

**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 4, 2019, 1:30 p.m.

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

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

Others Present: Rebecca Inmon, Administrative Assistant
Don Bartolina, District Manager
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 11:00 a.m. on December 3, 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 November 6, 2019, Regular Meeting:

Board members received a copy of the November minutes for review. After review, Moehle made a motion to approve the November minutes as amended. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, 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, 2019:

The Board reviewed the financial statement including the accounts payable and receivable for the period of November 1-30, 2019. (Attachment 1) Directors also reviewed copies of the November checking and money market statements, credit card statement, NACD and OACD grant funding reports, and the final 2501 Program report included with the financial statement. (Statements and reports attached to original minutes.) Inmon noted she deposited the \$4,000 grant check from OACD directly into the Money Market savings account. The deposit is reflected on the Money Market reconciliation. NACD will be mailing another quarterly check for the Technical Assistance (TA) grant funds sometime in December. Moehle made a motion to approve the November financial statement as presented. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 3-0.

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending November 30, 2019:

Directors reviewed the payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink. Moehle made a motion to approve the employee payroll sheets and time and leave records for November. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 3-0.

3c. Archaeology Assistants Payroll and Timesheets for Month Ending November 30, 2019:

Directors reviewed the payroll and timesheets for the three archeology assistants Mary Brinkley, Taylor Emery, and Manuel Marin, temporary employees funded through the NACD Technical Assistance (TA) grant. Moehle made a motion to approve the archaeology assistants payroll and timesheets for November. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 3-0.

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 \$6,496.94 and the special project claim for the archaeology assistants was \$667.68. Moehle made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, 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. Guy noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the November worksheet. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 3-0.

4b. Review Program Year 20 Cost Share Report, Approve Performance Agreement Extensions, Revise Chrisman Maximum Payment Amount:

- The Board reviewed the Program Year 20 Cost Share report. Bartolina recommended the Board extend the performance agreement deadline from December 20, 2019, to March 31, 2020, for Willard Earl Davis, Gary Moore, and John Chrisman, the three alternates who just recently received funding for their practice from PY 19 rollover funds. Moehle made a motion to extend the performance agreement deadline for Willard Earl Davis, Gary Moore, and John Chrisman to March 31, 2020. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. Bartolina also recommended the maximum cost share amount for John Chrisman be amended to \$3,328.81. He was previously approved for the maximum of \$5,000; however, the district did not receive enough rollover money to fund the full amount after the higher priority practices were funded. Moehle made a motion to amend the maximum cost share amount for John Chrisman to \$3,328.81. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. Letters will be mailed to all three participants advising them of the amendments to their performance agreement.
- Bartolina reported that he and Guy made a field trip to the Parkhurst Ranch to visit with Paula Parkhurst regarding her performance agreement to remove cedars. Parkhurst had hired a contractor to remove the cedars, but when Guy checked out the practice, she found the contractor had only removed a small portion of the acreage covered in the performance agreement. Bartolina and Guy wanted to make sure Parkhurst understood where the remaining cedars needed to be

removed and to see if she wanted to complete the work. Parkhurst indicated she did want to complete the work and would hire another contractor. Before the new contractor begins work, staff will meet with Parkhurst and the contractor to go over the areas to be removed.

4c. Approve Payment of Director Campbell's Tuition for Next Generation Leadership Institute:

Director Phil Campbell applied for and was accepted to the inaugural class of the National Conservation Foundation's Next Generation Leadership Institute (NGLI). Tuition to attend the NGLI is \$1,200. The Conservation Commission has agreed to cover the tuition, but they have asked the District to pay the tuition and claim reimbursement. The tuition must be paid to the National Conservation Foundation by December 15, 2019. Godfrey made a motion for the district to pay the \$1,200 tuition fee for director Campbell. Moehle seconded the motion. Aye votes: Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. Moehle made a motion to approve the reimbursement claim to the Conservation Commission for the \$1,200 reimbursement. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 3-0.

4d. Report on Soil Health Initiative Work Group Meeting for Cost Share Program Year 21:

Bartolina gave an update on the Soil Health Initiative (SHI) Cost Share Program sign-up. The initial application period ended on November 15. Ten applications were received from Canadian County with an estimated cost of \$29,000. No other counties in Team 10 received applications. The Soil Health Initiative Work Group (SHIWG) will meet to review and approve applications and establish dates for a second sign-up period. Team 10 has six districts that were allocated \$12,000 each for the Team 10 funding pool. While visiting with Tammy Sawatzky, State Cost Share Director, Bartolina said she indicated there are several teams having difficulty getting applications for the SHI Program.

4e. Education Report:

- 1) District staff made poster contest award presentations at Deer Creek Elementary on November 15 and Arbor Grove Elementary on November 22. The final local award presentation is scheduled at Grove Valley Elementary on December 13. The list of State Poster Contest winners hasn't been released by Youth Contest Coordinator Patty Underhill.
- 2) Mink held pollinator prairie hay/seed workshops at the Oklahoma City Zoo on November 16 and Will Rogers Park on November 23. Additional information is listed in Mink's report.

6. REPORTS: (Agenda Re-ordered)

6a. NRCS Activities:

Report presented by Stephanie Guy.

- ✓ There will be a cultural resources training held at OSU Extension on December 11-12. The first day will be classroom training and the second day will be field training.
- ✓ A Central Zone safety meeting is scheduled for December 16 in Oklahoma City. District personnel are encouraged to attend.
- ✓ NRCS has not received its funding allocations or final guidance for many programs, and no cut-off date has been set for EQIP applications. Due to the circumstances, NRCS is holding final decisions on the Local Emphasis Areas (LEA) for EQIP. An LEA was submitted for seasonal high tunnels in Team 10 but decisions are on hold.
- ✓ In addition to EQIP applications for high tunnels, Oklahoma County has received one application for cedar removal and three for converting cropland to grassland.
- ✓ NRCS will be using a new ranking tool for assessing applications. Training for using the new tool should be scheduled soon.

6b. District Directors:

Kunze stated she enjoyed the OACD Area 2 meeting, especially the session led by Susan Paddock.

6c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina attended the Small Farm Conference held at the Bryant Center in Oklahoma City on November 22-23. NRCS Assistant Chief Kevin Norton was in attendance.
- ✓ Inmon plans to attend the Central Zone meeting in OKC on December 16 and the Open Meeting/Records seminar at Metro Tech on December 19.
- ✓ Inmon indicated she would be scheduling some vacation days during December.

7. CORRESPONDENCE:**OCC--Lisa Owen:**

OCC Assistant Director Lisa Owen emailed districts information concerning two new agreements NRCS will be sending out for conservation districts to consider for approval at an upcoming board meeting. One will be a Memorandum of Agreement between USDA Natural Resources Conservation Service (NRCS), the local conservation district, and the Conservation Commission. The other will be for a Cooperative Agreement between USDA-NRCS, the local conservation district, and the Conservation Commission. The new agreements should be available for consideration at the next meeting in January.

8. NEW BUSINESS: None**5. PROPOSED EXECUTIVE SESSION-CONSIDERATION AND POSSIBLE ACTION TO VOTE IN OPEN SESSION****5a. Vote in Open Session on Whether to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B)(1) for the Purpose of Conducting Employee Performance Evaluations for Don Bartolina and Kevin Mink:**

Moehle made a motion to enter executive session as authorized by Title 25 O.S. Section 307 (B)(1) for the purpose of conducting employee performance reviews for Don Bartolina and Kevin Mink. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. Bartolina, Inmon, and Guy left the meeting. The Board entered executive session at 2:13 p.m.

5b. Executive Session to Discuss Employee Evaluations as Described in Item 5a:

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

5c. Return to Open Session and Re-Establish Quorum:

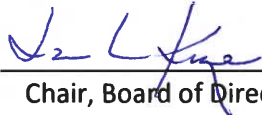
The Board returned to open session at 3:16 p.m. Kunze established that a quorum was still present. Inmon, Bartolina, and Guy returned to the meeting. Open session reconvened.

5d. Vote on Any Action or Motions Resulting from Performance Evaluations Conducted in Executive Session:

Chair Kunze stated she and director Godfrey would schedule a time to review performance evaluations with each employee. No other action taken.

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for January 8, 2020, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting at 3:18 p.m. Moehle seconded the motion. Aye votes: Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 3-0.

Approved as Written:  Date: 1-8-2020
Chair, Board of Directors

CC: Oklahoma Conservation Commission
Larry Wright, President, OACD
Keith McFerran, Area II Director, OACD
Brandon Burns, District Conservationist, Team 10
Oklahoma House Members for Oklahoma County

Phil Campbell, Area II Commissioner
Joe Caughlin, Vice President, OACD
Gary O'Neill, State Conservationist, NRCS
Brent Pannell, Assist State Cons, Field OP, Zone 2, NRCS
Oklahoma Senate Members for Oklahoma County

**Oklahoma County Conservation District
District Employees Report – December 4, 2019**

District Manager – Don Bartolina

- ✓ Attended OACD Area meeting on November 5
- ✓ Contacted Paula Parkhurst regarding her cost share agreement
- ✓ Discussed SHI program with Larry Hood
- ✓ Assist Ben Pollard with search for historical black and white conservation photos
- ✓ Contacted Bob Lenhart about EQIP
- ✓ Attended Small Farm Conference in Oklahoma City on November 22-23
- ✓ Made field visit w/Guy to Parkhurst farm on December 3

Administrative Assistant – Becky Inmon

- ✓ Prepared November board meeting minutes, sent to directors for review, emailed October 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 OACD grant 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)
- ✓ Attended OACD Area 2 meeting on November 5; assisted with registration
- ✓ Made poster contest presentations at Deer Creek Elementary on November 15 and Arbor Grove Elementary on November 22, scheduled presentation at Grove Valley on December 13
- ✓ Assisted Mink with pollinator seeding and haying workshop at OKC Zoo on November 16
- ✓ Assisted participants with Cost Share Program Year 20 as needed
- ✓ Sent approval letters to alternates that received funding through Cost Share PY 19 rollover funds.
- ✓ Received early registrations for National Land and Range Judging Contest, mailed manuals
- ✓ Attended Small Farm Conference in Oklahoma City on November 22-23
- ✓ Attended OACDE meeting and OACD luncheon at the Ag Department on December 2
- ✓ Posted district education and program updates 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

December 4, 2019

- Capitol View Neighborhood park → prepped small pollinator prairie plot at 29th and Laird
- prepped new pollinator prairie bed at the office
- continued developing signage for new plots, plus winter signage for pollinator plots
- Contact list update → added 6 people to contact list this month
- Outreach tracking updates → reached 11 participants at 2 different workshops
- Okies for Monarchs pledge outreach/CTA → Edmond and Guthrie (connected to Logan County)
- Pollinator Project discussion with Logan County
- Email and Facebook updates to listserv and workshop participants prior to events
- Workshop material prep and loading, plus hay bale purchasing
- Tree for Pollinators write-up for Okies for Monarchs
- post-project car clean-up and detailing
- collected soil samples from existing pollinator prairie sites
- Small Farms Conference
- Interview for NACD blog
- Review of NACD Urban Ag grant RFP
- Monthly assistance with RestoreOKC's Freedom Farms → greenhouse improvements
- next steps/future directions meeting w/ Amy Seiger

Recent Events:

- Seed & Hay Workshop at OKC Zoo → November 16th → 3 participants
- Seed & Hay Workshop at Will Rogers Gardens → November 23rd → 8 participants

December Events:

- Seed & Hay Follow-up with Harding Charter Students → December 6th
- Cultural Resources Training → December 11th & 12th

November Areas of Focus:

- Outreach to potential partners and explore opportunities for NACD Urban Ag grant
- Data input from all existing pollinator prairie sites