

**MINUTES OF REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
Thursday, January 4, 2018
6:30 P.M.**

PRESIDING: Roger Frech, Chairman

MEMBERS PRESENT: Amanda Nairn, William Janacek, Jann Knotts, Mark Edwards, Casey Hurt, Kevin Anders

MEMEBERS ABSENT: None

OTHERS PRESENT: Randy Worden, General Manager; Kelley Metcalf, Administrative Assistant; Mike Wofford, District Counsel; Vaughn Sullivan, Midwest City Public Works; Geri Wellborn, City of Norman Water Treatment Division; Ken Komiske, City of Norman; Paul Koenig, OWRB; Kyle Kruger, Garver; Tim Barnes, Finley & Cook; Cathy Lowe, Bancfirst; Mike Smith, Bancfirst

Call to Order. The meeting was called to order at 6:30 P.M. by Roger Frech, Chairman. The General Manager stated he had posted notice of the monthly board meeting in compliance with the open meetings act.

1. Discussion/Consideration of Minutes from previous meetings. William Janacek made the motion and Mark Edwards seconded the motion to approve the minutes as presented of the regular board meeting held on Thursday, November 2, 2017. Roll call vote:

Chairman Roger Frech	Yes
Vice Chairman Mark Edwards	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes

Motion Passed.

2. Consideration of financial statements for operating account for October 2017 and November 2017 payment of claims. (The December 7, 2017 board meeting was cancelled) Jann Knotts made the motion to approve the October 2017 and November 2017 financials seconded by Mark Edwards. Roll call vote:

Chairman Roger Frech	Yes
Vice Chairman Mark Edwards	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes

Motion Passed.

3. Presentation from OWRB regarding 2017 water quality monitoring. No presentation was presented. OWRB asked to present the 2017 water quality monitoring results at a future board meeting.

4. Presentation from Cathy Lowe from Bancfirst regarding a sweep account. Cathy Lowe and Mike Smith presented the board with handout materials regarding sweep accounts. After discussion, questions and answers the board voted to utilize the sweep account at Bancfirst. Jann Knotts made the motion and Kevin Anders seconded the motion. Roll call vote:

Chairman Roger Frech	Yes
Vice Chairman Mark Edwards	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes

Motion Passed.

5. Consideration and possible acceptance of the audit to be presented to the board by Finley & Cook. Tim Barnes from Finley & Cook presented the board a copy of the FY 16-17 audit. Mr. Barnes indicated that it was a clean audit with no surprises, major adjustments or problem areas. Discussions was held. Mark Edwards made the motion and Casey Hurt seconded the motion to approve the audit presented by Finley & Cook. Roll call vote:

Chairman Roger Frech	Yes
Vice Chairman Mark Edwards	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes

Motion Passed.

6. Discussion and consideration of execution of contract with OWRB for water quality monitoring, April 2018 thru March 2019. Amanda Nairn made the motion to execute the contract with OWRB and the District for water quality monitoring and Mark Edwards seconded the motion. Roll call vote:

Chairman Roger Frech	Yes
Vice Chairman Mark Edwards	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes

Motion Passed.

7. Consideration and possible approval of the proposed 2018-2019 Budget. A motion to Table the vote for one more month was made by Kevin Anders and seconded by Amanda Nairn. Roll call vote:

Chairman Roger Frech	Yes
Vice Chairman Mark Edwards	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes

Member Amanda Nairn	Yes
Member Casey Hurt	Yes

Motion Passed.

8. Consideration and possible approval of contract with Dr. Dan Storm for consulting services for the floating wetland/shoreline erosion project. Discussion was held. Amanda Nairn made the motion and Kevin Anders seconded the motion to approve the contract between the District and Dr. Dan Storm for consulting services with the contingency that insurance certificates are obtained by the District. Roll call vote:

Chairman Roger Frech	Yes
Vice Chairman Mark Edwards	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes

Motion Passed.

9. Consideration and possible approval of contract with Dr. Steven Patterson for consulting services with the floating wetland/shoreline erosion project. Kevin Anders made a motion and Mark Edwards seconded the motion to approve the contract with the District and Dr. Steven Patterson for consulting services with the contingency that insurance certificates are obtained by the District. Roll call vote:

Chairman Roger Frech	Yes
Vice Chairman Mark Edwards	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes

Motion Passed.

10. Consideration and possible approval of revised and updated personnel policy manual. Discussion was held. Questions were answered by the General Manager. Mark Edwards made the motion seconded by Kevin Anders to approve the COMCD personnel policy manual with the exception of a couple minor spelling errors. Roll call vote:

Chairman Roger Frech	Yes
Vice Chairman Mark Edwards	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes

Motion Passed.

11. General Manager's Report.

- Staff attended weekly safety meetings.

- Repaired 6 leaks on the Del City line.
- Installed ¾ mile of new fence.
- Met with Finley & Cook regarding completion of audit, management letter and final documents.
- Participated in conference call with OARP and attorneys regarding upstream water rights.
- Held Christmas party for staff.
- Have trapped and destroyed 32 wild hogs.
- Met with OKC and their consultants regarding construction of new pipeline and utility coordination.
- Met with Dr. Vogel about the shoreline erosion project.
- Had the District's Counsel Draft contracts assisting with shoreline erosion project.
- Held several discussions regarding Del City pipeline replacement and proposed rerouting on one section.
- Worked with Dobson Technologies to correct issue with backup of data.
- Discussed proposed emergency action plan changes with Reclamation.
- Completed personnel policy revisions and additions with help from human resources attorney.
- Completed several erosion control projects on the property.
- One of the District's staff completed VFD course in Houston.
- Met with OkMRF regarding retirement questions for an employee.
- Prepared and sent letter to Reclamation requesting title transfer of single purpose facilities.
- Met with Reclamation regarding title transfer.

12. Legal counsel report. District Counsel discussed the phone call he received from the city of Norman's attorney regarding the Klemen's requesting a fence be taken down. He also discussed the Agua Caliente case.

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

Roger Frech entertained a move to adjourn, Mark Edwards made the motion and Kevin Anders seconded the motion to adjourn. Roll call vote:

Chairman Roger Frech	Yes
Vice Chairman Mark Edwards	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes

Motion Passed.

Meeting adjourned at 7:27 P.M.

