

**MINUTES OF THE
OKLAHOMA COUNTY CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
4850 N. LINCOLN BLVD, STE B, OKLAHOMA CITY, OK**

Date and Time: Wednesday, August 4, 2021, 1:30 p.m.

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

Member Absent: Mark Moehle, Member

Others Present: Rebecca Inmon, Administrative Assistant
Kevin Mink, Urban Soil Health Specialist
Stephanie Guy, Soil Conservationist, NRCS
Don Bartolina, Volunteer

1. CALL TO ORDER:

Chair Campbell called the meeting to order at 1:30 p.m., and he noted that a quorum was present and business could be conducted. Campbell 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 8:45 a.m. on August 3, 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.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of July 7, 2021, Regular Meeting:

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

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

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of July 1-31, 2021. (Attachment 1) Inmon noted the previous month's pre-claim check to OCC had not been cashed, and the reimbursement for the regular June claim for salaries and operating expense was shorted by \$111.14 due to a processing error by the Ag Finance Department. The error has been corrected, and the district will receive the money. Pollard made a motion to approve the July financial statement as presented. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0. The Board reviewed copies of the July checking and money market statements, credit card statement, and the NACD and CARE grant funding reports included with the financial statement.

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

Directors reviewed the July payroll sheets and time and leave records for district staff Rebecca Inmon and Kevin Mink including the payroll sheets for their quarterly CARE salary. Godfrey made a motion to approve the employee payroll sheets and time and leave records for July. Kunze seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

3c. Archaeology Assistant's Payroll and Timesheet for Month Ending July 31, 2021:

Directors reviewed the payroll and timesheet for temporary archeology assistant Manuel Marin. Kunze made a motion to approve the archaeology assistant's payroll and timesheet for July. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

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 \$4,161.34, the special project claim for the archaeology assistant was \$87.33, and Inmon's salary claim was \$2,976.69, for a total of \$7,225.36. Kunze made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

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

4b. State Cost Share Program Year 23 Update:

Inmon reported all the State Cost Share PY 23 performance agreements had been signed by participants. The district will need an additional \$26,527.62 to fund all the performance agreements. The request for additional funds cannot be submitted until after September 1, 2021.

4c. Annual Compilation Update-Review Timeline:

Inmon has gathered all the financial records for the FY 2021 compilation except for the July 2021 financial statement. She will mail the information to the auditor, Kimberlye Mayer, within the next week. The information must be submitted to the auditor by August 31.

4d. CARE Program Progress Update:

Mink and Campbell gave an update on the CARE Program. Staff met with Kwame Mboya, along with Dwight Guy and Amy Seiger to discuss his conservation plan and goals. Information was collected for the WORMS data entry along with soil samples that were submitted to the lab. Materials for Mboya's fencing project are on backorder. It was agreed that he must get his fencing installed and get his goats on site before the CARE Program can proceed with plans to drill a water well. Mboya is working with Langston University in getting the fencing material and goats. Mink and Campbell also met with the property landowner, Life Changes and Wellness, LLC, and they are totally supportive of Mr. Mboya's plans including use of the property for a field day and educational events.

4e. Oklahoma Women in Agriculture and Small Business Conference:

Directors reviewed the agenda for the statewide Oklahoma Women in Agriculture and Small Business Conference being held in Oklahoma City on August 5-6. Speakers include Kelli Payne, President of the Oklahoma National Stockyards; Michele Payn, a passionate advocate for global agriculture who has authored several books and founded AgChat and FoodChat on Twitter; Amanda Radke, a fifth generation rancher from South Dakota who is a children's book author and a blogger for BEEF magazine; and Brian Whitacre, professor of ag economics at Oklahoma State University. There are also numerous other break-out sessions planned for the conference. Inmon and Kunze are planning to attend.

4f. Watershed Dam Actions Needed, Update on Kickapoo Site #4:

Directors reviewed the watershed dam actions needed report requested by the Conservation Commission. Both sites need mowing which can be done by the watershed technician, Brad Martin, at a cost of approximately \$100 per site. Kickapoo Site #4 still has the ongoing problem with the toe drain caused by the downstream bridge that is obstructing the natural water flow. Campbell and Mink have met with both county and city officials and no one seems willing to help address the problem. During the last meeting with the City of OKC, the district was advised that any work around the bridge would need to be approved by the Corp of Engineers. Campbell stated he planned to contact OCC Conservation Programs Director Tammy Sawatzky to discuss how to move forward.

4g. Approve Sponsorship Annual Poster Contest:

Directors reviewed a revised flyer for the annual poster contest. The theme, set by the National Association of Conservation Districts (NACD), for the 2021 poster contest is *Healthy Forests, Healthy Communities*. The district has been sponsoring the contest for students in kindergarten through 5th grade, providing awards for the top three posters in each division, and recently started providing a \$25 gift card to teachers who had students participating in the contest. Following review, Godfrey made a motion to sponsor the annual poster contest with the current rules. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

4h. Review and Approve Local Operational Agreement for Technical Assistance in Support of Conservation Program Delivery of USDA Farm Bill Programs:

Directors reviewed the updated local Operational Agreement for Technical Assistance in Support of Conservation Program Delivery related to USDA Farm Bill Programs. The agreement outlines possible tasks for district staff concerning conservation planning, outreach and marketing, administrative duties, and Farm Bill contracting. The updated agreement was reviewed by Stephanie Guy and was approved and signed by district conservationist Brandon Burns. Following review, Pollard made a motion to approve the local Operational Agreement for Technical Assistance in Support of Conservation Program Delivery as presented. Kunze seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

4i. Approval Annual Website, Domain Name Renewal:

Inmon reported the district's website and domain name were up for renewal on August 14, 2021. A two-year renewal for the website through WEBS.com is \$179.95, and a two-year renewal for the domain name is \$39.90. The district website is also used to provide information and forms for participants in the National Land and Range Judging Contest. Following discussion, Kunze made a motion to renew the website and domain name for two years. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

4j. Update on Annual Report:

Inmon has started preparing the annual report which is due to the Conservation Commission by September 1. She will work with Mink to compile the rest of the information and have the report ready for the Board to review at the September meeting. A copy of the report will be submitted to the Commission prior to the deadline.

4k. Approve New Cooperative Agreement:

Directors reviewed the request for a new cooperative agreement from Life Changes and Wellness LLC. They are the property owners of the land being utilized by CARE Champion Kwame Mboya. Godfrey made a motion to approve the new cooperato agreement for Life Changes and Wellness LLC. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

4l. Approve ISA Arborist Certification Renewal for Mink:

Mink stated his ISA Arborist certification was up for renewal at a cost of \$285. The district has received several technical assistance requests through his listing as a certified arborist, and he asked if the board would be willing to pay for his certification renewal. Following discussion, Godfrey made a motion for the district to pay for Mink's ISA Arborist certification renewal. Kunze seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

4m. Update on Truck Repair:

Mink took the truck to Firestone to be checked over because the check engine light was coming on; however, Firestone could not work on the truck because they don't have the equipment to evaluate a dual fuel vehicle. Mink checked with the Conservation Commission to see if they had a preferred dealer where the truck should be taken, but there apparently isn't one. Kunze suggested Mink might contact Simmons Auto Repair in Bethany. Mink will start trying to find a repair shop or dealer in the area that works on dual fuel trucks.

5. PROPOSED EXECUTIVE SESSION TO REVIEW AND CONSIDER CONSERVATION PLANS AS AUTHORIZED BY TITLE 25 O.S. SECTION 307 (B)(7):**5a. Vote in Open Session to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B)(7) for the Purpose of Discussing Conservation Plan Stated in Agenda Item 5a:**

Godfrey made a motion to enter executive session as authorized by Title 25 O.S. Section 307 (B)(7) for the purpose of discussing the conservation plan for Jeffrey Canaday. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0. Campbell allowed everyone present to stay in the executive session. The board entered executive session at 2:15 p.m., and Campbell designated Inmon to record the minutes.

5b. Executive Session to Discuss Conservation Plan as Stated in Item 5a:

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

5c. Return to Open Session and Re-establish Quorum:

Godfrey made a motion to return to open session. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0. Campbell noted that a quorum was present and regular business could continue. The board returned to open session at 2:19 p.m.

5d. Vote to Approve Conservation Plan Reviewed in Executive Session:

Pollard made a motion to approve the conservation plan for Jeffrey Canaday. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

6. REPORTS:**6a. NRCS Activities:**

Report presented by Stephanie Guy.

- ✓ Guy will be working on contract reviews for on-schedule contracts.
- ✓ She will be finishing up the HEL reviews, needs to complete Logan County.
- ✓ Will be reviewing the new EQIP applications.

6b. District Directors:

- ✓ Pollard stated she would be having a brainstorming session with Cheryl Cheadle on August 12, discussing the Yard by Yard Program.
- ✓ Kunze read a copy of the letter OACD Executive Director Sarah Blaney wrote to the Cleveland County CD Board of Directors regarding Oklahoma County's assistance with the Yard by Yard Program in Cleveland County. (See attachment.) The letter explained that the community of Norman reached out to Oklahoma County regarding the Yard by Yard program. After several failed attempts by Mink to work with Cleveland County CD, Oklahoma County CD was granted permission to work directly with the Environmental Control Advisory Board to implement Yard by Yard in Cleveland County. The Conservation Commission and Friends of Blue Thumb also received copies of the letter.
- ✓ Campbell attended the NACD summer meeting in Chicago. It was a very interesting meeting centered around the original founders of NACD.
- ✓ Campbell attended the second session of the NACD Leadership Class, the first held since the start of COVID. They are working to schedule additional sessions in the next few months and are hoping to have representatives from the Noble Foundation come to Oklahoma County.

6c. District Staff:

(Reports attached to original minutes.)

- ✓ Mink will be making a presentation on Yard by Yard at the OACD Area Meeting. He hopes the Program can bring on ten more districts in the next year.
- ✓ Mink also made a Yard by Yard presentation to members of the Oklahoma Conservation Commission at their monthly meeting on August 2.
- ✓ Mink will be meeting August 5 with staff at Will Rogers Garden Park to discuss their plans for additional prairie conversion at the park.
- ✓ Inmon stated she contacted OACD regarding the Area 2 meeting. The meeting is scheduled for November 2 and will be hosted by Lincoln County CD at Bell Cow Lake. More details should be sent out later in August.
- ✓ Inmon will be on annual leave on August 13.

7. CORRESPONDENCE:**7a. Stacy Riley – NRCS:**

Directors reviewed an email from NRCS Assistant State Conservationist Stacy Riley concerning the updated COVID restrictions for offices. All employees, partners, customers, etc., regardless of vaccination status, are required to wear a mask while in the office in areas of "substantial" or "high"

community COVID transmission. Almost all counties in Oklahoma currently fall under the mandate. Riley will be sending out weekly updates to employees.

7b. Trey Lam – OCC:

Directors reviewed an email districts received from Conservation Commission Executive Director Trey Lam. The email strongly encouraged employees and staff to get the COVID vaccination to help restore and protect the health of our country.

7c. Joint Letter from Gary O’Neill and Trey Lam:

Directors reviewed copies of a joint letter received from NRCS State Conservationist Gary O’Neill and Conservation Commission Executive Director Trey Lam. The letter encouraged districts to participate in the ongoing project of the Oklahoma Conservation Historical Society (OCHS) to collect black and white photographs to be preserved by the Oklahoma Historical Society. District boards must approve gifting the photographs to the Historical Society as the photos will not be returned. Oklahoma County CD has already signed the agreement with OCHS, with it being approved at the January 8, 2020, Board of Directors meeting. Several photos have already been gifted to OCHS.

8. NEW BUSINESS: None

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Campbell announced the next Board of Directors meeting was scheduled for September 1, 2021, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting at 2:42 p.m. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 4-0.

Approved as Written: 
Chair, Board of Directors

Date: 9-1-2021

- 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 Staff Report August 4, 2021

Administrative Assistant – Becky Inmon

- ✓ Prepared July board meeting minutes, sent to directors for review, emailed June approved minutes packet to OCC, emailed minutes to partners
- ✓ Prepared and submitted monthly reimbursement claims to OCC
- ✓ Reconciled monthly bank statements and balanced checkbook
- ✓ Prepare monthly payroll tax reports, make payments online
- ✓ Prepared monthly financial statement for Board
- ✓ Updated all financial worksheets including NACD TA and CARE grant funds
- ✓ Downloaded annual watershed inspection reports to NRCS DAM Watch
- ✓ Prepared new allocation register for FY 22 funds
- ✓ Participated in districts TEAMS training on July 14
- ✓ Participated in urban conservation cost share discussion at OCC on July 19
- ✓ Made cost share contacts as needed, met with Jeff Canaday
- ✓ Participated in Rural Coalition webinar on July 8, participated in CARE meeting with partners on July 13
- ✓ Submitted quarterly CARE report to OACD
- ✓ Submitted quarterly TA grant report to NACD
- ✓ Put together annual compilation materials for auditor
- ✓ Worked on annual report to the Conservation Commission
- ✓ Participate in CONVENE training videos available through National Conservation District Employees Association (NCDEA)
- ✓ Prepared July payroll & timesheets for staff and archeology assistant
- ✓ Updated monthly earnings records for all employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Prepared August agenda and board meeting packet with district financial and operations information, posted agenda online
- ✓ Assisted NRCS with correspondence and Farm Bill program requests and other duties as needed
- ✓ Assisted Nick Owen/Logan Curtis 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 July, 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

August 4, 2021

- Edmond site CTA w/ Quails Forever
- OKC Yard CTA
- Yard by Yard FB posts highlighting new districts and certified yards
- Crown Heights Park CTA → follow-up planning
- Edmond yard CTA visit → follow-up for soil sample collection
- Murray County YxY training and first yard certification
- Blue Thumb calendar interview
- Will Rogers Gardens design work
- WORMS data collection for CARE → soil sample collection and submission to Ward
- CARE Champion article on Kwame Mboya
- OSU Farmer's Market discussion
- Yard and Arborist CTA in Edmond
- ISA certification → CEU form submission
- Urban Conservation meeting about Yard by Yard w/ OCC & OACD
- Urban cost-share planning meeting with OCC
- OK Garden Club Meeting in MW City → Yard by Yard information
- CARE Champion site planning discussion
- ECAB YxY presentation in Norman
- Interview w/ Lauren Rosenfelt at Norman Central Library
- Kickapoo Watershed Control Structure meeting w/ OKC
- Crown Heights Park design work
- Tree Fund webinar
- Yard by Yard program planning → organization and confirmation of submissions
- Norman Central Library CTA
- OCC YxY presentation drafting