

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

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

**Members Present:** Phil Campbell, Chair  
Jan Kunze, Vice Chair  
Rick Godfrey, Treasurer, entered meeting at 1:42  
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. He called for roll call 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](http://www.okcountyconservation.com) and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 11:30 a.m. on August 31, 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 August 4, 2021, Regular Meeting:**

Board members received a copy of the August minutes for review. Kunze made a motion to approve the August minutes as written. Pollard seconded the motion. Aye votes: Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

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

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of August 1-31, 2021. (Attachment 1) Pollard made a motion to approve the August financial statement as presented. Kunze seconded the motion. Aye votes: Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 3-0. Copies of the August checking and money market statements and credit card statement were included with the financial statement.

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

Directors reviewed the payroll sheets and time and leave records for district staff Rebecca Inmon and Kevin Mink. Pollard made a motion to approve the employee payroll sheets and time and leave records

for August. Kunze seconded the motion. Aye votes: Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

Godfrey entered the meeting at 1:42 p.m.

**3c. Archaeology Assistant’s Payroll and Timesheet for Month Ending August 31, 2021:**

Directors reviewed the payroll and timesheet for the temporary employee, archeology assistant Manuel Marin. Kunze made a motion to approve the archaeology assistants’ payroll and timesheet for August. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, 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 \$4,121.41, the special project claim for the archaeology assistant was \$98.24, and Inmon’s salary claim was \$2,976.69 for a total of \$7,196.34. Godfrey made a motion to approve the district’s reimbursement claims to OCC. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, 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 August. Guy noted the district staff had assisted with all required tasks as needed. Pollard made a motion to approve the August worksheet. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

**4b. State Cost Share Program Year 23 Update-Review Allocation Report:**

The Board reviewed the Program Year 23 Cost Share allocation report. The district received \$13,000 in cost share monies which fully funded the first two approved applicants and partially funded the third. The district needs \$26,527.62 to fully fund the third approved applicant and the approved alternates who have all signed their performance agreements. The allocation report was due to the Conservation Commission on September 1, and the report has been submitted.

**4c. Ratify Approval Annual Report for FY 2021:**

Directors reviewed the district’s FY 21 Annual Report to the Conservation Commission (OCC). Copies of the report were previously emailed to directors for review prior to the meeting. The annual report was due to the Conservation Commission by September 1, and it was submitted to OCC on August 25. After review, Godfrey made a motion to ratify approval of the FY 21 Annual Report. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

**4d. Approval Campbell Attendance to NASCA and NWC Joint Conference in Spokane, WA:**

The Conservation Commission offered a \$1,500 scholarship to Chair Campbell to attend the National Association of State Conservation Agencies (NASCA) and National Watershed Coalition (NWC) joint conference being held in Spokane, Washington on October 4-6, 2021. Campbell, who serves as Area 2 Commissioner has developed a good relationship with NWC during his tenure as Commissioner. Registration for the conference is \$400 and covers most meals. A four-night motel stay will be approximately \$456 plus tax, and the round-trip flight is \$235. Total cost of the trip should be covered by the \$1,500 scholarship. Pollard made a motion to approve Campbell’s attendance to the NASCA and

NWC joint conference in Spokane, WA. Kunze seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

**4e. Review Locally Led Meeting Responses and Discuss Local Work Group Meeting:**

District conservationist Brandon Burns sent an email to districts reminding them to complete their locally led and local work group meetings. Due to the COVID situation, he stated districts in Team 10 could use the virtual webinar held on April 15 as their locally led meeting. The webinar featured topics on eastern red cedar control, watershed responsibilities, and USDA program updates. Following the webinar, participants were given the opportunity to respond to a survey about resource concerns and outreach. A list of the webinar participants and the survey results was attached to the email and a copy was provided to directors to review, along with a copy of the district's local resource concern survey. After discussion, the board agreed to mail copies of the survey to members of the local work group to enlist their input regarding natural resource concerns. Due to rising COVID numbers, no in-person meeting will be scheduled for 2021. Surveys will be mailed out later in September.

**4f. Annual Compilation Update:**

All the district financial information requested for the annual compilation has been mailed to the auditor Kimberlye Mayer. She acknowledged receipt of the materials and returned the Audit Timeframe form. The audit form was submitted to the Conservation Commission as required. No additional materials have been requested by Mayer to date.

**4g. CARE Program Report:**

- The fencing for CARE Champion Mboya is still on backorder. The district cannot proceed with his water well installation until he has the fencing up and the livestock on site.
- Mink and Inmon visited the farm of Logan County CARE Champion Gaye Pfeiffer and husband John to interview them for the CARE project. Mink is working on the article.
- A press release will need to be completed on Pfeiffer and Mboya after they have approved the information in their write ups.
- To meet quarterly objectives, the district needs to host or attend one outreach meeting and distribute brochures.
- CARE Champions will be invited and encouraged to participate in the OACD Area Meeting.

**4h. TA Grant Report, Discuss Possible Change in Use of Funds:**

Lisa Owen contacted NRCS State Archaeologist K. C. Kraft regarding the open part-time archaeology position available due to the resignation of Taylor Emery. Kraft indicated there would not be much work for another part-time employee to do as the Oklahoma Archaeological Survey (OAS) is moving to a GIS based system that he can access remotely. Since the TA grant allows for use of funds for technical assistance, Owen suggested the district might consider hiring an individual to work with Mink to provide technical assistance to urban landowners. Mink indicated he would prefer not to have the responsibility of supervising an employee while working to complete his master's degree this school year. The issue will need further communication with Owen and NACD South Central Representative Keith Owen. No action taken.

**4i. Report on Kickapoo Site 4 Maintenance Issue:**

Chair Campbell gave an update on communication regarding Kickapoo Nation Site 4 and the removal of material obstructing the flow of water downstream of the structure. The City of OKC had indicated that approval may be needed from the US Army Corps of Engineers (USACE) to correct the problem. In communicating with the USACE's Travis Wilsey, Campbell received word that the one-step removal or

excavation of material from an aquatic resource was not regulated under Section 404 of the Clean Water Act. As long as a bulldozer is not used, the debris removal can be accomplished by using a track-hoe or back-hoe. Campbell has forwarded the USACE response to Raj Krishnan with the City of OKC and is waiting his response. He hopes to meet with them to draw up a plan of action. Once the obstruction is removed, Campbell indicated it would be a good idea to fence off the area to keep cattle out.

#### **4j. Update on Needed Truck Repairs:**

Mink took the truck to Hudiburg Chevrolet in Midwest City for a diagnostic check on the engine. According to Hudiburg, the truck will need extensive repairs estimated to cost over \$11,000. Since the truck is on loan to the district from the Conservation Commission, Mink will contact OCC to see how they want to proceed. Since there are over 200,000 miles on the truck, it is unlikely the truck will be repaired.

#### **4k. Education Activities:**

- NRD: The district has scheduled a natural resource day with Putnam City Harvest Hills Elementary on Friday, October 1 at Shiloh Camp on NE 70<sup>th</sup>. Presenters have been secured to help with the event. Harvest Hills has 75 students plus teachers. The school does not allow parents to attend.
- Poster Contest: Poster Contest information has been posted online and the information was provided to the schools that normally participate. Guy also delivered some flyers to schools in the Midwest City area. Entries are due in the office by September 29.

### **5. REPORTS:**

#### **5a. NRCS Activities:**

Report presented by Stephanie Guy.

- September 1 was the deadline to review contracts that are on schedule.
- Sam Gillespie notified the office that the land under his CSP contract had been sold.
- Guy will start working on the EQIP applications she has received for next year.
- Guy may be detailed to other counties to assist with CRP.

#### **5b. District Directors:**

- ✓ Pollard reported she met with Cheryl Cheadle to discuss the Yard-by-Yard Program. They had a productive meeting and came up with some 'To Do' list items.
- ✓ Pollard was contacted by the Program Planner of the OKC Audubon Society about a program presentation. It could be a good outreach opportunity for the district.
- ✓ Pollard reported that a National Drive Electric event would be held at Scissortail Park on September 4. The Association of Central Oklahoma Governments (ACOG) is one of the local sponsors.
- ✓ Kunze attended the Oklahoma Women in Ag Conference on August 5-6. She enjoyed the keynote speakers and attended several good breakout sessions. She appreciated the district allowing her to participate in the meeting.
- ✓ Campbell participated in a National Watershed Coalition webinar. The webinar featured a presentation from former NRCS district conservationist Bobby Whitescarver. Campbell stated Whitescarver was a great communicator, and he gave an excellent presentation on seven ways to sell conservation.

**5c. District Staff:**

(Reports attached to original minutes.)

- ✓ Mink has made progress scheduling dates to work on the district’s major project at Crown Heights Park. A clean up day has been scheduled for September 26 and a follow-up planting for October 24. An additional planting will be done in the spring of 2022.
- ✓ Mink is working on a pollinator garden mentoring program at the OKC Zoo.
- ✓ Inmon stated she would be on annual leave September 10-16.
- ✓ The steering committee is looking ahead to next year’s National Land and Range Judging Contest.

**6. CORRESPONDENCE:**

- NRCS: Employees are now required to provide the district conservationist with a signed statement saying they are fully vaccinated. If the employee is not vaccinated or declines to respond, they must wear a mask regardless of the level of community transmission, socially distance, and provide proof of having a negative COVID 19 test within 3 days of coming to work.
- OCC Executive Director Lam: Directors were forwarded the latest email correspondence from Trey Lam encouraging employees to get the COVID vaccine.
- OCC Conservation Programs Division Director Tammy Sawatzky: Directors were forwarded an email from Sawatzky welcoming Page Porter to the OCC staff. Additional information can be found on Porter in the latest addition of the OCC newsletter, *The Ripple Effect*.

**7. NEW BUSINESS:** None

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

Chair Campbell announced the next meeting was scheduled for October 6, 2021, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting at 3:11 p.m. Godfrey seconded the motion. Godfrey, Pollard, Kunze and Campbell. Nay votes: none. Motion passed 4-0.

Approved as Written: Phil Campbell  
Chair, Board of Directors

Date: 10-6-2021

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 - September 1, 2021**  
**Administrative Assistant – Becky Inmon**

- ✓ Prepared August board meeting minutes, sent to directors for review, emailed July 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
- ✓ Attended Statewide Women in Ag and Small Business Conference on August 5-6
- ✓ Scheduled and worked on planning a natural resource day event with Harvest Hills on October 1
- ✓ Submitted annual compilation materials to the auditor
- ✓ Prepared and submitted annual report to the Conservation Commission
- ✓ Completed annual USDA Security Awareness training
- ✓ Make schools contacts, publish information for annual poster contest
- ✓ Along with Mink and Geisette Greenwell, visited with CARE Champion Gaye Pfeiffer and husband John on their farm in the Mulhall-Orlando area
- ✓ Prepared August payroll & timesheets for staff and archeology assistant
- ✓ Updated monthly earnings records for all employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Prepared September 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 August, 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

September 1, 2021

- Yard by Yard Update to August OK Conservation Commission meeting
- Two-day virtual Southern Urban Wood Forum – ISA Arborist CEUs
- Tuesday and Wednesday Okies for Monarchs social media posts
  - monthly OFM social team meeting
- Edmond Yard by Yard certification → follow-up for social media posts and workshops
- Edmond Yard CTA
- Will Rogers Gardens prairie design work → planning meeting with OKC Parks
- Okies for Monarchs regional event planning meeting
- Yard by Yard brainstorming meeting w/ Cheryl
- Crown Heights Wildflower Area
  - neighborhood meeting and workshop discussion
  - on-site discussion w/ OKC Parks
  - project planning and outreach
- annual report drafting
- Pollinator garden mentor training at OKC Zoo
- Logan County CARE site interview
- Yard by Yard planning w/ City of Norman
- OKC Yard by Yard certification → YxY & OCCD FB posts
- Email & phone correspondence
- Yard by Yard promotional material update → materials to Johnston County
- Park CTA in Yukon
- District truck for service at Hudiburg