

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

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

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

**Member Absent:** Jan Kunze, Vice Chair

**Others Present:** Rebecca Inmon, Administrative Assistant  
Kevin Mink, Urban Soil Health Specialist  
Stephanie Guy, Soil Conservationist, NRCS  
Don Bartolina, Volunteer  
Jordan Peebles, City of Edmond Water Quality Specialist  
Holly Horn, City of Edmond

**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](http://www.okcountyconservation.com) and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 11:35 a.m. on November 30, 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 November 3, 2021, Regular Meeting:**

Board members received a copy of the November minutes for review. Moehle made a motion to approve the November minutes as written. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, 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 November 30, 2021:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of November 1-30, 2021. (Attachment 1) Moehle made a motion to approve the November financial statement as presented. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. The Board also reviewed copies of the November checking account, money market, and credit card statements included with the financial statement.

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

Directors reviewed the payroll sheets and time and leave records for district staff Rebecca Inmon and Kevin Mink. Moehle made a motion to approve the employee payroll sheets and time and leave records for November. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, 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 \$4,426.69 and Inmon's salary claim was \$2,976.69 for a total of \$6,583.93. Pollard made a motion to approve the district's reimbursement claims to OCC. Moehle 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 OPERATION ITEMS:****4a. Monthly NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of November. Guy noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the November NRCS worksheet. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**4b. State Cost Program 23 and 24 Updates:**

- Ray Stanfield Jr. has completed his practice and Guy will check out the practice next week.
- Inmon will contact the remaining participants and notify them of their performance agreement deadline set for December 31.
- The district team training for November discussed cost share Program Year 24. Program Year 24 will be on the agenda for approval at the December 6 Commission meeting. Some of the changes mentioned in the training include:
  - 1) Equal division of first round funds to all districts - \$30,300
  - 2) Shorter allocation period – December 6, 2021 to April 30, 2022
  - 3) Seasonal high tunnels added to the list of practices
- Cost share coordinator Taylor Marshall expressed a desire to see more practice diversity.
- Inmon will email the Program Year 24 guidelines to directors to review prior to the January meeting.

**4c. Review and Approval District Leave Policy:**

Directors received copies of the proposed district Leave Policy. Copies of the proposed policy were also emailed to the Board for review prior to the meeting. Chair Campbell thanked director Pollard for working with staff to develop the policy. Inmon noted the district Comp Time Policy was a separate policy previously approved on August 7, 2019. Following review, Godfrey made a motion to approve the Leave Policy as presented. Moehle seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. The Leave Policy will be submitted to the Conservation Commission for approval.

**4d. Review and Approval FY 21 Compilation and Net Worth Statement:**

Directors received copies of the FY 21 financial compilation performed by CPA Kimberlye Mayer and a copy of the district's annual net worth statement. Copies of the compilation were also emailed to directors prior to the meeting for review. Following review, Moehle made a motion to approve the district's FY 21 compilation report and annual net worth statement as presented. Pollard seconded the

motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. Copies of the annual compilation and net worth statement will be filed with the county clerk and with the Conservation Commission.

**4e. CARE Program Report-Scheduled Outreach Meeting:**

- Oklahoma and Logan Counties have scheduled a joint outreach meeting to be held at the Logan County Fairgrounds educational building on January 20. A planning meeting for the outreach is scheduled for December 3.
- Oklahoma Black Historical Research Project Inc. (OBHRPI) held their annual meeting on November 12-13. Inmon participated in the meeting by webinar. Director Campbell attended the in-person meeting. He stated it was a good meeting with a variety of speakers. One goal of CARE is to work towards having available programs fit producers instead of trying to fit producers into programs.
- Director Campbell has been assisting CARE Champion Kwame Mboya in getting his paperwork completed with FSA.

**4f. TA Grant Report-Administration of Remaining Funds:**

Manuel Marin, the district's archaeology assistant, has resigned. He has taken a full-time job. Since COVID, he had not worked many hours due to restrictions at the Oklahoma Archaeological Survey and changes to protocols. With over \$20,000 of the NACD grant funds remaining to be spent, the district must decide whether to return the funds or seek consensus with OCC and NACD regarding use of the funds to hire another part-time employee to work on technical assistance. Following discussion, Moehle made a motion for Director Campbell to engage with the Conservation Commission and investigate the use of the NACD grant funds for technical assistance. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**4g. Nationwide Retirement Solutions Transition to Digital Pay:**

Inmon reported that Nationwide Retirement Solutions was transitioning to digital pay only. Nationwide is the company the district uses to pay into the deferred compensation option for employees. Inmon has updated the contact information and will begin making online payments starting with the December payroll contribution.

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

The district was allotted \$10,000 for soil health and urban agriculture projects in the FY 21 budget allocation. Mink stated he would like to use a portion of the funds for a project with Restore OKC, a possible project with Harbor House near Choctaw, and for purchase of some additional wildflower seeds that can be used for varying projects. Chair Campbell stated he would like to see the district sponsor projects in different areas across the county.

**4i. Approval Payment of NACD Dues:**

Directors discussed payment of annual dues to the National Association of Conservation Districts (NACD). NACD has varying levels of dues payment. In recent years, the district has paid \$400 in dues to NACD. As a member of the inaugural cohort for NACD's 2020 Next Generation Leadership Institute, Campbell has been impressed with NACD and its work. He encouraged the board to increase its contribution to the association. Membership dues can be reimbursed from the district's annual operating expense allocation. Following discussion, Moehle made a motion to pay the NACD annual dues in the amount of \$750. Godfrey seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

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

Report presented by Stephanie Guy.

- There will be a central zone employees virtual Christmas meeting held on December 8 at 10:30 a.m.
- On November 22, the central zone had a read back of findings from its Quality Assurance Review. The Programs and Ecological Science teams did a read back of the good and bad findings across the zone throughout the year. Zone needs to do a better job of peer to peer, helping check one another's work.
- Deadline for EQIP applications is January 7. To date, Oklahoma County has seven applications, four are deferrals from last year.
- Guy has accepted a new position in the Wewoka Field Office effective January 16, 2022. Larry Hood and Caleb Davis will be in the office on December 14 to do a walk-through of the Farm Bill contracts on file so they can assist the district when Guy leaves.

**5b. District Directors:**

- ✓ Pollard worked on the Leave Policy with Inmon.
- ✓ As reported earlier, Campbell participated in the Oklahoma Black Historical Research Project Inc. (OBHRPI) annual meeting in November.
- ✓ Campbell participated in the Governor's Symposium with the Department of Veterans Affairs. The State of Oklahoma has formed its own chapter of the Farmer-Veteran Coalition and Campbell is a founding board member. He wants to see more veterans get involved in agriculture.
- ✓ Campbell participated in a portion of the Governor's Annual Water Conference which was being held December 1-2 both in person and virtual.
- ✓ Campbell participated in the latest session of the Next Generation Leadership Institute (NGLI) held at the Noble Research Institute. Noble is transitioning away from research and moving toward regenerative agriculture. Campbell expects to attend his final meeting and graduate from the NGLI program during the NACD meeting scheduled in Florida in February 2022. Grant Victor of Ottawa County has been selected to participate in the next class.

**5c. District Staff:**

(Reports attached to original minutes.)

- Mink made presentations for the Yard-by-Yard program at all the area OACD meetings. Yard by Yard currently has 12 districts and is hoping to bring ten more on board.
- Plans for the National Land and Range Judging Contest are moving forward. The National Cowboy Hall of Fame banquet hall and the host hotel have been secured. Contest Coordinator Bartolina reached out to NRCS to see if NRCS personnel will be available to assist with the contest. No firm decision yet.

**6. CORRESPONDENCE:**

No new correspondence. OCC correspondence including the Thanksgiving message from Director Lam and the OCC newsletter were forwarded to the directors during November.

**7. NEW BUSINESS:**

None.

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

Chair Campbell acknowledged two guests who entered the board meeting after it began and he asked them to introduce themselves. The guests were Jordan Peebles and Holly Horn with the City of Edmond. Peebles stated Horn was a new employee and the City wanted her to become familiar with local agency resources. Director Pollard who resides in Edmond inquired about the new City park under construction and a short discussion ensued. Director Campbell thanked the guests for attending, and he announced the next meeting was scheduled for January 5, 2022, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting at 2:44 p.m. Moehle seconded the motion. Aye votes: Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

Approved as Written:  Date: 1-5-2022  
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 December 1, 2021  
Becky Inmon, Administrative Assistant**

- ✓ Prepared November board meeting minutes, sent to directors for review, emailed October 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
- ✓ Assisted cost share participants as needed
- ✓ Participated in monthly teams training with OCC regarding State Cost Share Program Year 24
- ✓ Participated in Oklahoma Black Historical Research Project annual webinar on November 12
- ✓ Participated in Annual Watershed Coalition webinar on November 16-17
- ✓ Compiled resource concern survey results, submitted to district conservationist
- ✓ Prepared November payroll & timesheets and updated monthly earnings records for employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Worked with director Pollard to develop district Leave Policy proposal
- ✓ Prepared December board meeting agenda, 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 November, monitor emails-forward information as needed, respond to requests, work in office on Wednesday-Friday or as necessary

OCCD Board Meeting

December 1, 2021

Kevin Mink

Urban Soil Health Specialist

Monthly Report

- AgLearn ISA Information Security Awareness training
- preparations for 4 OACD Area Meeting presentations
- Yard by Yard presentations at 4 OACD Area Meetings – Chandler, Fairview, Broken Arrow, Poteau
  - project updates and correspondence with participants
- RestoreOKC urban conservation project discussion
- phone CTA & email correspondence
- Slaughterville Site CTA & YxY certification
- Yard by Yard presentation to the OK Iris Society
- Will Rogers Gardens → prairie project design → presentation development
- prep for upcoming NACD YxY presentation