

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

Date and Time: Wednesday, September 2, 2020, 1:30 p.m.

Members Present: Jan Kunze, Chair, via teleconference
Phil Campbell, Vice Chair, via teleconference, joined meeting at 2:00 p.m.
Rick Godfrey, Treasurer, via teleconference, joined meeting at 2:25 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
Kevin Mink, Urban Soil Health Specialist, via teleconference

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. 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 11:00 a.m. on September 1, 2020. 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 661. A link for the public to access meeting materials was also posted to the website.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of July 1, 2020, Regular Meeting Via Teleconference:

Board members received a copy of the July 1, 2020 teleconference minutes for review. Moehle made a motion to approve the July minutes as written. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0.

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

3a. Approval Financial Statement for Period Ending July 31, 2020:

The Board reviewed the financial statement including the accounts payable and receivable for the period of July 1-31, 2020. (See Attachment) Pollard made a motion to approve the July financial statement as presented and ratify approval the bills paid. Moehle seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0. The Board reviewed copies of the July bank statements included with the financial statement.

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of August 1-31, 2020. (See Attachment) Inmon reported the \$250 grant from Friends of Blue Thumb was used to purchase Yard by Yard signs for the Tulsa community, and that Treasurer Godfrey had approved transfer of \$9,000 of the NACD TA grant funds from the checking to savings account. Pollard made a motion to approve the August financial statement as presented. Moehle seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0. The Board then reviewed copies of the August checking and money market statements, credit card statement, and the NACD and OACD grant funding reports included with the August financial statement.

3c. Employee's Payroll Sheets and Time and Leave Records for Month Ending July 31, 2020:

Directors reviewed the payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink. Inmon explained that her payroll sheets were being submitted a month early for pre-payment as authorized by the Conservation Commission. Her timesheets will continue to be submitted at the end of the month as before. Moehle made a motion to ratify approval of the employee payroll sheets and time and leave records for July. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0.

3d. Employee's Payroll Sheets and Time and Leave Records for Month Ending August 31, 2020:

Directors reviewed the payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink. Pollard made a motion to approve the employee payroll sheets and time and leave records for August. Moehle seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0.

3e. Archaeology Assistant's Payroll and Timesheet for Month Ending July 31, 2020:

Directors reviewed the payroll and timesheet for archeology assistant Taylor Emery. Archeology assistant Manuel Marin did not have hours in July due to COVID slow down. Moehle made a motion to ratify approval of Emery's payroll and timesheet for July. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0.

3f. Archaeology Assistants' Payroll and Timesheets for Month Ending August 31, 2020:

Directors reviewed the payroll and timesheets for the archeology assistants Taylor Emery and Manuel Marin. Moehle made a motion to approve the archaeology assistants' payroll and timesheets for August. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0.

3g. District's Monthly Reimbursement Claims for July:

The Board reviewed the district's monthly reimbursement claims submitted to the Conservation Commission for July expenses. The regular claims for operating expense and salaries totaled \$7,894.59, and the special project claim for the archaeology assistant was \$389.33. Moehle made a motion to ratify approval of the district's reimbursement claims to OCC submitted for July. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0.

3h. District's Monthly Reimbursement Claims for August:

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission. The regular claims for operating expense and salaries totaled \$6,665.38, and the special project claim for the archaeology assistants was \$716.79. Moehle made a motion to approve the district's reimbursement claims to OCC for August expenses. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0.

4. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:**4a. July NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of July. The worksheet was approved by NRCS representative Stephanie Guy. Moehle made a motion to ratify approval the July worksheet. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0.

4b. August NRCS Performance Worksheet:

The Board reviewed the NRCS Performance Worksheet for the month of August. The worksheet was approved by NRCS representative Stephanie Guy. Moehle made a motion to approve the August worksheet. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0.

4c. Cost Share Program 22 Update-Approval Performance Agreement Extensions:

Participant Gary Moore has completed his cost share practice, and a claim has been submitted to OCC for reimbursement. Participants Curt Roberts with 3-R Farms LLC and Clint Spencer have requested extensions to their performance agreement deadline. Bartolina recommended the Board grant both participants an extension to December 31, 2020. Moehle made a motion to extend the performance agreement deadline to December 31, 2020, for participants 3-R Farms LLC and Clint Spencer. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0. The Board reviewed the PY 22 allocation report which must be submitted to the Conservation Commission by September 4. The report shows all the approved applicants and the two alternates that signed their performance agreements. Applicant Caleb Brown is shown on the report twice, the first time showing the partial funding that was available for his practice in the district's \$16,000 allocation, and the second time listed as the first approved alternate showing the funds still needed to completely fund his approved practice. Moehle made a motion to approve the Program Year 22 allocation report to the Conservation Commission. Pollard seconded the motion. Kunze called for roll call vote: Campbell-Absent, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 3-0.

Campbell joined the meeting at 2:00 p.m.

4d. Approval FY 20 Annual Report to Conservation Commission:

The Board reviewed and discussed the district's FY 2020 Annual Report to the Conservation Commission prepared by the staff. Pollard expressed appreciation for the work done on the report and for the amount of information the report provided. After review, Pollard made a motion to approve the FY 20 Annual Report as presented. Campbell seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 4-0.

4e. Discuss Annual Poster Contest-Approve Rules and Expenditures:

Directors reviewed the local poster contest information, rules, and awards outlined in a poster contest flyer developed to advertise the contest. The 2020 contest theme, provided by the National Association of Conservation Districts (NACD), is 'Where Would We BEE Without Pollinators'. Following discussion, Pollard made a motion to approve the contest rules, awards, and expenditures as outlined in the brochure including the \$25 gift card for teachers with participating students. Campbell seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 4-0. The local contest is open to all Oklahoma County students in Kindergarten through 5th grade, and awards are provided for students with the top three posters in each division.

4f. Discuss Introduction Video for OACD Virtual Area Meeting, Discuss Topic for October Meeting:

In lieu of area meetings this year, OACD is providing districts with a series of videos to view either at board meetings or prior for discussion at the meeting. Districts have been asked to select a video from the list to watch and discuss during the months of September through December and later if desired. For the September meeting, Inmon suggested that directors and staff watch the Introduction video with OCC, NRCS, OACD, and NACD leaders detailing the conservation partnership, be prepared to discuss the video, and be prepared to select another option from the list to watch and discuss at the October meeting. Directors Campbell, Moehle, Pollard, and Kunze, and staff members Bartolina and Inmon watched the Introduction video prior to the meeting. Following discussion of the video, the board agreed to watch the two short pollinator videos for discussion at the October meeting.

4g. Review Letter and Map from NRCS Regarding Watershed Point of Contact:

The Board reviewed a letter from NRCS State Conservationist Gary O'Neill outlining the NRCS watershed Point of Contacts (POC) and their duties. The most common duties include periodic overview of watersheds and specific watershed issues, coordination of annual inspections, annual review and update of Emergency Action Plans (EAP), and response to major or extreme events. The (POC) for NRCS team 10 is D'Ann Peterson.

4h. Approval Mink Work Schedule for Fall Semester:

Mink reviewed his work/class schedule for the 2020 Fall Semester. Since most of the classes will be online this semester, Mink anticipates he will be able to work approximately 31 hours/week. His anticipated work schedule each week will be: Monday – 5 hours, Tuesday – 6 hours, Wednesday – 8 hours, Thursday – 4 hours, Friday – 8 hours. Following review, Moehle made a motion to approve Mink's work schedule for the Fall school semester. Campbell seconded the motion. Kunze called for roll call vote: Campbell-Aye, Godfrey-Absent, Moehle-Aye, Pollard-Aye, and Kunze-Aye. Nay votes: none. Motion approved 4-0. The complete work/school schedule is listed in Mink's report. (See attachment).

Godfrey joined the meeting at 2:25

4i. Update on Kickapoo Nations Site #4 Operation and Maintenance:

Director Campbell gave an update on the Kickapoo Nations Site #4 maintenance issue. The district met with the county roads and maintenance representative to discuss possible removal of some of the rip rap from a downstream bridge that could be slowing the natural water flow and causing backup. It was determined the bridge in question was not in county jurisdiction but the City of Oklahoma City. Campbell has made two calls to the City of OKC and is still waiting on a response. He anticipates making another call if necessary. Bartolina stated he had contacted Tammy Sawatzky regarding the issue. She stated she would get the watershed technicians together to work on a solution. Campbell stated he

would keep working on the problem. The Board agreed it would be a good idea to inform D'Ann Peterson of the situation since she was the watershed Point of Contact for the district.

4j. Update on Annual Audit by CPA Kimberlye Mayer:

Inmon stated all the requested materials had been delivered to the auditor plus some additional items. Mayer stated she had mailed back the Audit form showing she received the materials, but it still has not been received in the mail. Inmon emailed Mayer another copy to sign and scan back since the form is due to the Conservation Commission on September 6.

5. REPORTS:

5a. NRCS Activities:

Stephanie Guy was unable to join the meeting. Inmon reported Guy had been busy working on conservation plans and requirements related to EQIP. The plans were signed by director Godfrey as authorized by the Board. Most of the plans were for seasonal high tunnels.

5b. District Directors:

- ✓ Campbell stated he met with Executive Director Trey Lam, soil health champions Jimmy Emmons and Tom Cannon, and Sharina Perry, owner of Utopia Plastix, to discuss a possible partnership with SDA producers hoping to come up with cover crop options that can be grown for the company.
- ✓ Campbell, who serves as Area 2 Commissioner, commented on a problem discussed at the Commission meeting. He stated it was becoming an issue with some districts not getting their required reports/other items submitted on time.
- ✓ Kunze congratulated the directors and staff on being named OACD's Outstanding District for 2019. Kunze was informed of the award by OACD President Larry Wright.

5c. District Staff:

(Reports attached to original minutes.)

- ✓ Bartolina stated he was still working from home and keeping in touch with staff 2-3 days a week.
- ✓ Bartolina contacted KC Kraft regarding the work schedule for the archaeology assistants. Kraft is assigning the employees special projects to work on since the Oklahoma Archaeological Society (OAS) has been shut down during the pandemic. Currently, all requests to OAS must be done online.
- ✓ Mink stated he was working on the Yard by Yard projects, making visits, video sharing, etc.
- ✓ The NRCS grant project is nearing completion. Mink is working with Steve Hill to get the high tunnel project completed so the district can get reimbursed by NRCS and pay back the loan to OACD. He hopes the project will be done in the next few weeks.
- ✓ Mink may need some assistance with a project at Will Rogers Park where they will be turning a large area of turf grass into a pollinator plot. Bill Clark has offered to furnish a tractor, but Mink needs a connection for a seed drill and roller. Godfrey stated he worked with OKC Parks and Recreation and that he would work with Mink to help figure something out.
- ✓ Mink stated he was working with a non-profit women's ministry, Beautiful Restoration, on a pollinator garden project. The ministry is located near Danforth and Western in Edmond.

6. CORRESPONDENCE:

6a. Conservation Commission:

- Directors reviewed a memo from Lisa Owen regarding salary claims and proper recording of work done on timesheets.

- The district’s Joint Plan of Operations was approved at the July Commission meeting.

6b. Friends of Thumb Grants:

- The district received a \$250 grant from Friends of Blue Thumb for the purchase of the Yard by Yard signs that will be used in the Tulsa area. The signs have been ordered and funds expended.
- The district was awarded a \$300 grant from Friends of Blue Thumb (FOBT) for a Volunteer Appreciation Dinner to be held in 2020. With the COVID situation, the district will be unable to hold a dinner. FOBT granted permission for the district to redirect the funds to another project. Mink prepared a letter to FOBT providing some examples of how the funds can be utilized for materials or promotion of the Yard by Yard project. A copy of Mink’s letter was provided to directors.

6c. Keep Oklahoma Beautiful:

The district and its partners, OACD, Tulsa County CD, and the Conservation Commission Blue Thumb and Soil Health Programs, have been named a finalist in the Keep Oklahoma Beautiful 2020 Environmental Excellence Competition for the Teambuilders/Non-Profit award. The work will be honored, and the winners will be announced during a virtual broadcast of the 30th Annual Environmental Excellence Awards Celebration on Friday, November 30, 2020. The award nomination was made by Conservation Commission Water Quality Director Shanon Phillips for work on the Yard by Yard program.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Kunze announced the next meeting is scheduled for October 7, 2020, 1:30 p.m. There being no further business, Moehle made a motion to adjourn the meeting at 2:52 p.m. Campbell seconded the motion. 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: Jon L. Kunze
Chair, Board of Directors

Date: 10-7-2020

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 September 2, 2020

District Manager – Don Bartolina

- ✓ July Board meeting and follow-up, review board meeting minutes
- ✓ Telework from home, monitor district operations, make staff contacts as needed
- ✓ Review new FY 2021 allocation report
- ✓ Work on 2021 contracts for National Land and Range Judging Contest
- ✓ Cost share program needs
- ✓ Okie locate tickets
- ✓ Review board meeting materials and prepare for board meeting teleconference
- ✓ Contacted Tammy Sawatzky regarding Kickapoo Nations Site 4 maintenance issue
- ✓ Contacted K. C. Kraft regarding archaeologists' work schedules
- ✓ Discuss school/work schedule with Mink for fall semester
- ✓ Environmental site review for NAHSI
- ✓ Review Annual Report to OCC

Administrative Assistant – Becky Inmon

- ✓ Prepared July board meeting minutes, sent to directors for review, emailed June 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 grant funds
- ✓ Prepared monthly payroll records and timesheets for staff and archeology assistants, updated earnings records for all employees
- ✓ Prepared and submitted pre-claim summaries to OCC for July and August
- ✓ Submitted FY 22 budget request to the Conservation Commission
- ✓ Submitted August meeting cancelation to OCC and County Clerk
- ✓ Prepared and mailed financial information for CPA Kimberlye Mayer to perform FY 20 audit
- ✓ Prepared Annual Report to the Conservation Commission for Board approval
- ✓ Prepared letter to Turnpike Authority for requesting Pikepass
- ✓ Prepared letter to NAHSI regarding environmental assessment
- ✓ Contacted Wyndham Garden Hotel and National Cowboy Hall of Fame and Western Heritage Museum regarding the 2021 National Land and Range Judging Contest, updated 2021 registration form, posted online
- ✓ Posted Pollard information to website and FB page
- ✓ Prepared cost share claim, made contacts, assisted participants as needed
- ✓ 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 July and August, monitor emails, respond to requests, work in office on Thursday-Friday or as necessary

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

September 2, 2020

July

- Sample Yard by Yard certification video → shoot, edit, and post
- National Watershed Coalition Webinar
- Watershed Control Structure Inspection Report submissions
- Wildflower Wednesday Postings
- Yard by Yard submission photos and videos → edited and uploaded to Yard by Yard site, Youtube Channel, and FB
- Brief CTA consults → 5
- Soil Sampling and Sign Installation at Joe's Addiction Coffee Shop
- Yard by Yard follow-ups and certifications → 8
- pond erosion case troubleshooting → CTA w/ Brandon Burns
- NRCS Grant High Tunnel → tore down and moved structure to new site
- NACD urban conservation webinar proposal and submission → scheduled to present on Yard by Yard Nov. 19th 2020 12pm CST
- Plant ID webisode → first year pollinator garden grown from seed w/ OCC
- Office pollinator plot maintenance
- Logan County Conservation District Site CTA → providing site planning and pollinator garden help
- OKC Zoo Land Prep workshop webisode → film, edit, and posted w/ OCC

August

- Soil Sample submissions to OSU Extension
- Watershed Control Structure Visit w/ County Supervisor → Phil following up w/ City of OKC
- CommonWealth Rain Garden → continued planting, construction, and beautification
- ISA Webinar (x2)
- Yard by Yard discussion w/ Tulsa CCD → program launch assistance
- Will Rogers pollinator plot webisode footage collected
- PikePass account set up for district
- Research and outreach into equipment for large scale pollinator area conversions
- NRCS Grant High Tunnel → rebuilt on new site → needs to be wrapped
- Yard by Yard program development meeting w/ OCC and OACD
- Organization and streamlining of Yard by Yard submission process
- Neighborhood Alliance Yard by Yard promotion
- Certified Yard's local representation research → dropped off outreach cards at Yard by Yard homes
- Brief CTA Consults → 3
- Bill Clark discussion → willing donate tractor and tiller for large areas conversion
- Outreach tracking update for Annual Report
- Derryberry Pollinator Garden Maintenance
- Yard by Yard follow-up certifications → 2
- video editing and posts to Youtube and FB for Yard by Yard program → photos uploaded to Yard by Yard website

September Area of Focus:

- NRCS Grant → Finalize Hoop House → Submit final report
- Pollinator Garden planting w/ Beautiful Restoration, Edmond
- Secure equipment for large pollinator area conversions

Anticipated Work/Class Schedule for Fall Semester:

Day	Work	School
Monday	7a-12p (5)	1-5p (on-campus)
Tuesday	7-11a (4) 1-3p (2)	11a-12p, 3-5p (virtual)
Wednesday	8a-4:30p (8)	No class
Thursday	7-11a (4)	11a-12p, 1-5p (virtual)
Friday	8a-4:30p (8)	No Class

31 hours per week