

MINUTES OF REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
Thursday, October 3, 2019
6:30 P.M.

PRESIDING: Roger Frech, Chairman

MEMBERS PRESENT: Mark Edwards, Jann Knotts, William Janacek, Amanda Nairn

MEMEBERS ABSENT: Casey Hurt, Kevin Anders

OTHERS PRESENT: Neal Engleman, Interim Executive Director, Kelley Metcalf, Administrative Assistant; Paul Streets, Public Works Director City of Midwest City; Ken Komiske, City of Norman; Kyle Kruger, Garver; Geri Wellborn, City of Norman, Tim Carr, COMCD Employee, Alan Swartz, Alan Plummer Associates; Mark Roberts, City of Midwest City; Jim Neyman, COMCD Employee; Dan Maines, OU (missed introductions)

Call to Order and Roll call. The meeting was called to order at 6:30 P.M. by Roger Frech, Chairman. Kelley Metcalf, Administrative Assistant, stated she had posted notice of the monthly board meeting in compliance with the open meetings act.

Roll call. The following persons were present Frech, Knotts, Janacek, Nairn, and Edwards.

1. Consideration of Minutes of the board meeting held on Thursday, September 5, 2019. William Janacek made the motion seconded by Mark Edwards to approve the minutes as presented of the regular board meeting held on Thursday, September 5, 2019. Roll call vote:

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

Motion Passed.

2. Consideration of financial statements for operating account for August 2019. Jann Knotts made a motion seconded by Mark Edwards to approve the August 2019 financials. Roll call vote:

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

Motion Passed.

3. Status report of the Del City Pipeline Project from Alan Plummer Associates, Inc. (Alan Swartz, Oklahoma Area Leader). Alan Swartz reported the 1st construction progress meeting took place on 9-24-19. October 14th will be the notice to proceed & the beginning of the 330 days substantial & 30 days past that for final completion. On Oct 7th & 8th the first shut down will occur, in four different locations, to get measurements of the ID of the existing pipeline for the compressed fit liner. Materials have an 8 to 10-week lead time. Mark Edwards, Neal Engleman and Jay Snapp have been added to Project Mates.

4. Discussion, consideration, and possible approval of the Annual report FY 18-19. Jann Knotts made a motion seconded by Mark Edwards to approve the annual report FY 18-19 to be filed at Cleveland County Court. Roll call vote:

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

Motion Passed.

5. Discussion, consideration and possible vote to enter executive session for discussing the employment, hiring, or appointment of an interim Director. SEE BELOW

6. Discussion, consideration and possible action vote from executive session. SEE BELOW

With permission from the Board the President entertained moving item #5 & #6 to follow item # 8.

7. Interim General Managers Report.

Staff has finished the mechanical repairs of the regulating gate at the dam. A compatible protective coating will be selected and applied.

Hosted a confined space exercise at the Dam's Gate House for City of Norman Fire Department personnel.

Mowing continues in the easements. We expect one more pass over all easements as the last one for the season.

The SDOX continues in operation. We expect to shut it down for the season in one to two weeks.

Ken Komiske, Utilities Director for the City of Norman, organized a Water Reuse Informational session held here at the District's office building. We conducted a plant tour and short wetlands project tour.

The District hosted an Emergency Communication Exercise Session organized by Adam Milligan of BOR. Multiple agencies and City representatives participated.

Working with Property owner, builder and BOR regarding Norman pipeline crossing.

Met with the District's accountant, Charles Wadsack, where we received training on the ACH procedures that we currently use for payroll. Our Board's treasurer, Jann Knotts, received the training separately.

A faulty Voltage Regulator and "Backboard" were replaced on the Relift generator by Central Power Systems and Services.

Received call from Kiel Warner, Principal Assistant Deputy of the Secretary of the Interior, inquiring on the Partial Title Transfer status. Informed him that the Board is on hold on this issue until the three Cities comment on the issue over a 60-day period and a permanent General Manager is in place to continue the process.

A leaking air valve at the plant was repaired with on hand spare parts.

Spoke with staff on the current stock of spare parts. We identified the need for two A/C units for the plant motors. They are on order now. We have an untested spare VFD for the plant; all other needed spares are in stock. We plan to test the spare VFD once pumping demand decreases.

SDOX level control was found to be inconsistent. Staff found the inner tube and magnetic float were coated in silt. Staff disassembled and cleaned components which resolved the problem.

The Wetlands project continues. Tim Carr, COMCD employee, and OU personnel are installing plants on the floating sections now.

District held a construction meeting and outlined communication directives and settled for construction to begin on Oct. 14. Pipe measurements are being conducted this week with assistance of staff.

Currently investigating the status of a property at 59th & Air Depot where the easement is being relocated by request of the property owners.

8. 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. Mark Edwards provided a handout of the draft General Manager's job description. Discussion was held. The Board was asked to review and report to Mark Edwards any additions or corrections. The draft job description will be emailed to the two Board members who are absent, as well as Ken Komiske and Paul Streets. The Committee, Amanda, William, and Mark will schedule a meeting that the cities can attend to discuss their recommendations.

Discussion was held regarding retaining a firm to provide costs associated with total title transfer and partial title transfer.

5. (POSTPONED EARLIER) Discussion, consideration and possible vote to enter executive session for discussing the employment, hiring, or appointment of an interim director. Amanda Nairn made a motion seconded by William Janacek to enter executive session for discussing the employment, hiring, or appointment of an interim director. Roll call vote.

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

Motion Passed.

Regular Session ended at 7:30PM.

6. (POSTPONED EARLIER) Discussion, consideration and possible action vote from executive session. After the executive session the Board decided not to have an action vote from executive session.

Amanda Nairn made a motion seconded by Jann Knotts to adjourn.

Meeting ended at 9:17 PM.