

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

Date and Time: Wednesday, May 12, 2021, 1:30 p.m.

Members Present: Jan Kunze, Chair, meeting location
Phil Campbell, Vice Chair, meeting location
Rick Godfrey, Treasurer, meeting location, joined meeting at 1:40 p.m.
Mark Moehle, Member, via teleconference
Laura Pollard, Member, meeting location

Member Absent: None

Others Present: Rebecca Inmon, Administrative Assistant, meeting location
Don Bartolina, District Manager, meeting location
Kevin Mink, Urban Soil Health Specialist, via teleconference
Stephanie Guy, Soil Conservationist, NRCS, meeting location
Sarah Blaney, OACD Executive Director, meeting location
Bryan Painter, Conservation Commission Communications Director, meeting location

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 either in person or via teleconference. 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 May 11, 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. OUTSTANDING CONSERVATION DISTRICT AWARD PRESENTATION:

Chair Kunze recognized Sarah Blaney, Executive Director of the Oklahoma Association of Conservation Districts (OACD) and Bryan Painter, Communications Director with the Oklahoma Conservation Commission. Blaney thanked the Board for the invitation to attend the meeting and the opportunity to present directors and staff with the OACD Outstanding Conservation District award for 2020. Blaney stated she appreciated the consistent work of the district and its involvement in a variety of programs. Painter took photos of the presentation for the press release. The Outstanding District award includes a \$2,500 check from OACD.

Godfrey joined the meeting at 1:40 p.m.

3. REVIEW AND APPROVE DISTRICT MINUTES:**Minutes of April 7, 2021, Regular Meeting:**

Directors were provided a copy of the April minutes to review. Campbell made a motion to approve the April minutes as written. 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.

4. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:**4a. Financial Statement for Period Ending April 30, 2021:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of April 1-30, 2021. (See attachment) Campbell made a motion to approve the April financial statement as presented. 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.

4b. Employee Payroll Sheets and Time and Leave Records for Month Ending April 30, 2021:

Directors reviewed the April payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink including the quarterly CARE payroll sheet for Inmon and Mink. Godfrey made a motion to approve the employee payroll sheets and time and leave records for April. 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.

4c. Archaeology Assistants Payroll and Timesheets for Month Ending April 30, 2021:

Directors reviewed the April 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 April. 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.

4d. District's Monthly Reimbursement Claims:

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission dated May 12, 2021. The regular claim for operating expense and salaries was \$3,775.25, the special project claim for the archaeology assistants was \$451.18, and Inmon's salary claim was \$2,706.65 for a total of \$6,933.08. Campbell made a motion to approve the district's reimbursement claims to OCC. 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.

5. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:**5a. Monthly NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of April. Guy noted the district staff had assisted with all required tasks as needed. Pollard made a motion to approve the April worksheet. 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.

5b. Review Applications for State Cost Share Program Year 23, Select Successful Applicants and Alternates, Establish Maximum Cost Share Rates and Completion Dates:

The Board reviewed the Program Year 23 Cost Share applications, practice rankings, and maximum payment calculations. One applicant did not meet the minimum performance agreement payment

requirement of \$500, and one applicant did not turn in their application before the established April 16 deadline. The district received \$13,000 in cost share funds from the Conservation Commission and the top three ranked applicants will need \$13,649.64 to fully fund their applications. After review, Campbell made a motion to approve the top three applicants, 3-R Farms LLC, Caleb Brown, and Donald Ray Stanfield Jr., with the maximum payment amount shown on the ranking sheet (see information below), to establish a completion date of September 30 for all three applicants, and to make a request to the Conservation Commission for the additional \$649.64 to fully fund Donald Ray Stanfield Jr. 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 Applicant Name	Agreement No.	Total Cost	Maximum Payment	Completion Date
3-R Farms LLC	56-023-004	\$5,708.04	\$4,851.83	September 30, 2021
Caleb Brown	56-023-010	\$5,708.04	\$4,851.83	September 30, 2021
Donald Ray Stanfield Jr.	56-023-005	\$4,642.33	\$3,945.98	September 30, 2021
Totals		\$16,058.41	\$13,649.64	

Pollard made a motion to approve eligible applicants Gary Moore, Alvin Lee, Clint Spencer, Jeffrey Canaday, Nikolaus Atkinson, and Richie Guess as alternates in order of ranking with the maximum payment shown on ranking sheet (see information below) and to establish a completion deadline of December 30, 2021 for all the alternates. 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.

Approved Alternate Name (Order of Ranking)	Agreement No.	Total Cost	Maximum Payment	Completion Date
Gary Moore	56-023-006	\$4,310.45	\$3,663.88	December 30, 2021
Alvin Lee	56-023-001	\$2,616.59	\$2,224.10	December 30, 2021
Clint Spencer	56-023-007	\$8,082.00	\$5,000.00	December 30, 2021
Jeffrey Canaday	56-023-002	\$6,061.50	\$5,000.00	December 30, 2021
Nikolaus Atkinson	56-023-003	\$8,082.00	\$5,000.00	December 30, 2021
Richie Guess	56-023-009	\$6,061.50	\$5,000.00	December 30, 2021
Totals		\$35,214.04	\$25,887.98	

Campbell made a motion to deny approval of the application of Natasha Mahmoud as the application did not meet the minimum funding requirement and to deny approval of the application of Steve Bateson since his application was received after the April 16 deadline. 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.

Kunze and Bartolina acknowledged and thanked the NRCS staff, Stephanie Guy and Nick Owen, for their assistance in meeting with the applicants and providing the district with ranking information.

5c. Approval NACD Technical Assistance MOA for 2021:

Directors reviewed the proposed Memorandum of Agreement (MOA) with the National Association of Conservation Districts (NACD) for the 2021 technical assistance grant funds. The total NACD grant funds shall be \$45,565 and the minimum matching funds from non-federal sources shall be \$11,591. This would be the fourth year for the district to receive the technical assistance funds which pay the salaries of the two part-time archaeology assistants that work on cultural resource needs. After review, Pollard made a motion to approve the MOA with NACD for the 2021 technical assistance funds. 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.

5d. Approve Draft Joint Plan of Operations/Special Project for July 1, 2021-September 30, 2022:

Directors reviewed the draft of the district and NRCS Joint Plan of Operations (JPO) for July 1, 2021 through September 30, 2022. Inmon thanked Pollard and Godfrey for assisting the staff in preparing the draft copy. Pollard stated that working on the JPO had been helpful to her as a new board member. Chair Kunze acknowledged Mink who reviewed the proposed annual project at Crown Heights Park, a joint project with the City of Oklahoma City Parks and Recreation that will improve and expand the existing pollinator gardens at the Park. Following review, Pollard made a motion to approve the draft Joint Plan of Operations for July 1, 2021 thru September 30, 2022 and special project as presented. 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. The draft will be submitted to the Conservation Commission for approval.

5e. Approve Possible District Director Election Polling Place, Posting of Election Notice, and Discuss Appointment of Election Committee:

Election for the position of District Director #2 will be held on June 1, 2021 if necessary. Districts have been asked to designate a polling place, newspaper for posting Notice of Election, and to designate an election committee should more than one candidate file in the district. District Director Position #2 is currently held by director Campbell, and he is the only candidate at present. Eligible candidates have until the close of business on May 14 to turn in their Declaration of Candidacy forms. Inmon was able to secure the Marcella Stackpole-Peck Education Room next to the office for a polling place if needed. Pollard spoke with someone who may be willing to work on the election committee if an election is necessary. Following discussion, Pollard made a motion to approve the Marcella Stackpole-Peck Education Room as the election polling place and to post the Notice of Election in the Oklahoman should an election become necessary. 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. If an additional candidate files for District Director Position #2, the district will need to call a special meeting to designate an election committee.

5f. Review Bartolina Retirement Letter to District:

District manager Don Bartolina informed the board of his official plans to retire. (See letter attached.) He has notified the Oklahoma Public Employees Retirement System (OPERS) and the Conservation Commission that he would like to retire effective June 30, 2021. Bartolina stated it had been an enjoyable journey working with the district for 41 years, 24 years as the NRCS district conservationist and 17 as district manager. He will continue to assist the district as a volunteer when needed. Directors acknowledged it had been a pleasure to work with Bartolina during his tenure, and Moehle stated he always appreciated Bartolina's expertise and advice.

5g. Ratify Approval Major Project Report for FY 21:

Directors reviewed a copy of the FY21 Major Project Status report to the Conservation Commission. The report detailed the launching and objectives of the Yard by Yard program which began in Oklahoma County and then expanded into other counties. Multiple videos have been shared on Facebook and the YouTube channel. The report was due to the Conservation Commission by April 15 and has already been submitted. Following review, Campbell made a motion to ratify approval of the district's FY 21 Major Project Report. 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.

5h. CARE Program Update:

Inmon and Campbell provided an update on the CARE Program.

- The monthly CARE teleconference was held on April 16.
- The quarterly CARE report with surveys was submitted to OACD.
- Campbell met with Kwame Mboya and provided him all the information, requirements, and benefits of being a CARE Champion. Mboya's property is in the Spencer area, and he loves working with the church to benefit the community. He is willing to assist with outreach activities and to be a talking point for what urban agriculture should look like. The district will need to schedule a time to do an interview with him and get some photos for his marketing piece.
- Inmon spoke with Geisette Greenwell, Logan County CD, and she has enlisted Gaye Pfeiffer of the Mulhall-Orlando area to be a CARE Champion. Ms. Pfeiffer is the mother of State Representative John Pfeiffer. She is a Native American who is very involved in the community and she serves on the Farm Service Agency County Committee. Greenwell will be working with Pfeiffer to complete her interview and get some photos of her on her farm.

5i. Discuss State Meeting Training Videos:

Inmon stated she had started watching some of the OACD Day 2 State Meeting videos. She especially enjoyed the session "Farmers as Longevity Heroes" with Erin Martin. She also watched messages from Congressman Frank Lucas, Senator James Lankford, and the "What can Blue Thumb do for your District" video. All the training videos are available on the Conservation Commission YouTube site. Inmon will email directors a list of all the videos from both days of the State Meeting.

5j. Report on Fraudulent Unemployment Claims:

During April, Inmon responded to two fraudulent unemployment claims. A claim in the name of Mario Gonzales was received on April 15 and another claim in the name of Earl Berger was received on April 21. Notices of intent to protest the fraudulent claims were filed with the Oklahoma Employment Security Commission Unemployment Service Center through the OK.gov website.

5k. Discuss EOY Operating Expense Needs:

The district has \$2,390.77 in operating expense funds remaining to spend in May and June. Inmon provided directors an estimate of funds needed for binding minutes, 2nd quarter unemployment and payment of OACD dues, which was approximately \$725. The remaining funds can be used to purchase education supplies for Project WET or pollinator seed for urban projects. The Board requested Inmon and Mink work together to develop a list of education supplies to present at the June meeting. Payment of OACD dues will also be placed on the June agenda.

6. EXECUTIVE SESSION AS AUTHORIZED BY TITLE 25 O.S. SECTION 307 (B)(1):**6a. Vote in Open Session to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B)(1) for the Purpose of Conducting Employee Performance Evaluations for Bartolina, Inmon, and Mink:**

Campbell made a motion to enter executive session as authorized by Title 25 O.S. Section 307 (B)(1) for the purpose of conducting employee performance evaluations for Bartolina, 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. Kunze designated herself to take minutes of executive session and the District and NRCS staff were excused from the meeting. The teleconference was muted, and the board entered executive session at 2:52 p.m.

6b. Executive Session to Discuss Employee Performance Evaluations as Stated in Item 6a:

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

6c. Return to Open Session and Re-Establish Quorum:

The Board returned from executive session at 4:33 p.m., and the teleconference was unmuted. Campbell made a motion to return to open session. Godfrey seconded the motion. Chair Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-absent, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 4-0. Kunze noted that a quorum was present and regular business could continue.

6d. Actions Resulting from Performance Evaluations Conducted in Executive Session:

Kunze stated she and Vice Chair Campbell would schedule a time to meet with employees, possibly in June to discuss the employee evaluations. No other action taken.

7. REPORTS:**7a. NRCS Activities:**

Report presented by Stephanie Guy.

- May 7 was the deadline to have EQIP applications to USDA financial management for approval. Oklahoma County had two applications approved, one for brush management and one for grass planting.
- The office received one CSP application for pollinator plants. The applicant works for Harbor House Foundation, a Senior Living Center.
- CSP training was held on May 6 and will be held again on May 13.
- Roll out for the Conservation Incentive Program is May 17 and deadline for applications is June 18.
- Guy will be performing FSA HEL compliance reviews in five counties starting sometime in June.

7b. District Directors:

- ✓ Pollard and Godfrey assisted staff with developing the annual Joint Plan of Operations.
- ✓ Campbell thanked Guy for joining him for the Fridays on the Farm interview. Campbell was interviewed by two young women that work with Gilbert Guerrero, NRCS Assistant State Conservationist for Outreach and Civil Rights.
- ✓ Campbell is working with Dwight Guy, Langston University, and Ms. Quinn on a blackberry removal trial plot using goats and chemical treatment. Ms. Quinn lives near Campbell and he volunteered to assist with the project as a CARE Champion.
- ✓ Campbell met with Nick Owen and Donald Ray Stanfield Jr. on Stanfield's farm to get acquainted with Mr. Stanfield and possibly get him interested in serving as a CARE Champion. The meeting took place during the NRCS field visit related to Mr. Stanfield's cost share application.

7c. District Staff:

(Reports attached to original minutes.)

Bartolina was contacted by Glen Jones of Indiana and informed that Indiana was bringing 14 teams to the National Land and Range Judging Contest. Indiana officials didn't want their kids to miss out on the contest experience so they arranged their own contest with Redlands Community College. They invited Bartolina to attend their awards banquet held at the National Cowboy Hall of Fame, where he was named the 'Honoree'. Bryan Painter, Larry Wright, Nick Owen and Mink were on hand the day of the contest at Redlands and Painter wrote a News Release about the contest. About 80 people from Indiana made the trip to Oklahoma for the event. Inmon will forward directors a copy of the News Release.

8. CORRESPONDENCE:

Directors were provided copies of an email from Executive Director Trey Lam concerning video and teleconferences. Governor Stitt has rescinded the COVID-19 state of emergency declaration and the authority for teleconferencing given in SB 1031 will be terminated on June 3, 2021. Included with the email from Lam was the latest NRCS guidance for districts wanting to hold board meetings in USDA Service Centers.

9. NEW BUSINESS: None

10. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting was scheduled for June 2, 2021, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting at 4:53 p.m. Campbell seconded the motion. Chair Kunze called for roll call vote: Campbell-Aye, Godfrey-Aye, Moehle-absent, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 4-0.

Approved as Written: 
Chair, Board of Directors

Date: 6-2-2021

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 May 12, 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, April 16
- ✓ Participate in CARE Zoom training, March 23 and 25
- ✓ Participate in NRCS training webinar April 15
- ✓ Assist with JAPO planning on April 27
- ✓ Attend Indiana land judging contest event at National Cowboy Hall of Fame on May 5
- ✓ Review May board meeting agenda
- ✓ Review board meeting information, prepare for meeting

Administrative Assistant – Becky Inmon

- ✓ Prepared April board meeting minutes, sent to directors for review, emailed March 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
- ✓ Submitted quarterly state tax report online at OKTap
- ✓ Updated all financial worksheets including NACD TA grant funds and CARE grant funds
- ✓ Participated in monthly CARE teleconference with Logan County on April 16
- ✓ Participated in districts TEAMS training on April 13
- ✓ Submitted quarterly CARE report and surveys to OACD
- ✓ Submitted quarterly NACD technical assistance grant report to NACD
- ✓ Participated in NRCS training webinar on April 15
- ✓ Assisted producers with state cost share signup, prepared folders, ranking sheet
- ✓ Submitted updated May payroll forms, pre-claim, and personnel forms to OCC
- ✓ Prepared April payroll & timesheets for staff and archeology assistants
- ✓ Updated monthly earnings records for all employees
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Prepared May agenda, board meeting packet with district financial and operations information, posted information online for teleconference meeting
- ✓ Submitted unemployment fraud claims to OESC
- ✓ Assisted with JAPO planning and updates
- ✓ Submitted Proof of publication of filing period to OCC
- ✓ 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 April, 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

May 12, 2021

- Design work for Will Rogers Gardens native prairie area → Scott Copelin, natural Resources Manager for OKC Parks
- Okies for Monarchs Social Team meeting → Tuesday and Wednesday posts
- CommonWealth → Planting the Path for Pollinators 5.1.21 → planning meeting and promo video
- Workshop/Webinar Planning
 - Science Museum Drought Resiliency Program 5.18.21 6-8:30pm
 - Rotary Club Pollinator Presentation 5.20.21 7am
 - Healthy Living OKC 5.26.21 2:30pm
 - Metro Library System Pollinator Presentation 6.8.21 6:30pm
- NACD Conservation Clip w/ Mark Bays → Healthy Trees Healthy Lives → filming and editing
- Yard by Yard meetings → Cleveland County & Cotton County
- Yard by Yard participant email blast
- NRCS Team 10 Webinar
- JAPO Planning Meeting
- Office Pollinator Garden maintenance → sign updates