

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

Date and Time: Wednesday, May 13, 2015, 1:30 p.m.

Members Present: Richard Parker, Chair
Jan Kunze, Vice Chair
Mark Moehle, Member
Debbie Straughn, Member

Member Absent: Rick Godfrey, Treasurer

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 11:30 a.m. on May 12, 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 April 1, 2015, Regular Meeting:

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

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending April 30, 2015:

The Board reviewed the financial statement including the accounts payable and receivable for the period of April 1-30, 2015. (Attachment 1) Moehle made a motion to approve the April financial statement as presented. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion approved 4-0. The Board also reviewed a copy of the April bank statement from Bank of Oklahoma. Inmon noted that a bank deposit was made after April 30 and the deposit was noted on the reconciliation.

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

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 April. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion approved 4-0.

District's Monthly Reimbursement Claim:

The Board reviewed the district's claim for reimbursement to the Conservation Commission. Kunze made a motion to approve the District's reimbursement claim to OCC for \$4,488.84. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion approved 4-0. The district has used its operating expense money with only \$.60 remaining in the 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 April. Kunze made a motion to approve the worksheet. Moehle seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion approved 4-0.

Cost Share Program Year 15 Report, Request from Phyllis Webb to Cancel Performance Agreement:

Directors reviewed the April cost-share report for Program Year 15. All the performance agreements have been completed except for Phyllis Webb. A letter was received from Ms. Webb asking to cancel her performance agreement to plant bermudagrass. Ms. Webb farms with her sons and in visiting with Bartolina, she indicated her sons wanted to keep the land in farm ground. Kunze made a motion to cancel the performance agreement for Phyllis Webb as she requested. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion approved 4-0. Since the deadline to reallocate funds for Program Year 15 has passed, the \$5,000 allocated to Ms. Webb for grass planting will be returned to the Cost-Share Program general fund.

Cost-Share Program Year 16 Report, Approval of Additional Funds from the Conservation Commission, and Approval Performance Agreement for Brandy Manek:

Directors reviewed the April cost-share report for Program Year 16. None of the performance agreements have been completed to date. The District did receive a letter from Tammy Sawatzky approving the request for an additional allocation of \$1,085 in cost-share funds bringing the total allocation to \$19,835. The additional monies can be used to help fund a water well for approved alternate Brandy Manek. The district had \$415 available and with the additional funds, the Board can approve \$1,500 for the conservation practice. After discussion, Moehle made a motion to approve the performance agreement for Brandy Manek for water well construction at a cost-share rate of 75% with a cost-share reimbursement not to exceed \$1,500 and completion date of September 30, 2015. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion approved 4-0.

Discuss Payment of NACD Dues:

The Board discussed payment of the NACD annual membership dues. With the continued decline in district resources, the Board agreed they could not pay the full amount. Moehle made a motion to pay NACD dues in the amount of \$300. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion approved 4-0.

Review New Conservation District Director Position Description:

The Board reviewed the new Conservation District Director Position Description developed by the Conservation Commission. The document should be read and signed by all new directors as well as reelected and reappointed directors. The document should be signed when the Oath of Office and Loyalty Oath are administered and kept on file in the district office with the director's information.

Oath of Office and Loyalty Oath for Director Mark Moehle:

Inmon administered the Oath of Office and Loyalty Oath to Director Mark Moehle. On May 4, 2015, the Conservation Commission approved the reappointment of Director Moehle to the Board of Directors. His new term of appointment expires June 30, 2017. Moehle also read and signed the new District Director position description developed by the Conservation Commission.

Possible Dates for Scheduling Soil Health Assessment Training:

Conservation district offices are working together to schedule soil health assessment trainings for district staff and district directors. Inmon and Bartolina have been working with Logan County Conservation District in Guthrie and their office would like to schedule a date in October. The dates offered are October 13th thru October 15th and October 20th thru October 22nd. October is a busy month in Oklahoma County for planning Natural Resource Days and many of those are usually held on Tuesdays. Inmon suggested the Thursday dates of October 15 or October 22 would probably work better. After discussion, the Board decided October 15 would be the best date with October 22 as a secondary date. The district staff will still need to coordinate with Logan County in setting up the training date and location.

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

The NACD South Central Regional Meeting is scheduled to be held August 9-10, 2015, at the Hard Rock Casino and Hotel in Tulsa. OACD had a contest to name the theme for the meeting. The winning district received two free registrations to the meeting. Don Bartolina submitted the winning theme 'Rock'n for Conservation' so the District will have two registrations worth approximately \$250 each. More details concerning the meeting will be sent out later.

Report on National Land and Range Judging Contest:

- There were 653 contestants and 215 sponsors from 35 states at this year's National Land and Range Judging Contest held May 5-7, 2015, in Oklahoma City.
- The banquet featured a memorial to Russell Pierson and his family was in attendance. Mike Carrier of the Oklahoma City Convention and Visitors Bureau gave the welcome.
- The weather on Thursday morning was great and the contest site was in good shape. Secretary of Agriculture Jim Reese and some of the Ag Department board members came out to the contest.
- Heavy rains on Wednesday night caused major flooding issues at the hotel. The flooding issue and other problems have made it necessary to seek a different headquarters hotel to host the contest starting next year. The Convention and Visitors Bureau has offered their assistance in finding a new location with suitable space.

Support for Resolution Recognizing 2015 as the 'International Year of Soils':

OACD President Steve House sent an email to districts regarding support for a resolution recently introduced in the U.S. Senate and House expressing support for the designation of the year 2015 as the "International Year of Soils" and participation in activities celebrating the importance of soils. The resolution encourages soil conservation through partnerships with the nation's soil and water conservation districts and participation in federal conservation programs. NACD has asked that districts

in Oklahoma contact Representative Frank Lucas about support for the resolution. The board agreed to contact Rep. Lucas along with Oklahoma County Rep. Steve Russell and Rep. Tom Cole.

Report on Educational Programs:

1. **Brownie Program:** Inmon and Bartolina gave an educational program to a Brownie troop at Centennial Elementary on April 27. Staff used the Enviroscape to demonstrate the different forms of water pollution and the students really enjoyed participating in the demonstration. The program on pollution helped the students complete a portion of their Brownie badge.
2. **ScienceFest:** District and NRCS staff assisted the Oklahoma Conservation Commission with educational activities during the annual ScienceFest held at the State Fairgrounds on April 30. This was the first year to hold the event at the State Fairgrounds. Total attendance at this year's event was 3,102. Former Conservation Commission assistant director Ben Pollard and his wife Laura also volunteered at the District/OCC activity tables.
3. **EarthFest:** On April 18, Bartolina and Inmon gave Enviroscape demonstrations from 1-4 p.m. during the annual EarthFest event held at Martin Park Nature Center. It was a beautiful day and there were lots of families out for the event. District staff stayed busy with presentations all afternoon.
4. **Harvest Hills:** District staff assisted the Department of Wildlife Conservation with a Natural Resource Day for Putnam City Harvest Hills Elementary 5th grade students on May 1. There were approximately 75 students in attendance. The staff led students in *The Incredible Journey* activity and also let students participate in Enviroscape demonstrations.
5. **Bethany Elementary:** The district is scheduled to assist the Wildlife Department with a Natural Resource Day for Bethany Elementary 2nd grade on May 20 if weather permits. The school is expected to have approximately 100 students and several parents in attendance.

CORRESPONDENCE:

Brownie Troop #105

A thank-you card was received from the students in Brownie Troop #105 in Edmond. The girls thanked the staff for coming to their meeting and demonstrating the Enviroscape model.

Conservation Commission:

Directors received a copy of a message from Conservation Commission Executive Director Trey Lam regarding the recent heavy rains and flooding. He asked that districts send photos of flood control structures that are capturing the water and slowly releasing it. The Commission is also looking for photos of washed out roads, examples of erosion, and examples of clear runoff from no-till fields.

Conservation Programs Director Tammy Sawatzky also reminded districts of the need to inspect watershed dams for possible damage after heavy rainfall, especially districts with high hazard dams.

REPORTS:

NRCS District Conservationist:

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

District Directors:

Vice Chair Kunze, who serves as Chair of the ScienceFest Steering Committee said the Committee was encouraged by the overall positive feedback about moving ScienceFest to the new location at the State

Fairgrounds. Teachers seemed to like the 10 stations added this year where they could scan information on environmental professions. ScienceFest sponsors spent approximately \$40,000 on the event and they seemed pleased with the turnout and outcome. The Steering Committee is looking to add some additional presenters for next year.

District Staff:

(Report attached to original minutes.)

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board Meeting would be Wednesday, June 3, 2015, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, and Parker. Nay votes: none. Motion passed 4-0. Meeting adjourned at 2:50 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: _____