

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

**Date and Time:** Wednesday, July 2, 2014, 1:30 p.m.

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

**Member Absent:** Richard Parker, Chair

**Others Present:** Rebecca Inmon, District Secretary  
Don Bartolina, District Manager  
Keith Scott, Associate Member  
Rod Shaw, District Conservationist, NRCS  
Stacy Riley, ASTC Field Operations Zone 1, NRCS

**CALL TO ORDER:**

Acting Chair Rick Godfrey called the meeting to order at 1:30 p.m., noting that a quorum was present and business could be conducted. Godfrey 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](http://www.okcountyconservation.com) and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 11:30 a.m. on July 1, 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.

Item (2) on the agenda was postponed until later in the meeting since Vice Chair Kunze called to say she would be late arriving.

**REVIEW/APPROVAL DISTRICT MINUTES:**

**Minutes of June 4, 2014, Regular Meeting:**

Board members received a copy of the minutes for review. Moehle made a motion to approve the minutes as written. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

**CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:**

**Financial Statement for Period Ending June 30, 2014:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of June 1-30, 2014. (Attachment 1) Moehle made a motion to approve the June financial statement as presented. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. The Board also reviewed a copy of the June bank statement and the monthly credit card statement.

**Employee Payroll Sheet and Time and Leave Records for Month Ending June 30, 2014:**

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 June. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

**District's Monthly Reimbursement Claim:**

The Board reviewed the district's year-end claim for reimbursement to the Conservation Commission. Straughn made a motion to approve the District's reimbursement claim to OCC for \$3,445.41. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. The district has not received any information on the budget allocation for FY 2015.

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

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

**Reorganization of District Board for FY 2015:**

Moehle made a motion to continue the current board structure with Richard Parker as Chair, Jan Kunze as Vice Chair, and Rick Godfrey as treasurer. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

**Discuss Approval of Associate Board Members for FY 2015:**

Associate member Keith Scott has been regularly attending board meetings over the past year. Moehle made a motion to approve Scott as an associate member for FY 2015, July 2014 through June 2015. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. The board tabled the approval of Mae Denton since she was unable to attend the meeting.

**Cost Share Program Year 15: Update on Participants and Amendments to Performance Agreements:**

- To date, Eddie Baker has not started on his practice. He has until December 31, 2014, to get his work completed.
- Phyllis Webb, Earl Davis, and William Lassiter have all requested time extensions to the completion dates on their performance agreements. Phyllis Webb was unable to plant her grass due to the dry conditions earlier in the spring. Davis and Lassiter need additional time to complete their cedar removal. Bartolina recommended the board grant Phyllis Webb an extension through June 1, 2015, for grass planting, and he recommended the board grant extensions through December 31, 2014, for Davis and Lassiter to remove cedars. Moehle made a motion to approve the three performance agreement extension dates for Webb, Davis, and Lassiter as recommended by Bartolina. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

**Vote in Open Session on Whether to Enter Executive Session as Authorized by Title 25 O. S. Section 307 (B) (7) to Discuss the Conservation Plans for Danny Manek and Kai Schwarz:**

Moehle made a motion to enter into executive session as authorized by Title 25 O.S. Section 307 (B) (7) to discuss the conservation plans for Danny Manek and Kai Schwarz. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. Godfrey designated Inmon to take the minutes for the executive session entered into at 1:40 p.m. No one was excused.

**Executive Session for Discussion of Plans for Danny Manek and Kai Schwarz:**

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

**Return to Open Session and Re-establish Quorum:**

The Board returned to open session at 1:45 p.m. Acting Chair Godfrey noted that a quorum was present and the regular meeting could continue.

**Vote in Open Session to Approve Conservation Plan:**

After returning to open session, Moehle made a motion to approve the conservation plans of Danny Manek and Kai Schwarz. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

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

A letter of acceptance from the District and the signed letter of engagement were mailed to auditor Kimberlye Mayer. Inmon will start putting together items normally needed by the auditor. A complete list of the required items should be received from Mayer sometime this month.

**Attendance at Statewide Women in Agriculture and Small Business Conference:**

The Statewide Women in Agriculture and Small Business Conference will be held August 7-8, 2014, at the Moore-Norman Technology Center on South Penn Ave. in Oklahoma City. Conference registration is \$50 per person. Moehle made a motion to pay the registration for up to three people so Kunze, Straughn, and Inmon could attend the meeting. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

**National Watershed Coalition Operation and Maintenance Workshop and Training:**

An advanced national operation and maintenance workshop and training is being sponsored by the National Watershed Coalition on August 18-20, 2014. The training will be held at the Bell Cow Ranch facility on Bell Cow Lake, a large watershed structure located near Chandler. Registration to the workshop is \$400. Attendance was discussed with no action taken.

Kunze entered the board meeting at 1:55 p.m.

**District Facebook Page:**

Inmon reported that the District now had a Facebook page set up online. Erica Armstrong, East Canadian County Conservation District, has a page for their District and she helped Inmon get the Oklahoma County page set up. Several things have already been posted to the page. It can be found at [www.facebook.com/oklahomacountyconservationdistrict](http://www.facebook.com/oklahomacountyconservationdistrict).

Godfrey left the meeting at 2:00 p.m.

**Administer Oath of Office and Loyalty Oath to Director Kunze:**

Inmon administered the Oath of Office and Loyalty Oath to Vice Chair Jan Kunze. Kunze was elected to a new three year term on the Board of Directors. She was presented with a Certificate of Election for her new term of office which is July 1, 2014 through June 30, 2017.

Kunze took over as Acting Chair for the meeting.

**Education Activities Update:**

*Rose State KIDS College report:* Inmon and Bartolina assisted with activities at Rose State KIDS College on June 12. Students participated in two Project WET activities, one on the water cycle and the other about rainsticks. They also learned about Oklahoma wildlife, felt animal skins, and enjoyed an 'edible soils' treat. There were 31 students in first through fourth grades that participated in this year's program.

**Review Annual Plan of Operations:**

The Board reviewed the Annual Plan of Operations including the goals and objectives accomplished in the last quarter of FY 2014. Items completed were:

- ✓ Legislative Day at the Capitol on April 16, handed out information about districts
- ✓ ScienceFest at Oklahoma City Zoo on April 24 – 4,649 in attendance
- ✓ Assisted OACD with National Land and Range Judging Contest on April 29-May 1
- ✓ Assisted Department of Wildlife with outdoor education activities for Harvest Hills Elementary at Lake Arcadia on May 2
- ✓ Sponsored Natural Resource Day with Jones Elementary on May 8 at Lake Arcadia
- ✓ Assisted NRCS with New Employee Orientation Course on June 10
- ✓ Developed a new Facebook page for district
- ✓ Made updates to district website and Facebook pages
- ✓ Completed new Long Range Plan for FY 2015-2019 and held public meeting
- ✓ Completed cost-share sign-ups for Program Year 15 and continue working with participants
- ✓ EQIP and CSP status reviews were completed
- ✓ New FY 2015 Joint Plan of Operations was completed and sent to OCC for approval
- ✓ Utilized Earth Team volunteers to assist with education activities
- ✓ Completed annual watershed inspections in May, copies sent to NRCS and OCC
- ✓ Took necessary steps to appoint director and have director election as law requires
- ✓ Working on district newsletter to send out in early July

**CORRESPONDENCE:****OACD - President Kim Farber:**

A letter was received from OACD President Kim Farber regarding the resignation of Executive Director Clay Pope. OACD will be working through the transition and will be in touch with districts and provide further details at a later date.

Directors were also provided copies of a good-bye letter from Clay Pope. (Copy of letter attached.)

**Oklahoma Blue Thumb – Cheryl Cheadle:**

A copy of the latest Blue Thumb newsletter was received from Blue Thumb Coordinator Cheryl Cheadle. Blue Thumb Association districts also received an invitation to a special workshop entitled 'Putting Blue Thumb to Work in Your District!' being planned at Lake Arcadia on September 19 in conjunction with a Blue Thumb volunteer conference. More information on the workshop will be coming out soon.

**REPORTS:****NRCS:**

*DC Report* - Presented by Rod Shaw. (Report attached to original minutes.)  
Shaw will be attending a Soil Health cover crop field day in Dewey County on July 8.

*Stacy Riley (Zone 1 ASCS for Field Operations)* – Riley stated that NRCS was transitioning into the new 2014 farm Bill. Most of the issues that have come up are due to changes in the easement programs. She stated there would most likely be some restructuring of technician use around the State and some offices, including Oklahoma City, would probably not have a full-time technician. Josh McNeff is coming to the office on an as needed basis at this time. He could possibly be put on a more permanent rotation with the Logan County office at some point in the future but that has yet to be determined.

**District Directors:**

Kunze – Director Kunze is serving in the conservation seat on the Environmental Quality Board. A new DEQ director has been hired and Kunze would appreciate any feedback board members may have on changes taking place at the Department of Environmental Quality.

**District Staff:**

(Report attached to original minutes.)

- Bartolina met with Mae Denton to discuss duties and responsibilities of conservation districts and duties of an associate director. Ms. Denton has been attending board meetings but she is not sure if she wants to be named an associate director. She took the information home with her to read over.
- Bartolina and Inmon met with staff of the Biltmore Hotel to review and sign a new contract for the 2015 National Land and Range Judging Contest. They also got to look at some of the newly remodeled rooms in the back portion of the Biltmore.
- Bartolina, Shaw, and Godfrey were all honored with ‘Certificates of Appreciation’ from the NRCS National Employee Development Center (NEDC) during the June ONE Course presentations.
- Inmon stated she received a request from Dwight Guy and a group of pastors in the Spencer-Jones area to conduct a water well testing like the one done in 2011. Inmon will be working with the pastors and Blue Thumb to schedule a testing date, hopefully in early September.
- Inmon and Bartolina have a meeting scheduled on July 9 with Erica Armstrong, East Canadian County Conservation District, to discuss the possibility of sponsoring a joint county Women in Ag meeting sometime in 2015, perhaps in the fall.
- Bartolina stated an email had just come out from OCC Executive Director Mike Thralls concerning job duty changes for Assistant Director Robert Toole. Toole will continue as Assistant Director and will become the Director of the Abandoned Mine Land Division and end his responsibilities as Director of the Conservation Programs Division. Tammy Sawatzky will serve as Acting Director of Conservation Programs until that position can be filled.

**NEW BUSINESS:**

None.

**ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Vice Chair Kunze announced the next Board Meeting would be Wednesday, August 6, 2014, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting. Straughn seconded the motion. Aye votes: Straughn, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. Meeting adjourned at 2:50 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  
*Vacant*, 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: \_\_\_\_\_