

MINUTES OF THE REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Thursday, November 2, 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
Secretary Dave Ballew
Edgar O'Rear
Española Bowen
Steve Carano

Board Members Absent:

Treasurer Jann Knotts

Staff Present:

Kyle Arthur, General Manager
Kelley Metcalf, Office Manager
Tim Carr, Operations & Maintenance Supervisor

Others Present:

Dean Couch
Susie Snider
Richard Keithley
Paul Streets
Mark Roberts
Rachel Croft
Carrie Evenson

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 Oklahoma Tourism and Recreation Department

Ms. Nairn stated this is another piece of the educational series. She introduced Susie Snider who is the Park Manager of Lake Thunderbird State Park. Ms. Snider introduced Mr. Richard Keithley who is the Assistant Director of Operations-SE Region.

The Park is operated by Oklahoma Tourism and Recreation Department (OTRD) under a three-party agreement with the Bureau of Reclamation and the District. The agreement began in 1963. The agreement was renewed in 2010, for 50 years.

Ms. Snider talked about the many amenities offered, upgrades that have been completed, and some of the challenges. She also spoke about the economic impact. Lake Thunderbird State Park has more than 1 million visitors each year.

Ms. Nairn encouraged everyone to reach out to the State Legislators to let them know how important State Parks are.

In closing Ms. Snider thanked the “triangle partnership” between BOR and COMCD, and stated OTRD is looking forward to what the future holds.

3. Treasurer Report- September 2023 financials

Due to the absence of Ms. Knotts, Mr. Arthur reviewed and discussed the September financial statements.

Mr. Arthur pointed out that there is approximately \$750,000 in the two accounts. There was a Treasury bill (T-bill) purchased in October that is not reflected in the report. That T-bill has a 6-month term with a rate of 5.56%. In all there are 3 T-bills currently. Considering the past T-bills and the current ones, the total interest earnings from these are projected to be \$67,632.

Mr. Arthur pointed out account 1930- employee cash advances (\$1,878.54). Mr. Arthur discovered a mistake on payroll. When the accounting firm and new payroll system was implemented, an error occurred relative to the amount that the District contributes to the employees’ 457(b) plan. According to federal rules, the District contribution is subject to Federal Insurance Contribution Act (FICA) tax. That is, it is considered social security wages. Therefore, it is added into the gross pay for each employee. It should then be deducted and not part of the employee’s taxable income. This was not being done, which resulted in an overpayment to the employee in that same amount. Account 1930

shows what was overpaid, and is booked as an asset of the District, but will slowly decrease to zero as that money is recouped back in future paychecks.

Mr. Dean asked about the \$54,811.23 under building and structures. Mr. Arthur stated that he did not know, and he would find out.

Mr. Arthur pointed out a couple of things in the profit and loss portion of the report. Net income is -\$278,256.03. A couple things driving this negative balance is depreciation, security value adjustments, and an expense of \$163,210.04 in account code 5834-ARPA (American Rescue Plan Act) project. This expense is reimbursable with ARPA funds, but the reimbursement had not occurred when this report was generated. Mr. Dean asked if the formatting of the negative value could be displayed differently. Mr. Arthur stated he would find out if that is possible.

Mr. Arthur directed everyone to the Budget vs. Actuals portion of the report. Thus far the District is under budget by \$91,000.00 and the net operating income amount is \$94,700.00.

Mr. Arthur said the LPL Financial account is doing good. The next corporate bond will mature in May 2024 (Pfizer).

Mr. Dean stated the District has about \$6 million and is still growing. Mr. Arthur stated that when budget discussions occur for next fiscal year, there will likely be conversations held regarding potential scenarios of monetary relief for the three member cities.

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, October 5, 2023, and corresponding Resolution

Ms. Nairn asked if there were any additions or corrections. Ms. Croft asked to verify if Mr. Niblett attended, and the answer was yes, he did attend.

Hearing no other corrections or additions Ms. Nairn entertained a motion.

Michael Dean 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 Absent

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:

- Oct 5 attend monthly meeting of Board of Directors
- Oct 13 prepare Notice of Filing Annual Report and file FY-2023 Annual Report with Cleveland County District Court
- Oct 19 participate in virtual conference with Bureau of Reclamation representatives and Kyle Arthur concerning easement for portion of Del City pipeline relocation area
- Oct 20 research legal ownership interests and PUD approval in area of Del City pipeline relocation and send documents with email to Kyle Arthur
- Oct 31 prepare Legal Counsel Report and forward to Kelley Metcalf

9. General Manager's Report

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

10. President's Report

Ms. Nairn thanked the COMCD staff for a successful Fish Fry event! She noted that Judge Thad Balkman attended for the first time and was very complimentary to all.

Mr. Streets volunteered to help make "homemade" tartar sauce for the next Fish Fry.

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 8:25 P.M.