

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

Date and Time: Wednesday, June 3, 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 11:05 a.m. on June 2, 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. ADMINISTER OATH OF OFFICE AND LOYALTY OATH TO DIRECTOR KUNZE:

Administrative Assistant Rebecca Inmon administered the Oath of Office and Loyalty Oath to Chair Jan Kunze. Kunze was duly sworn in for a new three-year term of office, starting July 1, 2020, and ending June 30, 2023.

3. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of May 13, 2020, Regular Meeting:

Board members received a copy of the May 13, 2020, teleconference meeting minutes to review. Moehle made a motion to approve the May minutes as written. Godfrey seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

4. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:**4a. Financial Statement for Period Ending May 31, 2020:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of May 1-31, 2020. (Attachment 1) With approval from treasurer Godfrey, Inmon moved \$2,000 from the money market account to checking to cover the bills payable. Moehle made a motion to approve the May financial statement as presented and to approve the transfer of \$2,000 from the money market account to the checking account. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. The Board reviewed copies of the May checking and money market statements, credit card statement, and the NACD and OACD grant funding reports included with the financial statement. Inmon reported she contacted Conservation Commission Assistant Director Lisa Owen about the possibility of filing for early reimbursement of her salary as the reimbursement amount remains the same each month. Owen stated she could begin filing for early reimbursement beginning in July after the new fiscal year. Inmon can also file for early reimbursement of her longevity payment due in October.

4b. Employee Payroll Sheets and Time and Leave Records for Month Ending May 31, 2020:

Directors reviewed the payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink. Godfrey made a motion to approve the employee payroll sheets and time and leave records for May. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

4c. Archaeology Assistants Payroll and Timesheets for Month Ending May 31, 2020:

Directors reviewed the payroll and timesheets for the temporary employees, archeology assistants Taylor Emery and Manuel Marin. Pollard made a motion to approve the archaeology assistants' payroll and timesheets for May. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

4d. 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 \$6,831.68 and the special project claim for the archaeology assistants was \$542.14. 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 passed 5-0.

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 May. Guy noted the district staff had assisted with required tasks as needed. Campbell made a motion to approve the May performance worksheet. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

5b. Cost Share Program Year 22 Update, Select Successful Alternates, Establish Maximum Cost Share Payment and Completion Date for Practices:

Inmon reported that approved applicants Clint Spencer, William Welden, and Gary Moore had signed their performance agreements. Curtis Roberts with 3-R Farms, LLC has been unable to sign his agreement due to family health issues. He will sign the agreement as soon as he is able. Guy is in the

process of developing conservation plans for the approved applicants. Applicant Caleb Brown was approved as an alternate at the May meeting with an established completion date of August 31, 2020. Since funding for alternates will not become available until after September 1, 2020, staff recommended the board revise his completion date to December 31, 2020. Campbell made a motion to revise the performance agreement completion date for Caleb Brown from August 31, 2020, to December 31, 2020. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. After reviewing the remaining applicants, Campbell made a motion to approve applicant Milford Roberts for a water well with a maximum cost share payment of \$5,000 and an established completion date of December 31, 2020, and applicant Steve Bateson for a pond with a maximum cost share payment amount of \$4,777, and an established completion date of December 31, 2020. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. Applicant Willard E. Davis is ineligible for funding because his practice did not meet the district's established minimum payment of \$500.

5c. Review and Approve Proposed FY 21 Joint Plan of Operations with Special Project:

Directors were provided copies of the proposed Joint Plan of Operations including the special project to review prior to the meeting. Mink reviewed details of the proposed Special Project, an eco-friendly yard certification and signage program. The program would be funded with grant monies received from OACD through a partnership with the Kirkpatrick Foundation. Mink reached out to several groups and partners to gather input for the proposed checklist, and he stated the Kirkpatrick Foundation was excited about the project. Following review, Godfrey made a motion to approve the proposed JPO and Special Project. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. The proposed JPO must be approved by the Conservation Commission.

5d. Appoint Director to Approve Conservation Plans while Meetings are Held Via Teleconference:

The Conservation Commission has advised districts to appoint a director to approve conservation plans in lieu of holding executive sessions via teleconference. Approval of the plans can be ratified once in person meetings can be held again. Approved conservation plans are a requirement for anyone participating in the state cost share program. After discussion, Moehle made a motion that director Godfrey be given approval to review and sign conservation plans. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

5e. Update on Conservation and Agriculture Reach Everyone (CARE) Project:

The district received an email update from Oklahoma Association of Conservation Districts (OACD) director Sarah Blaney regarding the Conservation and Agriculture Reach Everyone (CARE) project. She has submitted the required documents to NRCS including the Statement of Work. The funding could be approved as early as July. The OACD board voted to allocate \$22,929.50/per district for two years which includes salary and supplies. Blaney will be developing individual agreements for each district involved in the project. The agreement could be available for the Board to review and approve at the July meeting. Director Campbell currently serves as a CARE Champion for the program along with district cooperators Willard Earl Davis and Cary Pittman.

5f. Report on Fraudulent Employment Claims:

The district received one additional fraudulent unemployment claim since the May board meeting. The person named in the claim was Shara K. Garman. Inmon has submitted an email notification and letter

of intent to protest to the Oklahoma Unemployment Security Commission (OESC) regarding the claim. The district received notice from OESC that the fraud claim under Tom Stout had be added to the claims and payments stopped. To date, there has been no notice from OESC regarding the other eight fraudulent claims filed prior to the Stout claim.

6. REPORTS:

6a. NRCS Activities:

Report presented by Stephanie Guy.

- Oklahoma County received one new CSP application.
- The deadline for ranking EQIP applications is June 12. Guy has been working to complete rankings in Oklahoma, Cleveland, and McClain Counties and she has most of them done.
- Contract reviews for all programs will be done later in June.
- The office could be getting some cleaning supplies to comply with COVID 19 requirements. Guy has been providing the cleaning supplies and the staff performs regular cleanings.

6b. District Directors:

- ✓ Campbell reported he hosted a veteran at his farm. The veteran has 40 acres and he is looking at implementing some conservation practices. He may be interested in signing up for programs.
- ✓ Campbell participated in the annual watershed inspections. The work done on Site 4 by watershed technicians Johnny Pelley and George Moore looks good. The district may need to consider some temporary fencing to protect the area.
- ✓ Pollard stated she had been doing some homework to familiarize herself with district programs. She checked out the district's website and social media pages and thought the information was very informative. She is very impressed with the district's scope of work and the multiple forms of communication.

6c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina continues to telework from home and stay in touch with staff. He stated it was interesting to work on the JPO via staff teleconference.
- ✓ Mink reviewed his report. He is working to complete his apprentice planner certification with NRCS. He is continuing the wildflower Wednesday posting to social media and is working on putting together the information for another composting webisode. There is still no word on when the high tunnel construction for the NRCS grant will be able to be completed.
- ✓ Mink stated the annual watershed inspections were completed on Wednesday morning, June 3. Site 32 looks good, but the embankment needs to be mowed. The toe drain on Site 4 is covered up, causing a seepage problem. The area was surveyed by NRCS technician Nick Owen who accompanied Mink on the inspections. The area is silted in and will probably need work in the channel to uncover the toe drain. Owen will be putting together some information for the Board. Mink will review the completed inspection reports at the next meeting.
- ✓ Mink may be taking a couple vacation days. He will send the Board and email notification.
- ✓ Inmon stated she may take some vacation days during June. She will notify the Board if she is on leave.

7. CORRESPONDENCE:

Brandon Burns, NRCS District Conservationist:

After a teleconference with State Conservationist Gary O’Neill, it was relayed to employees that staff could no longer go into any office that was not their ‘host office’. Employees must work strictly in the field. If files are needed, then someone working in the host office must bring the files outside. Apparently, some potential COVID 19 exposure may have occurred, prompting the change in policy.

Conservation Commission, Executive Director Trey Lam:

Executive Director Trey Lam emailed a message to districts regarding the NRCS change in policy. From now on until further notice, no district, OCC, district/NRCS shared employees, equipment managers, or part-time employees may enter any USDA office except their home base. District secretaries that service more than one county must handle the other county duties completely remotely. NRCS can only attend board meetings via teleconference or meetings that are held completely outside.

8. NEW BUSINESS: None

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for July 1, 2020, 1:30 p.m. There being no further business, Campbell made a motion to adjourn the meeting at 2:33 p.m. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

Approved as Written: 
Chair, Board of Directors

Date: July 1, 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 June 3, 2020

District Manager – Don Bartolina

- ✓ May Board meeting and follow-up
- ✓ Telework from home, monitor district operations, make contacts with staff as needed
- ✓ Review May meeting minutes
- ✓ Participate in employee teleconference to discuss FY JAPO, discuss changes, special project
- ✓ Review proposed JAPO and special project
- ✓ Assist Inmon with preparation of agenda
- ✓ Review board meeting materials and prepare for board meeting teleconference

Administrative Assistant – Becky Inmon

- ✓ Prepared May board meeting minutes, sent to directors for review, emailed March 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 May
- ✓ Prepared and mailed letters to approved Cost Share Program 22 applicants, assisted applicants with signing performance agreements
- ✓ Submitted Pollard and Godfrey Oath of Office and Loyalty Oath to the County Clerk as required
- ✓ Submitted signed copy of TA funding agreement to NACD
- ✓ Submitted signed copies of Memorandum of Agreement and Cooperative Agreement to NRCS
- ✓ Participated in teleconference to discuss FY 21 Joint Plan of Operations, updated JAPO for board review
- ✓ Participated in OACDE conference calls on May 21
- ✓ Assisted NRCS with correspondence and Farm Bill program needs and other duties as needed
- ✓ Assisted Nick Owen with information for TA request regarding producer waterway construction, reported TA requests to Owen as needed
- ✓ Respond to fraudulent unemployment claim letter received from Oklahoma Employment Security Commission
- ✓ Telework from home during month of May, monitor emails, respond to requests, work in office on Wednesdays and Thursday or as necessary

OCCD Board Meeting

June 3, 2020

Kevin Mink

Urban Soil Health Specialist

Monthly Report

- CommonWealth Urban Farms → bioswale design development, review, and submission
- Weekly Wildflower Wednesday Posts
- Picked-up OCC truck for District use
- survey equipment course refresher w/ Nick Owen
- AgLearn Courses → Sediment Management, Nitrogen Management, Water Bodies
- OKC Zoo Pollinator Prairie Experimental Plot Assessment → will require follow-up land preparation
- JAPO teleconference and development
- Tree Fund and ISA webinars → maintain ISA Arborist certification
- compost video shooting for webisode
- Research and Development for Yard-certification program → checklist, proposal, budget update

June Area of Focus:

- launch and promotion of yard-certification program
- additional at-home compost and gardening webisodes