

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

**Date and Time:** Wednesday, November 5, 2014, 1:30 p.m.

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

**Member Absent:** Jan Kunze, Vice Chair

**Others Present:** Rebecca Inmon, District Secretary  
Don Bartolina, District Manager  
Rod Shaw, District Conservationist, 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](http://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 November 4, 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 October 8, 2014, 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, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

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

**Approval Financial Statement for Period Ending October 31, 2014 and Transfer of Funds from Money Market Account to Checking Account:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of October 1-31, 2014. (Attachment 1) Godfrey made a motion to approve the October financial statement as presented. Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. The Board also reviewed a copy of the October bank and credit card statements.

There were not enough funds in the checking account to pay the remaining bills with the extra amounts going out for the secretary's longevity payment and the annual audit. Moehle made a motion to approve transfer of \$3,000 from the Money Market account to the Checking account to cover expenses. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**Approve Employee Payroll Sheet and Time and Leave Records for Month Ending October 31, 2014:**

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Straughn made a motion to approve the employee payroll sheets and time and leave records for October. Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**Approve District Secretary's Longevity Payment:**

District secretary Rebecca Inmon was eligible for her annual longevity payment the end of October. This year, she received \$2,600 less taxes and retirement for her 26 years of service. Straughn made a motion to approve the secretary's annual longevity payment. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**Approve 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 \$8,107.11. Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. The district has only \$143.53 remaining in its operating expense account. There has been no word on additional funds from the contributions agreement.

**Approve District's Annual Audit of FY 14 Financial Records and Annual Net Worth Statement:**

- 1) Directors were provided copies of the FY14 audit of the district's financial records. The audit shows that the district lost \$1,850 for the year. After reviewing the information, Moehle made a motion to approve the FY 2014 audit. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.
- 2) Directors reviewed the Annual Net Worth Statement for the fiscal year ending June 30, 2014. The district's net worth at the end of the fiscal year was \$22,181. Godfrey made a motion to approve the annual Net Worth Statement for FY 2014. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.
- 3) Directors then had a discussion regarding ways to save money since the district has operated in the red the last several years with dwindling revenues and no increases in state funds. After discussion, the board agreed that the next addition of the newsletter would be the last hard copy mail out. The newsletter will only be available through email or online. Notice of the change will be placed on the front page of the next newsletter scheduled for mailing later in November.

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

**Monthly NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of October. Moehle made a motion to approve the worksheet. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**Cost Share Program Year 15 Update:**

There are two agreements remaining to be completed for Cost-share Program year 15. William Lassiter is continuing to work on his cedar removal. He should have the work completed within a week. The grass planting for Phyllis Webb cannot be completed until spring.

**Program Year 16 Changes and Recommendations:**

Bartolina and Inmon set in on a teleconference with Tammy Sawatzky for State Cost-Share Program Year 16. The eligibility requirements to have at least 20 acres and to produce \$1,000 of soil dependent products annually have been removed. The claims process will change. Approved applicants will have to furnish the district with a W-9. Cost-share reimbursement funds will be deposited in the district's account and then the district will write a check to the producer. The district will be responsible for preparing the required 1099 and 1096 forms. It is anticipated that Program Year 16 information will be out to districts sometime in December. The District will need to make decisions on local guidelines. Bartolina suggested the District may want to consider a 5 ac limit with \$500 minimum contract. The Board will take action when the Cost-Share Program Year 16 details are released.

**Attendance at OACD Area II Meeting in Stillwater on November 18:**

The OACD Area II Meeting will be held at the Meridian Technology Center in Stillwater on November 18. The meeting starts at 9 a.m. and will conclude by 3 p.m. The theme for this year's meeting is 'Resilient Land – Resilient People'. Topics on the agenda include the conservation partnership, soil health, business and employee sessions, and possibly some local producer input. Parker, Kunze, Godfrey, Inmon, Bartolina, and Shaw are planning to attend.

**Approve Schedule of Meetings for 2015:**

The Board discussed the meeting dates for 2015. Moehle made a motion to hold the meetings on the first Wednesday of each month except for May which will be the second Wednesday. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. Dates for the meetings are January 7, February 4, March 4, April 1, May 13, June 3, July 1, August 5, September 2, October 7, November 4, and December 2. The schedule of meetings will be filed with the Oklahoma County Clerk and the Conservation Commission.

**Area Poster Contest Award Winners:**

Winning entries in the district's local poster contest competed in the Area II poster contest. The district had three first place winners in the area contest and two second place winners. Jayme Sharp was first in the Kindergarten division, Joseph Sharpe was first in Division III, and Thomas Buchanan was first in Division V. Nolan Roles was second in Division I and Emma Martin was second in Division II. The awards will be presented during the OACD Area II meeting in Stillwater. Following the Area meeting, District staff will contact the local schools to schedule a time to make award presentations.

**Update on Education Activities:**

The district sponsored three Natural Resource Days (NRD's) with Putnam City schools during the month of October. All three events were held at the Lake Arcadia education area. Volunteers with the Wildlife Department assisted with a fishing clinic at each event.

- ✓ October 14 – NRD held for Rollingwood 5<sup>th</sup> grade with 75 students attending. Students participated in stations on wetlands, forestry, fishing, and the water cycle. Karla Beatty, Jeri Irby, and John Samuel assisted.
- ✓ October 15 – NRD held for Rollingwood 4<sup>th</sup> grade with 60 students attending. Students participated in stations on forestry, fishing, soils, and the water cycle. Jeri Irby and Jeremy Dennis assisted.

- ✓ October 21 – NRD held for James L. Dennis 5<sup>th</sup> grade with 75 students attending. Students participated in stations on the water cycle, wetlands, macroinvertebrates and the Enviroscape, plus fishing. Candice Miller and Karla Beatty assisted. This was the first NRD held with James L. Dennis. The teacher contact, Shantell Barbour, said everyone loved the event and wanted to know how soon she could schedule again for next year.

**Discuss DEQ Grant Proposal Due December 1:**

DEQ has \$9,300 available for their Environmental Education grants and the grant proposals are due by December 1. The District needs to replenish its Project WET supplies that are used for Natural Resource Days and other school presentations. Moehle made a motion for the district staff to develop a proposal to request Project WET supplies from the DEQ grant funds. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

**CORRESPONDENCE:**

**Oklahoma Conservation Commission:**

Directors were provided a copy of the news release concerning the hiring of Trey Lam as the new Executive Director for the Conservation Commission. He will officially begin his duties on November 17. Lam is a Garvin County Conservation District board member and Past President of the Oklahoma Association of Conservation Districts (OACD).

**REPORTS:**

**NRCS District Conservationist:**

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

**District Directors:**

No reports.

**District Staff:**

(Report attached to original minutes.)

- OSU Extension is celebrating their 100 year anniversary. The Oklahoma County Extension office is having an Open House on November 17 from 4-7 pm. The Open House will also be a farewell to their present location as the local extension office will be moving to a new facility on NE 63<sup>rd</sup> street just west of I-35 that is currently under construction.
- The district just received information about a *Birding from the Classroom* workshop that is scheduled for February 19, 2015, at the Rosser Education Building at the OKC Zoo. Teachers can receive credit for attending the workshop and the information will be forwarded to local contacts.

**NEW BUSINESS:**

None.

**ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Chair Parker announced the next Board Meeting would be Wednesday, December 3, 2014, 1:30 p.m. The Board will meet early for the annual Christmas dinner. Staff will select a location and send out the information. There being no further business, Godfrey made a motion to adjourn the meeting. Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. Meeting adjourned at 2:30 p.m.

Cc: Oklahoma Conservation Commission  
Mike Rooker, Area II Commissioner  
Kim Farber, President, OACD  
Dan Herald, Vice President, OACD  
Vacant, 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 Tom Coburn, U. S. Senator  
Honorable James Lankford, U. S. Congressman

Approved as Written: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_