

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

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

Members Present: Jan Kunze, Chair, via teleconference
Phil Campbell, Vice Chair, via teleconference
Rick Godfrey, Treasurer, via teleconference
Mark Moehle, Member, via teleconference
Laura Pollard, Member, via teleconference

Member Absent: None

Others Present: Rebecca Inmon, Administrative Assistant, meeting location
Don Bartolina, District Manager, via teleconference
Kevin Mink, Urban Soil Health Specialist, via teleconference
Stephanie Guy, NRCS Soil Conservationist, via teleconference

1. CALL TO ORDER:

Chair Kunze called the meeting to order at 1:30 p.m. Roll call was taken and Kunze 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 10:30 a.m. on June 30, 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 by SB 661. A link for the public to access meeting materials was also posted to the website.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of June 3, 2020, Regular Meeting:

Board members received a copy of the June teleconference meeting minutes for review. Moehle made a motion to approve the June minutes as written. Pollard seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

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

3a. Financial Statement for Period Ending June 30, 2020:

The Board reviewed the financial statement including the accounts payable and receivable for the period of June 1-30, 2020. (Attachment 1) Moehle made a motion to approve the June financial statement as presented. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0. The Board also reviewed copies of the June checking account and money market statements and the NACD and OACD grant funding reports included with the financial statement.

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending June 30, 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 June. Godfrey seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

3c. Archaeology Assistants Payroll and Timesheets for Month Ending June 30, 2020:

Directors reviewed the payroll and timesheets for the temporary employees, archeology assistants Taylor Emery, and Manuel Marin. Work has slowed due to the restricted access to records at the Oklahoma Archaeological Society caused by COVID 19, and Marin worked fewer hours than normal. Moehle made a motion to approve the archaeology assistants' payroll and timesheets for June. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

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 \$7,246.13 and the special project claim for the archaeology assistants was \$540.89. These are the final two claims to submit for FY 20. A copy of the FY 20 allocation register with expenses was provided for the Board to review. Moehle made a motion to approve the district's reimbursement claims to OCC. Pollard seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 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 June. Guy noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the June worksheet. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

4b. Cost Share Program Year 22 Update on Participants:

The Board reviewed the Program Year 22 Cost Share report. All the approved participants and alternates except for Steve Bateson have signed their performance agreement. Participant William Welden is done with his brush removal and the practice has been checked out by Guy. After he turns in his receipts, his claim can be submitted for reimbursement.

4c. Review and Approval FY 22 Budget Request:

The Board reviewed the FY 22 budget proposal to the Conservation Commission. After review, Godfrey made a motion to approve the FY 22 budget proposal as presented. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

4d. Reorganization of Board of FY 21:

Directors discussed reorganization of the Board for FY 21. Moehle made a motion to nominate Kunze as Chair, Campbell as Vice Chair, Godfrey as treasurer, with Moehle and Pollard as members. Godfrey seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

4e. Review and Approval Audit Proposal/Preparation Fee from CPA Kimberlye Mayer:

The Board reviewed the audit proposal letter from CPA Kimberlye Mayer of Blackwell. They also reviewed a second proposal letter from CPA Kristi Dobbins, Pauls Valley. A new Government Auditing Standards yellow book has been issued that requires a separate firm to prepare the financial statements for audits. Dobbins has agreed to prepare the financial statements for audits performed by Mayer. The audit proposal from Mayer includes \$985 for the audit and \$100 for the state auditor's filing fee. Dobbins fee for preparation of the cash basis financial statements will be \$250. After review of the audit proposal, Moehle made a motion to approve the audit proposal of \$985 and additional filing fee as submitted by Mayer. Godfrey seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0. After review of the financial statements' proposal from Dobbins, Campbell made a motion to approve the proposal to prepare the financial statements for \$250. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

4f. Review Updated FY 21 Joint Plan of Operations:

Inmon submitted the District's approved draft FY 21 Joint Plan of Operations to the Oklahoma Conservation Commission (OCC) for review. OCC requested the district revise the JPO to include more information concerning training needs for directors and staff. The draft JPO was resubmitted with additional training options as suggested by board and staff. The updated draft proposal has been accepted and will be placed on the Conservation Commission meeting agenda for July 6.

4g. Review Annual Watershed Inspection Reports:

Mink reviewed the annual watershed inspection reports for Site 32 Bear Fall Coon and Site 4 Kickapoo Nations. The inspections were performed on June 3, 2020, by Mink, NRCS technician Nick Owen, watershed tech Brad Martin, and director Campbell. There are a couple minor issues on Site 32 that need addressing, but it is in good shape. Site 4 has a seepage issue on the back slope that will need repair. It appears some of the problem may be caused from rip rap the county installed on a downstream bridge. Mink will contact the county commissioner to see if some of the rip rap can be removed to alleviate the issue. The toe drain will also need to be uncovered. Watershed technician Martin should be able to complete the repairs. Mink stated he wanted to listen to an online webinar on watershed inspections before submitting the completed reports to the Conservation Commission. After review, Godfrey made a motion to approve the annual watershed inspection reports for Site 4 and Site 32. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

4h. Discuss and Approve Purchase of Pike Pass and Air Compressor:

Mink asked the Board to consider purchasing a Pike Pass and a small air compressor for the district truck. One of the tires tends to lose air and a compressor would be handy to have in the field. The initial Pike Pass would cost \$40, and the compressor would be under \$40. After discussion, Moehle made a motion to allow Mink to purchase a Pike Pass and small portable compressor. Pollard seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

4i. Report on Fraudulent Unemployment Claims:

There have been two additional fraudulent unemployment claims from unknown individuals made on the district's account since the June meeting. The names were Howard Neeman and Shervell Dumas. A notice to protest both claims has been filed with the Oklahoma Employment Security Commission

(OESC) fraud division. Notice was received from OESC that a majority of the previous fraudulent claims have been placed on the stop payment list.

5. REPORTS:

5a. NRCS Activities:

Report presented by Stephanie Guy.

- ✓ Guy is in the process of getting all the EQIP applications to the pre-obligation stage. There were two that qualified under beginning farmer and two that qualified under Socially Disadvantaged, and those have been submitted to State Office. Guy is still waiting on the Farm Service Agency to complete recons so some of the other applications can be ranked.
- ✓ To date there has been no news on Seasonal High Tunnel applications.
- ✓ The deadline to have CSP applications done and ranked is tomorrow, July 2.

5b. District Directors:

- ✓ Campbell stated the NACD Next Generation Leadership Class would be having a video meeting to discuss moving forward. He will find out if the Leadership Class will proceed on schedule or be placed on pause until 2021.
- ✓ Pollard thanked Bartolina and Inmon for talking with her and answering her questions about district programs and activities. She complimented the staff on the district Facebook page. Pollard said her kids live close to the newly installed rain garden at Commonwealth Urban Farms, and she is excited to get by and see it in person.
- ✓ Godfrey encouraged everyone to continue taking precautions to stay safe and healthy.

5c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina is continuing to work from home and stay in touch with staff through calls and teleconference meetings. He did meet with Pollard at her home to discuss and answer questions regarding district operations.
- ✓ Questions have been coming in regarding next year's National Land and Range Judging Contest. The Wyndham Hotel and National Cowboy and Western Heritage Museum have both been contacted to schedule dates for next year.
- ✓ Mink stated the Yard Certification Program had been launched, and he is interested to see when requests start to come in.
- ✓ Commonwealth Farms should be nearing completion of their portion of the NRCS grant project, and the district will be able to get that portion of the grant reimbursed. Mr. McKerson may work with Steve Hill to move the Seasonal High Tunnel sometime in July.
- ✓ Mink will be planning a virtual land preparation workshop at Bickham-Rudkin Park in Edmond for late July-August. Workshops will also be done for the other two sites at Will Rogers Park and the OKC Zoo. The experimental workshops last season proved that land preparation for solarization needed to occur earlier in the season.
- ✓ Inmon stated she would be working to gather the financial information needed by the auditor, preparing the quarterly TA report to NACD, and start work on the annual report to the Conservation Commission.
- ✓ Inmon will be taking vacation days July 15-21.

6. CORRESPONDENCE: None

(OCC COVID updates previously forwarded through email.)

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for August 5, 2020, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting at 2:30 p.m. Pollard seconded the motion. Kunze called for roll call vote. Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

Approved as Written: Jon L. Kunze
Chair, Board of Directors

Date: 9-2-2020

- 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 July 1, 2020

District Manager – Don Bartolina

- ✓ June Board meeting and follow-up
- ✓ Telework from home, monitor district operations, make contacts with staff as needed
- ✓ Review June meeting minutes
- ✓ Work with staff on FY 22 Budget request to OCC
- ✓ Meet with Laura Pollard to discuss district operations
- ✓ Review proposed JPO updates
- ✓ Review July board meeting agenda
- ✓ Review board meeting materials and prepare for board meeting teleconference

Administrative Assistant – Becky Inmon

- ✓ Prepared June board meeting minutes, sent to directors for review, emailed May minutes to OCC, legislators, 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 for June
- ✓ Prepared and mailed letters to approved alternates for Cost Share Program Year 22, assisted participants with signing performance agreements and other information
- ✓ Submitted Kunze Oath of Office and Loyalty Oath to the County Clerk as required
- ✓ Worked on FY 22 budget request to the Conservation Commission
- ✓ Contact Kimberlye Mayer regarding FY 20 audit proposal
- ✓ Contacted Wyndham Garden Hotel and National Cowboy Hall of Fame and Western Heritage Museum regarding the 2021 National Land and Range Judging Contest
- ✓ Updated annual JPO with additional training needs outlined, resubmitted to Conservation Commission
- ✓ Assisted NRCS with correspondence and Farm Bill program requests and other duties as needed
- ✓ Assisted Nick Owen with information for TA requests as needed
- ✓ Responded to fraudulent unemployment claim letters received from Oklahoma Employment Security Commission
- ✓ Telework from home during month of June, monitor emails, respond to requests, work in office on one/two days a week or as necessary

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

July 1, 2020

- Yard by Yard Community Resiliency Project development
 - signage
 - webpage
 - checklist and resources
 - program overview
 - launch video
 - outreach to partners for promotion
 - Youtube Channel
- CommonWealth Urban Farms → bioswale construction and educational webisodes
 - interviewed for newsletter
- Compost webisode
- Tree Fund Webinars → maintain Arborist certification
- Watershed Control Site Inspections
- Weekly Wildflower Wednesday Posts
- Joe's Addiction → pollinator plot installation
- Quayle United Methodist Church CTA → high tunnel repair
- Patty Matthews CTA → yard program and problems with the lake

July Area of Focus:

- Yard by Yard program launch and promotion
- Finalize NRCS grant with CommonWealth Urban Farms
- Set up dates for virtual pollinator land prep workshops