

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

**Date and Time:** Wednesday, January 8, 2020, 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  
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 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 9:05 a.m. on January 7, 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 December 4, 2019, Regular Meeting:**

Directors received a copy of the December board meeting minutes for review. After review, Moehle made a motion to approve the December minutes as amended. Straughn seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, 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 December 31, 2019:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of December 1-31, 2019. (Attachment 1) Moehle made a motion to approve the December financial statement as presented. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0. The Board reviewed copies of the December checking account and money market statements, credit card statement, and the NACD and OACD grant funding reports included with the financial statement.

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

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

**3c. Archaeology Assistants Payroll and Timesheets for Month Ending December 31, 2019:**

Directors reviewed the payroll and timesheets for the archeology assistants Mary Brinkley, Taylor Emery, and Manuel Marin. Straughn made a motion to approve the archaeology assistant's payroll and timesheets for December. Moehle seconded the motion. Aye votes: Campbell, Moehle, Godfrey, Straughn and Kunze. Nay votes: none. Motion passed 5-0. Kunze stated she and Bartolina would be contacting K.C. Kraft to discuss some issues with Brinkley's employment. She hopes to report to the board next month.

**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 \$6,142.82 and the special project claim for the archaeology assistants was \$733.58. Campbell made a motion to approve the district's reimbursement claims to OCC. Moehle 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. Monthly NRCS Performance Worksheet:**

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

**4b. Program Year 20 Cost Share Report, Discuss Possible Cancelation of John Chrisman Performance Agreement, Discuss Possible Approval Performance Agreement Extension for Parkhurst Ranch LLC:**

The Board reviewed the Program Year 20 Cost Share report. Participants 3R Farms LLC and Gary Moore completed their practice and a claim has been filed with the Commission. Participant Clint Spencer has completed his practice and the acreage has been certified. His claim will be ready to file soon as he submits all his receipts. Paula Parkhurst has indicated she would like an extension to her performance agreement and that she does intend to complete the work. Bartolina asked her to provide a written request to the Board for an extension. Staff is working with her bookkeeper to get the written request. Bartolina recommended the Board go ahead and approve her extension. Campbell made a motion to approve a performance agreement extension to March 31, 2020, for Parkhurst Ranch LLC. Straughn seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0. Technician Nick Owen made a visit to the John Chrisman farm to lay out his pond; however, a suitable pond site with clay soil could not be found. Since he would need to bring in clay soil to line the pond, Mr. Chrisman has indicated he cannot build the pond at this time with the amount of funding he was allocated. Staff asked Mr. Chrisman to send in a written request to have his performance agreement canceled, but a written request has not been received. His current performance agreement deadline is March 31, 2020. Godfrey made a motion to table the cancelation of the Chrisman performance agreement until he sends a written request. Straughn seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

**4c. Discuss OACD Annual Meeting in February, Review Agenda, Discuss Registration:**

Directors were provided information regarding the upcoming OACD Annual Meeting scheduled for February 23-25, 2020, at the Edmond Convention Center. Directors reviewed the agenda for Monday and Tuesday. Lt. Governor Matt Pinnell, NRCS Associate Chief Kevin Norton, and NACD President Tim Palmer are among the invited speakers on Monday. The Tuesday soil health tract will add a new urban/suburban tract. There will be two tracks, one for agriculture producers and one for homeowners and/or small urban ag producers. The early bird registration package is \$245 and includes Monday lunch and banquet and Tuesday lunch. Early registrations must be received by February 7. Director Godfrey will receive a 25-year service award and director Moehle will receive a 30-year service award. Following review of the meeting information and agenda, the board agreed to make a final decision regarding attendance during the February 5 board meeting.

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

Soil Health Initiative Work Group (SHIWG) representative Bartolina reported the SHIWG met on December 20. They approved 10 applications for \$28,952 of the \$72,000 available. Applications approved were five for grass planting, three for pollinator habitat, and two for cover crops. All the applications were from East Canadian County and Central North Canadian River Conservation Districts. A second sign-up period was set for January 2 through February 14, 2020. The deadline to obligate funds is March 31, 2020. Director Campbell and Mink also attended the meeting. Campbell stated the SHI cost share was a new program that was off to a slow start in many areas around the state.

**4e. Approval Oklahoma Historical Society Gift Agreement for Black and White Photos:**

The Board reviewed a proposed gift agreement with the Oklahoma Historical Society for the donation of the district's old black and white conservation photos. If signed, the photos would become property of the Oklahoma Historical Society and would not be returned. The photos would be digitized and made available on the Gateway to Oklahoma website. The agreement would also be signed by Gary O'Neill for NRCS. Bartolina serves on the Oklahoma Conservation Historical Society Board that has been working on the project. He recommended the Board sign the agreement. Moehle made a motion to sign the agreement to gift the black and white photos to the Oklahoma Historical Society. Straughn seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

**4f. Discuss Approval Mink's Travel Expenses to Attend Annual NACD Meeting:**

Mink was asked by OACD Executive Director Sarah Blaney to assist with a presentation at the National Association of Conservation Districts (NACD) Annual Meeting being held in Las Vegas, NV, February 8-12, 2020. Mink estimated the cost to attend the meeting would be approximately \$1,370 including registration, airfare, hotel, and transportation to and from the airport. He would probably not attend the entire meeting since he will be back in school. The district currently has funds in its operating expense account that could reimburse all or most of the cost. Moehle made a motion to approve the travel expenses for Mink to attend the NACD 2020 Annual Meeting. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

**4g. Discuss Approval Annual Dues Payment for National Watershed Coalition:**

The district received its annual dues notice from the National Watershed Coalition. The Coalition is a nonprofit organization composed of national, regional, state, and local organizations, associations and individuals who advocate using watersheds as the planning and implementation unit when dealing with natural resource problems. Annual dues to the Coalition are \$75. Moehle made a motion to approve

payment of the annual dues to the National Watershed Coalition. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

**4h. Discuss Approval Annual Dues Payment to National Association of Conservation Districts:**

The Board received a request from the National Association of Conservations (NACD) for payment of annual dues. Districts have several options and payment levels including platinum, diamond, gold, silver, and bronze. The district has paid dues at the bronze level the past several years. Following discussion, Godfrey made a motion to pay a bronze level payment of \$250 for NACD dues. Straughn seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

**4i. Discuss Possible Sponsorship OACD Youth Awards Program:**

Districts received a second request from the Oklahoma Association of Conservation Districts (OACD) for assistance with funding the annual Youth Awards Program. OACD fell \$700 short of their \$5,000 goal needed to fund the program. Following discussion, Godfrey made a motion to contribute \$100 to OACD to help fund the annual Youth Awards Program. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

**4j. Discuss Availability of Used Vehicle from Oklahoma Department of Agriculture, Food, and Forestry, Possible Purchase of Vehicle by Conservation Commission with Transfer of Ownership to Conservation District:**

The District received an email from Conservation Commission Assistant Director Lisa Owen regarding an opportunity the Commission might have to acquire used vehicles from the Department of Agriculture, Food, and Forestry (ODAFF). The Commission would purchase the vehicle and transfer ownership to the district. The district would then be responsible for fuel, insurance, and maintenance. After looking over the vehicles, Owen determined only one vehicle might fit the needs of the district, as the other trucks were very high mileage and driven hard. The vehicle that might work is a 2013 Chevy Silverado. It still has high mileage, (180,203), but runs well and sounds good. ODAFF has said the district can drive the vehicle and have it inspected if they are interested. After discussion, the Board decided that Mink should go look at and drive the vehicle to see if it would work for him since he would be the one using the truck most often. Mink will report back to the Board at the next meeting.

Godfrey left the meeting at 2:26 p.m.

**4k. Review Annual Joint Plan of Operations:**

Directors reviewed the Annual Joint Plan of Operations and discussed progress. Progress was noted on several items including:

- ✓ Directors and staff attended the NACD South Central meeting July.
- ✓ Outreach workshop held at 3R Farms in July and farm tour held at Campbell farm in September.
- ✓ Local work group meeting was held with partners on October 15.
- ✓ Three natural resource day events held with schools during October. Water quality was a component of each event.
- ✓ Pollinator projects and workshops were held in four locations: Bickham-Rudkin Park in Edmond, Will Rogers Park in OKC, the OKC Zoo, and Harding Charter School. Pollinator projects also started at the district office.
- ✓ District is participating in Cost Share Program Year 20 and Soil Health Initiative Cost Share Program Year 21.
- ✓ Staff has worked to identify partners for pollinator projects and for the NRCS grant.

- ✓ Staff presented a program to the Girl Scouts at Choctaw in September.
- ✓ Staff attended Active Shooter and other training opportunities through NRCS.
- ✓ Staff and director Campbell attended the annual meeting of the Oklahoma Black Historical Research Project held in Oklahoma City in December.
- ✓ Staff has recruited volunteers to assist with pollinator projects and natural resource day events.
- ✓ Directors completed employee evaluations in November and December and reviewed the evaluations with employees.
- ✓ The district's annual compilation was completed and submitted to OCC and the Oklahoma County Clerk in November.
- ✓ Staff and directors attended the OACD Area 2 meeting held in Oklahoma City in November. District also hosted the meeting.
- ✓ District reviewed its Local Operational Agreement and Cooperative Working Agreement with NRCS in September. New copies of both agreements should be coming out soon.
- ✓ The district continues to manage its Technical Assistance grant with NACD for the archaeology assistants and other grant projects through OACD.

#### **4l. Education Report:**

- ✓ The final local poster contest presentation was made at Grove Valley Elementary on December 13.
- ✓ The district was notified that Siya Pasula has won the 4<sup>th</sup> grade division of the OACD State Poster Contest. This is three years in a row for her to win her division at the state contest. The award will be presented on Sunday afternoon, February 23, during the Youth Awards Program at the OACD Annual Meeting. Inmon will notify Siya and her parents through the school.
- ✓ Teacher Linda Frantz invited the district to participate in the Putnam City Northridge Elementary Math and Science Night on January 30, 6:00-7:30 p.m. She requested the district have two booth spaces, one with the Enviroscape and another activity. The event runs similar to ScienceFest in that students come and go and don't stay long at each activity. Becky Zawalski, Blue Thumb educator, has agreed to help with the event. She will run the Enviroscape and Inmon plans to get a wildlife trunk and set up a skins and skulls display.

#### **5. REPORTS:**

##### **5a. NRCS Activities:**

Report presented by Stephanie Guy.

- Guy is working on the last of four CSP payments to producers.
- NRCS has scheduled a Conservation Desk Top training in Oklahoma City on January 16. Desk Top will replace the current planning program.
- The Central Zone Technical Committee will meet in Oklahoma City on January 14.
- There is still no deadline set for EQIP or CSP. Offices are still taking applications.

##### **5b. District Directors:**

Director Campbell attended the Governor's Water Conference in December and stated it was a good meeting. Conservation Commission Executive Director Trey Lam spoke during the conference. Campbell was surprised to hear how many small towns were losing water through aging and leaking water systems.

##### **5c. District Staff:**

(Reports attached to original minutes.)

- ✓ Inmon stated she got a new computer through NRCS. The one she was using was due for replacement.
- ✓ Inmon will be working on end of year tax reports, preparing W2 and 1099's for employees and producers, filing online reports, and uploading the required information to OKTAP. She will also need to submit a quarterly report to NACD for the TA grant and prepare new year payroll forms and earnings records for all employees.
- ✓ Mink reviewed his report. He has been helping OACD with finding presenters for some of the annual meeting breakout sessions.
- ✓ Mink discussed the situation with the NRCS grant the district was awarded. He and Bartolina met with the OKC Farmer's Market representative and Steve Hill, the contractor who is going to order the high tunnel to install for the Farmer's Market. The current situation is the district will need to pay for half the high tunnel when it is ordered. The NRCS grant does not allow for any payment to the District until the grant is completed. Mink is working with NRCS to see if the district can get an exemption since it would be hard for the district to incur the full cost up front.
- ✓ Mink shared his anticipated work schedule for the spring semester. Tuesday: 7 a.m.-5:30 p.m., Wednesday: 1 p.m.-6 p.m., Thursday: 7 a.m.-12 p.m., and Friday: 1 p.m.-6 p.m. Monday will be a floating day in case work requires. He will not work most Mondays since he has a full class schedule that day. Campbell made a motion to approve Mink's work schedule for the spring semester. Straughn seconded the motion. Aye votes: Moehle, Campbell, Straughn, and Kunze. Nay votes: none. Motion passed 4-0.

## **6. CORRESPONDENCE:**

### **6a. NACD-Success Story:**

NACD will be publishing a pamphlet of success stories to be distributed during the 2020 Annual Meeting. One of the articles featured is about the district's technical assistance grant through NACD for the archaeology assistants, and their helping NRCS with researching cultural resource records for ground-disturbing projects.

### **6b. News Release on Next Generation Leadership Institute:**

Directors were provided a copy of the News Release from the Conservation Commission regarding the acceptance of director Campbell and Kay County director Joe Caughlin as members of the inaugural class of the Next Generation Leadership Institute of the National Conservation Foundation. Director Campbell also serves as Area 2 Commissioner and Director Caughlin serves as a Vice President for OACD.

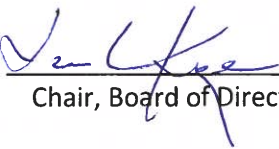
### **6c. Other Correspondence Forwarded to Directors:**

Other messages forwarded to the Board during the month were the OCC 2019 Christmas Greetings, Happy Holiday from NACD message, and the State Cost Share PY 19 annual report.

## **7. NEW BUSINESS: None**

## **8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Chair Kunze announced the next meeting was scheduled for February 5, 2020, 1:30 p.m. There being no further business to discuss, Campbell made a motion to adjourn the meeting at 3:00 p.m. Straughn seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

Approved as Written:   
Chair, Board of Directors

Date: 2-18-2020

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 – January 8, 2020**

**District Manager – Don Bartolina**

- ✓ Contacted Paula Parkhurst regarding her cost share agreement
- ✓ Assisted NRCS with scheduling ONE Course
- ✓ Attended Soil Health Initiative work group meeting
- ✓ Attended OACD luncheon
- ✓ Met with Ben Pollard with Oklahoma Conservation Historical Society

**Administrative Assistant – Becky Inmon**

- ✓ Prepared December board meeting minutes, sent to directors for review, emailed November 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)
- ✓ Made poster contest award presentations at Grove Valley on December 13
- ✓ Attended NRCS Central Zone meeting in Oklahoma City on December 16
- ✓ Attended Open Meeting Act Seminar at Metro Tech on November 19
- ✓ Assisted participants with Cost Share Program Year 20 as needed, filed claim for 3-R Farms and Gary Moore
- ✓ Received early registrations for National Land and Range Judging Contest, mailed manuals
- ✓ Posted district education and program updates to Facebook during month
- ✓ Updated Earth Team volunteers information for NRCS
- ✓ 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

January 8, 2020

- AgLearn Cultural Resources Training
- Facebook posts → project updates and other information sharing
- Collected and redistributed new signage to prairie sites
- Ordering of supplies and materials for Spring prairie monitoring
- Pick-up of native grass hay bales for prairie sites
- planning for OACD meeting w/ Sarah & Amy
- OACD State Meeting Presenter Research and Outreach
- Prairie Soil Samples collected and submitted to OSU
- Soil Health Initiative Cost-Share Meeting
- Joe's Addiction CTA and partnership discussion
- NACD Annual Meeting cost approximation
- Nature Conservancy Reading and Research
- cleaned up office space and organized tool storage room

**Recent Events:**

- Seed & Hay Follow-up with Harding Charter Students → December 13<sup>th</sup>
- Cultural Resources Training → December 11<sup>th</sup> & 12<sup>th</sup>

**January Areas of Focus:**

- Finalize dates/timing of NRCS grant with Commonwealth Urban Farms, and NE OKC Farmer's Market
- Finalize Urban/Suburban Presenters for OACD State Meeting

**\*\* Anticipated Work Schedule for Spring Semester \*\***

Monday: floating (7am-9am)

Tuesday: 7am-5:30pm

Wednesday: 1pm-6pm

Thursday: 7am-12pm

Friday: 1pm-6pm