsel report and legal addendum to annual report to Kelley Metcalf

9. General Manager's Report

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

10. 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)

Mr. Arthur stated our annual visit from Robert Lockard of LPL Financial is overdue, and he will be reaching out to get him scheduled to come.

Mr. Ballew asked about a sinking fund. After a brief discussion, Mr. Arthur stated he would do some research.

Mr. Dean mentioned that it might be beneficial to check on a treasury bill for some of the funds in the operating account. Mr. Arthur stated he would check into that.

F. Adjourn

There being no further business, President Nairn adjourned the meeting at 8:27 P.M.