

**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, November 4, 2020, 1:30 p.m.

Members Present: Phil Campbell, Vice Chair, via teleconference
Mark Moehle, Member, via teleconference
Laura Pollard, Member, via teleconference

Members Absent: Jan Kunze, Chair
Rick Godfrey, treasurer

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

1. CALL TO ORDER:

Vice Chair Campbell called the meeting to order at 1:30 p.m. and asked for a roll call of directors in attendance. Campbell stated that a quorum was present and business could be conducted. He 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 11:00 a.m. on November 3, 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 posted to the website. It was noted that Chair Kunze and treasurer Godfrey would not be joining the meeting.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of October 7, 2020, Regular Meeting:

Board members received a copy of the October meeting minutes for review. Moehle made a motion to approve the October minutes as written. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 3-0.

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

3a. Financial Statement for Period Ending October 31, 2020:

The Board reviewed the financial statement including the accounts payable and receivable for the period of October 1-31, 2020. (Attachment 1) Inmon stated treasurer Godfrey approved moving funds from the Money Market account to the checking account. Inmon transferred \$4,500 in NACD TA funds back to checking. Pollard made a motion to approve the October financial statement as presented. Moehle seconded the motion. Campbell called for roll call vote. Aye votes: Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 3-0. The Board also reviewed copies of the October checking and money market statements, credit card statement, and the NACD grant fund report included with the financial statement.

3b. Employee Payroll Sheets including Longevity Payment and Time and Leave Records for Month Ending October 31, 2020:

Directors reviewed the payroll sheets, including Inmon's annual longevity payment, and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink. It was noted Chair Kunze had authorized administrative leave days for Inmon and Mink due to power outages at their homes and the office, 3 days for Inmon and 4 days for Mink. Kunze emailed the Board requesting the administrative leave be approved as authorized. Moehle made a motion to approve the employee payroll sheets including Inmon's longevity and time and leave records for October with the administrative leave authorized by Chair Kunze. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 3-0.

3c. Archaeology Assistants Payroll Sheet and Timesheets for Month Ending October 31, 2020:

Directors reviewed the payroll and timesheets for the temporary employees, archeology assistants Taylor Emery and Manuel Marin. Moehle made a motion to approve the archaeology assistants' payroll and timesheets. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 3-0.

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 \$3,899.65, the special project claim for the archaeology assistants was \$571.25, and the claim for the secretary salary was \$2,520.48. Pollard made a motion to approve the district's reimbursement claims to OCC as presented. Moehle seconded the motion. Campbell called for roll call vote. Aye votes: Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 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. NRCS representative Stephanie Guy signed and approved the worksheet. Moehle made a motion to approve the October worksheet as presented. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 3-0.

4b. Cost Share Program Year 22 Update:

Directors reviewed the Program Year 22 Cost Share report. Participant Milford Roberts completed his water well practice. He is waiting on his water sample results from OSU Extension. None of the other participants completed work in the past month.

4c. Discuss Training Video on Parliamentary Procedure Basics, Select December Meeting Video:

Directors and staff discussed the OCC training video on Parliamentary Procedure Basics. All agreed the information in the video was excellent. Directors and staff commented on the usage of Table versus Postpone when making motions. Table should be used sparingly and clarified as to intent to kill or postpone. If an agenda item is postponed or tabled for later, a date should be given as to when the item will be placed back on the agenda. Directors in attendance, Moehle, Pollard, and Campbell watched the video as did the district staff. Directors agreed to watch the video on Oklahoma's Open Meeting Act for discussion at the December meeting.

4d. Approve Schedule of Regular Meetings for 2021:

Directors reviewed a list of dates for 2021 regular meetings on the first Wednesday of each month except May which would be held on the second Wednesday. After review, Moehle made a motion to approve the 2021 regular meeting dates as follows: January 6, February 3, March 3, April 7, May 12, June 2, July 7, August 4, September 1, October 6, November 3, and December 1. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 3-0. A Notice of Schedule of Regular meetings must be filed with the County Clerk before December 15, and a copy must be provided to the Conservation Commission.

4e. Approval Payment of Registration Fee for Mink to Attend ISA Virtual Conference:

Mink wants to participate in the International Society of Arboriculture (ISA) International Virtual Conference on December 7-11, 2020; and he asked if the Board would pay the \$50 registration fee. Mink wants to maintain his Arborist Certification which has been useful in his position as the district's Urban Soil Health Specialist. Attendance at the conference would provide Mink with education credits. Moehle made a motion to approve payment of the \$50 registration fee for Mink to participate in the ISA International Virtual Conference. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 3-0.

4f. NACD Technical Assistance Grant Report:

Funds from the 2019 NACD Technical Assistance (TA) grant were expended with October salaries. A portion of the October salaries for the archaeology assistants was paid from the 2020 TA Grant. Inmon will need to complete an End of Year report for the 2019 TA grant. She also submits quarterly grant reports, and those reports were submitted in mid-October. The NACD TA grant supports the two archaeology assistants that work with the NRCS State Archaeologist K. C. Kraft in performing cultural resource requirements for NRCS projects. The Conservation Commission provides 15% cash match for salaries plus operating expense, and the district provides a portion of the required match through in-kind funds by processing all the necessary payroll forms, tax payments, claims forms, etc.

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

Stephanie Guy was unable to attend the meeting. She has been working on CSP payments to producers. She also checked out a completed water well for an EQIP project.

5b. District Directors:

- ✓ Pollard stated she was interested in participating in some of the virtual workshops listed for discussion under correspondence. She would like to meet with Mink for further discussion on the Yard by Yard Project before contacting the Wildlife Department about a segment on their program.
- ✓ Campbell reported the Diversity, Equity, and Inclusion task force he serves on has been busy building a report, and they have started work on the draft.

5c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina still working from home and communicating with staff as needed. He assisted director Moehle with a hazardous dam review on bank managed property.
- ✓ Mink has been assisting Okies for Monarchs. They lost their director due to a lack of funding source.
- ✓ Mink thanked director Campbell for assisting him with the large pollinator plot conversions. He will be following up with the seed planting soon. Plants in existing pollinator gardens seem to be bouncing back fairly well from the ice storm.

- ✓ Mink should be wrapping up the Kirkpatrick grant and the NRCS grant soon as well.
- ✓ Cheryl Cheadle has submitted information on the Yard by Yard Project for an upcoming issue of the OCC Ripple Effect.
- ✓ No word yet on the OACD Area 2 poster contest. Inmon will order the local awards and get them distributed to the winners.

6. CORRESPONDENCE:

6a. OACD: CARE News Release, Training Workshop:

Directors were forwarded a copy of an OACD news release concerning the Conservation and Agriculture Reach Everyone (CARE) Program. Directors were also provided information on a virtual training workshop on November 18 related to the CARE Program and working with socially disadvantaged producers. There are three segments to the workshop. OACD would like districts involved in CARE to participate, especially in the Heir’s Property segment.

6b. NACD Webinar Featuring Mink and the Yard by Yard Program:

Urban Soil Health Specialist Mink will be the featured speaker on a NACD webinar on November 19. He will be discussing the Yard by Yard Project. Directors were provided a link to register for the workshop.

6c. Keep Oklahoma Beautiful Awards Program:

The Keep Oklahoma Beautiful annual awards program will be Friday evening, November 20. Oklahoma County CD, along with its partner organizations, have been nominated for an award for the Yard by Yard Project. The district will receive a link to join the virtual awards program approximately 12 days ahead. Inmon will forward the link to directors when notified.

6d. Watershed Coalition Webinar on December 8:

The National Watershed Coalition will be hosting a free online webinar on December 8. Directors were provided with the webinar information and link to register.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Vice Chair Campbell announced the next meeting was scheduled for December 2, 2020, 1:30 p.m., in the conference room next to the office. There being no further business, Moehle made a motion to adjourn the meeting at 2:15 p.m. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 3-0.

Approved as Written: Joe L. Kuyse
Chair, Board of Directors

Date: 1-6-2021

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 November 4, 2020

District Manager – Don Bartolina

- ✓ Assist Inmon with agenda preparation
- ✓ October Board meeting and follow-up, review board meeting minutes
- ✓ Telework from home, monitor district operations, make staff contacts as needed
- ✓ Review Call Okie tickets as needed
- ✓ National Land and Range Judging Contest, contract with Cowboy Hall of Fame
- ✓ Cost share program needs
- ✓ Contact with directors as needed, updates on power outage issues

Administrative Assistant – Becky Inmon

- ✓ Prepared October board meeting minutes, sent to directors for review, emailed September minutes to OCC, legislators, and partners
- ✓ Prepared and submitted monthly 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
- ✓ Submitted quarterly tax reports, IRS 941, Oklahoma Tax Commission
- ✓ Submitted Annual Audit and Net Worth Statement to County Clerk and to Conservation Commission as required
- ✓ Submitted quarterly NACD TA reports
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Submitted entries to OACDE for area poster contest
- ✓ Viewed online training videos for OACD Area Meeting
- ✓ Prepared November agenda, board meeting packet, posted information online
- ✓ Assisted NRCS with correspondence and Farm Bill program requests and other duties as needed
- ✓ Assisted Nick Owen with information for TA requests as needed
- ✓ Telework from home Monday-Wednesday during months of October, monitor emails-forward information as needed, respond to requests, work in office on Thursday-Friday or as necessary

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

November 4, 2020

- Yard by Yard discussion for Area Meetings → production of short videos
- Okies for Monarchs Social media meeting → agreed to regular content posting on their pages
- Joe's Addiction follow-up CTA
- Rose State College → zoom meeting → support letter
- 4 YxY certifications → monarch enclosure video webisode → editing and posting to social media
- Phone CTA → 1 arborist recommendation
- Spring Workshop planning w/ City
- Tuesday and Wednesday Social Media Posts to Okies for Monarchs
- Large Pollinator Area Conversions → Logan County, Edmond, and Will Rogers park
 - captured video → editing and posting of videos to social media
- OKC Parks & Trails Zoom meeting → set up site visit
- NACD Webinar coordination → biography write-up
- Steve Hill forest management recommendations → follow-up call
- YxY Spring program planning w/ OCC
- Johnston Seed Co. → wildflower seed ordering

November Areas of Focus:

- Large Pollinator Area Conversions Round 2 → Will Rogers Park, Beautiful Restoration, Logan County Site
- Wrap up Kirkpatrick Grant