

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

Date and Time: Wednesday, October 2, 2019, 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
Stephanie Guy, Soil Conservationist, NRCS
Brandon Burns, District Conservationist, NRCS
Logan Curtis, Soil Conservationist, NRCS
Brad Martin, OCC Watershed Technician

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 11:55 a.m. on October 1, 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 September 4, 2019, Regular Meeting:

Board members received a copy of the September minutes for review. After review, Campbell noted there was an error on page 4 of the minutes under information for the MHI cost share program. The date the program year ends should be March 31, 2021 instead of March 31, 2019. Godfrey made a motion to approve the September minutes as amended. Moehle 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 September 30, 2019:

The Board reviewed the financial statement including the accounts payable and receivable for the period of September 1-30, 2019. (Attachment 1) Straughn made a motion to approve the September financial statement as presented. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0. The Board reviewed copies of the

September checking and money market statements, credit card statement, and the NACD and OACD grant funding reports included with the financial statement. Expenses listed on the pollinator grant report were charged to the credit card.

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

Directors reviewed the payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink and part-time archeology assistants Mary Brinkley, Taylor Emery, and Manuel Marin. Godfrey made a motion to approve the employee payroll sheets and time and leave records for September. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

3c. 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 \$7,034.85 and the special project claim for the archaeology assistants was \$1,189.75. 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 September. Guy noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the September worksheet. Straughn seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

4b. 2501 Program Update, Report on Field Day Held at Campbell Farm:

- ✓ The district sponsored a 'What Can I Do with My Land' field day hosted by director Campbell at his farm near Luther. Staff with NRCS and the Conservation Commission assisted with the field day. Topics included rotational grazing, composting, plant diversity for soil health, and included a rainfall simulator demonstration. CARE Champion Earl Davis participated in the field day and spoke on the program. Fox News KOKH 25 sent a reporter out and he did a short feature story on the evening news that included an interview with Campbell. Attendees were provided with free pasture sticks and pollinator seed packets.
- ✓ Directors received a copy of an email notice from OACD Executive Director Sarah Blaney stating that OACD's application for the USDA 2501 Grant for 2020 was not selected. She does not know the full reason, but she hopes to get a report about the reason soon. She thanked all the participating districts for their work and willingness to help with the program.

4c. Program Year 19 Cost Share Report, Discuss Possible Rollover Funds from PY 19:

- ✓ The final participant needing to complete their performance agreement, Dwight Guy, has been able to drill his water well. Guy is waiting on his water test from OSU Extension and for the driller to post completion on the well driller's log with the Oklahoma Water Resources Board. His claim will be processed when he turns in his receipts and the other items are completed.
- ✓ The district currently has \$8,375.72 in unobligated funds from PY 19. Once Program Year 19 is complete, the district can submit an end of the year report and request unobligated funds to rollover to PY 20. The Conservation Commission could possibly approve a percentage of the funds to be used. Straughn made a motion for the district to request Program Year 19 unobligated funds

be rolled over to Cost Share Program Year 20. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0. The district has three alternates who have signed performance agreements that could benefit from the rollover funds.

4d. Program Year 20 Cost Share Report, Possible Approval of Performance Agreement Extensions for Participants 3-R Farms LLC, Parkhurst Ranch LLC, and Clint Spencer:

The district received requests for an extension to their performance agreement for Cost Share Program Year 20 from 3-R Farms LLC, Parkhurst Ranch LLC, and Clint Spencer. 3-R Farms and Clint Spencer asked for an extension due to the hot weather conditions, and Parkhurst Ranch LLC has started work but needs additional time to complete the requirements. Moehle made a motion to extend the performance agreement deadline for 3-R Farms LLC, Parkhurst Ranch LLC, and Clint Spencer to December 31, 2019. Campbell seconded the motion. Aye votes: Godfrey, Moehle, Campbell, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

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

Bartolina, who serves as the district's Soil Health Initiative Work Group (SHIWG) representative, reported on the first SHIWG meeting held September 26 at the district office in Oklahoma City. Larry Hood, the NRCS technical representative for the SHIWG, called the meeting. Other members on the committee comprised of districts in NRCS Team 10 are Heather Ludwig, East Canadian County CD; Kevin Carey, Logan County CD; Sam Graefe, Cleveland County CD; Debi Carnott, Central North Canadian River CD; and Lee Ann Nowlin, Kingfisher County CD. The other district in Team 10, McClain County CD, did not participate in the program. During the meeting, Bartolina was elected team leader and Heather Ludwig was elected as recorder. The SHIWG committee voted to approve all 10 available practices with the top three being ranked as range planting, residue management, and cover crops. The initial sign-up period for the SHI cost share program will be October 15 through November 15, and applications will be taken in each county. After applications are taken and ranked, the committee will set another meeting date. Applications will be reviewed and approved applicants will be chosen using a blind selection process. Bartolina stated the SHIWG is enthusiastic about making the program work. Director Campbell, Stephanie Guy, and Kevin Mink also attended the first meeting.

4f. Discuss Upcoming OACD Area II Meeting, Review Information and Agenda, Discuss Attendance:

Oklahoma County will host the annual Oklahoma Association of Conservation Districts (OACD) Area 2 meeting. The meeting will be held November 5 at the Oklahoma Association of Electric Cooperatives (Oaec) building in Oklahoma City. Agenda items include Leading with a Purpose, lightening round session for sharing ideas, NRCS update, OACD pollinator project update, OCC updates, policy priorities for 2020 legislative session, and business meetings. Registration is \$38/person and registration is due by October 22. Following discussion, Moehle made a motion to pay for directors Kunze, Godfrey, and Campbell and staff members Bartolina, Mink, and Inmon to attend plus any poster winners the district may have. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0. District Conservationist Brandon Burns will also attend. His registration is paid by NRCS.

4g. Discuss Watershed Maintenance for Kickapoo Nations #4, Special Allocation Approved:

The district made a request for operation and maintenance funds to repair some erosion in the outlet area on Site #4 Kickapoo Nations. Bartolina met with NRCS engineer Dan Smith and the landowner, Mike Vorel, on the site. Smith wrote a trip report for the visit and estimated the repairs at \$3,000, which is the amount the district requested and OCC approved for the repairs. The district will need to send in a request to NRCS for a design for the repairs, which must be done by June 30, 2020. Bartolina

stated they had a good visit with the landowner. He gave Vorel copies of the original easement and a list of do's and don'ts for flood control structures, and Vorel was happy to receive the information.

4h. Poster Contest Update, Review Entries:

The district received 149 entries in the annual poster contest, up from previous years. Inmon reported the district had furnished poster board for one school that didn't have funds to purchase the materials. There were still only four schools that participated even though the district voted to give a \$25 gift card to teachers with participating students. Inmon stated she had one more card to purchase for a teacher in Choctaw. The board agreed to review the posters at the conclusion of the regular meeting.

4i. Discuss Possible Sponsorship OACD Youth Contests:

The Oklahoma Association of Conservation Districts (OACD) is seeking sponsors for the conservation youth contests. The contests cost OACD about \$5,000 each year. They are asking each area to raise about \$1,000. Directors reviewed the sponsor information. No action taken.

4j. Update on NACD Technical Assistance Grant – End of Year 1 Funding:

Inmon reported that funds received for Year 1 of the NACD technical assistance grant had been expended during the month of September. A portion of the September salaries was paid from Year 2 grant funds. The district is required to make an end of the year report for Year 1 and a quarterly report for Year 2 funds. Inmon stated she will begin tracking in-kind expenses for administrative assistance in addition to the cash expenses and OCC cash match she has been tracking. NACD wants those expenses included on the quarterly reports also. Since Inmon had not been tracking in-kind expenses in the previous quarters, NACD asked they be included as a lump sum on the final report.

4k. Discuss Local Work Group Meeting Scheduled for October 15:

The district and NRCS have scheduled a local work group meeting to be held in the district office on Tuesday, October 15, 10 a.m. Invitations were mailed to USDA partners, OSU Extension, Forestry, County Commissioners, and the FSA county committee members. The meeting will review priorities from last year, discuss changes needed, and discuss a Local Emphasis Area (LEA) for high tunnels through EQIP. Directors Godfrey and Campbell will plan to attend.

4l. NRCS Active Shooter Training Scheduled for Central Zone in October:

NRCS has scheduled Active Shooter training on October 8 and October 21 for employees in the central zone (Oklahoma County was formerly in NRCS Zone 1). Guy and Mink are planning to attend the October 8 training. Inmon will attend the October 21 training due to a conflict with the district's natural resource day event scheduled on October 8. Both trainings will be held at the Oklahoma Association of Electric Cooperatives (OAEC) building in Oklahoma City.

4m. Education and Outreach Activities Calendar:

The district has several education and outreach activities scheduled for the month of October that include:

- October 8 – Natural resource day with Putnam City James Dennis 5th grade
- October 12 – Pollinator prairie preparation workshop at Will Rogers Gardens
- October 23 – Natural resource day with Jones 5th grade
- October 26 – Pollinator prairie planting workshop at Edmond Bickham-Rudkin Park
- October 28 – Natural resource day with Putnam City Rollingwood 4th grade

The natural resource day events will be held at Camp Shiloh in Oklahoma City. Presenters assisting with the events including Becky Zawalski with Blue Thumb and Mo Rice with the Forestry Department.

5. REPORTS:**5a. NRCS Activities:**

Report presented by Stephanie Guy. (Report attached.)

District conservationist Brandon Burns introduced Brad Martin, the new OCC watershed technician stationed in El Reno, and Logan Curtis, the new NRCS conservation technician stationed in Kingfisher. Martin will be doing watershed work and will be responsible for structures in several counties including the two structures in Oklahoma County. Initially, he will spend most of his time in Logan County on the watershed structures there that need the most work. He should have equipment furnished through the Conservation Commission after January 1. Curtis will spend time with technician Nick Owen for training. NRCS will have student trainees working in some offices.

5b. District Directors:

- ✓ Campbell stated he had visited Bear Fall Coon watershed site 20 to observe Johnny Pelley and some others do needed maintenance on the site. He was very impressed by the level of work they can do with their equipment.
- ✓ Campbell stated he was glad to host the field day on his farm held September 24.
- ✓ Godfrey wanted everyone to be aware it could be a bad year for wild fires.

5c. District Staff:

(Reports attached to original minutes.)

Bartolina will be making a presentation at the countywide Farm Bureau meeting on October 7. They asked him to come talk with members about available programs.

6. CORRESPONDENCE: None**7. NEW BUSINESS:** None**8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Chair Kunze announced the next meeting was scheduled for November 6, 2019, 1:30 p.m. There being no further business, Campbell made a motion to adjourn the meeting at 2:55 p.m. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, Straughn, and Kunze. Nay votes: none. Motion passed 5-0.

Cc: Oklahoma Conservation Commission
 Phil Campbell, Area II Commissioner
 Larry Wright, President, OACD
 Joe Caughlin, Vice President, OACD
 Keith McFerran, 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: Richard H. Godfrey
 Chair, Board of Directors

Date: 11/6/2019

NRCS Report

October 8 Active Shooter Training

October 15 Local Work Group Meeting

October 23 Natural Resource Day

October 28 Natural Resource Day

Start looking at new EQIP application.

Oklahoma County Conservation District District Employees Report – October 2, 2019

District Manager – Don Bartolina

- ✓ Site #4 Kickapoo Nations erosion issues, request for O&M funds
- ✓ 2501 program planning,
- ✓ Review SHI cost share program regulations, attend SHIWG meeting
- ✓ Letter of recommendation for Phil Campbell for NACD Leadership Institute
- ✓ Contact Phyllis Webb about cost share program
- ✓ Respond Okie locate tickets
- ✓ Attend field day at Phil Campbell farm on September 24

Administrative Assistant – Becky Inmon

- ✓ Prepared September board meeting minutes, sent to directors for review, emailed August 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
- ✓ Prepared quarterly tax reports, state, federal, and unemployment
- ✓ Updated all financial worksheets including NACD TA grant funds and OACD grant funds, figured In-Kind contributions for TA grant for Year 1
- ✓ 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)
- ✓ Assisted producers with Cost Share Program Year 19 and 20 requirements as needed, submitted claim for participant payment
- ✓ Assisted with planning and advertising for 'What Can I Do with My Land' field day on September 24
- ✓ Submitted request to Conservation Commission for O&M funds for repairs on Site #4 Kickapoo Nations
- ✓ Assisted Mink with Pollinator Prairie land preparation workshop in Edmond on September 21
- ✓ Gave an educational program to a Brownie troop in Choctaw on September 22
- ✓ Assisted with field day at the Phil Campbell farm on September 24
- ✓ Travel to schools as requested to pick up entries in the poster contest
- ✓ Scheduled NRD events at Camp Shiloh for October 8, October 23, and October 28
- ✓ Submitted invoice to OACD for 4th quarter 2501 grant funds
- ✓ Contacted Klein's catering regarding meal for OACD Area 2 meeting on November 5
- ✓ 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 and CSP applicants, and other duties as needed

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

October 2, 2019

-Partner Outreach:

- Harding Charter Prep, Leslie Piccolo - Botany/Zoology teacher → CTA and future pollinator prairie site
- Myriad Gardens, Joel Bramhall – Director of Education → bare root seedling CTA
- Ed Casey, OACD → assistance with native grass hay for pollinator prairies
- Capitol Grounds, Mark Sauchuk → goal of establishing pollinator prairie at the Capitol
- Upcoming events flyers, emails, and FB posts → shared through Okies for Monarchs and The Nature Conservancy as well
- OACD grant budget update and invoicing
- Educational signage development, ordering, and printing
- Tools and materials purchasing for pollinator prairie workshops
- Contact list update → added 13 people to contact list this month
- Outreach tracking updates
- prep work and experimental plot set up at Bickham-Rudkin Park and Will Rogers Gardens
- OKC Zoo workshop dates and details
- NRCS Urban Conservation Grant → arranged site consult for NE OKC Farmer's Market and discussed timeline with Commonwealth Urban Farms
- District Soil Health cost-share Initiative meeting
- submitted OACD mini-grant application

Recent Events:

- Monarch Day (information table) → OKC Zoo → September 14th (~75 people stopped by)
- OCLA lunch n' Learn – Advocating for Conservation → September 19th
- Pollinator prairie land preparation workshop → Bickham-Rudkin Park, Edmond → September 21st (4 attendees)
- What can I do with my land? → Phil Campbell Farm → September 24th (15 attendees)

October Events:

- Land prep for pollinator prairie at OKC Zoo → October 4th
- Land prep for pollinator prairie at Will Rogers Gardens → October 12th
- Seed & hay project at Bickham-Rudkin Park → October 26th

October Areas of Focus:

- Determine dates for pollinator prairie work at Harding Charter
- Arrange details regarding high tunnel with NE OKC Farmers Market as part of NRCS grant
- Determine timeline of internship and pollinator work for Commonwealth Urban Farms