

LONG RANGE CAPITAL PLANNING COMMITTEE
Minutes

October 24, 2013
Meeting room 419C
1:00 p.m.
State Capitol Building
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
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
Trait Thompson, Capitol Preservation Commission
Beverly Hicks, OMES/DCAM/Administration
Louis Trost, Capitol Preservation Commission
John Estes, OMES
Barbra Hoberock, Tulsa World
Shaun Ashley, eCapitol
Paul Meyer, Capitol Preservation Commission
Gary Armbruste, MA+
Carolyn Thompson, Capitol Preservation Commission

Agenda Item 1 - Call to order

The meeting was called to order by Chairman Davis. Chairman Davis 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.

Agenda Item 2 – Approval of the minutes from September 10, 2013

Motion was made by Mr. Winchester to approve the minutes. Mr. Humphreys seconded the motion. Members were requested to show approval of the minutes with aye, and disapproval of the minutes with nay. The ayes unanimously carried the motion.

Agenda Item 3 – Overview of the Real Estate and Leasing Services section of OMES/Division of Capital Assets Management

Ms. Day gave a presentation with a brief overview of the resources available through the Real Estate and Leasing Services division and explanations of the different duties and responsibilities. Various information coming in on the properties and structures right now is self-reported by occupants, but the division is working with other agencies on reconciling and obtaining the correct information regarding those properties and structures. The division is also working on identifying unutilized and underutilized properties and putting those properties to good use or matching buyers for those properties.

It is the division's hope that the committee will become familiar with Real Estate and Leasing Services and look to them for any assistance they need.

Agenda Item 4 – Overview, discussion and possible action to approve FY2015-2022 Capital Improvement Plan and FY2015 Capital Budget

Mr. Ben Davis shared that the Long Range Capital Planning Commission, between March and the beginning of July, has received over 1500 project requests totaling \$506 billion in funding requests. The projects have been rated in several areas by the scoring system established by the commission. The projects have also been placed in different categories: Communications and Electronics; Critical Asset Preservation; Culture and Recreation; Educational Facilities; Health and Safety; and Buildings and Land.

At this time, an agency's budget for facilities maintenance is not budgeted or tracked separately. However OMES has obtained new software that would help separate the different budgeted areas. The data that will be tracked will help agencies better plan for preventive maintenance, etc. Policy recommendations presented by Mr. Ben Davis include: That the legislature consistently appropriate funds annually to fund the capitol improvements identified by this committee; that all agencies be required to budget line items for operations and maintenance so that expenditures can be tracked and improved upon; that facilities operations and maintenance expenses be tracked; that the Capitol Improvement Plan be linked to the Strategic Plans and State Operating Budgets; that the committee establish statewide maintenance standards and standardized analysis tools for capital needs; that the committee develop a state facilities strategy to guide future real property decisions; and that \$500,000 be set aside to develop and implement a statewide Real Property Asset Management Program.

Mr. Ben Davis would also like to see the establishment of a statewide organization for asset management professionals. There are national chapters for these professionals, but not a statewide program.

The budget recommendation for FY2015 is set at \$29,505,400 for 98 projects. For FY2016, the recommendation is \$31,082,869 for 76 projects. Overall, the eight-year plan recommendations are for projects that total less than 2.5 million. Anything over 2.5 million would be recommended for a bond issue.

No action was taken on this item.

Agenda Item 5 – Discussion and possible action to recommend that the Office of Management and Enterprise Services move forward with the restoration of the Oklahoma State Capitol with funds accumulated in the Oklahoma State Capitol Building and Restoration Fund

Ms. Day presented that \$20 million, of a total of \$60 million, has been apportioned to the Oklahoma State Capitol Building and Restoration Fund. It is proposed that the restoration start with the exterior of the building. The planning process for the interior of the capitol is also proposed. OMES seeks approval to use the funds to begin restoration on the capitol.

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

Agenda Item 6 – Discussion and possible action on the creation of subcommittees of the Long-Range Capital Planning Commission

Mr. Jeffrey Davis discussed the possibility of creating subcommittees. Some suggestions were: policy recommendations; funding sources; capitol preservation commission; maintenance standards; facilities strategy; and capital improvements plan. Structural organization was also suggested as a subcommittee. The committee agreed upon the following: Policy and Funding Sources Subcommittee; Maintenance Standards and Facilities Strategy Subcommittee; and Capital Improvements Plan Subcommittee.

Volunteers for subcommittees were as follows: Mr. Humphreys will Chair the **Policy and Funding Sources Subcommittee**, with Mr. Jones and Sen. Ford as members; Mr. Winchester will Chair the **Maintenance Standards and Facilities Strategy Subcommittee**, with Sen. Fisher and Mr. Woods as members; and Mr. Woods will Chair the **Capital Improvements Plan Subcommittee**, with Mr. Hall and Mr. Stava as members.

Agenda Item 7 – Adjournment

There being no further business, Mr. Winchester made the motion to adjourn. Motion was seconded by Mr. Jones. Seeing no opposition, the meeting adjourned at 2:40 p.m.