

**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 3, 2014, 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
Rod Shaw, District Conservationist, 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 and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 9:55 a.m. on December 2, 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 November 5, 2014, Regular Meeting:

Board members received a copy of the minutes for review. Godfrey made a motion to approve the minutes as written. Moehle seconded the motion. Aye votes: Kunze, Straughn, 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, 2014:

The Board reviewed the financial statement including the accounts payable and receivable for the period of November 1-30, 2014. (Attachment 1) Moehle made a motion to approve the November financial statement as presented. Straughn 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 statement from Bank of Oklahoma.

Employee Payroll Sheet and Time and Leave Records for Month Ending November 30, 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 November. Kunze seconded the motion. Aye votes: Kunze, Straughn, 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. Moehle made a motion to approve the District's reimbursement claim to OCC for \$3,195.69. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. Districts received an additional allocation of \$1,000 for operating expense. The funds came from the NRCS contributions agreement as districts continue to provide support for assistance in delivering Farm Bill Programs. With the additional funds, the district has \$1,061.20 remaining in its operating expense account for FY 2015.

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. Moehle made a motion to approve the worksheet. Godfrey seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Review Operational Agreement with NRCS for Technical Assistance in Support of Farm Bill Delivery:

The Board reviewed the local Operational Agreement with NRCS for technical assistance in support of conservation program delivery. The agreement includes the possible work tasks identified for district assistance with conservation planning, outreach and marketing, administrative duties, and Farm Bill contracting. Moehle made a motion to renew the operational agreement with NRCS for FY 2015. Godfrey seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Cost-Share Program Year 15 Update:

The contractor has completed work on William Lassiter's cedars. The work was delayed for a while when the contractor's equipment broken down. Mr. Lassiter is planning to cut a few additional small cedars by hand. The work should be completed within a week.

Review Cost-Share Program Year 16 Guidelines, Discuss and Vote on Board Action Items 1-9:

Bartolina reviewed the Cost-Share Program Year 16 guidelines. There is a change in how cost-share claims will be submitted. Participants will be required to submit W-9 information and the district will submit claims for reimbursement and send checks to the producer after the funds are deposited into the district's bank account. The district will have to send a 1099-misc form to each producer receiving cost-share funds. As previously discussed, the requirement for a 20 acre minimum and producing \$1,000 of soil dependent products was removed. Oklahoma County received \$18,750 in funds for Cost-Share Program Year 16. After review of the guidelines, the Board discussed and voted on Items 1-9.

Item 1: Godfrey made a motion for Oklahoma County to participate in the Oklahoma State Cost-Share Program Year 16. Straughn seconded the motion. Aye votes: Kunze, Moehle, Godfrey, Straughn, and Parker. Nay votes: none. Motion approved 5-0.

Item 2: Godfrey made a motion that Board members NOT be allowed to make application in the local program. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion approved 5-0.

Item 3: Moehle made a motion to designate Chair Parker as the authorized district representative with Godfrey as the alternate. Kunze seconded the motion. Aye votes: Kunze, Moehle, Godfrey, Straughn, and Parker. Nay votes: none. Motion approved 5-0.

Item 4: Moehle made a motion to designate NRCS technician Josh McNeff as the technical representative. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion approved 5-0.

Item 5: Bartolina presented the Board a list of ten conservation practices from the Program Year 16 guidelines and recommended the Board approve all ten practices for Oklahoma County. (See attachment for list of practices.) Moehle made a motion to accept the list of ten conservation practices recommended by Bartolina. Straughn seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion approved 5-0.

Item 6: Moehle made a motion to adopt the average cost as outlined in the Program Year 16 guidelines. Godfrey seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion approved 5-0.

Item 7: Moehle made a motion to set the district's cost-share rate at 75% and maximum payment amount at \$5,000. Straughn seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion approved 5-0.

Item 8: Bartolina recommended the board set local minimum requirements of 5 ac and \$500 to participate in the program and establish the selection criteria and priority ranking as set forth on the list of approved practices. (See attachment for practice priority and ranking system.) Moehle made a motion to approve the minimum requirements and priority ranking system as recommended by Bartolina. Straughn seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion approved 5-0. The top three priority practices for Oklahoma County will be cedar removal, ponds, and water wells.

Item 9: Bartolina recommended the Board set the first application period as December 15, 2014, through January 23, 2015, and, if needed, a second application period would be held February 9, 2015, through February 27, 2015. The local cost-share program application period and eligibility requirements would be advertised through the District's website, Facebook page, and local newspapers. Moehle made a motion to approve the local application period dates and program advertisement as recommended by Bartolina. Straughn seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion approved 5-0.

Poster Contest Awards and State Contest Winners:

District staff is scheduled to present the local and area poster contest awards to student winners at Deer Creek Elementary during an assembly on Friday, December 5. Deer Creek had five students who were winners in the local contest and one of the students won second in the area contest. Inmon has been in contact with the other winners and the District is waiting to hear back about dates for a presentation.

Oklahoma County also had three winners in the State Poster Contest. Jayme Sharpe placed second in Division K and Joseph Sharpe placed first in Division III. Thomas Buchanan placed first in Division V and his poster was also selected to compete in the National Poster Contest.

Discuss Women in Ag Meeting Scheduled for March 24:

District staff for Oklahoma County and East Canadian County will be meeting to work out further details of the Joint County Women in Ag Meeting scheduled for March 24, 2015 at Redland Community College. The planning meeting will be held on December 17, location to be determined. Erica Armstrong has spoken with a couple of speakers about participating in the event. The District will need to be contacting potential sponsors who want to be participant as vendors or give financially. Kunze stated she would plan to attend the planning meeting.

Discuss Area II Meeting Held in Stillwater on November 18:

Directors discussed the format of the Area II Meeting held in Stillwater. The meeting featured an educational event which had the directors moving around and more active in the meeting. Directors who attended agreed they liked the format and enjoyed the meeting. Everett Wollenberg of McClain County was elected as the new Area II Director.

CORRESPONDENCE:**Oklahoma Conservation Commission:**

Directors received copies of an email from new Executive Director Trey Lam concerning the week in conservation. The email highlighted the area meetings, establishment of the Muscogee Creek Nation Conservation District, and winners of the Keep Oklahoma Beautiful awards including Ben Pollard for Lifetime Achievement, Greer County Conservation District in Fresh Paint Days, and three Blue Thumb volunteers in the Youth Initiative. The three young women monitor on Crutcho Creek in Midwest City.

Executive Director Lam also informed districts regarding changes at the Commission. Area 4 Commissioner Dean Graumann has resigned for personal reasons and the Governor's office will begin a search and selection process for a new Commissioner.

REPORTS:**NRCS District Conservationist:**

Report presented by Rod Shaw. (Report attached to original minutes.) Shaw announced he will be retiring effective January 2, 2015, after 36 years of service, the last 10 being in Oklahoma County.

District Directors:

Director Kunze, who also serves as Chair of the ScienceFest Committee, made a report on changes to the annual ScienceFest event. The event will be moving to the OKC Fairgrounds and will be held at the Expo Building and the surrounding area. The change in location will allow presenters to have expanded time with students and to put more emphasis on the activities. Registration was limited to fewer schools and the event filled up in less than a week. There are still a few details to work out but the ScienceFest Committee is excited about the change in venue.

District Staff:

(Report attached to original minutes.)

Inmon stated the District had sent a grant proposal to DEQ for \$624 in funds to help with Project WET supplies for *The Incredible Journey* activity. The proposals will be reviewed by the Committee sometime during December.

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board Meeting would be Wednesday, January 7, 2015, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting at 2:25 p.m. Godfrey seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Cc: Oklahoma Conservation Commission
Mike Rooker, Area II Commissioner
Kim Farber, 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 Tom Coburn, U. S. Senator
Honorable James Lankford, U. S. Congressman

Approved as Written: _____
Chair

Date: _____