

**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 7, 2016, 1:30 p.m.

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

Member Absent: Jan Kunze, Chair

Others Present: Rebecca Inmon, District Secretary
Don Bartolina, District Manager
D'Ann Peterson, District Conservationist, NRCS
Josh McNeff, Conservation Technician, NRCS
Stacy Riley, Assist. State Cons. Field Operations, Zone 1, NRCS

CALL TO ORDER:

Vice Chair Straughn called the meeting to order at 1:30 p.m., noting that a quorum was present and business could be conducted. Straughn 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 11:00 a.m. on September 6, 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.

Oath of Office and Loyalty Oath for Phil Campbell:

Inmon administered the Oath of Office and Loyalty Oath to new board member Phil Campbell. Campbell was appointed by the Conservation Commission to serve in Position #2 on the Board of Directors left vacant when Richard Parker resigned. Campbell will serve the remainder of Parker's term which will expire on June 30, 2018.

REVIEW/APPROVAL DISTRICT MINUTES:

Minutes of August 3, 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: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending August 31, 2016:

The Board reviewed the financial statement including the accounts payable and receivable for the period of August 1-31, 2016. (Attachment 1) Campbell made a motion to approve the August financial

statement as presented. Moehle seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0. The Board also reviewed a copy of the August bank statement. There were no new charges on the credit card.

Employee Payroll Sheet and Time and Leave Records for Month Ending August 31, 2016:

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 August. Godfrey seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

District's Monthly Reimbursement Claim:

The Board reviewed the district's claim for reimbursement to the Oklahoma Conservation Commission (OCC). Moehle made a motion to approve the District's reimbursement claim to OCC for \$3,702.64. Godfrey seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:

Review and Approve Monthly NRCS Performance Worksheet:

The Board reviewed the NRCS Performance Worksheet for the month of August. Moehle made a motion to approve the worksheet. Godfrey seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

Review Cooperative Working Agreement with NRCS and Conservation Commission:

Peterson and Riley reviewed with Directors the Cooperative Working Agreement between the Conservation District, the Conservation Commission and the Natural Resources Conservation Service. The purpose of the working agreement is to supplement the Mutual Agreement between USDA and the Conservation District. It documents the areas of common interest between the agencies and defines the roles and responsibilities of the parties. The current agreement was signed by all three agencies in 2008 and is reviewed on an annual basis.

Review Local Operational Agreement with NRCS:

Peterson reviewed the Local Operational Agreement between NRCS and the Conservation District. The Agreement lists the agreed upon tasks District personnel will provide to support USDA conservation program delivery efforts. The current agreement was signed in August 2013 and is reviewed annually.

Review Civil Rights Policies – Josh McNeff:

Conservation technician Josh McNeff reviewed the 'And Justice for All' poster that is displayed in the office near the front door. The poster details the USDA discrimination policies and provides contact phone numbers and email information for anyone who needs to file a complaint. McNeff serves on the NRCS State Civil Rights Committee.

Review Guidelines for Monarch Habitat Initiative Cost Share Program, Vote on District Participation, Discuss and Vote on Board Action Items 1-9:

On August 30, Lisa Owen met with district and NRCS staff from Cleveland, McClain, Logan, and Oklahoma Counties to discuss guidelines for a Monarch Habitat Initiative Cost Share Program. The funds have been made available through a grant from the US Fish and Wildlife Service for the purpose of improving monarch butterfly habitat. The initial program monies will be allocated to the four

mentioned districts due to their location in the I-35 monarch migratory corridor in Oklahoma. The program will work similar to the present State Cost Share Program. If participating, each district will receive \$25,600 to implement the program. They can also receive an additional \$1,000 in administrative funds, \$500 now and \$500 when the program ends. Each district may use up \$1,000 of the \$25,600 for establishment of monarch habitat within established public outdoor classroom sites or city parks. The Program Year begins September 1, 2016, and ends December 31, 2017. The allocation period will begin September 1, 2016, and end January 31, 2017. Participants in the program would be required to sign two agreements, the district performance agreement and an additional landowner agreement with the Partners for Fish and Wildlife Program. The program covers a limited number of practices that have been determined to improve and/or increase monarch habitat. If the district wants to participate in the Monarch Habitat Initiative, the Board will need to vote on Action Items 1 through 9 as required to participate in any state cost share program.

Item 1: Godfrey made a motion that the district participate in Program Year 1 of the Monarch Habitat Initiative (MHI) Cost Share Program. Campbell seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

Item 2: Moehle made a motion that district directors not be allowed to make application in the MHI Cost Share Program. Godfrey seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

Item 3: Moehle made a motion to designate Chair Kunze as the authorized district representative for the program with Rick Godfrey as the alternate. Godfrey seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

Item 4: Godfrey made a motion to designate district conservationist D'Ann Peterson as the district's technical representative for the program. Moehle seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

Item 5: The board reviewed the list of approved practices. Bartolina recommended the Board approve all the practices except for prescribed burning. (List of practices attached to minutes.) Moehle made a motion to approve the practices as recommended by Bartolina. Campbell seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

Item 6: Campbell made a motion to approve the unit costs listed in the MHI cost share program as the cost share rate to be offered in the local program. Godfrey seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0. The cost share rates are based on NRCS monarch habitat development data.

Item 7: Moehle made a motion to establish the local minimum payment rate of \$100 and maximum payment of \$5,000 as recommended in the program guidelines. Campbell seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

Item 8: Campbell made a motion to accept the local eligibility criteria/priority system as recommended by Bartolina. (List of practices and priority ranking attached to minutes.) Moehle seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0. The top priority will be brush management, mainly red cedar removal, and herbaceous weed control which includes sericea lespedeza, musk thistle, and scotch thistle.

Item 9: Bartolina recommended the Board set September 8-30, 2016, as the first sign-up period for the MHI cost share program and October 6-28, 2016, as the second sign-up period if needed. He also recommended the board advertise the program through newspaper articles, flyers, newsletter, online media, and through a locally led outreach meeting. Campbell made a motion to approve the application period and method of advertisement as recommended by Bartolina. Moehle seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

The district and NRCS staff for Oklahoma and Logan Counties are trying to schedule a joint locally led outreach meeting to promote the Monarch Habitat Initiative cost-share program and to gather information from producers about other natural resource concerns. Tentative plans are to hold the meeting at the Lake Arcadia conservation education building at 6:30 p.m. on September 27.

Approve New Cooperator Agreement for John Liebl #2809:

Godfrey made a motion to approve the new cooperator agreement #2809 for John Liebl. Campbell seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0. Mr. Liebl lives and farms near Harrah.

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 John Liebl:

Moehle made a motion to enter into executive session as authorized by Title 25 O.S. section 307 (B)(7) to discuss the conservation plan for John Liebl. Straughn allowed everyone present to stay in the meeting. Godfrey seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0. Straughn designated Inmon to take the minutes. The board entered into executive session at 2:47 p.m.

Executive Session for Discussion of Conservation Plan Described in Item 5g of Agenda:

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

Return to Open Session and Re-establish Quorum Present:

The board returned to open session at 2:50 p.m. Straughn stated that a quorum was present and the regular meeting could continue.

Vote in Open Session to Approve or Disapprove Conservation Plan Discussed in Executive Session:

Moehle made a motion to approve the conservation plan for John Liebl as discussed during the executive session. Campbell seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

State Cost Share PY 17 Update:

Performance agreements have been signed by Ray Stanfield Jr. and the Oklahoma Baptist Homes for Children. All the Program Year 17 money was allocated. A cost share claim has been filed for Eddie Baker. While Mr. Baker did remove cedars from the property, he did not remove all the cedars estimated in his performance agreement, and he will receive about \$2,000 less than allocated to him. Since the allocation deadline has ended, the money cannot be used this program year.

Discuss OACD Area II Meeting Plans for October 27, 2016:

Oklahoma County will again be hosting the annual OACD Area II meeting being planned for October 27, 2016, at the Oklahoma Association of Electric Cooperatives (OAEC) building at 2325 E. I-44 Service Rd. in Oklahoma City. The registration fee will be \$35 person and \$15 for guests. OACD wants to continue the local flavor portion of the meeting and would like to have the speaker's name for the agenda by September 26 if possible. District staff may contact other districts in Area II to see if they have ideas for a speaker. Klein's Catering in Perry has been contacted about serving the luncheon and morning break. Directors will have the opportunity to discuss attendance and review the meeting agenda during the next board meeting on October 5.

Update on Annual Compilation of Financial Records for FY 2016:

Inmon compiled and mailed all the records requested by auditor Kimberlye Mayer, and Mayer has acknowledged receipt of the records. A copy of the receipt of records form was emailed to the Conservation Commission as required. No additional information has been requested by the auditor. The compilation should be completed and ready for review at the October board meeting.

Discuss Binding Board Meeting Minutes for Calendar Years 2011-2014:

The district minutes have not been bound since 2010. Previously, the district has bound two years of minutes in each book which makes a good size. Inmon talked with Kelly Mockabee at the Conservation Commission about the current costs. Mockabee estimated it would cost around \$35 per book. She also stated it was not a requirement for the district to bind their minutes, and board meeting minutes can be kept in a three-ring binder. After discussion, the district agreed to keep having the minutes bound as had been done in previous years. Campbell made a motion to pay for binding the board meeting minutes for years 2011-2012 and 2013-2014. Moehle seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

Education Activities Report: Natural Resource Days and Poster Contest:

- Natural Resource Days have been scheduled on October 11 with James L. Dennis Elementary and October 19 with Rollingwood Elementary. Ben and Laura Pollard and Kim Shaw will be assisting with the James L. Dennis activities. Candice Miller will be assisting with Rollingwood. Soil scientist Jeremy Dennis has also been contacted about helping with Rollingwood. Both schools are in the Putnam City School District. The activities will take place at the Lake Arcadia education area facilities. Volunteers from the Wildlife Department will also assist with the fishing clinics.
- Information about the local poster contest has been sent to area schools and the information has been posted online. The theme for this year's contest is 'We All Need Trees'. Deadline for the posters to be turned in to the district office is September 28.

CORRESPONDENCE:**Conservation Commission-Kim Tweed Retirement:**

A notice was received from Executive Director Trey Lam concerning the upcoming retirement of his executive secretary Kim Tweed. Tweed has served the Commission for 29 years and has served under directors Mason Mungle, Mike Thralls, and Lam. She is planning to retire on November 1. Tweed also sent a personal email to several districts including Oklahoma County regarding her impending retirement. She stated she is looking forward to retirement, but she will miss all the people she has met and friendships she has made along the way.

Outgoing Letter to Cheryl Cheadle:

The district presented a letter to retiring Blue Thumb Program Director Cheryl Cheadle expressing the Board and staff's appreciation and gratitude for her many years of service to conservation. (Copy of letter attached to minutes.) Cheadle was the inspiration behind the start of the Blue Thumb Program and she will be greatly missed. She retired on August 31 to embark on a new career with Camp Loughridge in Tulsa. Inmon and Bartolina attended Cheadle's retirement reception held at the Commission's Water Quality offices on August 30.

REPORTS:**Stacy Riley, ASTC Field Operations for Zone 1:**

Stacy Riley, Assistant State Conservationist for field operations in Zone 1, stated she didn't have anything additional to report in the meeting. She was in the office doing Civil Rights reviews which are required every five years, plus she tries to attend board meetings once a year for districts in her zone. Prior to the board meeting, Riley conducted interviews with director Rick Godfrey and Phil Campbell.

NRCS District Conservationist:

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

District Directors:

No reports.

District Staff:

(Report attached to original minutes.)

Inmon stated she would be on annual leave the week of September 19-23. She will be volunteering in Baton Rouge, Louisiana, with one of the Baptist General Convention's Disaster Relief teams.

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Vice Chair Straughn announced the next Board Meeting would be Wednesday, October 5, 2016, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting. Campbell seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion passed 4-0. Meeting adjourned at 3:18 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: _____