

**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 7, 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
Keith Scott, Associate Member
Rod Shaw, District Conservationist, NRCS
Mae Denton

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 11:40 a.m. on May 6, 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 April 2, 2014, Regular Meeting:

Board members received a copy of the minutes for review. Straughn made a motion to approve the minutes as written. Moehle seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending April 30, 2014:

The Board reviewed the financial statement including the accounts payable and receivable for the period of April 1-30, 2014. (Attachment 1) Straughn made a motion to approve the April financial statement as presented. Godfrey seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. The Board also reviewed a copy of the April bank statement from Bank of Oklahoma. Inmon noted the outstanding check written to Nationwide Retirement Solutions in February had cleared the bank.

Employee Payroll Sheet and Time and Leave Records for Month Ending April 30, 2014:

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. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

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 \$4,555.21. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. The district currently has \$119.48 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 April. Godfrey made a motion to approve the worksheet. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Review/Approve Draft Update of District's Long Range Plan for FY 2015-2019, Set Date for Public Meeting:

A draft of the District's Long Range Plan for FY 2015-2019 was sent to the Conservation Commission for their comments. Conservation Commission Operations Chief Lisa Owen returned the draft with several revisions needed before approval. Revisions were made and the draft resubmitted to Owen. The second draft was approved by the Commission. Inmon reviewed the Long Range Plan draft revisions with the Board. Straughn made a motion to approve the revisions to the District's Long Range Plan for FY 2015-2019. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

By law, a Notice of Public meeting to review the Long Range Plan will need to be published in the newspaper two times within seven days with the first publication being 20 days prior to the date set for the public meeting. The public meeting can be held on the date of the next regular board meeting scheduled for June 4, 2014. The notice of public meeting would need to be published on May 13 and May 20 to meet the requirement of 20 days from the first publication. Godfrey made a motion to hold the Public meeting to review the Long Range Plan at the district office at 2:30 p.m. on June 4, 2014, immediately following the regular board meeting and to publish the notice of public meeting in the Edmond Sun on May 13 and May 20. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. The Notice of Public meeting will also be published on the district's website starting May 13.

Approval New District Agreements for Brenda Sullivan and Mae Denton:

Godfrey made a motion to approve the new district cooperative agreements for Brenda Sullivan #2798 and Mae Denton #2799. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Cost Share Program Year 15 Update, Amendments to Performance Agreements, Schedule Additional Sign-Up Period:

- Kai Schwarz has completed his conservation practice; however, the practice could only be certified at a fraction of the amount approved in his performance agreement. He can only use \$563.56 of the \$2,329 allocated to him in his performance agreement. That gives the district an additional \$1,765.44 in funds that can be reallocated prior to June 30, 2014.
- Phyllis Webb has not been able to complete her conservation practice. She has an agreement to buy sprigs from a local landowner who will not sell unless it rains. She still hopes to complete the practice this spring. Bartolina recommended the Board amend Phyllis Webb's performance agreement to the maximum cost-share amount of \$5,000 since additional monies have become available and she has additional acres planned for grass planting. Moehle made a motion to amend Phyllis Webb's performance agreement from \$4,586 to \$5,000. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.
- Earl Davis and William Lassiter have requested performance agreement extensions to complete their cedar removal. Davis is waiting on his contractor to get started, and Lassiter is in the process of removal but is not completed. Bartolina recommended the Board grant both participants an extension to June 30, 2014. Moehle made a motion to grant Earl Davis and William Lassiter performance agreement extensions to June 30, 2014. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.
- With the additional money granted to Phyllis Webb, the District has \$1,351.44 that can be obligated to another participant for cost-share program year 15. Bartolina recommended the District hold an additional sign-up period May 12 through May 23. The sign-up will be advertised through the district website. Program Year 15 funds must be obligated by June 30, 2014.

Discuss Request for Assistance from Friends of Lake Overholser & Stinchcomb Wildlife Refuge:

Inmon along with East Canadian County secretary Erica Armstrong and the El Reno Field Office Acting DC Chris Best assisted with the Friends of Lake Overholser and Stinchcomb Wildlife Refuge clean-up on April 12. During the clean-up, some of the grabbers used to pick up trash were lost or not returned by volunteers. In email conversations with Karen Miles, a DEQ employee who heads up the clean-up project, Armstrong suggested to Miles that our two districts might possibly be able to help purchase some replacement grabbers. The board opted not to spend any funds. No action was taken.

Education Programs Update:

- ScienceFest: District staff Bartolina and Inmon, worked the 'Dig In' booth at the annual ScienceFest held April 24 at the Oklahoma City Zoo. Erica Armstrong, East Canadian County CD secretary; Karla Beatty, Conservation Commission education coordinator; and Ben and Laura Pollard, also helped with the booth activity. Vice Chair Kunze, Chair of the ScienceFest Steering Committee, stated the Committee is working with OU Professor Dr. Nelson, to develop an education component to extend ScienceFest into the classroom. They are also trying to work out some issues with Zoo management regarding unused food and water and press releases regarding the event.
- NRD activities: 1) The Natural Resource Day scheduled with Rollingwood Elementary on April 23 was canceled by the school. There were too many conflicts with school testing days and not enough time to reschedule the event because of days lost to bad weather earlier in the year. 2) The Natural Resource Day scheduled with Jones Elementary on May 8 is still on, weather permitting. Activity stations are planned for water, forestry, fishing, and wetlands. 3) District staff assisted Oklahoma Department of Wildlife volunteers with a Natural Resource Day planned for Putnam City Harvest Hills Elementary at Lake Arcadia on May 2. Bartolina and Inmon led a 'Project WET' activity and also had an Enviroscape demonstration for the students.

National Land and Range Judging Contest Report on Activities:

There were 157 teams registered for the National Land and Range Judging Contest held in Oklahoma City, April 29-May 1. There were 612 students and 196 sponsors from 34 states. Two teams from Mississippi were on their way to Oklahoma when one sponsor learned his home was destroyed in the tornadoes that hit that State. The teams had to return home. One sponsor from Indiana sent his team home because of an incident that happened at the motel. He had several alternates with him that stayed for the contest. The contest went very well, with no scoring issues!! Staff will have some follow-up work on registration and sending out thank you letters to sponsors.

CORRESPONDENCE:

None.

REPORTS:

NRCS District Conservationist:

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

Associate Director:

Associate Director Keith Scott expressed concern about residents needing to know the dangers and potential pollution of spraying lawns with pesticide or herbicide. Some states have passed legislation requiring signs. He asked the Board to consider a means of addressing the issue.

District Staff:

(Report attached to original minutes.)

- On April 16, Bartolina and Inmon attended a legislative day at the Capitol sponsored by the Oklahoma Association of Conservation District Employees (OACDE). Each legislator was given a 'Soil to Spoon' Stewardship bookmark and a bookmark with information on district employees and district budgets.
- Jones teacher Lisa Pitts has asked the district staff to assist with Rose State KIDS College activities again this year. The program will be held the second and third weeks of June.

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board Meeting would be Wednesday, June 4, 2014, at 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, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. Meeting adjourned at 2:45 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: _____