

**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, May 13, 2020, 1:30 p.m.

Members Present: Jan Kunze, Chair, via teleconference
Rick Godfrey, Treasurer, via teleconference
Phil Campbell, Member, 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

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 2:30 p.m. on May 11, 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 DIRECTORS:

Administrative Assistant Rebecca Inmon administered the Oath of Office and Loyalty Oath to directors Laura Pollard and Richard Godfrey Jr. Pollard was appointed to serve the remainder of the term of Debbie Straughn who resigned from the Board on March 1. Her term of office will expire on June 30, 2022. Godfrey was reappointed to serve another two-year term on the Board. His new term of office will expire on June 30, 2022.

3. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of March 4, 2020, Regular Meeting:

Board members received a copy of the March 4, 2020, minutes to review. The April meeting was cancelled due to health concerns related to COVID 19. Moehle made a motion to approve the March minutes as written. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

4. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:**4a. Financial Statements for Period Ending March 31, 2020 and April 30, 2020:**

Directors reviewed the financial statement including the accounts payable and receivable for the period of March 1-31, 2020. (Attached) Following review, Godfrey made a motion to approve the March financial statement as presented. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. Directors then reviewed the financial statement including the accounts payable and receivable for the period of April 1-30, 2020. Following review, Godfrey made a motion to approve the April financial statement as presented. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. The Board also reviewed copies of the March and April checking and money market statements and the NACD grant funding reports included with the financial statement.

4b. Employee Payroll Sheets and Time and Leave Records for Month Ending March 31, 2020, and April 30, 2020:

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

4c. Archaeology Assistants Payroll and Timesheets for Month Ending March 31, 2020, and April 30, 2020:

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

4d. District's Monthly Reimbursement Claims:

Directors reviewed the district's monthly reimbursement claims to the Conservation Commission for March and April expenses. In March, the regular claim for operating expense and salaries was \$5,676.76, the special project claim for the archeology assistants was \$723.95, and the cost share payment claim was \$2,640.11. Moehle made a motion to approve the district's March reimbursement claims to OCC. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. For April, the regular claim for operating expense and salaries is \$6,063.23, the special project claim for the archeology assistants is \$582.17, and the claim for election expense is \$44.15. Moehle made a motion to approve the district's April reimbursement claims to OCC. Pollard seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

5. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:**5a. Monthly NRCS Performance Worksheets for March and April:**

Directors reviewed the NRCS Performance Worksheets for the months of March and April. Both worksheets were approved by NRCS representative Stephanie Guy. Moehle made a motion to approve the March performance worksheet. Godfrey seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. Moehle made a motion to approve the April performance worksheet. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

5b. Cost Share Program Year 20-Cancellation Chrisman Agreement, Approval Final Report:

Directors reviewed the Program Year 20 Cost Share report for April. All the district's PY 20 approved performance agreements were completed and payments made except for the agreement with John Chrisman. Mr. Chrisman was unable to complete his performance agreement because no suitable pond site was found on his property. The Board will need to officially cancel his agreement. Campbell made a motion to cancel the performance agreement for participant John Chrisman. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. The district was unable to spend \$5,174,76 of the its PY 20 allocation due to the unused funds allocated to Chrisman and to Parkhurst Ranch LLC whom only used a portion of the funds allocated to her performance agreement. Inmon ask the Board to approve the final report as presented so a copy of the report can be submitted to the Conservation Commission. Campbell made a motion to approve the Cost Share Program Year 20 Final Report. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

5c. Review Applications for State Cost Share Program Year 22, Select Successful Applicants and Alternates, Establish Maximum Cost Share Payments and Completion Date for Practices:

Directors reviewed the list of eight applications received for Program Year 22 cost share assistance, including the estimate of district cost share assistance needed and applicant score on the district's selection criteria and priority ranking system. Oklahoma County was allocated \$16,000 in cost share funds to allocate to participants. Priority practices approved by the board in ranking order were brush management, water wells, ponds, and forage and biomass planting. The district is waiting on the estimate of yardage for the pond application, and Stephanie Guy plans to double check acreage on the Davis brush management application, however; it appears he will not have enough acreage to qualify for the minimum contract. Bartolina recommended the Board approve the top four applicants for brush management with the highest priority ranking, the applicant with the next top ranking as an alternate, and to table approval of the three other applications until the June meeting. Godfrey made a motion to approve the top four ranked applicants: 3R Farms LLC, Gary Moore, Clint Spencer, and William Welden for brush management with the maximum cost share rates as recommended by Bartolina and with an established completion date of August 31, 2020, for each practice, to approve applicant Caleb Brown as an alternate with an established completion date of August 31, 2020, and to table approval of applications for Earl Davis, Steve Bateson, and Milford Roberts until the June meeting. Pollard seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. A complete list of approved applicants and alternates with agreement numbers, practice, maximum cost share rate, and established completion dates are list in the following chart:

Name	Agreement #	Practice	Maximum Cost Share Rate	Completion Date
Approved Applicants				
3-R Farms LLC	56-022-001	314 Brush management	\$5,000.00	Aug. 31, 2020
Clint Spencer	56-022-002	314 Brush management	\$3,123.16	Aug. 31, 2020
William Welden	56-022-003	314 Brush management	\$2,862.89	Aug. 31, 2020
Gary Moore	56-022-004	314 Brush management	\$4,587.14	Aug. 31, 2020
Approved Alternates				
Caleb Brown	56-022-005	314 Brush management	\$1,670.54	Aug. 31, 2020
		Total Funds		\$16,000
		<i>Obligated Funds</i>	\$15,573.19	

5d. Review and Approve Memorandum of Agreement with NACD for Technical Assistance Funds:

Directors reviewed the Memorandum of Agreement with the National Association of Conservation Districts (NACD) for the two part-time archaeology assistants that help NRCS with cultural resource searches. The assistants perform searches for Farm Bill and technical assistance needs and in compliance with the National Historic Preservation Act. The agreement also outlines the minimum matching funds needed from non-federal sources (Conservation Commission) along with record keeping and reporting requirements. The total funds from NACD will be \$45,565, and the total matching funds (including in-kind) will be \$11,500. This will be the third year NACD has approved funding for the two part-time positions. Godfrey made a motion to approve the Memorandum of Agreement with NACD. Campbell seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

5e. Review and Approve Memorandum of Agreement with NRCS and Oklahoma Conservation Commission and the Cooperative Agreement with NRCS:

The Board reviewed the new Memorandum of Agreement with the Natural Resources Conservation Service (NRCS) and the Oklahoma Conservation Commission. The agreement outlines each partner agency’s responsibilities and includes items such as local work group meetings, Long Range Plans, technical assistance, compliance with the Freedom of Information Act, and shared resources. Campbell made a motion to approve the Memorandum of Agreement with the Natural Resources Conservation Service (NRCS) and the Oklahoma Conservation Commission. Moehle seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0. Directors also reviewed the new Cooperative Agreement with the NRCS. The agreement includes use of shared equipment and vehicles, office space, 1619 Compliance, and the sharing of personnel. Moehle made a motion to approve the Cooperative Agreement with NRCS. Pollard seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

5f. Appointment of Board Vice Chair:

Directors discussed the need to fill the Vice Chair position on the Board. The position has been open since the resignation of Vice Chair Debbie Straughn in March. Following discussion, Moehle made a motion to appoint Phil Campbell as Vice Chair on the Board. Godfrey seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

5g. Review and Approve Major Project Report to Conservation Commission:

The District had to submit a Major Project outline with its Long-Range Plan for 2020-2024. The Project was also submitted as part of the Joint Annual Plan of Operations for FY 2020. A report detailing progress on the project was due to the Conservation Commission by April 15. The district's major project proposal was written by Mink and it outlined the development of pollinator prairie projects. Mink also wrote the project report. The pollinator prairie projects have been implemented with projects started in several locations. The only items remaining to be done are follow-up workshops that could not be scheduled due to COVID-19 restrictions. Since the Board did not meet in April, Chair Kunze signed off on the report so it could be submitted on time. After review, Moehle made a motion to approve the report as submitted. Pollard seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

5h. Approval New District Cooperative Agreements:

Directors reviewed requests for new cooperative agreements for Caleb Brown, Steve Bateson, and Milford Roberts. Each of the individuals has made an application for cost share assistance. Moehle made a motion to approve the cooperative agreements for Caleb Brown, Steve Bateson, and Milford Roberts. Godfrey seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

5i. Update on Friends of Blue Thumb Mini Grant:

On March 17, an email was received from Friends of Blue Thumb notifying the district that it's mini grant proposal was approved for \$300. The proposal is to hold an appreciation dinner for Blue Thumb volunteers. The district will need to hold the event and submit a report before receiving the funds. Plans for the event cannot go forward until COVID-19 restrictions are lifted.

5j. Review Engineer's Trip Report for Site 4 Kickapoo Nations:

Bartolina reviewed the trip report on Site 4 Kickapoo Nations made by Dan Smith regarding issues with seepage on the backslope and tillage in the auxiliary spillway. The seepage issue was reported by OCC watershed technicians Johnny Pelley and George Moore when they were working on other maintenance issues at the site. The foundation drain is submerged causing water to back up into the drain so that it is not functioning properly. Smith recommended the outlet channel be surveyed to see if the water level in the plunge pool can be lowered to help the functioning of the foundation drain. He also recommended the district work with the landowner to get the bermudagrass reestablished in the auxiliary spillway. Bartolina did contact the landowner, Mike Vorel, to discuss the vegetation issue in the spillway. Mr. Vorel indicated he tilled the area in order to re-establish the vegetation. The district needs to check progress of the vegetation and schedule the NRCS technician to survey the site. It is also time for the annual inspection of the site that should to be made in May or early June.

5k. Report on Fraudulent Unemployment Claims:

Numerous fraudulent unemployment claims have been filed with the Oklahoma Employment Security Commission (OESC) on the district's account. To date, claims have been filed under the names of Jeryl Thorne, Jsimé Stover, Sonya Brown, Stephanie Stroud, Karstin Kennedy, Royce Mack, Nacasaw Coppage, Cornelius Coleman, and Tom Stout. None of these individuals have worked for the conservation district. Inmon has reported the fraudulent claims to the OESC fraud division by email and by written letter. Inmon stated she will also file a report with the Oklahoma Attorney General's office as advised by the Conservation Commission.

5l. Approval Annual Membership to Oklahoma Conservation Historical Society:

Directors reviewed the membership dues request from the Oklahoma Conservation Historical Society. Organizational dues are \$50 per year. Moehle made a motion to approve payment of the \$50 annual membership to the Oklahoma Conservation Historical Society. Godfrey seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

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

Guy was unable to join the meeting due to vehicle repair issues.

Inmon stated that Guy was working with producers to finalize requirements for EQIP. She has also been assisting the district with field visits to service State Cost Share applications for Program Year 22.

6b. District Directors:

- ✓ Campbell serves on the Conservation Commission representing Area 2. He stated OCC has received reports of great work going on during the pandemic. Districts are finding new ways of communicating to producers and clients through social media and other means. The Commission's main concern throughout the pandemic has been and will be to make sure that families and employees remain safe while continuing to meet the needs of the public.
- ✓ Pollard stated she is excited to be joining the Board of Directors and is excited to see the district becoming more involved in urban issues. She attended the Annual Meeting of the Oklahoma Association of Conservation Districts (OACD), and she was impressed to see OACD including urban health sessions. She stated Mink had done an excellent job of moderating the sessions that were held for the urban forum.

6c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina welcomed Pollard to the Board and stated he was excited to be working with her again. Bartolina stated he has been sheltering in place at home and has been staying in communication with district staff and assisting with tasks as need. He assisted OACD with making contacts due to the cancellation of the National Land and Range Judging Contest.
- ✓ Mink reported on the NRCS grant with Commonwealth Urban Farms and the OKC Farmer's Market. Work with Commonwealth was slowed due to COVID but is slowly moving forward. Mink hopes that portion of grant will be completed by June. Work with OKC Farmer's Market is still in holding with no immediate opportunity to finish the project since it involves the gathering of volunteers to complete construction of a high tunnel.
- ✓ On May 1, Mink and three volunteers with the Derryberry Law firm installed a pollinator garden at the office complex in partnership with Derryberry whose office is in an adjacent building.
- ✓ Mink will be making follow-up visits to check out progress on pollinator projects started last fall.
- ✓ Mink will be meeting with Lisa Owen on Thursday to pick up the truck from the Conservation Commission. Director Campbell was able to work an agreement with OCC where they will maintain the vehicle insurance while allowing Mink full use of the truck. The district will be responsible for fuel and maintenance on the vehicle.
- ✓ Inmon stated that staff would be working on the annual Joint Plan of Operations which is due to the Conservation Commission in June.

7. CORRESPONDENCE:

1) Tammy Sawatzky-Conservation Commission:

A notice was received from Conservation Commission Program Division Director Tammy Sawatzky regarding Cost Share Program Year 22 rules. There will be no carryover of PY 20 funds to PY 22. She will only accept requests for additional funds after August 31, 2020, and districts must use the allocation report that districts are required to submit by September 1.

2) OACD-Sarah Blaney:

The district received good news from Sarah Blaney, Executive Director of the Oklahoma Association of Conservation Districts (OACD). OACD has received conditional approval of the grant proposal to continue the Conservation and Agriculture Reach Everyone (CARE) Project in partnership with the Oklahoma Black Historical Research Project and additional partners in Texas. Blaney attached a copy of the letter from Ronald Harris, the NRCS director of Outreach and Partnerships Division. As soon as the agreement is signed with NRCS, Blaney will be contacting districts involved in the CARE proposal with their individual agreements.

8. NEW BUSINESS: None

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for June 3, 2020, 1:30 p.m. The meeting will most likely be done via teleconference. There being no further business, Moehle made a motion to adjourn the meeting at 2:55 p.m. Pollard seconded the motion. Kunze called for roll call vote: Aye votes: Godfrey, Moehle, Campbell, Pollard, and Kunze. Nay votes: none. Motion passed 5-0.

Approved as Written: 
Chair, Board of Directors

Date: 6-3-2020

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 – May 13, 2020
Report for March and April 2020**

District Manager – Don Bartolina

- ✓ Conduct Land and Range Judging Steering Committee meeting
- ✓ Follow-up with Dan Smith regarding Site 4, Kickapoo Nations Trip Report
- ✓ Make contacts with landowner regarding maintenance issues on Site 4, Kickapoo Nations
- ✓ Make contacts for National Land and Range Judging Contest, inventory supplies
- ✓ Teleconference to discuss cancelation of National Land and Range Judging Contest due to COVID-19
- ✓ Contact Laura Pollard regarding open position on Board of Directors
- ✓ Follow-up activities for Land and Range Judging Contest cancellation
- ✓ Telework from home due to COVID-19 situation, monitor emails, make contacts as needed

Administrative Assistant – Becky Inmon

- ✓ Prepared March board meeting minutes, sent to directors for review, emailed February 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 941 report, quarterly report to Oklahoma Tax Commission, and quarterly report to Oklahoma Employment Security Commission, submitted quarterly TA funds report to NACD
- ✓ 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 March and April (regular and part-time)
- ✓ Canceled April board meeting, notified County Clerk and OCC as required
- ✓ Submitted JAPO Project Report to OCC – Report prepared by Mink
- ✓ Assisted Bartolina and OACD with National Land and Range Judging Contest Steering Committee Meeting on March 5
- ✓ March 6 – With Mike Sharp to work on office email migration to Office 365
- ✓ Prepared for and assisted Dwight Guy and Kim Shaw with groundwater screening event at Hillwood Baptist Church in Spencer on March 14
- ✓ Participated in teleconference to discuss cancelation of National Land and Range Judging Contest, assisted OACD with cancelation notices, posting information to website and social media, returning registration payments to schools
- ✓ Advertised availability of Cost Share Program Year 22 funds through newspaper outlets, social media, phone contacts. Accepted applications for Board review.
- ✓ Submitted Pollard Recommendation for Appointment papers to Conservation Commission
- ✓ Prepared OACDE minutes from Annual and Quarterly meetings, emailed to board and membership.
- ✓ Submitted Notice of Filing Period notice to Edmond Sun
- ✓ Set up account for teleconferencing through FreeConferenceCall.com
- ✓ Submitted pics of flood control dams and district outreach activities to Bryan Painter
- ✓ Prepared cost share payment checks for participants, mailed checks with transmittal letters
- ✓ Assisted NRCS with correspondence and Farm Bill program needs and other duties as needed
- ✓ Responded to fraudulent unemployment claim letters received from Oklahoma Employment Security Commission, informed Conservation Commission about false claims
- ✓ Telework from home starting March 25 through April 30, monitor emails, respond to requests, work in office when necessary

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

May 11, 2020

-NRCS Grant:

-CommonWealth Urban Farms → pollinator work going well → will likely extend into June → providing signage and resources

- NE OKC Farmer's Market → High Tunnel on hold until we can gather group for construction

-CTA:

-Bioswale at CommonWealth → pursuing revocable permit and working on design

-DEQ → pollinator signage

-Denise Wilson → pollinator prairie questions

-Chris Sitz → Pasture drainage concerns → site consult with Nick Owen

-Weekly Wildflower Wednesday Posts

-Webisode Series → State of the Compost → two released, more to come → weekly/biweekly

-Derryberry Pollinator Garden Installation → May 1st

-AgLearn Courses → pursuing Apprentice Planner Certification

-Tree Fund and ISA webinars → maintain ISA Arborist certification

-pursuing virtual workshop opportunities with Amy Seiger and Josh Campbell

-aquaponics and community resiliency → Freedom Farms

-wild world of compost → Will Rogers Gardens

May Area of Focus:

-pollinator plot virtual check-in → data collection & education

-additional at-home compost and gardening webisodes