

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

Date and Time: Wednesday, September 3, 2014, 1:30 p.m.

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

Member Absent: Richard Parker, Chair
Debbie Straughn, Member

Others Present: Rebecca Inmon, District Secretary
Don Bartolina, District Manager
Rod Shaw, District Conservationist, NRCS
Lisa Owen, Operations Chief, Conservation Commission

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 and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 12:15 p.m. on September 2, 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 August 6, 2014, 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 Kunze. Nay votes: none. Motion passed 3-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending August 31, 2014:

The Board reviewed the financial statement including the accounts payable and receivable for the period of August 1-31, 2014. (Attachment 1) Moehle made a motion to approve the August financial statement as presented. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. The Board also reviewed a copy of the August bank statement from Bank of Oklahoma. Inmon explained the bank had made an error and listed a bank deposit of \$110 as a check withdrawal. Inmon contacted the bank and the error was corrected before the end of month bank statement was posted online.

Employee Payroll Sheet and Time and Leave Records for Month Ending August 31, 2014:

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 August. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Inmon stated she had three hours of donated sick leave returned to her and it was added back into her sick leave. An explanation is on her timesheet.

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 \$3,430.24. Straughn seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. The district currently has \$1,882.81 remaining in its operating expense account. The annual audit will use over half of the remaining funds. Owen stated the Commission hoped to allocate an additional \$1,000 to districts when a new NRCS contributions agreement is signed.

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

The Board reviewed the NRCS Performance Worksheet for the month of August. Godfrey made a motion to approve the worksheet. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

Community Outreach Program:

Karla Beatty had planned to attend the board meeting but had to cancel due to another commitment. She is doing interviews in Tulsa for a new position at Tulsa County Conservation District. Owen stated the Commission has identified a need for community outreach, the need to help legislators, organization leaders, and decision makers understand why conservation districts are beneficial, especially in urban areas. Stacy Hansen will be leading the project and working with Beatty to develop information tools such as power point presentations that can be used for legislative meetings, for civic leaders and organizations, and others to promote greater understanding of conservation districts. Since most of the urban legislators are located in Tulsa and Oklahoma Counties, the Commission would like to concentrate much of the effort in those areas. Owen suggested the Board talk to Stacy Hansen and invite her to attend an upcoming board meeting.

Approval New District Agreement for Deborah Guy:

Godfrey made a motion to approve the new district cooperative agreement #2800 with Deborah Guy. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Ms. Guy is a CSP applicant.

Cost Share Program Year 15 Update:

- Earl Davis has completed his practice and the claim has been filed with the Conservation Commission for payment. William Lassiter has been slowly clearing his cedars. He has contacted another vendor about completing the work. He has until December 31 to complete the practice.
- Owen stated that cost-share program year 16 guidelines will probably come out in late fall. The Commission has proposed some changes in the program. If approved, districts would file claims for the cost-share funds when practices are completed and write checks to the participants after money is deposited into the district account. Districts would also be responsible for preparing the 1099 for program participants.

Update on Audit of District FY 2014 Financial Records:

All the requested materials have been delivered to the auditor. The auditor signed the audit form stating she received the requested materials and the form has been submitted to the Commission.

Purchase of District Envelopes with Return Address:

Inmon stated there were only a few envelopes with return address remaining and she needed to order a new supply. In the past, envelopes have been ordered at QuikPrint. Inmon may also check with Mach 12 Graphics to see about the printing cost. Moehle made a motion to purchase a box of envelopes with return address. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

Soil Health Training Workshop:

Conservation Commission Communications Coordinator Stacy Hansen sent out information outlining how all the Oklahoma Soil Health Partners are working together to promote soil health. The Commission is targeting OCC staff, conservation district staff and boards, and the public. The initial target will be district staff and board members. Bartolina has talked with Paul Fruendt at Logan County Conservation District and also Troy Collier, NRCS soil scientist for Zone 1, regarding a Soil Health Training Workshop for Oklahoma County, Logan County, and possibly some other surrounding districts. Collier will need to make field visits on proposed sites for the workshop. No dates have been set.

Education Activities:

- 1) *Water Well Testing at Spencer:* A water well testing event has been scheduled for Saturday, September 6, at the St. Luke Baptist Church in Spencer. Inmon will hand out bottles with instructions and labels to the first 65 participants on Friday afternoon at the church. Participants will return their samples on Saturday morning between 9:30-10 a.m. There will be an information and education program at 10 a.m. Representatives from DEQ, the Oklahoma County Health Department, and Lynn Malley, Assistant State Extension Specialist with the OSU Dept. of Ag Economics will be on the program. The Oklahoma Blue Thumb Program is also sponsoring the event. QA officer Kim Shaw will assist with testing and State Coordinator Cheryl Cheadle will present a groundwater model demonstration. The water well testing program was requested by Dwight Guy and a group of pastors in the Spencer area.
- 2) *Upcoming Natural Resource Days:* The District has five Natural Resource Days scheduled at the Lake Arcadia education area this fall. Dates scheduled are: September 30 with Edmond Sunset Elementary 5th grade, October 7 with Jones Elementary 5th Grade, October 14 with Putnam City Rollingwood Putnam City Rollingwood 5th grade, October 15 with Putnam City Rollingwood 4th grade, and October 21 with Putnam City James L. Dennis 5th grade. Contact has also been made with Deer Creek Grove Valley concerning a Water Festival. No date has been scheduled.

CORRESPONDENCE:**Oklahoma Conservation Commission:**

Mike Thralls Retirement – Oklahoma Conservation Commission Executive Director Mike Thralls has announced his retirement effective September 1. His medical condition and Doctor's advice resulted in the decision. Mr. Thralls has led the agency for the past 17 years. A retirement reception will be held in his honor at the Oklahoma Conservation Commission on Thursday afternoon, September 4, from 1:30-3:30 p.m. Directors and staff have been cordially invited to attend. Owen stated that a national search will be undertaken to find a new director. The Commissioners will appoint an interim director at their meeting on September 4.

REPORTS:

NRCS District Conservationist:

Report presented by Rod Shaw. (Report attached to original minutes.)

District Directors:

No reports given.

District Staff:

(Report attached to original minutes.)

- Bartolina reported he would be meeting with Rich Duesterhaus, Executive Director of the National Association of Conservation District Employees (NCDEA) to discuss the National Envirothon competition.
- Bartolina has been working with the rules committee to rewrite some of the rules for the National Land and Range Judging Contest.
- Inmon reminded the Board she would be attending the Oklahoma Blue Thumb Conference and Celebration on September 19 at Lake Arcadia.
- Inmon will also be assisting with the Conservation Commission and Rogers County Conservation District exhibit at the Oklahoma Wildlife Expo on September 26-27.

NEW BUSINESS:

Lisa Owen – Agreement for Secretary Training:

With budget cuts and a decrease in Commission staff, Executive Director Mike Thralls and Assistant Director Robert Toole proposed the idea of using district employees in surrounding districts for training new employees. A few of these agreements have been tried and seem to be working well. A new secretary has been hired at the Shawnee Conservation District. Owen made a proposal to the Board to allow Inmon to provide training to the new secretary Mona McMillan. The District would need to pay Inmon an additional \$15 hour for up to 40 hours training, plus mileage. The Commission would reimburse the district for the one time salary, mileage, and employee taxes incurred. The training would occur during regular working hours. Directors were provided a copy of the proposed agreement to review and Inmon agreed to provide the training to the secretary at Shawnee. After discussion and review of the proposed agreement, Godfrey made a motion to accept the agreement as presented. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Since Shawnee Conservation District has a board meeting coming up September 9, Inmon will contact McMillan right away and schedule time to help her prepare for the meeting.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Vice Chair Kunze announced the next Board Meeting would be Wednesday, October 8, 2014, 1:30 p.m. Chair Parker is expected to return for the October meeting. There being no further business, Godfrey made a motion to adjourn the meeting. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Meeting adjourned at 3:00 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: _____