

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

Date and Time: Wednesday, June 2, 2021, 1:30 p.m.

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

Member Absent: Laura Pollard

Others Present: Rebecca Inmon, Administrative Assistant
Don Bartolina, District Manager
Stephanie Guy, Soil Conservationist, NRCS

1. CALL TO ORDER:

Chair Kunze called the meeting to order at 1:30 p.m. and 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 and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 9:50 a.m. on June 1, 2021. 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.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of May 12, 2021, Regular Meeting:

Board members received a copy of the May minutes for review. Godfrey made a motion to approve the May minutes as written. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

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

3a. Financial Statement for Period Ending May 31, 2021:

The Board reviewed the financial statement including the accounts payable and receivable for the period of May 1-31, 2021. (Attachment 1) Inmon noted the April reimbursement for Special Project salaries had not yet been paid. Moehle made a motion to approve the May financial statement as presented. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. The Board reviewed copies of the May checking and money market statements and the NACD and CARE grant funding reports included with the financial statement.

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending May 31, 2021:

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. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

3c. Archaeology Assistants Payroll and Timesheets for Month Ending May 31, 2021:

Directors reviewed the payroll and timesheets for the temporary employees, archeology assistants Taylor Emery and Manuel Marin. Campbell made a motion to approve the archaeology assistants' payroll and timesheets for May. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

3d. District's Monthly Reimbursement Claims:

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission dated June 2, 2021. The regular claim for operating expense and salaries was \$4,055.94, the special project claim for the archaeology assistants was \$352.94, and Inmon's salary claim was \$2,706.65 for a total of \$7,115.53. Moehle made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

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 May. Guy noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the May worksheet. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

4b. Administer Oath of Office and Loyalty Oath:

Inmon administered the Oath of Office and Loyalty Oath to director Moehle. Moehle was appointed to serve another two-year term, July 1, 2021 through June 30, 2023. Moehle was also provided a copy of the Conservation District Director Position Description to review and sign.

4c. Program Year 23 Cost Share Program Update:

All three approved applicants, Caleb Brown, 3R Farms LLC and Donald Ray Stanfield Jr., have signed their performance agreement. The district sent a letter to Cost Share Program Coordinator Taylor Marshall requesting the additional \$649.64 to fully fund Ray Stanfield Jr. Marshall advised she would consider the request when she knew how much money she had to re-allocate. Marshall requested an allocation report from all district's requesting additional funds, and the report has been submitted. Approved alternates Cole Atkinson and Alvin Lee have signed their performance agreement. Richie Guess has scheduled an appointment to come in on June 3. The other three approved alternates have yet to sign. One alternate, Jeffrey Canaday, needs to update records with the Farm Service Agency, and he has been notified. He reported to Guy that he did not receive his notification letter, so Inmon sent a second letter to his email address. All applicants have been mailed letters regarding their application status including the two applicants who were not approved. One of the applicants not approved, Natasha Mahmoud, also made an application through the EQIP program.

4d. Review and Approval New Cooperator Agreements:

Directors reviewed the new cooperator agreements from Alvin Lee and Jeffrey Canaday. Both Lee and Canaday are participants in the State Cost Share Program. Moehle made a motion to approve the new

cooperator agreements for Alvin Lee and Jeffrey Canaday. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

4e. Approval Final Joint Plan of Operations/Major Project for July 1, 2021-September 30, 2022:

The district's draft Joint Plan of Operations (JPO) & special project were submitted to the Conservation Commission for review. The draft JPO and special project were approved with one minor correction. OCC requested the monthly TEAM trainings be added under the education section of the JPO. The update has been made and the final JPO/special project is ready for board approval. After review, Campbell made a motion to approve the final JPO and special project for July 1, 2021 – September 30, 2022. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. The final JPO will be submitted to OCC for approval at the next Conservation Commission meeting.

4f. CARE Program Update:

Inmon and Campbell reported on the CARE Program.

- The monthly teleconference with Logan County was held May 25. The next meeting is scheduled for June 24 and will be an in-person meeting to discuss possible outreach programs.
- Logan County has completed the CARE Champion interview with Gaye Pfeiffer and the district has scheduled to meet with Champion Kwame Mboya on June 4.
- Campbell has been working with Dwight Guy and Dr. Gibson of Langston University to plan a blackberry removal test plot on the Quinn farm. The project will use goats vs. chemical spraying to remove the blackberries. He hopes Langston will use their drone to fly over the area to help show the impacts occurring during the project.
- OACD held a quarterly zoom meeting on May 27.
 - o Dwight Guy will be the new conservation planner to assist with CARE. Mark Maples was unable to continue due to health issues.
 - o During the meeting, Guy reported that Rochelle King would be honored as the first Black female doing organic.
 - o OACD wants each district to participate in a Prescribed Burn workshop. The next one is being held in McAlester on June 28, and another one will be held in the fall.

4g. Approval Payment OACD Dues:

Directors discussed payment of annual dues to the Oklahoma Association of Conservation Districts (OACD). Moehle made a motion to pay the \$400 annual dues to OACD. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

4h. Review and Approval Annual Budget Request:

Directors reviewed the annual budget request to the Conservation Commission for FY 2023. The budget request is based on the amount of funds needed to operate the district starting with \$0 dollars. Following review, Moehle made a motion to approve the FY 2023 budget request to the Conservation Commission. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

4i. Discuss Annual Watershed Inspections:

Inmon stated the annual watershed inspections of Kickapoo Site 4 and Bear Fall Coon site 32 needed to be completed before the end of June. She also requested the inspections be done earlier in the spring next year. That would allow for any needed repairs to be incorporated into the budget request. Campbell will coordinate with Mink to schedule the annual inspections.

4j. Review State Meeting Training Video:

Directors who were unable to attend the OACD Annual Meeting have been asked to view the training videos from the meeting. Moehle reported he watched the video "365 Days of Grazing with Brett Peshek, Jared Rother, and Doug Galloway." No other report given.

4k. Discuss EOY Operating Expense Needs-Approve Purchase:

Directors reviewed the operating expense budget allocation available to spend for FY 21 and a list of possible items for purchase. Inmon has sent two books of board meeting minutes to the Conservation Commission for binding. The Board approved the OACD annual dues payment, and the district will need to pay the quarterly unemployment contribution. After those expenses, the district should have approximately \$1,670 to spend on education supplies for the special project at Crown Heights Park including the pollinator plants. Following discussion, Moehle made a motion to authorize district staff to purchase education supplies for the special project using funds available in the operating expense allocation. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

5. PROPOSED EXECUTIVE SESSION TO REVIEW AND CONSIDER CONSERVATION PLANS AS AUTHORIZED BY TITLE 25 O.S. SECTION 307 (B)(7):**5a. Vote in Open Session to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B)(7) for the Purpose of Discussing Conservation Plans Stated in Agenda Item 5a:**

Campbell made a motion to enter executive session as authorized by Title 25 O.S. Section 307 (B)(7) for the purpose of discussing conservation plans for Alvin Lee, TDW Farms LLC, Nikolaus Atkinson, 3-R Farms LLC, Donald Ray Stanfield Jr., Gary Moore, Clint Spencer, Richie Guess, and Caleb Brown. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0. The board entered executive session at 2:23 p.m. and Kunze designated Inmon to record the minutes.

5b. Executive Session to Discuss Conservation Plans as Stated in Item 5a:

Minutes of the executive session are filed separately as required by law.

5c. Return to Open Session and Re-establish Quorum:

Director Godfrey temporarily stepped away from the meeting. Campbell made a motion to return to open session. Moehle seconded the motion. Aye votes: Campbell, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. Kunze noted that a quorum was present and regular business could continue. The board returned to open session at 2:40 p.m.

5d. Vote to Approve Conservation Plans Reviewed in Executive Session:

Campbell made a motion to approve the conservation plans for Alvin Lee, TDW Farms LLC, Nikolaus Atkinson, 3-R Farms LLC, Donald Ray Stanfield Jr., Gary Moore, Clint Spencer, Richie Guess, and Caleb Brown. Moehle seconded the motion. Aye votes: Campbell, Moehle, and Kunze. Nay votes: none. Motion passed 3-0. *After the vote, Director Godfrey returned to the meeting.*

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

Report presented by Stephanie Guy.

- ✓ Off schedule contract reviews need to be completed by June 30. Oklahoma County has one contract for review with Bill Welden. Off contract reviews are those that were not completed on the originally scheduled time frame.
- ✓ Guy has completed all the State Cost Share conservation plans except for Jeffrey Canaday.
- ✓ Oklahoma has one CSP application. Chances look good for it to be approved.
- ✓ Guy completed HEL training with Malcolm Jones. Guy and her team will begin working on the HEL field reviews for five surrounding counties.

5b. District Directors:

- ✓ Moehle remarked that he appreciated the article Bryan Painter was writing on district manager Bartolina outlining his history of service in conservation and with the National Land and Range Judging Contest.
- ✓ Campbell participated in the Ag on Lincoln event on May 13.
- ✓ Campbell was contacted by OSU Extension about becoming a member of a new farmer’s market located at the Extension office on 63rd street. He will attend a meeting next week.

5c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina is presently still working from home and has submitted his request to retire on June 30. In reference to the article being written by Bryan Painter, Bartolina stated that much of the information was taken from a previous interview he had done with the Oklahoma Conservation Historical Society.
- ✓ Inmon stated she planned to take some annual leave days during the month of June.

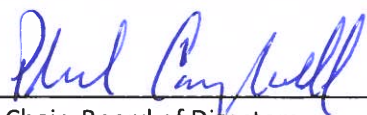
7. CORRESPONDENCE:

- ✓ Information regarding an upcoming National Watershed Coalition webinar was forwarded to directors.
- ✓ Inmon will also forward information to directors regarding NACD’s upcoming South Central Region meeting being held in Eureka Springs, AR in August.

8. NEW BUSINESS: None

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for July 7, 2021, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting at 3:10 p.m. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

Approved as Written:  Date: 7/7/2021
 Chair, Board of Directors

CC: Oklahoma Conservation Commission
 Bill Jordan, President, OACD
 Keith McFerran, Area II Director, OACD
 Brandon Burns, District Conservationist, Team 10

Phil Campbell, Area II Commissioner
 Joe Caughlin, President Elect, OACD
 Gary O’Neill, State Conservationist, NRCS
 Brent Pannell, Assist State Cons, Field OP, Zone 2, NRCS

Oklahoma County Conservation District District Employees Report June 2, 2021

District Manager – Don Bartolina

- ✓ Telework from home, monitor district operations and correspondence
- ✓ Make staff contacts as needed
- ✓ Review May meeting minutes
- ✓ Participate in CARE teleconference meeting with partner Logan County
- ✓ Cost share program
- ✓ Retirement planning with OPERS, gather needed information
- ✓ Review June board meeting agenda
- ✓ Review board meeting information, prepare for meeting

Administrative Assistant – Becky Inmon

- ✓ Prepared May board meeting minutes, sent to directors for review, emailed April minutes packet to OCC, minutes to 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 CARE grant funds
- ✓ Participated in districts TEAMS training on May 13
- ✓ Submitted letter Taylor Marshall requesting additional allocation to fully fund performance agreement for Ray Stanfield Jr.
- ✓ Met with director Pollard to discuss district operations and finances
- ✓ Mailed letters to producers regarding status of cost share applications as approved for funding, approved as alternates, or not approved, met with producers who scheduled to sign their performance agreements
- ✓ Prepared 2015-2018 board meeting minutes for binding, delivered to OCC
- ✓ Participated in monthly CARE teleconference with Logan County on May 25, schedule outreach planning session for June 24
- ✓ Participated in quarterly CARE zoom meeting on May 27, completed required information readings for May
- ✓ Prepared May payroll & timesheets for staff and archeology assistants
- ✓ Updated monthly earnings records for all employees
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Prepared June agenda and board meeting packet with district financial and operations information, posted agenda online
- ✓ Submitted draft JAPO with Annual Project to OCC, updated as requested
- ✓ Prepared annual budget request to OCC for review at June board meeting
- ✓ Watched CONVENE training webinars offered through NCDEA
- ✓ Assisted NRCS with correspondence and Farm Bill program requests and other duties as needed
- ✓ Assisted Nick Owen/Logan Curtis with information for TA requests as needed
- ✓ Post information updates to website and social media as needed
- ✓ Telework from home Monday-Tuesday during month of May, monitor emails-forward information as needed, respond to requests, work in office on Wednesday-Friday or as necessary

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

June 2, 2021

- Will Rogers Park → Prairie Design Meeting & Coordination w/ OKC Parks
- Okies for Monarchs Social Team Meeting
- Land Judging Contest, El Reno – Indiana Team → Photos w/ OCC
- Arborist CTA
- Fruit Trees in the Landscape Webinar → Arborist certification unit
- Lauren Rosenfelt Artist Interview
- Planting the Path for Pollinators PowerPoint development
- Science Museum Drought Resiliency Program 5.18.21 6-8:30pm → event planning & coordination
- Rotary Club Pollinator Presentation 5.20.21 7am → pollinator garden CTA
- Tuesday and Wednesday Okies for Monarchs social media posts → shared to OCCD
- regular Yard by Yard FB posts → shared to OCCD
- Yard by Yard
 - Deer Creek training & first yard certification
 - Cherokee & Cleveland County YxY planning
- Yard CTA → 3 consults
- Diseases of Landscape Trees webinar → Arborist certification unit
- OKC Zoo Plots check-in → video collection and editing
- Crown Heights Park → JAPO project outreach
- JAPO project proposal and drafting
- CARE teleconference