

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

Date and Time: Wednesday, December 5, 2018, 1:30 p.m.

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

Members Absent: Debbie Straughn, Vice Chair
Phil Campbell, Member

Others Present: Rebecca Inmon, District Secretary
Don Bartolina, District Manager
Richard Parker, Associate Director

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.okcountycorvnservation.com and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 8:30 a.m. on December 4, 2018. The meeting was held in compliance with the Oklahoma Open Meeting Act, Title 25 of the Oklahoma Statues, Section 301 and the following as amended.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of November 7, 2018, Regular Meeting:

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

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

3a. Financial Statement for Period Ending November 30, 2018:

The Board reviewed the financial statement including the accounts payable and receivable for the period of November 1-30, 2018. (See attachment 1) Due to circumstances at the Conservation Commission and the Department of Ag, October reimbursement claims were not paid before November 30. To meet the November payroll needs, treasurer Godfrey approved the transfer of \$5,500 from the Money Market account to the Checking account. The claim was paid on December 4, and there are sufficient funds in the Checking account to cover the December bills payable. Moehle made a motion to approve the \$5,500 transfer of funds from Money Market to Checking and to approve the November financial statement as presented. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. The Board also reviewed a copy of the November bank statements and the credit card statement. Credit cards charges were for the poster contest awards.

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending November 30, 2018:

The payroll sheets and time and leave records for district staff Don Bartolina and Rebecca Inmon and part-time archeology assistants Mary Brinkley and Taylor Emery were reviewed. Godfrey made a motion to approve the employee payroll sheets and time and leave records for November. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

3c. District's Monthly Reimbursement Claim:

The Board reviewed the district's monthly reimbursement claim to the Conservation Commission. Moehle made a motion to approve the District's reimbursement claim to OCC for \$4,700.69. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

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 November. Moehle made a motion to approve the worksheet. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

4b. 2501 CARE Program Update:

Cooperators Rochelle King and Willard Earl Davis were contacted about serving as 'Champions' for the CARE (Conservation and Agriculture Reach Everyone) program. King and Davis have both agreed to serve as 'Champions' for CARE. CARE Champions act as ambassadors for USDA conservation programs in their local communities. In keeping with the 2501 Program Agreement, both cooperators' names have been submitted to OACD, and district staff will set up a time to make onsite visits with the producers to gather information for outreach materials. Directors reviewed a copy of a Resource Concern Survey OACD developed that can be adapted for local use. Each producer the district meets with will be asked to complete one of the surveys.

4c. Program Year 19 Cost Share Update:

Directors reviewed the Program Year 19 Cost-Share Report for November. There were no performance agreements completed during the month. Earl Davis has contacted a contractor and should start work on his brush removal soon. Dwight Guy would like to complete his water well after the end of this year. Jeremy Johnson will meet with conservation technician Nick Owen after the holidays to further investigate his options for a pond. All participants will be contacted in December regarding their progress.

4d. Update on Urban Soil Health Specialist Position:

The Urban Soil Health Specialist Position has been advertised through the Conservation Commission, job site Indeed, Langston University, and Oklahoma State University. It was also posted on the district's website and through Facebook job posting. Several resumes have been received through Facebook, but none have met the Job Position requirements. Only one applicant filled out the required application form. The applicant has a healthcare background, but she does not have any work history in natural resources. Amy Seiger just received word on December 3 that OSU had posted the job. The information has been posted on the Commission and district's websites since November 19. The vacancy announcement closes on December 14. If no qualified applicants apply by the deadline, the vacancy announcement will need to be extended.

4e. Discuss Meeting to Gather Input for Long Range Plan for FY 2020-2024:

At the November board meeting, directors scheduled a meeting for December 12 to gather input for the Long-Range Plan for FY 2020-2024. The district has invited the USDA partners, local county and city leaders, and other conservation partners to attend the meeting or to provide input to the district for the Long-Range planning process. The board reviewed a tentative agenda for the meeting which will be start at 10 a.m. in the OAOP conference room next door to the district office.

4f. Approve Schedule of Regular Board Meetings for 2019:

Directors reviewed a copy of the 2019 calendar. The District normally holds its regular meetings on the first Wednesday of each month except during May. After review, Moehle made a motion to approve the 2019 Schedule of Meeting dates as January 9, February 6, March 6, April 3, May 8, June 5, July 3, August 7, September 4, October 2, November 6, and December 4. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. All dates are the first Wednesday of the month except for January and May which are scheduled for the second Wednesday.

4g. Approve Notice of Personnel Action Related to 2501 Program One Time Raises:

The district will receive \$17,000 in contractual labor funds (\$4,250 per quarter) to implement the 2501 CARE (Conservation and Agriculture Reach Everyone) Project. At the November meeting, directors voted to grant one time pay raises each quarter for Inmon and Bartolina paid from the allotted 2501 Program funds. A Notice of Personnel Action needs to be completed for each employee stating the amount of the one-time raise approved for each quarter. The Notice of Personnel Action for Bartolina shows he will receive a one-time raise of \$1,342.30 in the months of January, March, June, and September 2019. The Notice of Personnel Action for Inmon shows she will receive a one-time raise of \$2,259.35 in the months of January, March, June, and September 2019. Godfrey made a motion to approve the Notice of Personnel Action for Bartolina and Inmon as presented. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. The Notice of Personnel Action will be filed with the Conservation Commission as required.

4h. Review Friends of Blue Thumb Mini Grant Report:

Directors were provided a copy of the Mini Grant Report submitted to the Friends of Blue Thumb. The district was awarded a \$500 grant from Friends of Blue Thumb to sponsor natural resource day events that highlighted water related activities and provided Project WET booklets to each participant. One condition of the grant was the events had to be held and a report submitted before the funds would be distributed. Three natural resource day events were held in September and October and a report was submitted detailing the activities, the number of Blue Thumb volunteers assisting, and providing a budget showing how funds were expended. Friends of Blue Thumb will meet on December 12, and their Board will review the report and consider payment of the grant funds at that time.

4i&j. Vote in Open Session on Whether to Enter Executive Session as Authorized by Title 25 O. S. Section 307(B)(1) to Conduct Employee Performance Evaluations for the District Manager and District Secretary. 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 Title 25 O. S. Section 307(B)(1) to conduct Employee Performance Evaluations for the District Manager and District Secretary. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion approved 3-0. Chair Kunze designated herself to take the minutes and excused Inmon and Bartolina from the meeting. The Board entered Executive Session at 2:04 p.m.

4k. Executive Session to Discuss Employee Performance Evaluations as Described in Item 4i:

Minutes of the Executive Session are filed separately as required by law.

4l. Return to Open Session and Re-establish Quorum:

The Board returned to Open Session 2:40 p.m. Chair Kunze established that a quorum was present and the regular meeting could continue.

4m. Vote in Open Session on Any Actions or Motions Resulting from the Performance Evaluations Conducted in Executive Session:

Moehle made a motion for Chair Kunze and director Godfrey to schedule a time with employees to review the employee evaluations as completed by the Board during the Executive Session. Godfrey seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion approved 3-0. No other actions or motions made concerning the employee performance evaluations.

4n. Report on 20th Annual Small Farm Conference:

Bartolina and director Campbell attended the 20th Annual Small Farm Conference held in Oklahoma City on November 16-17. The conference, sponsored by the Oklahoma Black Historical Research Project, Inc. (OBHRPI) and the Oklahoma Association of Conservation Districts (OACD) had several excellent speakers. Director Campbell received the award for 'Small Farmer of the Year', and OACD Director Sarah Blaney also received a 'Farmer of the Year' award. Bartolina was able to make some additional contacts with small farm landowners, but there were fewer in attendance than he had hoped.

4o. Review 10-Minute Guide #1 – Oklahoma's Open Meeting Act:

During the OACD area meeting held in November, conservation districts were encouraged to begin reviewing the 10-Minute Guide series again. The guides were established in 2007 as a series of discussion topics to help directors become more knowledgeable about their roles as public officials. Directors reviewed Guide #1 that provides helpful information about the Open Meeting Act requirements for posting agendas, voting, and holding executive sessions. Districts must adhere to Open Meeting Act regulations in conducting all meetings, including regular, special, or emergency. Districts who have established websites must also post meeting dates and agendas on their site.

4p. Education Report:

- 1) *Poster Contest Awards* – Inmon presented poster contest awards at Grove Valley Elementary on November 16 and Arbor Grove Elementary on November 30. Awards are scheduled to be presented at Deer Creek Elementary on December 7. The District had one first place winner in the State Poster Contest, Siya Pasula. This makes two years in a row Siya has won first place in the State Contest.
- 2) *NRD scheduled with Northridge* – A natural resource day event has been scheduled with Putnam City Northridge 5th grade on May 13, 2019. Northridge has 125 students in 5th grade.

5. CORRESPONDENCE:**OCC:**

An email was received from OCC Soil Health Coordinator Amy Seiger regarding a soil health day. The event is scheduled for March 21 at the Will Rogers Garden Center in Oklahoma City. The event and workshop are in partnership with the City of Oklahoma City and its Squeeze Every Drop campaign.

6. REPORTS:

6a. NRCS District Conservationist:

The NRCS staff could not be present for the meeting. Federal employees are out of the office for a National Day of Mourning in honor of former President George H. W. Bush. Inmon spoke to Burns prior to the meeting, and he just wanted to remind the board the deadline for EQIP applications for 2019 is December 21. Each county will have its own allocation, but every county in the Team will use the same ranking system. High tunnels could possibly be part of a separate initiative.

6b. District Directors:

No reports given.

6c. District Staff:

(Report attached to original minutes.)

Bartolina stated an announcement just came out that Matt Lohr was named the new Chief of NRCS. Rohr is a fifth-generation farmer from Virginia. Kevin Norton was named Acting Associate Chief for Conservation.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting is scheduled for January 9, 2019, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting at 2:55 p.m. Moehle seconded the motion. Aye votes: Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

- Cc: Oklahoma Conservation Commission
- Phil Campbell, Area II Commissioner
- Jimmy Emmons, President, OACD
- Larry Wright, Vice President, OACD
- Joe Caughlin, 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: 1-9-19

**Oklahoma County Conservation District
District Employees Report – December 5, 2018**

District Manager – Don Bartolina

- ✓ Worked on 2501 grant requirements
- ✓ Worked on Long Range Plan input meeting
- ✓ Contact Jeremy Johnson regarding cost share agreement
- ✓ Review Urban Soil Health Position vacancy announcement
- ✓ Attended Small Farm Conference on November 16-17
- ✓ Gathered list of resource concerns for Brandon Burns
- ✓ Mailed land and range judging manuals
- ✓ Filled out survey questions for NACD

District Secretary – Becky Inmon

- ✓ Prepared and submitted reimbursement claim to OCC
- ✓ Prepared November board meeting minutes, sent to directors for review, emailed October approved minutes to OCC and partners
- ✓ Reconciled monthly bank statement and balanced checkbook
- ✓ Assisted Cost Share participants as needed.
- ✓ Prepared monthly cost-share report for OCC for Program Year 19
- ✓ Prepared monthly financial statement, monthly payroll tax reports
- ✓ Prepared monthly payroll records and timesheets for staff and Archeology assistants, updated earnings records for all employees
- ✓ Updated TA Grant report records
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Prepared Blue Thumb mini grant report, submitted report to Cheryl Cheadle
- ✓ Scheduled natural resource day event with Putnam City Northridge Elementary for May 13
- ✓ Submitted requested information for NACD online survey
- ✓ Made poster contest award presentations at Deer Creek Grove Valley and Putnam City Arbor Grove
- ✓ Posted information on website and Facebook page including poster contest awards, Area Meeting awards, and Job position, etc.
- ✓ 2501 Program - Contacted Earl Davis and Rochelle King about becoming CARE Ambassadors, prepared Notice of Personnel Action for 2501 one-time raises
- ✓ Prepared invitation letters for December 12 meeting to gather input for Long Range Plan
- ✓ Assisted OACD with early registrations and deposit for National Land Judging Contest
- ✓ Attended OACDE meeting on December 3
- ✓ Assisted NRCS with correspondence and Farm Bill program needs, scheduling technical assistance appointments, Level II E-Authentication requests, assisting EQIP applicants, preparing file folders, and other duties as needed