

**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 6, 2016, 1:30 p.m.

Members Present: Jan Kunze, Vice Chair
Rick Godfrey, Treasurer
Mark Moehle, Member
Debbie Straughn, Member

Member Absent: Richard Parker, Chair

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

CALL TO ORDER:

Vice Chair Kunze called the meeting to order at 1:30 p.m., noting that a quorum was present and business could be conducted. Vice Chair Kunze 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 and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 9:30 a.m. on April 5, 2016. 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 2, 2016, 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, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending March 31, 2016:

The Board reviewed the financial statement including the accounts payable and receivable for the period of March 1-31, 2016. (Attachment 1) Straughn made a motion to approve the March financial statement as presented. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. The Board also reviewed a copy of the March bank statement. There were no charges made to the credit card.

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

The payroll sheet and time and leave record for district secretary Rebecca Inmon was reviewed. Straughn made a motion to approve the employee payroll sheet and time and leave record for March.

Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. There was no payroll sheet for Don Bartolina since he is currently on furlough.

District's Monthly Reimbursement Claim:

The Board reviewed the district's claim for reimbursement to the Conservation Commission. The only item on the reimbursement claim is the secretary's March salary. Moehle made a motion to approve the District's reimbursement claim to OCC for \$2,170.54. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

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. Moehle made a motion to approve the worksheet. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Discuss Revised District Allocation for FY 2016, Possible Use of Local Funds to Pay Employee Salary:

The Board reviewed an email from Conservation Commission Assistance Director Lisa Owen. Due to additional revenue cuts, the district will incur a \$2,000 reduction to its full-time employee allocation for the remainder of FY 2016. The board reviewed an example from Owen showing how the reduction could be accomplished, and another example of how it would work in Oklahoma County (sample attached to minutes.) The district would need to pay 139.5 hours of the secretary's salary including FICA, Medicare, and local retirement. (Salary = \$1,611.23, FICA & Medicare = \$123.26, Retirement = \$265.85 for a total of \$2,000.34). The district can choose to pay the reduction in employee allocation with local funds or furlough the secretary 46.5 hours for the months of April, May, and June. After further discussion, Godfrey made a motion to approve use of local funds to pay the additional \$2,000.34 for the secretary's salary one-time for the month of April. Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. Godfrey then made a motion to place a proposed executive session on the agenda for the May Board of Directors meeting for the purpose of discussing the full-time employee salary if additional budget cuts occur. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Cost Share Program Year 16 Update:

The Board reviewed the cost-share report for the month of March. No additional practices have been completed. The district did receive a request from Kenneth Weathers to cancel his performance agreement. Due to a change in property management that occurred after funds were allocated, Mr. Weathers was unable to get landowner consent to participate in the program. Godfrey made a motion to cancel the performance agreement for Kenneth Weathers for Cost-Share Program Year 16. Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. The amount allocated to Mr. Weathers was \$3,670 which, if approved by the Conservation Commission, could become available for reallocation in Program Year 17.

Review Guidelines for State Cost-Share Program Year 17, Discuss and Vote on Board Action Items 1-9:

Directors reviewed the guidelines for the State of Oklahoma Cost-Share Program Year 17. The district received \$9,970 in funds to allocate to Oklahoma County landusers. The program year begins March 1, 2016, and ends August 31, 2017. The allocation period begins March 1, 2016, and ends August 31, 2016. The Board then discussed and voted on items 1-9 as required to participate in the cost-share program.

Item 1: Godfrey made a motion for Oklahoma County Conservation District to participate in Year 17 of the State Cost-Share Program. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Item 2: Moehle made a motion that members serving on the Oklahoma County district board not be allowed to participate in the program. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Item 3: Moehle made a motion to designate director Rick Godfrey as the authorized district representative with Vice Chair Kunze as the alternate. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Item 4: Moehle made a motion to designate the district technical representative as district conservationist D'Ann Peterson with technician Josh McNeff as the alternate. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Item 5: The Board reviewed the list of approved practices named in the program guidelines and a list of ten approved practices recommended by district staff for use in Oklahoma County. (See attachment) Moehle made a motion to approve the list of practices as recommended by district staff. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Item 6: The board reviewed the list of average costs for approved practices listed in the program guidelines. Straughn made a motion to approve use of the State average cost-share rates for practices offered in Oklahoma County. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Item 7: Moehle made a motion to set a local cost-share percentage rate of 75% with a minimum of \$500 and maximum of \$5,000 payment per participant. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Item 8: The Board reviewed the list of priority ranking and selection criteria as recommended by the district staff for eligible practices. (See attachment) Straughn made a motion to approve the priority ranking and selection criteria as recommended by staff. Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. The top three practices will be brush management, ponds, and water wells.

Item 9: The Board discussed when to have the application period and where to advertise. Moehle made a motion to set the sign-up period as April 11 through May 13, 2016 and to advertise the program in the Edmond Sun newspaper, district Facebook and website, information flyers, and calls to producers who have expressed previous interest in the program. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Recommendation for Appointment of District Director:

Director Rick Godfrey's appointment to office will expire on June 30, 2016. Moehle made a motion to recommend Rick Godfrey for another two-year term on the Board of Directors. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Update on Oklahoma Blue Thumb Association Funds:

The district received a check for \$250 from the Oklahoma Blue Thumb Association (OBTA) for half of the \$500 grant the district received. The other \$250 will be paid once the project, an appreciation workshop for Blue Thumb volunteers, is completed. Inmon has visited with Cheryl Cheadle and Kim Shaw about the event, and they have suggested some possible dates that might work including May 26, June 6, June 20-22, or June 27-29. The June 20-22 dates are not a good time for Inmon who will be on vacation the week of June 12-18. After discussion, the Board agreed to poll the local volunteers to see if June 27 or June 28 would work best for them. Cheadle has also suggested the district invite volunteers in the

neighboring counties to the event. Blue Thumb may have some additional funds to help with gifts for volunteers if needed. Shaw suggested a \$25 gift card would be great item to give volunteers so they can use the money for any supplies they may need. Inmon will email local volunteers about a date so planning for the volunteer appreciation can get started soon.

Conservation Day Report:

Inmon and Bartolina attended Conservation Day at the State Capitol on March 23. The district set up its information booth on the 4th floor rotunda. Staff visited with a few legislators that were in their office and attended the Conservation Day Awards Program. There was a good turn-out for the event.

Report on Feral Hog Workshop:

There was a great turnout for the Feral Hog Workshop held in Luther on March 30. There were 32 people who signed in plus the additional 12 people that included district and NRCS personnel and speakers for the workshop. Speakers included Dr. George Luker with Langston University; Tim Campbell and Jeff Pennington with the Oklahoma Department of Wildlife Conservation; and Kevin Grant and Dr. Mike Pruitt with the USDA-APHIS (Animal and Plant Health Inspection Service). Dwight Guy with the USDA Office of Advocacy and Outreach helped with securing the facility and contacting some of the speakers. The Church of the Living God in Luther also helped sponsor the refreshments. Director Godfrey represented the Board at the event and made the introduction of speakers.

Review Annual Plan of Operations:

The Board reviewed the Annual Plan of Operations including the goals and objectives and upcoming calendar of events. Items completed were: Conservation Day attendance, newsletter, Facebook and webpage updates, Feral Hog workshop outreach-article submitted to NRCS partnership report, annual watershed inspections, attendance at OACD Annual Meeting, education program at Oklahoma Christian Academy, and work on cost-share program year 16. Upcoming activities include the Oklahoma City Farm Show, ScienceFest, National Land and Range Judging Contest, and planning for Blue Thumb volunteer event.

Report on National Land and Range Judging Contest:

- Inmon stated she had received a total of 89 registrations to date, including 72 FFA and 17 4-H. Most of the major sponsors and 48 conservation districts have contributed.
- Bartolina stated that Inmon was selected as the 2016 Contest Honoree. He made the announcement during Conservation Day.
- Other contest plans are on schedule. McNeff has contacted Oklahoma County about digging holes at the practice sites. The headquarters Hotel, the Wyndham Garden, has sold their block and is now referring teams to the overflow hotels.
- A meeting with the Wyndham staff is scheduled on April 11 to finalize plans for the contest.

Report on Education Activities:

- 1) ***Oklahoma Christian Academy:*** On March 29, Inmon and Bartolina presented an education activity from Project WET to the fourth grade science students at Oklahoma Christian Academy in Edmond. There were 20 students that participated. The staff was invited to the school by science teacher Kim Crawford.
- 2) ***ScienceFest:*** The annual ScienceFest is scheduled for April 28 at the OKC Fairgrounds. The district and Conservation Commission will be setting up two activities, 'Soil-It's Alive and Soil-Life Depends on It.' Karla Beatty, NRCS staff Troy Collier, Josh McNeff, and D'Ann Peterson, and volunteers Ben and Laura Pollard and Jim Leach will be assisting Inmon and Bartolina with the activities.

CORRESPONDENCE:**Conservation Commission-Shanon Phillips:**

The district contacted Conservation Commission Water Quality Director Shanon Phillips regarding the email received from Daniel Wind, Environmental Specialist, with the Kickapoo Tribe of Oklahoma. The Kickapoo Department of Environmental Programs is seeking to determine the interest in the formation of a watershed working group for the Central/Lower North Canadian River, initially focusing along the section in Oklahoma, Lincoln, and Pottawatomie Counties. (The email response from Director Phillips to Mr. Wind and the other partners is attached.) While the North Canadian River has been a high priority for the water quality division's non-point source program, the Lower North Canadian has not been a focus because of the low likelihood of being able to collect water quality data to show success since it is downstream of an urban area with significant point source discharges.

National Watershed Coalition:

Chair Parker received a letter from Dan Sebert thanking him for the continued support of the Watershed Coalition through the district's membership renewal for 2016. A new membership card was attached.

REPORTS:**NRCS District Conservationist:**

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

Peterson reviewed the report with the Board. McNeff reported on the various technical assistance requests he had received.

District Directors:

Director Rick Godfrey chaired the Feral Hog Workshop in Luther on March 30, and he made a presentation to a new group of NRCS employees at the ONE Course (Orientation for New Employees) held in Oklahoma City on April 5. The presentation was given at Camp Shiloh.

District Staff:

(Report attached to original minutes.)

- The Conservation Commission and USDA partners will have a joint booth at the Oklahoma City Farm Show on April 14-16. Inmon stated she volunteered to work a shift from 9 a.m.-noon on April 14 and from 2-5 p.m. on April 15.
- Even though Bartolina is on furlough, he volunteered 60 hours of his time during March. He also assisted with the NRCS ONE Course on April 5. He will be assisting with ScienceFest on April 28.

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Vice Chair Kunze announced the next Board Meeting would be Wednesday, May 11, 2016, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. Meeting adjourned at 3:05 p.m.

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

Approved as Written: 
Chair

Date: 5-11-16