

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

Date and Time: Wednesday, November 1, 2017, 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
Chris Best, District Conservationist, NRCS
Josh McNeff, Conservation Technician, NRCS
Richard Parker, Associate Director

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 11:45 a.m. on October 30, 2017. 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 October 4, 2017, Regular Meeting:

Board members received a copy of the October minutes for review. Moehle made a motion to approve the minutes as written. Godfrey seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Straughn entered the meeting at 1:35 p.m.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending October 31, 2017:

The Board reviewed the financial statement including the accounts payable and receivable for the period of October 1-31, 2017. (Attachment 1) The Board voted at the October meeting to transfer up to \$3,000 from the money market to the checking account to cover expenses related to the secretary's annual longevity payment. Inmon stated she initially transferred \$2,500 from the money market to the checking account on October 6. However, with the additional expense of the annual audit, there was

not enough money in the checking account to cover the October salaries, taxes, and November bills to be paid. She then transferred another \$500 from money market to checking to cover the bills payable. While most of the expenses will be reimbursed from the district's allocation of funds, it will take a few weeks for the money to be deposited into the district's checking account. There will be \$69.88 remaining in the checking account after the current bills are paid. Moehle made a motion to approve the October financial statement as presented. Campbell seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. The Board then reviewed a copy of the October bank and credit card statements. Charges made to the credit card were for education expense. Chair Kunze stated any further discussion about transferring funds into the checking account would be done as New Business.

Employee Payroll Sheets and Time and Leave Records for Month Ending October 31, 2017:

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Inmon's payroll for October included her annual longevity payment for 29 years of service. Straughn made a motion to approve the employee payroll sheets and time and leave records for October. Campbell 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 for \$7,999.35, including the secretary's longevity payment which does not affect the district's allocation. Moehle made a motion to approve the District's reimbursement claim to OCC as presented. Straughn seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. There will be \$1,050.76 remaining in the operating expense account after the claim has been submitted and paid.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:

Vote in Open Session on Whether to Enter Executive Session as Authorized by Title 25 O. S. Section 307(B)(1) to Conduct Employee Performance Evaluations for District Manager and District Secretary:

Straughn made a motion to enter executive session as authorized by Title 25 O.S. Section 307(B)(1) to conduct employee performance evaluations for the district manager and district secretary. Campbell seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. Chair Kunze designated Straughn to take the minutes. The five directors remained in the executive session, everyone else was excused. The Board entered executive session at 1:50 p.m.

Executive Session to Discuss/Review Employee Performance Evaluations Described in Agenda Item 4a:

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

Return to Open Session and Re-establish Quorum:

The Board returned to open session at 2:35 p.m. Kunze noted a quorum was present and regular business could continue. District and NRCS staff returned to the meeting. Associate director Parker had left to attend another meeting.

Vote in Open session on any Actions or Motions Resulting from the Performance Evaluations Conducted in Executive Session:

Chair Kunze stated the Board would schedule a time with each employee to review their performance evaluation. No other action taken.

Monthly NRCS Performance Worksheet:

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

Monarch Habitat Initiative Cost Share Report:

The Board reviewed the Monarch Habitat Initiative (MHI) cost share report for October. Letters were mailed to participants Johnson, Soper, and Roberts granting them a performance agreement extension to November 30, 2017. They were also notified that no further extension would be granted. The MHI cost share program year ends on December 31, 2017.

Cost Share Program Year 18 Update:

Directors reviewed the Program Year 18 cost share report. Program payments were made to Frank Walsh Jr. and Terry Howard. Letters were mailed to Michael Little, Salt Creek L.P., John Chrisman, and Clint Spencer granting them performance agreement extensions to December 31, 2017. John Chrisman contacted the office and indicated he was ready to start work.

Review OACD Area II Meeting Agenda and Discuss Attendance:

The OACD Area II meeting will be held on November 14, 2017, at the Mid America Technology Center located near Wayne, Oklahoma. Registration fee to attend is \$35/per person. Directors reviewed the meeting agenda which includes discussion on the 2018 Farm Bill, restructuring at the Conservation Commission, feral hog eradication, and soil health. Bartolina and Best have been asked to serve on a panel to discuss agency partner relationships. Directors Kunze, Straughn, and Moehle indicated they could not attend. After discussion, Straughn made a motion to pay up to four registrations to attend the meeting. Moehle seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. Directors Campbell and Godfrey and district staff Bartolina and Inmon will plan to attend. Campbell stated his registration might possibly be paid by the Commission, but he would contact Lisa Owen to find out before the district submits the registration form.

Review and Approve FY 2017 Annual Audit and Net Worth Statement:

The district received the FY 2017 Annual Audit back from the auditor Kimberlye Mayer. Directors were provided a copy of the audit and the Annual Net Worth Statement to review. Mayer found no irregularities or incurred any problems in conducting the audit. After review, Godfrey made a motion to approve the 2017 Annual Audit and Net Worth Statement. Moehle seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. The District's net worth is shown as liquid assets of \$14,555. Copies of the annual audit will be filed with the Oklahoma County Clerk and the Oklahoma Conservation Commission.

Poster Contest Report-Area Winners:

The district had three local winners place in the OACD Area II poster contest. Alesia Meeus Chase placed first in Division I, Siya Pasula placed first in Division II, and Lakshmi Birasam placed 2nd in Division IV. The two first place posters will move on to compete in the OACD State poster contest. The OACD awards will be picked up at the Area meeting and then arrangements will be made to present them to the students at school.

Education Report on Natural Resource Days:

- ✓ October 9 – A natural resource day event was held with Putnam City James L. Dennis 5th grade. There were 63 students in attendance. Ben and Laura Pollard, Blue Thumb educator Rob Barossi,

and the Wildlife Department fishing volunteers assisted with the event. Shantell Barbour was the teacher contact at the school.

- ✓ October 11 – Staff worked with a new teacher contact, Lynette Warnock, to schedule an event with Jones Elementary 5th grade. There were 85 students in attendance. Blue Thumb QA officer Kim Shaw, NRCS soil scientist Jeremy Dennis, and the ODWC fishing volunteers assisted with the event.
- ✓ October 18 – A natural resource day event was held with Putnam City Rollingwood 4th grade students. There were 85 students who participated. Rob Barossi, soil scientist Amy Seiger, and the ODWC fishing volunteers assisted with the activities. The teacher contact was Linda Frantz.

All three events were held at the Lake Arcadia Conservation Education area, and the weather was good each time. Pictures of the activities were posted on the district's Facebook page.

CORRESPONDENCE:

None.

REPORTS:

NRCS District Conservationist:

Report presented by Chris Best. (Report attached to original minutes.)

- Best reported the soil data viewer had been updated to include new determinations and documents.
- Technician McNeff will now handle duties in Cleveland and McClain Counties.
- The reorganization is moving forward, and the team leader positions may be advertised by the middle of January.
- There is a national CAP in place for NRCS hires which has already been met. NRCS is expected to get seven employees through the Pathways Program which is not part of the CAP. The reorganization plan was based on NRCS having 295 employees, but they currently have only 230. Employees will continue to work across county lines as needed to get the work done.
- NRCS is losing 29 vehicles from its fleet across the State.

District Directors:

- Kunze, who serves as ScienceFest Chair, stated that ScienceFest registration opened on November 1 and is now active. The event will be held May 4, 2018, at .
- Kunze serves in the conservation seat on the Environmental Quality Board. Their next meeting is scheduled for Tuesday, November 7, 2017.

District Staff:

(Report attached to original minutes.)

- Bartolina reported the Oklahoma Conservation History Society is up and going and is in the process of getting its 501c3. The Board is working with the Oklahoma History Museum to house its artifacts and is also cooperating with the Oklahoma Department of Libraries. The History Society has made an agreement with Oklahoma State University to do 12 interviews with some of Oklahoma's older conservationists. Bartolina is serving on the History Society Board of Directors and Ben Pollard is serving as the Board's President.
- Bartolina and McNeff visited with Curtis Roberts on his farm to get some information and pictures for the OACD Cooperator of the Year award nomination.

- Inmon stated she prepared a newsletter and sent out to partners, producers, and legislators with information about education activities.
- An award nomination was submitted to OACD for Curtis Roberts for Area II Cooperator of the Year.
- An award nomination was submitted to NRCS for a 'Group Volunteer' award to recognize the ODWC fishing volunteers who have been so faithful in assisting with fishing clinics held at the district's natural resource day events.
- Inmon will be taking vacation days November 7-13, 2017.

NEW BUSINESS:

Transfer of Funds from Money Market to Checking Account:

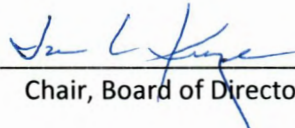
Kunze called for discussion regarding transfer of additional funds from the money market account to the checking account. After the November bills are paid, there will only be \$69.88 remaining in the checking account which is not enough money to pay registration to the OACD Area II meeting. Even though most of the November expenses will be reimbursed, the money will not be available for two-three weeks. After discussion, Moehle made a motion to transfer an additional \$500 from the money market to the checking account to cover expenses. Straughn seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Moehle expressed concern about the continued decline of the district's local funds and the lack of conservation program funding in general.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

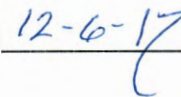
Chair Kunze announced the next Board Meeting would be Wednesday, December 6, 2017, 1:30 p.m. Directors and staff will meet at 11:30 a.m. for the annual Christmas luncheon. Inmon will make reservations for lunch, possibly at Paseo Grill. There being no further business, Straughn made a motion to adjourn the meeting at 3:15 p.m. Godfrey seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

Cc: Oklahoma Conservation Commission
 Phil Campbell, Area II Commissioner
 Jimmy Emmons, President, OACD
 Larry Wright, Vice President, OACD
 Joe Caughlin, Area II Director, OACD
 Gary O'Neill, State Conservationist, NRCS
 Brent Pannell, NRCS, Acting 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: _____



**Oklahoma County
Conservation District Board Meeting
November 1, 2017
District Conservationist Report**

CTA - Continue with CTA planning as requested / Receipt of service

EQIP/WHIP/CSP – Continue to work on implementation of existing contracts, applied practices and new conservation plans.

EQIP – **FY 2018**

- New FY 2018 started
- 15 Applications received so far for FY18
- Will start ranking applications
- Deadline for sign-up is Dec. 15

CSP- - No CSP applications / no renewals

**State Cost Share
Program –**

- Continuing with CTA planning as requested
- Field view on completed practices

Other –

- Performance reviews completed
- OACD Meeting Nov. 14th
- ONE Course Nov. 28th _Charge of Your Career
- Thanksgiving Nov. 23rd
- Vehicle transfer to Lawton Nov. 2

**Oklahoma County Conservation District
District Employees Report – November 1, 2017**

District Manager – Don Bartolina

- ✓ Prepared and assisted with natural resource day events for James L. Dennis, Jones, and Rollingwood Elementary schools at the Lake Arcadia Conservation Education area
- ✓ Visited with Curtis Roberts at his farm to get information for OACD award nomination
- ✓ Attended meeting of the Oklahoma Conservation History Society
- ✓ Assisted FSA with Bridges to Opportunity Partner Agreement
- ✓ Reviewed Land Legacy conservation plan
- ✓ Picked up posters from Deer Creek Elementary
- ✓ Reviewed newsletter
- ✓ Reviewed Annual Audit from Kimberlye Mayer

District Secretary – Becky Inmon

- ✓ Prepared and submitted reimbursement claim to OCC
- ✓ Prepared board meeting minutes, sent to directors for review, sent September approved minutes to OCC and partners
- ✓ Prepared monthly cost-share reports for OCC, Program Year 18 and MHI Program
- ✓ Prepared monthly financial statement, monthly payroll tax reports
- ✓ Prepared monthly payroll records and timesheets, earnings record
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Reconciled monthly bank statement and balanced checkbook
- ✓ Mailed extension approval letters to MHI cost share participants Soper, Johnson, and Roberts, and PY Year 18 cost share participants Chrisman, Little, Spencer, and Salt Creek L.P.
- ✓ Ordered poster contest awards from MTM, submitted poster contest entries to OACD Area contest
- ✓ Prepared and assisted with natural resource day event for James L. Dennis Elementary 5th grade on October 9
- ✓ Prepared and assisted with natural resource day event for Jones Elementary 5th grade on October 11
- ✓ Prepared recycled materials report for the Office of Management & Enterprise Services (OMES)
- ✓ Prepared and assisted with natural resource day event for Rollingwood Elementary 4th grade on October 18
- ✓ Assisted NRCS with volunteer reporting, submitted nomination to recognize Wildlife Department fishing volunteers for outstanding 'Volunteer Group'.
- ✓ Submitted Outstanding Cooperator award nomination to OACD Area II for Curtis Roberts
- ✓ Received new registrations for National Land and Range Judging Contest, created databases for 2018 contest
- ✓ Posted information and updates to website and Facebook page concerning natural resource day events, the National Land and Range Judging Contest, and other activities
- ✓ Prepared newsletter to send to producers, partners, and other associates
- ✓ Assisted NRCS with correspondence and Farm Bill program needs, scheduling appointments, Level II E-Authentication requests, volunteer reporting, and other duties as needed