

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

Date and Time: Wednesday, March 4, 2020, 1:30 p.m.

Members Present: Jan Kunze, 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
Richard Parker, Associate Member

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 9:15 a.m. on March 3, 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 February 18, 2020, Regular Meeting:

Board members received a copy of the February minutes for review. Moehle made a motion to approve the February minutes as written. Campbell 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 February 29, 2020:

The Board reviewed the financial statement including the accounts payable and receivable for the period of February 1-29, 2020. (Attachment 1) Godfrey made a motion to approve the February financial statement as presented. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. Inmon stated the district would need to transfer funds from the money market account to make the 2nd half payment to Phocas Farms for the high tunnel being built for OKC Farmer's Market. The high tunnel will be delivered to the site on March 6. Following discussion, Moehle made a motion to transfer \$4,000 from the money market account to the checking account. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. The

Board also reviewed copies of the February checking and money market statements and the NACD and OACD grant reports included with the financial statement. No charges were made to the credit card.

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending February 29, 2020:

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

3c. Archaeology Assistants Payroll Sheets and Timesheets for Month Ending February 29, 2020:

Directors reviewed the payroll and timesheets for the temporary employees, archeology assistants Taylor Emery and Manuel Marin. Campbell made a motion to approve the archaeology assistants' payroll and timesheets for February. Moehle 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 \$8,621.22, and the special project claim for the archaeology assistants was \$698.61. Campbell made a motion to approve the district's reimbursement claims to OCC. Moehle 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 Mary Brinkley:

Campbell 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. Godfrey 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 1:58 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. Godfrey 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 terminate the employment of Mary Brinkley effective immediately. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Moehle abstained. Nay votes: none. Motion passed 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 February. Guy noted the district staff had assisted with all required tasks as needed. Campbell made a motion to approve the February worksheet. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

5b. Cost Share Program Reports, PY 20 and SHI PY 21:

- The Board reviewed the Program Year 20 Cost Share report. Participant Paula Parkhurst reported she has completed the work she intends to do. Guy will be contacting her to schedule a field visit to check out the practice. Participant Earl Davis reported he is working to secure a contractor and hopes to begin work within a week. John Chrisman has not made a formal request to cancel his agreement. Staff will contact him again in March.
- The Soil Health Initiative Work Group (SHIWG) met on February 19 and approved an additional five cost share applications for Soil Health Initiative (SHI) Cost Share Program Year 21. Applications approved for the first two sign up periods totaled \$44,277 leaving an additional \$27,723 in funds. The SHIWG approved a third sign-up period for the SHI Program to extend through March 20. That will be the final sign-up period since money must be allocated by March 31.

4c. Review Guidelines for Cost Share Program Year 22, Vote on District Participation, Vote on Required Items 1-7:

Directors were emailed a copy of the Cost Share Program Year 22 Guidelines to read prior to the meeting. Staff reviewed changes from the previous year including: 1) districts will not be allowed to carry over unobligated funds, 2) maintenance is now part of the performance agreement, 3) no need to designate technical representative--NRCS will serve as the technical representative and is required to sign the Certification of Completion and Acceptance form, 4) change in the maximum payment rate to \$7,500 and change in the maximum cost share rate to 85%, and 5) district ranking system must be developed and approved by OCC prior to the application process. Oklahoma County received \$16,000 for Program Year 22. A conservation plan must be developed for each approved applicant. After reviewing the cost share program guidelines, directors discussed and voted on items 1-7 as follows:

Item 1) Campbell made a motion for the District to participate in State Cost Share Program Year 22. Godfrey seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0.

Item 2) Campbell made a motion that board members not be allowed to participate in Cost Share Program Year 22. Moehle seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0.

Item 3) Campbell made a motion to designate all district board members as authorized district representative. Moehle seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0.

Item 4) Bartolina recommended the board approve four practices in priority order, 314-brush management, 642-water wells, 378-ponds, and 512-forage and biomass planting and the associated average costs as stated in the Program Year 22 guidelines. (See attachment). Moehle made a motion to approve the four practices and established average cost share rates as recommended by Bartolina. Godfrey seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0.

Item 5) Bartolina recommended the Board set a maximum cost share rate of 85% with a minimum cost share payment of \$500 and a maximum cost share payment of \$5,000. Godfrey made a motion to

establish the maximum cost share rate of 85% and the minimum cost share payment of \$500 and maximum cost share payment of \$5,000 as recommended by Bartolina. Campbell seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0.

6) Directors reviewed the proposed ranking sheet developed by Bartolina. Brush management receives 1,000 points plus additional points for percent of canopy. Water well receives 750 points and ponds receive 500 points with additional points being awarded for lack of water resource or distance from other water resources. Forage and biomass planting receive 250 points with additional points for tons soil saved. An applicant will receive 25% deduction in total points if he/she had an incomplete or canceled agreement within the last three cost share program years. Moehle made a motion to approve the proposed ranking sheet as recommended by Bartolina. (See attachment). Godfrey seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0. The ranking sheet will be sent to the Conservation Commission for approval. The district should receive word on approval within a week.

7) Bartolina recommended the Board establish March 16, 2020, through April 17, 2020, as the initial application period for Cost Share Program Year 22. Moehle made a motion to establish the sign-up period as March 16 through April 17, 2020, as recommended and to advertise the program in the Edmond Sun, on social media, and through flyers and email contacts. Campbell seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0.

5d. Accept Resignation of Director Straughn, Discuss Possible Candidates for Appointment to Unexpired Term in Position #3:

Directors reviewed a copy of the resignation letter from Director Debbie Straughn. Straughn and her husband have decided to move their permanent residence to Cleveland County, and she has resigned effective March 1, 2020. Directors will need to recommend someone for appointment to fill the remainder of her current term, elected Position #3, which does not expire until June 30, 2022. Following discussion, Moehle made a motion to extend an invitation to Laura Pollard regarding the position, and if she accepts, to recommend Pollard to serve the remainder of the unexpired term. Godfrey seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0. The Board asked Bartolina to contact Pollard to see if she was interested in serving as a director.

5e. Discuss Appointment of District Director:

The appointed director position currently held by Rick Godfrey expires on June 30, 2020. Campbell made a motion to recommend appointment of Rick Godfrey to a new two-year term on the Board of Directors. Moehle seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0. Recommendation for Appointment of District Director forms were completed and signed and will be sent to the Conservation Commission for approval.

5f. Set Dates for Publishing Notice of Filing Period for District Director Position #1:

The term for elected position #1, currently held by Jan Kunze, expires on June 30, 2020. The district must publish a Notice of Filing Period for District Director in the newspaper 2 times, one week apart, within the first three weeks of April. The Edmond Sun publishes on Tuesdays and Saturdays. Campbell made a motion to publish the Notice of Filing Period for District Director Position #1 in the Edmond Sun on Saturday, April 4 and Saturday, April 11, 2020. Moehle seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0.

5g. Discuss Surplus Vehicle, Transfer of Title, Registration, and Tag:

Campbell stated he visited with Conservation Commission Assistant Director Lisa Owen about the possibility of having the surplus vehicle stay with the Commission and just be 'on loan' to the district.

However, the Commission has a quota for the number of vehicles they can have. The vehicle will most likely need to be transferred to the District. Campbell will visit more with the Conservation Commission and the tag agency to explore options for tagging the vehicle.

4h. Review Friends of Blue Thumb Mini Grant:

Directors received a copy of the mini grant proposal submitted to Friends of Blue Thumb. The proposal requests funds for a volunteer appreciation dinner and awards, with \$250 being requested for meals, \$50 for prizes, and a \$100 local contribution for prizes. The total cost of the dinner and awards would be \$400, with \$300 being grant funds and \$100 local funds. The proposal was submitted to Friends of Blue Thumb on February 28. Grant notifications will be made later in March.

5i. Discuss Site 4 Kickapoo Nations Operation and Maintenance:

Bartolina reported on operation and maintenance needs regarding Site 4 Kickapoo Nations. The district received \$3,000 in funds for repairs on Site 4. After watershed technicians Johnny Pelley and George Moore looked at the site, they determined the work could be done by OCC with their equipment. The money the district received can be released back to OCC for use on other sites. When reviewing the site, Pelley and Moore also noticed two other issues. The landowner has tilled the spillway which could cause erosion problems. In addition, they found seepage on the back slope which is very concerning. The seepage could possibly be a plugged or cracked toe drain. Pelley and Moore recommended the District request an NRCS engineer inspect the seepage problem. Campbell made a motion to write a letter to the Site 4 landowner, Mike Vorel, to advise him of the do's and don'ts of spillway maintenance. Godfrey seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0. The Board asked Bartolina to make the needed contacts to request an NRCS engineer to look over the seepage issue.

5j. Approve Easement Release for Cottonwood Creek Site #38:

The District received an easement release request from the property heirs where Cottonwood Creek Site #38 was proposed to be built. The original grantors for the easement, Robert and Alice Lawson, have passed away and the release is requested by the heirs, Mr. and Mrs. R. G. Keen of Texas. The District was a co-grantee along with Cottonwood Creek Water and Soil Conservancy District #11 which is no longer active. The easement release form was developed by Commission attorney Janet Stewart. NRCS no longer has plans to build the site. Moehle made a motion to approve the easement release for Cottonwood Creek Site #38. Campbell seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion carried 4-0.

5k. Upcoming Education and Outreach Events:

- 1) March 7: High tunnel installation workshop with the OKC Farmer's Market and Phocas Farms.
- 2) March 14: Water well testing and education event at Hillwood Baptist Church in Spencer. Participation is limited to the first 60 participants to pick up bottles which will be distributed Friday evening from 3:30-5:30 p.m. at the church. Dwight Guy is recruiting volunteers to assist Kim Shaw with testing. Cheryl Cheadle will also be presenting a groundwater model demonstration. USDA, Langston University (LU), and the National Association of Black Veterans Inc. (NABVETS) will co-sponsor the event. LU will have volunteers and NABVETS will furnish refreshments.
- 3) April 15: Conservation Day at the Capitol. Plans are to meet at the Ag Building before going to the Capitol. There will be no booths set up due to ongoing construction at the Capitol.
- 4) April 19: Earth Day Event at Stephenson Park in Edmond. District received a request to put up a booth at the event. Conservation Commission Soil Health Coordinator Amy Seiger has agreed to assist with the booth.

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

Report presented by Stephanie Guy.

- ✓ Starting March 1, Guy will be working part-time in Cleveland and McClain Counties while Travis Jones is detailed to another location. She will make servicing state cost share applications a priority.
- ✓ March 17 – Guy will be working the USDA booth at the Oklahoma Youth Expo.
- ✓ Early start waivers have been sent to EQIP applicants for grass planting. Still no deadline set yet, and there is no guarantee they will receive funding.
- ✓ NRCS will have training on the new ranking tool and cropland assessment.
- ✓ The Conservation Stewardship Program (CSP) will have some different options for landowners in the program since 2015. The 2015 CSP contract participants can renew with their current practices for one year or sign a five-year renewal which will have different practice criteria. Producers need to sign their one-year renewal by March 13 or their five-year renewal by March 20.
- ✓ Regular CSP signup continues through May 29. There will be a second round of CSP-GCI (Grassland Conservation Initiative); however, there are none in this county.

6b. District Directors:

- ✓ Campbell traveled with OACD President Larry Wright to the Readiness and Environmental Protection Integration (REPI) Conference in Tulsa. REPI is a program of the Department of Defense (DOD) where DOD supports partnerships with conservation agencies to combat encroachment that can restrict military training and testing. OACD is investigating the possibility of some new partnerships.
- ✓ Campbell and Godfrey attended the OACD Annual Meeting in Edmond. Campbell stated it was a good venue, and he thought participation by the legislators was good, with about 30-35 that attended the reception.

6c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina reported there would be a National Land and Range Judging Contest Steering Committee meeting on March 5. The Practice Sites committee is pursuing a new practice site near Lake Stanley Draper in Cleveland County. A suitable site has been located, but a letter of request needs to be sent to the City of Oklahoma City to get approval.
- ✓ Bartolina talked with OCC Wetlands Program Director Brooks Trammel regarding the wetlands request discussed at the last board meeting. Bartolina explained to Trammel the district did not know any of the landowners connected to the site, and they agreed OCC could make the contacts.
- ✓ Mink stated he planned to start work on the Derryberry pollinator planting project in March. The site is located by the office complex, near the building owned by Derryberry & Naifeh Law Firm.


7. CORRESPONDENCE:

- 1) The district received a note from OACD Executive Director Sarah Blaney thanking the Board for supporting the OACD Youth Contests.
- 2) Directors received information regarding SB 1405 giving the governor power to remove any member of a board or commission at any time subject to the provisions of the Bill. Directors were asked to contact their senators and oppose the Bill. Independent, locally led conservation efforts are critical to the effectiveness of conservation districts.

8. NEW BUSINESS: None

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for April 1, 2020, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting at 3:35 p.m. Campbell 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: 5-13-2020

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 – March 4, 2020**

District Manager – Don Bartolina

- ✓ Contact Paula Parkhurst regarding cost share agreement
- ✓ Attend Soil Health Initiative cost share Work group meeting
- ✓ Attend Sirloin Club banquet and auction in north Edmond
- ✓ Search maps and respond to wetland information request from Brooks Trammell
- ✓ Schedule Land and Range Judging Contest Steering Committee meeting
- ✓ Make field visit to possible land and range judging practice site with Amy Seiger and Blane Stacy
- ✓ Attend OACD Annual Meeting in Edmond, assist with annual Live and Silent auctions

Administrative Assistant – Becky Inmon

- ✓ Prepared February board meeting minutes, sent to directors for review, emailed January 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)
- ✓ Rescheduled regular February board meeting, notified County Clerk and OCC as required
- ✓ Prepared OACDE agendas for quarterly board meeting and annual meeting, prepared ballots for officer elections, placed order for OACDE awards for President Bratten
- ✓ Assisted Conservation Commission with information booth at annual Agri-tourism Conference at the Edmond Convention Center
- ✓ Worked with Dwight Guy and Kim Shaw to schedule groundwater screening event at Hillwood Baptist Church in Spencer on March 14, prepared event flyer
- ✓ Prepared Friends of Blue Thumb mini grant proposal, submitted to Cheryl Cheadle
- ✓ Reviewed Cost Share Program Year 22 guidelines, emailed guidelines to directors
- ✓ Attended OACD Annual Meeting at the Edmond Convention Center on February 23-25
- ✓ Contacted Amy Seiger about assisting with City of Edmond Earth Day event in April
- ✓ Received registrations for National Land and Range Judging Contest, mailed manuals, responded to W9 requests, made deposit, email meeting notice to Steering Committee, order manuals
- ✓ 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

March 4, 2020

-NRCS Grant:

- CommonWealth Urban Farms Pollinator Internship Interviews → Feb. 21st
 - hired Andrew this past week → Saturdays 9am-12pm
 - Requested W-9 from CommonWealth and Phocas Farms
 - Coordinating high tunnel delivery with Steve Hill → March 6th
- confirmed May 19th workshop at Will Rogers Gardens
- Upcoming CTA:
 - Bioswale at CommonWealth
 - Tree Canopy, Wildwood Neighborhood
- Planning for Kirkpatrick and OACD mini-grant funds
 - Materials for posting pollinator signs
 - Plant nursery outreach
- Day-of coordination of speakers at OACD State Meeting
- FB posts promoting Soil Health 101

Recent Events:

- NACD National Meeting → Feb. 8th-11th → Breakout Session presentation
- OCLA Final Workshop → Feb. 20th
- OACD State Meeting (Conservation at Home) → Feb. 25th

Upcoming Events:

- Hoop House Construction w/ NE OKC Farmer's Market → March 7th at 9am (follow-up on 14th if necessary)
- Soil Health 101 → March 10th at Will Rogers Gardens
- OCLA "Graduation" Breakfast → March 19th
- Pollinator Garden Install at Derryberry → March 27th

March Areas of Focus:

- Plant Orders and Land Prep for Derryberry
- Experimental Plot workshop dates
- Finalize AgLearn Courses for Apprentice Planner Role