

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

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

Members Present: Jan Kunze, Chair, via teleconference, left meeting at 2:05 p.m.
Phil Campbell, Vice Chair, via teleconference
Rick Godfrey, Chair, via teleconference
Mark Moehle, Member, via teleconference
Laura Pollard, Member, via teleconference

Members Absent: None

Others Present: Rebecca Inmon, Administrative Assistant, meeting location
Don Bartolina, District Manager, via teleconference
Taylor Marshall, State Cost Share Program Coordinator, 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 10:45 a.m. on March 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 by SB 1031. A link for the public to access meeting materials was posted to the website. Chair Kunze stated she needed to leave the meeting early and Vice Chair Campbell would lead the meeting in her absence. She also stated the Conservation Commission advised the district not to hold an executive session during a teleconference meeting; therefore, the proposed executive session to conduct employee evaluations will be postponed until the board meets in person.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of February 3, 2021, Regular Meeting:

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

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

3a. Financial Statement for Period Ending February 28, 2021:

The Board reviewed the financial statement for the period ending February 28, 2021, (attachment) along with the included NACD grant report. Inmon noted two of the district's reimbursement claims were paid late, one being paid on March 2 and the other on March 3. Pollard made a motion to approve

the February 2021 financial statement as presented. Godfrey seconded the motion. Kunze called for roll call vote. Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending February 28, 2021:

Directors reviewed the February payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink, including the two-year longevity payment for Mink. Campbell made a motion to approve the employee payroll sheets and time and leave records for February. Pollard seconded the motion. Kunze called for roll call vote. Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

3c. Archaeology Assistants Payroll and Timesheets for Month Ending February 28, 2021:

Directors reviewed the February payroll and timesheets for archeology assistants Taylor Emery and Manuel Marin. Godfrey made a motion to approve the archaeology assistants' payroll and timesheets for February. Moehle seconded the motion. Kunze called for roll call vote. Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. 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 dated March 3, 2021. The regular claim for operating expense and salaries was \$3,590.48, the special project claim for the archaeology assistants was \$494.84, a claim for Blue Thumb education supplies was \$1,050, and Inmon's salary claim was \$2,520.42 for a total of \$7,655.74. Moehle made a motion to approve the district's reimbursement claims to OCC. Pollard seconded the motion. Kunze called for roll call vote. Aye votes: Campbell, Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion approved 5-0.

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

4a. Cost Share Program Discussion with Taylor Marshall:

Chair Kunze acknowledged Taylor Marshall, State Cost Share Program Coordinator with the Conservation Commission. Marshall joined the meeting via teleconference to discuss some possible changes to the state program that could help urban conservation districts. She thanked the board for being invited to speak at the meeting and thanked the Board and staff for their thoughtful answers to her state cost share survey questions. Marshall stated she was looking at making some changes to cost share procedures that might help urban districts, and she ask the Board for input on useful practices that were not currently available. Several ideas were discussed such as use of cost share funding with nonprofits or government entities for projects on public areas such as city parks, use of funds for educational programs to showcase urban conservation, and issues with NRCS/FSA regulations that are a hindrance for working with urban landowners. Marshall also mentioned the possibility of getting more projects on the ground through grants such as the NACD urban conservation grant program. The idea of a separate cost share allocation to address urban practices was also mentioned. Marshall will be meeting with several districts to get input before making any changes to next year's cost share program.

Chair Kunze left the meeting at 2:05 p.m. and Vice Chair Campbell took over as Chair.

4b. Review Guidelines for State Cost Share Program Year 23, Discuss and Vote on Required Items 1-7:

Directors received copies of the Program Year 23 Cost Share guidelines prior to the meeting for review. The program year begins on March 1, 2021 and ends August 31, 2022. The allocation period begins

March 1, 2021 and ends on August 31, 2021. The district only received \$12,000 in program funds to allocate to local landowners. The maximum cost share payment per participant cannot exceed \$7,500 and the maximum cost share rate for practices is 85%. Districts can choose to establish a lower maximum payment or a lower cost share rate for their program. Board action must be taken on Items 1 through 7 to participate in cost share PY 23.

Item 1) Conservation district participation: Pollard made a motion for the district to participate in State Cost Share Program Year 23. Godfrey seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0.

Item 2) Board member participation: Moehle made a motion that board members not be allowed to participate in the program. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0.

Item 3) Choose district representative: Moehle made a motion that all five directors be able to serve as district representative. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0.

Item 4) Choose practices: Bartolina recommended the board approve the practices of 314-brush management, 378-pond, 512-forage and biomass planting, and 642-water well. Moehle made a motion to approve the four practices of brush management, pond, forage and biomass planting, and water well as recommended by Bartolina. Godfrey seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0.

Item 5) Choose cost share rate and maximum payment: After discussion, Moehle made a motion to set a cost share rate of 85% and a minimum cost share payment of \$500, a maximum cost share payment of \$5,000 for brush management, ponds, and forage and biomass planting, and a \$3,500 maximum payment for water wells. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0.

Item 6) Develop application ranking system: (Copy of proposed ranking system provided to directors.) After discussion, Moehle made a motion to approve the ranking system as presented with order of priority practices being 1) brush management, 2) water well, 3) pond, and 4) forage and biomass planting. Godfrey seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0. The ranking system will be emailed to Marshall for approval.

Item 7) Set application period & advertising: The board discussed methods of advertisement, and Bartolina recommended the signup period be from March 15-April 16. Godfrey made a motion to set the signup period for Program Year 23 as March 15 through April 16, 2021 and to advertise the program through news media, website, social media, and direct contacts. Moehle seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0.

4c. Cost Share Program Year 22 End of Year Report:

Directors reviewed the district's Cost Share Program Year 22 end of year report to the Conservation Commission. The district used \$19,669.09 of its \$21,609.09 allocation. While all the practices were completed, the water well took less to install than the average cost amount allocated for the practice. The report has been provided to the Conservation Commission. No further action needed.

4d. Monthly NRCS Performance Worksheet:

The Board reviewed the NRCS Performance Worksheet for the month of February. The report was signed by Soil Conservationist Stephanie Guy. Moehle made a motion to approve the February worksheet. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0.

4e. Set Dates for Publishing Notice of Filing Period for District Director Position #2:

The term of office for district director position #2, currently held by Vice Chair Campbell, will expire on June 30. The board must set dates for publishing the Notice of Filing Period for district director position #2 which must be published two times, one week apart, during the first three weeks of April. After discussion, Godfrey made a motion to publish the Notice of Filing Period for district director position #2 in the Oklahoman on Sunday, April 4 and Sunday April 11. Pollard seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0.

4f. Discuss Monthly CARE Activities/Outreach:

Inmon and Campbell reported on the CARE Program activities and outreach efforts:

- ✓ Monthly outreach teleconference held with Logan County on February 17.
- ✓ During February, the district posted several articles on Facebook related to Blacks in agriculture and Black History month including an article on the first Black female Deputy Secretary for USDA, Dr. Jill Bronaugh, and articles on George Washington Carver and CARE Champion Willard Earl Davis. The district also shared articles from USDA.gov on Black History month and an article from Rhonda Bowman on Alabama horticulturist Booker T. Whatley.
- ✓ Participated in CARE Zoom training on February 22 discussing outreach methods and opportunities.
- ✓ Participated in February 25 Zoom CARE meeting with Wendall Paris of Texas Federation of Southern Cooperatives.
- ✓ Reached out to Keisha Scott and Dwight Guy about becoming CARE Champions for Oklahoma County.
- ✓ Campbell participated in zoom meeting with the Oklahoma Chapter farmer-veteran coalition on February 24. The group is excited to partner with the district in outreach. Campbell shared the information with the Commission.
- ✓ Campbell distributed USDA program information flyers to numerous locations around the county.
- ✓ The district has had limited response from the resource concern survey mailouts. To date, the district has collected 11 surveys.

4g. Report on Virtual OACD Annual Meeting:

- ✓ Bartolina stated he thought the meeting went well and was very informative.
- ✓ Pollard stated the meeting moved through and stayed on time. She enjoyed the soil health presentations, particularly the one where the presenter discussed how soil health was related to human health.
- ✓ Campbell encouraged everyone to download the presentations to go back and review.
- ✓ Directors were forwarded an email from Executive Director Lam regarding State Meeting takeaways. The videos will be made available online and Lam encouraged directors to watch them on their own. If directors cannot watch online at home, Lam stated the boards would need to watch the videos at their board meetings. New board members were especially encouraged to watch Randy Frazier's presentation on leadership and what it means to be an effective board member.

4h. Discuss Purchase of Tires for District Truck:

Directors reviewed quotes from Firestone for three different truck tires, a Firestone Destination, Primewell Valera, and Bridgestone Dueler. Quotes included tires, installation, balance, and alignment. Following discussion, Pollard made a motion to purchase the Bridgestone Dueler package at a cost of \$984.86. Godfrey seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0.

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

Report by Stephanie Guy. (Attached).

5b. District Directors:

- ✓ Moehle stated he had received information on a NRCS cedar control webinar scheduled for March 4. He will share the link to the video.
- ✓ Pollard participated in the NACD and OACD virtual meetings and made comments to OCC regarding the state cost share survey received from Taylor Marshall.
- ✓ Campbell participated in the NACD and OACD virtual meetings and his other activities were reported under the CARE Program.

5c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina stated OACD made the decision to cancel the National Land and Range Judging Contest for a second year. There were lots of unhappy people but OACD gathered feedback from its partner agencies and decided that was the best decision.
- ✓ Bartolina attended the virtual meeting of the Oklahoma Conservation Historical Society.

6. CORRESPONDENCE: None**7. NEW BUSINESS:** None**8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Vice Chair Campbell announced the next meeting was scheduled for April 7, 2021, 1:30 p.m. There being no further business, Pollard made a motion to adjourn the meeting at 3:15 p.m. Godfrey seconded the motion. Campbell called for roll call vote. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion approved 4-0.

Approved as Written: _____


Chair, Board of Directors

Date: 4-7-2021

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, Vice President, OACD
Gary O'Neill, State Conservationist, NRCS
Brent Pannell, Assist State Cons, Field OP, Zone 2, NRCS

March 2021 NRCS Report

- 1. March 31, 2021- Ranking Deadline and mark applications not to be ranked in Protracts as low priority**
- 2. April 30, 2021- CSP Classic Application Deadline Tentative**
- 3. CSP payments will continue to follow the pattern adopted this year, requiring payments to be completed early in the new fiscal year (November). Combined with the fact all contracts obligated beginning in 2020 can't be delayed into the next calendar year.**
- 4. As of right now not able to rank any EQIP applications but can do the Field Assessment part in CART.**

Oklahoma County Conservation District District Employees Report March 3, 2021

District Manager – Don Bartolina

- ✓ Telework from home, monitor district operations and correspondence, make staff contacts as needed
- ✓ Review Cost Share Program 23, prepare make recommendations to board
- ✓ Participate in CARE meeting with partner Logan County
- ✓ Participate in CARE Zoom training, review recommended readings
- ✓ Discuss cancellation National Land and Range Judging Contest with Larry Wright
- ✓ Review March board meeting agenda, financial information, and operations, prepare for meeting
- ✓ Participate in Oklahoma Conservation Historical Society meeting
- ✓ Participate in OACD Annual Meeting

Administrative Assistant – Becky Inmon

- ✓ Prepared February board meeting minutes, sent to directors for review, emailed January minutes packet to OCC, minutes to 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 CARE grant funds
- ✓ Participated in OACDE employees meeting on February 18
- ✓ Participated in OCC Teams training on February 24
- ✓ Submitted NACD TA grant funds priority request
- ✓ Participated in monthly CARE teleconference with Logan County on January 22, posted articles to Facebook and webpage related to Black History month and CARE Champion Earl Davis
- ✓ Participated in CARE zoom training on February 25
- ✓ Prepared February payroll and timesheets for staff and archeology assistants, updated earnings records for all employees
- ✓ Prepared EOY Cost Share program Year 22 report, submitted to OCC
- ✓ Entered 1099 information misc. information into OKTap online portal.
- ✓ Assisted OACDE with annual awards order, pickup, and delivery
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Prepared March agenda, board meeting packet with district financial and operations information, posted information online for teleconference
- ✓ Assisted NRCS with correspondence and Farm Bill program requests and other duties as needed
- ✓ Assisted Nick Owen with information for TA requests as needed
- ✓ Participated in OACD Annual Meeting on March 1
- ✓ Reviewed Cost Share Program Year 23 information
- ✓ Telework from home Monday-Wednesday during month of February, monitor emails-forward information as needed, respond to requests, work in office on Thursday-Friday or as necessary

March 3, 2021

OCCD Board Meeting

Kevin Mink

Urban Soil Health Specialist

Monthly Report

- Oklahoma Native Plant Society → hosted Yard by Yard webinar 2/4
 - pre-webinar planning, coordination, and promotion
 - presentation updates and development
- Yard by Yard planning meeting with Cheryl
- Underwood Conservation District → Washington State → adoption of Yard by Yard program
 - program discussion and planning
 - shared materials and resources
- Pollinator planting meeting with Norman City Forester
- Yard by Yard website update meeting w/ OACD
- Norman Environmental Control Advisory Board meeting → seeking adoption of Yard by Yard
- Science Museum of OK → Book Club Interview → Q&A about *The Lorax*
- site meeting w/ RestoreOKC
- Beaver & Harper CCD pollinator garden CTA call
- Okies for Monarchs Regional Event planning discussion (x2)
- CARE → partner teleconference → Outreach Discussion
- YxY video coordination for OCC
- RestoreOKC/NRCS program opportunity research
- Yard by Yard video prep, filming, and editing → launch video → training video
 - script writing → slides for video
- Skyline OKC → discussion with Garden Manager → set up site visit
- obtained quotes for truck tire replacement from Firestone and Discount Tire
- Phone CTA (3) → Arborist CTA (2)