

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

Date and Time: Wednesday, January 8, 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 11:15 a.m. on January 7, 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 December 4, 2013, 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: 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 December 31, 2013:

The Board reviewed the financial statement including the accounts payable and receivable for the period of December 1-31, 2013. (Attachment 1) Moehle made a motion to approve the December financial statement as presented. Godfrey seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. The Board also reviewed a copy of the December bank and credit card statements.

Employee Payroll Sheet and Time and Leave Records for Month Ending December 31, 2013:

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Inmon stated the Enforced Leave shown on her time and leave record was used for taking her daughter to have medical tests. Moehle made a motion to approve the

employee payroll sheets and time and leave records. 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 \$3,957.06. Straughn 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 OPERATION ITEMS:

Monthly NRCS Performance Worksheet:

The Board reviewed the NRCS Performance Worksheet for the month of December. Straughn made a motion to approve the December worksheet. Moehle seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Update on Cost Share Program Year 14 Participants:

Ray Stanfield and Susan Pollock completed the conservation practice listed in their performance agreement, and their claims have been filed with the Conservation Commission. All the work obligated for Cost-share Program Year 14 has been completed. All the funds were used except \$.01.

Update on Cost Share Program Year 15 Participants:

All five approved participants for State Cost-share Program Year 15 have signed their performance agreements and appropriate forms have been filed with the Conservation Commission. Some of the participants indicated they would start work on their practice in January.

Executive Session as Authorized by Title 25 O.S. Section 307 (B) (7) to Discuss New Conservation Plans for Earl Davis and Phyllis Webb:

Godfrey made a motion to enter into executive session as authorized by Title 25 O.S. section 307 (B) (7) to discuss the conservation plans for Earl Davis and Phyllis Webb. Moehle seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. Chair Parker designated Inmon to take the minutes and allowed all present to remain in meeting. Executive session was entered at 1:44 p.m.

Executive Session to Discuss Conservation Plans for Davis and Webb:

Minutes of executive session are filed separately as required by law.

Return to Open Session and Establish Quorum:

The Board returned to open session at 1:48 p.m. Chair Parker established that a quorum was still present and the regular meeting could continue.

Approval Conservation Plans Discussed in Executive Session:

Straughn made a motion to approve the conservation plans for Earl Davis and Phyllis Webb. Moehle seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Request to attend Environmental Education Expo on February 7:

Inmon made a request to attend the Environmental Education Expo being held February 7 at the Oklahoma City Zoo Education Building. She will be assisting Karla Beatty with the OCC Conservation

Education Program booth. It will also be a good opportunity to hand out some educational posters and make teacher contacts. The registration fee is \$40 but Beatty has funds available in her Education Program account at OCC to reimburse the district for registration. Kunze made a motion to approve Inmon attending the Environmental Education Expo on February 7. Moehle seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Review OACD State Meeting Information Packet:

Directors reviewed the information packet from OACD regarding the upcoming annual meeting being held at the Reed Center in Midwest City on March 2-4, 2014. Governor Mary Fallin has been invited to be the keynote speaker on Monday morning and Chris Clayton, editor for Progressive Farmer magazine, will be the Monday lunch speaker. OACDE will host the Games for Guns night again this year and food will be provided at no cost to those attending. OACD is asking for districts to sponsor Legislators to help underwrite the Legislative banquet. The registration deadline is February 18. Meeting attendance will be discussed at the February meeting. No other action taken.

Quarterly Review Joint Plan of Operations:

The district's Joint Plan of Operations was reviewed. Items completed during the quarter were:

- ✓ Grove Valley Water Festival on October 4
- ✓ Poster Contest award presentations made at local schools
- ✓ Updates and information posted to district website
- ✓ State Cost-share sign-up held, applications ranked and evaluated, and applications approved
- ✓ New conservation plans and updates ongoing
- ✓ OACD Area II meeting attend by directors and staff
- ✓ Financial records updated monthly
- ✓ Employee performance reviews completed in October
- ✓ Call Okie tickets responded to as needed

CORRESPONDENCE:

OCC – Lisa Owen:

Email was received from Lisa Owen stating the Commission had allocated an additional \$1,000 in operating expense to each conservation district that has a signed agreement with the local NRCS office to assist in the delivery of the Farm Bill programs.

OCC – Mike Thralls:

Conservation Commission Executive Director Mike Thralls sent districts an email outlining the adjustments to personnel duties at the Commission after Ben Pollard's retirement. Robert Toole will be Assistant Director along with his current duties as head of the Conservation Programs Division. Lisa Owen will be Operations Chief over District Services and Human Resources, and oversee Financial Management. Water Quality Director Shanon Phillips will oversee the information program, and Kim Tweed will coordinate all events involving Commission participation. The changes were made to cover needed services and to ensure support to conservation districts continues uninterrupted.

REPORTS:

NRCS District Conservationist:

Report given by Rod Shaw. (Report attached to minutes.) Shaw also stated that Stacy Riley, Assist. State Conservationist for Field Operations in Zone 1, is planning to attend the February board meeting.

District Directors:

Jan Kunze - Director Kunze serves on the Environmental Quality Board. She has been heading the committee formed to search for a new agency director at DEQ. Scott Thompson, a DEQ employee with 30 years’ experience, was selected to fill the position.

Rick Godfrey – Director Godfrey asked the staff to develop an information flyer for all the Oklahoma County legislators. With many of the Legislators being new, a flyer will be useful in educating them about the importance of district programs.

District Staff:

(Report attached to original minutes.)

Bartolina and Inmon will be meeting with the Biltmore staff on January 9 to discuss the contract for the National Land and Range Judging Contest. The Biltmore Hotel is under new ownership; however, most of the Hotel staff including Morris Moradi is still there.

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board Meeting is scheduled for Wednesday, February 5, 2014, 1:30 p.m. There being no further business, Straughn made a motion to adjourn the meeting. Godfrey seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. Meeting adjourned at 2:35 p.m.

- Cc: Oklahoma Conservation Commission
- Mike Rooker, Area II Commissioner
- Kim Farber, President, OACD
- Dan Herald, Vice President, OACD
- Dan Sebert, Area II Director, OACD
- Clay Pope, OACD Executive Director
- 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: _____