

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

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

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

Member Absent: Debbie Straughn, Member
Keith Scott, Associate Member

Others Present: Don Bartolina, District Manager
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.okcountyconservation.com and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 8:00 a.m. on March 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 February 5, 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: Kunze, 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 February 28, 2014:

The Board reviewed the financial statement including the accounts payable and receivable for the period of February 1-28, 2014. (Attachment 1) Moehle made a motion to approve the February financial statement as presented. Godfrey seconded the motion. Aye votes: Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. The Board also reviewed a copy of the February bank statement with one outstanding check from Nationwide Retirement Solutions. Inmon contacted Nationwide regarding the check since it should have been processed. Nationwide stated they had not received a check for the January contribution. It is possible the check is lost in the mail somewhere. The bank charges \$32.50 for a stop payment. After discussion, the board agreed to wait another month to see if the check turned up before issuing a stop payment.

Employee Payroll Sheet and Time and Leave Records for Month Ending February 28, 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. Godfrey seconded the motion. Aye votes: Kunze, 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. There were two claims, the regular monthly claim and an additional claim for reimbursement of registration to the EE Expo. The EE Expo registration will be reimbursed from a separate account held by the Education Coordinator Karla Beatty. Moehle made a motion to approve the District's reimbursement claim to OCC for \$3,975.43 and the EE Expo claim for \$40. Kunze seconded the motion. Aye votes: Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. The district will have \$349.15 remaining in its operating expense account after the claim is paid.

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

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

Set Dates for Publishing Notice of Filing Period for District Director Position #1:

District Director Position #1, currently held by Jan Kunze, will expire on June 30, 2014. The district is required to publish notice of filing period for the position of district director in the newspaper two times in a seven day interval during the first three weeks of April. Moehle made a motion to publish the Notice of Filing Period in the Edmond Sun on April 1 and April 8. Godfrey seconded the motion. Aye votes: Kunze, Moehle, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. The application period is May 1-14, 2014.

Discuss Conservation Day at the Capitol:

Conservation Day at the Capitol is scheduled for Monday, March 24. The district will plan to put up a display and assist OACD in handing out information to the legislators. OACD plans to set up a display of the NRCS rainfall simulator on the 4th floor rotunda.

State Cost-Share Program Year 15 Update:

The pond has been staked for Kai Schwarz. Earl Davis and William Lassiter have both been in contact with local contractors about cutting their cedars. Danny Manek is looking for a contractor to drill his water well.

Education Program Activities – Recent and Upcoming:

- Program presented to Oklahoma Christian Academy 4th and 5th grade students on February 19. There were 34 students that participated.
- A Natural Resource Day is scheduled with Putnam City Rollingwood Elementary on April 23. Presenters have been scheduled to assist with the activities.
- The District and the Conservation Commission will sponsor a booth at ScienceFest on April 24.

- A Natural Resource Day is scheduled with Jones Elementary on May 8. Presenters have been scheduled to assist with the activities.
- District staff will present a program at the OKC Boys and Girls Club on Saturday, March 8. Programs will be presented at 11:00 am and again at 12:00 pm with approximately 60 students expected to participate.

National Land and Range Judging Contest – Activities Update:

- A Steering Committee Meeting was held February 20 at the OSU Extension Office in Oklahoma City.
- To date, approximately 33 registrations have been received from FFA and 4-H teams.
- Letters of request for financial assistance have been sent to all the conservation district offices.
- Met with Roger Moore of AwardsandMoore to get a bid for the trophies and medals.

CORRESPONDENCE:

Cheryl Cheadle-Oklahoma Blue Thumb:

Chair Parker received a thank you letter from Blue Thumb Coordinator Cheryl Cheadle. The letter thanked the district for joining the Oklahoma Blue Thumb Association (OBTA). Districts that paid their lifetime memberships to the OBTA will be presented with a membership certificate at the OACD annual meeting on Monday afternoon.

Lisa Owen – OCC:

Directors reviewed a message from Lisa Knauf providing additional guidance on developing Long Range Plans. Owen encouraged districts to review the Conservation District Act and outlined three key elements that all Long Range Plans should include. Goals should include a soil and water resource component, an information component, and an education component. Directors were provided a copy of the Conservation District Act Declaration of Policy to review.

REPORTS:

NRCS District Conservationist:

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

District Directors:

No report.

District Employee's Report:

(Report attached to original minutes.)

State Meeting:

Parker, Godfrey, Kunze, Inmon and Bartolina attended the OACD Annual Meeting held at the Reed Center in Midwest City. The meeting attendance was fair but down some due to the bad weather.

NEW BUSINESS:

None.

ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Parker announced the next Board Meeting would be Wednesday, April 2, 2013, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting. Godfrey seconded the motion. Aye votes: Moehle, Kunze, Godfrey, and Parker. Nay votes: none. Motion passed 4-0. Meeting adjourned at 2:30 p.m.

Cc: Oklahoma Conservation Commission
Mike Rooker, Area II Commissioner
Kim Farber, President, OACD
Dan Herald, Vice President, OACD
Harris Penner, 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: _____