

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

Date and Time: Wednesday, January 6, 2021, 1:30 p.m.

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

Member Absent: Mark Moehle, Member
Laura Pollard, Member

Others Present: Rebecca Inmon, Administrative Assistant
Don Bartolina, District Manager, via teleconference
Kevin Mink, Urban Soil Health Specialist, via teleconference
Stephanie Guy, Soil Conservationist, NRCS

1. CALL TO ORDER:

Chair Kunze called the meeting to order at 1:30 p.m., and she noted that a quorum was present and business could be conducted. Chair Kunze also acknowledged that directors Pollard and Moehle were listening to the meeting via teleconference. They will not participate in the meeting in any capacity, either in discussion or voting. 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 10:55 a.m. on January 5, 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 November 4, 2020, Regular Meeting:

Board members received a copy of the November 4, 2020, minutes for review. Godfrey made a motion to approve the November minutes as written. Campbell seconded the motion. Aye votes: Godfrey, Campbell, and Kunze. Nay votes: none. Motion passed 3-0. The regular meeting for the month of December was canceled.

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

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of November 1-30, 2020. (Attachment 1) Campbell made a motion to approve the November financial statement as presented. Godfrey seconded the motion. Aye votes: Godfrey, Campbell, and Kunze. Nay votes: none. Motion passed 3-0. Directors also reviewed the November bank statements included with the financial statement.

3b. Financial Statement for Period Ending December 31, 2020:

The Board reviewed the financial statement including the accounts payable and receivable for the period of December 1-31, 2020. (Attachment 2) Godfrey made a motion to approve the December financial statement as presented. Campbell seconded the motion. Aye votes: Godfrey, Campbell, and Kunze. Nay votes: none. Motion passed 3-0. Directors also reviewed the December bank statements, credit card statement, and grant funds reports included with the financial statement.

3c. Ratify Approval Employee Payroll Sheets and Time and Leave Records for Month Ending November 30, 2020:

Directors reviewed the November payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink. Campbell made a motion to ratify approval the employee payroll sheets and time and leave records for November. Godfrey seconded the motion. Aye votes: Godfrey, Campbell, and Kunze. Nay votes: none. Motion passed 3-0.

3d. Approve Employee Payroll Sheets and Time and Leave Records for Month Ending December 31, 2020:

Directors reviewed the December payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink. Campbell made a motion to approve the employee payroll sheets and time and leave records for December. Godfrey seconded the motion. Aye votes: Godfrey, Campbell, and Kunze. Nay votes: none. Motion passed 3-0.

3e. Ratify Approval Archaeology Assistants Payroll and Timesheets for Month Ending November 30, 2020:

Directors reviewed the November payroll and timesheets for the temporary employees, archeology assistants Taylor Emery and Manuel Marin. Campbell made a motion to ratify approval of the archeology assistants' payroll and timesheets for November. Godfrey seconded the motion. Aye votes: Godfrey, Campbell, and Kunze. Nay votes: none. Motion passed 3-0.

3f. Approve Archaeology Assistants Payroll and Timesheets for Month Ending December 31, 2020:

Directors reviewed the December payroll and timesheets for the temporary employees, archeology assistants Taylor Emery and Manuel Marin. Godfrey made a motion to approve the archeology assistants' payroll and timesheets for December. Campbell seconded the motion. Aye votes: Godfrey, Campbell, and Kunze. Nay votes: none. Motion passed 3-0.

3g. Ratify Approval District's Monthly Reimbursement Claims Dated December 2, 2020:

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission dated December 2, 2020. The regular claim for staff salaries and operating expense was \$3,429.96, secretary's salary claim was \$2,520.48, special project claim was \$578.53, and TA Administration claim was \$1,000. Campbell made a motion to ratify approval of the district's reimbursement claims to OCC dated December 2, 2020. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

3h. Approve District's Monthly Reimbursement Claims Dated January 6, 2021:

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission dated January 6, 2021. The regular claim for staff salaries and operating expense was \$3,994.34, secretary's salary claim was \$2,520.42, and the special project claim was \$551.51. Godfrey made a motion to approve the district's reimbursement claims to OCC dated January 6, 2021. Campbell seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Directors

reviewed a copy of the district's allocation register with expenses through December 2020. Inmon noted the district had \$3,239.20 remaining of its original \$6,000 operating expense allocation. With meeting expenses being down due to the COVID 19 situation, the district will have opportunity to utilize those funds for other district needs.

4. CONSIDERATION OF PROPOSED EXECUTIVE SESSION:

4a. Vote in Open Session to Enter Executive Session as Authorized by Title 25. O.S. Section 307 (B) (7) for the Purpose of Reviewing Conservation Plans for EQIP and State Cost Share Participants:

Godfrey made a motion to enter Executive Session as authorized by Title 25. O.S. Section 307 (B) (7) for the purpose of reviewing conservation plans for EQIP participants Anthony Crosby, Natalie Doak, Grant Ford, Prince Giadolar, Rochelle King, Jimmy Troy Puckett, Sam & Jodee McClean Living Trust, Keisha Scott, Herman Smith, Robin Tucker, Visage Production Inc., and Tim West and State Cost Share participants 3-R Farms LLC, Caleb Brown, Gary Moore, Milford Roberts, Clint Spencer, and Bill Welden. Campbell seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Kunze stated that everyone present could remain in the meeting, and she designated Inmon to take the minutes. The Board entered executive session at 1:41 p.m.

4b. Executive Session to Review Conservation Plans as Stated in Agenda Item 4a:

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

4c. Return to Open Session and Re-Establish Quorum:

Motion made by Godfrey and seconded by Campbell to return to open session. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Kunze noted a quorum was present and the regular business could continue. Open session reconvened at 2:06 p.m.

4d. Approval Conservation Plans Reviewed in Executive Session:

Godfrey made a motion to approve the conservation plans for EQIP participants Anthony Crosby, Natalie Doak, Grant Ford, Prince Giadolar, Rochelle King, Jimmy Troy Puckett, Sam & Jodee McClean Living Trust, Keisha Scott, Herman Smith, Robin Tucker, Visage Production Inc., and Tim West and State Cost Share participants 3-R Farms LLC, Caleb Brown, Gary Moore, Milford Roberts, Clint Spencer, and Bill Welden as discussed during the executive session. Campbell seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

5. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:

5a. Ratify Approval November NRCS Performance Worksheet:

The Board reviewed the NRCS Performance Worksheet for the month of November. Guy noted the district staff had assisted with all required tasks as needed. Campbell made a motion to ratify approval of the November worksheet. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

5b. Approve December NRCS Performance Worksheet:

The Board reviewed the NRCS Performance Worksheet for the month of December. Guy noted the district staff had assisted with all required tasks as needed. Campbell made a motion to approve the December worksheet. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

5c. Cost Share Program Year 22 Update, Approve Performance Agreement Extension for Caleb Brown:

The Board reviewed the Program Year 22 Cost Share Program report. Claims were filed for participants 3-R Farms LLC and Milford Roberts, and their checks are ready for signature. A claim has been submitted for participant Clint Spencer, and the district is awaiting payment from OCC. The one remaining participant for Program Year 22, Caleb Brown, has been working to complete his project and is nearing completion. Technical representative, Stephanie Guy is scheduled to meet with Mr. Brown next week to see about certifying his practice. Since Mr. Brown was not able to complete the practice by December 31, 2020, Bartolina recommended the Board approve a deadline extension to February 26, 2021, for his performance agreement. Campbell made a motion to approve a performance agreement deadline extension for Caleb Brown to February 26, 2021. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

5d. Ratify Approval of the Conservation and Agriculture Reach Everyone (CARE) Project Cooperative Agreement with OACD, Review Work Schedule, Budget Proposal, and OACD Quarterly Checklist:

Directors reviewed the Cooperative Agreement between the district and the Oklahoma Association of Conservation Districts (OACD) for the Conservation and Agriculture Reach Everyone (CARE) Project. The CARE Project is a collaborative effort led by OACD with the Oklahoma Black Historical Research Project, Texas Agriforestry Small Farmers & Ranchers, and Association of Texas Soil & Water Conservation Districts. The purpose of the project is to increase the number of farmers and ranchers participating in conservation planning and programs that can improve soil health, water quality, and the viability of working lands. The Project places an emphasis on assisting historically underserved and veteran farmers/ranchers. The purpose of this agreement is for the District to work with local producers to increase the number of socially disadvantaged (SDA) producers who apply and receive assistance through USDA-NRCS programs. OACD will compensate the district for time and supplies related to the project. Directors noted the specific district responsibilities related to the project as listed on page 3 of the agreement. The district must maintain accurate financial records related to the project, and the appropriate State and Federal auditing agencies have right to access and examine all records related to the project. Directors also reviewed the attached Schedule of Work and proposed budget for the project. The budget includes quarterly expenses for staff salaries, mileage, supplies, and field days, plus two one-time equipment purchases that will be made by OACD for each participating district. Godfrey made a motion to ratify the CARE Project Cooperative Agreement previously signed by Chair Kunze on December 3, 2020. Campbell seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Directors then reviewed the CARE Project quarterly checklist of items that OACD asked to be completed and progress was noted. Oklahoma County is partnered with neighboring Logan County Conservation District on the Project and will be communicating with Logan County on a regular basis to implement CARE outreach and information.

4e. Approve Quarterly CARE Salary Allotment for Staff, Review Quarterly Invoice to OACD:

Directors discussed the CARE Project salary allotment for district employees. The quarterly salary allotment is \$4,750. The additional salary is considered local funds and the district must pay the 7.65% FICA and Medicare plus the 16.5% local retirement for employees. Bartolina recommended the quarterly salary allotment be split 50/50 between Inmon and Mink. (Proposed salary allotment with taxes and retirement attached.) After review, Campbell made a motion to accept the proposed salary allotment as presented with Inmon and Mink each receiving a quarterly salary of \$1,913. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Directors reviewed the quarterly CARE Project invoice submitted to OACD. The invoice for \$5,900 will cover the quarterly salary/taxes/retirement and provide funds to cover postage, office supplies,

outreach, and mileage related to the project. Inmon and Mink will receive their additional salary check once the OACD funds have been deposited.

4f. Discuss Training Video on the Oklahoma Open Meeting Act and Discuss Review of Additional Videos During Board Meetings:

Directors discussed the Conservation Commission training video by Joey Senat on the Oklahoma Open Meeting Act. The video was very informative, and it was watched by directors in attendance, Campbell, Godfrey, and Kunze. Items noted were:

- ✓ The goal of the Open Meeting Act (OMA) is to have informed citizenry.
- ✓ The Act should be interpreted liberally in favor of the public's benefit.
- ✓ Entities should follow Robert's Rules of Order, but those rules do not supersede the Act.
- ✓ OMA does not apply when directors are at dinner or other meetings so long as directors do not discuss public business or take any type of action.
- ✓ Never try to circumvent the OMA.
- ✓ Always contact OCC attorney if you have OMA related questions.

Directors agreed it would be a good idea to watch the video on an annual basis. The Board discussed whether they would review any other videos during board meetings. The requirement to review videos for the OACD Area Meeting has been met. Directors decided they would not review any additional videos during the board meeting; but stated they would continue to utilize the online videos for their personal training going forward.

4g. Discuss Attendance for NACD Virtual Annual Meeting on February 8-10, 2021:

The National Association of Conservation Districts (NACD) will hold its annual meeting virtually on February 8-10, 2021. It provides a great opportunity for directors and staff to participate in the NACD meeting that they might not otherwise be able to attend. Registration for the online meeting is \$50, and each participant must have a unique email. Campbell said he thought his registration was covered through his participation in the NACD Next Generation Leadership Institute. Inmon stated she would like to register for the meeting. Godfrey, Kunze, and Mink stated they would review the agenda and decide if they want to participate. Godfrey made a motion to authorize up to \$300 in registration expense for directors and staff that wanted to participate in the virtual meeting. Campbell seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0. Kunze asked Inmon to notify Moehle and Pollard of the opportunity to participate in the NACD meeting.

4h. Approval Annual Membership to the National Watershed Coalition:

Directors reviewed a letter and membership renewal form from the National Watershed Coalition (NWC). The letter, from NWC Chair Lisa Owen, outlined the NWC activities and successes and goals for 2021. Annual dues to the organization are \$75. Campbell stated he thought it was worthwhile for the district to support NWC. Campbell and Inmon participated in a webinar on Successful Partnerships for Successful Projects that was sponsored by NWC in December. Both stated the webinar was excellent and very informative. Following discussion, Campbell made a motion to pay the \$75 annual membership fee to the National Watershed Coalition. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

4i. Approval Direct Deposit Authorization with NACD for Technical Assistance Grant Funds:

NACD has given districts with Technical Assistance (TA) grant funds the opportunity to have their TA funds deposited directly into their bank account instead of receiving a paper check. Districts are not required to sign up for direct deposit, but they can utilize NACD'S Direct Credit Authorization (ACH) form to sign up if they chose. Campbell made a motion to utilize NACD'S direct credit option and to submit a

copy of the appropriate ACH form to NACD. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

4j. Report on Local Work Group Meeting Surveys In Lieu of Meeting:

District Conservationist Brandon Burns suggested districts in Team 10 mail surveys to Local Work Group Committee members in lieu of the regular meetings this year with all the COVID restrictions in place. Inmon worked with Guy to send surveys to all the local work group members including Farm Service Agency, OSU Extension, County Commissioners, FSA County Committee, and the Forestry Service. Inmon suggested directors in attendance might also fill out the survey. Surveys were mailed to Local Work Group members mid-December but to date, no surveys have been returned.

4k. Schedule Date for Employee Performance Reviews:

The district postponed employee performance reviews because of the pandemic. Reviews are normally done during an Executive Session held in October-November. The reviews will need to be done before the end of the fiscal year. Following discussion, the Board agreed to have the annual performance reviews placed on the agenda for the March 3 board meeting.

4l. Approve Assistance to Blue Thumb Program with Payment/Reimbursement of Yard by Yard Program Materials:

Blue Thumb Volunteer Coordinator Cheryl Cheadle requested assistance with the payment and reimbursement of materials needed for the Statewide Yard by Yard Project. Cheadle will purchase all the materials, but she has asked the district to pay the invoices and then request reimbursement from the Conservation Commission. The amount of the purchases is expected to be \$1,050. The funds will not affect the district's regular allocation. The reimbursement will come from Blue Thumb and Soil Health funds. Campbell made a motion to assist the Blue Thumb Program with the payment and reimbursement of the Yard by Yard materials as requested by Cheadle. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

4m. Report on Local and OACD Poster Contest Awards:

Inmon delivered the local poster contest awards to the school. Unfortunately, there was misprint on one of the awards which had to be corrected. Inmon will contact the school to see when she can drop off the corrected award. The district also had a winner in the OACD Area Poster Contest. OACD plans to mail out those awards. Inmon will arrange to deliver the award when it becomes available.

6. REPORTS:

6a. NRCS Activities:

Report presented by Stephanie Guy.

- ❖ EQIP Application deadline is January 29, 2021.
- ❖ CSP GCI 2021 Obligation deadline is January 20, 2021.
- ❖ CSP Renewal Obligation deadline is February 26, 2021.
- ❖ One CSP Renewal that is Organic but there are no enhancements for Organic Farmers in CSP.

6b. District Directors:

- ✓ Campbell participated in the National Watershed Coalition webinar as stated earlier. He thought it was a very informative webinar.
- ✓ Campbell stated the Commission met on Monday in the Ag Department foyer. The Land Judging Contest was discussed but no decisions have been made. Campbell serves as Area 2 Commissioner.

- ✓ Kunze, ScienceFest Chair, stated the ScienceFest Committee would be meeting the upcoming Tuesday to discuss alternate ways of accessing STEM materials for students with the uncertainty of COVID still looming. ScienceFest is normally held the first Thursday in May.

6c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina continues to work from home and make weekly visits with staff.
- ✓ Mink wrapped up the Kirkpatrick Grant and submitted the final report to OACD.
- ✓ He is working with Josh Ketch to finalize the NRCS grant and hopes the district can have the funds within two weeks. The District will use the funds to pay back the money advanced from OACD.
- ✓ Mink stated his Spring school schedule is not set. He will start back the end of January. This will be his last full semester of classes and then he will begin his Thesis project.
- ✓ Mink stated he had started talks with Scott Copeland with the City of Oklahoma City about the possibility of working on a project at one of the OKC Parks. No developments just yet.
- ✓ Inmon stated she would be working on quarterly grant reports and EOY tax reports, W2's, W3's, 1099's, etc. during January.

7. CORRESPONDENCE:

Friends of Blue Thumb:

The district received a letter from Friends of Blue Thumb regarding the \$300 grant the district was awarded. The funds were originally intended to be used for a Blue Thumb volunteer appreciation event. COVID changed those plans, and the funds have been utilized to purchase items for Yard by Yard.

COVID Updates:

Directors received information from NRCS and the Conservation Commission regarding COVID office protocols. The information was previously passed on through email.

OCC-Trey Lam:

A Christmas message from OCC Executive Director Lam was also forwarded to directors in December.

8. NEW BUSINESS: None

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for February 3, 2021, 1:30 p.m. Unless the legislature makes changes, it will need to be an in-person meeting. There being no further business, Godfrey made a motion to adjourn the meeting at 2:50 p.m. Campbell seconded the motion. Aye votes: Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 3-0.

Approved as Written: 
Chair, Board of Directors

Date: 2-3-2021

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 December 2, 2020

District Manager – Don Bartolina

- ✓ November Board meeting and follow-up, review board meeting minutes
- ✓ Telework from home, monitor district operations, make staff contacts as needed
- ✓ Cost share program needs
- ✓ Participated in NACD Yard by Yard webinar hosted by Mink
- ✓ Participated in OACD zoom training session for CARE project
- ✓ Review CARE project information, cooperative agreement and budget
- ✓ New webmail set up with OMES

Administrative Assistant – Becky Inmon

- ✓ Prepared November board meeting minutes, sent to directors for review, emailed October 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 Kirkpatrick grant funds
- ✓ Prepared monthly payroll records and timesheets for staff and archeology assistants, updated earnings records for all employees
- ✓ Submitted Final NACD Technical Assistance report for Year 2019 funding
- ✓ Ordered poster contest awards from MTM recognition
- ✓ Participated in SDA webinar
- ✓ Participated in NACD webinar hosted by Mink on November 19
- ✓ Participated in OACD zoom meeting regarding CARE project on November 19, updated resource concern survey, reviewed CARE agreement and budget allocation
- ✓ Participated in KOB online awards banquet on November 20
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Viewed online training videos for OACD Area Meeting including Oklahoma Open Meeting Act
- ✓ Prepared December agenda, board meeting packet with financial information
- ✓ 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 November, monitor emails-forward information as needed, respond to requests, work in office on Thursday-Friday or as necessary

Oklahoma County Conservation District District Employees Report January 6, 2021

District Manager – Don Bartolina

- ✓ Telework from home, monitor district operations and correspondence, make staff contacts as needed
- ✓ Cost share program needs
- ✓ Review CARE Program information, budget, quarterly work plan
- ✓ Participate in CARE meeting with partner Logan County
- ✓ Discuss National Land and Range Judging Contest with Larry Wright
- ✓ Review January board meeting agenda and financial information

Administrative Assistant – Becky Inmon

- ✓ Canceled December regular meeting, filed appropriate forms with County Clerk and OCC
- ✓ Work with OMES to correct issues with new district email
- ✓ Prepared and submitted monthly reimbursement claims to OCC
- ✓ Reconciled monthly bank statements and balanced checkbook
- ✓ Prepared monthly financial statement, monthly payroll tax reports
- ✓ Quarterly tax reports for OESC, IRS, and OKTap
- ✓ Updated all financial worksheets including NACD TA grant funds
- ✓ Prepared monthly payroll records and timesheets for staff and archeology assistants, updated earnings records for all employees
- ✓ Delivered poster contest awards to Grove Valley
- ✓ Participated in National Watershed Coalition Webinar on December 8
- ✓ Participated in teleconference with Logan County CD to discuss CARE Project for our districts on Dec 15.
- ✓ In lieu of in person meeting, mailed letters and surveys to partners for Locally Led Meeting
- ✓ Made cost share contacts as needed, prepared cost share claims and submitted to OCC for reimbursement
- ✓ Participated in Microsoft Teams training online videos and Office 365 training
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Prepared January agenda, board meeting packet with financial information
- ✓ 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 month of December, 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

January 6, 2021

December Report

- Johnston Seed Company seed ordering and account set-up
- 6 Phone/Email CTA → storm damaged tree resources
- Arborist Site CTA
- AgLearn Information Security Training
- OKC Parks & Trails Site Consult at Bluff Creek Park
- ISA Conference registration
- OK Native Plant Society → presentation scheduling & bio submission
- Yard by Yard Spring program planning meeting
- Tuesday and Wednesday Okies for Monarch posts
- YxY participant CTA
- NACD Webinar → development and presentation
- OACD Cares Act Meeting
- Prairie plots follow-up correspondence & equipment reservations
- Grant coordination/discussion w/ OACD & Kirkpatrick Foundation

January Report

- Okies for Monarchs Tuesday and Wednesday posts
- Kirkpatrick Foundation Grant → final report completed and submitted to OACD
- OKC Zoo Pollinator Plot → Seed, Till, & Video Collection → video editing and posting
- ISA Virtual Conference → December 7-11th → ongoing sessions to maintain arborist certification
- Large Area Pollinator conversions → Will Rogers Gardens, Beautiful Restoration, Logan County
- CARE program meeting
- Steve Hill Phone CTA
- OACD meeting
- CARE Survey Review
- began compiling information for NRCS Urban Conservation Project final report