

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

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

Members Present: Jan Kunze, Vice Chair
Rick Godfrey, Treasurer
Mark Moehle, Member
Laura Pollard, Member

Member Absent: Phil Campbell, Chair

Others Present: Rebecca Inmon, Administrative Assistant
Stephanie Guy, Soil Conservationist, NRCS
Don Bartolina, Volunteer

1. CALL TO ORDER:

Vice Chair Kunze called the meeting to order at 1:30 p.m. and 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 filed with the Oklahoma County Clerk's office within the time specified by the law. The agenda was posted to the district's website: www.okcountyconservation.com and at the entrance to the district office, 4850 N. Lincoln Blvd, Suite B, Oklahoma City, OK at 3:30 p.m. on November 1, 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 October 6, 2021, Regular Meeting:

Board members received a copy of the October 6 meeting minutes for review. Moehle made a motion to approve the October minutes as written. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

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

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of October 1-31, 2021. (Attachment 1) Directors also reviewed copies of the October checking and money market statements and the credit card statement included with the financial statement. Moehle made a motion to approve the October financial statement as presented. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

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

Directors reviewed the October payroll sheets and time and leave records for district staff Rebecca Inmon and Kevin Mink. October payroll included the quarterly CARE payment for Inmon and Mink and the annual longevity payment for Inmon. Moehle made a motion to approve the employee payroll sheets and time and leave records for October. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

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

Directors reviewed the payroll and timesheet for the temporary employee, archeology assistant Manuel Marin. Moehle made a motion to approve the archaeology assistant's payroll and timesheet for October. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Kunze. 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 \$3,607.24, the special project claim for the archaeology assistants was \$94.60, and Inmon's salary claim was \$2,976.69 for a total of \$6,678.53. Moehle made a motion to approve the district's reimbursement claims to OCC. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Kunze. 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 October. Guy noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the October worksheet. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

4b. Cost Share Program Year 23 Update:

Letters were mailed to 3R Farms LLC, Caleb Brown, and Donald Ray Stanfield Jr. regarding their performance agreement extension. Alternates Alvin Lee and Gary Moore were notified they were approved for funding. The other approved alternates were also notified the district would not be able to fund their practice this year. The alternates have indicated they will reapply if additional cost share funds are allocated next year.

4c. Report on OACD Area 2 Meeting:

Inmon and Pollard reported on the OACD Area 2 meeting held at Lakeview Ridge on Bell Cow Lake near Chandler. Inmon and Mink attended the meeting in person and Pollard attended virtually.

- Mink made an outstanding presentation on the Yard-by-Yard Program.

- John Hendrix of the US Fish and Wildlife Service made an excellent presentation regarding opportunities available to landowners through their agency including invasive species control and assistance with outdoor classrooms.
- Criteria for district special projects was discussed. The projects must be new, different, and the district should take ownership to insure completion of the project. A resource guide for projects and suggested agency partners was provided.
- Pollard and Inmon both commented on the climate presentation from Brad Carl of the Nature Conservancy. He stressed the importance of understanding the difference between weather and climate and using terminology such as climate resiliency as opposed to climate change which is often viewed negatively in the agriculture community. He stressed the need to focus on solutions instead of gloom and doom.
- Pollard stated she enjoyed the presentation from AFR's Brent Brewer on issues with farm stress, information on feral hog eradication and the NRCS updates from Gary O'Neill and Stacy Riley.
- Pollard added that she thought OACD President Bill Jordan did an excellent job of making positive comments and transitioning from one presenter to another.
- Inmon reported that Oklahoma County was named the Outstanding District in OACD Area 2, comprised of 16 districts in central Oklahoma. The district previously won the award in 2015, 2018, and 2019. Mink and Inmon accepted the award.

4d. CARE Program Update-Report on Quapaw Facilities Tour:

- Monthly CARE meeting with Logan County held on October 18 and follow-up meeting on October 28 to discuss possible outreach program. January 20 is the tentative date set for outreach meeting at the Logan County educational building.
- Hispanic Emphasis Program Manager Maria Gibson, Cheyenne FO, volunteered to have the district's resource concern survey translated to Spanish to assist with Hispanic outreach.
- Dwight Guy is working with a Hispanic producer which could lead to the possibility of an outreach program at a producer's farm in the Hispanic community.
- Inmon participated in a tour of the Quapaw Nation's facilities located in eastern Oklahoma and NW Missouri on October 21. Employees partnering in the CARE Program toured the coffee roasting facility, bison handling facility, farmer's market, and meat processing plant. The group also learned about the Quapaw's use of hydroponics in their greenhouses and plans to incorporate aquaponics into the program. It was an excellent tour.
- Director Campbell was a guest speaker on Regenerate Oklahoma on October 25. He discussed the history of black farming and the regenerative practices he uses on his farm.

4e. Review Local Work Group Meeting Surveys and Top Resource Concerns:

The Board reviewed the results from the local work group meeting surveys received. The top three resource concerns were 1) concentrated erosion, 2) pest pressure (including cedars, blackberries, privet, etc.), and 3) livestock production limitation or water quantity. Additional areas of high concern were soil quality limitations, water quality, and degraded plant condition. Surveys results will be combined with other counties in Team 10 to develop priorities for EQIP, and the district will use the results to help determine practice priorities for the state cost share program.

4f. Report on Poster Contest-OACD Area 2 Winners:

The district had four first place winners in the OACD Area 2 poster contest. The winning posters will compete in the OACD state contest. Students will receive a plaque and a check from OACD for their posters. OACD and local awards will be delivered to the schools in November.

4g. Approve Schedule of Regular Meetings for 2022:

Directors reviewed a proposed schedule of monthly meetings for 2022. The district normally meets the first Wednesday of each month except for May when the meeting is moved to the second Wednesday to accommodate the National Land and Range Judging Contest. Moehle made a motion to approve the meeting dates in 2022 as January 5, February 2, March 2, April 6, May 11, June 1, July 6, August 3, September 7, October 5, November 2, and December 7. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 4-0.

4h. Discuss Development of District Leave Policy being Required by the Conservation Commission:

The Conservation Commission is requiring all districts to develop a Leave Policy to be submitted for approval by January 3, 2022. The policy will need to be developed and approved by the board at the next meeting in December. Inmon stated she would like to have board input into developing the policy using resources such as the 10-minute guide and district handbook. Pollard volunteered to assist Inmon in developing a policy to present to the board for approval at the December meeting.

4i. Discuss Use of Soil Health and Urban Agriculture Projects Allocation:

The district received \$10,000 for urban conservation projects in its FY 2022 allocation. Staff would like the board's input into how to allocate the funds, either several small projects or one or two larger projects. Pollard mentioned the possibility of working with the City of Edmond to install some native plantings in a new park project currently under construction. With Mink being unable to attend the meeting, the board opted to postpone further discussion of the matter until the December meeting. The item will be placed on the December agenda.

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

Report presented by Stephanie Guy.

- ✓ EQIP application deadline has been set for January 7, 2022. Guy will be reviewing all the applications, making field visits, etc.
- ✓ December 15 is the deadline for CSP-GCI payments.
- ✓ March is the deadline for classic CSP applications.

5b. District Directors:

- ✓ Pollard participated in one of NACD's Urban and Community Conservation Webinars on October 21.

- ✓ Kunze brought a copy of the Crown Heights-Edgemere Heights neighborhood magazine. The magazine featured an article with Mink and local volunteers working on expansion of the existing wildlife area at Crown Heights Park on September 26. The project is a partnership with community members in the Crown Heights neighborhood and support of the Oklahoma City Parks Department. Expansion of the existing wildlife area at the park is also the district’s annual project. Another workday was held on October 24 to add more native plants to the wildlife area.

5c. District Staff:

(Written reports attached to original minutes.)

5d. Monthly Report (Sept) – Watershed Tech Brad Martin:

- ✓ Spent ten days in Logan County clearing trees on Bear Fall Coon site 29 and going to Bear Fall Coon site 20 to fix erosion on the spillway pipe.
- ✓ The other days were spent working in Canadian county and in Payne County helping a fellow watershed aide and doing interviews with OETA about our watershed lakes.

6. CORRESPONDENCE: None

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Vice Chair Kunze announced the next meeting was scheduled for December 1, 2021, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting at 3:01 p.m. Pollard seconded the motion. Aye votes: Godfrey, Moehle, Pollard, and Kunze. Nay votes: none. Motion passed 4-0.

Approved as Written: 
Chair, Board of Directors

Date: 12-1-2021

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 – November 3, 2021
Administrative Assistant – Becky Inmon

- ✓ Prepared October board meeting minutes, sent to directors for review, emailed September approved minutes packet to OCC, emailed minutes to partners
- ✓ Prepared and submitted monthly reimbursement claims to OCC
- ✓ Reconciled monthly bank statements and balanced checkbook
- ✓ Prepared monthly payroll tax reports, made payments online
- ✓ Prepared monthly financial statement for Board
- ✓ Updated all financial worksheets including NACD TA and CARE grant funds
- ✓ Mailed cost share letters to participants regarding additional allocation and performance agreement deadlines
- ✓ Participated in monthly teams training with OCC
- ✓ Submitted poster contest entries to OACDE representative, notified schools regarding area winners, ordered trophies for local contest winners
- ✓ Submitted quarterly CARE report to OACD, completed monthly CARE readings, monthly CARE contacts
- ✓ Submitted quarterly TA grant report to NACD
- ✓ Submitted quarterly OKTap report to Oklahoma Tax Commission
- ✓ Traveled Miami, OK--Participated in tour of Quapaw facilities on October 21 for CARE Project
- ✓ Participated in Regenerate Oklahoma webinar featuring director Campbell on October 25
- ✓ Compiled resource concern survey results, submitted to district conservationist
- ✓ Prepared October payroll & timesheets for staff and archeology assistant
- ✓ Updated monthly earnings records for all employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Attended Area 2 OACD meeting in Lincoln County on November 2
- ✓ Prepared November 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 October, 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

November 3, 2021

- Norman/ECAB Yard by Yard Training → planning & outreach
 - first certification training w/ City of Norman employees
 - ECAB meeting to talk logistics and provide promotional materials
- CARE outreach meeting
- Crown Heights Wildflower Area → planning and outreach
 - mulch pick-up/drop-off
 - plant delivery and tool load-up
 - Volunteer Installation Project
 - FB Posts around project
- OKCYard CTA
- presentation development for Area meetings → flyers and promotional materials
- Yard by Yard presentation at OACD Area IV meeting → virtual attendees material distribution
- Norman yard CTA → permaculture & pesticide discussion
- Johnston County Yard by Yard phone call → planning for first certification
- phone and email correspondence catch-up