

**MINUTES OF REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT**

Thursday, December 5, 2019

6:30 P.M.

PRESIDING: Roger Frech, Chairman

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

MEMBERS ABSENT: Jann Knotts

OTHERS PRESENT: Neal Engleman, Interim Executive Director, Kelley Metcalf, Administrative Assistant; Geri Wellborn, City of Norman, Tim Carr, COMCD Interim Supervisor, Alan Swartz, Alan Plummer Associates; Mark Roberts, City of Midwest City, Heather Poole, Attorney 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 the notice of the monthly board meeting had been posted in compliance with the open meetings act.

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

1. Consideration of Minutes of the board meeting held on Thursday, November 7, 2019. Amanda Nairn made the motion seconded by Casey Hurt to approve the minutes as presented of the regular board meeting held on Thursday, November 7, 2019. Roll call vote:

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

Motion Passed.

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

Chairman Roger Frech	Yes
Treasurer Jann Knotts	Absent
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 there was no construction due to Oklahoma City requiring additional documents. There are some property owners that the District still needs to obtain temporary easements from. The Board wants Alan Plummer Associates to provide legal descriptions for said properties. (Landman services) A tax exempt letter is required to qualify for billing/invoice purposes.

With permission from the Board the President entertained moving items #4, 5, 6 and 7 to follow item # 9.

8. Interim General Manager's Report. Following is a list of activities performed by staff since the last board meeting held on November 7th, 2019.

- Approximately 2.5 miles of easement clearing have been completed from Tecumseh to Franklin Rd. This opens up the fire lane and fence line in this area. Erosion control will be implemented in the coming weeks. The Dozer has been returned.
- A leaking flange was replaced with a custom fabricated one on the MWC pipeline. (S.E. 59th and Westminster)
- New flags were installed on the flagpole.
- Office area parking lot bulbs were inspected and replaced as needed.
- A wetland workshop/field day was held on November 19. Progress reports and tours were provided with the intention of gathering ideas for future work to be done. (repairs, planting, and data recording).
- Tim Carr, COMCD Interim Supervisor, attended Oklahoma Association of Reclamation Projects yearly meeting held at Arbuckle Master Conservancy District office on November 21st.
- The new service truck is now equipped with a utility bed and decals have been installed.
- Collaboration continues with Alan Plummer & Associates in regard to the Del City Pipeline Project.
- Construction meeting for November 26th was cancelled due to inactivity on the Del City Pipeline Project.
- Finley & Cook has collected all necessary documentation for the yearly financial audit.
- Plant check valves are being inspected and refurbished as needed.
- A staff meeting was held to discuss winterization of air valves and weather vulnerable locations along with other maintenance issues that need attention. (Tractor maintenance, plant repairs, fence repairs and other "winterization" needs.)
- Mowed field north of 74th street, between Post Rd and Douglas Blvd. for pipe storage of Del City Pipeline Project.
- Recon Services performed repairs to wall and roof damage sustained on the boat house from previous storm damage.
- American Fidelity Enrollment will be on December 23rd.
- Employee Holiday will be December 6th.

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) None

4. (POSTPONED EARLIER) Consideration of entering into executive session for the purpose of confidential communication regarding the compensation of the District's Administrative Assistant, pursuant to 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act. SEE BELOW:

5. (POSTPONED EARLIER) Consideration of entering into Executive Session for the purpose of confidential communication regarding employment, hiring or appointment of a General Manager for the District, pursuant to 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act. Kevin Anders made a motion to enter executive session for discussion on item # 4 & item # 5 seconded by Amanda Nairn.

Roll call vote:

Chairman Roger Frech	Yes
Treasurer Jann Knotts	Absent
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 ended at 7:00 PM.

6. (POSTPONED EARLIER) Discussion, consideration and possible action vote from Executive Session on item #4. Voted in Executive Session.

7. (POSTPONED EARLIER) Discussion, consideration and possible action vote from Executive Session on item #5. Voted in Executive Session.