

MINUTES OF REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Thursday, November 7, 2019

6:30 P.M.

PRESIDING: Roger Frech, Chairman

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

MEMBERS ABSENT:

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; Cole Niblett, Garver; Geri Wellborn, City of Norman, Tim Carr, COMCD Employee, Alan Swartz, Alan Plummer Associates; Mark Roberts, City of Midwest City

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, Anders, Hurt.

1. Consideration of Minutes of the board meeting held on Thursday, October 3, 2019. Amanda Nairn made the motion seconded by William Janacek to approve the minutes as presented of the regular board meeting held on Thursday, October 3, 2019. Roll call vote:

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

Motion Passed.

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

Chairman Roger Frech	Yes
Treasurer Jann Knotts	Yes
Secretary Kevin Anders	Yes
Member William Janacek	Yes
Member Amanda Nairn	Yes
Member Casey Hurt	Yes
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 2nd construction progress meeting took place on 10-29-19. Matthews Trenching turned in the floodplain permit application, it was rejected by Oklahoma City. Oklahoma City is treating this project as a franchise utility, crossing their right-of-way. Oklahoma City is requiring several other documents and/or permits before approving the floodplain permit. It will be

approximately a one month delay due to going before the OKC City Council, possibly delaying the project several months.

4. Discussion, consideration, and possible approval of Districts' Schedule of Regular Meetings for Calendar Year 2020. Casey Hurt made a motion seconded by Jann Knotts to approve the Schedule of Regular Meetings for calendar year 2020. Roll call vote:

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

Motion Passed.

5. Discussion, consideration and possible action to send a letter to BOR supporting the application of the Lake Thunderbird Watershed Partnership for a WaterSmart Grant. Casey Hurt made a motion seconded by Mark Edwards to approve sending a letter to BOR supporting the application of the Lake Thunderbird Watershed Partnership for a WaterSmart Grant. Roll call vote:

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

Motion Passed.

6. Discussion, consideration and possible approval of Amended Agreement between the District and Matthews Trenching Co., Inc for construction for the Del City Pipeline Project. McAfee & Taft was hired by the District to give an opinion to DEQ regarding the construction contract between COMCD and Matthews Trenching. Attorney Justin Jackson, with McAfee & Taft discovered the original contract was in violation of the District's Bylaws which require multiple signatures. Amanda Nairn made a motion to approve the Amended Agreement between the District and Matthews Trenching seconded by Jann Knotts. Roll call vote.

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

Motion Passed.

7. Discussion, consideration and possible action to approve monthly pay requests for work performed by Matthews Trenching in accordance with the agreement and contract documents for this Del City Waterline Replacement Project; including monthly reimbursements for same through the Oklahoma Drinking Water State Revolving Loan Fund, Project No. P40-000001-02, Loan # ORF-19-0008. Kevin Anders made a motion seconded by Casey Hurt to approve monthly pay requests for work performed by Matthews Trenching in accordance with the agreement and contract documents for this Del City

Waterline Replacement Project; including monthly reimbursements for same through the Oklahoma Drinking Water State Revolving Loan Fund, Project No. P40-00000-02, Loan # ORF-19-0008. Roll call vote.

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

Motion Passed.

8. Discussion, consideration and possible approval of contract between COMCD and Alan Plummer Associates for the services of construction manager to oversee the Del City Pipeline Replacement. The Contract states the ceiling cap is \$158,800. Casey Hurt made a motion seconded by Amanda Nairn to approve the contract between COMCD and Alan Plummer Associates for the services of construction manager to oversee the Del City Pipeline Replacement. Roll call vote.

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

Motion Passed.

9. Consideration and possible approval of an Amended Resolution, Amending an employee retirement system, Defined Benefit Plan and Joinder Agreement. Jann Knotts made a motion seconded by Kevin Anders to approve the Resolution amending an employee retirement system, defined benefit plan and master defined benefit plan Joinder Agreement. Roll call vote.

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

Motion Passed.

10. Discussion, consideration and possible approval of General Manager position description. Discussion was held. The Board decided to have the President write the advertisement. Mark Edwards made a motion to

approve the job description with changes submitted by the Board and approved by the Board President seconded by William Janacek. Roll call vote.

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

Motion Passed.

11. Discussion, consideration and possible vote to enter Executive Session for discussing the employment promotion of any individual salaried public officer or employee, in this case the Interim Supervisor's pay.

With permission from the Board the President entertained moving item #11 to follow item # 14.

12. Interim General Manager's Report.

The City of Norman (Norman) has requested a Post-Use Temporary Water Permit for 657 Acre-Feet of water. The water was delivered between the dates of November 6, 2018 and January 6, 2019. The request was received by President of the Board Roger Frech who signed a request and related OWRB permit application. Norman sent the request along with payment to OWRB who approved the request. An application for the BOR permit will follow in the next few days.

Paint has been obtained to begin the coating of the pipe-works in the plant's lower level. Painting will begin in the next few days.

The mowing season has ended, and all easements have been mowed. Tractors and mowers are now being maintained in preparation for the next season.

The SDOX was shut down on October 10th for the season.

The plants for the Wetlands have been installed on the floating structures. A tour for students and those interested has been scheduled for the 19th of November.

Engaged with Jones Property Law on questions regarding the status of a relocation contract and Title insurance between COMCD and property owners at 59th & Air Depot. BOR also has some Title insurance requirements that are being addressed.

A scheduled replacement utility truck, a Ford F450, has been received and is being equipped by a vendor with a utility bed.

A bulldozer is being secured to continue easement clearing of the last four miles around the lake. The clearing will require between two and three staff members during the process.

Addressing aged and obsolete telemetry component concerns at the member cities' delivery points and the link between the MWC Standpipe and the Relift Standpipe.

Finley and Cook, PLLC, our accounting auditor, is actively collecting documentation with collaboration of Kelley for our yearly compliance audit.

Communicating with OEC with the expectation of obtaining a fiber connection to the District in the next few weeks.

Tim Carr, by action of the Board, was offered a new position as a temporary crew supervisor. The official date to begin his new duties was on October 7th. Tim accepted the new position and has been very helpful in reducing by workload.

13. Legal Counsel Report. OMIT

14. 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 Roberts, Midwest City Water Treatment Plant Manager, reported that DEQ performed an intake inspection on October 29th. The findings should be completed in 45 days.

11. (POSTPONED EARLIER) Discussion, consideration and possible vote to enter Executive Session for discussing the employment promotion of any individual salaried public officer or employee, in this case the Interim Supervisor's pay. Kevin Anders made a motion seconded by Casey Hurt to enter Executive Session. Roll call vote.

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

Motion Passed.

Regular Session adjourned at 7:45 PM.