

**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 8, 2014, 1:30 p.m.

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

Member Absent: None

Others Present: Rebecca Inmon, District Secretary
Don Bartolina, District Manager
Mae Denton, cooperator

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 3:30 p.m. on October 6, 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 September 3, 2014, Regular Meeting:

Board members received a copy of the minutes for review. Moehle made a motion to approve the minutes as written. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Approval Financial Statement for Period Ending September 30, 2014:

The Board reviewed the financial statement including the accounts payable and receivable for the period of September 1-30, 2014. (Attachment 1) Inmon stated she was using a different excel spreadsheet to track receipts and expenses. The excel cash book version provides an up-to-date profit and loss statement that will be included with the monthly financial report. Moehle made a motion to approve the September financial statement as presented. Godfrey seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. The Board also reviewed a copy of the September bank and credit card statements.

Approval Employee Payroll Sheet and Time and Leave Records for Month Ending September 30, 2014:

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Inmon accrued comp time for working extra hours on Friday evening and Saturday in preparation for and assisting with the water well testing outreach in Spencer. Kunze made a motion to approve the employee payroll sheets and time and leave records for September. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Approval District's Regular 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 \$4,358.02. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. The district will have \$1,564.31 remaining in its operating expense account. (*Quarterly report of expenditures is attached.*) There is no word yet regarding additional funds from the NRCS contributions agreement.

Approval Reimbursement Claim for Training Agreement with OCC:

The Board reviewed a claim to the Oklahoma Conservation Commission for reimbursement of salary and mileage for secretarial assistance to train a new employee in Shawnee Conservation District. The claim for \$1,034.92 covers salary for 40 hours training, employer FICA and Medicare, employer retirement, and mileage. Godfrey made a motion to approve the training agreement claim to the Conservation Commission. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. 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 as presented. Straughn seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Vote in Open Session to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B) (1) for the Purpose of Conducting Annual Performance Reviews for the District Manager and District Secretary:

Straughn made a motion to enter into Executive Session as authorized by Title 25 O.S. Section 307 (B) (1) for the purpose of conducting performance reviews for the district manager Don Bartolina and district secretary Rebecca Inmon. Moehle seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. Chair Parker designated Kunze to take minutes of the executive session. Bartolina, Inmon, and Denton were excused from the meeting. The Board entered into executive session at 1:43 p.m.

Executive Session to Discuss Employment Matters and Performance Reviews as Stated Above:

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

Return to Open Session and Establish Quorum:

The Board returned to open session at 2:15 p.m. Chair Parker established that a quorum was present and the regular meeting could continue. Bartolina, Inmon, and Denton rejoined the meeting.

Actions Related to Employee Performance Reviews:

Chair Parker will review the performance evaluations with employees after the meeting. No other action was taken.

Approval of New Cooperator Agreement with National Women in Ag Association:

Godfrey made a motion to approve the new district agreement #2801 with the National Women in Ag Association. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. Tammy Steele is the Executive Director for National Women in Ag and she signed the agreement.

Discuss Agenda and Attendance at OACD Area II Meeting in Stillwater on November 18:

Directors received information regarding the upcoming OACD Area II meeting in Stillwater. The meeting will be held November 18 at the Meridian Technology Center in Stillwater. Topics on the agenda include the Conservation Partnership, Soil Health Initiative, local conservation information, business session, employee meeting, and discussion of partnership resource issues in the area. Registration is \$35 per person and registration is due by November 4. Godfrey made a motion to pay registration for three directors and the district staff to attend the meeting. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0. Parker, Kunze, Godfrey, Bartolina, and Inmon are planning to attend.

Discuss Payment of Annual RC&D Dues:

The Board discussed payment of the \$200 in annual dues to Cross Timbers RC&D. Board representative to RC&D, Rick Godfrey stated that RC&D was doing a good job helping with small business development with 1.3 million in funds being invested through the revolving loan program and the creation of 42 jobs. Godfrey made a motion to approve payment of the \$200 in annual dues. Moehle seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Discuss Possible Joint Women in Ag Meeting with East Canadian County Conservation District:

On September 16, Bartolina and Inmon met with Erica Armstrong, district manager with East Canadian County Conservation District, to discuss the possibility of a joint Women in Ag meeting in the spring of 2015. After the meeting, Armstrong visited with Redlands Community College about renting their facility for the meeting with a tentative date of March 24, 2015. Possible speakers include Dr. Karen Hickman of OSU and Dr. Jean Steiner of the El Reno Ag Research Station. Damona Doy of the State Women in Ag will also be a great resource person in promoting the program. Both districts will need to contact sponsors to help assist with the program. Moehle made a motion to help sponsor a Joint Women in Ag Meeting with East Canadian County Conservation District. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Discuss Approval of Notary Renewal for District Secretary:

Inmon stated her notary bond commission would expire on November 8. The cost of a 4-year renewal kit including bond and seal is \$120. Moehle made a motion to approve renewal of the notary commission for the district secretary. Kunze seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Discuss Possible Work Schedule Adjustment for Secretary to Volunteer for Whiz Kids Program:

Inmon stated she would like to volunteer for the Whiz Kids after school program. Whiz Kids is a faith-based, volunteer tutoring and mentoring program that focuses on first through sixth grade students who live in areas having some of the lowest socioeconomic levels in Oklahoma City. The program targets inner-city schools and students who are reading below grade level. The tutoring program meets at Village Baptist church once a week after school. Inmon would make up any work time missed while

tutoring her student. After discussion, Moehle made a motion to allow Inmon to volunteer for the Whiz Kids Tutoring Program. Godfrey seconded the motion. Aye votes: Straughn, Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 5-0.

Cost Share Program Year 15 Update:

Two agreements remain to be completed for State Cost-Share Program Year 15. William Lassiter continues to progress on his cedar removal scheduled to be completed by the end of December. Phyllis Webb is scheduled for grass planting that cannot be completed until next spring.

Guidelines and information for the Program Year 16 have not been sent out. The proposed rule change put forth at the end of last year to remove the requirement of at least 20 acres and \$1,000 of product sold annually has been approved.

Update on Audit of the District's Financial Records for FY 2014:

Inmon contacted the auditor Kimberlye Mayer about progress on the audit. Mayer stated the audit was complete and ready to be copied and bound. The audit should be available for review at the next board meeting on November 5.

Review Annual Plan of Operations:

The Board reviewed the Joint Annual Plan of Operations including the goals and objectives and upcoming calendar of events. Items completed were:

- ✓ July newsletter – another newsletter will go out in November
- ✓ Updates posted to webpage and Facebook for well water screening outreach, poster contest, and Natural Resource Days
- ✓ Poster contest entries have been received and are ready to be judged
- ✓ Natural Resource Days completed with Sunset and Jones Elementary Schools – Project WET *Water Story* booklets provided to students at both events
- ✓ Water Festival held at Grove Valley Elementary – Enviroscape model used - Project WET *Water Story* booklets provided
- ✓ Attended Oklahoma Blue Thumb Association training and celebration held at Lake Arcadia Education Building on September 19.
- ✓ Worked with Blue Thumb to provide well water testing program at Spencer on September 6
- ✓ Materials provided to auditor as requested and financial records kept current
- ✓ Continue to respond to Okie locate tickets as needed

Report on Education Activities:

- 1) Sunset Elementary Natural Resource Day – Event was held at Lake Arcadia on September 30. Students went through four rotations on fishing, forestry, wetland, and the water cycle. There were 85 students plus teachers in attendance. OCC information officer, Robert Hathorne, came to the event and wrote a nice article that can be found on the Conservation Commission website.
- 2) Grove Valley water festival – Event was held October 3 at Grove Valley Elementary. Stations were set up for the Enviroscape demonstration and three Project WET activities, the Incredible Journey, Common Water, and Macroinvertebrate Mayhem. There were 95 fourth grade students that participated. Unfortunately, there was a little too much excitement that afternoon. A wildfire broke out just west of the school. Flames and smoke were visible, fire trucks were in the area, and helicopters were flying overhead. Parents got concerned and started coming to pick up their children. The water festival had to be halted after the first two rotations were completed.

- 3) Jones Elementary Natural Resource Day – Event was held on October 7 on a warm afternoon at Lake Arcadia. Rotations were set up for fishing, wildlife, soils, the water cycle and wetlands. There were 85 students with teachers that participated.
- 4) Natural Resource Days are scheduled on October 14 and 15 with Putnam City Rollingwood fourth and fifth grade classes and on October 21 with Putnam City James L. Dennis fifth grade.

CORRESPONDENCE:

Donna Thralls – A thank you note went out to districts from Donna Thralls, wife of retiring Executive Director Mike Thralls. She wanted to thank everyone for the great retirement reception given to Mike on September 4 and to let people know how much the conservation family had meant to her and Mike through the years he served as Director.

Sirloin Club of Oklahoma – The District received an invitation to attend the joint meeting of the Sirloin Club and the Southwest American Livestock Foundation being held on November 6 at Cattlemen’s Café – Special Event Center. A buffet lunch will be provided.

OCC Information E-newsletter – Directors received a copy of the latest addition of ‘This Week in Conservation’ a weekly e-news update from the Conservation Commission. This week’s update featured a photo with the district secretary helping at the Oklahoma Wildlife Expo and also a picture of a Sunset Elementary student with some information about the district’s Natural Resource Day at Lake Arcadia.

OCC Human Resources: Worker’s Compensation Reminder – A reminder was received from Akia Hankins, Conservation Commission Human Resources Specialist, regarding the need for compliance in reporting on the job injuries. All injuries must be reported within 24 hours even if you do not seek medical attention. An injury report needs to be made on any type of injury more serious than a paper cut. Human Resources is required to track and report all injuries annually. Filing a report also protects the employee in case the injury turns into something more serious later.

REPORTS:

NRCS District Conservationist:

Report prepared by Rod Shaw. (Report attached to original minutes.) Report includes additional attachment regarding the upcoming soil health outreach meeting being held in El Reno at the Canadian County Fairgrounds on October 21. Information about the outreach meeting was also shared on the district’s Facebook page.

District Directors:

Parker: Chair Parker stated he just returned from a trip out west. He and his wife drove the coast highway from San Francisco to Vancouver, Canada. They also visited Mt. Rainer and Mt. St. Helens.

Kunze: As Chair of the ScienceFest Committee, Kunze reported that ScienceFest will be moved to the State Fairgrounds next year. It will be held on April 30 in and around the Oklahoma Expo Building. They anticipate a drop in attendance, but want ScienceFest to return to its original goal of promoting science. The new format should allow groups to spend more time at the activity stations.

District Staff:

(Report attached to original minutes.)

- Bartolina reported the Commission had scheduled a special meeting on October 13 to conduct interviews for the vacant position of Executive Director. Twelve applications were received.
- Bartolina had a meeting with Rich Duesterhaus, Executive Director of the National Association of Conservation District Employees (NCDEA). One of Duesterhaus duties with NCDEA is to assist The National Conservation Foundation with their sponsorship of the National Envirothon Competition. The event requires a lot of funding, and the Foundation is trying to come up with ideas to help lower the costs.
- Inmon reported on the well water screening event held at St. Luke Baptist Church in Spencer on September 6. Blue Thumb QA officer Kim Shaw supervised the screening. Students from Star Spencer and Carl Albert High Schools, and Star Spencer Vo-Ag instructor Amy Oliver helped with the testing. Blue Thumb director Cheryl Cheadle did a groundwater model demonstration, and programs were presented by Russ Morrison with DEQ and Lynn Malley with OSU Solid Waste Management. Well water screening was done for 50 local residents.

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board Meeting would be Wednesday, November 5, 2014, 1:30 p.m. in the district office. There being no further business, Kunze made a motion to adjourn the meeting. Moehle seconded the motion. Aye votes: Straughn, Kunze, Godfrey, Moehle, and Parker. Nay votes: none. Motion passed 5-0. Meeting adjourned at 3:05 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: _____