

LONG-RANGE CAPITAL PLANNING COMMISSION  
VIRTUAL SPECIAL MEETING  
Sept. 3, 2020, 1:00 p.m.  
WebEx Platform

A meeting notice was filed with the Secretary of State and an agenda has been posted in accordance with the Open Meeting Act.

**MEMBERS PRESENT:** Brandon Ersteniuk, CEO of Ersteniuk Insurance Agency  
Kirkland Hall, CEO and Vice Chairman of Hall Capital  
Gary Hamer, Pro Tempore Appointee  
Mark Selvidge, Former Public Finance Attorney

**MEMBERS ABSENT:** Josh Cruzan, CEO of Rimrock Energy Partners, LLC  
Larry DeWitt, Speaker Appointee  
Travis Mason, Director of Commercial Oklahoma

**GUESTS:** Brandy Manek, OMES  
Dow Hughes, OMES  
Beverly Hicks, OMES Administrative Coordinator  
Kimberlee Williams, OMES Legal  
Melissa Milburn, OMES REALS  
Carie Carman, OMES REALS  
Jennifer Ramsey, OMES REALS  
Shane Lambert, OMES  
Jordan Fletcher, OMES  
Shelly Paulk, OMES  
Corbi Jenkins, ODOT  
Sieanna Mackiewicz, ODOT  
Bart Vleugels, ODOT  
Jamie Bleeker, ODOT  
Kevin Nelson, OK DRS  
Dan Melton, OK OSBI  
Shawn Ashley, ECapitol

**1. Call to order and confirmation of quorum. [Chair]:**

Chairman Hall called this special virtual meeting to order at 1:14 p.m. A roll call was taken and a quorum established. A meeting notice was filed with the Secretary of State and agenda posted in accordance with the amendments to the Open Meeting Act made by enrolled Senate Bill 661 (2020).

**2. Approval of minutes from the Jan. 7, 2020 Commission meeting. [Chair]:**

Mark Selvidge moved to approve the meeting minutes of January. Brandon Ersteniuk seconded the motion. The motion passed and the following votes recorded:

Mr. Ersteniuk, aye; Mr. Hall, aye; Mr. Hamer, aye; Mr. Selvidge, aye.

**3. Overview of Real Estate Consulting Contract. [Dow Hughes]:**

Mr. Hughes gave a brief overview of the strategic real estate plan that the State is working on. The plan focuses on two major goals. The first is some additional guidance on steps agencies can take to mitigate the spread of COVID-19 for buildings they occupy. The second and largest part of the plan is development of a short term and medium term of real estate strategy.

To help with the process, major real estate firms were solicited to the State's RFP and purchasing process. Seven proposals were received and JLL (Jones Lang LaSalle) was the selected firm.

The contingent plan, a study provided by JLL, is being funded through CARES Act dollars, which means the project plan has to be completed by the end of the 2020 calendar year.

**4. Report on Agencies with Potential Exemptions from the Long-Range Capital Planning Commission's Authority: [Kimberlee Williams, Melissa Milburn]**

Ms. Williams, Deputy General Counsel for OMES and counsel for this body gave an overview of state agencies exemptions. She shared an Attorney General (AG) opinion which provided an analytical framework to determine what agencies have to comply with the laws of the Long-Range Capital Planning Commission and which are exempt.

She quoted the AG Opinion that the Long-Range Capital Planning Commission is charged with the ultimate authority to approve all transfers of state-owned property with the exception of four agencies listed in 74 OS § 61.8; the Oklahoma Ordnance Works Authority ("OOWA"), the Commissioners of the Land Office ("CLO"), the Oklahoma Department of Transportation ("ODOT"), and the Oklahoma Turnpike Authority ("OTA"). Proceeds from the sale of state property must be deposited in the Maintenance of State Buildings Revolving Fund unless an agency is specifically exempted, as listed in § 61.8 of the law, or if they have a statute that was enacted more recently than 2013 directing the deposit of proceeds from the sale of state property elsewhere.

The Commission requested Ms. Williams to provide them a list of agencies that are exempt from seeking approval of LRCPC and/or exempt from depositing funds in the Maintenance of State Building Revolving Funds. Ms. Williams agreed and said she would also provide the AG opinion that was referenced in the meeting.

**5. Updates and Discussion: [Brandy Manek]**

Ms. Manek gave a brief summary of where they are at in the process and explained that this year's process was done a little different, where capital requests were selected through OMES operating budget requests for submission process in the budget division.

They are working on getting that list and everything combined together for the Commission to review at a future meeting.

**6. Adjournment:**

There being no further business, Brandon Ersteniuk made a motion to adjourn. Gary Hamer seconded the motion, the motion carried and the meeting adjourned at 1:40 p.m.