

**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 6, 2014, 1:30 p.m.

**Members Present:** Jan Kunze, Vice Chair  
Mark Moehle, Member  
Debbie Straughn, Member

**Member Absent:** Richard Parker, Chair  
Rick Godfrey, Treasurer

**Others Present:** Rebecca Inmon, District Secretary  
Don Bartolina, District Manager  
Rod Shaw, District Conservationist, 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 11:45 a.m. on August 5, 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 July 2, 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 Kunze. Nay votes: none. Motion passed 3-0.

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

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of July 1-31, 2014. (Attachment 1) Straughn made a motion to approve the July financial statement as presented. Moehle seconded the motion. Aye votes: Straughn, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. The Board also reviewed a copy of the July bank and credit card statements. Inmon stated she had spoken with Karla Beatty regarding the outstanding check #2653 written to the Rogers County Conservation Foundation in May. Beatty did not recall receiving the check but said she would look at her records. Upon further investigation, she found the check had been placed in the vault at the Commission office for safekeeping without her knowledge. The check will be forwarded on to Rogers County for deposit.

**Employee Payroll Sheet and Time and Leave Records for Month Ending July 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 July. Straughn seconded the motion. Aye votes: Straughn, Moehle, 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. Moehle made a motion to approve the District's reimbursement claim to OCC for \$4,524.54. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. The district used \$1,033.83 of its \$3,000 operating expense budget from the Conservation Commission.

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

**Review and Approval of FY 2014 Annual Report:**

Directors reviewed a copy of the FY 2014 Annual Report to the Conservation Commission. The report provides district information regarding program accomplishments and education activities and outreach during the year. Straughn made a motion to approve the FY 2014 Annual Report. Moehle seconded the motion. Aye votes: Straughn, Moehle, and Kunze. Nay votes: none. Motion passed 3-0.

**Sponsorship of 2014 Poster Contest:**

The theme for this year's poster contest is 'Dig Deeper-Mysteries in the Soil'. The contest will be sponsored by the National Association of Conservation of Conservation Districts at the national level and the Oklahoma Association of Conservation Districts at the Area and State level. Inmon prepared a brochure with the poster contest information to provide to local schools. Awards for last year's contest cost approximately \$125. Moehle made a motion to sponsor a local poster contest this year for Kindergarten through 5<sup>th</sup> grades. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Kunze. Nay votes: none. Motion passed 3-0.

**District's Budget Allocation from the Conservation Commission for FY 2015:**

Directors were provided a copy of the FY 2015 allocation of funds summary from the Conservation Commission. The District received \$28,611 for the secretary's salary, \$16,000 for the unallocated position, and \$3,000 for operating expense. Director meeting expense will remain at \$25 per meeting per director for the 12 monthly meetings. The retirement contribution rate remains at 3.5 percent for the employee and 16.5 percent for the employer. When a new contributions agreement is in place with NRCS, the Commission hopes to be able to allocate additional monies for operating expense. No action needed.

**State Cost Share Program Year 15 - Participant Update:**

- ✓ Inmon sent letters to Phyllis Webb, Earl Davis, and William Lassiter advising each of them the Board approved their requests for an extension to the completion date on their performance agreement.
- ✓ Eddie Baker completed his practice and his claim has been filed with the Conservation Commission.
- ✓ Mr. Davis has hired a contractor and Mr. Lassiter is continuing to work on his cedar removal.

**Update on Audit of District's FY 2014 Financial Records:**

A letter was received from the auditor, Kimberlye Mayer, listing the information she would need for the FY 2014 audit of financial records. All the records have been prepared except for the July 2014 financial information. Inmon also prepared a Trial Balance statement and a Profit and Loss statement for FY 2014 as requested by the auditor. The Board reviewed copies of both items. The Profit and Loss statement shows a net loss of \$1,849.30 for FY 2014.

**Women in Ag and Small Business Conference:**

Inmon reminded the Board the State Women in Ag and Small Business conference was being held August 7-8 at the Moore-Norman Technology Center on South Pennsylvania Ave in Oklahoma City. Inmon, Kunze, and Straughn are registered to attend the conference.

**Blue Thumb Conference and Mini Workshop in September:**

The Oklahoma Blue Thumb Program is sponsoring a conference and celebration for volunteers on September 19-20 at the Lake Arcadia Education Center. During the conference on Friday, they are also conducting a mini-workshop for conservation district directors and staff entitled 'What Can Blue Thumb Do for You?' The mini-workshop is Friday, 2:00-3:30 p.m., and it is free to attend. The regular workshop is \$15 for districts that are Lifetime members of the Oklahoma Blue Thumb Association. Inmon stated she planned to attend the mini-workshop.

**Soil Health Training Workshop for District Directors and Staff:**

Bartolina reported the soil health training for directors and staff will not be held on August 21. Stacy Hansen will be sending out correspondence to districts detailing what the different partners (OACD, OCC, and NRCS) will be doing related to soil health. A workshop may be scheduled at that time.

**Update on Education Activities:**

- 1) *Water Well Testing at Spencer:* The District is working with Blue Thumb, Dwight Guy, and some Spencer area pastors to promote a water well testing and education program at St. Luke Baptist Church in Spencer on Saturday, September 6. Blue Thumb will provide the testing materials and Kim Shaw has agreed to assist volunteers in testing the samples. Sample bottles will be handed out on Friday afternoon to residents who want to bring in samples on Saturday morning. At 10 am on Saturday, a spokesperson from the Oklahoma County Health Department will speak on water well safety and Blue Thumb will provide a demonstration with their groundwater model.
- 2) *Upcoming Natural Resource Days:* District staff has been busy scheduling Natural Resource Days for this fall. Events are planned with Edmond Sunset Elementary on September 30, Putnam City Rollingwood Elementary on October 14, and Putnam City James L. Dennis Elementary on October 21. All events will be held at the Lake Arcadia Education area. Resource people have been contacted to help with activities. Inmon will also be contacting Deer Creek Grove Valley Elementary to see if they want to continue with their annual water festival.
- 3) *Annual Wildlife Expo:* The Annual Oklahoma Wildlife Expo is scheduled for September 26-28 at the Lazy E Arena in Oklahoma City. Inmon would like to volunteer to assist with the Expo on Friday and Saturday morning. Straughn made a motion to allow Inmon to assist at the Wildlife Expo during work hours on Friday, September 26. Moehle seconded the motion. Aye votes: Straughn, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. The booth theme for this year is 'Out the Back Door' and Friday is student day at the Expo.

**CORRESPONDENCE:**

**Conservation Commission:**

A note was received from Mike Thralls regarding the expanded duties for Karla Beatty. Karla has moved to the Water Quality Division to join the OCC communications team. She will be assisting with the soil health education program and helping the agency better assist districts in community outreach efforts. Her office will continue to be at the Ag Building.

**OACD:**

All the Area OACD meetings have been scheduled. The Area II meeting will be held on November 18 at the Meridian Technology Center in Stillwater. OACD plans to send out agenda information sometime in September.

**REPORTS:**

**NRCS District Conservationist:**

Report presented by Rod Shaw. (Report attached to original minutes.)

**District Directors:**

- Director Kunze serves on the Environmental Quality Board. Kunze stated she thought the DEQ issues were being handled appropriately. The next meeting of the Board will be August 19 at Quartz Mountain in southwest Oklahoma.
- Kunze serves on the ScienceFest Steering Committee and she will be attending a Steering Committee meeting immediately following the District Board meeting.

**District Staff:**

(Report attached to original minutes.)

**NEW BUSINESS:**

None.

**ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Vice Chair Kunze announced the next Board Meeting would be Wednesday, September 3, 2014, 1:30 p.m. There being no further business, Straughn made a motion to adjourn the meeting. Moehle seconded the motion. Aye votes: Straughn, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. Meeting adjourned at 2:25 p.m.

- Cc:
- Oklahoma Conservation Commission
  - Mike Rooker, Area II Commissioner
  - Kim Farber, President, OACD
  - Dan Herald, Vice President, OACD
  - Position Vacant, 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 Tom Coburn, U. S. Senator
  - Honorable James Lankford, U. S. Congressman

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

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