

LONG RANGE CAPITAL PLANNING COMMISSION  
Meeting Minutes  
April 2, 2015  
Oklahoma State Capitol  
Room 419C, 1:00 p.m.  
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:** Cliff Branan, Branan Property Company  
Jeff Davis, Partner, Acorn Growth Companies  
Charles Ford, President, Charles Ford Company  
Grant Humphreys, Town Founder, Carlton Landing  
Jerry Winchester, President/CEO, Seventy Seven Energy  
John Woods, President/CEO, Norman Chamber of Commerce
- ABSENT:** Kirkland Hall, CEO and Vice-Chairman, Hall Capital  
Todd Holder, Cashier, Alva State Bank  
Jeff Stava, Chief Operating Officer, Tulsa Community Foundation
- GUESTS:** Ben Davis, OMES/CAM/ Planning Director  
Justin Henry OMES/CAM/ Planning  
Dan Ross, OMES/CAM/ CAM Administrator  
Craig Cherry, OMES/CAM/State Facilities Director  
Tim Tuck, OMES/CAM/ Legal Division  
Beverly Hicks, OMES/CAM/ Planning  
Melissa Milburn, OMES/CAM/ Director and State Leasing Administrator  
Jennifer Ramsey, OMES/CAM/Construction & Properties  
Carie Carman, OMES/CAM/Construction & Properties  
Travis Monroe, OMES/ OCIA Administrator  
John Estus, OMES/ Director of Public Affairs  
Dana Webb, OMES  
Laura Pitman, DOC  
Charles Brewer, DOC  
Erik Paulson, J.D. McCarty Center

**I. Call to order and confirmation of quorum. [Jeff Davis]**

Chairman Davis called the meeting to order at 1:00 p.m. The roll was taken and it was ascertained that a quorum was present. Chairman Davis was advised that notice of the meeting had been given, and an agenda posted in accordance with the Open Meeting Act.

**II. Approval of Minutes from the February 12, 2015 Commission meeting. [Jeff Davis]**

Jerry Winchester moved to approve the minutes of February 12, 2015. Charles Ford seconded the motion, the minutes passed and the following votes were recorded:

Cliff Branan - aye; Jeff Davis - aye; Charles Ford – aye; Jerry Winchester - aye; John Woods – aye.

**III. Introduction of Division of Capital Assets Management Administrator, Dan Ross, and State Facilities Director Craig Cherry. [Ben Davis]**

Mr. Davis introduced Administrator Ross that has been with the state since 2008 and became administrator to Capital Assets Management (CAM) in November of 2014. Director Cherry has been with the state for six years, with twenty years' experience in facilities management throughout Oklahoma. He oversees Construction and Properties, Facilities Management, Real Estate and Leasing Services, and Planning units.

**IV. Overview of 2015 proposed legislation affecting the work of Long Range Capital Planning Commission. [Dana Webb]**

Ms. Webb informed the commissioners that HB 1560 allows for Real Estate and Leasing to utilize up to \$100,000.00 from the Maintenance of State Building Revolving Fund to purchase technology tools and licensing for conducting a detailed annual report and storing comprehensive data. HB 1986 will allow for a designee from the LRCPC on the Request for Proposal (RFP) process on disposal of state-owned properties.

**V. Discussion and possible action to approve changes to FY2015 capital projects for the Department of Corrections. [Ben Davis]**

Mr. Davis reported the Department of Correction has requested to transfer funding from certain projects over to other projects that were underfunded.

The agency's capital project request for FY2015 was approved by the commission in the amount of \$652,297.01. Of that, there were five projects approved that the agency funded itself in the amount of \$321,000.00, there were five projects that came in under budget with a remaining amount of \$331,297.01.

They request remaining funds from those projects be transferred to projects that need additional funding in the amount of \$599,295.83. In addition, they request the remaining

amount of \$53,001.18 be approved to purchase other roofing materials to address additional repair needs.

It was recommended by Mr. Davis not to approve the additional amount as it was not outlined in the agency's original FY2015 Capital Improvements Plan (CIP) request. The remaining balance will go back into the Maintenance of State Building Revolving Fund to be reallocated in FY2016.

Jerry Winchester moved to approve the requested changes. Charles Ford seconded the motion, the motion passed and the following votes were recorded:

Cliff Branan - aye; Jeff Davis - aye; Charles Ford - aye; Jerry Winchester - aye; John Woods - aye.

**VI. Discussion and possible action to approve changes to FY2015 capital projects for the J. D. McCarty Center for Children with Developmental Disabilities. [Ben Davis]**

Mr. Davis reported due to changes in federal standards regarding electronic medical records and the unforeseen cost in upgrading security doors, the agency request that \$200,000.00 of the funding for conversion to Electronic Medical Records (Project 670-0001 allocated for \$500,000.00), be redirected to project 670-0004 Upgrading Security Doors that was originally approved for \$75,000.00. The remaining \$300,000.00 will go back into the Maintenance of State Buildings Revolving Fund to be reallocated to other projects.

John Woods moved to approve the requested changes. Jerry Winchester seconded the motion, the motion passed and the following votes were recorded:

Cliff Branan - aye; Jeff Davis - aye; Charles Ford - aye; Grant Humphreys - aye; Jerry Winchester - aye; John Woods - aye.

*Grant Humphreys entered the meeting at 1:20 p.m.*

**VII. Discussion and possible action to approve transfers of surplus real property. [Melissa Milburn]**

Ms. Milburn explained that the Department of Corrections (DOC) and Oklahoma Military Department (OMD) are adjacent to one another in Lexington, Ok. The property of the Department of Correction includes the Joseph Harp Correctional Facility Campus and the Lexington Assessment and Reception Center. The Oklahoma Department of Military includes the Readiness Center. Properties will be transferred in an acre for acre (10 acres) exchange between both parties.

The Department of Corrections and Oklahoma Military Department approached OMES to correct deeds based upon resolutions that were passed in the 1970's. One of the DOC main water wells was missed in the transfer and is located on the OMD land; in addition the

OMD requires land for a gate house. As a solution to both agency needs, OMES request from the Commission to exchange the ten acres property adjacent to one another.

The transfer of properties will not generate any proceeds. CAM requests approval for these properties.

The land is located near Highway 39 and 144<sup>th</sup> Street, Lexington, OK. Cleveland County.

Jerry Winchester moved to approve the requested changes. Grant Humphreys seconded the motion, the motion passed and the following votes were recorded:

Cliff Branan - aye; Jeff Davis - aye; Charles Ford - aye; Grant Humphreys - aye; Jerry Winchester - aye; John Woods - aye.

**VIII. Update on the progress of projects from the FY2015 Capital Improvements Plan. [Ben Davis]**

Mr. Davis reported that in FY2015 the commission approved 100 projects totaling the amount of \$29.8 Million Dollars. Three of the projects have been completed in their entirety. There are 66 projects that are in implementation through Construction and Properties, which are under construction or in the design or bidding phase. There are 14 projects that haven't been submitted, 10 have been reallocated to fully fund other projects that were approved by the commission and 7 have requested reallocation that were approved by the commission at this meeting.

**IX. Subcommittee reports:**

- **Capital Improvements Plan Subcommittee [John Woods]**
- **Maintenance Standards and Facilities Strategy Subcommittee [Jerry Winchester]**
- **Policy and Funding Subcommittee [Grant Humphreys]**

No subcommittee reports.

**X. Updates and Discussion. (discussion limited to agenda Items and 5 minutes in duration) [Jeff Davis]**

No updates.

**XI. Adjournment. [Jeff Davis]**

There being no further business; Jerry Winchester made a motion to adjourn. Grant Humphreys seconded the motion. The meeting was adjourned at 1:50 p.m.