MINUTES OF THE REGULAR BOARD MEETING

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Thursday, August 6, 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
Dave Ballew
Edgar O'Rear
Kathryn Thomsen
Steve Carano

Board Members Absent:
Michael Dean
Bryan Hapke

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

Others Present:
Carrie Evenson, Midwest City, Assistant Public Works Director
Michael Price, Norman, Water Treatment Plant Manager
Matthew Thomas, Midwest City, Interim Plant Manager
Karen Steele, Midwest City, Capital Project Engineer
Alan Swartz, HDR, Oklahoma Water Program Lead
Rachel Camp, HDR, Water/Wastewater Treatment Project Engineer
Cole Niblett, Garver, Lead Oklahoma Water Team
Michael Nguyen, Garver, Project Manager
Marjorie Allard, Jenks Ok

Virtual
Dean Couch, District Legal Counsel
Michael Miller

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. Introduction of new Board Member, Kathryn Thomsen, representative of Midwest City

Ms. Nairn welcomed newly appointed Board member Kathryn Thomsen and read a brief biography outlining her educational background, and professional experience. Board members and those in the audience then introduced themselves.

3. Contaminants of Emerging Concern Sampling Results and Analysis

Rachel Camp, with HDR, presented the results and analysis of the Contaminants of Emerging Concern (CEC) Sampling Study conducted by Halff between 2023 and 2024. The presentation included an overview of sampling locations, water quality parameters, contaminants detected, potential contaminant sources, and considerations for future monitoring and treatment. Discussion was held regarding the findings, potential impacts to water quality, and the use of the data to support future watershed management and wetland planning efforts. The Board expressed its sincere appreciation to Ms. Camp and HDR for their considerable time and effort in reviewing and analyzing the data and preparing the report at no cost to the District.

4. Treasurer's Report

On the May financials, Mr. Ballew inquired about two accounts in April: Account 5015 (Workers Compensation) and Account 5301 (Insurance). Account 5015 had an expense of $9,895.00 allocated to it, while Account 5301 had $92,611.00 allocated. Mr. Arthur explained that both entries were for annual premium expenses.

Mr. Arthur then presented the Board with an Investment Portfolio document and an FYE 2026 Projection. He reviewed the information contained in both reports, including the District's investment holdings, portfolio performance, and projected year-end financial position. He stated that the projected carryover amount for FYE 2026 is estimated to be $1.35 million, with the FYE 2026 budget coming in at approximately $105,000 under budget. Mr. Arthur also discussed the current bond ratings within the District's portfolio and the potential need to review the District's Investment Policy to establish more specific minimum bond rating requirements for future investments.

Mr. Arthur 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, May 7, 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 Steve Carano to approve the minutes and corresponding Resolution.

<u>Roll call vote:</u>
Amanda Nairn Yes
Dave Ballew Yes
Edgar O'Rear Yes
Kathryn Thomsen Yes
Steve Carano Yes
Motion Passed

6. Temporary Interim appointment of Edgar O'Rear as Secretary, and corresponding Resolution

Ms. Nairn explained that, with Ms. Bowens' term ending, the Secretary position is vacant. To maintain the regular officer election schedule, which takes place in October, she recommended making an interim appointment rather than holding a special election. Ms. Nairn stated that she had spoken with Mr. O'Rear and that he was willing to serve in the role.

Ms. Nairn asked for any questions or comments. Hearing none she entertained a motion to appoint Mr. O'Rear as Interim Secretary.

Dave Ballew made a motion seconded by Kathryn Thomsen to approve the temporary interim appointment of Edgar O'Rear as Secretary, and corresponding Resolution.

<u>Roll call vote:</u>
Amanda Nairn Yes
Dave Ballew Yes
Edgar O'Rear Yes
Kathryn Thomsen Yes
Steve Carano Yes
Motion Passed

7. Revised and updated Personnel Policy Manual, and corresponding Resolution

Please see the revision recommendations included in the Board packet.

Mr. Arthur presented proposed revisions to the District's Personnel Policy Manual. The proposed changes included updates to business travel expense procedures, including the adoption of federal per diem rates, clarification of allowable travel expenses, and meals provided during travel. Mr. Arthur also recommended revising the jury duty leave policy to provide paid leave for employees serving jury duty.

Steve Carano made a motion seconded by Kathryn Thomsen to approve the revisions to the Personnel Manual, and corresponding Resolution.

<u>Roll call vote:</u>
Amanda Nairn Yes
Dave Ballew Yes
Edgar O'Rear Yes
Kathryn Thomsen Yes
Steve Carano Yes
Motion Passed

8. Possible Executive Session
For the purpose of confidential communication regarding the employment hiring, appointment, promotion, demotion, review, disciplining or resignation of any individual salaried public officer or employee, in this case the General Manager of the District, pursuant to 25 O.S. § 307 (B) (1) of the Oklahoma Open Meetings Act; President designation of staff to attend session and to take minutes

Ms. Nairn entertained a motion to go into executive session.

Ms. Nairn requested that Mr. Couch remain logged in remotely during executive session.

Dave Ballew made a motion seconded by Edgar O'Rear to enter executive session.

<u>Roll call vote:</u>
Amanda Nairn Yes
Dave Ballew Yes
Edgar O'Rear Yes
Kathryn Thomsen Yes
Steve Carano Yes
Motion Passed

Executive session began at 8:09 P.M.
Return to regular session at 9:22 P.M.

9. Return to open session and possible action deemed appropriate, if any, arising from discussions held in executive session concerning matters pertaining to employment, hiring, appointment, promotion, demotion, review, disciplining or resignation of the General Manager of the District

Ms. Nairn read the Resolution aloud. The paragraphs with the blanks were filled out as follows;

IT IS HEREBY RESOLVED that the performance of the General Manager since the most recent performance review, in July 2025, <u>has been outstanding.</u>

IT IS FURTHER RESOLVED that <u>the General Manager annual salary should be increased by 5% and a $5,000 bonus for exceptional work. Retro to July 1, 2026.</u>

Ms. Nairn entertained a motion.

Dave Ballew made a motion seconded by Edgar O'Rear to approve the Resolution.

<u>Roll call vote:</u>
Amanda Nairn Yes
Dave Ballew Yes
Edgar O'Rear Yes
Kathryn Thomsen Yes
Steve Carano Yes
Motion Passed

Mr. Arthur thanked the Board for its continued support and expressed his appreciation.

E. Discussion

10. Legal Counsel's Report

No written report was provided. Mr. Couch stated that he has been working with Mr. Arthur on the request for proposal and contract language for Phase 3 Contaminants of Emerging Concern (CEC) work.

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

11. General Manager's Report

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

12. President's Report

Ms. Nairn announced that the Fish Fry is scheduled for Friday, October 23. Invitations will be distributed by email in September. She stated that anyone wishing to add someone to the invitation list should contact Ms. Metcalf. Last year, the event was held in the New Equipment Building for the first time and was so well received that it will be held there again this year. New this year, attendees will not be required to RSVP. Ms. Nairn encouraged everyone to attend and bring their families.

13. 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 9:33 P.M.