

**OKLAHOMA WATER RESOURCES BOARD**  
**OFFICIAL MINUTES**  
**November 15, 2016**

**1. CALL TO ORDER**

The regular monthly meeting of the Oklahoma Water Resources Board was called to order by Chairman Linda Lambert at 9:30 a.m., on November 15, 2016, at the Oklahoma Water Resources Board, 3800 N. Classen Boulevard, Oklahoma City, Oklahoma.

The meeting was conducted pursuant to the Oklahoma Open Meeting Law with due and proper notice provided pursuant to Sections 303 and 311 thereof. The agenda was posted on November 10, 2016, at 4:30 p.m. at the Oklahoma Water Resources Board's offices at 3800 N. Classen Boulevard, Oklahoma City, Oklahoma, and provided on the agency's website.

Chairman Lambert welcomed everyone to the regular meeting of the Oklahoma Water Resources Board, and asked for the roll call of members.

A. Roll Call

Board Members Present

Linda Lambert, Chairman  
Ford Drummond, Vice Chairman  
Jason Hitch, Secretary  
Stephen Allen  
Bob Drake  
Marilyn Feaver  
Ed Fite

Board Members Absent

Tom Buchanan  
Richard Sevenoaks

Staff Members Present

Julie Cunningham, Interim Executive Director  
Robert Singletary, General Counsel  
Cleve Pierce, Chief, Administrative Services Division  
Joe Freeman, Chief, Financial Assistance Division  
Kent Wilkins, Assistant Chief, Planning and Management Division  
Derek Smithee, Chief, Water Quality Programs Division  
Mary Schooley, Executive Secretary

Others Present

Bill Shewey, City of Enid, OK  
Jerald Gibson, City of Enid  
Usha Turner, Oklahoma Gas & Electric, Oklahoma City, OK  
Cynthia Waymen, Town of Helena, OK  
Chris Gdanski, City of Enid, OK  
Billy Little, Oklahoma City Water Utilities Trust, Oklahoma City, OK  
Charlie Swinton, BancFirst, Oklahoma City, OK  
Deena Suddeth, BancFirst, Oklahoma City, OK  
Roger Cospers, Coalgate, OK  
Tom & Regina Steadman, Sharon, OK  
Michael Graves, Enid, OK  
Shane Smith, Grove, OK  
Arvil Morgan, Wagoner County Rural Water District #5, Coweta, OK  
Jason Snelson, Wagoner County Rural Water District #5, Coweta, OK  
Denette Hughes, Wagoner County Rural Water District #5, Coweta, OK  
Jeff Everett, Oklahoma Gas & Electric, Oklahoma City, OK  
Dean Couch, Gable Gotwal, Oklahoma City, OK  
Steven Hoffman, Oklahoma Department of Environmental Quality, Oklahoma City, OK  
Zack Robinson, BOK Financial, Oklahoma City, OK  
Jered Davidson, Public Finance Law Group, Oklahoma City, OK  
Lauren Brown, Doerner Sanders Daniels Anderson, City of Enid, Wingard, OK  
Bodie Bachelor, Centennial Law Group, Duncan, OK

B. Discussion, Amendments, and Vote to Approve Official Minutes of the October 12, 2016, Regular Meeting.

Chairman Lambert asked if there were any corrections to the minutes of the October 12, 2016, regular meeting. There were no changes, and Mr. Fite moved to approve the minutes. Mr. Allen seconded.

Chairman Lambert called for the vote.

AYE: Feaver, Allen, Drake, Fite, Lambert  
NAY: None  
ABSTAIN: Drummond  
ABSENT: Buchanan, Sevenoaks, Hitch

C. Interim Executive Director's Report

Ms. Julie Cunningham, OWRB Interim Executive Director, began her report stating it has been an enjoyable challenge fulfilling commitments J.D. Strong had made, as well as her own, and having been renewed with some issues she had worked on earlier in her career, i.e., water quality standards. Ms. Cunningham updated the members about her activities over the past month, including meetings with Secretary Teague's office, the director of Department of Environmental Quality, as well as the entire OWRB Division Chiefs and Management Staff to set priorities and review the budget – particularly the Gross Production Tax collections and fee revenues during this transitional time, and clarifying her understanding of all agency division programs. She said she, Rob Singletary and Brittnee Preston are participating in weekly status calls regarding the WRDA bill and the movement of the Tribal Settlement Agreement, and are working with Senator Inhofe's staff. She is working with the Western States Water Council priorities for federal transition documents providing priority information

to the new Presidential Administration. Legislatively, Secretary Teague, Scott Thompson, and J.D. Strong have offered legislative staffing aid the OWRB during this transition time, and staff has been trained on eCapitol bill tracking systems. The Produced Water Working Group may be recommending potential legislation regarding changes to allow use of produced water in the state. Regarding retirement, Ms. Cunningham announced Mr. Derek Smithee, Water Quality Programs Chief, will be retiring in December and Mr. Bill Cauthron is preparing to move into the interim position; and, in Planning and Management, Mr. Kent Wilkins, Owen Mills and Chris Neel are assuming Ms. Cunningham's duties.

Ms. Cunningham reviewed the director's and agencies' activities since the October Board meeting including participation in the National Potable Water Reuse Association which met in Oklahoma October 17-18; the OWRB annual chili cookoff which included a presentation by the Office of Homeland Security regarding an Active Shooter training; an office assessment will take place in December. Ms. Cunningham met with Senator Allen and a company regarding produced water processes; many solution/treatment companies have contacted the Produced Water Working Group (PWWG). On October 26-27, the Arkansas-Oklahoma Arkansas River Compact Commission met in Cave Springs, Arkansas; Ms. Cunningham serves as an Oklahoma Commissioner and she presented an update of Oklahoma activities in the basin. Mr. Fite and Mr. Smithee presented an update on the Illinois River Joint Partnership Study, which will be concluding its work in December. She attended the first meeting of the OKA Institute Advisory Council on November 1; she is serving on the Council, continuing the OWRB relationship with Robert S. Kerr Research Lab, the Chickasaw and Choctaw Tribes, and East Central University. The OWRB hosted the PWWG on November 2; November 3 an informal meeting on the Water Quality Standards revision regarding aquifer storage and recharge; the Office of the Secretary of Energy and Environment Directors met November 8; and the OWRB is hosting a Seismicity Workshop with municipal leaders, engineers and staff to assist municipalities in reviewing infrastructure as regards seismicity issues.

Regarding Federal matters, Ms. Cunningham reported that the EPA announced the Clean Water State Revolving Fund grants awarding \$10.7 combined million dollars CAP grant, and the Department of Interior awarded grants for water reclamation and reuse projects. State legislative deadlines are: December 9 is bill request, January 19 bill and resolution introduction, and February 6 is opening session. The OWRB Rulemaking process includes the notice of rulemaking and rules available for public comment in December 2016, the public hearing at the January 2017 Board meeting, and final proposed rules considered at the February 2017 Board meeting. The proposed schedule of 2017 meetings was distributed, and activities will be planned in lieu of no Water Day at the Capitol due to construction, and the 60<sup>th</sup> Anniversary of the establishment of the Oklahoma Water Resources Board is in March. Ms. Cunningham concluded her report.

Chairman Lambert asked about discussion of entry security issues to the office, and Ms. Cunningham said the speaker presented many items to secure the front desk and procedures as well as common behavior of suspects, and will provide an office assessment and recommendations. Mr. Drummond asked about contact with Senator Inhofe's office, and Ms. Cunningham said OWRB staff has been in contact through the weekly meetings and are pushing forward.

#### D. Monthly Budget Report.

Mr. Cleve Pierce addressed the members and stated the report regards financial information for the month ending October 2016, and during this reporting period, the agency has expended appropriated revenue, general revenue with 70% remaining. He said 28% of the revolving fund has been expended and has 82% of those budgeted funds remaining, and 25% federal funds have been expended with 75% remaining. Overall, the percentage of remaining budget for the fiscal year is 77%

for the fiscal year. Mr. Pierce said the number tracks with the same as last year within one percentage point. He concluded his report.

There were no questions by members.

## 2. FINANCIAL ASSISTANCE DIVISION

A. Consideration of and Possible Action on a Proposed Order Approving State Loan Program Revenue Bond Loan Funding Application for Helena Public Works Authority, Alfalfa County. Recommended for Approval. Mr. Joe Freeman, Chief, Financial Assistance Division, stated to the members this item is for the consideration of a \$370,000.00 loan request from the Helena Public Works Authority located in Alfalfa County. He said the loan is being requested to construct a 250,000 gallon water standpipe and will be funded through the State Revenue Bond Loan Program (FAP) and he noted provisions of the loan agreement. Mr. Freeman said that Helena recently paid off an OWRB loan; Helena has met the debt coverage requirement, and has always complied with requirements. The debt coverage ratio stands at 1.94-times. Staff recommended approval of the request for \$370,000.00

Helena City Clerk, Ms. Cynthia Waymen, was present in support of the application. Mr. Drummond asked about the item noting OWRB Costs of Issuance. Mr. Freeman explained this loan will be funded with funds from the FAP bond issue approved by the Board recently and that is the cost of issuance associated with that FAP bond issue that is passed to the borrower. The cost regards the Bond Counsel and Underwriters Counsel plus other fees, and will appear on these three agenda items.

Chairman Lambert asked if there were other questions. Mr. Drummond moved to approve the FAP loan to the Helena Public Works Authority, and Mr. Allen seconded. There were no other questions, and Chairman Lambert called for the vote.

AYE: Feaver, Drummond, Allen, Drake, Fite, Hitch, Lambert

NAY: None

ABSTAIN: None

ABSENT: Buchanan, Sevenoaks

Mr. Hitch joined the meeting at 9:50 a.m.

B. Consideration of and Possible Action on a Proposed Order Approving State Loan Program Revenue Bond Loan Funding Application for Coalgate Public Works Authority, Coal County. Recommended for Approval. Mr. Freeman stated this item is a \$2,395,000.00 loan request from the Coalgate Public Works Authority located in Coal County. He said the Authority is requesting the loan to refund a bond issue used for water system improvements. He said the improvements include work at the water treatment plant, water well rehabilitation and constructing a connection to the Atoka Pipeline. The loan will be funded through the FAP State Revenue Bond Loan Program, and he noted provisions of the loan agreement. Mr. Freeman stated it is estimated Coalgate will save \$250,000.00 by refunding the bond issue through the OWRB loan; the debt coverage ratio stands at 3.9-times. Staff recommended approval of the loan request.

Mr. Roger Cospers, Coalgate City Manager, was present in support of the loan application.

Chairman Lambert asked if there were any comments; there none, and Mr. Fite moved to approve FAP loan application to the Coalgate Public Works Authority. Mr. Drummond seconded

AYE: Feaver, Drummond, Allen, Drake, Fite, Hitch, Lambert

NAY: None

ABSTAIN: None

ABSENT: Buchanan, Sevenoaks

C. Consideration of and Possible Action on a Proposed Order Approving Drinking Water Funding Application for Rural Water District No.5, Wagoner County. Recommended for Approval. Mr. Freeman stated to the members this item is a \$4,270,000.00 loan request from Wagoner County Rural Water District #5 in Wagoner County. He said the District is requesting the loan for construction of a one-million gallon storage tank, various water line improvements, water treatment plant improvements, residual disposal, activated feed system, and computer upgrades. The loan will be funded through the Drinking Water State Revolving Fund Loan Program, and Mr. Freeman noted provisions of the loan agreement. The District has been a long-time, good loan customer of the Board's and currently has two loans with the Board for a combined principal balance of approximately \$3.8 million. The district's water connections have increased by 23% over the last ten years; the debt coverage ratio stands at approximately 1.31-times. Staff recommended approval.

Mr. Arvil Morgan, District Manager; Denette Hughes, Office Manager; and Jason Snelson, Distribution Supervisor, were present in support of the loan application.

There were no comments or questions by Board members, and Mr. Fite moved to approve the DWSRF loan to Wagoner County RWD #5. Ms. Feaver seconded.

Chairman Lambert called for the vote.

AYE: Feaver, Drummond, Allen, Drake, Fite, Hitch, Lambert

NAY: None

ABSTAIN: None

ABSENT: Buchanan, Sevenoaks

D. Consideration of and Possible Action on a Proposed Order Approving State Loan Program Revenue Bond Loan Funding Application for Enid Municipal Authority, Garfield County. Recommended for Approval. Mr. Freeman stated this item is a \$15 million dollar loan request from the Enid Municipal Authority. The loan is requested in order to obtain funding to establish program management controls and processes, to conduct environmental assessments, develop a portion of the design solution for the intake pump station, pipeline alignment, terminal storage reservoir, water treatment plant and distribution interfaces, development construction process and other related designs for water supply line from Kaw Reservoir to Enid. Mr. Freeman stated the loan will be funded from the State Revenue Bond Loan Program, and he noted provisions of the loan agreement. He said that Enid is a long time, good loan customer of the Board's and currently has six outstanding loans with the Board for a total combined principal balance of approximately \$36 million dollars. The debt coverage ratio is a strong 8.9-times, including rate increases and sales tax collections in anticipation of additional debt for construction of the pipeline. Staff recommended approval of the loan application.

Mayor Bill Shewey, Mr. Jerald Gilbert, City Manager; Mr. Chris Gdanski, City Engineer; and representatives of city consultants, Garve Engineering, were present in support of the loan request. Mayor Shewey explained the forty-year plan under development and in discussions with other communities within the northwest quadrant of Oklahoma about their water needs.

Mr. Drummond asked how long the pipeline project will take and where will it be located, and Mayor Shewey answered six years, until 2022. Mayor Shewey said that today the line is diagonally located from Ponca City to Enid, and there could be issues taking the route many different angles. Ms. Feaver complimented the Mayor on his ability to put a regional plan together.

There were no other questions and Mr. Drake moved to approve the loan to the Enid Municipal Authority. Mr. Drummond seconded.

Chairman Lambert called for the vote.

AYE: Feaver, Drummond, Allen, Drake, Fite, Hitch, Lambert

NAY: None

ABSTAIN: None

ABSENT: Buchanan, Sevenoaks

E. Consideration of and Possible Action on a Proposed Order Approving Clean Water Funding Application for Del City Municipal Services Authority, Oklahoma County. Recommended for Approval. Mr. Freeman stated to the members that this item is a \$21 million dollar loan request by the Del City Municipal Services Authority. The Authority is requesting the loan to rehabilitate the water treatment plant and to refinance all or part of a bank loan for engineering and design plans. Mr. Freeman stated the loan will be funded through the Clean Water SRF Loan Program, and he noted provisions of the loan agreement. Del City currently has one loan with the Board with an outstanding balance of approximately \$580,000.00. The debt coverage ratio stands at 1.32-times. Staff recommended approval.

Del City Municipal Authority was represented by Mr. Mark Edwards, City Manager; Mr. Bill Brands, Public Works Director; and, Mr. Mike Davis, Plant Supervisor.

There were no comments or questions by members, and Chairman Lambert stated she would entertain a motion.

Mr. Allen moved to approve the Clean Water SRF loan to the Del City Municipal Services Authority, and Mr. Hitch seconded. Chairman Lambert called for the vote.

AYE: Feaver, Drummond, Allen, Drake, Fite, Hitch, Lambert  
NAY: None  
ABSTAIN: None  
ABSENT: Buchanan, Sevenoaks

F. Consideration of and Possible Action on a Proposed Order Approving Drinking Water Funding Application for Oklahoma City Water Utilities Trust, Oklahoma County. Recommended for Approval. Mr. Freeman stated that this item is a \$57.3 million dollar loan request from the Oklahoma Water Utilities Trust (OCWUT). The Trust is requesting the loan to replace surge tanks on the Atoka Pipeline, pump station, intake screen, system improvements at Draper Water Treatment Plant, improvements to the Hefner Electrical Loop, and 6-inch and 8-inch water line replacement on SW 44th and SW 47<sup>th</sup> Streets from Western Avenue to Walker Avenue. Mr. Freeman stated the loan will be funded through the Drinking Water SRF Loan Program, and he noted provisions of the loan agreement. He said Oklahoma City currently has seven loans with the Board with an outstanding principal balance of approximately \$69.8 million dollars. Oklahoma City's debt coverage ratio stands at approximately 2.39-times. Staff recommended approval of the loan request.

Representing the OCWUT was Mr. Chris Browning, General Manager and OCWUT Utilities Director; Mr. Bret Winegart, Assistant Director; Mr. Billy Little, Finance Manager; and Mr. Sam Semanti, Engineering Manager.

Chairman Lambert said she would entertain a motion to approve the application. Mr. Hitch moved to approve the DWSRF loan to the OCWUT, and Mr. Allen seconded.

Chairman Lambert called for the vote.

AYE: Feaver, Drummond, Allen, Drake, Fite, Hitch, Lambert  
NAY: None  
ABSTAIN: None  
ABSENT: Buchanan, Sevenoaks

Chairman Lambert asked Mr. Freeman about the balance of the Board's loan program capacity. Mr. Freeman responded the balance capacity on the Drinking Water SRF includes an additional \$115 million as a result of the bond issue (discussion next item). He said based upon the estimated demand, there should be a two-year capacity demand.

G. Presentation and Discussion of Revolving Funds Revenue Bonds Drinking Water Program, Series 2016. Mr. Freeman distributed a Transaction Team update prepared for the Board members following the bond signing in conjunction with October Governor's Water Conference and subsequent closing of the \$90 million dollar Drinking Water Bond Issue generating approximately \$115 million in proceeds to sustain the DWSRF. In conjunction with the Board's Finance Committee, a Transaction Team was formed, with Financial Advisor Anne Burger Entekin, First Southwest, and he recognized other members of the team: Bond Counsel Jeff Luchell, McCall, Parkhurst & Horton; Senior Managing Underwrite Tom Liu, Bank of America Merrill Lynch; Co-Managers Zack Robinson, BOK Financial Securities and Richard Richard Weiss, Morgan Stanley, (thirty firms were involved in the sale of the bonds); Mr. Mark Selvidge, Underwriter's Counsel with Kutak Rock LLP of Oklahoma City, and BancFirst services as the Board's Trustee on all program bond issues Deena Suddeth and Charlie Swinton. Mr. Freeman explained the reserve fund model previously utilized by the Board, converting to cash flow model in response to market changes. He said the Team strives not to issue the debt too soon and to monitor cash flow, withdraw schedules, and timing of the bond issue in regard to market conditions. Mr. Freeman introduced Ms. Entekin who spoke about sales results and timing of this issue in relationship to market conditions.

Ms. Entekin addressed the members and highlighted components of the transaction, including the cash flow transaction of \$90 million, \$15 million of premium total, with the final maturity in 2041, creating an average life of 14.71 years. The actual true interest costs at 2.68% and all inclusive cost of 2.71%; achieving low interest rates is beneficial to for the Board's capacity going forward. Mr. Drummond asked about how the sale compares to the last bond issuance; Ms. Entekin responded she would provide the specific information, but that it was significantly below and is a function of the particular market of the time. She said that in addition to shifting to the cash flow model, the Board also put in place the reimbursement cell method which was a result of the TETRA Act, utilizing the Board's available funds to advance loans, and then once a certain threshold is reached, issuing bonds and reimbursing—this issue will be able to reimburse about \$38.8 million in equity funds the Board has already originated to procure loans. Mr. Fite asked about the State Match which Ms. Entekin explained that part of the DWSRF and CWSRF program requires a state match component and the federal government provides 80% of the money, and the Board issues bonds and uses components of that to fund the 20% state match fund—bond holders make no distinction, it is done internally and for the benefit of EPA. Ms. Entekin spoke to the benchmark MMD, or Municipal Market Data, used in evaluating sales to identify spreads available where pricing is begun and ended and compared to other transactions; the OWRB spreads were very aggressive, the 5% coupons were in the range of 16-18 basis points spread, and on the 4% coupons a 44-46 spread. When compared to other states programs in the market, the OWRB spreads were either equal to or through where those spreads were and indicative of the quality of the pricing; she noted that in the 2041 maturity there is a discount bond. Ms. Entekin reviewed the order and allocations reflecting the expectation of increased interest rates resulting in a significant volume of bonds in the market, and the week this issue priced in, there was over \$14 billion dollars of supply—generally \$8-\$9 billion--making the Board's issue attractive because of its name and AAA credit rating by all three rating agencies-- the volume did not deter from the Board's pricing. Ms. Entekin concluded her report by reviewing the distribution analysis compared to the Board's goals, and complimented the Board's staff.

Chairman Lambert expressed the Board's confidence in the Board's staff and advisors and stated the program is in good hands and that the AAA rating is incredible. She thanked Ms. Entekin and the Finance Team for the hard work at keeping the Board's program at this high level. There were no comments or questions by other members.

### 3. SUMMARY DISPOSITION AGENDA ITEMS

Any item listed under this Summary Disposition Agenda may, at the requested of any member of the Board, the Board's staff, or any other person attending this meeting, may be transferred to the Special Consideration Agenda. Under the Special Consideration Agenda, separate discussion and vote or other action may be taken on any items already listed under that agenda or items transferred to that agenda from this Summary Disposition Agenda.

A. Requests to Transfer Items from Summary Disposition Agenda to the Special Consideration Agenda, and Action on Whether to Transfer Such Items.

Chairman Lambert stated there are no requests for items to be withdrawn or deferred to the Special Consideration Agenda. However, she noted a change in the contract regarding item 3.D.3., professional services agreement with Sparks Write, Inc.; the rate per hour is changed from \$42 in the earlier draft to \$45 per hour.

B. Discussion, Questions, and Responses Pertaining to Any Items Remaining on Summary Disposition Agenda and Action on Items Listed.

Chairman Lambert stated she would entertain a motion to approve the Summary Disposition Agenda if there were no questions. There were no questions, and Ms. Feaver moved to approve the Summary Disposition Agenda, and Mr. Hitch seconded.

There were no questions or comments and Chairman Lambert called for the vote.

AYE: Feaver, Drummond, Allen, Drake, Fite, Hitch, Lambert

NAY: None

ABSTAIN: None

ABSENT: Buchanan, Sevenoaks

The following items were approved:

C. Consideration of and Possible Action on Financial Assistance Division Items:

Rural Economic Action Plan (REAP) Grant Applications:

<u>Item No.</u>	<u>Application No.</u>	<u>Entity Name</u>	<u>County</u>	<u>Amount Recommended</u>
KEDDO				
a.	FAP-14-0010-R	Keota Public Works Authority	Haskell	\$99,999.00

D. Consideration of and Possible Action on Contracts and Agreements:

1. Agreement Amendment between OWRB and Office of the Secretary of Energy and Environment to extend the project period for the reimbursement of monies for water management planning program.

2. Amendment Agreement between OWRB and Meshek & Associates, PLLC to provide professional engineering services in connection with Cooperating Technical Partnership Program Assistance for the creation and maintenance of Flood Hazard Data.

3. Professional Services Contract between OWRB and Sparks Write Inc., for continued coordination, management and implementation of the Comprehensive State Water Planning Program for the OWRB.

E. Consideration of and Possible Action on Applications for Temporary Permits to Use Groundwater:

1. Enid Municipal Authority, Major County, #2016-516

2. Enid Municipal Authority, Major County, #2016-531

3. Cleveland County RWSG&SWMD #1, Cleveland County, #2016-554



- F. Consideration of and Possible Action on Applications to Amend Temporary Permits to Use Groundwater:
  - 1. David Ray Diehm and Kim Eileen Diehm Gilliland, Pawnee County, #1976-597
  - 2. The Lugene Ethel Jones Revocable Trust and the Kenneth K. Jones Revocable Trust, Blaine County, #2006-509
- G. Consideration of and Possible Action on Applications for Regular Permits to Use Groundwater:
  - 1. Thomas J. & Regina V. Steadman, Woodward County, #2016-535
- H. Consideration of and Possible Action on Applications to Amend Regular Permits to Use Groundwater:
  - 1. Wingard Water Corporation, Pontotoc County, #1986-595
- I. Consideration of and Possible Action on Applications to Amend Prior Rights to Use Groundwater:
  - 1. Thomas J. Steadman, Woodward County, #1952-528
  - 2. Town of Carney, Lincoln County, #1965-621
- J. Consideration of and Possible Action on Applications for Regular Permits to Use Stream Water:
  - 1. Robert L. Shelton, Kingfisher County, #2016-017
  - 2. Dennis R. Fisher, Blaine County, #2016-020
- K. Consideration of and Possible Action on Applications to Amend Permits to Use Stream Water: None
- L. Consideration of and Possible Action on Dam and Reservoir Construction:
  - 1. AeroSystems, Inc. (Smithson Lake Dam), Pittsburg County, #OK21081
- M. Consideration of and Possible Action on Well Driller and Pump Installer Licensing:
  - 1. New Licenses, Accompanying Operator Certificates
    - a. Licensee: Erwin Water Well Service DPC-0952
    - Operator: Henry Erwin OP-2172
    - b. Licensee: Downy Drilling, Inc. DPC-0954
    - Operator: Thomas Downy OP-2173
  - New Operators, Licensee Name Change and/or Activities for Existing Licenses
    - a. Licensee: Grubbs, Hoskyn, Barton & Wyatt, Inc. DPC-0353
    - Operator: Christopher Mattiace OP-2174
    - b. Licensee: Toews Drilling, LLC DPC-0845
    - Operator: Steven Reihm OP-2175
- N. Consideration of and Possible Action on Permit Applications for Proposed Development on State Owned or Operated Property within Floodplain Areas:

None

  - 1. Oklahoma Department of Transportation, Oklahoma County, #FP-16-50
  - 2. Oklahoma Department of Transportation, Blaine County, #FP-16-51
  - 3. Oklahoma Department of Transportation, Rogers County, #FP-16-52
  - 4. Oklahoma Department of Transportation, Latimer County, #FP-16-53
  - 5. Oklahoma Department of Transportation, Latimer County, #FP-16-54
  - 6. Oklahoma Department of Transportation, Beckham County, #FP-16-55
- O. Consideration of and Possible Action on Applications for Accreditation of Floodplain Administrators:
  - 1. Jason C. Mohler, City of Bixby, FPA-697
  - 2. Dale H. Clark, Town of Chelsea, FPA-698
  - 3. Kari Lynn Stern Lipham, Town of Vici, FPA-699
  - 4. Ashley D. Davis, Town of Wyandotte, FPA-700

**4. QUESTIONS AND DISCUSSION ABOUT AGENCY MATTERS AND OTHER ITEMS OF INTEREST**

A. No items. There were no items for the Board's consideration.

**5. SPECIAL CONSIDERATION**

A. No items. There were no items for the Board's consideration.

B. Consideration of and Possible Action on Items Transferred from Summary Disposition Agenda, if any. There were no items transferred from the Summary Disposition Agenda.

**6. POSSIBLE QUESTIONS, DISCUSSION, AND ACTION ON MATTERS RELATED TO THE PROCESS FOR APPOINTMENT OF A NEW PERMANENT EXECUTIVE DIRECTOR**

A. Discussion and Consideration of, and Possible Action on, the Formation of a Search Committee for the appointment of a new permanent Executive Director of the Oklahoma Water Resources Board.

Chairman Lambert stated to the members that she had asked, and all had agreed to serve and she would submit for your approval the following for service on the Search Committee:

Chairman Linda Lambert  
Vice Chairman Ford Drummond  
Secretary Jason Hitch  
Member Stephen Allen

Chairman Lambert also recommended Secretary of Energy and Environment Michael Teague serve as a member of the Search Committee in a non-voting, ex-officio capacity.

There was no discussion, and Mr. Drake moved to approve Chairman Lambert's recommendation of members to the Search Committee. Mr. Fite seconded.

AYE: Feaver, Drummond, Allen, Drake, Fite, Hitch, Lambert  
NAY: None  
ABSTAIN: None  
ABSENT: Buchanan, Sevenoaks

B. Discussion and Consideration of, and Possible Action on, the development of a job description for a new permanent Executive Director of the Oklahoma Water Resources Board.

Chairman Lambert stated three handouts are provided in the meeting packet including the permanent Executive Director job description. She encouraged each Board member to review the job description prior to the December Board meeting when the Board will be approving the job description either as written or revised. The Search Committee will review the job description and come with a recommendation and any revisions, if necessary. She invited the members to review and provide comments about revisions or questions.

Secondly, Chairman Lambert reviewed the draft of the timetable (chart) for the search process: review of the job description in December (first section of chart). During January and February, with advice by HCM – Office of Management and Enterprise Services Human Resources Department --the posting of the job description with review of applications, and the Search Committee will devise

interview questions and conduct interviews, screen applications and finalize candidates for interviews (middle section of chart); conduct interviews and select new Executive Director in March (third section of chart). There were no questions by members; Chairman Lambert stated if the right director has not been selected by March, the search will continue.

The third handout regarded responses from the Chairman’s interviews with Board members and OWRB Division Chiefs: (1) what are the priorities of the OWRB for the next two years; (2) what do you see as the challenges for the OWRB; (3) what do you see as the strengths of the OWRB—both Board and Chiefs. Chairman Lambert anticipated the collective comments would be used both as the Board prioritizes as it moves forward as well as for the new Executive Director. There are no names attached to the comments, and circled items regard J.D. Strong’s comments.

There were no comments or further discussion by the members about the search process.

**7. NEW BUSINESS**

Under the Open Meeting Act, this agenda item is authorized only for matters not known about or which could not have been reasonably foreseen prior to the time of posting the agenda or any revised agenda.

There were no New Business items for the Board’s consideration.

**8. ADJOURNMENT**

There being no further business, Chairman Lambert adjourned the meeting of the Oklahoma Water Resources Board at 10:20 a.m. on November 15, 2016.

**OKLAHOMA WATER RESOURCES BOARD**

\_\_\_\_\_/s/\_\_\_\_\_  
Linda P. Lambert, Chairman

\_\_\_\_\_/s/\_\_\_\_\_  
F. Ford Drummond, Vice Chairman

\_\_\_\_\_/s/\_\_\_\_\_  
Edward H. Fite

\_\_\_\_\_/s/\_\_\_\_\_  
Marilyn Feaver

\_\_\_\_\_/s/\_\_\_\_\_  
Richard Sevenoaks

\_\_\_\_\_/s/\_\_\_\_\_  
Bob Drake

\_\_\_\_\_/s/\_\_\_\_\_  
Tom Buchanan

\_\_\_\_\_/s/\_\_\_\_\_  
Stephen B. Allen

***ATTEST:***

\_\_\_\_\_/s/\_\_\_\_\_  
Jason W. Hitch, Secretary (SEAL)