

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

Date and Time: Wednesday, October 7, 2015, 1:30 p.m.

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

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

Others Present: Rebecca Inmon, District Secretary
Don Bartolina, District Manager
D'Ann Peterson, 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 and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 2:00 p.m. on October 5, 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.

Blue Thumb Presentation:

Item covered in September meeting.

REVIEW/APPROVAL DISTRICT MINUTES:

Minutes of September 2, 2015, Regular Meeting:

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

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending September 30, 2015:

The Board reviewed the financial statement including the accounts payable and receivable for the period of September 1-30, 2015. (Attachment 1) Moehle made a motion to approve the September financial statement as presented. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0. The Board also reviewed a copy of the September bank and credit cards statements.

Inmon stated there would not be enough funds in the checking account to cover October salaries and expenses due to her annual longevity payment. Godfrey made a motion to transfer \$2,000 from the money market account to the checking account. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0.

Employee Payroll Sheet and Time and Leave Records for Month Ending September 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 September. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0.

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 \$4,487.10. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0. The district currently has \$629.38 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 September. Moehle made a motion to approve the worksheet. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0.

Cost Share Program Year 16 Report, Approve Request for Performance Extensions:

Mae Denton has completed her conservation practice but has not turned in her receipts. Brandy Manek has completed her practice but NRCS needs a water sample from the well before the practice can be certified. Participants Earl Davis and 3R Farms have requested extensions to the performance agreements. Mr. Davis is still waiting on his contractor to begin the work. 3R Farms has been working on their practice but it is not completed yet. Moehle made a motion to approve a performance agreement extension for Earl Davis and 3R Farms extending their completion date from September 30, 2015, to December 31, 2015. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0. Letters were sent to participants Robert Phillips and Kenneth Weathers regarding their performance agreement deadlines but no formal request for an extension has been made by either of them.

Review Annual Compilation of FY 2015 Financial Records and Annual Net Worth Statement:

Directors reviewed the Annual Compilation of financial records performed by auditor Kimberlye Mayer of Blackwell. The district sustained a net loss of \$2,487 during the year. Godfrey made a motion to approve the Annual Compilation as presented. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0. The Board also reviewed the Annual Net Worth Statement showing the district's net assets of \$19,694 at the end of FY 2015. Godfrey made a motion to approve the Annual Net Worth Statement as presented. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0.

Vote in Open Session on Whether to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B)(7) to Discuss New Conservation Plans for Mae Denton, Stephen Bradley, and Brandy Manek:

Moehle made a motion to enter into executive session as authorized by Title 25 O.S. Section 307 (b) (7) to discuss conservation plans for Mae Denton, Stephen Bradley, and Brandy Manek. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0. Chair Parker designated Inmon to take the minutes and allowed everyone present to remain in the executive session. The board entered executive session at 1:46 p.m.

Executive Session for Discussion of Conservation Plans Described in Item 5d of Agenda:

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

Return to Open Session and Re-Establish Quorum:

The Board returned to open session and Parker established that a quorum was still present and the meeting could continue.

Vote to Approve Conservation Plans:

Moehle made a motion to approve the conservation plans for Mae Denton, Brandy Manek, and Stephen Bradley. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0.

Soil Health Assessment Training:

District soil health assessment training will be held on Thursday, October 15, at the John Blair farm near the four corners area in Logan County. The training, for district staff and directors in East Canadian County, Logan County, Kingfisher County and Oklahoma County Conservation Districts, will start at 9 a.m. and lunch will be provided. Soil scientist Greg Scott will conduct the training. Godfrey, Bartolina, and Inmon are planning to attend.

Discuss Registration and Agenda for OACD Area II Meeting:

The OACD Area II Meeting will be held on November 17 on the Langston OKC campus. Topics on the agenda include hands-on learning opportunities for directors and employees, motivating sessions for directors to strengthen boards, words of wisdom from conservation legends, education on soil health cover crops, and discussion of legislative goals. As part of the 'local flavor' portion of the meeting, Oklahoma County Commissioner Brian Maughan has been asked to speak about the cedar removal program in his district and his involvement in the 'Shine Program'. Parker, Godfrey, Inmon, and Bartolina are planning to attend. Moehle made a motion to pay registration for up to six people to attend the meeting. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0. Inmon will contact Kunze and Straughn to see if they plan to attend.

Review Annual Plan of Operations:

The Board reviewed the Annual Plan of Operations including the goals and objectives and upcoming calendar of events. Items completed were: Locally led meeting held in Luther, August newsletter, updates to website and social media page, poster contest, Natural Resource Days with Sunset and James L. Dennis Elementary schools, assistance with pollinator workshop, local work group meeting, utilized volunteers to assist with education programs, completed annual compilation, and responded to Call Okie tickets received. Upcoming items include Natural Resource Days with Jones and Rollingwood Elementary schools and the soil health assessment training.

Report on Education Activities:

- ✓ A Natural Resource Day was sponsored with Edmond Sunset Elementary at the Lake Arcadia education area on September 30. There were 75 fifth grade students in attendance and students rotated through activities on the water cycle, forestry, fishing, and wetlands.
- ✓ A Natural Resource Day was sponsored with Putnam City James L. Dennis Elementary on October 6 at the Lake Arcadia education area. There were 63 fifth grade students in attendance and students rotated through activities on the water cycle, soils, fishing, and wetlands and wildlife.
- ✓ Natural Resource Days are planned with Jones Elementary 5th grade on October 13 and Rollingwood Elementary fourth grade on October 21.
- ✓ Poster contest entries have been turned in to the district office for grades 1-6. First place entries are due to the OACDE Area II representative by October 15.

CORRESPONDENCE:**OCC:**

District directors are eligible to participate in the same health and dental plans currently offered to district employees except for vision, life or disability. The 2016 Option period is coming up and directors should be receiving information in the mail.

State Forester George Geissler:

A letter was received from State Forester George Geissler thanking the District for their support and involvement in the Youth Forestry Camp. The District provided a scholarship for a student to attend the 2015 summer camp.

REPORTS:**NRCS District Conservationist:**

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

District Directors:

No report given.

District Staff:

(Report attached to original minutes.)

NEW BUSINESS:**Performance Agreement Extension:**

A letter was received from Stephen Bradley requesting an extension to his cost-share performance agreement deadline. He is working on his practice but could not get completed by the deadline. Moehle made a motion to extend Mr. Bradley's performance agreement deadline from September 30, 2015, to December 31, 2015. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board of Directors Meeting would be Wednesday, November 4, 2015, 1:30 p.m. Chair Parker stated that he would not be able to attend the November board meeting. There being no further business, Moehle made a motion to adjourn the meeting. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 3-0. Meeting adjourned at 2:26 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:


ChairDate: 11-4-15