

**MINUTES OF REGULAR BOARD MEETING**  
**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT**  
**Thursday, September 3, 2020**

In accordance with Senate Bill 661, which temporarily modified the Open Meeting Act as approved by Governor Stitt on March 18, 2020, the Central Oklahoma Master Conservancy District hosted a virtual meeting option for the Regular Board Meeting on September 3, 2020 at 6:30 P.M. using the following options:

Teleconference dial in number 1-877-309-2073, access code 689-104-501

Videoconference <https://global.gotomeeting.com/join/689104501> , access code 689-104-501

**A. Call to Order**

President Amanda Nairn called the meeting to Order at 6:30 pm.

Roll Call:

Board Members Present:

President Amanda Nairn (videoconference)

Vice President Casey Hurt (videoconference)

Treasurer Jann Knotts (videoconference)

Secretary Michael Dean (videoconference)

Board Member Roger Frech (videoconference)

Board Member Kevin Anders (videoconference)

Board Member William Janacek (videoconference)

Board Members Absent:

None

Staff Present:

Kyle Arthur, General Manager

Kelley Metcalf, Administrative Assistant

Tim Carr, Operations & Maintenance Supervisor

Callers Announced:

Alan Swartz, Geri Wellborn, Mark Roberts, Cole Niblett, Dean Couch

**B. Statement of compliance with Open Meeting Act**

Kelley Metcalf, Administrative Assistant, stated the notice of the monthly board meeting had been posted in compliance with the Open Meeting Act.

**C.1. Status report of the Del City Pipeline Project from Alan Plummer Associate's, Inc. (Alan Swartz, Oklahoma Area Leader)**

Alan Swartz reported work on Line 2- minimal work done on dressing disturbed areas. Line 3- the contractor has installed the remaining 24-inch ductile iron pipe between stations 198+20 and 231+58. This completes the installation of DI pipe with the exception of the necessary tie-ins and a few sticks at the relief pump station. The contractor is currently filling Line #3 from approximately Station 154+00 to 231+58 for pressure testing. The

contractor has begun installation of the air release and blow-off vaults along Line#3. The team met with Aegion after the last construction meeting to go through sequencing for the trenchless sections of the project and subsequently began meeting with property owners that may be directly affected by the construction.

Before proceeding with the remainder of the agenda, President Nairn explained the reason behind the Agenda being amended. At the August Board Meeting Mr. Lockard was requested to gather information regarding bond funds and present at the September Board Meeting. In researching an Investment Policy was discovered. However, that Policy is ten years old. Additional research and review are needed before discussion of bond funds takes place.

**D.2. Consideration and possible approval of minutes of the Regular Board Meeting held on Thursday, August 6, 2020**

There was no discussion. Michael Dean made a motion to approve the August 6, 2020 Regular Board Meeting minutes seconded by Casey Hurt.

Roll call vote:

President Amanda Nairn	Yes
Vice President Casey Hurt	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member William Janacek	Yes
Member Roger Frech	Yes
Member Kevin Anders	Yes

Motion Passed

**D.3. Consideration and possible approval of financial statements for operating account for July 2020**

It was discussed that this was an amended financial statement from the one previous posted and sent out. The change was that the original balance sheet for July had combined Norman's and Midwest City's annual assessment into one line item, code 1906. These were separated correctly (1906 and 1910) by the accountant in the amended version. Treasurer Knotts also noted that the long-term liability on the Del City Pipeline project increased from \$1,539,477.43 to \$2,109,225.09. Additionally, President Nairn mentioned the boat dock rent was \$0 for the month of July. Kelley Metcalf verified July's payment was received on 8/8/2020 and the August payment would be coming soon. Jann Knotts made a motion seconded by Roger Frech to approve the July 2020 financials.

Roll call vote:

President Amanda Nairn	Yes
Vice President Casey Hurt	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member William Janacek	Yes

Member Roger Frech	Yes
Member Kevin Anders	Yes

Motion Passed

**D.4. Consideration and possible approval of Annual Report for FY 19-20**

As required by Title 82, Section 649, Oklahoma Statutes, the District Board of Directors submits an annual report to the Cleveland County Court. Casey Hurt made a motion seconded by Michael Dean to approve the Annual Report for FY 19-20 to be filed at the Cleveland County Court by Dean Couch, District Legal Counsel. President Nairn remarked how much the District and Board had accomplished in a year with so many changes and challenges and she complimented the Board and staff.

Roll call vote:

President Amanda Nairn	Yes
Vice President Casey Hurt	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member William Janacek	Yes
Member Roger Frech	Yes
Member Kevin Anders	Yes

Motion Passed

**D.5. Consideration and possible approval of declaration of surplus equipment**

Staff recommended the items listed in the surplus equipment list, as provided to the Board and in the packet, be declared surplus. General Manager Kyle Arthur reminded the Board that the District periodically assesses their equipment on-hand and deems items surplus. Additionally, the emphasis will be on renting equipment as needed, rather than using something so infrequently that it sits and takes more time and money to get it back in good working order. He also commented that this list was developed by Tim Carr with input from staff. Roger Frech made a motion seconded by William Janacek to declare the listed items as surplus.

Roll call vote:

President Amanda Nairn	Yes
Vice President Casey Hurt	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Board Member William Janacek	Yes
Board Member Roger Frech	Yes
Board Member Kevin Anders	Yes

Motion Passed

**D.6. Consideration and possible approval increasing the General Manager's check writing authority for payment of claims to Matthews Trenching for Del City Pipeline Project**

On August 7, 2014, the Board approved an increase to the General Manager's check writing authority to \$35,000 (up from \$5,000) for the payment of claims. Additionally, the Board authorized his check writing authority to include the payment of utilities that may exceed that amount. The Del City Pipeline Project amounts, payable to Matthews Trenching, exceed the \$35,000 limit. The General Manager commented that the process to get payments approved (Matthews, Plummer Associates, DEQ and then OWRB) takes some time and it would help make the process more efficient by not having to obtain a Board officer signature for those checks going to Matthews Trenching. He also reported that the Board bylaws do not specifically address check writing authority but gives broad ability for the Board to delegate such matters to the General Manager. This action, if approved, would be consistent with the bylaws. Vice President Hurt recommended a review of all financial practices and identification of any opportunities for additional efficiencies. Michael Dean made a motion seconded by Jann Knotts to approve the General Manager's check writing authority of payment of claims to Matthews Trenching for the duration of the Del City Pipeline Project.

Roll call vote:

President Amanda Nairn	Yes
Vice President Casey Hurt	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Board Member William Janacek	Yes
Board Member Roger Frech	Yes
Board Member Kevin Anders	Yes

Motion Passed

#### **E.7. General Manager's Report:**

- Held interviews for Maintenance Supervisor position. Tim Carr chosen as permanent Supervisor.
- Shoreline Erosion/Wetlands Project
- Data collection is continuing the wetlands.
- ODWC performed a fish survey around the wetlands in comparison to the control point for data collection and results were positive. On average there are 5x more species and quantities of fish life around the floating wetlands.
- Completed paperwork for access to ASAP and SAM for BOR reimbursement of Wetland Costs as per the agreement between the District and the Bureau of Reclamation.
- August 13th and 14th, Kyle and Tim toured two other Master Conservancy Districts (Arbuckle and Mountain Park) to better understand similarities and functions. Discussed budget, employee pay and benefits, title transfer, equipment inventory, etc.
- Held staff meetings with entire District team to discuss equipment needs, possible surplus equipment that is no longer needed and spare components to ensure full functionality of COMCD's mission.
- Replaced worn drive shaft on Pump 5 (going to Relift). Motor is back in full operational status.
- BOR Visits
- BOR completed gate inspections following the re-coating of the repaired gate from last year. Additionally, the BOR inspected the other gate to ensure no damage was occurring.
- BOR also completed full gate exercise for all gates (Emergency and Regulating)
- In accordance with BOR's O&M recommendations, a dehumidifier was ordered for gate house cellar to reduce corrosion

- Began ordering of approved New Capital Assets for FY 20-21.
- Global Production Systems (GPS) toured the facility as a possible local vendor for equipment at the Pumping Plant, as well as at the Relift station.
- Two employees completed License Renewal Training to retain their Class C Operator license.
- Held monthly Construction Progress Meeting for the Del City Pipeline Project.
- Alliance Maintenance performed Sanitation Cleaning of Office Headquarters.
- August 11th, Aflac visited the office for insurance information and inquiries
- August 24th, American Fidelity did the same. (Current Provider)
- New phone system installed
- Continued work on Budgeting Policy. Currently evaluating equipment need and schedule of replacement for 10-year horizon.
- Received recommendations from Watkins Insurance Agency audit. Will have Tanner Watkins present at an upcoming Board meeting.
- Continued work on Title Transfer presentation. Plan to have as discussion item at the October Board meeting.
- Working on an analysis of pay and benefits for District employees. Plan to make a presentation and recommendations to the Board in the near future.

The following items did not make it on the report but were discussed:

- The Capstone Project is still on, based as of now. Received proposal from Dr. Nairn & Dr. Knox.
- OWRB has reviewed their proposal and is preparing a new proposal. These two could be complimentary to each other.
- Planning on attending an Oklahoma Association of Reclamation Project meeting on Sept. 10-11 at Quartz Mountain.
- FY 19-20 annual audit by Finley & Cook set to begin October.

President Nairn said the plan for the partial title transfer presentation would be to present to each member city and their Board representatives following the October presentation to the entire Board.

#### **E.8. Legal Counsel Report:**

Dean Couch briefly reported on his activities over the last month. Those included:

- Filed Oaths, at Cleveland County Court, on behalf of Jann Knotts and Casey Hurt on reappointment to the Board.
- Participated in two conference calls, with Kyle Arthur, regarding Title Transfer presentation.

#### **E.9. 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)**

Michael Dean asked if there was any significant rise or damage from this week's heavy rain/storm. Tim Carr stated the lake rose 7 inches but is still 6 inches below flood pool, and no damage to report. Casey Hurt asked if the District needs to do anything to continue having virtual videoconference meetings. State Bill # 661 is in effect until November 15th or the Governor declaring the state of emergency to be terminated, whichever occurs first. President Nairn requested the Board to email her with personal preferences. The annual fish fry will not occur due to COVID-19. In lieu of the fish fry, the General Manager will compose a Newsletter. Discussion was held that when conditions allow returning to an annual event, we should consider doing so. Draft minutes

will be emailed to Board members as soon as they are available and posted on the District website. President Nairn said it was her intention to reach out to Board Members, the Monday before the Friday that the Packet is emailed, to inquire if anyone has an item to be placed on the Agenda.

**F. Adjourn**

Michael Dean made a motion seconded by Casey Hurt to adjourn.

Roll call vote:

President Amanda Nairn	Yes
Vice President Casey Hurt	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member William Janacek	Yes
Member Roger Frech	Yes
Member Kevin Anders	Yes

Motion Passed

The meeting adjourned at 7:30 PM