

**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 2, 2016, 1:30 p.m.

Members Present: Rick Godfrey, Treasurer
Mark Moehle, Member
Phil Campbell, Member

Members Absent: Jan Kunze, Chair
Debbie Straughn, Vice Chair

Others Present: Rebecca Inmon, District Secretary
Don Bartolina, District Manager
D'Ann Peterson, Acting District Conservationist, NRCS
Josh McNeff, Conservation technician, NRCS

CALL TO ORDER:

Acting Chair Godfrey called the meeting to order at 1:30 p.m., noting that a quorum was present and business could be conducted. Godfrey 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 10:50 a.m. on November 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 October 5, 2016, Regular Meeting:

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

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Acting Chair Godfrey requested the Board discuss and vote on item 3.b. on the agenda prior to item 3.a. Members agreed.

Discuss and Approve Transfer of Funds from Money Market to Checking Account and the Removal of Richard Parker and Nancy Stephens from the Account:

Treasurer Godfrey had gone to Bank of Oklahoma to transfer money from the district's money market account to the district's checking account. The bank would not allow him to transfer the funds because the two names currently listed on the money market account are former Chair Richard Parker and former director Nancy Stephens, now deceased. The bank needs a copy of the board meeting minutes showing that directors voted to remove Parker and Stephens from the money market account and voted

to approve the directors with current authority to make transactions on the account. After discussion, Moehle made a motion to remove Richard Parker and Nancy Stephens from the district's money market account at Bank of Oklahoma. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. Moehle made a second motion to authorize Chair Jan Kunze, Treasurer Richard Godfrey, and member Phil Campbell as signatories with authority on the money market account and that Kunze, Godfrey, and Campbell have authority to transfer money from the district's money market account only to the district's checking account. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. In addition, Moehle made a motion to give signature authority on the district's checking account to Chair Kunze, Treasurer Godfrey, and director Phil Campbell. Motion seconded by Campbell. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. The current approved motion replaces an earlier motion made at the July 2016 board meeting giving Kunze, Godfrey, and Moehle signature authority on the checking account. Moehle then made a motion to approve transferring \$3,000 from the district's money market account to the district's checking account. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

Financial Statement for Period Ending October 31, 2016:

The Board reviewed the financial statement including the accounts payable and receivable for the period of October 1-31, 2016. (Attachment 1) The district's checking account currently has a balance of \$1,762.07 and the bills payable total \$4,661.69. Campbell made a motion to approve the October financial statement as presented and to approve the bills payable pending the transfer of funds from the money market to the checking account. Moehle seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. The Board also reviewed a copy of the October bank and credit card statements. Charges made to the credit card were for the Monarch Habitat Improvement outreach program and for natural resource day expenses.

Employee Payroll Sheets and Time and Leave Records for Month Ending October 31, 2016:

The October payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. The October payroll records included the secretary's annual longevity payment for 28 years of service. Moehle made a motion to approve the employee payroll sheets and time and leave records for October. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

District's Monthly Reimbursement Claim:

The Board reviewed the district's monthly claim for reimbursement to the Oklahoma Conservation Commission (OCC). Moehle made a motion to approve the District's reimbursement claim to OCC for \$7,520.39. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. The district will have \$726.63 remaining in its operating expense account after the claim is filed.

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. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

Approval New Cooperator Agreements:

The board reviewed the three requests for cooperator agreements. Campbell made a motion to approve the new cooperator agreements for Kyle Soper #2812, Michael and Carol Wofford #2813, and Melvin Latham #2814. Moehle seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

Review Monarch Habitat Initiative Applications, Select Applicants, Establish Maximum Cost Share Payment and Completion Date for Practices:

The Board reviewed the Monarch Habitat Initiative (MHI) applications for cost share assistance from Curtis Roberts, Kyle Soper, and Michael and Carol Wofford. Bartolina recommended the Board approve the applications for Curtis Roberts and Kyle Soper with the conservation practices, maximum cost share payment, and completion dates listed below. Bartolina stated the application from Michael and Carol Wofford would not meet the minimum requirements for the MHI Program, but the district will be working with the Woffords on a project to restore native habitat around their home located near the State Capitol. Moehle made a motion to approve the applications for Roberts and Soper with practices, cost share payment, and completion dates as recommended by Bartolina. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. Campbell made a motion to deny approval of the Wofford application since it did not meet the minimum MHI program requirements. Moehle seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. Recommendations approved were:

Participant Name	Practices	Maximum cost share	Completion date
Curtis Roberts	314-Brush Management	\$5,000	July 31, 2017
Kyle Soper	314-Brush Management	\$3,080	July 31, 2017

Since only \$13,677 of the \$25,600 in funds has been allocated, another MHI program sign-up period is needed. Moehle made a motion to set an additional MHI Program sign-up period for November 3, 2016, through December 16, 2016. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

Cost Share Program Year 17 Update:

Curtis Roberts with 3-R Farms did make a written request for an extension to his performance agreement. Directors voted during the October board meeting to approve a performance agreement completion extension date for 3-R Farms to March 15, 2017, pending receipt of a written request. The Oklahoma Baptist Homes for Children (OBHC) and Ray Stanfield have not started work yet. The OBHC is waiting on its contractor. District staff will be contacting the participants during November to get updates on their progress.

Annual Watershed Inspections:

Josh McNeff reported on the annual inspection reports for flood control structures Kickapoo Nation site 4 and Bear Fall Coon Site 32. Both sites are in good shape. Kickapoo has some timber on the rip rap. The blackberry bushes noted during the last inspection were apparently sprayed by the landowner since the bushes are gone. Bear Fall Coon has some cow trails but no major problems. Moehle made a motion to approve the annual watershed inspections as presented by McNeff. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

Review and Approve Annual Compilation and Annual Net Worth Statement for 2016:

The Board reviewed the annual compilation report from the auditor Kimberlye Mayer of Blackwell. The report shows the district operated at a net loss of \$3,762 during FY 2016. The district's net position at the end of the year was \$15,932 which is also shown in the Annual Net Worth Statement. Moehle made a motion to accept the annual compilation and Net Worth statement and to send a copy to the Oklahoma County Clerk for filing. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

Report on OACD Area II Meeting:

- New director Phil Campbell stated he thought the Area Meeting was very professional and well organized. He enjoyed his first meeting very much.
- Oklahoma County producer Steve Hill gave a good presentation during the 'Local Flavor' portion of the meeting. Mr. Hill operates PHOCAS Farms in Edmond where he and his family use nine hoop houses to grow vegetables.
- District poster contest winner Olivia Walker and her family attended the awards presentation to receive her award for winning first place in Division I of the area poster contest.
- Executive Director Trey Lam discussed the ongoing budget issues. Districts only received a \$2,000 operating expense allocation at the beginning of FY 2017. Lam stated districts could possibly receive an additional allocation of \$1,000 for operating expense if the Conservation Commission does not have any further cuts to its budget.
- This year's meeting was held at the Oklahoma Association of Electric Cooperatives building. It is a very nice facility and worked well for the meeting.
- Godfrey stated he had volunteered the District to assist another Area II district with securing a facility for next year's meeting. He did not volunteer Oklahoma County to host the 2017 area meeting since the district has hosted the meeting for the past two years.

Vote in Open Session on Whether to Enter Executive Session as Authorized by Title 25 O. S. Section 307(B)(1) to Conduct Employee Performance Evaluations for the District Manager and District Secretary. If Executive Session is Approved by a Majority Vote of Board Members, Designate a Person to Keep the Minutes:

Moehle made a motion to table Items 4.h. through 4.k. of the agenda until the December meeting since the Board Chair and Vice Chair were unable to be present. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. A possible executive session will be placed back on the December board meeting agenda.

Education Activities Report:

- Natural resource day activities were held with three schools at the Lake Arcadia Conservation Education area during the month of October. On October 11, 82 fifth grade students from Putnam City James L. Dennis participated in four different activities. The district was assisted by volunteers Ben and Laura Pollard and Kim Shaw, Blue Thumb Quality Assurance officer. On October 17, 100 fifth grade students from Edmond Sunset attended an event. Kim Shaw and Greg Scott assisted the district with the activities for Sunset. On October 19, there were 90 fourth grade students from Putnam City Rollingwood that participated in a natural resource day. Blue Thumb education coordinator Candice Miller and NRCS soil scientist Jeremy Dennis helped with the activities. Department of Wildlife volunteers also conducted the fishing clinic at all three events. Director Campbell attended the October 11 and October 17 events and helped with the fishing clinic.
- A natural resource day scheduled with Jones fifth grade was canceled on October 25. The school would not let the students leave the school grounds because a murder suspect was thought to be in

the area. District staff has worked with the school to reschedule the event for November 9. Jeremy Dennis and Karla Beatty have agreed to help with the activities.

- Local poster contest winners, Olivia Walker - 1st grade and Deacon Caldwell - 3rd grade, won first place in the OACD area poster contest. The district also had three second place winners in the area contest, Jase Taylor - Kindergarten, Aubree Allison - 4th grade, and Austin Buchanan – 5th grade. Trophies for the local contest award winners have been ordered. Staff will be contacting teachers about making presentations to the students at their school. Presentations will include the area contest awards for students who could not attend the area meeting. School assemblies are normally only held on Friday mornings so scheduling dates are limited.

CORRESPONDENCE:

None.

REPORTS:

NRCS District Conservationist:

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

This is the final board meeting for Peterson to serve as acting district conservationist for Oklahoma County. Chris Best, district conservationist in El Reno, will assume the duties after October 10. The Board thanked Peterson for her service and told her they were very pleased with the work she accomplished while serving in Oklahoma County.

District Directors:

As representative to the Cross Timbers RC&D, Director Godfrey gave an update on the RC&D situation. Cross Timbers RC&D currently meets in Okemah, but will probably move to Shawnee going forward. The secretary took a pay cut due to the shortage of available funds. Godfrey has suggested some of the RC&D Associations look at consolidation due to the ongoing funding issues, perhaps going from the current six areas down to possibly two or three. The RC&D boards continue to look for additional funding resources to keep their programs going.

District Staff:

(Report attached to original minutes.)

- Bartolina, Inmon, and Peterson met with Donna Mackiewicz at St. Mary's Episcopal School to discuss the Monarch Habitat Improvement cost-share program. While the school did not have an area suitable for the MHI cost-share program, the staff made recommendations to help with the wildlife habitat improvement efforts the school staff has already begun.
- Bartolina reported that Oklahoma County will be working on a possible MOU with Logan County. The MOU will include providing services such as equipment rental, watershed operation and maintenance assistance, education outreach assistance, and administrative/clerical assistance. The MOU will be presented to the Board for review and possible approval at the December meeting.

NEW BUSINESS:


None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Acting Chair Godfrey announced the next Board Meeting would be Wednesday, December 7, 2016, 1:30 p.m. There being no further business to discuss, Campbell made a motion to adjourn the meeting. Moehle seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. Meeting adjourned at 3:05 p.m.

Cc: Oklahoma Conservation Commission
Mike Rooker, Area II Commissioner
Steve House, President, OACD
Larry Wright, 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: _____


Chair, Board of DirectorsDate: 12-7-2016