

LONG-RANGE CAPITAL PLANNING COMMISSION  
Minutes

September 10, 2013  
Meeting room 419C  
1:00 p.m.  
State Capitol  
Oklahoma City, Oklahoma

A meeting notice was filed with the Secretary of State and Agenda posted in accordance with the Open Meeting Act.

**MEMBERS PRESENT:** Jeffrey Davis, Partner, Acorn Growth Companies  
Ted Fisher, Economic Development Director, Sapulpa  
Charles Ford, President, Charles Ford Company  
Kirkland Hall, CEO and Vice-Chairman, Hall Capital  
Grant Humphreys, President/CEO, The Humphrey's Company  
Tad Jones, Executive Director, Grand Lake Association  
Jeff Stava, Chief Operating Officer, Tulsa Community Foundation  
Jerry Winchester, Senior Vice President, Oilfield Services and CEO  
of Chesapeake Oilfield Services  
John Woods, President/CEO, Norman Chamber of Commerce

**GUESTS:** Ben Davis, OMES/DCAM/Construction and Properties  
Michelle Day, OMES/DCAM/Administration  
Mike Jones, OMES/DCAM/Construction and Properties  
Melissa Milburn, OMES/DCAM/State Leasing  
Mark Sauchuk, OMES/DCAM/Facilities Management  
Tim Tuck, OMES/DCAM/Legal Division  
Mike Starchman, OMES/DCAM/Administration  
Trait Thompson, Capitol Preservation Commission  
Joseph Griffin, Office of Speaker of the House  
Beverly Hicks, OMES/DCAM/Administration  
Lou Kerr, Capitol Preservation Commission  
Louis Trost, Capitol Preservation Commission  
Carolyn Thompson, Capitol Preservation Commission  
Jim Joseph, State Bond Advisor's Office  
Denise Martin, OMES/DCAM/Capitol-Medical Center Improvement  
and Zoning Commission  
Beverly Hicks, OMES/DCAM/Administration

**Agenda Item 1 - Call to Order**

The meeting was called to order by Michelle Day. Michelle Day was advised that notice of the meeting had been given, and an agenda posted in accordance with the Open Meeting Act. The roll was taken and it was ascertained that a quorum was present.

Michelle Day introduced Ben Davis, the new Planning Director for OMES/DCAM/Construction and Properties.

**Agenda Item 2 – Commissioner and support staff introductions**

Ben Davis introduced Mike Jones, Acting State Construction Administrator for Construction and Properties, Melissa Milburn, Director and State Leasing Administrator, State Leasing, Mark Sauchuk, Division Director, Facilities Management, and Beverly Hicks, Executive Assistant, Administration.

Mr. Davis then asked for each of the members to introduce themselves. Each member was provided with copies of member contact information, copies of statutes relevant to the commission (including a copy of HB 1910), a copy of the administrative rules, a copy of the current year capital improvements plan, and a copy of the Open Meetings Act.

**Agenda Item 3 – Overview of the Capitol Preservation Commission**

Trait Thompson, Chair of the Capitol Preservation Commission (CPC), presented an overview of the CPC and their work. Mr. Trost also presented his experiences of being on the Capitol Preservation Commission.

**Agenda Item 4 – Overview of Oklahoma Open Meeting Act requirements**

Jan Preslar gave a presentation regarding the Oklahoma Open Meeting Act. The Commission is required to notify the public of each meeting and to allow public attendance to each meeting. Notice must be posted with the Secretary of State, physically posted in specific locations, and also posted on the LRCPC website.

Mr. Davis also introduced Ms. Lou Kerr and Ms. Carolyn Thompson, both with the Capitol Preservation Commission, Mr. Jim Joseph from the State Bond Advisor's office and Ms. Denise Martin with the Capitol-Medical Center Improvement and Zoning Commission.

**Agenda Item 5 – Overview of capital planning process and goals**

The Long Range Capital Planning Commission was created from the State Capital Improvement Planning Act, Title 62, Sections 900 – 901. Members are appointed by the Governor, Speaker of

the House and the Senate, and have staggered terms. The main goal of the commission is to develop and submit an annual capital budget and an 8-year state capital improvements plan for recommendation to the state legislature. Other legislation which governs the Commission are Title 74, Section 61.7 – 61.8, and 129.4. These provide goals for the Commission of decreasing the amount of state-owned property, return state property to private ownership, better maintain and utilize capital assets, and eliminate leasing of non-state property by state agencies.

The Capital Improvements Plan assesses long-term capital facilities needs, recommends a budget for the next fiscal year (year 1), recommends capital expenditures for the following fiscal year (year 2), and forecasts capital requirements for following six fiscal years (years 3-8).

The planning process includes project submittal, project scoring criteria and a plan timeline.

The project funding includes \$30 million that was appropriated in FY2014 and sales proceeds from underutilized properties.

**Agenda Item 6 – Discussion and possible action to elect a Chair and Vice-Chair for the Long Range Capital Planning Commission**

The Chair will serve as the principal officer of the Commission, will preside over the Commission meetings, and also serves on the Capitol – Medical Improvement and Zoning Commission. The Vice-Chair will serve as the Chair as needed.

Motion was made by Mr. Winchester to elect Jeff Davis as the Chair. Tad Jones seconded the motion. Votes are as follows: Ted Fisher – yes; Charles Ford – yes; Kirkland Hall – yes; Grant Humphreys – yes; Tad Jones – yes; Jeff Stava – yes; Jerry Winchester – yes; John Woods – yes. Motion unanimously carried.

Motion was made by Mr. Winchester to elect John Woods as the Vice-Chair. Grant Humphreys seconded the motion. Votes are as follows: Jeffrey Davis – yes; Ted Fisher – yes; Charles Ford – yes; Kirkland Hall – yes; Grant Humphreys – yes; Tad Jones – yes; Jeff Stava – yes; Jerry Winchester – yes. Motion unanimously carried.

**Agenda Item 7 – Tour of three state facilities: Department of Mental Health and Substance Abuse Services Headquarters (1200 NE 13<sup>th</sup> St., OKC), Jim Thorpe Building (2101 N. Lincoln Blvd., OKC), and Will Rogers Building (2401 N. Lincoln Blvd., OKC)**

The meeting disassembled at 2:15 p.m. for the tour. The Will Rogers Building was excluded from the tour for lack of time.

The meeting reconvened at 4:25 p.m. The Commission discussed the results of the tour. Topics included buildings in disrepair, new buildings, buildings that have adequate space, questions

regarding lack of rent from some agencies, individual building budgets, etc. Some possible solutions to consider might be line item budgeting for building maintenance. It was also suggested to set aside some of the revolving fund to fund the development and implementation of a statewide facilities program. One other suggestion was to use one agency as a pilot program to implement a facilities management program that would include training, software and facilities condition assessments. Once the issues for that pilot agency are mastered, then that same template could be used for all other agencies.

**Agenda Item 8 – Discussion and possible action to adopt a 2013 special meeting schedule and a 2014 regular meeting schedule.**

Thursday, October 24, and Thursday, November 22 are the proposed dates for the next two meetings in 2013. Meetings would be held at 1:00. It is proposed that the meetings for 2014 be the first Thursday of the second month in each quarter (February 6, May 1, August 7, and November 6).

Motion was made by Mr. Hall to accept the proposed dates above. Mr. Humphreys seconded the motion. Votes are as follows: Jeffrey Davis – yes; Ted Fisher – yes; Charles Ford – yes; Kirkland Hall – yes; Grant Humphreys – yes; Tad Jones – yes; Jeff Stava – yes; Jerry Winchester – yes; John Woods – yes. Motion unanimously carried.

**Agenda Item 9 - Adjournment**

There being no further business, Mr. Davis made the motion to adjourn. Motion was seconded by Mr. Fisher. Seeing no opposition, the meeting adjourned at 4:58 p.m.