

MINUTES OF THE REGULAR BOARD MEETING
CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

Thursday, April 4, 2024

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.

Ms. Nairn pointed out that Mr. Arthur was not present. Mr. Arthur, and other Conservancy District Managers are touring Snake River, in Idaho Falls. Staff from the Bureau of Reclamation and Oklahoma Water Resources Board are expected to be in attendance.

Ms. Nairn had visitors introduce themselves (see below).

Roll Call

Board Members Present:

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

Board Members Absent:

None

Staff Present:

Tim Carr, Operations & Maintenance Supervisor
Kelley Metcalf, Office Manager

Others Present:

Dean Couch, Legal Counsel
Israel Padilla, Callahan Steel Buildings
Paul Streets, Midwest City
Mark Roberts, Midwest City
Rachel Croft, Norman
Derek Underwood, COMCD

Virtual

None

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. Treasurer Report- February 2024 financials

Ms. Knotts briefly went over the financials for February, highlighting the cash balances in the operating account and the investment account.

Mr. Ballew asked if the Board could expect to look at the financials and see that fully depreciated assets are no longer listed and are properly adjusted, both on the profit and loss and the balance sheet report. Ms. Knotts stated she knew the CPA group was working on this but would check and report back. Ms. Knotts stated Mr. Arthur has a depreciation schedule that could be shared if anyone desires. She further stated that the accountant also has a schedule, which includes the acquisition dates. Mr. Ballew wanted to know what the useful life of the dam is. Ms. Knotts will find out and report back.

Mr. Ballew asked about the category unrestricted surplus under the equity portion of the balance sheet. Ms. Knotts said she believes that is years of closing of the books, and since there are no stockholders that title was used, but she will verify with the CPA group.

Ms. Knotts pointed out on the profit and loss, account 4931, \$86,203.17 was received for reimbursement on the contaminants of emerging concern (CEC) project.

Ms. Knotts stated her term on the board is coming to an end very soon. In her opinion, the District is in very good financial shape.

Ms. Nairn asked if there were any other questions or comments on the financials, hearing none she moved to the Action portion of the meeting.

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, 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:

3. Minutes of the regular board meeting held on Thursday, March 7, 2024, and corresponding Resolution

Ms. Nairn asked if there were any questions, comments, or edits, hearing none she entertained a motion.

Dave Ballew made a motion seconded by Espaniola Bowen to approve the minutes, and corresponding Resolution.

Roll call vote:

President Amanda Nairn Yes

Vice President Michael Dean Abstain

Treasurer Jann Knotts Yes

Secretary Dave Ballew Yes

Member Edgar O'Rear Yes

Member Espaniola Bowen Yes

Member Steve Carano Yes

Motion Passed

4. Authorization for the General Manager to negotiate a contract with Callahan Steel Buildings, and corresponding Resolution

Ms. Nairn stated a bid proposal was published and one bid was received (Callahan Steel Buildings). Mr. Israel Padilla, a representative for Callahan Steel Buildings, was present to answer any questions.

At the January Board Meeting Mr. Arthur welcomed the Board's input and thoughts on the new building. After a lengthy discussion the Board desired some additions and changes to the initial building specs.

Ms. Nairn thought it was very important to explain and answer any questions regarding the bid price, since it is significantly higher than the estimated initial draft specifications. Ms. Nairn stated a portion of the costs would qualify for reimbursement thru the American Rescue Plan Act (ARPA).

Mr. Dean asked Mr. Padilla if this building was very complicated (hence only receiving 1 bid). Mr. Padilla stated the site is the biggest issue and may have steered companies away from bidding. Ms. Nairn pointed out some of the drivers for the cost increase, including the location and the overall increase in size of the building. Ms. Bowen asked if the size of the new equipment building would accommodate future growth. Mr. Carr said between the new equipment building and the lean-to, all the District's equipment would be protected, and the size of the building could accommodate future bigger replacement equipment. Ms. Nairn asked Mr. Padilla if there would be a water run off issue between the existing building and the new building and he said no. Ms. Nairn made a point to state that the bid does not include plumbing, electrical, fixtures or a septic tank. Mr. Carr will be adding the electrical and the District will hire a plumbing company to install the appropriate pipes etc. necessary before concrete is poured.

Mr. Dean was wondering if the bid included lighting panels. Mr. Padilla said it did not, but if wanted, he would recommend not placing the panels on the roof.

Mr. Ballew would like to know, as bid, what axle weight will the floor hold. Mr. Padilla will find out and report back.

Ms. Nairn went over the document in the packet titled "Overall Cash Flow".

Mr. O’Rear asked if there is anything that could cause construction delays. Mr. Padilla said there should not be anything. Mr. Padilla stated from start to finish the project should take approximately 12 weeks.

Mr. Couch reminded the board that the Resolution reads not to exceed and a blank monetary value that will need to be written in. He also pointed out it also states a 10% provision for approved change orders.

Jann Knotts made a motion seconded by Michael Dean to give authorization to the General Manager to negotiate a contract with Callahan Steel Buildings, not to exceed \$375,000, and corresponding Resolution.

Roll call vote:

President Amanda Nairn Yes

Vice President Michael Dean Yes

Treasurer Jann Knotts Yes

Secretary Dave Ballew Yes

Member Edgar O’Rear Yes

Member Espaniola Bowen Yes

Member Steve Carano Yes

Motion Passed

E. Discussion

5. Legal Counsel’s Report

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| March 7 | Attend monthly meeting of Board |
| March 11 | Review procedures to address situation where only one bid is received in response to Invitation to Bid for new equipment building and communication with Kyle Arthur |
| March 12 | Prepare and file Notice of Submission of Annual Report to Cleveland County District Court |
| March 25 | Prepare draft agenda item and draft resolution to approve authority for General Manager to negotiate contract with Callahan Steel Buildings for new equipment building |
| March 28 | Review and revise draft resolution and agenda item authorizing General Manager to negotiate contract with Callahan Steel Buildings |
| April 3 | Prepare and transmit Legal Counsel Report to Kelley Metcalf |

Ms. Nairn asked if there were any further questions, hearing none she moved to item E.6.

6. General Manager’s Report

Please see document titled “Manager’s Report” in the packet.

Due to Mr. Arthur’s absence, Mr. Carr gave the Manager’s Report.

7. President’s Report

Ms. Nairn stated the June board meeting may be cancelled due to her and Mr. Arthur being out of town.
Ms. Knotts stated she will not be at the May meeting, due to travel plans.

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)

None

F. Adjourn

There being no further business, President Nairn adjourned the meeting at 7:59 P.M.