

MINUTES OF THE REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Thursday, January 8, 2026

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
Española Bowen
Steve Carano
Bryan Hapke

Board Members Absent:

Edgar O'Rear

Staff Present:

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

Others Present:

Dean Couch, District Legal Counsel
JD Hock, City Manager Del City
Ashley Dixon, Natural Resource Specialist, Bureau of Reclamation
Matthew Warren, Supervisor, Engineering & Infrastructure Services Division, Bureau of Reclamation
Zachary Tondera, Emergency Action Plan Coordinator, Bureau of Reclamation
Tim Barnes, Partner, Finley & Cook CPAs
Mark Roberts, Midwest City Water Treatment Plant Chief Operator
Carrie Evenson, Midwest City
Michael Price, Norman Water Treatment Plant Manager
Rachel Camp, Engineer HDR Engineering

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

Ms. Nairn had the guests introduce themselves.

Ms. Nairn adjusted the agenda order, placing Action Item No. 5, the Annual Audit Report for the fiscal year ended June 30, 2025, immediately after Public Comment.

D. Action:

5. Annual Audit Report for fiscal year ended June 30, 2025 , and corresponding Resolution

Please see document titled "Financial Statements June 30, 2025 and 2024" from F&C CPAs in the packet.

Mr. Barnes reported the District had a very good audit. Two audits were performed, a financial audit and a compliance audit. The compliance audit was required due to expenditures totaling more than \$750,000, in federal funds in the fiscal year. Mr. Barnes stated both audits are combined in the report. Mr. Barnes said both audits were unmodified, which is the best opinion given.

Mr. Barnes explained a new accounting standard related to compensated absences was adopted. The adoption of GASB Statement No. 101, *Compensated Absences*, did result in fiscal year 2024 financials being restated to reflect the effects of the change.

Mr. Barnes provided an overview of key sections within the audit report.

Mr. Dean inquired whether the CPA firm had submitted the audit to the clearinghouse, and Mr. Barnes confirmed that they had.

Mr. Arthur formally acknowledged and expressed his appreciation to Mr. Couch and Ms. Metcalf for their significant contributions to the successful completion of the audit.

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

Steve Carano made a motion seconded by Michael Dean to approve the Annual Audit Report for fiscal year ended June 30, 2025, and corresponding Resolution.

Roll call vote:

Amanda Nairn Yes

Michael Dean Yes

Dave Ballew Yes

Espaniola Bowen Yes

Steve Carano Yes

Bryan Hapke Yes

Motion Passed

C. Administrative

2. Discussion Standard Operating Procedures and Emergency Action Plan

Ms. Nairn introduced Matthew Warren and Zachary Tondera of the Bureau of Reclamation.

Mr. Tondera presented an overview of the Norman Dam, including standing operating procedures (SOP) and the Emergency Action Plan (EAP). He also reviewed the 2015 and 2025 EAP activation events.

Mr. Tondera, Mr. Arthur and Mr. Warren briefly discussed the existing Site Security Plan and the need for training and follow-up from Reclamation to District staff. Ms. Nairn noted that a subcommittee of selected Board Members, and Mr. Arthur, and a contact known to Mr. Ballew, will be evaluating the need to draft additional components as a supplement to the Site Security Plan.

The Board thanked the Bureau of Reclamation staff for attending and providing an informative presentation.

3. Treasurer Report

Mr. Ballew stated that, in general, the financials were normal with no particularly unusual transactions or balances. After briefly summarizing the P&L statement, he moved on to the Balance Sheet. Mr. Dean asked about account 1052, LPL Accrued Interest, which showed a balance of \$33,686.44. Mr. Arthur explained that this amount represents the accrued interest that has been earned by the bonds but has not yet paid out as cash. Mr. Dean also asked about the Treasury Bills. Mr. Arthur pointed out that those are bought at a discount related to their yield and, when they mature, they pay out the full amount or par value. He also noted that the District likes to keep a sizeable portion of their operating funds in T-Bills as they provide a higher yield than the sweep account and have good liquidity should we need the additional cash.

Mr. Arthur noted that November's wages were higher because the Board authorized staff bonuses, excluding himself. Mr. Arthur added that the staff expressed their deep appreciation.

Mr. Ballew asked if there were any questions, hearing none. Ms. Nairn moved to the action portion of the meeting.

D. Action:

4. Minutes of the regular board meeting held on Thursday, November 6, 2025, 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 Dave Ballew to approve the minutes and corresponding Resolution.

Roll call vote:

Amanda Nairn Yes

Michael Dean Yes

Dave Ballew Yes

Espaniola Bowen Yes

Steve Carano Yes

Bryan Hapke Yes

Motion Passed

6. Acceptance of Grant of Easement Agreement as agent for the U.S. Department of Interior Bureau of Reclamation for the Del City Pipeline rerouting project on Tinker Air Force Base, and authorization for General Manager to execute Memorandum of Agreement, if necessary, with representatives of the U.S. Department of Defense, and corresponding Resolution

Please see document titled "Grant of Easement Between Department of the Air Force and Department of the Interior Bureau of Reclamation on Tinker Air Force Base, Oklahoma" in the packet.

Ms. Nairn provided a refresher on the purpose of the Grant of Easement Agreement.

At a prior Board meeting, the Easement Agreement was reviewed, and several language revisions were requested. The version now presented for consideration is the one renegotiated by Ms. Dixon.

It was noted that Mr. Couch recommended that the Agenda item include authorization language for the General Manager to execute a Memorandum of Agreement, should it be necessary in the future.

Mr. Dean commented he was generally pleased with the draft and commended Ms. Dixon.

Ms. Nairn added that District staff possess the required clearance badges to access Tinker Air Force Base.

Ms. Nairn thanked Ms. Dixon for her extensive work on the Grant of Easement Agreement.

Michael Dean made a motion seconded by Steve Carano to approve the Grant of Agreement as agent for the U.S. Department of Interior Bureau of Reclamation for the Del City Pipeline rerouting project on Tinker Air Force Base, and authorization for General Manager to execute Memorandum of Agreement, if necessary, with representatives of the U.S. Department of Defense, and corresponding Resolution.

Roll call vote:

Amanda Nairn Yes

Michael Dean Yes

Dave Ballew Yes

Espaniola Bowen Yes

Steve Carano Yes

Bryan Hapke Yes

Motion Passed

E. Discussion

7. Legal Counsel's Report

Nov 6 attend monthly meeting of Board of Directors

Nov 20 email communication to Kyle Arthur about Teams meeting with Ashley Dixon and Kyle Arthur concerning Tinker easement

Dec 2 email communication to Kyle Arthur about draft contract with Jarred Construction for clean out of Norman regulating tank

Dec 29 email communication from Kyle Arthur about Tinker easement agreement regarding revisions made by Tinker Air Force Base

Jan 4 email copy of draft resolution to accept draft Tinker easement with provision concerning authority for General Manager to execute Memorandum of Agreement for access to Tinker Air Force Base for pipeline inspection and repair if necessary

Jan 6 email communication to Kyle Arthur about a possible revision to agenda item language about Tinker easement in light of Tinker representatives' communication to Ashley Dixon that existing Memorandum Agreement might suffice

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. Arthur highlighted a couple things in the report and stated he would be happy to answer any questions or concerns.

9. President's Report

Ms. Nairn announced that the terms of the following Board Members are scheduled to expire in June 2026:

- Amanda Nairn-Norman
- Edgar O'Rear-Norman
- Steve Carano-Midwest City
- Espaniola Bowen-Midwest City

She noted this information for the awareness of the affected members. Mr. Arthur or Ms. Metcalf will send an email to the respective cities regarding this matter.

Ms. Nairn stated Ms. Bowen is a candidate for Mayor of Midwest City.

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 8:36 P.M.