

MINUTES OF THE REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Thursday, May 2, 2024

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
Derek Underwood, O&M Tech II

Others Present:

Dean Couch
Mark Roberts
Carrie Evenson
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. Treasurer Report- March 2024 financials

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

Mr. Arthur explained that account 1023 has a negative balance due to a check being written and not clearing in the same month. The approximate true balance at the end of March is \$500,000.

A Treasury Bill (T-bill) matured and was reinvested. The weighted yield average of the 4 T-Bills is 5.287%.

Mr. Arthur pointed out several categories that are currently under budget. For Account 5301 (Insurance) , while it is significantly under budget currently, it will not be once the annual premium is paid in April. Account 5603 (Water Quality Monitoring) was budgeted for \$40,000 has not had any expenses booked to it so far. This amount was budgeted to cover any expenses that might not be considered reimbursable for the Contaminants of Emerging Concern (CEC) sampling project. However, all expenses to date have been reimbursable and we expect that to be the case for the entire project. Account 5503 (Consultants & Engineers) is quite a bit underspent, for now. Mr. Arthur said there will be additional expenses related to the Supervisory Control and Data Acquisition (SCADA) and telemetry project. Mr. Arthur also noted that Account 5834 (American Rescue Plan Act Project) expenses total \$342,000 to date, however only \$161,000 has been collected to date (Acct 4934). The remaining balance of funds was reimbursed in April and will be reflected in that month's financials.

Ms. Nairn mentioned the Budget vs Actuals report is hard to read and maybe printing on legal size paper would be a better option. Mr. Ballew expressed his opinion that he would be satisfied with having the LPL Financial report less frequently. Ms. Nairn stated quarterly would be a good compromise. Mr. Arthur stated that at the time he started as Manager, the CEEF investment fund statement was not included in the Board packet. Shortly after his arrival it became part of the packet for the purposes of (1) transparency and (2) to receive input from the Board. He noted that several excellent suggestions have been made by Board members regarding our investment strategy and that at least periodic review would be good. However, he agreed that including it monthly may be too frequent. Mr. O'Rear stated he thought Ms. Knotts should be consulted to give her opinion. Mr. O'Rear suggested the newly appointed Treasurer and Mr. Arthur could use their discretion to bring anomalies to the Board.

Ms. Nairn asked Mr. Ballew if he got his questions answered from the last meeting, he replied that he had.

Ms. Nairn asked if there were any other questions or comments on the financials, hearing none she moved to the action portion of the 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, 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:

3. Minutes of the regular board meeting held on Thursday, April 4, 2024, and corresponding Resolution

Ms. Nairn asked if there were any questions, comments, or edits, hearing none she 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

4. Contract between Central Oklahoma Master Conservancy District, and Callahan Construction, Inc. dba Callahan Steel Buildings, for a new equipment building, ARPA Grant No. ARP-23-0019-DPG, and corresponding Resolution

Ms. Nairn stated a discussion was held at the previous board meeting and Mr. Padilla was present to answer questions.

Ms. Nairn announced that prior to the meeting, Mr. Dean asked for a small edit on 1.C. to provide clarification regarding coordination and trash removal from the work site. The Board was provided with an updated contract.

Mr. Arthur stated in 1.B. the total amount for the building and lean-to structure is \$355,686.00, as bid. In Section 4.D. there is a provision for change orders not to exceed a total of \$35,568.60. Mr. Arthur reminded the Board of the language in the Resolution passed on April 4, 2024, that includes construction cost not to exceed \$375,000, plus a 10% provision for approved change orders. Mr. Arthur said it was suggested that skylight panels be considered. The approximate cost would be \$1,400.00, and they would not be on the roof, but rather on the northeast side. Mr. Arthur thinks adding skylights are a good idea. This would be handled as a change order. Mr. Arthur stated the warranty or integrity of the structure would not be jeopardized in any way. Additionally, automatic garage door openers will be added and also handled through a change order. Mr. Carano said Mr. Padilla (Callahan Steel Buildings) stated that water run off would not be an issue. Mr. Arthur agreed and said the existing runoff path is toward the south and the west. With the new building being on the east side (upstream end of the runoff flow), plus the fact that the building's floor will be mostly above grade, and additionally that the building would have gutters, he believes the stormwater runoff flow would not be of concern.

Michael Dean made a motion seconded by Steve Carano to approve the contract with Callahan Steel Buildings for a new equipment building, 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

5. Legal Counsel's Report

April 4	Attend monthly meeting of Board
April 5	Review Open Records Act to determine applicability to preliminary data from CEC sampling
April 15	Prepare draft contract with Callahan Steel Buildings for new equipment building
April 23	Video conference with Kyle and Amanda about requests for preliminary data from CEC sampling
May 2	Prepare and transmit Legal Counsel Report to Kelley Metcalf

6. General Manager's Report

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

Mr. Carr gave a brief update on the electrical service to accommodate the new building.

Mr. Dean mentioned in reviewing the April Trend Charts he noticed a significant increase in Norman's usage for the last 3 months. Ms. Croft stated that while temporary water is being utilized, well usage decreases. She also stated that swimming pools are being filled, which could account for some of the increase.

Mr. O'Rear asked, during Phase I of the forebay cleanout, were there any findings to make future cleanouts more accurate and easier. Mr. Arthur stated, in his opinion, the forebay should be completely pumped out to obtain a visual volume estimate. Mr. Arthur invited Ms. Nairn to come and observe the project, and she did go for 2 days. Ms. Nairn stated hopefully the District never finds itself in this position again (17 years since the last cleanout). More information will be shared in July. Phase II will not begin until the fall, due to demand.

7. President's Report

Ms. Nairn stated the June meeting is going to be cancelled. She also reminded everyone the July meeting is not the usual first Thursday of the month. The meeting is on Thursday, the 11th.

Ms. Nairn said there have been two data requests with respect to our current CEC (Contaminants of Emerging Concern) sampling project. She reminded the Board that the CEC project is ongoing and is expected to be complete by the end of the summer. The District has data for three sampling events that have been through quality control (QC) both with the lab and Halff Associates, Inc. The first data request was in support of a class action lawsuit against 3M that the three cities have joined. The law firm (McAfee & Taft), representing the three cities, requested the PFAS (per-polyfluoroalkyl substances) data specifically. In support of all three cities litigation efforts, and due to the fact that the District is subject to the Oklahoma Open Records Act, the data was provided. Shortly thereafter, a United States Geological Survey (USGS) scientist who is involved with a project in conjunction with the Bureau of Reclamation (BOR) and the City of Norman regarding the treatment of CECs through constructed wetlands also requested the same information. The information was given. Mr. Couch wrote a disclaimer regarding the information provided.

Mr. O'Rear shared that he became aware of an interactive EPA (Environmental Protection Agency) website containing PFAS sampling information from across the country for which you can query for cities, among other types of locations. While the website does not give specific numeric values, it does give locations where PFAS testing has occurred and indicates how the results compare to the proposed standard. He stated that if anyone wants the address of the web page to let him know.

8. 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)

Ms. Bowen stated she will not be at the July meeting due to travel.

F. Adjourn

There being no further business, President Nairn adjourned the meeting at 7:44 P.M.