

MINUTES OF THE REGULAR BOARD MEETING  
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Thursday, November 6, 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

Bryan Hapke

Board Members Absent:

Steve Carano

Staff Present:

Kyle Arthur, General Manager

Kelley Metcalf, Office Manager

Tim Carr, Operations & Maintenance Supervisor

Others Present:

Dean Couch

Carrie Evenson, Midwest City

Matt Thomas, Midwest City

Michael Price, Norman

Cole Niblett, Garver

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 noted the balance sheet, included in the packet, mistakenly had misleading date reporting parameters. He stated the corrected balance sheet has been provided.

Mr. Ballew pointed out a few things: the capitalization of assets increased by approximately \$750,000 due to projects funded, in part, by American Rescue Plan Act (ARPA) funds. Further he noted that the investment portfolio increased slightly during the first quarter of FY2026. The Board was reminded starting in August interest income and dividends are reinvested into the investment account. Mr. Ballew then asked about the timing of insurance premiums (Account 5301). Mr. Arthur stated that the bulk of our insurance premiums are due in April and that the \$20,000 expense to date is for the boathouse premium only, which is paid typically at the beginning of the fiscal year. Mr. Ballew pointed out that for the first quarter the District is roughly \$67,000 under budget with a net profit of approximately \$99,000.

Mr. Ballew addressed the quarterly LPL report and stated there were no changes from the prior discussion when Mr. Arthur presented the portfolio summary spreadsheet.

Mr. Ballew asked if there were any questions, hearing none. Ms. Nairn 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 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, October 2, 2025, and corresponding Resolution**

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

Bryan Hapke made a motion seconded by Espaniola Bowen 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

Bryan Hapke Yes

*Motion Passed*

4. Expand the District benefit allowance for health and dental , and corresponding Resolution

Ms. Nairn reminded everyone that this item was discussed in detail at the previous meeting. Now it is being presented as an item for possible action.

Mr. Arthur reminded the Board that at the last meeting he shared the dependent coverage offered by our member cities and peer employers. He further stated that initial analysis of that information indicated a target of 75-80% District coverage to be competitive. He then shared a spreadsheet detailing impact scenarios at 75% and 80% coverage levels. He noted that, if approved, the current fiscal year budget would only be affected by one employee who has coverage beyond themselves. The employee currently carries employee-plus-child coverage and, in April, would move to employee-plus-children coverage, which would increase his benefit allowance. Otherwise, no changes to any other employees are anticipated. Additionally, Jim Neyman is set to retire at the end of February 2026, which will help offset some of the associated costs. Mr. Arthur clarified that he has no intention of filling that position immediately.

Mr. Arthur explained that the Resolution in the packet left the District's percent coverage blank for the Board to fill in should they decide to approve the change in benefit allowance. He also pointed out that language had been incorporated into the Resolution which grants him the authority to update Section 309 of the Personnel Policy Manual to reflect the Board's decision.

In regards to what the District coverage percent should be, Ms. Nairn expressed her opinion that the 80% coverage level was affordable and comparable to those offered by the District's member cities and peer organizations.

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

Espaniola Bowen made a motion seconded by Bryan Hapke to approve the Resolution. It reads as follows:

IT IS HEREBY RESOLVED that the expansion of the insurance benefit allowance is hereby approved; and

IT IS HEREBY FURTHER RESOLVED that this shall become effective January 1, 2026, and the amount paid by the District for the expanded categories shall be 80% of the average annual premium cost based upon the available health and dental insurance options; and

IT IS ALSO HEREBY FURTHER RESOLVED that the General Manager is authorized to make any necessary revisions to Section 309 of the Personnel Policy manual to reflect these changes.

Roll call vote:

Amanda Nairn Yes

Michael Dean Yes

Dave Ballew Yes

Edgar O'Rear Yes

Espaniola Bowen Yes

Bryan Hapke Yes

*Motion Passed*

**E. Discussion**

5. Legal Counsel's Report

OCT 02 attend monthly meeting of Board of Directors

Oct 17 review and comment on draft resolution for consideration by Board of Directors to address expanded benefit allowance for employees

Oct 24 prepare and file with Cleveland County District Court notice of filing FY2025 annual report

Oct 30 review revised Tinker AFB pipeline easement and comment to Kyle Arthur

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

6. General Manager's Report

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

Mr. Arthur expressed that the fish fry event was a great success, with many attendees expressing a preference for the event to be held indoors.

Mr. Arthur then shared an updated power savings analysis. Due to the replacement of the pumps and variable frequency drives at the main plant, he stated that the projected annual efficiency gain in power use is approximately 25%. He pointed out that this is based upon a small dataset and may change as more data is gathered. But certainly, so far, significant gains in efficiency and, thus, power costs.

Additionally, Mr. Arthur said that the implementation of the Dynamic Pump Optimizer software (Specific Energy) on the Norman pumps will soon commence and we will be evaluating any additional savings that may result from the use of that equipment.

Mr. O'Rear asked if everything went good with the Bureau of Reclamation Annual Site visit. Mr. Arthur responded, everything looked good and no issues were found.

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

#### **7. President's Report**

Ms. Nairn thanked the COMCD Staff for their hard work in hosting a successful Fish Fry!

Ms. Nairn announced the upcoming retirement of Jim Neyman and welcomed suggestions from the group for organizing a reception or similar farewell event in his honor. Details will be forthcoming.

**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)**

If a Board member would like to add an item to a future agenda, please inform her.

#### **F. Adjourn**

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