

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

**Date and Time:** Friday, March 13, 2015, 10:00 a.m.

**Members Present:** Richard Parker, Chair  
Mark Moehle, Member  
Debbie Straughn, Member

**Member Absent:** Jan Kunze, Vice Chair  
Rick Godfrey, Treasurer

**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 10:00 a.m., noting that a quorum was present and business could be conducted. Chair Parker noted this was a special meeting of the Board of Directors due to a lack of quorum meeting scheduled on March 4, 2015. 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](http://www.okcountyconservation.com) and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 9:30 a.m. on March 11, 2015. The 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 February 4, 2015, Regular Meeting:**

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

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

**Financial Statement for Period Ending February 28, 2015:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of February 1-28, 2015. (Attachment 1) Moehle made a motion to approve the February financial statement as presented. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion passed 3-0. The Board also reviewed a copy of the February bank and credit card statements.

**Employee Payroll Sheet and Time and Leave Records for Month Ending February 28, 2015:**

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Inmon noted that any absences taken due to inclement weather were recorded as Enforced Leave and deducted from Sick Leave hours on her timesheet as required. Straughn made a motion to approve the employee payroll sheets and time and leave records for February. Moehle seconded the motion. Aye votes: Straughn, Moehle, and Parker. 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 reimbursement claim to OCC for \$3,543.14. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion passed 3-0. The district currently has \$278.67 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 February. Moehle made a motion to approve the worksheet. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion passed 3-0.

**Cost Share Program Year 15 Update:**

No changes to report. There is one practice remaining to be done, and the landowner plans to complete the bermuda grass sprigging this spring.

**Cost-Share Program Year 16 Participant Update, Performance Agreement Revision for Mae Denton:**

Participant Dal Campbell opted out of the cost-share program. Mr. Campbell had been approved for \$5,000 in cost-share funds for cedar removal. He was the lessee on the property and the landowner decided not to sign the consent form. The two approved alternates, Kenneth Weathers and Stephen Bradley were contacted and both participants have signed their performance agreements as follows:

Participant Name	Agreement Number	Approved Practice	Completion Date	CS Rate	Maximum Amount
Kenneth Weathers	56-016-106	314-Brush Management	Sept 30, 2015	75%	\$3,670
Stephen Bradley	56-016-107	314-Brush Management	Sept 30, 2015	75%	\$770

With the change in program participants and allocated funds, the District now has \$560 in unallocated cost-share funds for Program Year 16. The Board discussed the possibility of amending the performance agreement for Mae Denton. D'Ann Peterson explained that an additional .5 ac of cedar removal could be added to her total. Ms. Denton was not present when NRCS made the initial acreage determination and staff did not realize she planned to remove the cedars in the fence row. The amendment would give Denton an additional \$145 and change her allocation from \$1,210 to \$1,355. Moehle made a motion to amend Mae Denton's performance agreement allocation to \$1,355. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion passed 3-0. The District will now have \$415 in unallocated funds for Program Year 16.

**Approval New District Agreement for Stephen Bradley:**

Moehle made a motion to approve the new district cooperative agreement with Stephen Bradley #2807. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion passed 3-0. Mr. Bradley has taken over the farm operation from his dad who is deceased.

**Women in Ag Meeting Scheduled for March 24:**

The board reviewed the agenda for the Women in Ag meeting being held at the Redland Community College Conference Center in El Reno on March 24. Speakers and presenters are set and registrations for individuals and vendors are slowly coming in. District staff is scheduled to meet in El Reno with East Canadian County Conservation District to finalize meeting plans on March 17.

**Set Dates for Publishing Notice of Filing Period for Position #2:**

The District must set dates for publishing Notice of Filing for District Director elected Position #2. A notice must be published in local newspapers two times with a seven day interval during the first three weeks of April. Straughn made a motion to publish the Notice of Filing Period in the Edmond Sun on April 7 and April 14, 2015. Moehle seconded the motion. Aye votes: Moehle, Straughn, and Parker. Nay votes: none. Motion approved 3-0. Position #2 is currently held by Richard Parker.

**Discuss OACD State Meeting and Legislative Visits:**

Directors Godfrey and Parker and district staff Don Bartolina and Becky Inmon attended portions of the OACD State Meeting held February 22-24, 2015, at the Reed Center in Midwest City. Inclement weather conditions affected attendance at the meeting for the third straight year.

- Inmon attended the Youth Awards ceremony on Sunday afternoon. Two local poster contest winners, Joseph Sharpe and Thomas Buchanan received awards for winning first place in the OACD State Poster Contest.
- Inmon assisted with a Conservation Share-Fair program on Monday morning. She served on an informal panel discussion with two other district employees and Tammy Sawatzky from the Conservation Commission. Panel members discussed how their district promotes and implements its State Cost-Share Program to get optimal use of funding.
- Bartolina assisted with the OACD Silent and Live Auctions. The unofficial total for the auctions was \$5,888, which will be split between the OACD Auxiliary, OACD, and OACDE.
- During the awards presentation on Monday, directors Moehle and Godfrey received service awards, Moehle for 25 years and Godfrey for 20 years of service to the Board of Directors.
- The week prior to the Annual Meeting, Inmon and Bartolina made a visit to the State Capitol to extend a personal written invitation to all the Oklahoma County legislators to attend the Legislative Reception and Banquet on Monday evening. Along with the invitation, the 22 representatives and 12 senators were also provided a copy of the district's brochure and a business card.

**Conservation Day at the Capitol:**

Conservation Day is scheduled for Monday, March 23, at the State Capitol from 9 a.m. to 3 p.m. Since the District is co-sponsoring the Women in Ag Meeting in El Reno on March 24, district staff will be busy making preparations for that meeting and will not be participating in Conservation Day this year.

**Discuss Payment of NACD Dues:**

Moehle made a motion to table discussion regarding NACD dues until all board members were present. Straughn seconded the motion. Aye votes: Moehle, Straughn, and Parker. Nay votes: none. Motion approved 3-0. Discussion was tabled. No action taken.

**Upcoming Educational Programs:**

Inmon reported on the upcoming educational programs:

- Martin Park Nature Center: The district was contacted by Martin Park Nature Center about providing Enviroscape® demonstrations for their EarthFest on Saturday, April 18. District staff will be giving demonstrations from 1-4 p.m. in the afternoon.
- The National Land and Range Judging Contest will be held May 5-7, 2015, in Oklahoma City. The district is receiving contest registrations, sending out manuals, and responding to numerous information requests. There are currently 44 teams registered but the majority of registrations will come in during April. A site has been selected for the contest and the NRCS soil scientists and range specialists have made a field visit. A Land Judging Steering Committee meeting has been scheduled for April 2, 10 a.m., in the conference room adjacent to the district office.
- District staff received a request from Daniel Griffith, Wildlife Department staff member at Lake Arcadia, to assist with two Natural Resource Day activities for 100 Bethany Elementary 2<sup>nd</sup> graders on May 20. Karla Beatty, OCC Education Coordinator, has agreed to help with the second activity. Inmon has agreed to develop the activity schedule for the day. The District will also be assisting the Wildlife Department and Joe McCrary with a Natural Resource Day for Putnam City Harvest Hills Elementary 5<sup>th</sup> grade students on May 1, at Lake Arcadia.

**CORRESPONDENCE:****Oklahoma Conservation Commission:**

- ***Resignation of Akia Hankins:*** The Human Resources specialist for the Conservation Commission, Akia Hankins, resigned her position. Questions regarding benefits, leave, or retirement should be directed to Steve Coffman, and other HR matters will be handled by Lisa Owen.
- ***Financial Disclosure Requirements:*** The Oklahoma Ethics Commission re-evaluated the status of the conservation districts regarding financial disclosure reporting. After review, the Ethics Commission has determined that the rules that required financial disclosure as to conservation district board members were repealed on 12-31-14, and the new rules that went into effect on January 1, 2015, do not apply to conservation district board members. Therefore, directors will NO LONGER need to file any form of financial disclosure reports as District Board members.

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

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

**District Directors:**

Parker stated he attended the OACD Annual Meeting on Monday, February 23. During the afternoon business session, OCC District Services Director, Lisa Owen, stressed the need for directors to know where the minutes of their Board meeting Executive Sessions were filed and to make sure to review credit card statements and receipts at board meetings.

**District Staff:**

(Report attached to original minutes.)

**ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Chair Parker announced the next regular Board Meeting would be Wednesday, April 1, 2015, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Parker. Nay votes: none. Motion passed 3-0. Meeting adjourned at 10:55 a.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: \_\_\_\_\_