

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

Date and Time: Wednesday, August 7, 2019, 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, Administrative Assistant
Don Bartolina, District Manager
Stephanie Guy, Soil Conservationist, NRCS
Jim Leach, Blue Thumb volunteer
Ben Pollard, Blue Thumb volunteer

1. CALL TO ORDER:

Chair Kunze called the meeting to order at 1:30 p.m. and welcomed guests Jim Leach and Ben Pollard to the meeting. Kunze noted that a quorum was present and business could be conducted. She stated 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 11:05 a.m. on August 6, 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 July 10, 2019, Regular Meeting:

Board members received a copy of the July 10, 2019, minutes for review. Moehle made a motion to approve the July minutes as written. Straughn seconded the motion. Aye votes: Campbell, Godfrey, Straughn, Moehle, and Kunze. Nay votes: none. Motion passed 5-0.

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

3a. Review and Approve Travel and Mileage Claims for July NACD Meeting:

Directors reviewed the mileage and travel claims for Bartolina, Inmon, and Mink for attending the NACD South Central Meeting on July 21-23, in Thackerville, OK. Bartolina claimed lodging expense because the hotel charged his personnel credit card for his room instead of the district's card. Lodging for Inmon and Mink was charged on the district's credit card, and they only claimed mileage to attend the meeting. Moehle made a motion to approve the mileage and travel claims for Bartolina, Inmon, and Mink.

Campbell seconded the motion. Aye votes: Campbell, Godfrey, Straughn, Moehle, and Kunze. Nay votes: none. Motion passed 5-0.

3b. Financial Statement for Period Ending July 31, 2019:

The Board reviewed the financial statement including the accounts payable and receivable for the period of July 1-31, 2019. (Attachment 1) Inmon noted the June Special Project claim to OCC had been paid on time; however, the regular claim was not paid until August 1, and the district only received a partial payment. Ag Department accounting made another error on the district's operating expense account and incorrectly charged Special Project expenses to regular operating expense. OCC is correcting the error, and the district will receive the remaining funds in a separate deposit. The partial deposit is reflected on the bank reconciliation statement, and there are enough funds in the checking account to cover the accounts payable. Moehle made a motion to approve the July financial statement as presented. Godfrey seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0. The Board reviewed copies of the July bank and credit card statements, 2501 funds report, and NACD TA funds report included with the financial statement.

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

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

3d. District's Monthly Reimbursement Claims:

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission. The regular claim for operating expense and salaries was \$9,485.27 and the special project claim for the archaeology assistants was \$887.92. Straughn made a motion to approve the district's reimbursement claims to OCC. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

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

4a. Report on Blue Thumb Monitoring Activities on Soldier Creek:

Chair Kunze recognized Blue Thumb volunteers Ben Pollard and Jim Leach and asked them to give their report on the Solider Creek site they have monitored. Pollard thanked the Board for inviting them to the meeting to discuss their monitoring activities, and he provided the Board with copies of the complete report. Pollard and Leach have continuously monitored the site on Solider Creek monthly for the past four years. The site is located on Route 66, east of Arcadia and just past the Red Barn. The site has 18 square miles of drainage and is located within the Cross Timbers ecoregion. The area is primarily agriculture with mostly good ground cover and good riparian areas. Solider Creek has a healthy physical habitat score which showed improvement from monitoring done in 2006. Fish collections on the site were low, but macroinvertebrate collections have shown improvement from 2006 and 2009 and show a trend towards improved water quality. Bacteria assessment at the site was considerably lower than previous tests and water chemistry is normal when compared with other streams in the same ecoregion. The stream is currently threatened by active roadside erosion in Logan County, and could be threatened by future urban development. Overall, Solider Creek is in better condition now than during 2006 and 2009 sampling periods, and it is a reasonably healthy Cross Timbers ecoregion stream. (Copy of complete report attached to the minutes.)

4b. Monthly NRCS Performance Worksheet:

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

4c. 2501 Program: Report on Grass and Cedar Control Workshop, Discuss Plans for Field Day:

- The district sponsored a 'Grasses and Cedar Control' workshop on July 25 at 3-R Farms near Arcadia. There were eighteen people plus staff and speakers in attendance. Blane Stacy, Soil Health Educator with the Conservation Commission, discussed plant identification and the importance of plant diversity. Kevin Mink discussed plants critical to pollinators and Stephanie Guy talked with attendees about USDA assistance available. Curt Roberts demonstrated using a reciprocal saw to cut small cedars, and his son Greg demonstrated using a 'Marshall Tree Saw' attachment to remove larger trees with the skid steer. Staff thought there was good interaction among the participants.
- The current 2501 Program ends on September 30, and the district needs to make plans for a field day to be held in late September or early October. Director Campbell has offered to host the field day at his farm where several different resource conservation issues can be addressed. Possible topics include rotational grazing, plant identification, composting, small farm gardening, pond management, and a rainfall simulator demonstration. District staff will work with Campbell and OCC Soil Health Coordinator Amy Seiger to set a date and start planning the event.

4d. Program Year 19 Cost Share Report, Approval Performance Agreement Extensions for Joe DeLozier and Dwight Guy:

Directors discussed the Program Year 19 Cost Share report. The performance agreement deadline for Dwight Guy and Joe DeLozier was July 31, 2019, and they have requested an extension. Guy has been on a list to have his water well drilled for several months. The weather was too wet for much of the time, then the well driller had health issues and broken equipment, but Guy is trying to get the work done. When talking with Joe DeLozier regarding his performance agreement deadline, he expressed a misunderstanding about his cedar removal. He mistakenly thought he was required to cut and mulch the cedars so they were removed from the property, and he did not have the resources to pay for it. When staff explained he was only required to cut the cedars down, DeLozier did request another extension. Cost Share Program Year 19 ends on October 31, but payments must be hand by that date. After further discussion, Moehle made a motion to extend the performance agreement completion date for Joe DeLozier and Dwight Guy to August 30, 2019. Campbell seconded the motion. Aye votes: Straughn, Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 5-0.

4e. Cost Share Program Year 20 Update:

Participant Paula Parkhurst turned in a receipt for work she had completed. When NRCS technical representative Stephanie Guy visited the property to certify the work, she found only a low percentage of the cedars were removed. Parkhurst was unaware her contractor had only removed a small portion of the cedars covered under her performance agreement. Parkhurst plans to contact a different vendor to complete the work. 3-R Farms is in the process of removing cedars, but the work is not completed.

4f. Review and Possible Approval District Compensatory Time/Work Week Adjustment Policy:

Directors discussed the proposed District Compensatory Time/Work Week Adjustment Policy developed by Bartolina and Inmon using information from the 10-Minute Guide and based on guidelines in the Fair Labor Standards Act (FLSA). A copy of the proposed Policy was emailed to directors prior to the Board meeting for their review. The administrative assistant is considered a non-exempt employee (covered

by the Act) and the Urban Soil Health Specialist is considered an Exempt employee (not covered by the Act). The current district manager is a part-time employee and part-time employees are not eligible for compensatory time or workweek adjustment. The district secretary/administrative assistant will be granted compensatory time/workweek adjustment on an hour-for-hour basis taken in the week it is accrued when possible. The Urban Soil Health Specialist will be granted compensatory time on an hour-for-hour basis when working over a 40 hour week. All compensatory time must be approved in advance and no employee is eligible for over-time pay. (Copy of complete Policy is attached.) Moehle made a motion to approve the Compensatory Time/Work Week Adjustment Policy for the District as presented. Straughn seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0. All employees will be provided a copy of the policy to read and sign.

4g. Discuss and Approve Rules and Awards for Annual Poster Contest:

The Board and staff discussed the annual poster contest theme, rules, awards, and ideas for getting more participation. The National Association of Conservation Districts (NACD) sets the theme for the contest. They are currently on a five-year rotation of water, soil, habitat, forestry, and topic of interest. This year's theme is 'Life in the Soil – Dig Deeper'. In recent years, the district has sponsored the poster contest for students in Kindergarten through Fifth grade and provided awards for the top three in each division, with first place getting an additional gift card. Directors discussed the possibility of increasing student awards or giving an award to teachers with students that participate. It was decided that giving an incentive to the teacher might be the best way to increase participation. Following discussion, Moehle made a motion to sponsor the annual poster contest continuing the same student awards for the top three in each division, K-5th grades, and to offer a \$25 gift card to any teacher with students who participate in the contest. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

4h. Discuss Possible Renewal of District Website and Domain Name:

The district's website services with Webs.com must be renewed every two years, and the current two-year service ends on August 18, 2019. The regular rate for a two-year renewal is \$179.95, but Webs.com is currently showing a sale of \$119.07 for a two-year renewal. The domain name renewal is an additional \$19.95. Godfrey made a motion to renew the district's website service and domain name with Webs.com for an additional two years. Straughn seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

4i. Report on NACD South Central Region Meeting Held on July 21-23, 2019:

District staff Bartolina, Inmon, and Mink and director Campbell attended the NACD South Central Region Meeting in Thackerville on July 21-23. On Monday, the group toured a prescribed burn site that demonstrated how soon the grasses recovered following a summer burn; a watershed site on Rock Creek undergoing rehab; visited a stream at the Chickasaw National Park where Blue Thumb staff and volunteers discussed different aspects of water quality; and the day concluded with a dinner stop and visit to the Chickasaw Cultural Center in Sulphur. While at the watershed rehab site, OCC watershed technicians Johnny Pelley and Dennis Boney demonstrated equipment used for watershed rehab and operation and maintenance. The Tuesday morning session had several good speakers on soil health and pollinator habitat improvement including staff member Kevin Mink. During his presentation, Mink discussed the district's efforts to improve or restore native pollinator habitat through local partnerships with cities and organizations and through urban education workshops. Director Campbell stated he heard lots of positive comments from other states about the meeting. The South Central Region meeting rotates between Arkansas, Louisiana, Texas, and Oklahoma. Next year's meeting will be held in Arkansas.

4j. Approval District's Long Range Plan and Joint Annual Plan of Operations:

An email notice was received from the Conservation Commission stating the district's Long Range Plan (LRP) for 2020-2024 and Joint Annual Plan of Operations (JAPO) for July 1, 2019 through September 30, 2020 had both been approved at the Commission meeting on August 1, 2019. The LRP and JAPO will be distributed to conservation partners.

4k. Education Report: Discuss Lake Arcadia Education Area Situation and Possible Alternate Locations for NRD Events:

The district received an update from Daniel Griffith, Wildlife Department Education Coordinator for the Lake Arcadia education area. Griffith reported the road leading to the pond and covered pavilions will not be repaired by this fall, and the district will not be able to use the area for its natural resource days this fall. District staff is working to find an alternate location for the events. Director Godfrey also spoke with Oklahoma City officials and received permission to use a city park location. Dolese Park could be the best option since it does have a pond, and students would still be able to fish. The district already had an event scheduled at Lake Arcadia with Harvest Hills Elementary on September 20. Staff will contact the teacher and inform her of the need to find an alternate location.

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

Report presented by Stephanie Guy. (Report attached.)

5b. District Directors:

Campbell gave a 'hats off' to the staff for the work on the 'Grasses and Cedar Control' workshop held in July. He also gave a big thank you to Curt and Greg Roberts for hosting the workshop at their farm.

5c. District Staff:

(Report attached to original minutes.)

- ✓ Mink is attending the Mid America Monarch Technical Workshop in Missouri. His expenses to attend the workshop are being paid through 'Okies for Monarchs'.
- ✓ Mink has been accepted to graduate school at OU, and he should get his official class schedule soon. He will have his modified work schedule for the board's approval at the September meeting. During the spring and fall semesters, he will be working 25-30 hours per week instead of the full 40.
- ✓ Inmon has been gathering information for the district's annual compilation, and she will be sending all the requested information to the auditor Kimberlye Mayer within the next week.
- ✓ During August, Inmon will be working on the district's FY 19 Annual Report, plans for the 2501 Program soil health field day, and taking three days annual leave for family time.

6. CORRESPONDENCE:**NACD:**

Directors were provided copies of a letter received from NACD Executive Director Jeremy Peters. NACD has announced the opening period for applications to take part in the inaugural group of the National Conservation Foundation's (NCF) Next Generation Leadership Institute (NGLI). The inaugural group to the NGLI will have seven individuals, one from each NACD region, and they will meet for five sessions at five different locations. All applicants must be supported by their local conservation district and state association. Applications must be received by Friday, September 20, 2019. Tuition to attend is \$1,200 per participant and includes travel, room, board, and materials.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for September 4, 2019, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting at 3:35 p.m. Campbell seconded the motion. Aye votes: Straughn, Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 5-0.

Cc: Oklahoma Conservation Commission
Phil Campbell, Area II Commissioner
Larry Wright, President, OACD
Joe Caughlin, Vice President, OACD
Keith McFerran, 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: 9-4-19

NRCS Report

Still working on CSP-GCI

Started doing the FSA HEL Compliance Review. Went to the Kingfisher office on Monday 8-5-2019 and looked at 9 tracts, will be making other visit there to finish the review. Malcolm Jones RS came to the Office on 8-6-2019 to conduct our review. On Monday 8-12-2019 will be going to Cleveland and McClain county to conduct their review.

Practice review was done on Freda Carpitcher Hoop House everything looked good.

Working on trying to a Local Emphasis Area for Team 10 on Hoop Houses.

**Oklahoma County Conservation District
District Employees Report – August 7, 2019**

District Manager – Don Bartolina

- ✓ Assisted Inmon with annual budget request.
- ✓ Assisted with board meeting preparations, attended July board meeting
- ✓ Assisted with and attended 2501 workshop, 'Grasses and Cedar Control'
- ✓ Assisted Inmon with getting retirement forms and earnings records information to OPERS
- ✓ Discussed conservation projects with Mink
- ✓ 2501 Grant Program
- ✓ Attended NACD South Central Meeting in Thackerville on July 21-23
- ✓ Developed District Comp time policy to submit to Board of Directors for approval

Administrative Assistant – Becky Inmon

- ✓ Prepared July board meeting minutes, sent to directors for review, emailed June approved minutes to OCC and partners
- ✓ Prepared and submitted reimbursement claims to OCC
- ✓ Reconciled monthly bank statements and balanced checkbook
- ✓ Prepared monthly financial statement, monthly payroll tax reports
- ✓ Updated all financial worksheets including NACD TA grant funds and 2501 funds
- ✓ Prepared monthly payroll records and timesheets for staff and archeology assistants, updated earnings records for all employees
- ✓ Prepared and submitted pre-claim summaries to OCC (regular and part-time)
- ✓ Submitted requested earnings records and OPERS enrollment papers for Bartolina to OCC
- ✓ Submitted FY 2021 budget request to OCC
- ✓ Submitted the updated employee Notice of Personnel Action and Terms of At Will Employment for Bartolina, Mink, and Inmon to OCC
- ✓ Submitted quarterly NACD TA grants funds report to NACD
- ✓ Prepared FY 2020 Allocation of Funds spreadsheet
- ✓ Assisted producers with Cost Share Program Year 19 and 20 requirements as needed
- ✓ Emailed article to local news outlets concerning 'Grasses and Cedar Control' workshop, posted information on social media sites, mailed workshop flyers to SDA producers, attended and assisted with the workshop held at 3-R Farms on July 25, posted photos to social media
- ✓ Attended NACD South Central Meeting in Thackerville on July 21-23
- ✓ Prepared for and assisted with OACDE quarterly meeting held in Thackerville on July 21, prepared meeting minutes and submitted to OACDE board and membership
- ✓ Mailed letter of acceptance of compilation proposal to auditor Kimberlye Mayer
- ✓ Assisted NRCS in securing meeting room for training sessions on July 17-18
- ✓ Made copies of all FY 2019 financial and tax information to submit to the auditor
- ✓ Assisted Bartolina in developing Compensatory Time policy to submit to Board for approval
- ✓ 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 and CSP applicants, and other duties as needed

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

August 7, 2019

- Drafting and preparation of pollinator prairie/citizen science presentation for NACD South Central Regional Meeting
- Seed packet assembly for handout at NACD South Central Regional Meeting
- Began drafting of TREE-mendous pollinator habitat presentation for Rewilding Oklahoma Symposium
- GCI site confirmation training w/ Larry in El Reno
- Conservation Desktop Technical training
- CTA visit regarding stormwater runoff issues on private property in Edmond
- Lawn and stormwater presentation and discussion w/ Cheryl Cheadle
- Cedar Control and Grasses workshop preparation w/ Blane Stacey
- Event/outreach tracking report submitted to NRCS
- Began preparation for pesticide applicator licensing exam
- Preparation, registration, and questionnaires in advance of mid-America Monarch Technical Workshop
- Social media posts
- SAM account management and updating for NRCS Urban Conservation Grant
 - updated partners on status of grant
- Freedom Farms community garden assistance

Recent Events:

- OCLA Class in Tulsa → Tackling Climate Change → July 18
- NACD South Central Regional Meeting in Thackerville → July 21-23
- Cedar Control & Grasses Workshop in Arcadia → July 25
- Keep Oklahoma Beautiful Affiliate Forum → July 30
- Mid-America Monarch Technical Workshop in Kirkwood, MO → August 5-7

August Areas of Focus:

- Finalize presentation for Rewilding Oklahoma Symposium at OKC Zoo
- Determine new schedule of hours with regards to beginning grad school on August 19th
- Arrange details regarding high tunnel workshops with NE OKC Farmers Market as part of NRCS grant
- Arrange details regarding pollinator garden and internship activities related to NRCS grant
- Continue to collect Pollinator pledges for OACD mini-grant