

**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 5, 2015, 1:30 p.m.

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

**Member Absent:** Richard Parker, Chair  
Mark Moehle, Member

**Others Present:** Rebecca Inmon, District Secretary  
Don Bartolina, District Manager  
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. 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](http://www.okcountyconservation.com) and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 3:00 p.m. on August 3, 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 July 1, 2015, Regular Meeting:**

Board members received a copy of the minutes for review. Godfrey made a motion to approve the minutes as written. Straughn seconded the motion. Aye votes: Straughn, 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, 2015:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of July 1-31, 2015. (Attachment 1) Inmon stated the district's July reimbursement claim was shorted by \$303.43, a portion of Bartolina's salary. OCC did not get the money transferred into the district account to cover all his salary. Inmon contacted Steve Coffman at OCC about the shortage, and he is going to send the claim back through for the additional \$303.43. The deposit will be on the August financial statement. Godfrey made a motion to approve the July financial statement as presented. Straughn seconded the motion. Aye votes: Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. The Board also reviewed a copy of the July bank and credit card statements.

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

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Straughn made a motion to approve the employee payroll sheets and time and leave records for July. Godfrey seconded the motion. Aye votes: Straughn, 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 \$4,394.92. Straughn seconded the motion. Aye votes: Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

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

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

**Cost Share Program Year 16 Report:**

None of the Program Year 16 cost-share participants have completed their work to date. Letters were mailed to all seven approved participants reminding them of the September 30, 2015, completion date for practices. The letter also stated that participants can submit a written request for an extension to the Board of Directors if they cannot meet the deadline.

**Review and Approve Annual Report to Conservation Commission:**

Directors reviewed the FY 2015 Annual Report to the Conservation Commission prepared by the district staff. Godfrey made a motion to approve the FY 2015 Annual Report as presented. Straughn seconded the motion. Aye votes: Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

**Review and Discuss FY 2016 Budget Allocation from Conservation Commission:**

Directors reviewed the FY 2016 budget allocation from the Conservation Commission. The personnel allocation remained the same as FY 2015 (\$28,611 for the secretary and \$16,000 for the unallocated position), each district received only \$2,000 in operating expense for the year, and director meeting expense was cut to \$20 per meeting. The retirement contribution rate for employees is 3.5% and the rate for employers is 16.5%, same as last year. The Commission is working on a new contributions agreement with NRCS for district staff assistance with Farm Bill conservation programs. They anticipate the agreement to be in place by October 1, 2015, and the Commission is hopeful they will be able to allocate additional operating expense to the districts. As in the past, districts will be asked to consider local approval of the operational agreement that outlines tasks the district will assist with in delivery of the federal conservation programs.

**Vote in Open Session on Whether to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B)(7) to Discuss New Conservation Plans for 3R Farms, Willard Earl Davis, and Robert Phillips, EQIP Contracts for Edgar Frazier, Steven L. Hill, Julia Laughlin, Oklahoma Women in Ag Association, and Brenda Sullivan Tyson, and CSP Contracts for Evelyn Newton and Willard Earl Davis:**

Straughn made a motion to enter into executive session to review the conservation plans for 3R Farms, Willard Earl Davis, and Robert Phillips, EQIP contracts for Edgar Frazier, Steven Hill, Julia

Laughlin, Brenda Sullivan Tyson, and the Oklahoma Women in Ag Association, and CSP contracts for Evelyn Newton and Willard Earl Davis. Godfrey seconded the motion. Aye votes: Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Kunze stated everyone could stay in the executive session and she designated Inmon to take the minutes. The Board entered into executive session at 1:52 p.m.

**Executive Session to Discuss Conservation Plans, EQIP and CSP contracts as Stated in Item 4e of the Board Meeting Agenda:**

Minutes of the executive session are filed separately as required by State Law.

**Return to Open Session and Establish Quorum:**

The Board returned to open session at 2:00 p.m. Kunze noted that a quorum was present and the meeting could continue.

**Vote on Approval of Conservation Plans and Contracts:**

Godfrey made a motion to approve the conservation plans for 3R Farms, Willard E. Davis, and Robert Phillips; EQIP contracts for Edgar Frazier, Steven Hill, Julia Laughlin, Brenda Sullivan Tyson, and Oklahoma Women in Ag Association; and CSP contracts for Willard E. Davis and Evelyn Newton. Straughn seconded the motion. Aye votes: Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

**Discuss Approval Poster Contest and Guidelines for 2015:**

The Board reviewed the poster contest information and guidelines. Theme for this year's poster contest is 'Local Heroes – Your Hardworking Pollinators'. Straughn made a motion to continue sponsoring the poster contest for Kindergarten through 5<sup>th</sup> grades and to set a budget limit of \$200 for the awards. Godfrey seconded the motion. Aye votes: Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

**NACD South Central Region Meeting on August 9-11:**

The NACD South Central Region Meeting will be held at the Hard Rock Casino and Hotel in Catoosa on August 9-11, 2015. Bartolina and Inmon will be attending the meeting and the district office will be closed on Monday and Tuesday.

**Update on Soil Health Training for Directors and Staff:**

A soil health assessment training for district directors and staff will be held October 15. The training will include East Canadian County CD, Logan County CD, Kingfisher County CD, and Oklahoma County CD staff and directors. Logan County is coordinating the meeting and they have a producer, John Blair, in the four corners region where they would like to have the training. There has also been discussion about starting the training indoors and using the district's meeting room or the conference room next door. Plans should be finalized in the near future. Greg Scott will be conducting the training.

**Pollinator Workshop at Langston OKC on August 13:**

The district is partnering with Cleveland County CD, McClain County CD, USDA, the Oklahoma Tribal Advisory Council and Langston University to hold a Pollinators Workshop on August 13 from 6:30-8:30 p.m. at the Langston OKC Campus. The workshop is free to the public and speakers will discuss the importance and benefits of pollinators in agriculture and gardening operations.

**Tentative Plans for OACD Area II Meeting:**

Oklahoma County is hosting the OACD Area II Meeting this year. Tentative plans have been made to hold the meeting at Langston OKC on November 17. More details will be forthcoming.

**Approval Joint Plan of Operations:**

An email was received from Lisa Owen stating the district's Joint Plan of Operations for FY 2016 had been approved at the Commission meeting on August 3.

**Discuss Renewal of Domain Name and Service with District's Webpage Provider:**

Inmon stated the district's domain name and service with the current webpage provider would expire the end of August. The renewal for service will cost approximately \$120 for two years and the domain name approximately \$40 for another two years. Godfrey made a motion to renew the domain name and website service for another two years. Straughn seconded the motion. Aye votes: Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

**CORRESPONDENCE:**

None.

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

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

- Peterson stated the district and NRCS needed to have a local work group meeting and locally led meeting. Staff has discussed having a locally led meeting later in August in eastern Oklahoma County, perhaps using one of the churches, and having a table top rainfall simulator demonstration. Attendees would be asked to fill out surveys to help identify local resource needs in the area. The Board agreed to have the local work group meeting on September 2, 2015, 3:00 p.m., following the regular monthly board meeting.
- Two sites in Oklahoma County were reviewed for EWP funding. One site was determined 'not cost effective' and did not meet minimum requirements. The other site, a bridge in Draper Park, has been approved.
- McNeff reviewed the CTA's reported for the month.

**District Directors:**

- Kunze will be attending the Statewide Women in Ag and Small Business Conference at the Moore-Norman Technology Center on August 6-7.
- Kunze, Chair of the ScienceFest Steering Committee, is working with the Committee on plans for next year's event scheduled for April 28, 2016, at the Fairgrounds. More sponsors are wanting to be part of the event.
- Godfrey attended the Legislative Field Day held July 10 at Martin Park. He plans to attend the RC&D meeting in Okemah on August 13.

**District Staff:**

(Report attached to original minutes.)

- Inmon reminded the Board that the Blue Thumb girls from Midwest City would be attending the next board meeting on September 2. They have a 15-20 minute presentation to give.
- Inmon will be at the Women in Ag meeting on Thursday and Friday, August 6-7.

- Schools are starting back and the district anticipates hearing from teachers wanting to schedule Natural Resource Days at Lake Arcadia.


**NEW BUSINESS:**

None.

**ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Vice Chair Kunze announced the next Board Meeting would be Wednesday, September 2, 2015, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting. Straughn seconded the motion. Aye votes: Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. 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:   
Vice Chair

Date: 9-2-15