

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

**Date and Time:** Wednesday, February 18, 2020, 1:30 p.m.

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

**Member Absent:** Debbie Straughn, Vice Chair

**Others Present:** Rebecca Inmon, Administrative Assistant  
Don Bartolina, District Manager  
Kevin Mink, Urban Soil Health Specialist  
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 rescheduled 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](http://www.okcountyconservation.com) and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 11:30 a.m. on February 13, 2020. 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 January 8, 2020, Regular Meeting:**

Board members received a copy of the January 2020 minutes for review. After review, Godfrey made a motion to approve the January minutes as written. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

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

**3a. Financial Statement for Period Ending January 31, 2020:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of January 1-31, 2020. (Attachment 1) Moehle made a motion to approve the January financial statement as presented. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. The Board reviewed copies of the January checking and money market statements, credit card statement, and the NACD and OACD grant funds reports included with the financial statement.

**3b. Employee Payroll Sheets and Time and Leave Records for Month Ending January 31, 2020:**

Directors reviewed the payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink. Campbell made a motion to approve the employee payroll sheets and time and leave records for January. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

**3c. Archaeology Assistants Payroll and Timesheets for Month Ending January 31, 2020:**

Directors reviewed the payroll and timesheets for the temporary employees, archeology assistants Taylor Emery and Manuel Marin. Moehle made a motion to approve the archaeology assistants' payroll and timesheets for January. Godfrey seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

**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 \$7,588.68 and the special project claim for the archaeology assistants was \$647.67. Moehle made a motion to approve the district's reimbursement claims to OCC. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

**4. EXECUTIVE SESSION TO DISCUSS EMPLOYMENT OF ARCHAEOLOGY ASSISTANT:****4a. Vote in Open Session whether to Enter Executive Session to Discuss Employment of Archaeology Assistant:**

Godfrey made a motion to enter Executive Session as authorized by Title 25 O.S. Section 307 (B)(1) for the purpose of discussing the employment of archaeology assistant Mary Brinkley. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. Kunze allowed everyone present to remain in the meeting. The Board entered executive session at 1:43 p.m. Kunze designated Inmon to take the minutes.

**4b. Executive Session as Stated in Item 4a of the Agenda:**

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

**4c. Return to Open Session and Re-Establish Quorum:**

Campbell made a motion to come out of executive session. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. Kunze noted that open session was reconvened and established that a quorum was still present.

**4d. Vote on Actions or Motions Resulting from the Executive Session:**

Campbell made a motion to gather the documentation to support releasing of a temporary employee. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

**5. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:****5a. Monthly NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of January. Guy noted the district staff had assisted with all required tasks as needed. Campbell made a motion to approve the January

worksheet. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

**5b. Cost Share Program Reports-Program Year 20 and SHI Program Year 21:**

- The Board reviewed the Program Year 20 Cost Share report. Clint Spencer, 3-R Farms LLC, and Gary Moore completed their practice and have received their payments. Parkhurst Farms has hired another contractor and is working on brush removal. John Chrisman has indicated by phone that he will cancel his agreement since a suitable pond site could not be located. He has not made a written request. Willard Davis is scheduled to have his practice completed by the end of March.
- Bartolina reported on the Soil Health Initiative Cost Share Program Year 22. The second sign-up period ended on February 14 with some additional applications being received. The Soil Health Initiative Work Group (SHIWG) will meet again on February 19 to review and approve the new applications. The SHIWG may approve a third sign-up period since there are still funds available.
- Cost Share Program Year 22 guidelines were just released to districts. Review and approval will be placed on the March agenda.

**5c. OACD Annual Meeting-Review Agenda, Approve Attendance, Legislative Invitation:**

The OACD Annual Meeting will be held at the Edmond Convention Center on February 23-25, 2020. Directors reviewed the updated agenda which includes several different break-out sessions on Monday and both producer and urban soil health tracks on Tuesday. Registration to attend is \$245 per person. Following review and discussion, Moehle made a motion to approve paying registration for five people to attend. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. Directors Campbell and Godfrey and district staff Bartolina, Mink, and Inmon are planning to attend. OACD has sent an invitation to all the legislators to attend. District staff will extend a follow-up invitation to legislators in Oklahoma County.

**5d. Update on Potential CARE Project Funding, Support Letter from District:**

District staff participated in a conference call with Sarah Blaney on January 16 regarding a new funding opportunity with USDA for the Conservation and Agriculture Reach Everyone (CARE) Project. She outlined the structure of the new grant proposal which will still emphasize socially disadvantaged (SDA) producers with additional emphasis on veterans. The grant includes partnering with the Texas Association of Conservation Districts, Texas Agriforestry Small Farmers & Ranchers, and the Oklahoma Black Historical Research Project. First tier districts, such as Oklahoma County, would partner with second tier and maybe third tier districts to accomplish the grant objectives. Oklahoma County would be partnered with a neighboring district such as Logan County. Additional districts have been added from the previous CARE Project. First tier districts would receive a larger portion of the funding which would include money for salaries, mileage and travel, printed materials, outreach events, and soil health kits. Travel would include some cross-training with the Texas partners. The grant proposal also includes funding for a certified conservation planner, one in Oklahoma and one in Texas. If the grant proposal is approved, OACD would then draft individual agreements with each district detailing their funding and required activities. Blaney also requested a letter of support from the district Chair. A letter of support was signed by Chair Kunze and emailed to Blaney on January 23, 2020. If accepted, the grant should start around May 1. OACD hopes to receive word on funding sometime in March.

**5e. Review Insurance Quotes, Vote on Acceptance of Surplus Vehicle:**

Mink reported on the Department of Agriculture's surplus vehicle available through the Conservation Commission (OCC). Mink drove the vehicle, a 2013 Chevy Silverado, and found it to be in pretty good shape. The Commission had an inspection completed on the vehicle which needed a new battery and

brake pads. OCC plans to acquire the vehicle and make any needed repairs. It is up to the district to decide whether to accept transfer of the title. Mink contacted several insurance companies to get insurance quotes (Copies of quotes provided to directors). The best quote was from Glenn Harris and Associates, provider of the district's surety bond. The annual premium for comprehensive coverage would be \$1,702, liability only would be \$1,085. Most of the vehicle expenses would be reimbursable through the district's operating expense account should funds be available. Mink stated the vehicle had an extended cab, and he believed the vehicle was suitable for the district's needs. Campbell made a motion to accept the 2013 surplus vehicle from the Conservation Commission and to pursue full coverage on the vehicle. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. Mink will contact Lisa Owen regarding details of the transfer and tagging the vehicle.

**5f. Approval New Cooperator Agreements:**

Directors reviewed the two requests for new cooperator agreements, CommonWealth Urban Farms #2845 and Alfred McKerson #2846. CommonWealth Farms and McKerson, who is with the OKC Farmer's Market, are partnering with the district in the NRCS grant fund agreement. Moehle made a motion to approve the new cooperator agreements with CommonWealth Urban Farms and Alfred McKerson. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

**5g. Discuss Assistance with Conservation Commission Wetland Project:**

The district received an email request from Brooks Trammell, the Conservation Commission Director of Monitoring, Assessment, and Wetlands Programs. Trammell reached out to see if the district could assist with contacting landowners in eastern Oklahoma County for property access. OCC is looking to test a desktop tool that can help determine potentially restorable wetland sites. Several such sites have been selected in predetermined watersheds across Oklahoma. While there are no sites in Oklahoma County, OCC is looking for a closer test site in the county to test calibrate their efforts. Trammell emailed the locations and owner information to the district and would like to have permission by February 28. After reviewing the locations, some of which is public lands, Bartolina stated he did not know any of the owners. Sites possibly have absentee ownership that would make it difficult to get permission to access on short notice. After discussion, Campbell made a motion that OCC reach out directly and the district offer to assist in meeting with the landowners. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. Bartolina will contact Trammell and discuss district assistance.

**4h. Discuss Ideas for Friends of Blue Thumb Mini Grant:**

The Friends of Blue Thumb is offering up to five mini grants ranging from \$100-\$300 to conservation districts and Blue Thumb volunteers. Directors and staff discussed ideas for a grant proposal including new exhibit material and/or a Blue Thumb Appreciation dinner. Deadline to submit a proposal is February 28 and grant notification will be made by March 20. Staff will decide on a proposal and submit it to Friends of Blue Thumb by the deadline.

**5i. Review Letter from OACD President Larry Wright, Approve Payment of Annual Dues:**

Directors received copies of a letter from OACD President Larry Wright thanking districts for their commitment in conserving the state's natural resources and highlighting some of OACD's accomplishments during the past year. Attached to the letter is the annual dues invoice. Annual dues to OACD are \$400 and can be paid in installments or one lump sum. The district has been paying the annual dues in July at the beginning of the FY. Campbell made a motion to pay the \$400 lump sum dues

payment in July. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

**5j. Approve Payment of Annual Sirloin Club Dues:**

Directors reviewed the annual membership dues notice from Sirloin Club of Oklahoma. The Sirloin Club partners with OACD in sponsoring the National Land and Range Judging Contest. Annual membership dues are \$200 for an organization. Bartolina recommended the district maintain their membership. Moehle made a motion to pay the \$200 annual membership fee to the Sirloin Club of Oklahoma. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

**5k. Discuss Upcoming Hoop House Workshop, Purchase of Lunch for Volunteers:**

Mink reported he is working with Alfred McKerson of the OKC Farmer's Market and Steve Hill to schedule the hoop house workshop. Tentative dates are March 7 and March 14, with March 7 being the initial date and March 14 being a secondary date if the hoop house construction is not completed the first week. McKerson is working to find volunteers to help with the construction. The workshop should begin around 9 a.m. Mink asked the board to consider sponsoring lunch for the volunteers assisting with the project. There would probably be around seven or eight people. Campbell made a motion to sponsor the workshop luncheon up to \$100 for the first workshop and up to \$100 for the second workshop if needed. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

**5l. Discuss OACD Loan to Cover NRCS Grant Funds, Repayment Plan:**

The district was approved for a NRCS grant agreement of \$9,500 for two urban projects, one with the OKC Farmer's Market and one with Commonwealth Urban Farms. After receiving the grant, the district was informed the grant money would not be made available until the projects were completed. In talking with OACD Executive Director Sarah Blaney about the issue, Blaney stated OACD might be able to front the district the funds to get the projects done, and the district could reimburse OACD when the grant funds were received. OACD did agree to provide the money for the district. The first \$3,000 repayment is due on May 1 and the remainder on July 1. Both projects should be completed by the May 1st deadline. The district has expended \$3,250 of the funds for the first half payment of a high tunnel, and \$3,000 of the funds to Commonwealth Farms.

**5m. Education and Outreach Report:**

- Inmon and Becky Zawalski, Blue Thumb Educator with the Conservation Commission, set up two education booths for the Northridge Elementary Math and Science Night on January 30. There were 150 signed up to attend plus their parents and siblings. The school estimated around 300 people were in attendance. Inmon manned a table with wildlife skins and skulls and Zawalski manned a table with an Enviroscape demonstration. Northridge Elementary is a Putnam City School.
- The district has worked with Dwight Guy to schedule a water well testing in the Spencer area on Saturday, March 14. Guy is working to confirm a location at one of the local churches. Kim Shaw and Cheryl Cheadle with Blue Thumb will be assisting with the event. Shaw will lead the testing and Cheadle will speak on groundwater and present a groundwater model demonstration. Guy is recruiting volunteers to help with the event, and he hopes to recruit someone from DEQ to speak on water well protection. Collection bottles will be distributed on Friday afternoon at the church site, and water well testing will be limited to the first 60 people to pick up bottles.

**6. REPORTS:****6a. NRCS Activities:**

Report presented by Stephanie Guy.

- ✓ Still taking applications for EQIP. No application deadline has been set to date.
- ✓ Second sign-up deadline for CSP-GCI on eligible land will be March 6.
- ✓ Teleconference for the 2018 Farm Bill was held on February 7 to highlight some of the changes to policy/law contained in the Farm Bill.
- ✓ NRCS held a Conservation Assessment Ranking Tool (CART) training webinar on January 28.
- ✓ More training opportunities on EQIP and CSP will be coming in March.

**6b. District Director Activities:**

- ✓ Campbell attended the National Association of Conservation Districts annual meeting in Las Vegas. He also had the first session of the Next Generation Leadership Institute with the National Conservation Foundation. There were seven participants. It was a great session with great people.
- ✓ Campbell also received a scholarship to attend a *No Till on the Plains* conference. The conference was very informative. He especially enjoyed a presentation from one of the women speakers.
- ✓ Kunze read a letter of resignation from Vice Chair Debbie Straughn. Straughn and her husband have decided to move their permanent residence to Cleveland County, and she has resigned from the Board effective March 1, 2020. An item will be placed on the March agenda to discuss possible recommendations for appointment to fill Straughn's position on the Board of Directors.

**6c. District Staff:**

(Reports attached to original minutes.)

- ✓ Bartolina stated the district will need to complete the work on Site 4, Kickapoo Nations.
- ✓ Bartolina has been working on conservation history photos that will be turned over to the Oklahoma Historical Society. There will be a display booth at the OACD State Meeting to show people how to access the photos.
- ✓ A National Land and Range Judging Contest Steering Committee meeting has been scheduled for March 5. The Committee is looking for a new practice site since the Lake Arcadia site is not available this year.
- ✓ Mink stated the actual cost of his trip to the NACD meeting was slightly more than he estimated. The total cost was approximately \$1588.
- ✓ Mink will attend the final session of his Nature Conservancy Leadership Academy on Thursday. There will also be a graduation in March.
- ✓ On Friday, February 21, Mink will be assisting Commonwealth Farms with interviews for their internship. They have received 14 applications for the position which will receive funding through the District's NRCS grant agreement.
- ✓ Mink is working with Derryberry and Associates, owner of the building across the parking lot from the district office, to put in a pollinator plot near their building. He will use funds from the OACD \$500 mini grant for the project. Plans are to install the plot on March 27.
- ✓ Mink has made plans with Will Rogers Gardens for follow-up and expansion of their pollinator area on May 19.
- ✓ Inmon assisted the Oklahoma Conservation Commission with their education booth during at the Agri-Tourism Conference in Edmond on February 11.

**7. CORRESPONDENCE:**

**OCC:**

Directors received copies of an email greeting from Conservation Commission Executive Director Trey Lam encouraging districts to attend the OACD Annual Meeting to take advantage of the continuing education and training opportunities provided. He also encouraged districts to invite their legislators to attend the Monday evening reception and banquet.

**8. NEW BUSINESS:** None

**9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Chair Kunze announced the next meeting was scheduled for March 4, 2020, 1:30 p.m. There being no further business, Campbell made a motion to adjourn the meeting at 3:16 p.m. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

Approved as Written:   
Chair, Board of Directors

Date: 3-4-2020

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 – February 18, 2020**

**District Manager – Don Bartolina**

- ✓ SHI work group activities
- ✓ Cost share activities
- ✓ Work on Site 4 erosion control plan
- ✓ Oklahoma Conservation Historical Society photos, contacts
- ✓ Land and range judging contest activities

**Administrative Assistant – Becky Inmon**

- ✓ Prepared January board meeting minutes, sent to directors for review, emailed December 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 and mailed 1099's to producers, mailed copies to IRS, entered information into OKTAP
- ✓ Prepared and mailed W2 information for employees, submitted information through SSA website, entered information into OKTAP
- ✓ 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 cost share claim for Clint Spencer, made payment after reimbursement
- ✓ Submitted TA grant interest report to NACD
- ✓ Submitted quarterly TA grant report to NACD
- ✓ Assisted OACDE by sending out officer voting ballots as required in the by-laws
- ✓ Updated district calendar information on website
- ✓ Assisted Sarah Blaney with information for 2501 Grant and form for dues payment, participated in 2501 grant conference call on January 16
- ✓ Ordered new checks for checking account
- ✓ Received registrations for National Land and Range Judging Contest, mailed manuals, made deposit
- ✓ Participated in Northridge Elementary Math and Science Night on January 30
- ✓ Assisted John Samuel with 1941 aerial photo
- ✓ 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

February 5, 2020

- AgLearn Information Security Awareness Training
- OACD State Meeting Presenter Discussions
  - Malarie Gotcher, City of OKC → Soil & Water Conservation
  - Mark Bays, OK Forestry Services & Connie Scothorn, CLS & Assoc. → Conservation Landscaping
  - Brad Carl, Nature Conservancy → Science over Politics
  - Courtney Hurst, Fertile Ground → Making State Meeting zero-waste (Land Judging too)
  - Outreach for Urban Ag Panel Discussion at OACD State Meeting
- NACD Annual Meeting flight/hotel reservations
- NRCS Urban Conservation Grant Preparations
  - ezFedGrants portal correspondence
  - high tunnel meetings and planning w/ Steve Hill, Phocas Farms
  - CommonWealth Pollinator internship planning, description, and promotion
- CTA:
  - Dwight Guy
  - UCO pollinator garden
  - First Church of the Nazarene pollinator garden
  - DEQ Pollinator garden
- began prepping pollinator beds at the office
- Soil Health 101 Planning Meeting
- Re-seeding of experimental prairie sites at Bickham-Rudkin Park, OKC Zoo, and Will Rogers Park
- Pollinator sign agreements for TNC
- approached neighboring offices about pollinator gardens using OACD mini-grant
- \*\*ODAFF surplus truck → successful test drive → OCC completed inspection & maintenance
  - OCC will hand over truck in working order
  - See insurance quotes for potential rates

**Recent Events:**

- OCLA Field Trip → The Gathering Place, Tulsa → January 14<sup>th</sup>

**Upcoming Events:**

- NACD National Meeting → Feb. 8<sup>th</sup>-11<sup>th</sup> → Breakout Session presentation on experimental prairie plots
- Tentative dates for beginning hoop house construction w/ NE OKC Farmer's Market → March 7<sup>th</sup> & 14<sup>th</sup>

**February Areas of Focus:**

- Finalize Urban Ag Panel participants for OACD State Meeting
- interviews for CommonWealth internship → NRCS grant
- Confirm details of hoop house construction → NRCS grant
- begin thinking about dates for experimental prairie plot workshops