

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

Date and Time: Wednesday, June 5, 2019, 1:30 p.m.

Members Present: Debbie Straughn, Vice Chair
Rick Godfrey, Treasurer
Mark Moehle, Member
Phil Campbell, Member

Member Absent: Jan Kunze, Chair

Others Present: Rebecca Inmon, Administrative Assistant
Don Bartolina, District Manager
Kevin Mink, Urban Soil Health Specialist
Richard Parker, Associate Director
Brandon Burns, District Conservationist, NRCS
Stephanie Guy, Soil Conservationist, NRCS

1. CALL TO ORDER:

Acting Chair Godfrey called the meeting to order at 1:30 p.m., and he noted that a quorum was present and business could be conducted. Godfrey 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 10:50 a.m. on June 4, 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 May 8, 2019, Regular Meeting:

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

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

3a. Financial Statement for Period Ending May 31, 2019:

The Board reviewed the financial statement including the accounts payable and receivable for the period of May 1-31, 2019. (Attachment 1) Inmon noted the March mileage check written to Brinkley had been lost, and a replacement check was included with the June bills payable. Campbell made a motion to approve the May financial statement as presented. Moehle seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion carried 3-0. The Board reviewed copies of

the May bank statements, credit card statement, NACD funds report, and pollinator grant report included with the financial statement.

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

The payroll sheets and time and leave records for district staff Inmon and Mink and part-time archeology assistants Brinkley, Emery, and Marin were reviewed. Moehle made a motion to approve the employee payroll sheets and time and leave records for May. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion carried 3-0.

3c. District's Monthly Reimbursement Claims:

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission (OCC). The regular claim for salaries and operating expense was \$5,459.29, and the special project claim for the archeology assistants was \$1,032.90. Inmon noted there was \$1,273.06 in the operating expense account. Remaining funds can be used for NACD meeting registration, unemployment, and purchasing needed office supplies and education materials. Moehle made a motion to approve the district's reimbursement claims to OCC. Campbell seconded the motion. Campbell, Moehle, and Godfrey. Nay votes: none. Motion carried 3-0.

4. PROPOSED EXECUTIVE SESSION - CONSIDERATION & POSSIBLE ACTION TO VOTE IN OPEN SESSION:

4a. To Enter Executive Session as Authorized by the Open Meeting Act, Title 25 Oklahoma Statutes, Section 307 (B)(7) to Review Conservation Plans for Paula Parkhurst, 3R Farms LLC, and Clint Spencer:

Campbell made a motion to enter executive session as authorized by the Open Meeting Act, Title 25 Oklahoma Statutes, Section 307 (B)(7) to review the conservation plans for Paula Parkhurst, 3-R Farms LLC, and Clint Spencer. Moehle seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion carried 3-0. Acting Chair Godfrey designated Inmon to take the minutes and allowed everyone present to remain in the meeting. The board entered executive session at 1:38 p.m.

4b. Executive Session for Discussion of Conservation Plans Described in Item 4a:

Minutes of the executive session are filed separately as required by the Open Meeting Act.

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

The board returned to open session at 1:43 p.m. Godfrey established that a quorum was present and the regular meeting could continue.

4d. Vote on Actions or Motions Related to Review of Conservation Plans:

Moehle made a motion to approve the conservation plans for Paula Parkhurst, 3-R Farms LLC, and Clint Spencer. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion carried 3-0.

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 May. Guy noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the May worksheet. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion carried 3-0.

5b. Oath of Office and Loyalty Oath for Mark Moehle:

Inmon administered the Oath of Office and Loyalty Oath to director Mark Moehle. Director Moehle was appointed to a new two-year term of office which expires on June 30, 2021.

5c. 2501 Program-Discuss 3rd Quarter Outreach and Program Objectives:

The District needs to begin planning a second outreach program to be held in late June or early July. Soil health and invasive species were identified as the two main resource concerns on surveys taken at the previous outreach meeting. Wet weather has prevented field visits, but staff will be in contact with CARE Champions Davis and Pittman about making visits when conditions allow. Staff will complete the Pittman interview when making his field visit. The board discussed possible outreach ideas and locations. A planning session for the outreach meeting will be scheduled the following week. Campbell stated there was a chance the 2501 Program would be continued on a multi-year basis.

Straughn entered the meeting at 2:00 p.m.

5d. Program Year 19 Cost Share Update, Discuss Cancelation of Performance Agreement for Jeremy Johnson, Discuss Performance Agreement Extensions for Joe DeLozier and Dwight Guy:

Mink spoke to participant Jeremy Johnson, and he is unable to complete his pond project this year. The sandy soil conditions and lack of drainage area made it difficult to find a suitable pond location on the property. Johnson wanted to investigate the possibility of hauling in clay from another location, but he has decided not to pursue that option at this time. Moehle made a motion to cancel the performance agreement for Jeremy Johnson. Campbell seconded the motion. Aye votes: Straughn, Campbell, Moehle, and Godfrey. Nay votes: none. Motion carried 4-0. Joe DeLozier and Dwight Guy have made requests for a performance agreement extension due to wet weather conditions. Moehle made a motion to extend the performance agreement deadlines for Joe DeLozier and Dwight Guy to July 31, 2019. Straughn seconded the motion. Aye votes: Straughn, Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 4-0.

5e. Review State Cost Share Program Year 20 Applications, Select Successful Applicants and Alternates, Establish Maximum Cost Share Payment for each Applicant, and Establish Completion Date for Practices:

Directors reviewed the list of nine applications received for Program Year 20 cost share assistance, including the estimate of district cost share assistance needed and score on the district's selection criteria and priority ranking system. One of the applicants was not eligible because he completed the practice before receiving approval. The District has only \$13,000 in cost share funds to allocate to participants. Bartolina recommended the Board approve the three applicants with the highest priority ranking criteria and to approve the remaining five applicants as alternates. Moehle made a motion to approve 3R Farms LLC and Clint Spencer for brush management at a maximum cost share rate of \$5,000 and to approve Paula Parkhurst for brush management at a maximum cost share rate of \$3,000 with an established completion date of September 20, 2019, for all three practices. Straughn seconded the motion. Aye votes: Straughn, Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 4-0. Parkhurst needed \$3,278.23, but there was only \$3,000 remaining to apply to her performance agreement. Her performance agreement can be amended to fully fund the practice if additional money becomes available. Moehle made motion to approve Gary Moore, Willard E. Davis, Norman Perotka, Phillip Webb, and John Chrisman as alternates in the order ranked and with the maximum cost share rate listed on the priority ranking sheet as reviewed. Campbell seconded the motion. Aye votes: Straughn, Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 4-0. A complete list of

approved applicants and alternates with agreement numbers, practice, maximum cost share rate, and established completion dates are list in the following chart:

Name	Agreement #	Practice	Maximum Cost Share Rate	Completion Date
<i>Approved Applicants</i>				
3-R Farms LLC	56-020-005	314 Brush management	\$5,000	Sept 20, 2019
Clint Spencer	56-020-007	314 Brush management	\$5,000	Sept 20, 2019
Paula Parkhurst	56-020-001	314 Brush management	\$3,000	Sept 20, 2019
<i>Approved Alternates</i>				
Gary Moore	56-020-009	314 Brush management	\$1,942.06	Dec 20, 2019
Willard E. Davis	56-020-002	314 Brush management	\$1,425.95	Dec 20, 2019
Norman Perotka	56-020-003	314 Brush management	\$1,608.06	Dec 20, 2019
Phillip Webb	56-020-006	642 – Water well	\$3,430.22	Dec 20, 2019
John Chrisman	56-020-004	378 – Pond	\$5,000	Dec 20, 2019
		Total Funds		\$13,000
		Obligated Funds	\$13,000	

5f. Review and Discuss Approval Draft Copy of JAPO for FY 2020:

Directors reviewed a draft copy of the Joint Plan of Operations (JAPO) for July 1, 2019 – Sept. 30, 2020. The JAPO was developed using the same conservation priority concerns and programs addressed in the Long Range Plan. Following review, Straughn made a motion to approve the draft JAPO for July 1, 2019 – Sept. 30, 2020, as presented. Moehle seconded the motion. Aye votes: Straughn, Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 4-0. The draft JAPO will be submitted to the Conservation Commission for approval.

5g. Review and Approval Watershed Inspection Reports for 2019:

Soil Conservationist Stephanie Guy reviewed the annual watershed inspection reports for Bear Fall Coon Site 32 and Kickapoo Nation Site 4. The inspections were conducted by Guy, Mink, and director Campbell. No major issues were noticed on Site 32; however, the water level was too high and the inlet structure was not visible. The structure will need to be looked at again when the water level recedes. The landowner made progress in addressing some of the issues on Site 4 noted in the last inspection, but the area around the pipe needs to be fenced off due to erosion caused from cattle trails. Burns suggested having OCC watershed technician Johnny Pelley come out and look at the site to see if additional repairs are needed. Campbell made a motion to approve the watershed inspection reports on Bear Fall Coon Site 32 and Kickapoo Nation Site 4. Moehle seconded the motion. Aye votes: Straughn, Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 4-0. The watershed inspection reports will be filed with the Conservation Commission and uploaded to NRCS DamWatch.

5h. Review Agenda, Discuss Approval to Attend NACD South Central Meeting on July 21-23:

The NACD South Central Region meeting will be held at the WinStar Convention center and Casino In Thackerville, Oklahoma, on July 21-23, 2019. The morning session on Monday will include partnership reports and success stories, water quality initiatives, Chickasaw Nation projects, and Tribal conservation in Oklahoma. Monday afternoon will include three tour stops and conclude with dinner Monday evening. The Tuesday session includes pollinator and soil health discussions in the morning and a NACD listening session on Tuesday afternoon. Registration to attend the meeting is \$250/person if registering before June 15, and it includes all meals except breakfast. The South Central Region is comprised of

Oklahoma, Arkansas, Louisiana, and Texas, and each state host the event on a rotating basis every four years, with this being Oklahoma's year. Moehle made a motion to approve attendance for up to four people to attend the NACD meeting including registration and two nights motel expense. Straughn seconded the motion. Aye votes: Straughn, Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 4-0. The district staff will plan to attend along with director Campbell. Director Campbell's registration and meeting expense will be covered by the Conservation Commission since he serves as Area II Commissioner. Inmon will contact Chair Kunze to see if she is available to attend the meeting before mailing in the registration and making motel reservations.

5i. Review and Approve New Cooperative Agreements:

Directors reviewed the new cooperator agreements up for approval for Norman Perotka #2843 and Gary Moore #2844. Perotka and Moore are cost share applicants that have been approved as alternates in Program Year 20. Moehle made a motion to approve the new cooperator agreements for Norman Perotka and Gary Moore. Campbell seconded the motion. Aye votes: Straughn, Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 4-0.

5j. Education Activities Report:

- ✓ May 13 – The district sponsored a natural resource day event with Putnam City Northridge 5th grade students at Lake Arcadia. It was a great turnout with 125 students plus teachers and some parents participating. It was the largest group of students the district has hosted at one event. Ben and Laura Pollard, Mo Rice of the Forestry Services, and the Wildlife Department fishing volunteers assisted with the event. The teacher contact, Angela Owen, emailed the district after the event, and said she thought it was an amazing field trip. She asked for names and addresses of volunteers so the students could send thank you notes.
- ✓ May 24 – The district partnered with the Boys and Girls Club of Oklahoma City, to do a pollinator prairie installation at their site. The volunteer turnout was disappointing, and the group was only able to install about half the prairie that was planned. The Boys and Girls Club kept the remaining plants, and they will work on getting the area completed.
- ✓ June 1 – The district hosted a 'Monitoring Pollinator Prairies' workshop at Crown Heights Park. Participants were very interested, and Mink was able to gain some good feedback from them that will help improve monitoring projects.
- ✓ June 8 – Partnering with Will Rogers Park in a pollinator prairie installation in an area at the Park. About 15 people have signed up to help with the planting. There should be future opportunities for education programs in the area. The Park is wanting to get educational signage installed in the prairie area as well.

6. REPORTS:

6a. NRCS Activities:

Report presented by Stephanie Guy.

- ✓ Guy attended the Langston University Small Farmers Conference on May 21-23 at the Reed Conference Center in Midwest City. It was a good educational event.
- ✓ All the approved EQIP applications have been obligated except one.
- ✓ Guy will be working on conservation plans for the approved alternates in the cost-share program.
- ✓ Team 10 will have a personnel meeting in Kingfisher on June 17 at 10 a.m.

6b. District Directors:

- ✓ Campbell hosted attendees to the Langston Small Farmers Conference at his farm. He also gave a presentation about the farm later at the conference. Several people were interested in USDA Programs. Communication issues may have contributed to conference attendance being down. Campbell said it was good to see the District and OCC with an information booth at the conference.
- ✓ Campbell stated he had fun assisting with the District’s NRD at Arcadia on May 13.
- ✓ He complimented Mink on the good work he has been doing with Amy Seiger, Soil Health Coordinator at the Conservation Commission.

6c. District Staff:

(Report attached to original minutes.)

- ✓ Inmon stated she planned to use some vacation days in the coming weeks.
- ✓ Mink attended another session of the Nature Conservancy Leadership Academy dealing with Oklahoma history. The next session will be at the Tallgrass Prairie Preserve on June 20.
- ✓ Mink reported he is working with OACD on a grant proposal through the Kirkpatrick Foundation. Initial response to the proposal was good. He is also working on a grant through NRCS for urban conservation projects.

7. CORRESPONDENCE:

Field Day:

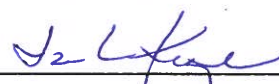
There will be a field day at the Ray Penn farm on June 8. The field day includes USDA-NRCS conservation practices, a soil health demonstration, plant ID, and solar water well systems. Lunch is provided. The field day is being sponsored by the Oklahoma Farmers and Ranchers Association. Mr. Penn, a resident of Logan County, serves as a CARE Ambassador and is a member of the Oklahoma Black Historical Research Project.

8. NEW BUSINESS: None

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Acting Chair Godfrey announced the next meeting was scheduled for July 3, 2019, 1:30 p.m. Straughn made a motion to change the meeting date to July 10 to avoid meeting close to the July 4 Holiday. Campbell seconded the motion. Aye votes: Moehle, Straughn, Campbell, and Godfrey. Nay votes: none. Motion passed 4-0. There being no further business, Campbell made a motion to adjourn the meeting at 2:59 p.m. Straughn seconded the motion. Aye votes: Moehle, Straughn, Campbell, and Godfrey. Nay votes: none. Motion passed 4-0. The Public Meeting to review the District’s Long Range Plan is scheduled to begin at 3:00 p.m.

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| <p>Cc: Oklahoma Conservation Commission
 Larry Wright, President, OACD
 Keith McFerran, Area II Director, OACD
 Brent Pannell, ASTCFO, Zone 2, NRCS
 House Members, Oklahoma County</p> | <p>Phil Campbell, Area II Commissioner
 Joe Caughlin, Vice President, OACD
 Gary O’Neill, State Conservationist, NRCS
 Brandon Burns, District Cons, Team 10
 Senate Members, Oklahoma County</p> |
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Approved as Written: 
 Chair, Board of Directors

Date: 7-10-19

Oklahoma County Conservation District District Employees Report – June 5, 2019

District Manager – Don Bartolina

- ✓ Worked 38 volunteer hours during the month of May.
- ✓ Assisted with National Land and Range Judging Contest on May 1-2
- ✓ Assisted Inmon and Mink in developing the Joint Plan of Operations

Administrative Assistant – Becky Inmon

- ✓ Prepared May board meeting minutes, sent to directors for review, emailed April approved minutes to OCC and partners
- ✓ Prepared and submitted reimbursement claims to OCC
- ✓ Reconciled monthly bank statement and balanced checkbook
- ✓ Prepared monthly financial statement, monthly payroll tax reports
- ✓ Updated all financial worksheets including pollinator grant and NACD TA grant funds
- ✓ Prepared monthly payroll records and timesheets for staff and archeology assistants, updated earnings records for all employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Submitted Notice of Public meeting to Edmond Sun newspaper
- ✓ Assisted producers with Cost Share Program Year 19 as needed
- ✓ Prepared for and assisted with natural resource day event with Northridge Elementary at Lake Arcadia on May 13
- ✓ Assisted OACD with follow-up from National Land and Range Judging Contest, preparing invoices and receiving registration on PO, preparing and mailing thank you letters to sponsors, making deposits as needed
- ✓ Prepared OACDE board meeting minutes, distributed to employees
- ✓ Assisted Mink and Amy Seiger in preparing information for a booth at the Small Farmers Conference in Midwest City
- ✓ Assisted Mink with pollinator prairie installation at Boys and Girls Club on May 24
- ✓ Worked with Bartolina, Mink, and NRCS partners to develop Joint Plan of Operations for FY 2020
- ✓ Prepared information for directors to review Program Year 20 cost share applications and ranking
- ✓ 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 applicants, and other duties as needed

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

June 5, 2019

- CTA with Nick Owen → flooding and erosion control issues at one Piedmont and one Nicoma Park site
- state cost-share assessment w/ Stephanie → cedar control → Parkhurst Ranch & Pumpkin Patch
- Bluebird Nursery plant delivery and organization for different planting events
- Confirmed and shared/posted information about prairie maintenance and installation events
- City of Edmond → pollinator prairie site consult and strategy discussion
- Prairie plot maintenance at the office
- Discussion regarding Soil Health/Prairie Monitor volunteer structure with Cheryl and Amy
- Prep work for projects → tool and mulch pick-up, signage, site logistics, participant updates
- Kings Gate Christian School CTA → looking to protect/preserve wetland adjacent to property
- Monarch EQIP application consult → Growing Payne's U-Pick Farm in Mustang
- County Flood Control Structure Inspection
- Pollinator week article for City of OKC water conservation newsletter
- County flood control structure annual inspection w/ Phil and Stephanie
- Further research and updates on vegetation monitoring methods following participant feedback
- Developed event participation tracking information spreadsheet
- started collecting email addresses for an OCCD email distribution list

Recent Events:

- OCLA Lunch n' Learn on OK Natural History
- Natural Resource Day at Arcadia Lake → 125 Northridge students
- Pollinator Prairie Installation at Freedom Farms → 9 participants
- Prairie Maintenance Project at Crown Heights Park (cancelled) → 3 participants
- Prairie Installation at Boys & Girls Club (rescheduled event) → no outside participants ☹️
- Prairie Monitoring & Maintenance at Crown Heights Park (rescheduled) → 5 participants
- Information Table at Small Farmers Market Conference w/ Langston University → ~50 people engaged

Upcoming Events:

- Prairie Installation at Will Rogers Gardens on Saturday June 8th 8am-11am
- Summer Fire Field Day, OSU Research Range, Stillwater June 13th
- OCLA Class → Grassland Conservation & Fire on June 20th
- Weeklong Conservation Planning Course in Stillwater June 24th-28th

June Areas of Focus:

- NRCS Urban Conservation Project Grants
- OACD Pollinator mini-grants
- Update & Finalize Research methods, technical notes, and data sheets