

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

**Date and Time:** Wednesday, December 2, 2015, 1:30 p.m.

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

**Member Absent:** None

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

**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 9:45 a.m. on December 1, 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 November 4, 2015, Regular Meeting:**

Board members received a copy of the minutes for review. Moehle made a motion to approve the minutes as written. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

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

**Financial Statement for Period Ending November 30, 2015:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of November 1-30, 2015. (Attachment 1) Straughn made a motion to approve the November financial statement as presented. Godfrey seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. The Board also reviewed a copy of the November bank and credit card statements. Charges on the credit card were for Natural Resource Day supplies and poster contest awards.

**Employee Payroll Sheet and Time and Leave Records for Month Ending November 30, 2015:**

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 November. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

**District's Monthly Reimbursement Claim:**

The Board reviewed the district's claim for reimbursement to the Conservation Commission. Kunze made a motion to approve the District's reimbursement claim to OCC for \$3,806.49. Moehle seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. The district will have \$199.13 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 November. Straughn made a motion to approve the worksheet. Moehle seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

**Cost Share Program Year 16 Update:**

Brandy Manek and 3R Farms have completed their conservation practice and claims have been submitted to the Conservation Commission. When the funds are deposited into the district's checking account, the district will then write a check to the landowner for their cost-share payment. Earl Davis is ready to begin work on his practice and the contractor plans to start next week. Stephen Bradley is still working to complete his practice. Due to landowner and lease complications, Kenneth Weathers will not be able to complete his practice. Although Mr. Weathers has spoken to the district staff regarding the issue, he has not made a formal request in writing to cancel his agreement. Bartolina spoke with Robert Phillips about his practice since he is in non-compliance with his agreement. Mr. Phillips indicated he could not do the practice this year but might be able to complete the practice next year before the June deadline. He has yet to make a formal request to the Board for an extension to his performance agreement. Godfrey made a motion for the district to write another letter to Mr. Phillips reminding him about the conditions of his performance agreement and strongly suggesting he let the district know in writing whether he needs an extension or still plans to complete the work next spring. Moehle seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

**Vote in Open Session on Whether to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B)(7) to Review Conservation Stewardship Program (CSP) Conservation Plan for Dwight Guy:**

Straughn made a motion to enter into executive session to review the Conservation Stewardship Program (CSP) conservation plan for Dwight Guy. Moehle seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. Parker stated everyone could stay in the executive session and he designated Inmon to take the minutes. The Board entered into executive session at 1:48 p.m.

**Executive Session to Discuss (CSP) Conservation Plan as Stated in Item 4c 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 1:52 p.m. Parker noted that a quorum was present and the meeting could continue.

**Vote on Approval of CSP Conservation Plan:**

Godfrey made a motion to approve the Conservation Stewardship Program (CSP) conservation plan for Dwight Guy. Kunze seconded the motion. Aye votes: Straughn, Godfrey, Kunze, Moehle, and Parker. Nay votes: none. Motion passed 5-0.

**Discuss Payment Second Half of OACD Annual Dues:**

The Board discussed payment of the second half of the OACD annual dues. The board voted to pay the first half (\$200) of the dues at the August meeting. After discussion, Godfrey made a motion to pay OACD another \$200 for the second half of the annual dues. Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Kunze abstained. Motion passed 4-0.

**Discuss Payment of Annual NACD Dues for 2016:**

In June, the District paid \$300 to NACD for 2015 dues. Kunze made a motion to defer discussion of paying the 2016 NACD dues. Moehle seconded the motion. Aye votes: Straughn, Godfrey, Kunze, Moehle, and Parker. Nay votes: none. Motion passed 5-0. Discussion tabled until another meeting.

**Discuss OACD Area II Meeting:**

The OACD Area II meeting was held at Langston-OKC on November 17. Several speakers talked about the budget issues facing the State. Along with budget cuts, proceeds from the Conservation Commission portion of the Gross Production Tax are down; and this is the year the Gross Production Tax must to be reauthorized by the legislature in order for the Commission to continue receiving those funds. Due to budget issues, no decision will be made regarding the State cost-share program allocations until after January 1. Directors Kunze, Straughn, and Godfrey attended the meeting and they enjoyed the roundtable discussion that took place. Guest speaker, District II County Commissioner Brian Maughn gave an excellent talk on his cedar removal program. During the meeting, Oklahoma County was recognized by OACD as the Outstanding Conservation District in Area II and will compete with other area winners for the outstanding district in the State. Since OACD likes the central location of the Langston-OKC facility for Area II, they may want to use the facility again next year.

**Discuss and Complete District Evaluation Guide:**

District directors and staff discussed and completed the District Evaluation Guide handed out at the Area meetings. The district has a strong education program but has little or no resources for local funding. A copy of the completed evaluation guide will be sent to Lisa Owen at the Conservation Commission.

**Discuss Oklahoma Blue Thumb Association (OBTA) Grant Funds:**

The Oklahoma Blue Thumb Association (OBTA) will be making up to five \$500 grants available to districts that are lifetime members of the OBTA. The grant funds need to be used to support and promote the Blue Thumb Program and Blue Thumb volunteers. The Board agreed to contact the Blue Thumb volunteers in Oklahoma County and see what type of equipment needs they have. If there is enough feedback concerning equipment needs, the district may write a grant proposal to purchase equipment for local volunteers. Grant proposals will be accepted January 4 – February 5, 2016.

**Education Activities:**

- Poster Contest Winners – Harrah 6<sup>th</sup> grade student Thomas Buchanan won the OACD State Poster Contest and his entry was selected to be sent to NACD for the national contest. Award presentations are scheduled at Grove Valley and Deer Creek Elementary Schools on December 4 and December 11 to present awards to local winners.
- City Care Meeting – Bartolina and Inmon were invited to attend a business luncheon and meeting at City care on November 16. City Care wants to start an educational program for inner city kids at Crystal Lake and they are hoping to obtain some Title I money for the project. They would like to have a four-day day camp for the students and they need approved education curriculum that meets the criteria for Title 1 funding. District staff were invited to give input regarding the district's education programs and the use of Project WET activities.

**CORRESPONDENCE:**

None.

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

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

**District Directors:**

No reports.

**District Staff:**

(Report attached to original minutes.)

- Bartolina reported that local developer David Yost had received a Lifetime Achievement award from Keep Oklahoma Beautiful. During his acceptance speech, he acknowledged former district manager Laura Pollard, the NRCS, and Bartolina for helping him understand how to combat soil erosion.
- Inmon stated she planned to use some annual leave during December. With limited staff, there could be some days where the office would be closed. In addition, the office will be closed December 24-25 for the Christmas Holiday.
- Inmon is planning to attend the NRCS Zone 1 meeting in Woodward on December 16.

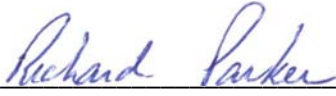
**NEW BUSINESS:**

None.

**ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Chair Parker announced the next Board Meeting would be Wednesday, January 6, 2016, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting. Straughn seconded the motion. Aye votes: Straughn, Kunze, Godfrey, Moehle, and Parker. Nay votes: none. Motion passed 5-0. Meeting adjourned at 3:15 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:  Date: 1-6-2016  
Chair