

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

Date and Time: Wednesday, November 6, 2019, 1:30 p.m.

Members Present: Rick Godfrey, Treasurer
Mark Moehle, Member
Phil Campbell, Member

Member Absent: Jan Kunze, Chair
Debbie Straughn, Vice Chair

Others Present: Rebecca Inmon, Administrative Assistant
Don Bartolina, District Manager
Stephanie Guy, Soil Conservationist, NRCS
Richard Parker, Associate Member

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 3:45 p.m. on November 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 October 2, 2019, Regular Meeting:

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

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

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of October 1-31, 2019. (Attachment 1) The treasurer approved an \$8,500 transfer from the Money Market account to the checking account to cover October salaries and the November bills payable. Moehle made a motion to approve the October financial statement as presented. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. The Board reviewed copies of the October checking and money market statements, credit card statement, and the NACD and OACD grant funding reports included with the financial statement. Charges to the credit card included expenses for the September outreach meeting, poster contest, and purchases for the OACD pollinator grant.

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

Directors reviewed the payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink, including the quarterly 2501 payroll sheets for Bartolina and Inmon. Campbell made a motion to approve the employee payroll sheets and time and leave records for October. Moehle seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

3c. Archaeology Assistants Payroll Sheets, Timesheets, and Mileage Reports for Month Ending October 31, 2019:

Directors reviewed the payroll sheets, timesheets, and mileage reports for the temporary employees, archeology assistants Mary Brinkley, Taylor Emery, and Manuel Marin. Campbell made a motion to approve the archaeology assistants payroll, timesheets, and mileage for October. Moehle seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

3d. Inmon Longevity Payment for 31 Years:

Directors reviewed the annual longevity payroll and payment information for administrative assistant Rebecca Inmon. Inmon has 31 years of total service including the 18 years worked in Pawnee County. She received her annual longevity payment on October 31, 2019. Moehle made a motion to approve the annual longevity payment and payroll sheet for Inmon. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

3e. 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 \$10,932.74 and the special project claim for the archaeology assistants was \$806.09. There was an additional claim of \$1,000 for NACD Technical Assistant Grant Administration. The TA Grant administration will not be changed against the Special Project allocation or the operating expense account. Moehle made a motion to approve the district's reimbursement claims to OCC. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

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

4b. Program Year 19 Cost Share Report, Approval Rollover Funds:

The Board reviewed the Program Year 19 Cost Share report. The final cost share payment for Program Year 19 was made to participant Dwight Guy. A copy of the final report was sent to the Conservation Commission and a request was made for Program Year 19 rollover funds. The district received notice from Conservation Programs Director Tammy Sawatzky that she certified \$6,696.82 in rollover funds which was 79.96% of the PY 19 unobligated funds.

4c. Program Year 20 Cost Share Report:

Letters were mailed to participants 3R Farms LLC, Paula Parkhurst, and Clint Spencer stating the Board had granted their request for an extension to their performance agreement deadline. The rollover funds

certified from Program Year 19 will fund approved alternates Willard E. Davis at \$1,425.95 and Gary Moore at \$1,942.06. The rollover funds will provide alternate John Chrisman with \$3,328.81 for his practice which had been approved for \$5,000. The performance agreement deadlines for the three approved alternates are currently set for December 20, 2019. The district will need to consider modifying the maximum cost share amount for Mr. Chrisman at the December meeting. All three alternates will be notified that funds have become available for their approved practice.

4d. Review and Approve FY 19 Annual Compilation and Net Worth Statement:

Directors reviewed the annual compilation report from Kimberlye Mayer and the district's annual Net Worth Statement. Directors discussed possible reasons for the considerable drop in net position from FY 18. Inmon stated the district held a large sum of unexpended NACD TA grant funds at the end of FY 18. The district received the funds in FY 2018, but the archaeology assistants did not start work until the beginning of FY 2019. Moehle made a motion to approve the annual compilation and Net Worth Statement as presented. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. Copies of the annual compilation and Net Worth Statement must be filed with the Oklahoma County Clerk and the Oklahoma Conservation Commission.

4e. Discuss and Approve Schedule of Regular Meetings for 2020:

The Board reviewed the Schedule of Regular meetings proposed as the first Wednesday of each month in calendar year 2020 except for the months of January and May to be held the second Wednesday. After review, Moehle made a motion to approve the regular meeting dates for calendar year 2020 as January 8, February 5, March 4, April 1, May 13, June 3, July 1, August 5, September 2, October 7, November 4, and December 2. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0.

4f. Report on Soil Health Initiative Program-Year 21:

Bartolina gave a report on the Soil Health Initiative Cost Share Program. The initial cost share sign up period ends on November 15. There have only been five or six applications in team 10. One new practice was approved under practice code 512 for over seeding pasture with legumes. The Soil Health Initiative Work Group (SHIWG) will meet to review and approve the applications and to discuss dates for a second sign up period.

4g. Report on Local Work Group Meeting held October 15:

Directors were provided a copy of the minutes of the local work group meeting held October 15 at the district office. Resource surveys from local landowners were reviewed during the meeting. The top four resource concerns for Oklahoma County were established as invasive weeds, invasive brush, erosion control, and soil health.

4h. Report on OACD Area II Meeting held November 5:

Directors and staff discussed the OACD Area II meeting held in Oklahoma City on November 5 with Oklahoma County serving as the host district. Everyone agreed it was a good meeting and that the morning speaker, Susan Paddock, did a good job with her presentation. She got directors involved and kept the group discussions moving. During the awards luncheon, Oklahoma County was named as the Outstanding District in Area II. McClain County volunteered to host next year's meeting.

4i. Poster Contest Update-Report on Area Winners:

The district had four students who placed in the OACD Area II Poster Contest. Annalena Roodzant placed first in the Kindergarten division; Avery Twyman placed second in Division 2; Valentina Dela

Puerta-Forero placed first in Division 3; and Siya Pasula placed first in Division 4. The students were invited to attend the awards program at the OACD Area meeting. Valentina and her parents were able to attend, and she received her award during the luncheon. Local awards will be presented at Deer Creek Elementary on November 15, Arbor Grove Elementary on November 22, and Grove Valley Elementary on December 6. Other area winners will receive their awards during the local award presentations at their school.

4j. Education Report:

- ✓ The district held three natural resource day events during the month of October. Events were sponsored with James Dennis Elementary on October 8, Jones Elementary on October 23, and Rollingwood Elementary on October 28. All three events were held at Camp Shiloh in Oklahoma City. The weather was exceptional on October 8 and warm but extremely windy on October 23 with wind gusts causing havoc with some activities. The weather turned very cold on October 28, but the school did not want to cancel. The district received a very nice thank you note from the teacher contact stating how much the students enjoyed the activities and how much they appreciated the staff's willingness to be there on such a cold day. She also expressed appreciation for the pictures that were posted on Facebook, and stated the students enjoyed seeing them.
- ✓ Mink held pollinator prairie ground preparation workshops at the OKC Zoo on October 4, Harding Charter Prep School on October 11, and Will Rogers Park on October 12. A follow-up planting workshop was held at Bickham-Rudkin Park on October 26 and additional follow-up workshops are scheduled at the OKC Zoo on November 16 and Will Rogers Park on November 23.

6. REPORTS: (Agenda Reordered)

6a. NRCS Activities:

Report presented by Stephanie Guy.

- ✓ Submitted the Team 10 LEA (local emphasis area) proposal to NRCS for seasonal high tunnels on October 25. There are currently five EQIP applications for high tunnels in Oklahoma County.
- ✓ Working on making CSP payments for 2019/2020. Enhancements must be completed before payments can be made.
- ✓ No cutoff date for EQIP has been set. Do not have new regulations through Farm Bill yet.
- ✓ Three team in Central Zone will have a Quality Assurance Review read back on November 21.

6b. District Directors:

- ✓ Campbell stated he thought the OACD Area 2 meeting was great, and that he enjoyed helping with the fishing clinics at the natural resource day events held at Camp Shiloh.
- ✓ Campbell applied for and has been accepted as a participant in the NACD Next Generation Leadership Institute. The group will meet five times, three days each, with the first session being at the NACD Annual meeting in Las Vegas, NV, in February 2020, three additional sessions in 2020, and the final session will take place at the 2021 NACD Annual Meeting in New Orleans, LA. Campbell expressed appreciation to the Board for writing a letter of support for his application.

6c. District Staff:

(Reports attached to original minutes.)

Bartolina was invited to give a program to the Oklahoma County Farm Bureau on October 7. He visited with attendees about the different programs and assistance available from the district and NRCS.

7. CORRESPONDENCE:

OCC: Trey Lam

An email notice from OCC Executive Director Trey Lam encouraging directors to attend their OACD area meetings was forwarded to the Board on November 4.

8. NEW BUSINESS: None

5. PROPOSED EXECUTIVE SESSION-CONSIDERATION AND POSSIBLE ACTION TO VOTE IN OPEN SESSION:

5a. Vote in Open Session on Whether to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B)(1) for the Purpose of Conducting Employee Performance Evaluations for Don Bartolina, Rebecca Inmon, and Kevin Mink:

Moehle made a motion to enter executive session as authorized by Title 25 O.S. Section 307 (B)(1) for the purpose of conducting employee performance reviews for Don Bartolina, Rebecca Inmon, and Kevin Mink. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. Acting Chair Godfrey designated Campbell to take the minutes. Bartolina, Inmon, Guy, and Parker left the meeting. The Board entered executive session at 3:07 p.m.

5b. Executive Session to Discuss Employee Evaluations as Described in Item 5a:

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

5c. Return to Open Session and Re-Establish Quorum:

The Board returned to open session at 4:16 p.m. Godfrey established that a quorum was still present. Inmon and Bartolina returned to the meeting.

5d. Vote on Any Action or Motions Resulting from Performance Evaluations Conducted in Executive Session:

Moehle made a motion to conclude the employee performance evaluations for Bartolina and Mink at the December meeting. Campbell seconded the motion. Aye votes: Campbell, Moehle, and Godfrey. Nay votes: none. Motion passed 3-0. No other action taken.

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Acting Chair Godfrey announced the next meeting was scheduled for December 4, 2019, 1:30 p.m. at the district office. There being no further business, Moehle made a motion to adjourn the meeting at 4:20 p.m. Campbell seconded the motion. Aye votes: Moehle, Campbell, and Godfrey. Nay votes: none. Motion passed 3-0.

Approved as Written: 
Chair, Board of Directors

Date: 12-4-19

- 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'Neil, 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 – November 6, 2019

District Manager – Don Bartolina

- ✓ Assist with Putnam City James Dennis and Rollingwood natural resource day events on October 8 and October 28 at Camp Shiloh
- ✓ Prepare and give program to the Oklahoma County Farm Bureau on October 7
- ✓ Meet with Geisette Greenwell, Logan County CD district manager, to district manager and administrative duties
- ✓ Attend Local Work Group meeting held in district office on October 15
- ✓ Soil Health Initiative cost share program, review news release, monitor updates
- ✓ Meet with Amy Seiger to discuss and develop Standards of Performance for Mink
- ✓ Cost Share with Dwight Guy
- ✓ Review NACD urban grant opportunity with Mink

Administrative Assistant – Becky Inmon

- ✓ Prepared October board meeting minutes, sent to directors for review, emailed September 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)
- ✓ Submitted Year 1 final report for NACD TA grant funds and submitted Year 2 quarterly report
- ✓ Submitted FINAL report to OACD for 2501 Program funds
- ✓ Scanned winning posters, mailed first place posters to Area 2 Representative
- ✓ Attended Local Work Group meeting in district office on October 15, prepared meeting minutes
- ✓ Contacted schools to invite area winners to OACD area poster contest awards program
- ✓ Prepared for and assisted with natural resource day events with Putnam City James Dennis 5th grade on October 8, Jones 5th grade on October 23, and Putnam City Rollingwood 4th grade on October 28
- ✓ Ordered and picked up poster contest trophies from MTM Recognition in Midwest City
- ✓ Sent news release to local news outlets for Soil Health Initiative cost share program
- ✓ Attended NRCS Active Shooter training on October 21
- ✓ Assisted producers with Cost Share Program Year 19 claims, submitted FINAL report to the Conservation Commission and requested rollover funds
- ✓ Mailed performance agreement extension letters to Program Year 20 participants
- ✓ Accepted registrations, secured judges, and made contacts as needed for OACD Area 2 meeting on November 5
- ✓ Posted updated registration and motel information for National Land and Range Judging Contest
- ✓ Posted district education and program updates to Facebook during month
- ✓ 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

November 6, 2019

-Partner Outreach:

- Gina Blaylock, Capitol View Neighborhood
- Ashley Dickson Oso, Communications Director, Neighborhood Alliance of Central OK
- OACD \$500 mini-grant application drafting and submission → received grant at Area II meeting
- Capitol View Neighborhood consult → pursuing pollinator garden in community park on 29th and Laird
- 'What's Happening' signage for pollinator prairie plots
- Contact list update → added 7 people to contact list this month
- Outreach tracking updates → reached 12 participants at 2 different workshops, plus 30 students at Harding Charter
- prep work and experimental plot set up at OKC Zoo and Harding Charter Prep
- OKC Zoo workshop dates and details → promotion through FB and email listserv
- 3 Edmond Tree CTA visits and follow-up with info
- Local Work Group Meeting
- NRCS Active Shooter Training
- OACD grant → tool and material purchasing → budget updates
- Monarch pledge entering w/ TNC for Okies for Monarchs
- Kirkpatrick grant budget and invoicing to OACD → Sarah helped us secure \$4K in additional funding for pollinators
- data sheet updates and research from Monarch Joint Venture
- began collection of site data information in Master Data Collection Sheet
- Review of NACD Urban Ag grant RFP

Recent Events:

- Land prep for pollinator prairie at OKC Zoo → October 4th → worked with staff
- Land prep for pollinator prairie at Harding Charter Prep → October 11th → 30 students
- Land prep for pollinator prairie at Will Rogers Gardens → October 12th → 9 participants
- Seed & hay project at Bickham-Rudkin Park → October 26th → 3 participants

November Events:

- Seed & hay project at OKC Zoo → November 16th
- Seed & hay project at Will Rogers Gardens → November 23rd

November Areas of Focus:

- Determine dates for follow-up pollinator prairie work at Harding Charter
- Settle on payment and schedule for NRCS grant hoop house with Steve Hill, Phocas Farms
- Begin outreach to potential partners and explore opportunities for NACD Urban Ag grant