

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

Date and Time: Wednesday, February 5, 2014, 1:30 p.m.

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

Member Absent: Jan Kunze, Vice Chair

Others Present: Rebecca Inmon, District Secretary
Don Bartolina, District Manager
Keith Scott, Associate Member
Rod Shaw, District Conservationist, NRCS

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.okcountycconservation.com and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 4:00 P.M. on February 3, 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 January 8, 2014, Regular Meeting:

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

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

Financial Statement for Period Ending January 31, 2014:

The Board reviewed the financial statement including the accounts payable and receivable for the period of January 1-31, 2014. (Attachment 1) Moehle made a motion to approve the January financial statement as presented. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. The Board also reviewed a copy of the January bank and credit card statements.

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

The payroll sheets and time and leave records for district manager Don Bartolina and district secretary Rebecca Inmon were reviewed. Straughn made a motion to approve the employee payroll sheets and

time and leave records. Moehle seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

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 \$3,826.46. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. The district will have \$649.30 remaining in its operating expense account after the claim is filed with OCC.

CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:

Monthly NRCS Performance Worksheet:

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

Cost Share Program Year 15 Update on Participants:

William Lassiter has started work on cedar removal. The technician, Josh McNeff, is meeting with Kai Schwarz on Friday to select his pond site. The other participants have not started work yet.

Approval DEQ Grant Request:

A letter was received from Sara Ivey at DEQ informing the District that its grant proposal for purchase of environmental education supplies was approved for funding. The grant for \$382.50 will be used to purchase Project WET supplies to distribute at Natural Resource Days. The supplies can be ordered through Karla Beatty, OCC Education Coordinator, since she is a Project WET coordinator.

Review 2014 State Meeting Agenda, Discuss Attendance:

Board members reviewed the agenda for the OACD Annual Meeting to be held at the Reed Center in Midwest City, March 2-4, 2014. OCC has requested to know which breakout sessions will be attended by directors and staff. After reviewing the sessions, Straughn and Bartolina will plan to attend the session *Locally Led or Fiscally Dead? Increasing Support for Your Conservation District*, Parker and Godfrey will plan to attend *Watershed Operation and Maintenance: Using Call Okie and Google Earth*, and Inmon and Kunze will plan to attend *Unlocking the Secrets of Soil Health for Youth and Adults*. Moehle made a motion to pay the registration fee for six people, four directors and two employees. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

Financial Disclosure Statements for Ethics Commission:

Directors are required to update their Ethics Commission F-1 form on Financial Disclosure by April 30. The Ethics Commission requires that all elected officials file an updated form by April 30 of each even numbered year. Directors were provided copies of the F1 form to fill out. Inmon will mail the completed forms back to the Ethics Commission.

National Cowboy Museum Spring Symposium:

The National Cowboy and Western Heritage Museum will be having a spring symposium focusing on rural issues. The symposium entitled 'Surviving the Elements: Land and Water Issues of the West' will feature educational programs on stewardship and conservation of land and water. The symposium will

be held each Friday in March from 9 am – 2 pm and will feature a wide range of experts on different topics. Registration for each symposium is \$10 and includes lunch. Timothy Egan, author of *The Worst Hard Time* about the Dust Bowl, will be one of the speakers on March 7. Moehle made a motion to pay registration for employees to attend the symposium. Straughn seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0.

National Land and Range Judging Contest Update:

Early registrations are coming in with 19 being received to date. A Steering Committee meeting has been scheduled for February 20 at the OSU Extension office. Bartolina and Inmon met with the Biltmore staff to discuss meeting details on January 9. The motel has a new owner, Joshua Joseph, of Dallas, Texas. The Joseph family has other motels in the Dallas area and family members are overseeing the Biltmore. Nick Owen has been looking for possible contest sites in Canadian County, and he has been in contact with one of the landowners about using his farm.

CORRESPONDENCE:

None.

REPORTS:

NRCS District Conservationist:

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

District conservationist positions in El Reno and Stillwater have been advertised. Both positions have been open for a while.

District Directors:

Parker attended Ben Pollard's retirement reception in January. People from all over the State were in attendance.

District Staff:

(Report attached to original minutes.)

- Bartolina and director Kunze attended the retirement reception for Charles Cox, the State 4-H leader. Bartolina and Cox have worked together several years on the National Land and Range Judging Contest and Kunze is an officer on the State 4-H Foundation Board.
- Inmon stated she would be working on a district newsletter to be mailed out in late February and updates for the Land and Range Judging Contest.

NEW BUSINESS:

A memo was received from Conservation Commission Assistant Director Robert Toole regarding new seismic activity guidelines. The Conservation Commission and the Oklahoma Corporation Commission have met and determined a notification process to help districts be proactive in preventing damage to flood control structures. When the Corporation Commission receives a request for a permit from a seismic company (operator), the Corp Commission will notify the operator they need to contact all conservation districts in the testing area. All of the operator plans must be reviewed and acknowledged by the districts prior to the operator receiving a permit. There are two forms, one for testing that will

cross a district’s easement (long form) and another form for testing that will not cross the easement (short form). The long form has additional information to fill out before it can be signed. Questions concerning the new process should be addressed to OCC General Counsel Janet Stewart.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board Meeting would be Wednesday, March 5, 2014, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting. Godfrey seconded the motion. Aye votes: Straughn, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. Meeting adjourned at 2:15 p.m.

- Cc: Oklahoma Conservation Commission
- Mike Rooker, Area II Commissioner
- Kim Farber, President, OACD
- Dan Herald, Vice President, OACD
- Dan Sebert, Area II Director, OACD
- Clay Pope, OACD Executive Director
- 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: _____