

MINUTES OF THE REGULAR BOARD MEETING  
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Thursday, October 5, 2023

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  
Vice President Michael Dean  
Treasurer Jann Knotts  
Secretary Dave Ballew  
Edgar O'Rear  
Española 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  
Travis Rutherford  
Paul Streets  
Mark Roberts  
Cole Niblett  
Conney Pattillo  
Rachel Croft

**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

### 2. Presentation from Velocigo

Please see the PowerPoint presentation in the packet.

Ms. Nairn introduced Travis Rutherford, Director of Service Operations with Velocigo. Velocigo is the District's IT provider. Mr. Arthur stated that Velocigo recently performed an evaluation of the District's devices which included ensuring Velocigo was aware of the devices, that the latest software updates and antivirus protections were in place, that the appropriate files were being backed-up, clean-up of existing NAS device to create more space, and assessment of existing email accounts, including security upgrades. Additionally, Velocigo performed an external vulnerability assessment to hacking.

Mr. Rutherford then made a presentation to the Board which can be found in the packet. The presentation included a brief introduction to the company, the services they currently provide to COMCD, Velocigo's Minimally Accepted Security Standards (vMASS) and associated recommendations for COMCD based upon the evaluation performed, and the cyber security vulnerability scan results. Relative to vMASS, Mr. Rutherford stated that in 2 ½ years Velocigo has had no incidents of compromise with clients that have followed their recommendations.

For COMCD, and based upon the evaluation, Velocigo recommends 4 additional safeguards:

1. cyber security user awareness training for the staff and board members
2. email filtering
3. antivirus w/EDR (endpoint detection & response)
4. strong password policy

Mr. Ballew asked if Microsoft is allowed to do updates, Mr. Rutherford said no, Velocigo manages updates within their system. Ms. Nairn inquired about the costs of the upgrades. Mr. Rutherford stated the antivirus w/EDR would be an upcharge, cyber security training is \$18 per account annually and includes 4 training sessions and 8 vulnerability tests. Ms. Nairn asked Mr. Arthur his thoughts and he stated he would recommend the additional services. Ms. Knotts agreed.

Mr. Rutherford explained the cyber security vulnerability scan results performed on July 25, 2023, at the request of the District. The firewall was not accessible.

Mr. Dean asked about security as it relates to water delivery. Mr. Carr explained the process, when someone attempts to login, Mr. Arthur, Mr. Carr, and Mr. Carpenter receive an alert.

Mr. Arthur said this was the first step: to gather and discuss upgrades and practices that need to be implemented relative to our local area network (LAN). The next step would be to look at our wide area

network (WAN) and evaluate vulnerabilities/security threats to that network. To do that, he would convene a meeting with Mr. Rutherford, Paul Cunningham, David Carpenter, and Phil Del Nero. Mr. Arthur committed to doing that.

### 3. Treasurer Report- August 2023 financials

Ms. Knotts pointed out that a Treasury bill (T-bill) was purchased in August. Regarding the new format of the reports from Paxus, Ms. Knotts requested that going forward, she would like to see only the current month displayed on the Balance Sheet; therefore Mr. Arthur will request the change. Mr. Arthur entertained any additional changes that may be desired. None were mentioned.

Ms. Knotts took the opportunity to address the current bond market. She stated that the bond market has been in a tailspin over the turmoil of the debt ceiling. However, the District does not trade bonds. High quality bonds are purchased and kept until maturity. Ms. Knotts reminded everyone that the LPL Financial is in the calendar year, and balance sheets are in the fiscal year. The District returns are good year to date.

Mr. Arthur stated a T Bill matured in September and the decision was made to purchase another 6-month T-bill with a 5.5% yield.

**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, 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:**

### 4. Minutes of the regular board meeting held on Thursday, September 7, 2023, and corresponding Resolution

Ms. Nairn asked if there were any additions or corrections, hearing none she entertained a motion.

Steve Carano made a motion seconded by Espaniola Bowen to approve the minutes, and corresponding Resolution.

#### Roll call vote:

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

*Motion Passed*

5. District's Schedule of Regular Meeting for calendar year 2024, and corresponding Resolution

Ms. Nairn made note of July's meeting having an asterisk beside it. That is because the first Thursday in July is the 4<sup>th</sup>, therefore, July's meeting would be the second Thursday of the month (July 11<sup>th</sup>).

Mr. Dean asked if everyone was okay with the January meeting falling in the week of New Year's, no one had an issue with keeping it scheduled for January 4<sup>th</sup>.

Finding the Schedule of Regular Meetings for calendar year 2024 in good order as presented, Dave Ballew made a motion seconded by Michael Dean to approve the Resolution.

Roll call vote:

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

*Motion Passed*

Ms. Nairn encouraged everyone to mark the July meeting date in their calendars. Mr. Arthur stated Ms. Metcalf must file the Schedule of Regular Meetings with the three city clerks and the county clerk by December 15<sup>th</sup>.

6. Annual Report for FY 22-23 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. Mr. Arthur recognized Ms. Metcalf for her hard work assembling the report which included some formatting improvements she implemented this year.

Finding the Annual Report in good order as presented, Jann Knotts made a motion seconded by Edgar O'Rear to approve the Resolution.

Roll call vote:

President Amanda Nairn Yes  
Vice President Michael Dean Yes

Treasurer Jann Knotts Yes  
Secretary Dave Ballew Yes  
Member Edgar O'Rear Yes  
Member Espaniola Bowen Yes  
Member Steve Carano Yes  
*Motion Passed*

#### 7. Declaration of Surplus Equipment, and corresponding Resolution

Please see document titled "Surplus Equipment Declaration List, October 5, 2023" in the Packet.

Mr. Arthur introduced the agenda item and Mr. Carr made a presentation that included a picture and description of each item. Related to the two fleet vehicles on the list, Ms. Nairn pointed out the pickup in the driveway is the new 2024 Chevrolet that was just picked up. Ms. Nairn asked Mr. Arthur if there was an estimated time of arrival on the Ford pickup truck, and as of now there is not.

Mr. Arthur stated that such declaration of surplus equipment typically means that the items will be auctioned. However, they do not have to be auctioned; they may simply be disposed of if an item is deemed to have no real market value. Mr. Arthur further stated that most likely the items on this list, apart from possibly item #6 (Generac 7 kw generator) will be sold through an online auction site.

Finding the Surplus Equipment Declaration list in good order as presented, Dave Ballew made a motion seconded by Steve Carano to approve the Resolution.

#### Roll call vote:

President Amanda Nairn Yes  
Vice President Michael Dean Yes  
Treasurer Jann Knotts Yes  
Secretary 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

Dean Couch reported the following activities since his last report:

Sept 1	finalize Rush Pumps contract
Sept 7	attend monthly Board of Directors meeting
Sept 8	prepare Notice of Award and Notice to Proceed for Rush Pumps contract

Sept 15           prepare local attorney certification of contract as required by OWRB ARPA regulations  
Sept 19           prepare Legal Addendum to Annual Report of District

#### 9. General Manager's Report

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

#### 10. President's Report

Ms. Nairn reminded everyone that the District Fish Fry is coming up (Friday, October 13<sup>th</sup>). She encouraged everyone to bring family and friends.

Ms. Nairn asked if the SCADA/telemetry subcommittee could visit for a short time after the meeting.

Ms. Nairn informed the Board that Monday, October 2<sup>nd</sup>, Mr. Brent Esplin from Billings, Montana came to the District for a visit. Mr. Esplin is the Bureau of Reclamation Missouri Basin Regional Director. He brought several of his deputies and several of the local Bureau of Reclamation staff attended, as well (Mr. Allard, Mr. Tompkins, and Mr. Warren). Mr. Arthur invited Ms. Nairn to join them, she stated she enjoyed the visit. It was a very positive experience.

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)

None

#### **F. Adjourn**

There being no further business, President Nairn adjourned the meeting at 7:54 P.M.