

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

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

**Members Present:** Jan Kunze, Vice Chair  
Rick Godfrey, Treasurer  
Mark Moehle, Member

**Member Absent:** Richard Parker, Chair  
Debbie Straughn, Member

**Others Present:** Rebecca Inmon, District Secretary  
Don Bartolina, District Manager  
Brandon Burns, Acting 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 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 9:25 a.m. on June 30, 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 June 3, 2015, 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: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

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

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of June 1-30, 2015. (Attachment 1) Moehle made a motion to approve the June financial statement as presented. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. The Board also reviewed a copy of the June bank and credit card statements.

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

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Godfrey made a motion to approve the employee payroll sheets and time and leave records for June. Moehle seconded the motion. Aye votes: Moehle, 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. Moehle made a motion to approve the District's June reimbursement claim to OCC for \$3,387.61. Godfrey seconded the motion. Aye votes: Moehle, 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 June. Moehle made a motion to approve the worksheet. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

**Cost-Share Program Year 16 Report:**

Directors reviewed the cost-share Program Year 16 report for the month of June. Rain has delayed work on cost-share projects and no practices have been completed to date. All the funds for Program Year 16 have been allocated.

**Review and Approve Joint Plan of Operations for FY 2016:**

Directors reviewed the Joint Plan of Operations (JAPO) for FY 2016. Updates to the NRCS portion of the JAPO were made by district conservationist D'Ann Peterson before she left on vacation. After review, Godfrey made a motion to approve the Joint Plan of Operations for FY 2016 as presented. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

**Review and Approve FY 2017 Budget Request:**

Directors reviewed the FY 2017 budget request to the Conservation Commission. Page 1 of the budget covers new funding requests for personnel and programs and operations. Page 2 is an estimate of local funds expended during the current fiscal year. Moehle made a motion to approve the FY 2017 budget request as presented. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

**Discuss Payment of Annual OACD Dues:**

The district received a letter from Oklahoma Association of Conservation Districts (OACD) President Steve House along with the annual dues notice. Annual dues are \$400 and can be made in one installment of \$400, two installments of \$200, or four installments of \$100. Moehle made a motion to pay the dues of \$400. Motion was seconded by Godfrey. Acting Chair Kunze stated she would abstain from voting on the motion as stated. Moehle withdrew the motion. After discussion, Moehle made a second motion to pay \$200 of the OACD dues and to review payment of the remaining dues in six months. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

**Review Agenda, Discuss Attendance at Statewide Women in Ag and Small Business Conference:**

Directors reviewed the agenda and guest speakers for the upcoming Statewide Women in Ag and Small Business Conference being held at the Moore Norman Technology Center on August 6-7, 2015. Inmon

and Kunze stated they would like to attend. Moehle made a motion to approve registration for up to three people. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Straughn was unable to attend the board meeting and Inmon will check with her to see if she wants to attend the conference before completing registration.

**NACD South Central Meeting on August 9-11, 2015:**

Directors reviewed the agenda for the NACD South Central Region meeting being held at the Hard Rock Casino and Hotel in Catoosa on August 9-11, 2015. The Monday morning program includes a tour of the Port of Catoosa, and water quality and soil health tours are on the Monday afternoon schedule. The meeting concludes around noon on Tuesday. The district has two complimentary registrations since Bartolina submitted the winning entry in OACD's 'name the theme' contest. Bartolina stated he would pay the remainder of his meeting expenses. Moehle made a motion to approve the district paying for one night of motel stay for Inmon to attend the meeting. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

**Reorganization of Board of Directors for FY 2016:**

July is the month when district boards elect officers for the new fiscal year. Moehle made a motion to elect Parker as Chair, Kunze as Vice Chair, and Godfrey as treasurer. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

**Legislative Field Day at Martin Park Nature Center:**

The Conservation Commission is holding a series of five Legislative Field Days to help legislators gain a better understanding of the benefits the Commission and districts provide the State of Oklahoma. Field days will focus on how we protect Oklahoma's water resources and provide information on soil health. Oklahoma County is included in the field day planned for Martin Park Nature Center on July 10, 9-11 a.m. The Commission sent invitations to legislators from Oklahoma County and several other districts located in central Oklahoma. They asked districts to make follow-up contact with their local legislators. Bartolina and Inmon went to the Capitol on June 24 and were able to visit with most of the office assistants to extend personal invitations for them to attend. The field day is for legislators, their families and staff. Senators Ervin Yen, Anastasia Pittman, and Kay Floyd, along with Representatives Lewis Moore, Jason Dunnington, and Mike Shelton, indicated they would try to attend.

**On-Farm Demonstration Project Approved for Scott Strough:**

Oklahoma County resident Scott Strough submitted a proposal for an on-farm demonstration project through a joint venture of the Oklahoma Conservation Commission (OCC), Oklahoma Association of Conservation Districts (OACD), and Oklahoma State University. Strough was one of four projects selected to receive assistance through the Commission. The other three projects were in Ottawa, Payne, and Tulsa Counties. Bartolina has contacted Strough and the staff will meet with him on-site when district conservationist D'Ann Peterson returns from vacation. OCC has asked the District to commit to host three tours of the site and to discuss the project at the OACD Area Meeting.

**Report on Rose State KIDS College Education Program:**

On June 11, Bartolina and Inmon provided educational activities for students enrolled in Rose State KIDS College in Midwest City as part of the 'Outdoor Adventures' program. There were approximately 40 students, aged 7-11, that participated in the activities. Staff led students in activities that included learning about the water cycle, making rain sticks and learning about their origin and use in ancient cultures, learning about the importance of soils and making edible soil profiles, and learning about wildlife habitat and different wildlife skins. The district staff was invited to help with activities by teacher Sara Fisher.

**Quarterly Review Joint Annual Plan of Operations for FY 2015:**

The Board reviewed the Annual Plan of Operations including the goals and objectives and upcoming calendar of events. Items completed were: May newsletter, assistance with the NRCS ONE Course held in May and June, webpage and Facebook updates, assistance with annual ScienceFest program, education program for Brownie Troop in Edmond, assistance with National Land and Range Judging Contest, Natural Resource Day with Harvest Hills Elementary and Bethany Elementary, EarthFest at Martin Nature Park, Rose State KIDS College activities, allocation of cost-share program funds, and re-appointment and re-election of district directors for FY 2016.

**CORRESPONDENCE:****OCC: New Commissioner:**

Governor Fallin has appointed William 'Bill' Clark Jr. as Area V Commissioner. Clark serves as Chair of the Pontotoc County Conservation District and Bill and his wife Betty live on the family ranch near Roff. He and his family operate four Kubota dealerships in central Oklahoma, and Bill is involved in numerous other organizations.

**Lincoln County CD - Feral Hog Workshop:**

Lincoln County Conservation District is partnering with the Noble Foundation to hold a Feral Hog Workshop on Tuesday, July 7. The workshop will be held at the Lincoln County Agri Civic Center in Chandler from 9 am – noon.

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

In the absence of D'Ann Peterson, the DC report was given by acting district conservationist Brandon Burns of the Kingfisher Field Office.

- EQIP – All contracts are written. Oklahoma County mostly has hoop houses.
- CSP – Two applications approved in the socially disadvantaged fund pool.
- EWP – Primary disaster report has been submitted and sites are being evaluated. EWP can also be used for watershed repairs, however, sponsors must provide 25% of funds.
- CTA – Technician provided technical assistance to 18 landowners, mostly regarding erosion issues from recent rains. He is also assisting with reworking a waterway on an 80 acre tract near the county line.

**District Directors:**

Godfrey assisted NRCS with the ONE Course on June 9.

**District Staff:**

(Report attached to original minutes.)

- Bartolina invited Karen Prior and Blue Thumb volunteers Katie Prior, and Ariel and Ava McAffrey to attend the September board meeting to make a presentation on their monitoring of Crutch Creek in Midwest City.
- Bartolina reported that the Wyndham Hotel has been selected as the host site for the 2016 National Land and Range Judging Contest. The Wyndham made a very good overall proposal.

- There has been no final decision made on the eligibility of the student from Texas who wrongly competed and won this year's Adult Division of the National Range Judging Contest.
- Inmon stated she would be taking vacation days on July 2 and July 6.
- Inmon will be putting together the requested financial information to send to the auditor, Kimberlye Mayer, who will perform the FY 2015 compilation.

**NEW BUSINESS:**

None.

**ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Vice Chair Kunze announced the next Board Meeting would be Wednesday, August 5, 2015, 1:30 p.m. Moehle stated he would not be able to attend the meeting. Inmon will check with Straughn to make sure she is available for the meeting. There being no further business, Godfrey made a motion to adjourn the meeting. Moehle seconded the motion. Aye votes: Godfrey, Moehle, 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: 8/5/15