

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

Date and Time: Wednesday, June 3, 2015, 1:30 p.m.

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

Member Absent: Mark Moehle, Member

Others Present: Rebecca Inmon, District Secretary
Don Bartolina, District Manager
D'Ann Peterson, District Conservationist, NRCS
Mae Denton, District Cooperator

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 8:10 a.m. on June 2, 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 May 13, 2015, Regular Meeting:

Board members received a copy of the minutes for review. Kunze made a motion to approve the minutes as written. Straughn seconded the motion. Aye votes: Straughn, Kunze, and Parker. Nay votes: none. Motion approved 3-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending May 31, 2015:

The Board reviewed the financial statement including the accounts payable and receivable for the period of May 1-31, 2015. (Attachment 1) Straughn made a motion to approve the May financial statement as presented. Kunze seconded the motion. Aye votes: Straughn, Kunze, and Parker. Nay votes: none. Motion approved 3-0. The Board also reviewed a copy of the May bank statement.

Employee Payroll Sheet and Time and Leave Records for Month Ending May 31, 2015:

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Kunze made a motion to approve the employee payroll sheets and time

and leave records for May. Straughn seconded the motion. Aye votes: Straughn, Kunze, and Parker. Nay votes: none. Motion approved 3-0.

Godfrey entered the meeting at 1:40 p.m.

District's Monthly Reimbursement Claim:

The Board reviewed the district's claim for reimbursement to the Conservation Commission. Inmon explained that she made an error on the October 2014 reimbursement claim for Bartolina's salary. The error resulted in the district being shorted \$97.91 on its reimbursement from the Commission. At the time, Inmon thought she made an error in adding up the claim total but it was discovered recently that the error actually occurred when she listed the wrong amount for Bartolina's salary. Steve Coffman advised Inmon to claim the shorted amount on this month's claim. Kunze made a motion to approve the District's reimbursement claim to OCC for \$3,773.03. Straughn seconded the motion. Aye votes: Straughn, Kunze, Godfrey, and Parker. Nay votes: none. Motion approved 4-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:

Monthly NRCS Performance Worksheet:

The Board reviewed the NRCS Performance Worksheet for the month of May. Kunze made a motion to approve the worksheet. Straughn seconded the motion. Aye votes: Straughn, Kunze, Godfrey, and Parker. Nay votes: none. Motion approved 4-0.

Cost Share Program Year 15 and Program Year 16 Update:

The final Program Year 15 cost-share report was submitted to the Conservation Commission. The District had to return \$5,000 when Phyllis Webb requested to cancel her performance agreement.

The Board reviewed a copy of the Program Year 16 cost-share report for May. Brandy Manek signed her performance agreement for a water well. The district allocation of \$19,835 is fully obligated with seven approved participants. Work on practices has been delayed by all the May rainfall.

Selection of Auditor for FY 2015 Financial Records:

A letter was received from Kimberlye Mayer, CPA, P.C., Blackwell, Oklahoma, stating she would perform the district's annual compilation of FY 2015 financial records for a fee of \$530. Mayer performed the previous compilation in FY 2013 for \$465. Kunze made a motion to accept the compilation proposal from Kimberlye Mayer in the amount of \$530. Straughn seconded the motion. Aye votes: Straughn, Kunze, Godfrey, and Parker. Nay votes: none. Motion approved 4-0.

NACD South Central Region Meeting Scheduled for August 9-11, 2015:

The Board reviewed the registration and agenda information for the upcoming NACD South Central Region meeting being held on August 9-11, 2015, at the Tulsa Hard Rock Hotel and Casino. The agenda includes several tours including a tour of the Port of Catoosa along with soil health and water quality tours. Registration for the meeting is \$250 but the district has two complimentary registrations since Bartolina won the OACD 'Name the Theme' contest. Kunze made a motion to send Bartolina and Inmon to the South Central Region meeting. Straughn seconded the motion. Aye votes: Straughn, Kunze, Godfrey, and Parker. Nay votes: none. Motion approved 4-0.

Upcoming Orientation of New Employees (ONE) Course:

The next session of the NRCS Orientation for New Employees (ONE) Course is scheduled for June 8-12. Bartolina and Godfrey will be assisting with the course on Tuesday, June 9. The class normally meets at

Eagle Ridge/Camp Shiloh but it is unavailable this session since there will be students on site and visitors must have safety clearance. Also, the bridge on the Eagle Ridge site is no longer safe to walk across. Bartolina stated the class would be meeting at the district office.

Report on Educational Programs:

1. ***Natural Resource Day with Bethany Elementary:*** District staff assisted with a Natural Resource Day for Bethany Elementary 2nd grade students on May 20 at the Lake Arcadia education area. There were 100 students and approximately 60 parents that participated in the event. Inmon led students in the water cycle activity, Karla Beatty led a wetland activity, and there were also stations for wildlife and fishing.
2. ***YMCA Program:*** Wildlife Department volunteer Joe McCrary asked the district to help with activities for YMCA students on June 5 at Crystal Lake. District staff had planned to help with the event but asked for the event organizer to contact the district office with more information. McCrary asked the Crystal Lake Manager, Greg Webb, to contact the district office with event details. Since Webb never made an effort to contact the district staff with further information about the event, the district will not be assisting with the activities.
3. ***Rose State KIDS College:*** District staff will be assisting with Rose State KIDS College again this year. The District will provide activities for KIDS College on June 11 at Traub Elementary in Midwest City. There are 40 students currently enrolled in the summer program, with age groups 7-8 year old and 9-11 year old. Staff will be working with a different teacher this year, Sara Fisher. Lisa Pitts, the regular summer program teacher, was going to be out of town that week.

CORRESPONDENCE:

Passing of Pam Mach:

East Canadian County Conservation District director Pam Mach passed away at her home in Yukon on May 19. Mach was only 59 years of age.

Retirement of Jontie Aldrich:

U. S. Fish and Wildlife Service employee Jontie Aldrich is retiring after 25 years of service. His retirement dinner will be held at Uncle Buck's Restaurant inside of Bass Pro Shops in Broken Arrow on June 22. Aldrich has worked with several conservation districts over the years through the USFWS Partners for Wildlife Program. He is also a friend of director Debbie Straughn. She worked with him on wetland projects when she was at Deer Creek Schools and he traveled with her to Washington D.C. when she spoke about the Partners Program at Senate hearings.

REPORTS:

NRCS District Conservationist:

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

District Directors:

Chair Parker stated his wife had hip replacement surgery recently. He is not sure when they will be leaving for Michigan where they normally spend the summer. If she gets the okay to travel, they will leave before the July board meeting.

District Staff:

(Report attached to original minutes.)

- Bartolina reported on an issue that came up from the recent National Land and Range Judging Contest. A high school student from Jacksboro FFA in Texas competed and won the Adult Division of the National Range Judging Contest. Students are not eligible to compete in the Adult Contest, and now the Rules Committee must determine whether his winning the contest will disqualify him from future competitions since he was just a freshman.
- Bartolina and Inmon, along with Ginger Thompson of the OKC CVB, met with representatives of the Embassy Suites and the Wyndham Garden Hotels to discuss proposals for moving the National Land and Range Judging Contest headquarters to their facility for 2016. Both hotels are going to submit a proposal; however, the Wyndham personnel seemed much more willing to work with staff to accommodate the needs of the contest and the Wyndham property seems to have the best options for space and parking.
- Bartolina stated that an article came out in the newspaper written by State Representative Leslie Osborn and State Senator Ron Justice praising the benefits of Oklahoma's flood control structures during the recent flooding that occurred in May.
- Inmon reported that staff will be working on the Joint Plan of Operations for FY 2016 and the annual request for funds to the Conservation Commission. Inmon may also take some vacation days later in the month if workload permits.

NEW BUSINESS:

Oath of Office and Loyalty Oath for Chair Parker:

Inmon administered the Oath of Office and Loyalty Oath to Chair Parker. Members of the Conservation Commission declared Parker elected to a new three-year term of office that expires June 30, 2018. Parker also signed the new District Director position description developed by the Conservation Commission. The item was taken up as 'New Business' since the information regarding the Parker re-election to office was not available when the agenda was posted on June 2.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board Meeting would be Wednesday, July 1, 2015, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting. Godfrey seconded the motion. Aye votes: Straughn, Kunze, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. Meeting adjourned at 2:20 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: _____

Chair

Date: _____