

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

Date and Time: Wednesday, May 8, 2019, 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
Kevin Mink, Urban Soil Health Specialist
Richard Parker, Associate Director
Stephanie Guy, Soil Conservationist, NRCS

1. CALL TO ORDER:

Chair Kunze called the meeting to order at 1:30 p.m., and she noted that a quorum was present and business could be conducted. Kunze noted this was a regular meeting of the Board of Directors and notice of the meeting was sent to the Oklahoma County Clerk's office within the time specified by the law. The agenda was posted on the district's website: www.okcountyconservation.com and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 10:50 a.m. on May 7, 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 April 10, 2019, Regular Meeting:

Board members received a copy of the April minutes for review. Godfrey made a motion to approve the April 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 April 30, 2019:

The Board reviewed the financial statement including the accounts payable and receivable for the period of April 1-30, 2019. (Attachment 1) Godfrey made a motion to approve the April financial statement as presented. Campbell seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. The Board reviewed copies of the April bank statements, credit card statement, and the grant fund reports including the 2501 grant, NACD TA grant and pollinator grant. (Bank statements and grant reports attached to original minutes.)

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

The payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink and part-time archaeology assistants Mary Brinkley, Taylor Emery, and Manuel Marin were reviewed. Moehle made a motion to approve the employee payroll sheets and time and leave records for April. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

3c. Second Quarter 2501 Payroll Worksheets:

The second quarter 2501 grant program payroll worksheets for Bartolina and Inmon were reviewed. Moehle made a motion to approve the 2501 program payroll worksheets as presented. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, 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 \$6,593.32 and the special project claim for the archaeology assistants was \$872.22. 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. 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 EQIP Conservation Plans for Robert Cook, Ron Henry, Philip Sloan, Justin Warren, and Bill Weldon:**

Godfrey 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 Environmental Quality Incentives Program (EQIP) participants Robert Cook, Ron Henry, Philip Sloan, Justin Warren, and Bill Weldon. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. Chair Kunze designated Inmon to take the minutes and allowed everyone present to remain in the meeting. The board entered executive session at 1:40 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 2:53 p.m. Kunze 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 EQIP participants Robert Cook, Ron Henry, Philip Sloan, Justin Warren, and Bill Weldon. Campbell 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. April NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of April. Guy noted the district staff had assisted with required tasks as needed. Moehle made a motion to approve the April worksheet. Godfrey seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

5b. 2501 Program-Discuss April Outreach Surveys, Third Quarter Program Needs:

Inmon reviewed the results of the resource concern surveys taken during the 'Healthy Soils for Healthy Gardens' workshop on April 6. Soil health and invasive weeds were the highest priority concerns with soil erosion, water quality and soil quality degradation being rated next. The district will need to start planning another workshop to be held probably sometime in June and looking ahead to possible stops for a field tour in late summer or early fall. Staff will work with CARE Champions Davis and Pittman to schedule field visits and to gather information for a news release.

5c. Program Year 19 Cost Share Report-Update on Participants:

The cost share claim for Clint Spencer has been paid by the Conservation Commission and his check is ready to sign. Dwight Guy was scheduled to have his water well drilled but the driller postponed due to the wet weather. Wet field conditions have also hampered work on the other remaining projects.

5d. Report on Cost Share Program Year 20 Sign-Up:

Inmon reported there were nine applications received during the Cost Share Program Year 20 sign-up period. Six applications were received for brush removal, two for ponds, and one for a water well. Weather conditions have prevented the NRCS representative from completing all the field visits needed to determine priority ranking and eligibility. The applications should be ready for review and approval at the June 5 Board of Directors meeting.

5e. Approval Long Range Plan Draft for FY 2020-2024, Discuss Dates for Publishing Notice of Public Meeting for Review of the Long Range Plan and Date and Time to Hold Public Meeting:

The district received notification from the Conservation Commission that it's Long Range Plan for FY 2020-2024 had been approved, and the district can move forward with scheduling and holding a public meeting for review of the Long Range Plan. The notification stated the FY 2020 project outline was well developed and that mentions of watersheds, education activities, and urban efforts showed time and effort had been given to developing the plan. Districts must publish a Notice of Public meeting for Review of Long Range Plan in the newspaper two times with an interval of seven days, and at least 20 days must elapse between the date of the first publication and the date of the public hearing. After discussing a meeting date and time, Moehle made a motion to publish the Notice of Public meeting to review the Long Range Plan in the Edmond Sun newspaper on Wednesday, May 15 and May 22, and to hold the public meeting at 3:00 p.m. on June 5, 2019, at the conservation district office. Godfrey seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

5f. Discuss Approval of Memorandum of Agreement with NACD for Technical Assistance Grant:

The district received notice that NACD approved the proposal to extend technical assistance grant funds for the part-time archaeology assistants who work with NRCS on cultural resource reviews. NACD will provide the district with grant funds of \$45,565 for three part-time positions (estimated FTE of one full-time employee). If approved by the Board, the new grant funds would start after the current grant

funds are exhausted, probably around October 1, 2019. After reviewing the proposed agreement with NACD, Godfrey made a motion to approve the Memorandum of Agreement as written. Campbell seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. The funds are available through a contribution agreement between NACD and the Natural Resources Conservation Service (NRCS). The \$1,000 administrative fee included in the grant proposal will be paid through the Conservation Commission matching funds.

5g. Review and Approve New Cooperator Agreements:

Directors reviewed the new cooperator agreements for approval. All the agreements were signed by new EQIP participants. Moehle made a motion to approve the new cooperator agreements for Justin Warren #2839, Bill Weldon #2840, Philip Sloan #2841, and Robert Cook #2842. Campbell seconded the motion. Aye votes: Moehle, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

5h. Attendance for Urban Conservation Day at the Capitol on May 14:

OACD has scheduled another day at the Capitol for outreach to urban legislators on May 14, beginning at 8:30 a.m. on the fourth floor rotunda. The same information will be provided to urban legislators as was provided to rural legislators during Conservation Day on April 23. Director participation is needed.

5i. Report on Mink's Attendance at the Nature Conservancy Leadership Academy:

Kevin Mink gave a report on his first session of the Nature Conservancy Leadership Academy. The group of about 40 people met at Post Oak Lodge in Tulsa on April 18-19. It was a very diverse group with individuals from churches, oil and gas, Cox Communications, Verizon, and several other industries. Mink had lots of networking opportunities with other participants. The next session will be Thursday, May 16, and the topic will be natural history.

5j. Report on National Land and Range Judging Contest:

Inmon reported on the National Land and Range Judging Contest held April 30-May 2 in Oklahoma City. There was a total of 169 teams registered for the competition with 665 contestants from 34 states. Photos of the event can be found on the new land judging Facebook and Flickr pages created by Amy Seiger and Bryan Painter.

5k. Education Report:

- Pollinator Plant ID workshops – Mink has scheduled a pollinator plant ID workshop at Crown Heights Park on May 11, and with the Boys and Girls Club on May 18. He will be assisting Freedom Farms with pollinator plantings on May 10.
- A natural resource day is scheduled with Putnam City Northridge Elementary on May 13 at the Lake Arcadia conservation education area. Mo Rice, education coordinator with the Oklahoma Forestry Services, and volunteers Ben and Laura Pollard are planning to help with the event. The Wildlife Department fishing volunteers will also be conducting the fishing clinic. Northridge has 125 fifth grade students planning to attend.
- The district received a request from Joshua Jordan, Del City Children's Librarian, for assistance with a Twilight Camp on June 18 from 6:30-7:30. The library is partnering with Girl Scout unit 638 to help them complete their badges in conservation and ecology. District staff will follow-up with Jordan to see just what type of activities the scouts are needing.

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

Report presented by Stephanie Guy.

- ✓ Preobligation checklists have been submitted for EQIP applications. All plans have been signed and uploaded except for Robert Cook's which needs an additional signature from his sister.
- ✓ Guy is working to get all the state cost share application field visits done. Rainy weather has caused delays in getting them completed.

6b. District Directors:

- ✓ Campbell assisted with the National Land and Range Judging Contest, serving as a group leader for the range contest. He got to meet NRCS Chief Matt Lohr who visited the contest.
- ✓ Godfrey commented on the National Land and Range Judging Contest saying how smooth the event had gone and expressing appreciation for the continuing volunteer efforts each year.
- ✓ Campbell finished up his OACD Leadership Class and received recognition on Conservation Day.
- ✓ Campbell and Godfrey participated in Conservation Day at the Capitol activities. They attended the awards program and helped distribute literature to the legislators.
- ✓ Kunze, ScienceFest Chair, stated the 2019 ScienceFest had grown back to about 4,000 students. The event was held May 2 at the Fairgrounds. Ken Wigner with the Governor's office attended the event. ScienceFest will probably continue to be held on the first Thursday of May to avoid conflicts with school testing.

6c. District Staff:

(Reports attached to original minutes.)

- ✓ District staff have been invited to attend the OKC Community Foundation River Trail Celebration on May 15 at 10 a.m.
- ✓ Staff will begin working on the FY 2020 Joint Annual Plan of Operations due in June.
- ✓ Inmon stated she would be working on Land and Range Judging Contest follow-up and possibly taking a few days of annual leave.
- ✓ Mink has started an Instagram page for the district.
- ✓ Mink is working to set a date for a pollinator prairie installation at Will Rogers Park.
- ✓ Mink worked with the building administrator (Oklahoma Association of Optometric Physicians) to install a plant and veggie garden on the east side of the building.

7. CORRESPONDENCE:**OCC-Passage of HB 1852:**

Conservation Commission Executive Director Trey Lam sent an email informing districts about passage of HB 1852. The bill extends the sunset on the gross production tax on oil. Funds will be used to help pay a portion of district employee benefits and to fund the State Cost Share Program the next three years. Lam wanted to personally thank all the district directors and employees who worked hard to maintain the critical funding.

Wyatt Hood:

A card was received from Wyatt Hood, a student the district sponsored in the OACD Speech Contest. Hood thanked the district for their support and expressed regret for not getting to participate in the State Speech Contest due to illness.

Small Farmers Conference:


Directors received an information flyer for the Small Farmers Conference sponsored by Langston University. The conference is being held at the Reed Conference Center in Midwest City, May 21-23. The first day conference tour will include a stop at Director Campbell's farm.

8. NEW BUSINESS: None

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for June 5, 2019, 1:30 p.m. There being no further business, Campbell made a motion to adjourn the meeting at 3:00 p.m. Moehle seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

- Cc: Oklahoma Conservation Commission
- Phil Campbell, Area II Commissioner
- Larry Wright, President, OACD
- Joe Caughlin, Vice President, OACD
- Vacant, Area II Director, OACD
- Gary O'Neill, State Conservationist, NRCS
- Brent Pannell, Assistant State Cons, Field Operations, Zone 2, NRCS
- Brandon Burns, District Conservationist, Team 10
- Oklahoma House Members for Oklahoma County
- Oklahoma Senate Members for Oklahoma County

Approved as Written: 
 Chair, Board of Directors

Date: 6-5-19

Oklahoma County Conservation District District Employees Report – May 8, 2019

District Manager – Don Bartolina

- ✓ Prepare for and assist with 2501 soil health workshop In Spencer
- ✓ New employee discussion with Manuel Marin
- ✓ Work on Program Year 20 cost share program
- ✓ Prepare for and assist with National Land and Range Judging Contest
- ✓ Attend all employee training at the Wyndham Garden on April 2-3
- ✓ Participate in Conservation Day at the Capitol activities on April 23
- ✓ Worked 57 volunteer hours during April
*(worked 99 hours, but only enough funds in allocation to fund 42)

District Secretary – Becky Inmon

- ✓ Prepared April board meeting minutes, sent to directors for review, emailed March 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 2501 and NACD 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
- ✓ Assisted with new employee personnel papers for Manuel Marin
- ✓ Assisted producers with cost share claims and with Program Year 20 cost share sign-up
- ✓ 2501 workshop follow-up, review surveys, submit quarterly report to OACD
- ✓ Volunteered at the KALEO Foundation on April 22
- ✓ Participated in Conservation Day at the Capitol activities on April 23
- ✓ Assisted OACD with registration, making deposits, and other activities related to the National Land and Range Judging Contest held April 30-May 2 in Oklahoma City
- ✓ Preparations for natural resource day event at Arcadia on May 13
- ✓ Attended all employee training at the Wyndham Garden Hotel on April 2-3
- ✓ Attended OACDE quarterly board meeting on Monday evening, April 1
- ✓ Submitted Long Range Plan draft to Conservation Commission for approval
- ✓ 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

May 8, 2019

-Partner Outreach:

- Paula Wackenheim, Executive Director - Oklahoma Alliance of YMCAS
- Pay Ivey, Cox Conserves Initiative
- Lance Swearingin, Horticultural Curator – OKC Zoo
- Representative Jason Dunnington, State House District 88

-Taught Proper Soil Sampling at OCCD Healthy Soil for Healthy Gardens Workshop (19 attendees)

-Finalized maps for LRP

-Finalized Pollinator Prairie proposal, budget and metrics, technical appendices, and data collection sheets

-Waterway Surveying w/ Nick Owen

-Purchased materials for research/monitoring kits

-Research/outreach to native plant nurseries for prairie plantings → ordered 762 2-in. plants for upcoming installation days

-Methods and Data Review w/ OKC Zoo → data collection and troubleshooting of first transect

-Assisted our neighbors in Suite A with veggie garden installation at the office

-Attended 2-Day Orientation for OCLA at Post Oak Lodge

-Soil Health Blurb Write-up for OKC's Water Conservation monthly newsletter

-Attended Conservation Day at the Capitol

-Attended Earth Day Event at Mark Monroney Aeronautical Center w/ Amy Seiger → set up small information table with tabletop rainfall simulator (~300 participants engaged)

-Assisted with practice site set-up and signage during both practice days for Land Judging

-Created official Instagram for the OK County Conservation District

-Official site set-up, parking assistance, and clean-up of Land Judging Contest, day-before and day-of

-Volunteer Monitoring Structure conversation w/ Amy Seiger and Cheryl Cheadle

Confirmed Pollinator Prairie Monitoring/Installation Events:

-Friday, May 10th 3:30-5:30pm – Prairie Installation @ Freedom Farms

-Saturday, May 11th 9am-12pm – Monitoring and Maintenance @ Crown Heights Park Wildflower Area

-Saturday, May 18th 9am-12pm – Prairie Installation and Educational Event @ Boys & Girls Club Memorial Park Clubhouse

May Areas of Focus:

-Coordinate date for prairie installation event at Will Rogers Park → early June

-Work w/ Amy to develop permanent & temporary signage for prairie sites

-Develop presentation for City regarding Maintenance practices in parks → focus on improvements to soil health, water quality & cost reduction → Woodland Park as pilot park and training location

-Participate in Natural Resource Day