

**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 2, 2014, 1:30 p.m.
- Members Present:** Richard Parker, Chair  
Mark Moehle, Member  
Debbie Straughn, Member
- Member Absent:** Jan Kunze, Vice Chair  
Rick Godfrey, Treasurer
- Others Present:** Rebecca Inmon, District Secretary  
Don Bartolina, District Manager  
Keith Scott, Associate Member  
Rod Shaw, District Conservationist, NRCS  
Stacy Riley, NRCS ASTC Field Operations, Zone 1  
Mae Denton, District cooperater

**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 10:45 a.m. on April 1, 2014. 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 5, 2014, Regular Meeting:**

Board members received a copy of the minutes for review. Moehle made a motion to approve the minutes as written. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion approved 3-0.

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

**Financial Statement for Period Ending March 31, 2014:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of March 1-31, 2014. (Attachment 1) Moehle made a motion to approve the March financial statement as presented. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion approved 3-0. The Board also reviewed the March checking account and credit card information. The check written to Nationwide Retirement Solutions on February 5 has still not gone through the bank. The board agreed to wait one more month. If the check is still outstanding at the end of April, the board will discuss initiating a stop payment so a new check can be written.

**Employee Payroll Sheet and Time and Leave Records for Month Ending March 31, 2014:**

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, and Parker. Nay votes: none. Motion approved 3-0.

**District's Monthly Reimbursement Claim:**

The Board reviewed the district's claim for reimbursement to the Conservation Commission. Straughn made a motion to approve the District's reimbursement claim to OCC for \$4,626.55. Moehle seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion approved 3-0. The district currently has \$179.83 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. Moehle seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion approved 3-0.

**Review and Approve Draft of Long Range Plan for FY 2015-2019:**

Directors reviewed a draft copy of the District's Long Range Plan for FY 2015-2019. Bartolina went over the revisions made to the FY 2010-2014 Long Range Plan (LRP). Moehle made a motion to approve the draft of the FY 2015-2019 Long Range Plan. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion approved 3-0. The LRP draft will be sent to the Conservation Commission for review and comments. A public hearing will need to be held in June to receive comments before the Long Range Plan is finalized.

**Cost Share Program Year 15 Update on Participants and Approve Amendment to Phyllis Webb's Performance Agreement Maximum Cost-share Amount:**

- Danny Manek completed his conservation practice. Kai Schwarz conservation practice is under construction and should be completed within a week.
- Danny Manek did not use all the cost-share funds obligated to him. The district now has \$1,240 in unobligated funds that could be used by Phyllis Webb for grass planting. Webb has \$3,346 funds currently obligated to her which did not cover all the grass planting she wanted to get done. Moehle made a motion to amend Phyllis Webb's performance agreement to increase the maximum cost-share amount from \$3,346 to \$4,586. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion approved 3-0.

**Recommend Appointment of District Director for Two-Year Term:**

The term of appointment for director Rick Godfrey expires on June 30, 2014. Straughn made a motion to recommend Rick Godfrey be re-appointed to another two-year term on the Board of Directors. Moehle seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion approved 3-0.

**Education Programs – Update on Activities:**

- March 8 - District staff provided an educational program for students in the Partners for Progress program. The event was held at the OKC Boys and Girls Club. Approx. 50 students ages 4-15 participated in the event.

- April 23 – A Natural Resource Day is scheduled with Rollingwood Elementary at the Lake Arcadia Education facility. Volunteers have been contacted to assist with the activities. The event could possibly be canceled due to a conflict with school testing dates.
- April 24 – The Annual ScienceFest will be held at the Oklahoma City Zoo. The District will co-sponsor a booth with the Conservation Commission.

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

The Committee has selected a site for the contest and has arranged a place for the luncheon. To date, 61 teams have registered for the 63<sup>rd</sup> Annual contest to be held April 29-May 1 in Oklahoma City.

**Conservation Day at the Capitol:**

District staff set up a booth for Conservation Day at the Capitol on March 24. Staff attended the conservation awards program held in the Senate Chamber and they were on hand for the rainfall simulator demonstration held in the afternoon. Several people stopped by the booth and picked up literature. Since most of the legislators were not scheduled at the Capitol until after noon, another legislative day is scheduled for April 16 to hand out educational materials to all the legislators.

**Review Joint Annual Plan of Operations for FY 2014:**

Directors reviewed the Joint Annual Plan of Operations including the goals and objectives and accomplishments made during the previous quarter. Items completed were: Conservation Day participation, update and maintain website, assist producers in the conservation cost-share program, distribute district newsletter in February, provide education program for OKC Partners in Progress, attend OACD annual meeting at the Reed Center in Midwest City, update Long Range Plan for FY 2015-2019, participate in OKIE One-Call program, and assist OACD with preparations for upcoming National Land and Range Judging Contest.

**CORRESPONDENCE:**

**Oklahoma Blue Thumb Association – Lifetime Membership:**

The District received a Lifetime Membership certificate from the Oklahoma Blue Thumb Association.

**Oklahoma Blue Thumb – Data Reports for Oklahoma County Streams:**

The District received Blue Thumb stream reports from State Blue Thumb Coordinator Cheryl Cheadle. The reports were written by Blue Thumb volunteers who monitor stream sites on Coffee Creek, Chisholm Creek, and Deer Creek.

**National Watershed Coalition:**

A letter was received from Dan Sebert, Executive Director of the National Watershed Coalition, thanking the Board for its support of the Watershed Coalition through its annual membership for 2014.

**NACD Board Briefs:**

Directors were provided a copy of the NACD Board Briefs with information on the NACD Annual Meeting, Farm Bill passage, USDA Grant Opportunities, NACD Spring Fly-in, and Stewardship Week materials. OCC Executive Director Mike Thralls and OACD Vice President Dan Sebert attended the NACD Fly-In on March 25-26.

**REPORTS:**

**NRCS District Conservationist:**

Report presented by Rod Shaw. (Report attached to original minutes.) Office staff and director Godfrey will assist with the NRCS ONE Course in Oklahoma City on April 15.

**Stacy Riley, ASTC Field Operations, Zone 1:**

Riley began her new job as Assistant State Conservationist for Zone 1 in June 2013. She will try to attend all the board meetings in her area at least once a year. She has 22 years with NRCS; her last DC position being in Altus, OK. She is looking forward to the new challenges that come with her position.

**District Directors:**

No reports given.

**Associate Director:**

Associate Director Keith Scott stated his company, Symbiotic Aquaponic LLC, would be at Martin Nature Park on April 12, and he invited everyone to come out.

**District Staff:**

(Report attached to original minutes.)

Inmon stated she and Erica Armstrong, District Manager at East Canadian County CD, would be helping with the Lake Overholser/Stinchcomb cleanup efforts on Saturday, April 12.

**NEW BUSINESS:**

None.

**ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Chair Parker announced the next Board Meeting would be Wednesday, May 7, 2014, 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, and Parker. Nay votes: none. Motion passed 3-0. Meeting adjourned at 2:30 p.m.

- Cc: Oklahoma Conservation Commission
- Mike Rooker, Area II Commissioner
- Kim Farber, President, OACD
- Dan Herald, Vice President, OACD
- Harris Penner, Area II Director, OACD
- Clay Pope, OACD Executive Director
- Gary O’Neill, State Conservationist, NRCS
- Stacy Riley, NRCS, ASTC Field Operations, Zone 1
- Honorable James Inhofe, U. S. Senator
- Honorable Tom Coburn, U. S. Senator
- Honorable James Lankford, U. S. Congressman

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

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