

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

Thursday, August 11, 2022

6:30 P.M.

Location: 12500 Alameda Dr. Norman, OK 73026

A. Call to Order

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

Roll Call:

Board Members Present:

President Amanda Nairn
Treasurer Jann Knotts
Secretary Michael Dean
Dave Ballew
Edgar O'Rear
Española Bowen
Steve Carano

Board Members Absent:

None

Staff Present:

Kyle Arthur, General Manager
Kelley Metcalf, Office Manager
Tim Carr, Operations & Maintenance Supervisor

Others Present:

Dean Couch
Kevin Anders
Mark Edwards
Roger Frech
Mark Roberts
Paul Streets
Carrie Evenson
Cole Niblett
Alan Swartz

Virtually:

Geri Wellborn

B. Statement of Compliance with Open Meeting Act

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

C. Administrative

1. PUBLIC COMMENT

None

2. Introduction of New Board Members

Ms. Nairn asked everyone to introduce themselves. Each new member gave a brief bio.

Espaniola Bowen-representative for Midwest City

Steve Carano-representative for Midwest City

Edgar O'Rear-representative for Norman

3. Recognition of Mark Edwards, Roger Frech, Kevin Anders, William Janacek, and Casey Hurt for their service to the District

Ms. Nairn presented Mr. Edwards, Mr. Frech, and Mr. Anders a plaque in recognition for their service to the District.

Mr. Hurt and Mr. Janacek were unable to attend.

4. Presentation from Kyle Arthur on Budget for FYE 2022

Please see document titled "COMCD Budget Analysis FY 2022" in the packet.

Mr. Arthur reminded the Board that this budget sets the annual assessment amounts for the cities. He then proceeded to walk through each of the account line items in the budget and explained adjustments he made to what is shown on the financials for FYE 2022 based upon (1) subsequent additional expenditures approved by the Board for a new employee, (2) forthcoming cost-share reimbursement from Reclamation for the security cameras, and (3) for an invoice timing issue with workers' comp where we received a bill for FY 2021 in FY 2022. He also added in asset acquisitions that do not show-up in the budget financials but are booked under an asset code. With these above adjustments, Mr. Arthur stated that we came in slightly underbudget for FY 2022.

Ms. Nairn stated the yearly budgets are viewed by the Board in January or February and voted on in March or April.

Discussion was held.

5. Presentation from Kyle Arthur on existing pumps status at main plant

Mr. Arthur explained he made a decision to have the staff pull one of the pumps, that supplies Norman, in an effort to get exact measurements and inspect the condition of the pump. Measurements were taken and the pump was reinstalled. However, shortly thereafter, the pump failed. A new pump and a spare pump were ordered. Staff installed a new pump and Norman returned to full pumping capacity.

Mr. Arthur stated he is in the process of assessing the life expectancy of the pumps and best path forward for purchasing additional pumps for the main plant. Pictures were shown of the failed pump and the erosion at the lowest impeller. Mr. Arthur further stated that staff believes the remaining

Norman pumps to be in similar condition and that the condition of the Relift pumps is unknown—but could show less wear due to overall reduced use.

Discussion was held. Cavitation was discussed as a possible cause for the visible wear on the impeller. Mr. Arthur stated he is in discussion with the pump supplier and Alan Swartz with Plummer, Associates to assess the probability of that being the cause and any modifications that could be made to reduce or prevent it in the future.

6. Presentation from Tim Carr on new building

Ms. Nairn stated that currently, the District, does not have a building to store large equipment in, resulting in equipment having to be left out in the open.

Mr. Carr shared that he requested several quotes on the proposed building. 3 quotes were considered the best and are shown in the matrix. Please see document titled “New Building Bid Matrix” in the packet. The preferred quote is from Right Angle Buildings, LLC. Right Angle Building, LLC, is company #2 in the matrix.

Discussion was held. Recommendations were made to evaluate and consider modifications to the present proposed design to withstand higher wind gusts and speeds, the possibility to put a wall on the back (east) side to create more structural rigidity, garage doors on one or more bays and creating a secure room for items we would want to have locked.

D. ACTION: PURSUANT TO 82 OKLA. STATUTES, SECTION 541 (D) (10), THE BOARD OF DIRECTORS SHALL PERFORM OFFICIAL ACTIONS BY RESOLUTION AND ALL OFFICIAL ACTIONS INCLUDING FINAL PASSAGE AND ENACTMENT OF ALL RESOLUTIONS MUST BE APPROVED BY A MAJORITY OF THE BOARD OF DIRECTORS PRESENT, A QUORUM BEING PRESENT AT A REGULAR OR SPECIAL MEETING. THE FOLLOWING ITEMS MAY BE DISCUSSED, CONSIDERED AND APPROVED, DISAPPROVED, AMENDED, TABLED OR OTHER ACTION TAKEN:

7. Minutes of the regular board meeting held on Thursday, June 2, 2022, and corresponding Resolution

The minutes were reviewed and finding those in good order as presented, Jann Knotts made a motion seconded by Dave Ballew to approve the Resolution.

Roll call vote:

President Amanda Nairn	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member Dave Ballew	Yes
Member Edgar O’Rear	Yes
Member Espaniola Bowen	Yes
Member Steve Carano	Yes
Motion Passed	

8. Financial statements for operating accounts for May 2022, and corresponding Resolution

Ms. Knotts gave a orientation and explanation of how the balance sheet is set-up for the new Board members. Additionally, she explained how the interest and principal balance is booked on the financials now that the Del City Pipeline DWSRF loan has closed. She stated an outside bookkeeper prepares the balance sheet monthly and a CPA firm performs an annual audit.

Finding the financial statements in good order Jann Knotts made a motion seconded by Michael Dean to approve the Resolution.

Roll call vote:

President Amanda Nairn	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member Dave Ballew	Yes
Member Edgar O’Rear	Yes
Member Espaniola Bowen	Yes
Member Steve Carano	Yes
Motion Passed	

9. Financial statements for operating accounts for June 2022, and corresponding Resolution

Ms. Knotts stated that June is the end of the fiscal year. Included in this balance sheet is the depreciation schedule and a list of the accrued expenses.

Ms. Knotts pointed out that \$142,995.36 worth of interest has been gained in fiscal year 21-22.

Finding the financial statements in good order Jann Knotts made a motion seconded by Michael Dean to approve the Resolution.

Roll call vote:

President Amanda Nairn	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member Dave Ballew	Yes
Member Edgar O’Rear	Yes
Member Espaniola Bowen	Yes
Member Steve Carano	Yes
Motion Passed	

10. Executive Session as authorized in the Open Meeting Act in Section 307 (B) (1) of the Oklahoma Statutes.

Jann Knotts made a motion seconded by Michael Dean to enter Executive Session for the purpose of “confidential communication regarding the employment hiring, appointment, promotion, demotion, review, disciplining or resignation of any individual salaried public officer or employee, in this case the General Manager of the District, pursuant to 25 O.S. § 307 (B) (1) of the Oklahoma Open Meeting Act”.

Time 8:57 P.M.

11. Return to open Session and possible action deemed appropriate, if any, arising from discussion held in Executive Session concerning matters pertaining to employment, hiring, appointment, promotion, demotion, review, disciplining or resignation of the General Manager of the District

Open Session resumed at 9:45 P.M.

Commented [KA1]: Should this be under 11?

The Board recessed from Executive Session back to regular session to vote on any action discussed during the Executive Session. It was resolved that the performance of the General Manager since the most recent performance review in June, 2021, exceeded expectations. It was further resolved that the District will provide a one-time bonus to the General Manager in an amount equivalent to five percent (5%) of the General Manager’s current annual salary, plus a cost of living increase of 2% to the current annual salary.

Roll call vote:

President Amanda Nairn	Yes
Treasurer Jann Knotts	Yes
Secretary Michael Dean	Yes
Member Dave Ballew	Yes
Member Edgar O’Rear	Yes
Member Espaniola Bowen	Yes
Member Steve Carano	Yes

Motion Passed

12. Legal Counsel’s Report

- June 2 Attend monthly meeting of board of directors at COMCD offices
- July 6 Review resolutions from City of Midwest City and City of Norman concerning selection of new board members
- Aug 6 Initiate drafting of petitions for appointment of new board members and one reappointment and dispatch to General Manager for review, and prepare and dispatch oaths to Kelley Metcalf
- Aug 8 Obtain signed verifications from General Manager for Petitions for Appointment and communications with President about personnel matter
- Aug 9 Finalize Petitions for Appointment for filing in Cleveland County District Court and file same with District Court and obtain orders approving appointments from Judge Balkman
- Aug 10 Prepare Legal Counsel report for August 11 monthly meeting and communications with President about personnel matter

13. General Manager's Report

Please see document titled "Manager's Report" in the packet.

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)

Ms. Nairn announced that elections of officers will be held at the next board meeting. Elections occur every two years.

Mr. Arthur reminded the board that the District applied and received a grant, in conjunction with BOR to have a reservoir yield model performed. The model will contain different scenarios of weather conditions and reconstruction of historical data/droughts dating back to the 1400's. The ultimate goal is to develop a drought management plan. An initial stakeholder meeting is planned for this fall.

F. Adjourn

There being no further business, President Nairn adjourned the meeting at 10:10 P.M.