

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

Date and Time: Wednesday, April 10, 2019, 1:30 p.m.

Members Present: Jan Kunze, Chair
Debbie Straughn, Vice Chair
Rick Godfrey, Treasurer
Mark Moehle, Member, left meeting at 2:32 p.m.
Phil Campbell, Member

Member Absent: None

Others Present: Rebecca Inmon, Administrative Assistant
Kevin Mink, Urban Soil Health Specialist
Richard Parker, Associate Director
Stephanie Guy, Soil Conservationist, NRCS

1. CALL TO ORDER:

Chair Kunze called the meeting to order at 1:30 p.m., and she noted that a quorum was present and business could be conducted. 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 11:25 a.m. on April 9, 2019. The meeting was held in compliance with the Oklahoma Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and the following as amended.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of March 6, 2019, Regular Meeting:

Board members received a copy of the March minutes for review. Moehle made a motion to approve the March minutes as written. Godfrey seconded the motion. Aye votes: Straughn, Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 5-0.

3. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

3a. Financial Statement for Period Ending March 31, 2019:

The Board reviewed the financial statement including the accounts payable and receivable for the period of March 1-31, 2019. (Attachment 1) Inmon stated the 2501 Program salaries and workshop expenses were included in the bills payable. OACD was invoiced for the items and the reimbursement has been paid. The OACD deposit is reflected on the bank reconciliation statement and will show up on the April deposits. In addition, the reimbursement claim deposit form OCC was shorted by \$595.19 due to an error made on the District's allocation register at the Ag Department. The error was corrected, and the remaining funds were deposited to the district's account. That deposit is also reflected on the

bank reconciliation statement and will be shown on the April deposits. After review of the financials and reports, Godfrey made a motion to approve the March financial statement as presented. Campbell seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. Copies of the March bank statements and NACD funds report were included with the financial statement. No charges were made to the credit card.

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending March 31, 2019:

The payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink and part-time archaeology assistants Mary Brinkley and Taylor Emery were reviewed. Moehle made a motion to approve the employee payroll sheets and time and leave records for March. Straughn seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

3c. District's Monthly Reimbursement Claims:

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission. Inmon stated the archaeology assistant claims (all code 99) will be listed on a separate claim going forward to avoid confusion with the reimbursements. Moehle made a motion to approve the District's reimbursement claims to OCC for \$7,293.19 and \$481.66. Campbell seconded the motion. Aye votes: Straughn, Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 5-0. An allocation of State Funds report was included with the claims. The district has \$1,551.84 remaining in its operating expense allocation, and only \$729.21 remaining in the Item code 12 personnel fund (Bartolina's salary). Bartolina received an hourly raise at the beginning of the fiscal year, but the allocation for his salary did not increase so he has less hours that he can work.

4. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:

4a. Monthly NRCS Performance Worksheet:

The Board reviewed the NRCS Performance Worksheet for the month of March. Guy noted the district staff had assisted with the required tasks as needed. Moehle made a motion to approve the March worksheet. Straughn seconded the motion. Aye votes: Straughn, Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 5-0.

4b. 2501 Program: Discuss Healthy Soil for Healthy Gardens Workshop, Review Second Quarter Report to OACD, and Discuss Program Needs for Third Quarter:

- ✓ The district held its 'Healthy Soil for Healthy Gardens' workshop in Spencer on Saturday, April 6. There were 20 attendees plus staff and presenters. There was good interaction with the participants during the program. Free soil samples from OSU Extension were given to each participant along with pollinator seeds for attendees signing the Pollinator Pledge. CARE Champion Earl Davis attended the workshop along with Logan County CARE Champions Ray and Sandy Penn, who are also members of the Oklahoma Black Historical Research Project. Blane Stacy and Amy Seiger with the Conservation Commission, Steve Hill with PHOCAS Farms, and USDA partner Stephanie Guy assisted district staff with the workshop. Earth team volunteer and producer Dwight Guy promoted the workshop and assisted in securing the facilities at St. Luke Baptist Church. He also participated in the workshop. Director Campbell gave the welcome and introduced speakers.
- ✓ Soil conservationist Stephanie Guy attended a follow-up meeting with producers held on site at PHOCAS Farms a few days after the workshop. The follow-up included members of the Oklahoma Black Veterans that planned to attend the workshop, but canceled due to the stormy weather on the morning of the event.

- ✓ Directors reviewed the 2nd quarter report to OACD. The report detailed items related to the 2nd quarter objectives for the grant.
- ✓ Objectives for the upcoming third quarter include: Planning a second outreach program and increasing the participation, scheduling an interview and farm visit with Cary Pittman, scheduling a farm visit with Earl Davis, and discussing possible ideas for a field day and the conservation practices to include.

4c. Program Year 19 Cost Share Report:

- ✓ Clint Spencer has completed his brush management practice and the practice has been certified. His claim will be submitted to OCC when he turns in his receipts.
- ✓ Dwight Guy is on a waiting list to have his water well drilled.
- ✓ Joe DeLozier is working on his brush removal practice.
- ✓ NRCS staff need to revisit Jeremy Johnson farm for possible pond location site following completion of tree removal.

4d. Review Guidelines for State Cost Share Program Year 20, Vote on Director Participation, Discuss and Vote on Board Action Items 1-8:

Directors reviewed the guidelines for the State of Oklahoma Cost-Share Program Year 20. The district received \$13,000 in funds to allocate. The program year began April 1, 2019, and it ends September 30, 2020. The allocation period began April 1, 2019, and it ends September 30, 2019. The Board then discussed and voted on items 1-8 as required to participate in the cost-share program.

Item 1: Godfrey made a motion for Oklahoma County Conservation District to participate in Year 20 of the State Cost-Share Program. Campbell seconded the motion. Aye votes: Moehle, Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

Item 2: Moehle made a motion that members serving on the Oklahoma County Conservation District board not be allowed to participate in the program. Campbell seconded the motion. Aye votes: Moehle, Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

Item 3: Godfrey made a motion to designate all five current directors as the district representative for Program Year 20. Campbell seconded the motion. Aye votes: Moehle, Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

Item 4: Campbell made a motion to designate the district technical representative as all NRCS technical personnel serving in Team 10. Straughn seconded the motion. Aye votes: Moehle, Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

Item 5: The Board reviewed the list of approved practices and associated average cost named in the Program Year 20 guidelines. District manager Bartolina recommended the district offer three practices in Oklahoma County: brush management, water wells, and ponds. (See attachment). Moehle made a motion to approve the list of practices recommended by Bartolina along with the associated average costs as listed in the Program Year 20 guidelines. Straughn seconded the motion. Aye votes: Moehle, Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

Item 6: Moehle made a motion to set a local cost-share percentage rate of 75% with a minimum of \$500 and maximum of \$5,000 payment per participant. Campbell seconded the motion. Aye votes: Moehle, Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

Item 7: The Board reviewed the list of priority ranking and selection criteria as recommended by Bartolina for eligible practices. (See attachment). Moehle made a motion to approve the priority ranking and selection criteria recommended by Bartolina. Campbell seconded the motion. Aye votes: Moehle, Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. The three eligible practices in priority order will be brush management, water wells, and ponds.

Item 8: The Board discussed possible dates for the application period and where to advertise the program and signup period. Moehle made a motion to set the signup period as April 11 through April 25, 2019, and to advertise the program on the District's website and social media page. Campbell seconded the motion. Aye votes: Moehle, Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

The District will be able to request rollover funds from Program Year 19 once all the Performance Agreements are completed.

4e. Review and Approve Long Range Plan Draft for FY 2020-2024:

Directors reviewed a draft of the District's proposed Long-Range Plan (LRP) for FY 2020-2024. The Plan includes ten Priority Resource Conservation Needs and Goals, a list of Top 10 Ways the District Can Help You (previously approved), a recruitment and succession plan for conservation district directors, an assessment of how district staff and directors spend time on priorities, and details of a major project and budget for FY 2020 (developed by Mink) that addresses several of the district's conservation priorities. Maps showing watershed and municipal boundaries will also be attached. Following review, Godfrey made a motion to approve the FY 2020-2024 Long Range Plan draft as presented. Straughn seconded the motion. Aye votes: Moehle, Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. The Long-Range Plan draft must be approved by the Conservation Commission and the LRP is due in the Commission office by May 1.

4f. Recommendation for Appointment of District Director:

Campbell made a motion to recommend current director Mark Moehle for appointment to the Board of Directors for another term. Godfrey seconded the motion. Aye votes: Campbell, Straughn, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 5-0. Moehle has served on the Board since 1998, and his current term expires June 30, 2019. Appointed directors serve 2-year terms.

4g. Vote in Open Session on Whether to Enter Executive Session as Authorized by the Open Meeting Act, Title 25 Oklahoma Statutes, Section 307(B)(1) to Discuss the Employment of a Part-time Archaeology Assistant, and the Terms of At-Will Employment and Notice of Personnel Action for the Archaeology Assistant. If Executive Session is Approved by a Majority Vote of Board Members, Designate a Person to Keep the Minutes:

Godfrey made a motion to enter executive session as authorized by the Open Meeting Act, Title 25, Oklahoma Statutes, Section 307(B)(1) to discuss the employment of a part-time archaeology assistant, Terms of At-Will employment and Notice of Personnel Action for the archaeology assistant. Moehle seconded the motion. Aye votes: Campbell, Straughn, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 5-0. Chair Kunze designated Vice Chair Straughn to keep the minutes and allowed all those present to stay in the meeting. The Board entered executive session at 2:23 p.m.

4h. Executive Session for Discussion of Personnel Action Described in Item 4g:

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

4i. Return to Open Session and Establish Quorum Present:

The Board returned to open session at 2:30 p.m. Chair Kunze established that a quorum was still present and the regular meeting could continue.

4j. Vote in Open Session on Action or Motion Related to the Executive Session:

Moehle made a motion to hire Manual Marin as a part-time archaeology assistant with his employment dependent on the availability of grant funds, with his FSLA status being Exempt, his hourly pay being \$3.38 from OCC funds and \$19.12 from local funds, no holiday or sick pay, his immediate supervisor being the district manager Bartolina, and employment being retroactive to April 1, 2019. Straughn seconded the motion. Aye votes: Campbell, Straughn, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 5-0. *Following the vote, Director Moehle left the meeting at 2:32 p.m.*

4k. Discuss Attendance for Conservation Day at the Capitol:

Conservation Day at the Capitol is scheduled for April 23 from 8:30 a.m.-3:00 p.m. The awards program will begin at 8:30 a.m. in Room 535. OACD will host the Conservation Leadership Class graduation, Annual Awards for District Director, District Cooperator, and Outstanding Conservation District, and the Mike Thralls Memorial Scholarship. Booths will be set up on the 4th floor rotunda. Campbell stated he had already registered to attend. The Board agreed that Bartolina, Mink, Inmon, and director Godfrey would also plan to attend the event. Inmon will complete the online registration.

4l. Update on Mink's Application to Oklahoma Conservation Leadership Academy sponsored by The Nature Conservancy, Scholarship Funding, and Discuss Approval of Financial Support:

Mink reported his application to attend the Nature Conservancy's Oklahoma Conservation Leadership Academy (OCLA) had been accepted. He was also awarded a \$2,250 scholarship to the academy, so he will only need to pay the remaining \$250 in tuition. Inmon talked with the Lisa Owen, and the tuition can be reimbursed under the district's operating expense using Item code 83. Campbell made a motion to pay the \$250 tuition fee for Mink to attend the OCLA. Straughn seconded the motion. Aye votes: Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. Mink stated he would be gone the third Thursday of each month. Orientation for the program begins Thursday, April 18, 10 a.m. at the Tatanka Ranch near Stroud, and attendance is mandatory for all class participants.

4m. Discuss and Ratify Approval of OACD Pollinator Grant and Expenditures:

District staff met with Amy Seiger and Sarah Blaney on March 25 to discuss possible grant funding ideas for Mink's pollinator prairie proposal. During the meeting, Blaney contacted OACD President Larry Wright and received approval to provide the District with \$1,500 in grant funds to jump start pollinator projects in three areas including the Boys and Girls Club, Freedom Farms, and Will Rogers Park. The funds will be used to purchase research kits and plant materials. The grant funds have already been deposited in the district's account. Bartolina suggested the Board ratify the agreement with OACD for use of the grant funds and vote to give Mink approval to spend the grant money as agreed upon to fund the proposed projects. Straughn made a motion to ratify the pollinator prairie grant agreement with OACD and to authorize Mink to spend the funds as needed. Godfrey seconded the motion. Aye votes: Campbell, Straughn, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

4n. Report on OACDE All Employee Training Held April 2-3:

- Directors reviewed a follow-up email from Lisa Owen regarding the recent all employee training held at the Wyndham Hotel on April 2-3, 2019. She thanked everyone for attending the two-day meeting and thanked the conservation partners for helping to sponsor the event. She asked employees to email any unanswered questions they had resulting from the meeting.
- Lots of information was covered during the meeting. Inmon stated she enjoyed the Risk Management session and networking with other employees.
- Director Campbell spoke to the group during the Tuesday luncheon.

4o. Review 10-Minute Guide #12-District Director Elections:

Directors reviewed the 10 Minute Guide #12 regarding district director elections. The guide covers terms of office, eligibility requirements, taking office, publishing Notice of Filing period, and the election schedule.

4p. Land and Range Judging Contest Report, Update on Registrations:

Inmon reported on the National Land and Range Judging Contest. The district has received 86 registrations to date, 77 are from FFA teams and nine from 4-H teams. The official site has been selected, and contest plans are progressing on schedule. Directors are always welcome to help serve lunch onsite the day of the contest.

5. REPORTS:**5a. NRCS Activities:**

Report presented by Soil Conservationist Stephanie Guy.

- ✓ Working on EQIP applications. Looks like Oklahoma County will have five applications funded.
- ✓ CSP application sign up end May 10. NRCS is still unsure what the new CSP guidelines will be. She will report to the Board once she gets the information.

5b. District Directors:

- ✓ Campbell spoke at the conservation district all employees meeting on April 2.
- ✓ Campbell attended the Healthy Soil for Healthy Gardens workshop in Spencer on April 6. He thought it was a great workshop, and he is looking forward to the next one.

5c. District Staff:

(Employee reports attached to original minutes.)

6. CORRESPONDENCE:**6a. Representative Ajay Pittman:**

The District received an invitation from Representative Ajay Pittman to sponsor the Biennial A. C. Hamlin Awards Banquet on April 30. The event is hosted by the Oklahoma Legislative Black Caucus in the name of Oklahoma's first African American legislator. Proceeds from the banquet are used solely to fund scholarships. No action taken.

6b. OACD – NRCS Farm Bill Facts:

Directors were provided a fact sheet with information concerning NRCS and the 2018 Farm Bill. The fact sheet contains an overview of *What's New* in NRCS programs including the Environmental Quality Incentive Program, Conservation Stewardship Program, Agricultural Conservation Easement program, Regional Conservation Partnership Program and other Farm Bill programs. The fact sheet was emailed to the district by Sarah Blaney, OACD.

6c. National Watershed Coalition:

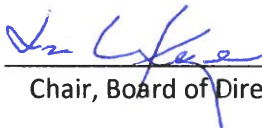
A thank you letter was received from Dan Sebert, Executive Director of the National Watershed Coalition, thanking the district for its' continued support of the organization through renewal of the district's annual membership. Support from conservation districts helps the organization advance and maintain the benefits of their watershed work.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for May 8, 2019, 1:30 p.m. There being no further business, Straughn made a motion to adjourn the meeting at 3:07 p.m. Campbell seconded the motion. Aye votes: Godfrey, Straughn, Campbell, and Kunze. Nay votes: none. Motion passed 4-0.

- Cc: Oklahoma Conservation Commission
Phil Campbell, Area II Commissioner
Larry Wright, President, OACD
Joe Caughlin, Vice President, OACD
Vacant, Area II Director, OACD
Gary O'Neill, State Conservationist, NRCS
Brent Pannell, Assistant State Cons, Field Operations, Zone 2, NRCS
Brandon Burns, District Conservationist, Team 10
Oklahoma House Members for Oklahoma County
Oklahoma Senate Members for Oklahoma County

Approved as Written: 
Chair, Board of Directors

Date: 5-8-19

Oklahoma County Conservation District District Employees Report – April 10, 2019

District Manager – Don Bartolina

- ✓ Worked on Long Range Plan
- ✓ Worked on plans for 2501 soil health workshop in Spencer – *Healthy Soils for Healthy Gardens*
- ✓ Order trophies for National Land and Range Judging Contest
- ✓ Attended Soil Health 101 workshop at Will Rogers Garden on March 21
- ✓ Assisted Mink with information for pollinator grant
- ✓ Contact Manuel Marin about archeology assistant position
- ✓ Assist OACD with Land and Range Judging Contest activities
- ✓ Attend *Healthy Soils for Healthy Gardens* workshop in Spencer on April 6

Administrative Assistant – Becky Inmon

- ✓ Prepared March board meeting minutes, sent to directors for review, emailed February approved minutes to OCC and partners
- ✓ Prepared and submitted reimbursement claim to OCC
- ✓ Reconciled monthly bank statement and balanced checkbook
- ✓ Prepared monthly cost-share report for Program Year 19
- ✓ Prepared monthly financial statement, monthly payroll tax reports
- ✓ Updated all financial worksheets including 2501 and NACD grant funds
- ✓ Prepared monthly payroll records and timesheets for staff and Archeology assistants, updated earnings records for all employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Prepared quarterly tax reports to IRS, Oklahoma Tax Commission, and OESC
- ✓ Assist with Land and Range Judging Contest Steering Committee meeting on March 7
- ✓ Assisted Manuel Marin with personnel papers
- ✓ Worked on 2501 Program requirements:
 - Assisted with planning Healthy Soils for Healthy Gardens workshop held in Spencer on April 6
 - Assisted Amy Seiger in developing workshop flyer and social media information
 - Posted workshop information to social media, mailed flyers to producers, shared information with local partners and media outlets
 - Submitted consent form for Cary Pittman
 - Developed contact information for SDA mailing list
 - Prepared and submitted 2nd quarter invoice for payment, prepared quarterly report
 - Attended and assisted with the Healthy Soils for Healthy Gardens held on April 6 in Spencer
- ✓ Assisted District in planning and development of Long Range Plan
- ✓ Assisted OACD with registrations for National Land Judging Contest, making deposits, and other contest preparations
- ✓ Attended Soil Health 101 Workshop at Will Rogers Gardens on March 21
- ✓ Attended OACDE all employees training on April 2-3 at the Wyndham Garden Hotel
- ✓ Attended OACDE quarterly board meeting on Monday evening, April 1
- ✓ Posted district updates and other information to Facebook during month
- ✓ Assisted NRCS with correspondence and Farm Bill program needs, scheduling technical assistance appointments, Level II E-Authentication requests, assisting EQIP applicants, and other duties as needed

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

April 10, 2019

- Participated in Innovative Farm Tour, OK Farmer's Market Conference
- Partner Outreach:
 - Larissa Balzer, Community Engagement Coordinator: The Nature Conservancy
 - Christina Chicoraske, Water Conservation Coordinator: City of OKC
 - Kenton Peters, Naturalist - Will Rogers Gardens: City of OKC
 - Ann Fleener, Freedom Farms: Restore OKC
 - Phyllis Baylock, Food & Nutrition Specialist: Boys & Girls Club
 - Rene Jenkins, Community Member: Crown Heights Park Wildflower Area
 - Jordan Copeland, Water Quality Specialist: City of Edmond
 - Greg Heanue, Marketing Director & Rebecca Snyder, Conservation Director: OKC Zoo
- Submitted OCLA Application to TNC (3/14/19) - Accepted (4/3/19)
- Pollinator Prairie Program/Proposal Development
- CTA w/ John Liebl – Harrah, OK
- Land Judging Steering Committee Meeting
- Long Range Plan Development
 - GIS maps associated with LRP
- Secured \$1,500.00 from OACD to launch Pollinator Prairie Program with help from Don and Becky
- Confirmed 3 sites for Prairie Establishment: Boys & Girls Club; Will Rogers Park; Freedom Farms
- Confirmed one site for vegetation monitoring: Crown Heights Park
 - Collected Baseline Soil Samples w/ Amy Seiger for all 4 sites
- Participated in Urban Soil Health Day at Will Rogers Park
- Prepped, seeded, and watered prairie strips at the office (just now seeing a bit of germination)

April Areas of Focus:

- Confirm dates for workshops/installation of prairie sites: Boys & Girls Club, Freedom Farms, Crown Heights Park → Order plants, tools, etc.
- Develop signage for use with prairie sites → Focus is OCCF River Walk site for May 15th ribbon cutting
- Put together research materials kit for use with prairie sites → Develop tracking system and data sheets
- Assist with preparation for Land Judging