

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

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

**Members Present:** Phil Campbell, Vice Chair  
Rick Godfrey, Treasurer  
Mark Moehle, Member  
Laura Pollard, Member

**Member Absent:** Jan Kunze, Chair

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

**1. CALL TO ORDER:**

Acting Chair Godfrey called the meeting to order at 1:30 p.m. He noted that a quorum was present and business could be conducted. It was 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 entrance to the district office at 4850 N. Lincoln Blvd, Suite B, Oklahoma City, Oklahoma and also on the district's website: [www.okcountyconservation.com](http://www.okcountyconservation.com) at 10:20 a.m. on July 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.

**2. OATH OF OFFICE AND LOYALTY OATH FOR VICE CHAIR CAMPBELL:**

Inmon administered the Oath of Office and Loyalty Oath to Vice Chair Campbell. Campbell was elected to serve another three-year term, July 1, 2021 through June 30, 2024. Campbell was also provided a copy of the Conservation District Director position description to review and sign. After taking his Oath of Office and Loyalty Oath, Campbell assumed the Chair duties in the absence of Chair Kunze.

**3. REVIEW AND APPROVE DISTRICT MINUTES:**

**Minutes of June 2, 2021, Regular Meeting:**

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

**4. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:**

**4a. Financial Statement for Period Ending June 30, 2021:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of June 1-30, 2021. (Attachment 1) Inmon noted the invoice to OACD for CARE funds listed in the accounts receivable was received and deposited after June 30. Moehle

made a motion to approve the June financial statement as presented. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. The Board reviewed copies of the June checking and money market statements included with the financial statement.

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

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 June. Moehle seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**4c. Archaeology Assistant's Payroll and Timesheet for Month Ending June 30, 2021:**

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

**4d. 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 \$6,736.21, the special project claim for the archaeology assistant was \$177.22, and Inmon's salary claim was \$2,976.69 for a total of \$9,890.12. Directors also received copies of the EOY allocation register to review. Godfrey made a motion to approve the district's reimbursement claims to OCC. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

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

**5b. Re-organization of Board-Election of Officers:**

Current officers are Jan Kunze, Chair; Phil Campbell, Vice Chair; and Rick Godfrey, treasurer. Following discussion, Moehle made a motion to elect Director Campbell as Chair, Kunze as Vice Chair, and Godfrey as treasurer for FY 22. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**5c. Review and Discuss FY 2022 Allocation and Adopted Policies from the Conservation Commission:**

Directors reviewed the FY 2022 Allocation letter, list of adopted policies, and the budget allocation for Oklahoma County. Each district's operating expense allocation was based on its submission of required reports and documents in FY 2021. There will be an increase in the employee benefit allowance starting in January and new confirmation of benefits statements will be sent to the district after option period selections are made. There have been some minor changes made to the claims process. Items paid with a credit card must include a copy of the receipt and a copy of the credit card statement with date paid. The Commission and NRCS continued the contributions agreement and the local operational agreement will need to be

placed on the August agenda for review. The adopted policies approved by OCC are related to district operations, personnel, and financial management. The district received a total allocation of \$107,875 that included a raise for Inmon and the addition of \$10,000 for soil health/urban agriculture projects. Following review of the letter, policies, and allocation, Moehle made a motion to approve the allocation and adopted policies from the Conservation Commission. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. (Copy of allocation summary is attached.)

**5d. Approve Updated Notice of Personnel Action and Terms of Employment for Inmon:**

The FY 2022 budget allocation included an hourly rate increase for Inmon from \$14.55/hr. to \$16/hr. With the increase in OCC wages, the district needs to approve an updated Terms of Employment and Notice of Personnel Action for Inmon. Directors received copies of the updated personnel forms to review. Following review, Pollard made a motion to approve the new Terms of Employment and Notice of Personnel Action for Inmon. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. The hourly rate increase was effective July 1, 2021.

**5e. Review Resignation Letter from Archaeology Assistant Taylor Emery:**

The District received a resignation notice from archaeology assistant Taylor Emery. He is moving back to Tulsa to be a caregiver for his mom who had a stroke. Taylor thanked the Board for the opportunity and stated he had learned more in the position than he had expected. A copy of the resignation notice was forwarded to Lisa Knauf-Owen. Owen stated she would visit with Gary O'Neill about the position. With the situation at the Oklahoma Archaeology Society and the decreased work hours, there may be no need to hire a replacement at this time.

**5f. State Cost Share PY 23 Update and Notice from Taylor Marshall:**

The district received a notice from Cost-Share Program Coordinator Taylor Marshall stating no additional funding requests for cost share will be considered until the September 1<sup>st</sup> allocation reports are received and reviewed. That means the \$649.64 requested to fully fund the performance agreement for approved applicant Ray Stanfield Jr. will not be considered until after September 1. Inmon will notify Mr. Stanfield of the delay in fully funding his agreement. All the approved applicants and approved alternates have signed their performance agreements except for Jeffrey Canaday. Mr. Canaday did get his farm records established with the Farm Service Agency. Inmon will call and remind him again that he must sign his performance agreement to remain eligible to receive funding.

**5g. Approval Compilation Engagement Letter from CPA Kimberlye Mayer:**

Directors reviewed the engagement letter from CPA Kimberlye Mayer stating she would perform the district's FY 2021 financial compilation for \$655. After review, Godfrey made a motion to approve the engagement letter and bid of \$655 from CPA Kimberlye Mayer. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**5h. CARE Program Update:**

- ✓ Mink and Inmon met with CARE Champion Kwame Mboya on June 9. Mink conducted his interview and took some photos. Another meeting has been scheduled on July 13 to start his planning process, take soil samples, and start WORMS data collection. Soil Health Coordinator Amy Seiger and Dwight Guy will join the district staff to meet with Kwame. Guy is the new conservation planner for the CARE Program.
- ✓ Monthly call with Logan County held on June 24. James Ray is interested in becoming a CARE Champion and is a possible candidate for next year.

- ✓ The quarterly CARE report is due to OACD by July 15.
- ✓ OACD is working with Shirley Hudson in Ottawa County to schedule a tour of the Quapaw facilities for districts participating in CARE. The Quapaw Nation does coffee roasting and they have high tunnels, a processing plant, and a feed lot. It will probably be a half day tour with a networking breakfast or lunch sometime in August or September.

**5i. Approval Payment of Sirloin Club Dues:**

The district received the annual dues notice from the Sirloin Club of Oklahoma. The Sirloin Club helps sponsor the National Land and Range Judging Contest. Annual dues for the organization are \$200. Pollard made a motion to pay the \$200 annual dues to the Sirloin Club of Oklahoma. Moehle seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**5j. Discuss Possible Attendance NACD South Central Meeting:**

The NACD South Central meeting will be held at the Inn of the Ozarks in Eureka Springs, AR on August 12-13, 2021. Registration to attend the conference is \$225/person plus lodging. Directors were provided a copy of the agenda and registration information. Pollard had considered attending the conference but may have a conflict. Moehle made a motion to approve expenses for one person to attend the conference. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**5k. Discuss Possible Attendance Women in Ag Conference:**

The State Women in Ag conference will be held at the Champion Conference Center in Oklahoma City on August 5-6, 2021. Guest speakers include Michele Payn and Amanda Radke. Registration to attend is \$75/person if registering prior to July 26. Inmon stated she would like to attend. Pollard stated she would be out of town. Kunze may also be interested in attending. Moehle made a motion to approve payment of the \$75 registration for two people to attend the conference. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**5l. Discuss and Approve Annual Watershed Inspection on Kickapoo Nations 4 and Bear Fall Coon 32:**

Mink reviewed the annual watershed inspections for Kickapoo Nations Site 4 and Bear Fall Coon Site 32 done on June 24. Kickapoo Site 4 looks good, but the issue with the toe drain is still ongoing. Campbell has created another trouble ticket with the City of Oklahoma City. The District hopes to work with the City to alleviate the issue that appears to be caused from rip rap installed on a downstream bridge. The rip rap is obstructing the natural water flow from the site. Site 32 Bear Fall Coon is in good shape. It does need some barb wire and debris removal around the outlet. Watershed technician Brad Martin will plan to mow it this winter. Letters will be mailed to both homeowners regarding the inspections.

**5m. Request to Host OACD Area 2 Meeting:**

Oklahoma County received a request from OACD to host the Area II meeting in late October or early November. However, since Oklahoma County hosted the most recent meeting, the district requested OACD seek an alternate host. No word yet on whether another district has agreed to host the meeting or what the date will be.

**5n. Discuss State Meeting Training Video:**

Pollard stated she had reviewed Randy's Frazier's sessions on 'What Every Board Member Needs to Know'. She said he did stress that it was good for Board's to rotate officer positions. No other report given.

**5o. Discuss Possible Need for Truck Repairs:**

Mink reported the check engine light in the truck was coming on. He would like to have the truck checked over to see what the issue might be. Since the truck belongs to the Conservation Commission, the Board requested Mink check with Lisa Owen regarding the process for having the truck checked out for engine issues.

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

Report presented by Stephanie Guy.

- ✓ Guy and her team completed the HEL reviews in Kingfisher and Canadian Counties. They will be working on reviews for Logan, Cleveland, and McClain Counties.
- ✓ She will be working on status reviews for EQIP contracts that are on schedule.
- ✓ Guy reported the one CSP application for Oklahoma County was not eligible for assistance. The land was not eligible because there was no current operation on the land. The producer wants to install pollinator areas on the property. He is a possible candidate for an urban ag project with the district.

**6b. District Directors:**

Pollard stated she planned to participate in the National Watershed Coalition zoom meeting on June 17, but she became ill. She will plan to review the webinar when a link gets posted to their website. Inmon suggested Pollard look at the Watershed Coalition's Facebook page to see some photos posted on that date taken when the group visited sites in Payne County.

**6c. District Staff:**

(Reports attached to original minutes.)

- ✓ Bartolina officially retired on June 30. He thanked the Board for the retirement reception held for him on June 29.
- ✓ Mink has been busy assisting districts coming on board with the Yard by Yard Program. He has also been doing some in person pollinator presentations.
- ✓ Inmon will be working on quarterly reports for CARE and the NACD technical assistance grant. She will also be putting together the financial information required for the annual compilation and starting to work on the annual report.

**7. CORRESPONDENCE:****OCC:**

The district received notice from the Conservation Commission that its JAPO for July 1, 2021 through September 30, 2022, was approved.

**8. NEW BUSINESS: None**

**9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:**

Campbell announced the next meeting was scheduled for August 4, 2021, 1:30 p.m. Pollard stated she would be out of town. There being no further business, Godfrey made a motion to adjourn the meeting at 2:34 p.m. Moehle seconded the motion. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 4-0.

Approved as Written:   
Chair, Board of Directors

Date: 8-4-2021

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 July 7, 2021

### District Manager – Don Bartolina

- ✓ Telework from home, monitor district operations and correspondence
- ✓ Make staff contacts as needed
- ✓ Review June meeting minutes
- ✓ Assist with Cost share program as needed
- ✓ Assist with CARE program, participate in meetings
- ✓ Retirement preparations, attend reception

### Administrative Assistant – Becky Inmon

- ✓ Prepared June board meeting minutes, sent to directors for review, emailed May 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 and CARE grant funds
- ✓ Participated in districts TEAMS training on June 23
- ✓ Made contacts and worked with cost share participants in getting performance agreements signed
- ✓ Participated in monthly CARE teleconference with Logan County on June 24
- ✓ Submitted quarterly CARE invoice to OACD
- ✓ Submitted FINAL JAPO to Conservation Commission for approval
- ✓ Went with Mink to make field visit to CARE Champion Kwame Mboya on June 9. Scheduled follow-up visit for planning on July 13 with Amy Seiger and Dwight Guy.
- ✓ Listened to recording of quarterly CARE zoom meeting on June 29
- ✓ Prepared June payroll & timesheets for staff and archeology assistant
- ✓ Updated monthly earnings records for all employees
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Prepared quarterly tax reports for IRS and State
- ✓ Prepared quarterly tax report for OESC
- ✓ Prepared July agenda and board meeting packet with district financial and operations information, posted agenda online
- ✓ Prepared for and assisted with Bartolina's retirement reception
- ✓ 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 June, 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

July 7, 2021

- OKC Zoo → Pollinator Plot Check-In Video to Social Media
- FB Posting reminders to YxY districts
- ISA webinar → CEUs for arborist certification
- OK Native Plant Society discussion about ROW management
- Nature Conservancy Climate Listening Sessions
- Metro Library → Planting the Path for Pollinators presentation
- Healthy Living OKC → Planting the Path for Pollinators presentation
- CARE → Champion Interview & photos with Kwame Mboya
- Yard by Yard FB posts
- Edmond CTA w/ Quails Forever
- OKC Composting & pollinator garden CTA
- Bryan County Yard by Yard training → discussion w/ Marshall and Johnston Counties
- Yard by Yard discussion w/ Norman
- Yard by Yard and email correspondence