

**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 5, 2016, 1:30 p.m.

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

Member Absent: None

Others Present: Rebecca Inmon, District Secretary
Don Bartolina, District Manager
D'Ann Peterson, District Conservationist, NRCS

CALL TO ORDER:

Chair Kunze called the meeting to order at 1:30 p.m., noting that a quorum was present and business could be conducted. Chair 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 and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 9:00 a.m. on October 4, 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 September 7, 2016, 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: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending September 30, 2016:

The Board reviewed the financial statement including the accounts payable and receivable for the period of September 1-30, 2016. (Attachment 1) Moehle made a motion to approve the September financial statement as presented. Straughn seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. The Board also reviewed a copy of the September bank statement. Charges made to the credit card were made after September 20 and will appear on next month's statement.

Employee Payroll Sheet and Time and Leave Records for Month Ending September 30, 2016:

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 September. Moehle seconded the motion. Aye votes Straughn, Campbell, Moehle, Godfrey, and Kunze. 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 \$3,875.56. Campbell seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:**Monthly NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of September. Moehle made a motion to approve the worksheet. Campbell seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

Director Position Description:

The Board reviewed the director position description information with new director Phil Campbell. After review, the position description was signed by Campbell and Chair Kunze.

Approval New Cooperator Agreements:

The Board reviewed the two landowner requests for cooperator agreements. Straughn made a motion to approve the new cooperator agreements for Jeremy Johnson #2810 and Beau and Stefanie Leland #2811. Moehle seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

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 Jeremy Johnson and Beau and Stefanie Leland. Bartolina recommended the Board approve both applications with the conservation practices, maximum cost share payment, and completion dates listed below. Godfrey made a motion to approve the two applications with practices, cost share payment, and completion dates as recommended by Bartolina. Straughn seconded the motion. Following the motion, additional discussion took place regarding the recommended practice completion date of April 30, 2017. Peterson suggested it would be better to extend the completion date to July 1, 2017. Godfrey amended his motion to approve the two applications with practices, cost share payment, and completion date of July 1, 2017. Campbell seconded the amended motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. Recommendations approved were:

Participant Name	Practices	Maximum cost share	Completion date
Jeremy Johnson	314-Brush Management	\$2,540	April 30, 2017 Amended to July 1, 2017
Beau & Stefanie Leland	314-Brush Management 550-Range Planting	\$3,057	April 30, 2017 Amended to July 1, 2017

Since only \$5,597 of the \$25,600 in funds has been allocated, another MHI program sign-up will be held October 6-28, 2016. The second sign-up period was approved at the September board meeting.

Cost Share Program Year 17 Update:

Eddie Baker has completed his conservation practice, the claim was filed, and he has received his cost share program payment. Curt Roberts with 3-R Farms made a verbal request for an extension to his performance agreement. He has been working on the practice, but he was not able to complete it by the deadline. He will provide the board with a written request. Campbell made a motion to extend the performance agreement completion date for 3-R Farms to March 15, 2017, pending receipt of a written request. Moehle seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

Discuss OACD Area II Meeting:

Oklahoma County will host the Oklahoma Association of Conservation Districts (OACD) Area II meeting on October 27. Directors reviewed the agenda for the meeting that includes updates on soil health projects, NRCS and Conservation Commission program and policy updates, and a survey for topics to feature at the 2017 Annual Meeting. The district has invited Steve Hill, an urban vegetable farmer in Edmond, to give the local flavor presentation. Godfrey stated he had been asked to serve on the Area Nominating Committee. The area meeting will be held at the Oklahoma Association of Electric Cooperatives (OAEC) building at 2325 E. I-44 Service Road in Oklahoma City. Registration starts at 8:00 a.m. and the meeting begins at 9:00 a.m. The registration fee to attend is \$35/person. Moehle made a motion to pay the registration fee for three directors and two staff members to attend the meeting. Straughn seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. Kunze, Godfrey, Campbell, Inmon, and Bartolina will plan to attend.

Update on Annual Compilation of Financial Records for FY 2016:

Inmon contacted Kimberlye Mayer regarding the status of the annual compilation. Mayer stated she should have the compilation completed later this week or early next week. Directors can review the compilation report at the November meeting.

Monarch Habitat Improvement Workshop:

Oklahoma and Logan Counties partnered with NRCS to hold a Monarch Habitat Improvement Workshop at Lake Arcadia on September 27. Mike Sams, NRCS State Biologist, gave a good presentation about the migration patterns and habitat needs of the monarch; and Bartolina spoke briefly about the Monarch Habitat Initiative conservation cost share program that is currently available in Cleveland, McClain, Logan, and Oklahoma Counties. Fourteen people attended the workshop, and participants were asked to fill out survey about local resource conservation needs for their county. The Oklahoma Tribal Conservation Advisory Council (OTCAC) sponsored the refreshments.

Local Work Group Meeting:

The district, NRCS, and other local conservation partners will meet following the board meeting to hold a local work group meeting to discuss program needs for the county. Campbell and Godfrey will attend the meeting. No district business will be voted on during the work group meeting.

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:

- Cost-share program year 17 sign-up and allocation of funds

- Initial Monarch Habitat Initiative sign-up period, applications reviewed and approved, second sign-up scheduled
- Newsletter emailed to producers, partners, and legislators in September
- Monarch Habitat Improvement Workshop held at Lake Arcadia Education building
- Updates made to social media and website as needed
- Poster contest held and entries accepted
- Staff assisted with Rose State KIDS College in July
- Programs and events advertised through social media, website, and news releases as needed
- Conservation plans completed for cost-share participants
- Staff attended Plant ID for soil health workshop at El Reno in August
- Reviewed Cooperative Working Agreement and Local Operational Agreement at September meeting
- Financial records provided to auditor for annual compilation
- Four Natural Resource Days have been scheduled with county schools during the month of October

Education Activities Report:

- 1) Natural Resource Days have been scheduled with Putnam City James L. Dennis on October 11, Edmond Sunset on October 17, Putnam City Rollingwood on October 19, and Jones on October 25. James L. Dennis has 82 fifth grade students. Ben and Laura Pollard and Kim Shaw will be assisting with the event. Sunset has 100 fifth grade students, and Greg Scott and Kim Shaw will be assisting with the activities. Rollingwood will bring 90 fourth grade students. Jeremy Dennis and Candice Miller will be assisting with that event. Plans are still being made for the October 25 event for Jones. Ben and Laura are planning to assist but one additional presenter is needed. Jeri Irby, education coordinator with the Forestry Department, normally assists with many of the district's outdoor education events, but she has not been available this year. The Wildlife Department volunteers will be conducting and supervising the fishing clinic at all the events.
- 2) The district received 31 entries in the poster contest. The first place poster in each division will be mailed to OACDE area representative Tammy Curry for the Area II poster contest.

CORRESPONDENCE:

None.

REPORTS:**NRCS District Conservationist:**

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

District Directors:

None.

District Staff:

(Report attached to original minutes.)

- Bartolina stated that St. Mary's Episcopal School in Edmond has been contacted to see if the school is interested in applying for funds through the Monarch Habitat Initiative cost-share program. The program allows for up to \$1,000 to be set aside to improve habitat on public education areas.
- Inmon gave a short report on her trip to Baton Rouge, LA. She spent a week working with a group of wonderful volunteers serving on a disaster relief cooking team through the Baptist General

Convention of Oklahoma (BGCO). The team was preparing meals for disaster relief volunteers doing mud out projects and for some of the displaced individuals in the area.

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next Board Meeting would be Wednesday, November 2, 2016, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting. Godfrey seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. Meeting adjourned at 2:25 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 Directors

Date: _____