

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

Date and Time: Wednesday, August 3, 2016, 1:30 p.m.

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

Member Absent: Debbie Straughn

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

CALL TO ORDER:

Chair Kunze called the meeting to order at 1:30 p.m., noting that a quorum was present and business could be conducted. 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 9:20 a.m. on August 2, 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 July 6, 2016, Regular Meeting:

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

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending July 31, 2016:

The Board reviewed the financial statement including the accounts payable and receivable for the period of July 1-31, 2016. (Attachment 1) Godfrey made a motion to approve the July financial statement as presented. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. The Board also reviewed a copy of the July bank and credit card statements. Items charged on the credit card were the Blue Thumb meeting expenses and the registration fee for Inmon to attend the annual statewide Women in Ag conference.

Employee Payroll Sheet and Time and Leave Records for Month Ending July 31, 2016:

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 July. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

District's Monthly Reimbursement Claim:

The Board reviewed the district's claim for reimbursement to the Conservation Commission. Godfrey made a motion to approve the District's reimbursement claim to OCC for \$4,032.95. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. The district has used \$417 of its operating expense money.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:**Monthly NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of July. Moehle made a motion to approve the worksheet. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

Review FY 17 Budget Allocation from Conservation Commission and New Policies for FY 2017:

- Directors reviewed the FY 2017 budget allocation from the Conservation Commission. The district received \$28,826.30 for the secretary position, \$16,000 for the (unallocated) part-time district manager position, and \$2,000 in operating expense money. Directors may receive \$25 per meeting per board member but it is not a separate allocation this year. If a district chooses to pay the \$25 per meeting, it will count against the operating expense funds. The retirement rate will remain the same with the employee rate at 3.5% and the employer rate at 16.5%. Godfrey made a motion that the district not pay district director meeting expense in FY 2017. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.
- Directors reviewed a copy of the Adopted Policies for FY 2017 (copy attached). Policy #6 is new and the policy states that all districts with two or more full-time employees (FTE) are required to establish a formal agreement with an adjoining district with fewer than two FTE's. The agreement must specify areas of assistance to be provided with the assistance being mutually beneficial. Assistance can include such items as administrative or clerical assistance, watershed operation and maintenance, education or outreach, conservation equipment or other items agreed upon by the districts. All agreements have to be approved by the Executive Director of the Conservation Commission. The Commission provided a sample Memorandum of Understanding (MOU) for the board to review. According to the OCC map listing of current employee positions, Lincoln and Logan Counties are the only two neighboring districts considered to have two FTE's. One of them could possibly reach out to Oklahoma County to form an agreement.

Approval New Cooperator Agreement for Phil Campbell:

Moehle made a motion to approve the new cooperator agreement #2808 for Phil E. Campbell. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Campbell is recently retired from the US Air Force and has started a cow/calf operation near Luther.

Discuss Recommendation for Appointment of District Director to Fill Position #2:

As requested by the Board, Bartolina contacted Phil Campbell about serving in the vacant position on the Board of Directors. The position is vacant due to the retirement of former Chair Richard Parker.

Campbell was excited for the opportunity to serve on the Board and to get more involved in the conservation community. Moehle made a motion for the district to recommend to the Conservation Commission that Phil Campbell be appointed to fill the vacant #2 position on the Board of Directors. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. The required papers were filled out and signed by the Board and by Mr. Campbell.

Review and Approve FY 2016 Annual Report to the Conservation Commission:

Directors reviewed the FY 2016 annual report to the Conservation Commission prepared by district staff. The report summarizes the district's activities and accomplishments for FY 2016. The eight page report contains numerous photos and information related to programs and activities completed throughout the year. Godfrey made a motion to approve the FY 2016 annual report as presented. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

State Cost-Share Program Year 17 Update: Select Successful Applicants, Establish Maximum Cost-Share Payment, and Set Completion Date for Practices:

The district received two new applications during the most recent sign-up period. Donald Ray Stanfield Jr. made an application for brush management and the Oklahoma Baptist Homes for Children (OBHC) made an application for a pond. The district had an additional \$6,240 to allocate that rolled over from Program Year 16. Bartolina recommended the Board approve both applications with the practice, maximum payment, and completion dates as shown in chart below. Godfrey made a motion to approve the cost-share applications for Donald Ray Stanfield Jr. and Oklahoma Baptist Homes for Children with the conservation practice, maximum payment, and completion dates as recommended by Bartolina. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. The district's total allocation of \$16,030 has now been allocated to four applicants.

Applicant Name	Practice	Maximum Payment	Completion Date
Donald Ray Stanfield Jr.	314 – Brush Management	\$1,788	Dec 30, 2016
Oklahoma Baptist Homes for Children (OBHC), Inc.	378 – Pond	\$4,452	Dec 30, 2016
	Total Allocated	\$6,240	

Discuss OACD Area II Meeting Plans:

Oklahoma County will be hosting the OACD Area II meeting again this year, and the district staff is working with OACD on plans for the meeting. The date has been scheduled for October 27 and staff is currently working to finalize an agreement for the meeting space. Langston University OKC is no longer in the building used for the meeting last year, so a different meeting space will need to be found. Klein's Catering has been contacted about providing the food.

Update on Annual Compilation of Financial Records for FY 2016:

Inmon has compiled most of the financial records requested by auditor Kimberlye Mayer for the district's annual compilation for FY 2016. Since Mayer wants the July 2016 information included, the records will be sent to her after the July board meeting.

Discuss Purchase of Supplies for Fall Natural Resource Days:

The district normally has three to four requests in the fall for Natural Resource Days. Some supplies will need to be purchased for the 'water cycle' activity bracelets and for the fishing clinics. Moehle made a motion to allow the district staff to purchase up to \$250 in supplies for Natural Resource Day education activities. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

Discuss Sponsorship of 2017 Poster Contest:

The theme for the 2017 OACD and NACD poster contest will be “We All Need Trees”. The district spent \$110 in sponsoring the contest last year. Participation has continued to drop off in recent years. Schools either don’t offer art classes or the students only go once a week. Most of the students that participate do the work outside of class. After discussion, the board agreed it was important to offer the contest for the students who did want to participate. Moehle made a motion to sponsor a poster contest for 2017 and not to exceed \$150 in funds for the contest. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

Women in Ag and Small Business Conference:

Inmon reminded directors she would be out of the office on Thursday and Friday, August 4-5, to attend the Statewide Women in Agriculture and Small Business conference. The conference is being held at the Moore Norman Technology Center on South Penn Ave in Oklahoma City.

2016 RC&D State Summit:

Oklahoma RC&D will hold its 2016 State Summit at the Embassy Suites in Oklahoma City on August 21-22, 2016. RC&D provides small business loans and helps coordinate resources to promote economic development, mostly in rural areas. The district is a member of the Cross Timbers RC&D and director Godfrey serves as the district’s representative on the board. A copy of the tentative agenda and registration form were provided to directors. Registration to attend the meeting is \$100 per person.

Plant ID for Soil Health Training:

There will be a ‘plant ID for soil health’ training held at El Reno on August 23. Participants will spend the day learning how to identify native plants, which plants are beneficial for livestock, and how plants work together. Attendees will need to bring a sack lunch as lunch is not provided; however, water and ice will be available. You must register with the Oklahoma Conservation Commission if you want to attend.

Education Activity Report:

District staff provided two educational activities for students enrolled in the Rain Forest Rangers program at Rose State KIDS College on July 14. There were 12 second and third grade students enrolled in the program. Inmon and Bartolina led the students in two Project WET activities, the *Incredible Journey* and *Rainsticks*. The program leader was Lisa Pitts, former teacher at Jones, who will be teaching at Oakdale Elementary in Edmond this coming school year.

CORRESPONDENCE:**Conservation Commission:**

An email was received from Lisa Owen stating the district’s Joint Annual Plan of Operations had been approved at the July Commission meeting.

Cheryl Cheadle:

Blue Thumb Program Director Cheryl Cheadle is retiring. Her last day on the job will be August 31. She is leaving to embark on a new career as a naturalist with Camp Loughridge in Tulsa. She plans to stay connected to the Blue Thumb Program by serving as a volunteer in Tulsa County. The Board asked the staff to write a letter to Cheadle thanking her for her years of hard work and dedication to conservation and the Blue Thumb Program.

REPORTS:

NRCS District Conservationist:

Report presented by D’Ann Peterson. (Report attached to original minutes.)
Peterson also stated she would be working with district staff to plan a locally led outreach meeting. Possible topics are pollinators and monarch habitat or hoop houses.

District Directors:

Director Kunze, who also serves as President of the Oklahoma 4-H Foundation, reported on the 4-H Foundation awards banquet and the scholarships and awards that were presented.

District Staff:

(Report attached to original minutes.)

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next Board Meeting would be Wednesday, September 7, 2016, 1:30 p.m. Kunze stated she would be out of town on that date. There being no further business, Moehle made a motion to adjourn the meeting. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Meeting adjourned at 3:10 p.m.

- Cc: Oklahoma Conservation Commission
- Mike Rooker, Area II Commissioner
- Steve House, President, OACD
- Larry Wright, 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, Board of Directors

Date: _____