

**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 4, 2015, 1:30 p.m.

**Members Present:** Jan Kunze, Vice Chair  
Rick Godfrey, Treasurer  
Mark Moehle, Member  
Debbie Straughn, Member

**Member Absent:** Richard Parker, Chair

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

**CALL TO ORDER:**

Vice Chair Kunze called the meeting to order at 1:30 p.m., noting that a quorum was present and business could be conducted. Kunze 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 11:00 a.m. on November 3, 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 October 7, 2015, Regular Meeting:**

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

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

**Financial Statement for Period Ending October 31, 2015:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of October 1-31, 2015. (Attachment 1) Inmon noted the transfer of funds from the Money Market account to the Checking account approved at the October meeting had been made by Treasurer Godfrey. She also noted a check was written in 'Bills for Approval' to transfer funds to the Petty Cash account. After review, Moehle made a motion to approve the October financial statement as presented. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. The Board also reviewed a copy of the October bank and credit card statements. Charges on the credit card were for education supplies for Natural Resource Days.

**Employee Payroll Sheet and Time and Leave Records for Month Ending October 31, 2015:**

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Godfrey 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 Kunze. Nay votes: none. Motion passed 4-0.

**Approval Secretary's Longevity Payment:**

Directors reviewed the payroll record for the longevity payment for district secretary Rebecca Inmon. On October 31, Inmon was eligible to receive a longevity payment of \$2,600 less taxes and retirement for her 27 years of service. Godfrey made a motion to approve the longevity payment for Inmon. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. 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. Moehle made a motion to approve the District's reimbursement claim to OCC for \$6,651.61. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. 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 October. Moehle made a motion to approve the worksheet. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

**Cost Share Program Year 16 Update and Requests for Extensions:**

Brandy Manek has completed her practice but is waiting on results of a water test. Mae Denton has also completed her practice but due to family issues, she has not gotten her receipts turned in. Bartolina recommended the Board grant a 60 day extension to Manek and Denton to complete the requirements of their Performance Agreement. Godfrey made a motion to grant a 60 day extension, from September 30 to November 30, 2015, to Brandy Manek and Mae Denton to complete their conservation practice. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. Bartolina also spoke with Robert Phillips about his conservation practice which was due to be completed on September 30. Mr. Phillips stated that he would send a letter to the Board requesting an extension to his performance agreement. Kenneth Weathers will be unable to complete his practice. The property owners have changed their mind about wanting the cedars removed. Mr. Weathers will be sending a letter to the Board requesting cancelation of his performance agreement.

**Approve Schedule of Regular Board Meeting Dates for 2016:**

Directors reviewed the proposed schedule of regular meeting dates for 2016. The proposed meeting dates are the first Wednesday of each month except for May which would be held the second Wednesday. Moehle made a motion to approve the schedule of regular meetings for 2016 with the dates as: January 6, February 3, March 2, April 6, May 11, June 1, July 6, August 3, September 7, October 5, November 2, and December 7. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. The schedule of meetings will be filed with the County Clerk and the Conservation Commission.

**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 District Manager and District Secretary. If Executive Session Approved by Majority Vote, Designate a Person to Keep the Minutes:**

Moehle made a motion to enter into 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. Godfrey seconded the motion. Kunze designated Straughn to take the minutes of the executive session. Inmon, Bartolina, Peterson, and McNeff were excused from the executive session. The board entered into executive session at 1:50 p.m.

**Executive Session to Discuss & Review Employee Performance Evaluations as Described in Agenda Item 4 (d):**

Minutes of the executive session are filed separately as required by State Law.

**Return to Open Session and Re-establish Quorum:**

The Board returned to open session at 2:35 p.m. Vice Chair Kunze noted that a quorum was present and business could continue.

**Vote in Open Session on any Actions or Motions Resulting from the Performance Evaluations Conducted in Executive Session:**

Kunze stated that employee performance evaluations had been completed. The Board would like Chair Parker to review the evaluations with employees upon his return. If Chair Parker prefers not to handle the review, Straughn will review the performance evaluations with employees prior to the next board meeting scheduled on December 2, 2015. No other actions or motions taken.

**Discuss OACD Area II Meeting on November 17:**

Directors reviewed the agenda for the OACD Area II meeting being held on the Langston-OKC campus on November 17. The agenda includes a front porch chat with legends and leaders, information about soil health and cover crops, and information about budgets and the NRCS restructuring. District II County Commissioner Brian Maughan will be discussing his cedar removal program and possibly his SHINE program during the 'local flavor' portion of the meeting. Director Straughn will receive a 10 year service award during the awards luncheon. Directors Straughn, Godfrey, Kunze, and Parker are planning to attend along with employees Bartolina and Inmon and district conservationist D'Ann Peterson. Moehle made a motion to pay the \$35 registration fee for six people to attend the meeting. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

**Report on Soil Health Assessment Training:**

Information regarding the soil health assessment training held on October 15 was posted on the district's Facebook page. The training was led by soil scientists Troy Collier, NRCS, and Greg Scott, retired NRCS and current Conservation Commission employee. Field sites were looked at on property owned by John and Larry Blair, Hank Brueggen, and Lowell and Robert Lenhart. Landowners John Blair, and Lowell and Robert Lenhart also participated in all or portions of the training. The training provided excellent insight into many of the differences being seen in fields with no-till farming as compared to conventional tillage.

**Report on Education Activities:**

- 1) ***Jones Elementary NRD:*** On October 13, a Natural Resource Day was held with the Jones Elementary 5<sup>th</sup> grade class with 92 students in attendance. Stations were set up for forestry, soils, the water

cycle, and fishing. Jeri Irby, Jeremy Dennis, and John Samuel, along with Wildlife Department volunteers assisted with the activities. Photos and information were posted on the district's website and Facebook page. The event was held at the Lake Arcadia education area. The District received special thank you letters from the students who participated.

- 2) **Rollingwood Elementary NRD:** On October 21, a Natural Resource Day was held with Putnam City Rollingwood 4<sup>th</sup> grade classes with 69 students in attendance. Stations were set up for soils, the water cycle, fishing, and wetlands and wildlife. Jeremy Dennis, Ben and Laura Pollard, and Wildlife Department volunteers assisted with the activities at the Lake Arcadia education area. Photos and information were also posted on the district's website and Facebook page.
- 3) **Poster Contest:** First place winners in the local poster contest were forwarded on to the OACD Area Poster Contest. Three students (Abigail Stutzman, Austin and Thomas Buchanan) placed first and one student (Deacon Caldwell) placed second in the area contest and those awards will be handed out during the upcoming Area II meeting. Inmon asked if the Board wanted to invite the students to the Area Meeting to receive their awards. If invited, the district would need to pay the \$15 luncheon fee for guests since the awards are handed out during the luncheon. Moehle made a motion to extend an invitation to the four students and their families and pay the luncheon fee for those who want to attend. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. Inmon stated she had ordered the local award trophies from MTM Recognition and the awards were ready to be picked up.

#### **CORRESPONDENCE:**

##### **OCC-Tammy Sawatzky:**

An email was received from Tammy Sawatzky, Conservation Programs Division Director at the Conservation Commission. Sawatzky wanted to communicate clearly the process for watershed inspections and requesting funds for repairs. Any request for funds or equipment must be made on form OCC-8H.

##### **Cheryl Cheadle:**

Blue Thumb Program Director Cheryl Cheadle sent the Board contact information for Pauline Hodges. Ms. Hodges is a Dust Bowl Survivor who was active in attending meetings when OACD had its Dust Bowl emphasis in 2012. Hodges moved to Oklahoma City last year and Cheadle thought she might be interested in serving as an associate director. The Board agreed to visit with Ms. Hodges and invite her to a board meeting after the beginning of next year.

Director Godfrey left the meeting at 3:05 p.m.

#### **REPORTS:**

##### **NRCS District Conservationist:**

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

##### **District Directors:**

Vice Chair Kunze serves in the conservation position on the Environmental Quality Board. She was nominated to the position by former Conservation Commission Executive Director Mike Thralls. Her term is set to expire next year and she is unsure if she wants to serve another term.

**District Staff:**

(Report attached to original minutes.)

**NEW BUSINESS:**

None.

**ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Vice Chair Kunze announced the next Board Meeting would be Wednesday, December 2, 2015, 1:30 p.m. The Board will meet for the annual Christmas lunch at Deep Fork Grill at 11:30 a.m. No district business will be discussed at the luncheon. There being no further business, Straughn made a motion to adjourn the meeting. Moehle seconded the motion. Aye votes: Straughn, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. Meeting adjourned at 3:25 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: Richard Parker  
Chair

Date: 12-2-15