

**MINUTES OF THE  
OKLAHOMA COUNTY CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING  
4850 N. Lincoln Blvd, Ste B, Oklahoma City, OK**

**Date and Time:** Wednesday, April 1, 2015, 1:30 p.m.

**Members Present:** Richard Parker, Chair  
Rick Godfrey, Treasurer  
Mark Moehle, Member  
Debbie Straughn, Member

**Member Absent:** Jan Kunze, Vice Chair

**Others Present:** Rebecca Inmon, District Secretary  
Don Bartolina, District Manager  
D'Ann Peterson, District Conservationist, NRCS  
Josh McNeff, Conservation Technician, NRCS

**CALL TO ORDER:**

Chair Parker called the meeting to order at 1:30 p.m., noting that a quorum was present and business could be conducted. Chair Parker noted this was a regular meeting of the Board of Directors, and notice of the meeting was sent to the Oklahoma County Clerk's office within the time specified by the law. The agenda was posted on the district's website: [www.okcountyconservation.com](http://www.okcountyconservation.com) and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 10:00 a.m. on March 31, 2015. This meeting was held in compliance with the Oklahoma Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and the following as amended.

**REVIEW/APPROVAL DISTRICT MINUTES:**

**Minutes of March 4, 2015, No Quorum Regular Meeting:**

Board members reviewed a copy of the minutes from the March 4, 2015, meeting. The meeting was 'No Quorum' due to bad weather. Godfrey made a motion to approve the 'No Quorum' minutes as written. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**Minutes of March 13, 2015, Special Meeting:**

The Board reviewed the minutes from the March 13, 2015, special meeting. Moehle made a motion to approve the special meeting minutes as written. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:**

**Financial Statement for Period Ending March 31, 2015:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of March 1-31, 2015. (Attachment 1) Inmon noted that Board members could not receive per diem for the special meeting, only regular meetings. Godfrey made a motion to approve the March

financial statement as presented. Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. The Board also reviewed a copy of the March bank and credit card statements.

**Employee Payroll Sheet and Time and Leave Records for Month Ending March 31, 2015:**

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Moehle made a motion to approve the employee payroll sheets and time and leave records for March. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**District's Monthly Reimbursement Claim:**

The Board reviewed the district's claim for reimbursement to the Conservation Commission. Moehle made a motion to approve the District's reimbursement claim to OCC for \$4,403.84. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. The district currently has \$92.66 remaining in its operating expense account.

**CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:**

**Monthly NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of March. Straughn made a motion to approve the worksheet. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**Cost Share Program Year 15 Update:**

Bartolina reported he had spoken with Phyllis Webb regarding her grass sprigging that needed to be completed this spring to fulfill her performance agreement for Program Year 15 of the State Cost-Share Program. Ms. Webb indicated that her sons who farm with her wanted to keep the acreage in cropland and they would probably not do the grass planting. Bartolina told Ms. Webb she would need to send a letter to the Board of Directors indicating she wanted the contract to be canceled. The contract was for \$5,000 which cannot be re-allocated, so the money would be returned to the cost-share general fund.

**Cost Share Program Year 16 Report, Discuss Approval Applicant Brandy Manek as Alternate:**

Directors reviewed the March 2015 cost-share report for Program Year 16. All funds have been allocated except \$415. To date, none of the applicants have started work on their practice. Bartolina recommended the Board approve applicant Brandy Manek as an alternate to receive funding for a water well should additional funds become available. Moehle made a motion to approve Brandy Manek as an alternate for Program Year 16 of the State Cost-Share Program. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**Report on Women in Ag Meeting Held in El Reno:**

Inmon reported on the Women in Ag meeting co-sponsored with East Canadian County Conservation District on March 24. The meeting was attended by over 50 people including the ten vendors that participated. There was a very positive response to the program by the attendees. All the speakers were excellent and the meal catering by Redlands was great. Overall, it was a very good event.

**Discuss Payment of NACD Dues:**

Chair Parker requested the matter be tabled until all five directors were present. Discussion tabled until May meeting.

**Recommendation for Appointment of District Director:**

Director Mark Moehle's term of appointment as a district director expires on June 30, 2015. Godfrey made a motion to reappoint Mark Moehle to another two-year term on the Board of Directors. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**Review Election Schedule for District Director Position #2:**

The Notice of Filing Period for District Director Position #2 has been sent to the Edmond Sun. It is scheduled to run in the paper April 7 and April 14. The application period to declare as a candidate is May 1-14. Deadline for candidates to withdraw is May 29 and elections will be held June 2 if needed.

**Request for Scholarships to Attend Youth Forestry Camp:**

The district has received two scholarship requests for students wanting to attend the State Youth Forestry Camp at Beaver's Bend on June 1-6, 2015. Requests were received for Kayley Mitchell, Nicoma Park Middle School, and Nathan Watson, Choctaw Middle School. The cost to attend camp is \$175 and the Forestry Department will match any \$50 scholarship from Conservation Districts. Moehle made a motion to approve the two scholarship requests pending the students completing their appropriate application and papers as required by the Forestry Department. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**Discuss Participation in the Oklahoma City Farm Show on April 16-18:**

The District was contacted by Robert Hathorne, the Conservation Commission Information Officer, about assisting with an information booth at the Oklahoma City Farm Show on Thursday through Saturday, April 16-18. Inmon has a previous commitment to Martin Nature Park to help with their Earth Fest on Saturday, April 18, but she told Hathorne the staff could probably assist with the Farm Show booth at least a portion of the time on Thursday and Friday.

**NACD South Central Regional Meeting:**

The NACD South Central Regional Meeting will be held at the Hard Rock Hotel and Casino in Tulsa on August 9-11, 2015. Since Oklahoma will be hosting the meeting this year, OACD would like districts to brainstorm and come up with ideas for a theme. The winning entry will be selected by the OACD Board on April 30, and the winning district will receive two free registrations to the meeting. Entries should be sent to Sarah Blaney by April 24.

**Update on National Land and Range Judging Contest:**

- Bartolina reported the contest site had been selected and the soil scientists and range conservationists have made site visits.
- Practice sites have been secured along with the Cowboy Hall of Fame banquet room.
- Josh McNeff will contact the county commissioner and make arrangements to dig the holes.
- The Honoree will be Pete McDaniel of American Farmers and Ranchers. Pete was a contestant in the first National Range Contest and he has been a big supporter of the contest through the years. McDaniel has not been told about the award and AFR wants to keep it secret until the banquet.
- Special recognition will also be given to Bill Finley who has been catering the food for many years.
- Long time Steering Committee Chair Russell Pierson passed away and his funeral will be April 6.
- Inmon stated there were 69 teams currently registered including a team from Hawaii. Several states including Texas and Oklahoma do not hold their State contests until April.

**Quarterly Review Joint Plan of Operations:**

The Board reviewed the Joint Plan of Operations and noted the progress made. Items completed were:

- ✓ Women in Ag Meeting co-sponsored with East Canadian County Conservation District
- ✓ Flyers, emails, Facebook, and other resources used to get information out about Women in Ag meeting, cost-share and EQIP sign-ups, and other activities
- ✓ Participated in Conservation Day at the State Capitol
- ✓ March newsletter emailed to producers, partners, legislators
- ✓ Completed EQIP and CSP sign-ups
- ✓ Completed State Cost-share sign-ups with 14 applications received, practices ranked according to District priorities, and 6 applications approved for funding
- ✓ Attended OACD State Meeting held in February, assisted OCC with conservation share fair
- ✓ Assisted Missy Halper, NRCS Zone 1 Clerk, in updating office poster requirements

**Upcoming Educational Activities:**

- 1) District received a request from Shayla Wells to provide an educational activity for her Brownie troop. The program will be given after school at Centennial Elementary on April 27.
- 2) The District and Conservation Commission education coordinator Karla Beatty will have two educational activities at ScienceFest 2015 on April 30 at the OKC Fairgrounds. The two activities will be 'Soil – It's Alive' where students will explore compost and then build their edible soil profile, and 'Soil – Life Depends on It', where students will be invited to assist with a rainfall simulation and collection of runoff water. Several additional volunteers are being enlisted to help.
- 3) District staff will be giving Enviroscape demonstrations at the Martin Nature Park Earth Fest Celebration on Saturday, April 18, from 1-4 p.m.
- 4) District staff will be assisting with Natural Resource Days being planned for Harvest Hills 5<sup>th</sup> grade on May 1 and Bethany 2<sup>nd</sup> grade on May 20. Both events will be at Lake Arcadia.

**CORRESPONDENCE:****Oklahoma Conservation Commission – Trey Lam:**

Executive Director Trey Lam sent an email to districts regarding the success of Conservation Day at the Capitol and the activities. He thanked the staff and district employees who helped make it a great day for conservation in Oklahoma.

**REPORTS:****NRCS District Conservationist:**

Report presented by D'Ann Peterson. (Report attached to original minutes.)

In addition, Conservation technician Josh McNeff reviewed the watershed inspection reports. Bear Fall Coon has some trees, brush, gopher mounds, cattle trails on the side slopes, and possible ATV trails in the spillway. The site is completely empty. Kickapoo has a poly line on the dam, trees in the rip rap, blackberries, and some gopher mounds. The site is totally full. While both sites have minor issues, there are no major maintenance problems and both are in good shape. Reports have been filed with the Conservation Commission and NRCS.

**District Directors:**

No reports given.

**District Staff:**

(Report attached to original minutes.)

- District staff will use the information obtained during the annual watershed inspections to develop its annual Watershed O&M Plan due to the Conservation Commission by May 1.
- Bartolina attended Conservation Day at the Capitol. The three young Blue Thumb volunteers from Midwest City gave an outstanding presentation. The girls have even written a book entitled 'Bob has a Blue Thumb'. Bartolina visited with the girls and their mom and they would be happy to come and make a presentation at one of the Board of Directors meeting. Board members agreed it would be a good idea to invite the girls to a meeting.
- Inmon stated the district would be getting a new office copier sometime in April. Copiers are on contract through the State of Oklahoma.

**NEW BUSINESS:**

None.

**ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Chair Parker announced the next Board Meeting would be Wednesday, May 13, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. Meeting adjourned at 2:45 p.m.

- Cc:
- Oklahoma Conservation Commission
  - Mike Rooker, Area II Commissioner
  - Steve House, President, OACD
  - Dan Herald, Vice President, OACD
  - Everett Wollenberg, Area II Director, OACD
  - Gary O'Neill, State Conservationist, NRCS
  - Stacy Riley, NRCS, ASTC Field Operations, Zone 1
  - Honorable James Inhofe, U. S. Senator
  - Honorable James Lankford, U. S. Senator
  - Honorable Steve Russell, U. S. Congressman

Approved as Written: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_