

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

Date and Time: Wednesday, October 6, 2021, 1:30 p.m.

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

Member Absent: None

Others Present: Rebecca Inmon, Administrative Assistant
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 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 11:55 a.m. on October 5, 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 September 1, 2021, Regular Meeting:

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

Kunze arrived at 1:34 p.m.

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

3a. Financial Statement for Period Ending September 30, 2021:

The Board reviewed the financial statement including the accounts receivable and bills payable for the period of September 1-30, 2021. (Attachment 1) The Board reviewed copies of the September checking and money market statements, credit card statement, and the NACD and CARE grant funding reports included with the financial statement. Inmon noted the district had not yet received reimbursement for the August special project claim. She then reviewed the credit card charges incurred for the joint NASCA and NWC meeting Chair Campbell was approved to attend. The NWC portion of the meeting was canceled shortly after making all the reservations and travel plans. The registration fee was refunded by

NASCA and the motel reservation was cancelled; however, the airline would only provide Campbell with a voucher for the flight cancellation. Since Campbell will be attending a meeting of the NACD leadership class in early 2022, he requested the Board allow him to use the airline voucher for the leadership meeting and then use his reimbursement funds from NACD to reimburse the district. Moehle made a motion for the district to allow Chair Campbell to use the airline voucher for his upcoming Leadership training meeting and allow him to reimburse the district for the airline ticket after his meeting. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 5-0. After review of all the financial items, Moehle made a motion to approve the financial statement as presented. Godfrey seconded the motion. Aye votes: Godfrey, Kunze, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 5-0.

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending September 30, 2021:

Directors reviewed the payroll sheets and time and leave records for district staff Rebecca Inmon and Kevin Mink. Godfrey made a motion to approve the employee payroll sheets and time and leave records for September. Moehle seconded the motion. Aye votes: Godfrey, Kunze, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 5-0.

3c. Archaeology Assistant's Payroll and Timesheet for Month Ending September 30, 2021:

Directors reviewed the payroll and timesheet for the temporary employee, archeology assistant Manuel Marin. Kunze made a motion to approve the archaeology assistant's payroll and timesheet for September. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 5-0.

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 \$4,159.82, the special project claim for the archaeology assistant was \$138.97, and Inmon's salary claim including annual longevity was \$6,421.49 for a total of \$10,720.28. Moehle made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Aye votes: Godfrey, Kunze, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 5-0. Directors were also provided a copy of the monthly expense register detailing expenditures from the FY 2022 budget allocation.

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 September. Guy noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the September worksheet. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 5-0.

4b. State Cost Share PY 23-Additional Allocation-Request for Performance Agreement Extensions:

An email was received from Cost Share Program Coordinator Taylor Marshall stating the district would receive \$6,700 in additional funding for State Cost Share. The additional funds will cover the \$649.64 needed to fully fund Donald Ray Stanfield Jr., the \$3,664.88 needed for alternate Gary Moore, and the \$2,224.10 needed for alternate Alvin Lee. The district did not receive additional funds to cover the remaining four alternates. Inmon has contacted Stanfield, Moore, and Lee and is in the process of contacting the remaining alternates that did not receive funding. Alternates Clint Spencer, Nikolaus Atkinson, and Richie Guess have expressed a desire to be contacted when the next cost share program

sign-up begins, and they plan to reapply. Approved applicants 3-R Farms LLC, Caleb Brown, and Donald Ray Stanfield Jr. have all requested an extension to their performance agreement, but they do plan to complete the work. Following discussion, Moehle made a motion to extend the performance agreement deadline for 3-R Farms LLC, Caleb Brown, and Donald Ray Stanfield Jr. to December 31, 2021. Godfrey seconded the motion. Aye votes: Godfrey, Kunze, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 5-0.

4c. OACD Area 2 Meeting Scheduled for November 2:

The OACD Area 2 meeting is scheduled for November 2 at Lakeview Ridge near Bell Cow Lake in Lincoln County. The meeting will be held in-person and virtual via Zoom so directors and staff have the option of attending either format. Registration for the in-person is \$40 and virtual is \$30. Registration is due by October 26, and attendees can cancel or change from in-person to virtual up until October 20. Directors received a copy of the proposed agenda to review. District urban soil health specialist Kevin Mink will be making a presentation on the Yard-by-Yard Program at each of the five area meetings. The district will also invite CARE Champion Kwame Mboya to attend the meeting. His registration will be paid for with CARE funds. Following discussion, Moehle made a motion to pay for up to six registrations to attend the meeting. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 5-0. Directors need to let Inmon know by October 20 if they plan to attend in-person or virtual so she can submit the registration form and payment to OACD.

4d. Review Memorandum of Agreement with NRCS and Oklahoma Conservation Commission:

Directors reviewed a copy of the Memorandum of Agreement with the NRCS and Oklahoma Conservation Commission. The agreement was updated and signed by all parties in May 2020. It includes the purpose and background for the agreement, the agreed upon items for each agency, and outlines types of information protected under Section 1619 of the 2008 Farm Bill.

4e. Annual Compilation Update:

The district received an email notice from auditor Kimberlye Mayer regarding the status of the district's annual compilation. Mayer is running behind because she lost her accounting clerk and has been unable to find a replacement. Inmon informed the Commission about the possible delay in getting the compilation filed.

4f. CARE Program Report and Quapaw Tour:

- News release on CARE Champion Kwame Mboya sent to local news outlets.
- Mboya article written by Mink was published on Facebook.
- Year 1 of the CARE grant ended on September 30. The district had \$4,686.04 in unclaimed funds. There are other districts in CARE that did not use all their funds as well. OACD is trying to estimate how much of the funding may be redirected to other areas such as Champion travel, an increase in cost share for CARE projects, etc. The district will have \$24,722 in funds for Year 2 plus the carry over funds.
- The quarterly CARE report is due by October 15.
- Campbell reported he attended a field day in Lincoln County hosted by the OSU Extension Service. The field day was held on a veteran farmer with a purebred Hereford operation located on Highway 99. It was a great partnership effort with Extension, NRCS, and the Farmer-Veteran Coalition, and he thought it would be a great outreach idea for Oklahoma County also.
- Inmon will schedule an in-person monthly meeting with Logan County to discuss outreach.

4g. Kickapoo Nation Site 4 Maintenance Update:

Campbell has been in contact with Mark Hollard with the City of OKC in hopes of engaging the City in moving forward with the drainage issue on Kickapoo Nation Site 4. If he doesn't get movement on the situation soon, he will contact the county commissioner, Carrie Blumert, to see if she can help.

4h. Discuss Local Work Group Meeting-Complete Surveys:

Letters and surveys were mailed or emailed to members of the local work group in late September. A few responses have been returned. Directors were also asked to fill out the survey to give their input. Responses to all the surveys will be compiled and discussed at the next meeting.

4i. Education Report:

- A natural resource day event was held with Harvest Hills Elementary on Friday October 1 at the Shiloh Camp in NE OKC. There were 75 students in attendance and the weather was outstanding. Directors Pollard and Campbell assisted with the activities. Teacher contact Michelle Canning was very appreciative of the district hosting the event.
- The poster contest entry deadline was September 29. Local entries will be judged, and first place winners will be forwarded on to the OACDE Area 2 representative. Entries are available for directors to view at the close of the meeting.

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

Report presented by Stephanie Guy.

- ✓ NRCS new fiscal year started on October 1.
- ✓ CSP payments made.
- ✓ Currently working with three producers to complete their seasonal high tunnel in EQIP.
- ✓ Will be working new EQIP applications. Have seven new applications and four that were deferred.
- ✓ Completed work on the HEL determinations in neighboring counties.

5b. District Directors:

- ✓ Pollard stated she received an evaluation for the NACD webinar she participated in, and she wanted to let other directors know the webinars were available online. Inmon stated she would forward directors information on additional webinars as they become available.
- ✓ Campbell attended the field day mentioned earlier in the meeting.
- ✓ Campbell has been mentoring a young veteran farmer in Seminole County, and NRCS has released a short YouTube video about the project. The video was put together by Gilbert Guerrero, the NRCS Assistant State Conservationist for Outreach & Civil Rights.
- ✓ Campbell also did an oral history interview for the Oklahoma Conservation Historical Society.

5c. District Staff:

(Reports attached to original minutes.)

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

- ✓ One day spent attending training with other watershed aides at Saltwater Creek Site 22 in McClain County.
- ✓ Two days were spent at Stillwater Creek assisting another watershed aide.

- ✓ Thirteen days were spent doing work in Logan County on Sites Bear Fall Coon 20, 22, 26, and 29. Work that went on at these sites consisted of clearing trees and brush, gathering bids, and clearing out towers that beavers had mounded up.
- ✓ One day was spent in Canadian and Kingfisher Counties checking over some sites that had been previously worked on to see if they'll need to be mowed and sprayed again.

6. CORRESPONDENCE:

6a. City of Edmond:

The district received an email from Jordan Peebles, water quality specialist with the City of Edmond, inquiring about the November board meeting. They have a new employee and thought it would be a good idea for her to learn more about other agencies and resources in Oklahoma County. The new employee may attend the November meeting but does not need to be included on the agenda.

6b. Cheryl Cheadle:

During FY 21, OCC Soil Health and Blue Thumb Programs contributed funds for the purchase of Yard-by-Yard supplies. The district paid for purchase of the materials and then submitted a reimbursement claim for the items. The district received an email from Cheryl Cheadle inquiring if the Board would be willing to handle paying for purchase and reimbursement of the items again should the funds be made available. No action taken.

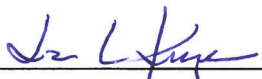
6c. Executive Director Trey Lam:

Executive Director Trey Lam emailed an apology letter to districts in response to his earlier emails expressing his views on COVID vaccinations that had offended some district directors and employees. A copy of the complete letter was provided to Directors.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Campbell announced the next meeting was scheduled for November 3, 2021, 1:30 p.m. Chair Campbell stated he would be out of town with a prior commitment. Vice Chair Kunze will Chair the November meeting. There being no further business, Kunze made a motion to adjourn the meeting at 2:55 p.m. Godfrey seconded the motion. Aye votes: Godfrey, Kunze, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 5-0.

Approved as Written:  Date: 11-03-2021
 Chair, Board of Directors

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 – October 6, 2021
Administrative Assistant – Becky Inmon

- ✓ Prepared September board meeting minutes, sent to directors for review, emailed August 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
- ✓ Submitted cost share allocation report to OCC
- ✓ Participated in monthly teams training with OCC
- ✓ Shared annual report with partners, posted on website
- ✓ Prepared for and assisted with natural resource day event with Harvest Hills Elementary on October 1, posted photos and news item on social media
- ✓ Picked up poster contest entries from schools
- ✓ Submitted CARE champion article to news media, posted article on social media, participated in quarterly CARE zoom meeting with OACD
- ✓ Completed soil health training video on September 21 & participated in soil health webinar on September 27
- ✓ Prepared September payroll & timesheets for staff and archeology assistant
- ✓ Updated monthly earnings records for all employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Made cost share contacts, worked with participants as needed
- ✓ Mailed letters and resource concern surveys to Local Work Group for input
- ✓ Prepared October 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 September, 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

October 6, 2021

- Yard by Yard certification – mayor of Tahlequah → Cherokee CCD training
- Tuesday and Wednesday Okies for Monarchs social media posts
 - monthly OFM social team meeting
- regular YxY email correspondence → forwarding to districts, responses to inquiries
- Muskogee County YxY certification → Muskogee CCD training
- YxY Presentation to OKC Garden Clubs → Will Rogers Gardens
- RestoreOKC → planning and outreach meeting → planning future focus group meeting
- phone CTA calls x5
- Crown Heights Wildflower Area → planning, coordination, and outreach → event posts and sharing
 - Successful Clean-up and Beautification day on 9.26.21 w/ 12 volunteers
- Yard by Yard photo and document uploads
- Hives to Heroes – site tour w/ Steve Easo0m, Slaughterville
- Logan County CARE questionnaire → notes and article drafting
- yard CTA visits → near Woodland Park
- Garden Design Associates → site tour and discussion
- OKC YxY certifications and follow-up visits x3
- Report for Pets and People in Yukon → site observations and recommendations
- picture upload from yard certifications and Crown Heights clean-up day