

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

Date and Time: Wednesday, March 2, 2016, 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
D'Ann Peterson, District Conservationist, NRCS
Josh McNeff, Conservation Technician, 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 11:00 a.m. on March 1, 2016. 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 February 3, 2016, 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, Moehle and Parker. Nay votes: none. Motion passed 4-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending February 29, 2016:

The Board reviewed the financial statement including the accounts payable and receivable for the period of February 1-29, 2016. (Attachment 1) Inmon stated the \$31.65 from AT&T was a refund for the local portion of the previous month's phone bill which was paid in advance. After the district phone line was canceled, AT&T owed the district a refund. After receiving the refund, the district received an email from AT&T saying the online bill was ready for viewing. It showed the district owed \$95.75. When

Inmon called to inquire about the billing, she was told the long distance portion of the phone service is billed after services. The district will receive a bill for that portion of the final bill, most of which is a penalty for canceling services before the one year agreement was up. Inmon was not informed about the penalty when she canceled the services. Moehle made a motion to approve the February financial statement as presented. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle and Parker. Nay votes: none. Motion passed 4-0. The Board also reviewed a copy of the February bank statement. There were no charges made to the credit card.

Employee Payroll Sheet and Time and Leave Records for Month Ending February 29, 2016:

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Moehle made a motion to approve the employee payroll sheets and time and leave records for February. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle 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. Straughn made a motion to approve the District's reimbursement claim to OCC for \$3,916.75. Moehle seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion passed 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 February. Moehle made a motion to approve the worksheet. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion passed 4-0.

Cost Share Program Year 16 Update:

Willard Earl Davis turned in his receipts, his claim was filed with the Conservation Commission, and his payment has been made. There are two agreements remaining for Program Year 2016, Kenneth Weathers and Robert Phillips. Mr. Weathers has verbally informed the Board that he cannot complete his agreement due to issues with his lease. He was asked to send a written request to cancel his agreement but he has not done so. The Board asked Inmon to prepare another letter to Mr. Weathers asking for a written statement requesting cancellation of his performance agreement. Mr. Phillips has not responded to any correspondence from the District but he was given an extension to May 31, 2016, to complete his work.

During the OACD State Meeting, the Conservation Commission announced there would be an abbreviated Program Year 17 for the State Cost-Share Program. Unlike previous years, the District will be able to keep its unallocated funds from Program Year 16 and roll them into any funds received for Program Year 17 once the unallocated amount has been certified by Program Director Tammy Sawatzky. Details concerning Program Year 17 should be available for review at the April board meeting.

Dates for Publishing Notice of Filing Period for District Director Position #3:

The District must set dates for publishing Notice of Filing Period for district director position #3. The notice must be published two times, one week apart, during the first three weeks of April. The Edmond Sun newspaper publishes on Tuesdays and Saturdays. Possible Tuesday dates are April 5, 12, and 19 and possible Saturday dates are April 2, 9, and 16. Moehle made a motion to publish the Notice of Filing Period for district director position #3 in the Edmond Sun on April 5 and April 12. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion passed 4-0.

Director Godfrey entered the meeting at 1:50 p.m.

Conservation Day at the Capitol:

Conservation Day at the Capitol is scheduled for Wednesday, March 23. With budget issues as they are, OACD is encouraging everyone to attend. The district is planning to set up a booth on the 4th floor rotunda along with other districts and conservation organizations.

Update on Grant Funds from OBTA:

The District received one of the five grants awarded to conservation districts from the Oklahoma Blue Thumb Association (OBTA). Half of the \$500 grant will be awarded upfront and the other half will be paid after the project is completed. District staff will be visiting more with Cheryl Cheadle about putting together the appreciation workshop and which volunteers will be invited to attend.

Plans for Feral Hog Workshop in Luther:

The Conservation District, Langston University, Oklahoma Department of Wildlife Conservation (ODWC), and USDA Agencies Natural Resources Conservation Service (NRCS) and the Animal and Plant Health Inspection Service (APHIS) will be sponsoring a Feral Hog Workshop at the Luther Community Building on Wednesday morning, March 30, from 10 am-12 noon. Directors received a flyer with the workshop information and scheduled speakers. Technician Josh McNeff has distributed numerous flyers, ODWC is distributed flyers and posting information on their website, NRCS and the Conservation Commission are also helping advertise the workshop. During the OACD Annual Meeting, Bartolina visited with Diamond W Corrals. The company sells hog trapping equipment, and they were a vendor at the Annual Meeting. Inmon has emailed the company information about the workshop, and she also posted workshop information on the district's Facebook page.

Report on Annual OACD Meeting, Discuss Budget Issues and Probable Cuts:

Directors and staff discussed the OACD Annual Meeting where there was a great deal of discussion about the State's budget shortfall. During the employees' session, it was reported the Conservation Commission could be looking at cuts as high as 14% with the budget issues and reduction in revenues from the Gross Production Tax. Employee furloughs are possible and directors could be asked to make some tough decisions. The Commission could have a shortfall of around \$400,000 just for the remainder of FY 2016. In the afternoon business session, General Counsel Janet Stewart talked to directors about the need for 'employee sharing agreements' when employees are asked to perform duties in multiple districts. The District may need to explore funding avenues through new partnerships with groups such as Turning Point Regional Consultant Districts or Keep Oklahoma Beautiful.

Report on National Land and Range Judging Contest Activities:

Inmon and Bartolina reported on the upcoming National Land and Range Judging Contest.

- There have been 44 registrations to date.
- The annual Steering Committee meeting is scheduled for May 3.
- Since the Petroleum Club will be catering this year's banquet, Bobbie Steenbergen arranged for a 'taste testing' at the Petroleum Club on February 11. Inmon, Bartolina, Steenbergen, and Naomi Culbreath attended the luncheon and enjoyed sampling the food that will be on the banquet buffet. An increase in the team registration fee should cover the increased banquet costs for this year.
- Permission has been granted for use of the official contest site and the required paperwork has been submitted.
- Bartolina and Larry Wright met with the Creek Nation during the Annual OACD meeting to discuss the possibility of the Tribe being a new sponsor for the contest.

CORRESPONDENCE:

None.

REPORTS:**NRCS District Conservationist:**

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

Peterson stated there was also a waterway approved for EQIP she didn't include in her report.

District Directors:

No reports.

District Staff:

(Report attached to original minutes.)

NEW BUSINESS:**Emergency Funding Alert:**

An email was received from Executive Director Trey Lam. (Copy attached). State budget challenges are continuing to escalate. Because of extreme budget concerns, the Commission took immediate action during their March 1 meeting to place a temporary freeze on all unallocated funds (Code 12) used for part-time employees. There is also a freeze on the balance of operating funds allocated to a district. Since Bartolina is paid with Code 12 funds, his salary will not be reimbursed effective March 1. Bartolina stated he would volunteer his time as needed during the freeze.


Lower North Canadian Watershed Group:

An inquiry was received from Daniel Wind, Environmental Specialist with the Kickapoo Tribe of Oklahoma. (Copy attached). The Kickapoo Department of Environmental Programs (KDEP) is seeking to determine interest in the formation of a watershed working group for the Central/Lower North Canadian River, initially focusing on Oklahoma, Lincoln, and Pottawatomie Counties. The Board thought it would be best to contact Shanon Phillips, Director of the OCC Water Quality Division, before responding to the inquiry.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board Meeting would be Wednesday, April 6, 2016, 1:30 p.m. Chair Parker stated he would not be able to attend. There being no further business, Kunze made a motion to adjourn the meeting. Godfrey seconded the motion. Aye votes: Straughn, Kunze, Godfrey, Moehle, and Parker. Nay votes: none. Motion passed 5-0. Meeting adjourned at 2:30 p.m.

Cc: Oklahoma Conservation Commission
Mike Rooker, Area II Commissioner
Steve House, President, OACD
Bill Jordan, Vice President, OACD
Everett Wollenberg, Area II Director, OACD
Gary O'Neill, State Conservationist, NRCS
Stacy Riley, NRCS, ASTC Field Operations, Zone 1
Oklahoma House Members for Oklahoma County
Oklahoma Senate Members for Oklahoma County
Honorable James Inhofe, U. S. Senator
Honorable James Lankford, U. S. Senator
Honorable Steve Russell, U. S. Congressman

Approved as Written: 
Vice Chair

Date: 4-6-16