

**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 4, 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
Mae Denton, guest

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 10:45 a.m. on June 3, 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 May 7, 2014, Regular Meeting:

Board members received a copy of the May board meeting minutes for review. Moehle made a motion to approve the minutes as written. Kunze seconded the motion. Aye votes: Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

ADMINISTER OATH OF OFFICE AND LOYALTY OATH:

Oath of Office and Loyalty Oath for Rick Godfrey:

The Oath of Office and Loyalty Oath for director Rick Godfrey were administered by secretary Inmon, a Notary Public. Godfrey was appointed to a new two-year term on the Board of Directors. His new term of office will expire on June 30, 2016.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending May 31, 2014:

The Board reviewed the financial statement including the accounts payable and receivable for the period of May 1-31, 2014. (Attachment 1) Moehle made a motion to approve the May financial statement as presented. Godfrey seconded the motion. Aye votes: Kunze, Moehle, Godfrey, and

Parker. Nay votes: none. Motion passed 4-0. The Board also reviewed a copy of the May bank and credit card statements. Inmon noted the charges on the credit card statement were education expenses for Natural Resource Days.

Employee Payroll Sheets and Time and Leave Records for Month Ending May 31, 2014:

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. Godfrey seconded the motion. Aye votes: Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

District's Monthly Reimbursement Claim:

The Board reviewed the district's claim for reimbursement to the Conservation Commission. Godfrey made a motion to approve the District's reimbursement claim to OCC for \$3,513.74. Moehle seconded the motion. Aye votes: Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. The district will not have any funds 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 May. Moehle made a motion to approve the May worksheet. Godfrey seconded the motion. Aye votes: Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

Review/Approve Joint Plan of Operations for FY 2015:

The Board reviewed the district and NRCS Joint Plan of Operations for FY 2015. Staff went over the changes and additions. Kunze made a motion to approve the Joint Plan of Operations for FY 2015 as presented. Moehle seconded the motion. Aye votes: Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

Review/Approve Budget Request for FY 2016:

The Board reviewed the FY 2016 Budget request to the Conservation Commission. Moehle made a motion to approve the budget request as presented. Godfrey seconded the motion. Aye votes: Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

Straughn entered the meeting at 1:50 p.m.

State Cost Share Program Year 15:

- 1) *Update on participants:* Kai Schwarz has completed his work and his claim has been filed with the Conservation Commission. A letter was sent to Phyllis Webb regarding her amended agreement for additional cost-share funds. Letters were sent to Earl Davis and William Lassiter regarding approval of the extension to their performance agreement completion dates.
- 2) *Review new cost-share application and approve applicant:* The District now has \$1,351.44 in funds that can be re-allocated for cost-share assistance. Eddie Baker was the only applicant to apply during the most recent sign-up period. Mr. Baker applied for brush management to control cedars. Moehle made a motion to accept the cost-share application of Eddie Baker for cedar control. Kunze seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.
- 3) *Establish maximum cost-share payment and establish completion date for practice:* Kunze made a motion to set the maximum cost-share payment for Eddie Baker at \$1,351.44 and to set his

completion date for December 31, 2014. Moehle seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. The cost share payment rate is 75% as previously established for Program Year 15.

Review Annual Watershed Inspection Reports:

District conservationist Rod Shaw reviewed the annual watershed inspection reports for Bear Fall Coon Site 32 and Kickapoo Nations Site 4. Both sites are in good condition and do not have any maintenance issues at this time. Chair Parker signed the inspection reports.

Vote in Open Session on Whether to Enter Executive Session as Authorized by Title 25 O. S. Section 307 (B) (7) to Discuss the Conservation Plan for William Lassiter:

Godfrey made a motion to enter into executive session as authorized by Title 25 O.S. Section 307 (B) (7) to discuss the conservation plan for William Lassiter. Moehle seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. Parker designated Inmon to take the minutes for the executive session. Mae Denton was excused and the Board entered into executive session at 2:00 p.m.

Executive Session for Discussion of Plan for William Lassiter:

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

Return to Open Session and Re-establish Quorum:

The Board returned to open session at 2:05 p.m. and Mae Denton returned to the meeting. Chair Parker noted that a quorum was present and the regular meeting could continue.

Vote in Open Session to Approve Conservation Plan:

After returning to open session, Godfrey made a motion to approve the conservation plan of William Lassiter. Moehle seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Selection of Auditor for FY 2014 Financial Records:

The Board reviewed the audit proposal from CPA Kimberlye Mayer of Blackwell. She proposes to complete the district's audit for \$815 with an additional \$100 for the filing fee. Godfrey made a motion to accept the audit proposal from Kimberlye Mayer. Kunze seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Discuss Payment of OACD Dues:

The Board received a letter from President Farber along with the annual dues notice from OACD. Annual dues to OACD are \$400. Godfrey made a motion to pay the \$400 membership dues. Kunze seconded the motion. Aye votes: Kunze, Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. The dues will be presented for payment at the July board meeting.

Review Information and Agenda for NACD South Central Meeting in College Station, Texas:

Directors reviewed the information and draft agenda for the NACD South Central Meeting being held on the campus of Texas A&M University in College Station, Texas, on July 27-29. Registration to the meeting is \$250 and early registration is due by July 10. No action taken.

Education Programs:

- Jones NRD: The district hosted Jones Elementary 5th grade students for a Natural Resource Day at Lake Arcadia on May 8. It rained early in the morning and activities started a little late but it turned out to be a beautiful day. Sessions were held on the water cycle, forestry, fishing, and wetlands. There were 82 Jones students in attendance. Students were provided a copy of the Project WET booklet, *The Story of Water*, to take home.
- District staff will be assisting with Rose State KIDS College activities on June 12 and June 17. The activities will be held at Traub Elementary in Midwest City.

CORRESPONDENCE:

Andrea Melvin – ScienceFest Planning Committee:

The district received a letter from Andrea Melvin, ScienceFest Activity Coordinator, thanking the district for its support as a presenter at ScienceFest 2014. Total attendance at this year’s event was 4,649.

Clay Pope – OACD:

The district received information from OACD Executive Director Clay Pope regarding the conservation budget. Conservation did receive \$3 million in funding for upstream flood control rehabilitation. The Commission did take a small cut in operational funding, and there were no pay increases for district employees.

REPORTS:

NRCS District Conservationist:

Report presented by Rod Shaw. (Report attached to original minutes.)

District Directors:

Director Kunze who also serves as Steering Committee Chair for ScienceFest reported the Committee is still trying to work on issues they have had with the Oklahoma City Zoo regarding ScienceFest. The main issue is the Zoo incorrectly publicizing the event and not including ScienceFest sponsors.

District Staff:

(Report attached to original minutes.)

- Bartolina had to cancel his scheduled vacation due to his wife’s health issue.
- Bartolina sat in on CSP (Conservation Stewardship Program) interviews with Deborah Guy and Rachelle King in Shaw’s absence. The interviews were conducted by Larry Hood, soil conservationist stationed in the El Reno Field Office.
- Inmon will be traveling to the East Canadian County Conservation District on Friday, June 6, to work with district secretary Erica Armstrong. East Canadian County has a Facebook page and Armstrong is going to assist Inmon in setting up a Facebook page for Oklahoma County.
- Inmon will be taking vacation time June 18-24. She will be spending some time with family at a cabin on Deer Lake near Mt. Vernon, Texas.

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board Meeting would be Wednesday, July 2, 2013, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting. Motion seconded by Straughn. Aye votes: Straughn, Kunze, Godfrey, Moehle, and Parker. Nay votes: none. Motion passed 5-0. Meeting adjourned at 2:25 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: _____