

**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, October 7, 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. and took a roll call of directors in attendance. She stated 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](http://www.okcountyconservation.com) and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 9:30 a.m. on October 6, 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 September 2, 2020, Regular Meeting Via Teleconference:**

Board members received a copy of the September 2, 2020, teleconference meeting minutes for review. Campbell made a motion to approve the September minutes as written. Godfrey seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 5-0.

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

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of September 1-30, 2020. (Attachment 1) Moehle made a motion to approve the September financial statement as presented. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion

approved 5-0. The Board reviewed copies of the September checking and money market statements and the NACD grant funds reports included with the financial statement.

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

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

Directors reviewed the payroll and timesheets for the temporary employees, archeology assistants Taylor Emery and Manuel Marin. Godfrey made a motion to approve the archaeology assistants' payroll and timesheets for September. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. 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 \$4,857.40, the special project claim for the archaeology assistants was \$780.49, and the secretary's claim for salary and longevity was \$5,965.28, for a total of \$11,603.17 in claims. Campbell made a motion to approve all the district's reimbursement claims to OCC. Moehle seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. 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 September. Guy noted the district staff had assisted with required tasks as needed. Moehle made a motion to approve the September worksheet. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 5-0.

**4b. Cost Share Program Year 22 Update:**

The Board reviewed the Program Year 22 Cost Share report. Participant Gary Moore completed his work, and he has received a check for his cost share payment. The district received an additional allocation of \$5,609.09 to fund its two approved alternates, Caleb Brown and Milford Roberts. Both participants were contacted, and letters were mailed to them regarding the funds approved for their practice. Guy has completed conservation plans for both participants. The deadline for all approved performance agreements for Program Year 22 is December 31, 2020.

**4c. Review and Approval Annual Audit-Net Worth Statement:**

The annual audit was completed by CPA Kimberlye Mayer. The Board received copies of the annual audit and annual Net Worth Statement to review. Annual receipts totaled \$193,688 and annual expenses totaled \$192,637. The net value of cash on hand at the end of FY 20 was \$20,422. Following discussion, Pollard made a motion to approve the annual audit and Net Worth Statement as presented. Campbell seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 5-0. Copies of the audit and Net Worth Statement will be filed with the Oklahoma County Clerk and the Conservation Commission.

**4d. Annual Poster Contest Update:**

The district received only a few entries in the 2<sup>nd</sup> and 3<sup>rd</sup> grade divisions of the annual poster contest. Most schools did not participate due to the COVID situation. The entries have been judged and the winning entries will be mailed to the OACDE representative by the October 15 deadline.

**4e. Friends of Blue Thumb Grant Update:**

Mink reported he talked with Cheryl Cheadle regarding the alternate use of the Blue Thumb grant funds. She gave the okay to use the \$300 Friends of Blue Thumb grant to purchase wildflower seed for the pollinator gardens being developed. The district will need to send her a note confirming how the money will be used. The funds must be expended before the district can receive reimbursement.

**4f. Discuss Pollinator Plot Video-Virtual Session for Area OACD Meeting:**

Directors and staff discussed the pollinator video with Blane Stacy and Katie Hawk filmed at the Oklahoma Department of Agriculture. Moehle stated it was very informative regarding the importance of native grasses for pollinators. Campbell stated he would like to see an updated version of the video showcasing some different plants. Pollard stated she would like to see a video with some additional plants to be used in an urban setting. Directors Campbell, Godfrey, Moehle, Pollard and Kunze and the district staff watched the video. Following discussion of the pollinator video, directors discussed which video to watch for the November meeting. It was agreed that the video on Basic Parliamentary Procedures would be the video watched and discussed at the November meeting.

**4g. Kickapoo Nations Site #4-Operations & Maintenance Update:**

Campbell reported he contacted Mark Holland with the Oklahoma City Public Works Department. They agreed to notify Campbell when the City technicians went out to look over the bridge situation. They did call, however; they did not give Campbell enough notice and when he arrived, the technicians were already gone. He is trying to set up another meeting with them at the bridge. Campbell indicated that OKC Public Works does sound like they are willing to remove some of rip rap at the bridge which is causing water flow issues downstream on Kickapoo Nations Site #4. Campbell hopes to generate some positive publicity by the two entities working together to alleviate the issue.

**4h. Approve Payment of NACD Dues:**

The Board reviewed a letter from NACD outlining some of the NACD programs and accomplishments and a request for payment of annual membership dues. Directors discussed payment of the annual dues to NACD. Following discussion, Moehle made a motion to pay \$250 in dues to NACD. Godfrey seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 5-0. In addition to the \$250, Campbell stated he wanted to make a personal donation to the district to add to the total amount of the dues paid.

**4i. Review and Approval Support Letter for Rose State College:**

Directors reviewed a proposed letter of support to Rose State College (RSC) from the district regarding RSC's grant application for a soil science course and lab at the college. The letter was signed by Mink, the district's urban soil health coordinator, who received the initial request. Pollard stated she set in on a meeting with a professor from RSC as the professor explained her interest in having a soil science lab on campus and how it would be used. Mink and Pollard both thought it would be a good thing for a community college to have a soil science lab and that it would be a good cause to support. The Conservation Commission's soil health coordinator, Amy Seiger, is also planning to write a letter of support. Seiger believes that RSC receiving the National Science Foundation grant will provide additional partnership opportunities to promote soil health. Pollard made a motion for the district to

approve the letter of support for Rose State College in their efforts to develop an Introductory Soil Science course and Soil Science lab. Campbell seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 5-0.

**4j. Discuss Alternate Meeting Space for December Meeting:**

Kunze stated that the Senate Bill provision allowing districts to meet by teleconference would expire on November 15. The district's next meeting will be November 4 before the bill expires, but a different meeting space will be needed starting in December since the USDA office is still closed to all non-personnel. Inmon contacted the building landlord and received permission to use the adjoining conference room which is larger and has space to accommodate social distancing protocols. She has tentatively reserved the room for the December meeting and will confirm the date with the building manager.

**5. REPORTS:**

**5a. NRCS Activities:**

Report presented by Stephanie Guy.

- NRCS began their new fiscal year on October 1.
- Program changes require all CSP payments for 2020 be completed by November 6. She is working to get all those payments made.
- All the applications received for seasonal high tunnels have been funded. There were twelve (12) high tunnels and two (2) brush management applications that received funding for a total of 14 applications utilizing approximately \$80,000.

**5b. District Directors:**

- ✓ Campbell stated he received a call from NACD asking him to consider serving on a Diversity, Equity, and Inclusion taskforce. He accepted the position, and the group has had two meetings.
- ✓ Pollard stated she and her husband Ben had an interesting outing working with Mink on a pollinator garden project for Beautiful Restoration, a non-profit ministry in Edmond. She also met with Mink at her residence to get some ideas about addressing issues in her backyard.
- ✓ Pollard said she enjoyed setting in on the phone call with Rose State College and was excited to see new trends happening with soil health.

**5c. District Staff:**

(Reports attached to original minutes.)

- ✓ Bartolina continues to work from home and keep in contact with staff as necessary.
- ✓ Mink reported the Yard by Yard Program requests had slowed down some. Matthew Weaver at ACOG has asked if he can publicize the program throughout his area which includes Canadian, Cleveland, and Logan Counties.
- ✓ Mink reported the high tunnel construction for the NRCS grant was completed. He will be in contact with Josh Ketch to get the final report submitted so the district can be reimbursed and pay back the loan from OACD.
- ✓ Mink has started work on two large areas for pollinator plot conversion. One area is at Will Rogers Park in Oklahoma City and the other area is in Logan County assisting the Logan County Conservation District with their project.

**6. CORRESPONDENCE:**

**6a. OACD-Letter of Accomplishments:**

Directors reviewed a letter from the Oklahoma Association of Conservation District’s (OACD) Executive Director Sarah Blaney outlining OACD’s accomplishments during 2018-2020, including financial and non-financial benefits and programs. Blaney stated that the past two years have been the most financially successful in the association’s 80-year history, and she looked forward to continuing to work for districts in conserving the state’s natural resources. Pollard stated she was impressed with the scope of OACD’s activities and she would like to know more about the Farm to Food Bank Project.

**6b. OACD-CARE Program Update:**

One of OACD’s accomplishments was securing a \$1.9 million grant for the Conservation and Agriculture Reach Everyone (CARE) project through the USDA-NRCS Conservation Collaborative program. USDA has signed off on the grant award, and OACD Executive Director Sarah Blaney is working to complete the individual sub agreements with all the conservation districts that will be part of the CARE project grant including Oklahoma County. The new agreements will cover two years, starting October 1, 2020, through September 30, 2022. The new agreement should be available for the district to review and approve at the November board meeting.

**7. NEW BUSINESS:** None

**8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Chair Kunze announced the next meeting was scheduled for November 4, 2020, 1:30 p.m., and the meeting would be via teleconference. Kunze stated she had another commitment on that date and ask that Vice Chair Campbell serve as Chair for the November meeting. There being no further business, Campbell made a motion to adjourn the meeting at 2:50 p.m. Godfrey seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 5-0.

Approved as Written: Phil Campbell  
Chair, Board of Directors

Date: 11-4-2020

- 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 October 7, 2020**

### **District Manager – Don Bartolina**

- ✓ September Board meeting and follow-up, review board meeting minutes
- ✓ Telework from home, monitor district operations, make staff contacts as needed
- ✓ Review new FY 2020 annual audit report
- ✓ Work on 2021 contracts for National Land and Range Judging Contest, Arcadia, Embassy Suites
- ✓ Cost share program needs
- ✓ Assist w/October meeting agenda

### **Administrative Assistant – Becky Inmon**

- ✓ Prepared September board meeting minutes, sent to directors for review, emailed July minutes to OCC, legislators, and partners
- ✓ Submitted Annual Report to Conservation Commission
- ✓ 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
- ✓ Prepared quarterly tax reports, IRS 941, Oklahoma Tax Commission, and OESC
- ✓ Prepared and submitted pre-claim summaries to OCC for September
- ✓ Updated information sheet for National Land and Range Judging Contest, posted online, contacted Embassy Suites about serving as overflow hotel
- ✓ Submitted request for Lake Arcadia Education area to use for National Land and Range Judging Contest practice site
- ✓ Submitted cost share report for additional funds to Conservation Commission, mailed letters to alternates regarding approved funds
- ✓ Made school contacts and posted information online for district poster contest
- ✓ Viewed online training videos for OACD Area Meeting
- ✓ Completed annual Security Awareness online training for NRCS
- ✓ 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 September, monitor emails, respond to requests, work in office on Thursday-Friday or as necessary

OCCD Board Meeting  
Kevin Mink  
Urban Soil Health Specialist  
Monthly Report

October 7, 2020

- Arborist Phone CTA encounters → 3
- Steve Hill Site CTA
- Glenpool Site Consult & Discussion w/ OCC
- Beautiful Restoration Site Visit
  - plant species selection w/ Wild Things → ordered and delivered to office
  - Pollinator Garden installation on 9/26/20
- Kim Farber pollinator garden CTA
- Logan County Site CTA
- ACOG phone meeting about Yard by Yard
- School community gardens discussion
- CommonWealth Urban Farms → CTA
  - Rain Garden construction and planting
  - Rain Garden, Pollinator and Enviroscape demonstration on 9/19/20
- River Bend Estates HOA → Arborist CTA
- Joe's Addiction CTA → grant opportunities → community forestry grant
- Kirkpatrick grant budget update
- Laura & Ben Pollard CTA
- Will Rogers Park → large pollinator area conversion meeting
- OKC Zoo Pollinator Plot webisode check-in → shoot, edit, and post
- Equipment coordination for large scale pollinator area conversions
- Yard by Yard → follow-ups and certifications
  - updates review of existing submissions
- NRCS Grant → High Tunnel Wrapping

**October Areas of Focus:**

- Large Pollinator Area Conversions → Will Rogers Park, Beautiful Restoration, Logan County Site
- Final Report for NRCS Conservation Grant