

MINUTES OF THE REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Thursday, October 2, 2025

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:

Amanda Nairn

Micheal Dean

Dave Ballew

Edgar O'Rear

Espaniola Bowen

Steve Carano

Bryan Hapke

Board Members Absent:

None

Staff Present:

Kyle Arthur, General Manager

Kelley Metcalf, Office Manager

Tim Carr, Operations & Maintenance Supervisor

Others Present:

Dean Couch

Mark Roberts, Midwest City

Andy Bruehl, Norman

Alan Swartz, HDR

Marjorie Allert, Jenks OK

Virtual

None

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

Mr. Ballew and Mr. Arthur outlined the June 30, 2025 financial statements. The reports included a side-by-side comparison between FY 23-24 and FY 24-25.

The LPL investment account increased by \$150,187 (3.7% increase). An investment portfolio summarizing current holdings was provided. Since the last meeting, four actions have occurred: two treasury bills were reinvested, one certificate of deposit matured, and one certificate of deposit was called. Both CDs were reinvested in corporate bonds. A handout was provided detailing the investment portfolio as of 9-30-25.

Mr. Ballew reported that the District's current assets stand at \$4,222,079.67.

Mr. Ballew mentioned Account 1924, the Large Equipment Asset Fund, has a balance of \$311,773.40. This account did not exist in prior years.

Account 2020 – Other Purchased Assets (Equipment Building) was established with a value of \$391,127.25; in addition, Supervisory Control & Data Acquisition (SCADA) upgrades valued at \$285,358.00 were added in FY 2024–2025. A portion of the funding for these additions was obtained through American Rescue Plan Act (ARPA) funds.

Mr. Arthur noted a significant increase in the Plant and Dam Equipment asset category, resulting from the purchase of capitalized assets such as a backhoe and track loader.

Mr. Ballew pointed out the decrease in the amount owed on the Del City Pipeline loan.

Referring to the Profit and Loss Report, Mr. Ballew noted that Professional Services (Account 5503) was underspent by \$73,000.

Mr. Arthur stated the District finished roughly \$31,000 under budget out of a \$1.3 million total budget, or about 2.4%. Insurance (Account 5301) was over budget, primarily due to the addition of policies for new equipment building, and new capital equipment, and an overall increase in insurance premiums.

Mr. Ballew asked if there were any questions regarding the August financials. Mr. Dean inquired about the increase in employee wages from July to August. Mr. Arthur explained that his performance review was completed in August, and his bonus and salary increase was retro to July 1st.

The Board thanked Mr. Arthur.

Ms. Nairn proceeded to Action Item #3.

3. District Insurance Benefit Allowance

Ms. Nairn reminded the Board that during the General Manager's performance review, a document was provided comparing COMCD with the other six Conservancy Districts. She noted that what stood out was that COMCD appeared to be behind in its benefit allowance. She stated several employees are eligible to retire and feels the District needs to remain competitive.

Mr. Arthur shared comparative data on employer contributions for dependent health and dental coverage, referencing the three cities, the State of Oklahoma, and the University of Oklahoma.

Mr. Arthur proposed no change to the current allowance but recommended that the District provide an additional amount, to be determined, to help offset costs for employees requiring dependent coverage. He noted that this adjustment would help the District remain competitive in hiring and retention.

Ms. Nairn stated that this subject maybe an action item at a future 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 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, August 7, 2025, and corresponding Resolution

Ms. Nairn asked if there were any questions, comments, or edits. Hearing none she entertained a motion.

Dave Ballew made a motion seconded by Bryan Hapke to approve the minutes and corresponding Resolution.

Roll call vote:

Amanda Nairn Yes

Michael Dean Yes

Dave Ballew Yes

Edgar O'Rear Yes

Espaniola Bowen Yes

Steve Carano Yes

Bryan Hapke Yes

Motion Passed

5. District's Schedule of Regular Meetings for calendar year 2026, and corresponding Resolution

Please see document titled "2026 Calendar Year Schedule of Regular Meetings" in the packet.

Ms. Nairn explained that the arrows next to the January and July meetings indicate scheduling adjustments: the January meeting will be held on the second Thursday (January 8th) due to New Year's Day, and the July meeting on the second Thursday (July 9th) due to the Fourth of July holiday.

Ms. Nairn asked if there were any questions, hearing none she entertained a motion.

Bryan Hapke made a motion seconded by Steve Carano to approve 2026 Calendar Year Schedule of Regular Meetings, and corresponding Resolution.

Roll call vote:

Amanda Nairn Yes

Michael Dean Yes

Dave Ballew Yes

Edgar O'Rear Yes

Espaniola Bowen Yes

Steve Carano Yes

Bryan Hapke Yes

Motion Passed

6. Annual Report for FY 24-25 to Cleveland County Court, and corresponding Resolution

Please see documents in the packet.

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 noted that the annual report is more condensed this year. He consulted with Mr. Couch regarding the required documents for inclusion in an effort to streamline a previously large submittal. Mr. Couch advised that a statement will be added explaining that certain items previously included in past reports are now omitted. Relevant documents remain available through the District office and on the District's website. Additionally, the State Auditor and Inspector has not prescribed a specific format for the Master Conservancy District's annual report.

Ms. Nairn suggested that, for future filings, it may be helpful to use the District's letterhead on the reports.

Michael Dean made a motion seconded by Espaniola Bowen to approve the Annual Report for FY 24-25 to Cleveland County Court and corresponding Resolution.

Roll call vote:

Amanda Nairn Yes

Michael Dean Yes

Dave Ballew Yes

Edgar O'Rear Yes

Espaniola Bowen Yes

Steve Carano Yes

Bryan Hapke Yes

Motion Passed

E. Discussion

7. Legal Counsel's Report

Aug 7 attend monthly meeting of Board of Directors

Sept 4 review list of documents previously submitted as part of Annual Report for filing with Cleveland County District Court and advise Kelley and Kyle about eliminating duplicates

Sept 8 request from Kelley concerning the need for dissolution of the Oklahoma Association of Reclamation Projects and documents needed to create a new organization to be called the Oklahoma Water Alliance

Sept 22 completion of draft addendum for legal matters to be submitted as part of the annual report of the District to be filed with the Cleveland County District Court and submission of Legal Counsel Report for October 2 board of Directors meeting

Mr. Couch said he was happy to answer any questions.

8. General Manager's Report

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

Mr. Dean inquired about the bullet point referencing 5G radios as backup communication between the Midwest City Water Treatment Plant and the Midwest City Surge Tower. Mr. Arthur stated the usage of the 5G radios is only a temporary fix. The plan will be to replace the faulty 11G radios with exact or very similar equipment.

Mr. Arthur stated he would be happy to answer any questions or concerns.

9. President's Report

Ms. Nairn reminded everyone that the Fish Fry will be held on Friday, October 24th, and expressed that she hopes to see all members and their families in attendance.

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)

None

F. Adjourn

There being no further business, President Nairn adjourned the meeting at 7:46 P.M.