

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

Date and Time: Wednesday, February 3, 2021, 1:30 p.m.

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

Member Absent: Mark Moehle, Member

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

1. CALL TO ORDER:

Chair Kunze called the meeting to order at 1:30 p.m. 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 and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 9:15 a.m. on February 2, 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.

Kunze acknowledged that district manager Bartolina was joining the meeting via teleconference.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of January 6, 2021, Regular Meeting:

Board members received a copy of the January 6, 2021, minutes for review. Godfrey made a motion to approve the January minutes as written. Campbell seconded the motion. Aye votes: Pollard, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

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

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

The Board reviewed the corrected financial statement for the period of December 1-31, 2020. (Attachment) Inmon stated she made a \$.49 error on Bartolina's December paycheck. She failed to add the \$.49 to the written portion of the check so it did not match the upper portion. The bank caught the error but would not return the check to Bartolina for a correction, so the check was cashed for the wrong amount. Inmon contacted treasurer Godfrey about the error and then contacted the district auditor Kimberlye Mayer to get her advice. Since the payroll sheet was correct, Mayer advised Inmon to add the \$.49 back to Bartolina's check for January and make notes on the financial sheets as to the action taken. The December financial statement had to be corrected to reflect the actual check amount

and bank balance. Godfrey made a motion to approve the corrected financial statement for the period ending December 31, 2020. Campbell seconded the motion. Aye votes: Pollard, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

3b. Financial Statement for Period Ending January 31, 2021:

The Board reviewed the financial statement including the accounts payable and receivable for the period of January 1-31, 2021. (Attachment) The financial statement reflects two payroll checks written to Manuel Marin for January. OCC required the use of new payroll forms starting in January. The forms auto calculate retirement contributions; however, Marin and Emery do not pay retirement. Inmon noticed the error on Marin's payroll sheet after she had written his payroll check. The additional check was written to compensate for the error in payroll deductions. Godfrey made a motion to approve the January financial statement as presented. Campbell seconded the motion. Aye votes: Pollard, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. The Board reviewed copies of the January checking and money market statements, credit card statement, and the NACD and CARE grant funding reports included with the financial statement. Inmon stated that two of the OCC reimbursement claims were late being paid. The notice of deposit from OCC was dated January 29, 2021, but the bank deposit did not post until February 1. The deposit is shown on the reconciliation portion of the bank statement.

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

Directors reviewed the payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink. Payroll sheets for Inmon and Mink's January CARE salaries were included. Campbell made a motion to approve the employee payroll sheets and time and leave records for January. Pollard seconded the motion. Aye votes: Pollard, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

3d. Archaeology Assistants Payroll and Timesheets for Month Ending January 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 January. Pollard seconded the motion. Aye votes: Pollard, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

3e. District's Monthly Reimbursement Claims:

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission dated February 3, 2021. The regular claim for operating expense and salaries was \$4,012.57, the special project claim for the archaeology assistants was \$549.42, and Inmon's salary claim was \$2,520.42 for a total of \$7,082.41. Campbell made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Aye votes: Pollard, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0. Inmon stated there would be \$3,114.20 remaining in the district's operating expense account after the current claims were paid.

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

4b. Program Year 22 Cost Share Report:

The Board reviewed the Program Year 22 Cost Share report. Participant Clint Spencer received his payment. The reimbursement has been received from OCC for participant Caleb Brown and his payment is ready for signature. All the district's Program Year 22 participants have completed their work, and the end of program year report will be submitted to the Conservation Commission.

4c. Approve Notice of Personnel Action for Inmon and Mink:

Directors reviewed the Notice of Personnel Action for Inmon and Mink related to the Conservation and Agriculture Reach Everyone (CARE) salaries approved at the January Board of Directors meeting. Inmon and Mink will receive a \$1,913 salary increase once each quarter paid by the CARE grant received through the Oklahoma Association of Conservation Districts (OACD). The salary increase was effective January 6, 2021 and is in effect for the two-year period covered by the grant (October 1, 2020, to September 30, 2022). Campbell made a motion to approve the Notice of Personnel Action for Inmon and Mink. Pollard seconded the motion. Aye votes: Pollard, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

4d. Approve Mink Work Schedule for Spring Semester:

Directors reviewed Mink's work schedule for the spring school semester. Mink will work 7 a.m.-12:00 p.m. Monday through Thursday and 8:00 a.m.-4:30 p.m. on Friday for a 28-hour workweek. Pollard made a motion to approve Mink's work schedule as presented. Godfrey seconded the motion. Aye votes: Pollard, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

4e. Discuss Monthly CARE Activities, Possible Outreach/Education:

Inmon and Campbell reported on the monthly CARE Program activities:

- ✓ Mailings were sent to all the district's known SDA producers with a letter explaining the CARE Program, a copy of the district's Natural Resource Concern survey, and a flyer listing USDA Farm Bill programs available through the Farm Service Agency, Natural Resources Conservation Service, and Rural Development. Producers were asked to fill out and return the resource concern survey and were provided a self-addressed stamped envelope for their convenience in returning the survey.
- ✓ District staff and director Campbell held a monthly CARE teleconference with partner district Logan County on January 15. The next teleconference is scheduled for February 16.
- ✓ Director Campbell who serves as a CARE Champion has been distributing the USDA Program flyer to different outlets around the county.
- ✓ The district and Logan County participated in a zoom meeting on February 2 with OACD and the Oklahoma Department of Veterans Affairs (ODVA) to discuss possible outreach opportunities with their agency. Campbell stated he thought it was a very good meeting, and he believed partnering with ODVA would lead to increased outreach opportunities.
- ✓ February is Black History Month. Directors reviewed an email from OACD that was sent to CARE districts with suggested COVID friendly outreach activities to highlight Black History in agriculture. The district will be developing some information to be shared throughout the month.

4f. Discuss Possible Attendance for OACD Virtual Annual Meeting:

Directors reviewed the agenda for the annual OACD State Meeting that will be virtual this year due to COVID. The meeting will be held Monday and Tuesday, March 1-2, 2021. Registration for both days is \$50 and registration for one day is \$25. Day two on Tuesday is for Soil Health and Regenerative Ag. Deadline for registration is February 26. Campbell made a motion to pay meeting registration for up to

four board members and staff to attend the meeting. Godfrey seconded the motion. Aye votes: Pollard, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

4g. Discuss Priority Request for TA Funding:

The priority request to continue the technical assistance (TA) grant funds through NACD is due by February 21. The TA grant funds pay the salaries for the archaeology assistants Emery and Marin who get their work from NRCS Archaeologist K. C. Kraft. The district is currently in the third year of handling the grant administration for the two employees. Their work has been slowed due to restrictions at the Oklahoma Archaeological Society in Norman. Inmon sent an email to Kraft to see if he wanted to continue with the grant. Kraft is talking with NRCS State Conservationist and the Conservation Commission regarding continuing the grant. The Commission provides matching funds for the grant. Inmon asked if the board wanted to continue with administration of the grant funds should OCC and NRCS choose to continue. After discussion, Campbell made a motion for the district to continue with the grant administration should the grant request be approved for another year. Godfrey seconded the motion. Aye votes: Pollard, Campbell, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

4h. Discuss Possible Purchase of New Tires for District Vehicle:

Directors discussed the possible purchase of new tires for the district truck. Mink provided the Board a list of six suggested tires and tire pricing for four tires that included two Primewell, two Bridgestone, and two Firestone tires. After review, directors requested Mink get actual quotes for purchase of four tires that includes mounting, balancing, and road hazard for the Firestone Destination A/T2 and X/T and the Bridgestone Dueler A/T to present at the March meeting. Further discussion on the purchase of tires was postponed until after directors review the quotes at the March meeting. The item will be placed back on the March 3 meeting agenda.

5. REPORTS:

5a. NRCS Activities:

Report presented by Stephanie Guy.

- ✓ The Farm Bill Specialist has mailed practice reminders to all program participants.
- ✓ The deadline to submit EQIP applications was January 29 with about 10 applications being received. The applications will need to be ranked by March 31, with the pre-approval deadline being April 7, pre-obligation deadline being April 26, and funding obligation deadline being May 7.
- ✓ Guy will be working through the application process for all the applicants.

5b. District Directors:

- ✓ Pollard stated she planned to participate in the NACD virtual meeting being held in February. She also commended Mink for his outreach efforts. He will be giving a presentation on the Yard by Yard Program on the Oklahoma Native Plant Society webinar on Thursday evening, February 4.
- ✓ Campbell participated in the CARE Program WORMS zoom training through OACD. He also participated in the CARE Program outreach discussion with the Oklahoma Department of Veterans Affairs as discussed earlier in the meeting.
- ✓ Campbell will also be participating in the NACD Annual Virtual Meeting this month.

5c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina continues to work from home and check in with staff on a regular basis.

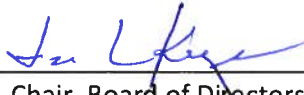
- ✓ Bartolina had discussions with Mink and Pollard concerning the Conservation Commission’s cost share program survey mailed to districts.
- ✓ Inmon stated she would be participating in the NACD virtual meeting on February 8-10.

6. CORRESPONDENCE: None

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for March 3, 2021, 1:30 p.m. The agenda will include a proposed executive session to discuss district employee performance reviews. There being no further business, Campbell made a motion to adjourn the meeting at 2:25 p.m. Godfrey seconded the motion. Aye votes: Campbell, Pollard, Godfrey, and Kunze. Nay votes: none. Motion passed 4-0.

Approved as Written: 
Chair, Board of Directors

Date: 3-3-2021

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 February 3, 2021

District Manager – Don Bartolina

- ✓ Telework from home, monitor district operations and correspondence, make staff contacts as needed
- ✓ Assist with Cost share program needs
- ✓ Participate in CARE meeting with partner Logan County
- ✓ Participate in CARE WORMS training
- ✓ Discuss National Land and Range Judging Contest with Larry Wright
- ✓ Review cost share survey information with Mink and Pollard
- ✓ Review February board meeting agenda and financial information
- ✓ Review board meeting agenda and prepare for meeting

Administrative Assistant – Becky Inmon

- ✓ Prepared January board meeting minutes, sent to directors for review, emailed November minutes packet to OCC, minutes to legislators and partners
- ✓ Prepared executive session minutes from January meeting
- ✓ Prepared and submitted monthly reimbursement claims to OCC
- ✓ Reconciled monthly bank statements and balanced checkbook
- ✓ Prepared monthly financial statement, monthly payroll tax reports
- ✓ Participated in OCC Teams training on January 6
- ✓ Participated in NACD webinar on January 7
- ✓ Prepared CARE salary payroll, made payments
- ✓ Prepared and submitted quarterly CARE report to OACD
- ✓ Prepared and submitted quarterly TA Grant report to NACD
- ✓ Prepared annual W2 and W3 forms, distributed to employees, submitted online
- ✓ Prepared annual 1099 Misc. forms and mailed to cost share producers
- ✓ Updated all financial worksheets including NACD TA grant funds and CARE grant funds
- ✓ Participated in monthly CARE teleconference with Logan County on January 15
- ✓ Participated in CARE WORMS zoom training on January 26
- ✓ Prepared new 2021 payroll record forms for all employees
- ✓ Prepared January payroll and timesheets for staff and archeology assistants, updated earnings records for all employees
- ✓ Prepared & submitted cost share claim to OCC for Caleb Brown, made payment to Clint Spencer
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Prepared February agenda, board meeting packet with district financial and operations 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

February 3, 2021

- ISA Conference sessions → CEU form submission
- Drafting, completion, and submission of NRCS Urban Conservation Grant → received reimbursement
 - high tunnel certification and site visit
 - report submission troubleshooting w/ Josh Ketch
- MS Teams meeting with OCC
- New year partner reconnection outreach
- Okies for Monarchs social media team meeting
- Tuesday and Wednesday social media posts for OFM and OCCD
- Urban Forestry Webinars → Community Tree Plans → Ecosystem Approach to Urban Forestry
- Will Rogers Gardens → video editing
- CARE teleconference
- CARE Survey outreach and sharing
- Steve Hill, pond dam stabilization meeting
- OKC Parks Department → design internship meeting
- Conservation-oriented art discussion w/ local artist
- Beautiful Restoration check-in and update to prep for Spring
- Yard by Yard planning meeting w/ Cheryl
- Yard by Yard coordination with Washington State → planning to adopt and launch Yard by Yard
 - coordination w/ NACD → planning meeting scheduled
- NRCS central zone program rollout meeting
- WORMS training & new device set up
- CART Program training
- OCC survey responses to board members
- Office pollinator garden maintenance → social media posts
- meeting with Science Museum of Oklahoma

Planned Work Schedule for Spring Semester:

Monday – Thursday 7am-12pm

Friday 8am-4:30pm