

LONG-RANGE CAPITAL PLANNING COMMISSION
REGULAR MEETING MINUTES
November 6, 2025, 1:00 PM
Oklahoma State Capitol Building
Senate Conference Room 4s.9
2300 N. Lincoln Blvd., Oklahoma City, OK 73105

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, Senate Appointee
Gary Hamer, Director of Strategic Planning, PartnerTulsa, Pro Tempore Appointee
Bailey Cook, Wm. Bailey Cook III, P.C., House Speaker Appointee
Travis Mason, Director of Commercial Oklahoma, Governor Appointee
Anthony Sammons, Director of Fiscal Staff of Senate, Pro Tempore Appointee
Jeff Wills, Managing Partner, Wills Holdings LLC, Governor Appointee

MEMBERS ABSENT:

Josh Cruzan, CEO of Rimrock Energy Partners, LLC, Governor Appointee

GUESTS:

Beverly Hicks, OMES	Steven Birkes, OMES IS
Monte Kaul, OMES	Nick Hathaway, OSRHE
David John, OMES	Jarret Jobe, OSRHE
Carie Carman, OMES	Sheri Mauck, OSRHE
Mary Jackson, OMES, Legal	Jamie Manoles, OCIA
Tracy Osburn, OMES	Adelia Gueringer, OCIA
Kristi Kelley, OMES	Maria Maule, OCIA
Sarah Sands, OMES	

1. Announcement of filing of meeting notice and posting of the agenda in accordance with the Open Meeting Act. [Travis Mason, Chair]

Chairman Mason confirmed that this meeting complied with the Open Meeting Act.

2. Call to order and confirmation of quorum. [Chair]

Chairman Travis Mason called the meeting to order at 1:04 PM. A roll call was taken, and a quorum was established. Commissioner Mason was advised that notice of the meeting had been filed with the Secretary of State, and the agenda had been posted in accordance with the Open Meeting Act.

3. Welcome/Introductions. [Chair]

Mr. Mason welcomed guests and the members to the meeting.

4. Approval of minutes from Oct. 2, 2025:

Jeff Wills moved to approve the October meeting minutes. Anthony Sammons seconded the motion. The motion passed, and the following votes were recorded:

Mr. Ersteniuk, aye; Mr. Hamer, aye; Mr. Cook, aye; Mr. Wills, aye; Mr. Sammons, aye; Mr. Mason, aye.

5. Discussion and possible action to approve the Memorandum of Understanding (MOU) between Agency and Oklahoma Capitol Improvement Authority: [Maria Maule, OCIA Legal Counsel and Jamie Manoles, Director]

Ms. Maule, OCIA Legal Counsel, informed commission members that OCIA negotiated a two-year agreement with the Oklahoma Tourism and Recreation Department, the Office of Management and Enterprise Services, and the Oklahoma State Regents for Higher Education, all of whom agreed to the terms. She noted that the agreement aligns with state statute requiring biannual updates to these plans.

Ms. Maule explained that certain changes—such as cost increases above 10%, new projects, or removal of projects—would require returning to the Long-Range Capital Planning Commission for approval, and would be appended to the original MOU without needing to re-execute it.

She further noted that, at the commission’s request, the MOU includes quarterly reporting. Additionally, OCIA incorporated several transparency provisions including, for example, audits.

Ms. Manoles reported that the OCIA board met on October 16, 2025, reviewed the document, and approved it.

Chairman Mason reviewed the MOU and stated that it aligns with the discussions and expectations of the Commission.

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Bailey Cook moved to the Memorandum of Understanding. Jeff Wills seconded the motion. The motion passed, and the following votes were recorded.

Mr. Ersteniuk, aye; Mr. Hamer, aye; Mr. Cook, aye; Mr. Wills, aye; Mr. Sammons, aye; Mr. Mason, aye.

6. Discussion and possible action to approve the proposed administrative rules for the Oklahoma Capital Assets Maintenance and Protection Act Title 528. [Mary Jackson, OMES Legal Counsel, OMES Director of Real Estate and Leasing]

Ms. Jackson informed commission members that, as discussed at the last meeting, the framework would be written for use in the administrative rules reflecting the LRCPC's new legislative duties. She noted that a line had been added to clarify the commission's responsibilities related to deferred maintenance, referencing the relevant provisions of Oklahoma law and the OCAMP framework (73 O.S. §§ 188A-188B) that guide the state's asset protection and capital planning processes.

Ms. Jackson provided an overview and explained the difference between emergency rules and permanent rules, recommending permanent rulemaking. She outlined the timeline for permanent rulemaking, including a 30-day public comment period and a scheduled public hearing.

Ms. Jackson emphasized the importance of having the Memorandum of Understanding in place in order to avoid the need for emergency rules.

Ms. Jackson discussed the State Capital Improvement Planning Act (62 O.S. § 901 et seq.) and the Oklahoma Capital Assets Maintenance and Protection Act (73 O.S. §§ 188A-B), highlighting how these statutes inform the commission's planning responsibilities regarding capital improvement efforts and the inclusion of addressing deferred maintenance needs of state-owned properties.

Ms. Jackson explained the changes to the rules, including the addition of a new section for the OCAMP Fund. She highlighted the definition of a deferred maintenance project, noting that it requires a minimum of \$10,000.

Ms. Carman explained the process for submitting building assessment reports and emphasized the importance of providing complete information. She noted that the comprehensive plan applies to agency-owned buildings, while the deferred maintenance plan applies to individual buildings.

Ms. Jackson referenced the discussion from a July meeting about emergency projects and how they were handled. She asked commission members for their input on the particular text in the proposed administrative rules.

Ms. Jackson provided clarification to commission members regarding Title 61 O.S. § 130, explaining that when an agency declares an emergency, the statute allows the agency to bypass the notice and competitive bidding requirements of the Public Competitive Bidding Act in order to immediately address the issue. She explained that this provision permits an agency to directly engage a vendor capable of remedying the emergency.

Ms. Jackson noted that emergency declarations may also be made under the Central Purchasing Act; however, when the matter involves construction and an agency has an urgent need requiring immediate action, the emergency declaration is typically made pursuant to Title 61 O.S. § 130. She further explained that if an emergency situation results in costs that may exceed the funds previously allocated, or if additional funding is required, the agency must return to the Long-Range Capital Planning Commission at a subsequent meeting to request approval for the additional funding.

Ms. Jackson provided an example, noting that if water were entering a facility, the agency would have a responsibility to mitigate the damage, maintain the property, and prevent the situation from becoming a health or safety issue for employees, customers, or the public. She explained that Title 61 O.S. § 130 outlines the requirements for declaring an emergency and serves as the statutory basis for the language included in the proposed rule.

Jeff Wills moved to approve the proposed administrative rules for Title 528 of the Oklahoma Capital Assets Maintenance and Protection (OCAMP) Act. Gary Hamer seconded the motion. The motion passed, and the following votes were recorded.

Mr. Ersteniuk, aye; Mr. Hamer, aye; Mr. Cook, aye; Mr. Wills, aye; Mr. Sammons, aye; Mr. Mason, aye.

7. Discussion and possible action to approve the FY2027-2034 Capital Improvement Plan.
[Brandy Manek, OMES Director of Budget, Policy, and Gaming]

Ms. Manek discussed the original statutory authority for the Maintenance of State Buildings Revolving Fund and the related statutes that govern how maintenance and capital projects are carried out. She explained that following the previous meeting, staff revised the plan to focus more heavily on recommendations for streamlining processes and aligning revenue sources. She noted that certain processes outlined in the current statute should remain in place, particularly those involving strategic disposition decisions that continue to require commission approval.

Ms. Manek explained that while the OCAMP Fund primarily addresses deferred maintenance, the Maintenance of State Buildings Revolving Fund also supports certain capital projects. She stated that staff's recommendation is to better align these statutes so that both funding sources and project types flow together in a coordinated manner, rather than limiting alignment solely to OCAMP revenue streams. She noted that this approach is reflected in the plan's first set of policy recommendations, which propose statutory streamlining to improve the overall process.

Ms. Manek stated that the second section of the plan changed very little. She noted that references to annual work-from-home workplace planning were removed due to the return-to-office environment; however, the plan continues to emphasize strategic planning for improving agency facilities, enhancing efficiency, and strengthening service delivery. She explained that it remains within the commission's purview to approve strategic dispositions of property and the allowable use of proceeds from property sales, similar to prior approvals such as the DHS Service First project.

Ms. Manek further noted that the OCAMP Fund has a recurring revenue source and that the plan continues to reference alignment with five-year plans. She explained that after consultation with legal counsel, staff recommended that if proposed legislative changes do not pass, the commission continue operating under the fiscal year 2026 plan as submitted. She noted that fewer projects may be completed in FY 2026 due to prior revenue being directed to the DHS Service First project following the sale of a DHS building.

Ms. Manek explained that if legislation does not pass and funds remain available in the Maintenance of State Buildings Revolving Fund, staff will continue working through the FY 2026 prioritized project list approved by the commission, in coordination with agencies to ensure projects have not been funded through OCAMP and remain needed. She noted that Sections 2 and 3 of the plan reflect this approach, while Section 4 continues to include recommendations related to strategic dispositions. She added that the plan also includes a summary of the FY 2026 prioritized project list approved at the previous meeting.

Gary Hamer moved to approve the FY2207-FY2034 Capital Improvement Plan. Brandon Ersteniuk seconded the motion. The motion passed, and the following votes were recorded.

Mr. Ersteniuk, aye; Mr. Hamer, aye; Mr. Cook, aye; Mr. Wills, aye; Mr. Sammons, aye; Mr. Mason, aye.

8. **Update and discussion from OMES Capital Assets Management regarding the State Plan and funding disbursement.** [Monte Kaul, OMES Interim CAM Administrator, and Carie Carman, OMES Director of Real Estate and Leasing]

Mr. Kaul provided an update on the FY 2026 Statewide Plan, noting that much of the information had already been addressed in Item 6 with Ms. Carman and Ms. Jackson. He explained that staff is currently collecting data from all agencies and working to meet a tight timeline. To streamline the process, a two-step approach was developed: agencies are to submit comprehensive building information by the end of November, and deferred maintenance project details by the end of January. Staff will then compile the agency-specific deferred maintenance plans into a comprehensive state plan by the end of February.

Update only. No action taken.

9. **Discussion and possible action to approve the disbursement of no more than \$22,500,000 for Fiscal Year 2026 by the Oklahoma Capitol Improvement Authority (OCIA) from the Oklahoma Capital Asset Management Protection Fund to the Oklahoma Tourism and Recreation Department:** [Travis Mason, Chair]

Gary Hamer moved to authorize the Oklahoma Capitol Improvement Authority to disburse \$22,500,000 for FY 2026 from the Oklahoma Capital Asset Management Protection (OCAMP) Fund to the Oklahoma Tourism and Recreation Department. Anthony Sammons seconded the motion. The motion passed, and the following votes were recorded.

Mr. Ersteniuk, aye; Mr. Hamer, aye; Mr. Cook, aye; Mr. Wills, aye; Mr. Sammons, aye; Mr. Mason, aye.

10. Discussion and possible action to approve the disbursement of no more than \$101,250,000 for Fiscal Year 2026 by the Oklahoma Capitol Improvement Authority (OCIA) from the Oklahoma Capital Asset Management Protection Fund to Higher Education: [Travis Mason, Chair]

Gary Hamer moved to authorize the Oklahoma Capitol Improvement Authority to disburse \$101,250,000 for FY 2026 from the Oklahoma Capital Asset Management Protection (OCAMP) Fund to Higher Education. Anthony Sammons seconded the motion. The motion passed, and the following votes were recorded.

Mr. Ersteniuk, aye; Mr. Hamer, aye; Mr. Cook, aye; Mr. Wills, aye; Mr. Sammons, aye; Mr. Mason, aye.

11. Discussion and possible action to approve the schedule of meetings for 2026 at 1:00 PM:

Jan. 8	Jun. 25	Dec. 10
Feb. 26	Sept. 10	
Apr. 23	Oct. 22	

Jeff Wills moved to approve the 2026 meeting schedule. Bailey Cook seconded the motion. The motion passed, and the following votes were recorded.

Mr. Ersteniuk, aye; Mr. Hamer, aye; Mr. Cook, aye; Mr. Wills, aye; Mr. Sammons, aye; Mr. Mason, aye.

12. Discussion limited to agenda items and 3 minutes in duration.

13. Adjournment:

There being no further business, Anthony Sammons motioned to adjourn the meeting. Gary Hamer seconded the motion. Seeing no opposition, the meeting adjourned at 2:08 PM.