

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

Date and Time: Wednesday, April 7, 2021, 1:30 p.m.

Members Present: Jan Kunze, Chair, via teleconference
Phil Campbell, Vice Chair, via teleconference
Rick Godfrey, Chair, via teleconference, joined meeting at 1:35 p.m.
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
Stephanie Guy, Soil Conservationist, NRCS, via teleconference

1. CALL TO ORDER:

Chair Kunze called the meeting to order at 1:30 p.m. and asked for a roll call of directors in attendance. Kunze stated that a quorum was present, and business could be conducted. She 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 9:55 a.m. on April 6, 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 by SB 1031. A link for the public to access meeting materials was posted to the website.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of March 3, 2021, Regular Meeting:

Directors were emailed a copy of the March minutes for review. Moehle made a motion to approve the March minutes as written. Campbell seconded the motion. Chair Kunze called for roll call vote: Campbell-Aye, Godfrey-absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 4-0.

Godfrey joined the meeting at 1:35 p.m.

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

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

The Board reviewed the financial statement with attachments for the period of March 1-31, 2021. (Attached original minutes.) Inmon stated the OACD check for CARE funds was deposited on April 2, and the deposit was reflected on the bank reconciliation. The claim submitted for Blue Thumb

supplies has not been paid. Pollard made a motion to approve the March financial statement as presented. Campbell seconded the motion. Chair Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 5-0.

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

Directors reviewed the 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 March. Moehle seconded the motion. Chair 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 March 31, 2021:

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 March. Pollard seconded the motion. Chair 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 \$4,387.92, the special project claim for the archaeology assistants was \$497.30, Inmon's salary claim was \$2,520.42, and a claim for election expenses was \$52.65 for a total of \$7,458.29. Moehle made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Chair Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 5-0. Inmon stated there would be \$2,559.18 remaining in the district's operating expense account after the claims were paid. Following discussion, Chair Kunze requested Inmon compile a list of needed office and/or project expenditures for the board to review at the May meeting.

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 March. Guy noted the district staff had assisted with all required tasks as needed. Campbell made a motion to approve the March NRCS worksheet as presented. Moehle seconded the motion. Chair 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. Recommendation for Appointment of District Director:

Godfrey made a motion to recommend the appointment of director Mark Moehle to another two-year term on the Board of Directors. Campbell seconded the motion. Chair Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved. 5-0.

4c. Approval Terms of Employment and Notice of Personnel Action for Inmon and Mink:

Directors reviewed a notice from Conservation Commission Executive Director Trey Lam stating the Commission had approved a \$1/hour pay increase for all full-time benefited employees effective May 1, 2021. The pay raise will apply to employees Inmon and Mink, but the raise does not apply to Bartolina as he serves in an unallocated part-time position. An updated Notice of Personnel Action and Terms of Employment must be approved and submitted to the Commission along with updated pre-claim and payroll forms. After review, Campbell made a motion to approve the updated Notice of Personnel Action and Terms of Employment for Inmon and Mink. Pollard seconded the motion. Chair Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 5-0. Campbell, who serves as Area 2 Commissioner, stated the Commission approved the pay raise based on the recommendation of Executive Director Lam.

4d. Discuss Development of Joint Plan of Operations and Annual Project Proposal:

Directors reviewed the guidance for developing the Joint Annual Plan of Operations (JAPO) due to the Conservation Commission by June 15, 2021. The new JAPO will cover the period from July 1, 2021 to September 30, 2022. Required elements of the plan include a major project, district director succession /recruiting associate directors plan, district director/staff continuing education plan, plus natural resource priorities with actions and strategies. District staff will work on developing the JAPO during April to present to the Board for approval at the May meeting. Directors Pollard and Godfrey volunteered to work with the staff in developing the JAPO and major project proposal.

4e. Review Quarterly CARE Report and Monthly Outreach Activities:

Directors reviewed the quarterly CARE report that will be submitted to OACD. Inmon noted the March outreach and training outlined in the report including the monthly teleconference with Logan County on March 15, Oklahoma Black Historical Research Project webinar on March 20, CARE zoom trainings on March 23 and March 25, and participation in the webinar sponsored by the Alcorn University SDA Farmers/Ranchers Policy Research Center on March 30-31. Staff also posted an article recognizing CARE champion Cary Pittman to social media and the district website. Director Campbell will be meeting with potential CARE Champion Kwame Mboya to discuss Champion benefits and expectations. The district and partner Logan County CD need to identify two CARE Champions to submit to OACD before June 30.

4f. Review Timeframe for District Director Election and Election Process:

The Board reviewed the district director election schedule and timeframe for meeting election requirements. The timeframe is very tight if a district needs to hold an election. The Commission has requested districts take action at their April or May meeting to designate polling places, a district election committee, and designate newspapers for Notice of Election. Due to COVID, districts are only required to designate one polling place for the 2021 election. The election committee must have three people, an inspector, judge, and clerk. The current county rate for inspector is \$110/day while the judge and clerk receive \$100/day. Inmon contacted the county election board about possible volunteers to serve on the Committee, but they did not seem willing to share any information. Following discussion, it was agreed that Inmon would check on the availability of the meeting space by the office to serve as a polling place. Pollard and Kunze stated they might know someone willing to assist with the election. Inmon will email directors a copy of

the election committee responsibilities outlined in the handbook for use in talking with possible committee recruits. No official action taken.

4g. Approval Payment Annual Membership to OCHS:

Directors discussed payment of the annual membership to the Oklahoma Conservation Historical Society (OCHS). Membership for an organization is \$50 with a sustaining membership being \$100. Following discussion, Godfrey made a motion to pay the \$100 sustaining membership to OCHS for 2021. Moehle seconded the motion. Chair Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 5-0.

4h. Review Information Flyer for Upcoming NRCS Training Webinar:

Directors were emailed a flyer with information regarding an upcoming NRCS training webinar for Team 10 on April 15 at 10 a.m. The webinar will cover red cedar control and management, watershed sponsor responsibilities, USDA Program updates, and the locally led and NRCS application process. Participation in the webinar is free and a link to register is in the flyer.

4i. Discuss Training Session Videos from OACD Virtual Annual Meeting:

Directors were provided a copy of the email from OCC Executive Director Trey Lam encouraging all directors and staff to watch the video presentations from the OACD State Meeting held virtually, especially those that did not attend the meeting. Directors were provided a link to the YouTube page where the videos are posted. The board requested the item regarding state meeting presentations remain on the agenda each month. As directors watch the videos, they can give a short summary on the videos they watch during the monthly meeting.

4j. Discuss Request for Natural Resource Day from Newcastle Elementary:

Inmon stated she received a request for a natural resource day event from a 5th grade teacher at Newcastle Elementary. The teacher had previously taught at a Putnam City Elementary and attended district events with that school. Newcastle Elementary is in McClain County, and they have 175 fifth grade students with seven classes of 25. Since the district has not held natural resource day events since COVID began and the request being from a school located outside the district boundaries, Inmon did not feel comfortable agreeing to the request without board approval. The Arcadia education area is still unavailable for use due to ongoing road repairs and it could be difficult to find a suitable alternate location for an event. Following discussion, the board agreed Inmon should contact McClain County CD and provide their office with the teacher's contact information and let them be responsible for planning events with schools in their district. Inmon can volunteer to assist with the event if she chooses.

4k. Update on Purchase of Truck Tires:

Campbell reported on the situation with the truck tires. After taking the truck into Firestone for tire replacement, the manager of the tire shop contacted Mink to say the tire tread was good. The tires were not mounted properly and there was no proper seal on the rims causing them to leak. Firestone removed the tires, cleaned the rims, reinstalled the tires, and there is no need for replacement. The total cost was \$72.

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

Report presented by Stephanie Guy.

- The last day for ranking EQIP applications was March 31. One grass planting and one cedar control application has been approved. It does not look like the three high tunnel applications will be approved.
- May 7 is the obligation deadline for EQIP funds.
- April 30 is the CSP signup deadline.
- Guy will be providing technical assistance in assessing state cost share applications and writing the required conservation plans.

5b. District Directors:

- ✓ Pollard watched the state meeting presentation ‘What Every Board Member Needs to Know’ from Randy Frazier. She will re-watch the presentation again and share a report at the next meeting.
- ✓ Moehle stated he participated in a NRCS webinar on red cedar management. He reported it was a great presentation that highlighted how quickly cedars can come back and the need for follow up treatment. Moehle suggested more education concerning the importance of follow up needs consideration when planning brush management, especially cedar control.
- ✓ Moehle stated he wanted to express his appreciation for district manager Bartolina. Even though Bartolina is not eligible for the employee pay raise since he is in an unallocated position, Moehle wanted to acknowledge his valued leadership and contributions to the district.
- ✓ Campbell stated the Conservation Commission had a very successful fly-in visit with the Oklahoma legislators with 85 percent participation. He said the staffers were very attentive. His other activities were discussed under the CARE report.
- ✓ Kunze stated she visited with Larry Wright again about the OACD Outstanding District award. She was told a check would be mailed to the district on April 1.

5c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina still working from home and maintaining contacts with the district staff. He has participated in several CARE trainings and webinars.
- ✓ Inmon stated there were nine state cost share applications to date with two additional producers having requested applications through email. There are currently three applications for brush management, two applications for brush and a pond, and four applications for ponds only. One of the applications for brush and a pond has been funded through EQIP for brush management so it will be changed to a pond only application. The district is accepting applications through April 16.

6. CORRESPONDENCE:**NACD:**


- Directors were forwarded copies of the NACD annual reports.

- NACD has approved another year of funding for the district’s technical assistance grant. They will be sending the district a new MOU to review and approve at an upcoming board meeting.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for May 12, 2021, 1:30 p.m. Kunze stated the board needs to hold an in-person meeting in May or June to conduct the annual employee performance evaluations, and she asked for a consensus for holding the in-person meeting in May. A majority agreed they could attend an in-person meeting on May 12. Inmon will check on the availability of the meeting room next door. There being no further business, Campbell made a motion to adjourn the meeting at 3:02 p.m. Godfrey seconded the motion. Chair 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: 
 Chair, Board of Directors

Date: May 12, 2021

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 April 7, 2021

District Manager – Don Bartolina

- ✓ Telework from home, monitor district operations and correspondence
- ✓ Make staff contacts as needed
- ✓ Participate in CARE teleconference meeting with partner Logan County, March 15
- ✓ Participate in CARE Zoom training, March 23 and 25
- ✓ Participate in NRCS cedar removal webinar
- ✓ Participate in OBHRPI webinar, March 20
- ✓ Review April board meeting agenda
- ✓ Review board meeting information packet financial and operations information, prepare for meeting

Administrative Assistant – Becky Inmon

- ✓ Prepared March board meeting minutes, sent to directors for review, emailed February 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
- ✓ Update county legislative contact information for 2021
- ✓ Make poster contest presentation to student at Grove Valley Elementary
- ✓ Participated in monthly CARE teleconference with Logan County on March 15
- ✓ Participated in districts TEAMS training on March 18
- ✓ Participated in OBHRPI webinar on March 20
- ✓ Participated in CARE WEWAIT and Champion ID training on March 23 and March 25
- ✓ Posted article on CARE champion Cary Pittman on website and social media
- ✓ Participated in CARE training with Alcorn University SDA Farmers/Ranchers Policy Research Center-March 30
- ✓ Participated in Lake Thunderbird Alliance Board zoom meeting on March 29
- ✓ Assisted producers with state cost share signup, posted signup article online, forwarded article to news outlets
- ✓ Submitted quarterly CARE invoice to OACD for payment
- ✓ Review district director election rules, submit notice of filing period to Oklahoman
- ✓ Prepared March payroll & timesheets for staff and archeology assistants
- ✓ Updated monthly earnings records for all employees
- ✓ Prepared quarterly reports for OESC, 941 for IRS, and quarterly report for OKTap
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Prepared April agenda, board meeting packet with district financial and operations information, posted information online for April teleconference meeting
- ✓ Assisted NRCS with correspondence and Farm Bill program requests and other duties as needed
- ✓ Assisted Nick Owen 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 March, 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

April 7, 2021

- OACD State Meeting
- Skyline OKC garden and pollinator area consult
- Cleveland CCD Yard by Yard discussion → connection with Norman Environmental Control Advisory Board
- Yard by Yard Online Checklist → development with Shellie at OCC → Survey123 link
 - coordinated updates and changes
- Truck Tire Repair → Firestone drop-off and pick-up
- Yard by Yard Trainings
 - Cotton County CD
 - Payne County CD
 - Delaware County CD
 - Murray County CD
 - Shawnee CD
 - Muskogee County CD
- Will Rogers Gardens – Prairie Conversion
 - Site Inventory & analysis → trees, soils, and infrastructure
 - Soil sample collection
 - grading & pedestrian circulation design
- Science Museum of OK Site CTA
- NACD Conservation Clips → coordination w/ Keith Owen
 - highlight urban forestry with Mark Bays
 - Resilience of Survivor Tree with Mark Bays?
- Tuesday and Wednesday Okies for Monarchs posts
- CARE Project
 - Champion Identification Webinar
 - Native American Producer Webinar
- Yard by Yard Meeting w/ OCC & OACD
 - Spring launch discussion → videos
 - Survey123 tweaks → online checklist
 - FB launch → regular posts with content from new districts
- Office Pollinator Garden Maintenance
 - East Side of our building
 - front of Derryberry
- Yard by Yard FB Design