

MINUTES OF THE REGULAR BOARD MEETING  
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Thursday, April 2, 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 6:33 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, District Legal Counsel

Dr. Robert Nairn, PhD, BCES, University of Oklahoma

JD Hock, City Manager Del City

Paul Streets, Midwest City

Mark Roberts, Midwest City Water Treatment Plant Chief Operator

Carrie Evenson, Midwest City

Karen Steele, Midwest City

Cole Niblett, Garver

Marjorie Allert, Jenks

Virtual

Meredith Brashear

Michael Price

## **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 changed the order of the Administrative items, moving the Wetlands presentation ahead of the recognition of Mr. Roberts.

### 3. Presentation on Wetlands- Dr. Robert Nairn

Dr. Robert Nairn, professor at the University of Oklahoma, provided an educational presentation on wetlands and natural infrastructure, including ecological engineering concepts, case studies, maintenance considerations, and applications. Discussion followed, and the Board expressed its appreciation to Dr. Nairn for the informative presentation. Please see presentation entitled "Wetland and Natural Infrastructure" for more information.

### 2. Recognition of Mark Roberts

The Board recognized Mark Roberts for more than 40 years of service to the City of Midwest City and his valued partnership with COMCD. Ms. Nairn presented Mr. Roberts with a plaque.

### 4. Treasurer's Report

Mr. Ballew stated that, in general, the financials were normal with no particularly unusual transactions or balances. Mr. Ballew noted that account codes 5101 (plant & dam) and 5503 (consultants & engineers) can be difficult to interpret, as certain expenses have been capitalized while still being included in the budget.

A treasury bill matured, and \$372,000 was reinvested into a new treasury bill with a maturity date in September at a rate of 3.68 percent.

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

**D. Action:**

5. Minutes of the regular board meeting held on Thursday, March 5, 2026, and corresponding Resolution

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

Edgar O’Rear 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

Bryan Hapke Yes

*Motion Passed*

6. Letter of Engagement of Finley & Cook, PLLC to perform FY 25-26 financial audit, and corresponding Resolution

Please see document titled “F&C CPAs, dated March 16, 2026” in the packet.

Mr. Arthur stated that the engagement contract with Finley & Cook to perform the base FY 25-26 financial audit increased from \$21,600 to \$22,000. He also noted that a compliance audit (Single Audit) will not be required, as federal funding expenditures will not meet the qualifying threshold.

Mr. Arthur recommended endorsement of Finley & Cook to perform the District audit.

Michael Dean made a motion seconded by Espaniola Bowen to approve the Letter of Engagement of Finley & Cook, PLLC to perform FY 25-26 financial audit, 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*

## 7. FY27 Budget, and corresponding Resolution

Please see document titled "Budget" in the packet.

Mr. Arthur explained the revisions to the draft budget since the previous meeting. He noted the retirement expense is now reflected as an accurate figure following receipt of the actuarial study and corresponding required employer contribution rate from OkMRF. The previous draft budget included an estimated rate of 8 percent; however, the finalized contribution rate is 9.82 percent. In addition, Account 5101 (plant & dam) was increased by \$5,000 in recognition of the potential that the anticipated 25 percent surcharge from temporary water usage may not materialize. Accounts 5103 (vehicles) and 5106 (equipment) were each increased by \$2,000 in response to rising fuel costs. Mr. Arthur further stated that the three cities' budgets are either flat or lower than the previous year, noting that the maturity of the Energy Project loan and projected power cost savings are key components in the overall budget calculation.

Mr. Arthur noted that, upon review of the projected outcome of the current fiscal year, it appears that up to \$75,000 may be available for allocation to the Large Equipment Asset Fund, with the potential for an additional \$28,000 to be considered for construction of a carport for fleet vehicles. Mr. Arthur emphasized that this scenario is presented for discussion purposes only and is contingent upon funds availability at the actual close of FY26.

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

Michael Dean made a motion seconded by Edgar O'Rear to approve the FY27 budget, 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*

## **E. Discussion**

### 8. Legal Counsel's Report

Mar 05 attend monthly meeting of Board of Directors

Mar 10 review of potential bond requirements and other provisions to be included in acquisition of additional CEC work activities

Mar 18 review email exchange between Kyle Arthur and Oklahoma Water Resources Board staff relating to acquisition of services for CEC activities

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

#### 9. General Manager's Report

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

Mr. Arthur stated he would be happy to answer any questions or concerns. He then gave a PowerPoint presentation regarding the Norman regulating tank cleanout and noted that this task is planned to be incorporated into the maintenance schedule on a three-year cycle.

Mr. Arthur advised that a leak on the Norman line was discovered and repaired. Photographs documenting the repair were shared, and it was noted that this item did not appear in the General Manager's Report.

#### 10. President's Report

Ms. Nairn announced that she and Mr. O'Rear were reappointed by the Norman City Council to four-year terms on the COMCD Board. She further noted that the terms for two Midwest City board members are scheduled to expire in June 2026 and that the city is aware of the upcoming expirations and is addressing the matter.

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 8:29 P.M.