

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

**Date and Time:** Thursday, February 10, 2022, 1:30 p.m.

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

**Members Absent:** Jan Kunze, Vice Chair  
Mark Moehle, Member

**Others Present:** Rebecca Inmon, Administrative Assistant  
Kevin Mink, Urban Soil Health Specialist  
Larry Hood, Resource 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 special 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 11:15 p.m. on February 8, 2022. 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 January 5, 2022, Regular Meeting:**

Board members received a copy of the January 5, 2022, minutes for review. Godfrey made a motion to approve the January minutes as written. Pollard seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

**3. RECOGNIZE ORO:**

Representatives of ORO were unable to attend the meeting.

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

**4a. Financial Statement for Period Ending January 31, 2022:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of January 1-31, 2022. (Attachment 1) Pollard made a motion to approve the January financial statement as presented. Godfrey seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0. The Board also reviewed copies of the January checking and money market statements and the credit card statement included with the financial statement

**4b. Employee Payroll Sheets and Time and Leave Records for Month Ending January 31, 2022:**

Directors reviewed the payroll sheets and time and leave records for district staff Rebecca Inmon and Kevin Mink. January payroll included the quarterly CARE salary for Inmon and Mink. Pollard made a motion to approve the employee payroll sheets and time and leave records for January. Godfrey seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

**4c. 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 \$4,962.58, Inmon's salary claim was \$3,163.94, and the Blue Thumb claim was \$1,000 for a total of \$9,126.52. Pollard made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

**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 January. Hood noted the district staff had assisted with required tasks as needed. Godfrey made a motion to approve the January worksheet. Pollard seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

**5b. Cost Share Program Year 23 Update:**

All the Program Year 23 participants have completed their work. The final participant, Caleb Brown, completed his practice as outlined in his agreement. Brown is waiting for his contractor to send him a receipt. The district cannot submit his claim for payment without a receipt.

**5c. Cost Share Program Year 24-Report on Sign-up:**

Inmon reported the district received 13 cost share applications, seven ponds, one water well, and five for brush management. Most of the applications have already been reviewed by NRCS personnel. Hood asked for clarification on whether the Board wanted to fund mixed brush or strictly cedar removal in its cost share program. Following discussion, Godfrey made a motion for the district to limit the brush management practice (314) to cedar removal only. Pollard seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

**5d. Discuss Participation in Litter Transfer Program:**

Directors reviewed the guidelines for the current Litter Transfer Program. Following discussion, the Board agreed it would be best to seek producer input regarding interest in the program for Oklahoma County.

**5e. CARE Program Report-Upcoming Outreach Meeting:**

- Inmon and Campbell reported on the CARE outreach program held in Guthrie on January 20. There were 23 people in attendance. USDA representatives from NRCS, FSA, and Rural Development participated in the program. There was a lot of good discussion and some new contacts were made. Information about the program was posted on social media, shared by the Conservation Commission on their social media and in the OCC newsletter, The Ripple Effect.
- CARE Champion Kwame Mboya is planning to attend the NACD annual meeting in Florida on February 12-16. He is also planning to participate in the annual OACD meeting Feb 27-March 1.

**5f. Discuss OACD Annual Meeting Information-Agenda and Attendance:**

The annual OACD State Meeting is scheduled for February 27-March 1 at the Edmond Convention Center, 2833 Conference Drive, Edmond. Directors received a copy of the agenda to review. Registration was due to OACD by February 4. Directors Campbell and Pollard are planning to attend along with district staff Inmon and Mink. The youth awards will be held on Sunday afternoon, and the district has one poster contest winner who has been invited to attend. OACD is requesting districts bring items to donate to the Live and Silent auctions. Following discussion, directors asked Inmon to purchase an item(s) for the auction using funds from director personal donations. Inmon stated she is temporarily serving as OACDE secretary and will be attending the OACDE meetings held on Sunday and Monday. A new secretary will be elected during the OACDE annual meeting on Monday morning. Inmon also stated NRCS informed district employees that anyone attending the OACD annual meeting would be required to quarantine away from the office for three to five days after, depending on their vaccination status.

**5g. Update on Possible Urban Projects:**

Mink gave a report on possible urban conservation projects. Mink ordered additional pollinator seed to be used for small projects and to give Yard-by-Yard participants. He is working with some residents that live in the vicinity of 31<sup>st</sup> and Shartel who are interested in developing a community garden. He is working with Adams Jones of Harbor House in Choctaw and with Restore OKC to come up with projects. He hopes to have additional information to report at the March meeting.

**5h. Discuss Payment of OACD Dues:**

OACD annual dues for 2022 are \$400. The district last paid dues in June of 2021. Dues are reimbursable through the district's operating expense fund. Pollard made a motion to pay the annual OACD dues of \$400. Godfrey seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

**5i. Discuss Payment of National Watershed Coalition Dues:**

National Watershed Coalition dues are \$75 annually. Pollard made a motion to pay the \$75 annual dues to the National Watershed Coalition. Godfrey seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

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

Report presented by Larry Hood.

- ✓ EQIP rankings must be completed by March 11. All but two of the Oklahoma County applicants need to complete some paperwork with FSA to remain eligible.
- ✓ Hood and technician Nick Owen have been working to complete field visits for state cost share participants and should have information to present at the next board meeting.

**6b. District Directors:**

- ✓ Pollard stated OCC Communication Director Bryan Painter was nominated to the Oklahoma Journalism Hall of Fame with the ceremony scheduled for April 28. She thought it would be nice if the Board could send a letter of congratulations to Painter for his achievement. Directors in attendance agreed with Pollard, and she volunteered to work on a letter for the Board to approve at the March meeting.

- ✓ Campbell participated in the CARE outreach meeting on January 20 in Guthrie and thought it was a great meeting. He also reached out to director Moehle who was recently hospitalized with COVID. Moehle is doing much better.

**6c. District Staff:**

(Reports attached to original minutes.)

- ✓ Inmon reported on a recent meeting held to discuss plans for the National Land and Range Judging Contest. The meeting included representatives from OACD, NRCS, and OSU. Plans for the contest will move forward with some minor adjustments to allow for the possibility of fewer volunteers and with NRCS travel restrictions. The adult contest will be dropped and YouTube videos may be used to provide needed information at each pit. Soil Scientist Jeremy Dennis will be meeting with Wildlife Department representatives at Lake Arcadia to walk through and discuss if the education area can still be used for the practice site even though the road has not been repaired. Bartolina is unable to continue doing as much for the contest as in previous years, and he asked that Amy Seiger and Larry Wright take over as Co-Chairs of the contest Steering Committee.
- ✓ Mink is working with Rebecca Bond and Greg Kloxin to develop a better system for getting Yard-by-Yard out to the public.

**7. CORRESPONDENCE:**

**Executive Director Trey Lam:**

Directors received copies of an email from Executive Director Trey Lam giving an update on the pandemic’s effect on USDA Service Centers and access for districts and employees. The email was previously shared with directors when it was received.

**8. NEW BUSINESS: None**

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

Chair Campbell announced the next meeting was scheduled for March 2, 2022, 1:30 p.m. Since Inmon cannot be in the office when the meeting is scheduled because of NRCS quarantine restrictions following the OACD annual meeting, she requested the Board reschedule the meeting date. Following discussion, Pollard made a motion to reschedule the next meeting to Monday, March 7, 1:30 p.m. Godfrey seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0. There being no further business, Godfrey made a motion to adjourn the meeting at 2:57 p.m. Pollard seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

Approved as Written:   
Chair, Board of Directors

Date: 3-7-2022

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  
Activity Report, February 2, 2022  
Becky Inmon, Administrative Assistant**

- ✓ Prepared January board meeting minutes, sent to directors for review, emailed December 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 CARE grant funds
- ✓ Assisted cost share participants with signup for PY 24, prepared PY 23 claims, made payments to participants
- ✓ Participated in monthly teams training with OCC regarding poultry litter transfer program, reviewed guidelines, forwarded information to directors
- ✓ Assisted OACD with National Land and Range Judging Contest registration and correspondence
- ✓ Assisted Logan County CD in planning and assisting with CARE outreach meeting at Logan County Fairgrounds on January 20, posted information to social media, shared with OCC, participated in CARE zoom training on January 31
- ✓ Prepared and mailed 1099's to cost share participants, submitted 1096 to IRS, entered 1099 information for Oklahoma Tax Commission via OKTap
- ✓ Prepared W2's and W3 online through SSA website, mailed information to employees, entered W2 information for Tax Commission into OKTap
- ✓ Assisted OACDE with information for officer elections
- ✓ Prepared January payroll & timesheets and updated monthly earnings records for employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Prepared February 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 on Mondays during January and work in office on Tuesday-Friday or as necessary

OCCD Board Meeting  
Kevin Mink  
Urban Soil Health Specialist  
Monthly Report

February 2, 2022

- New Year phone and email correspondence catch-up
- Yard by Yard planning call w/ Cheryl → scheduling future meetings and Spring Launch
  - new district onboarding
  - upcoming workshop promotional materials
  - updates to Yard by Yard webpage
- Bulk wildflower seed order from Johnston
- Landowner CTA coordination w/ Greg Scott
- Will Rogers Gardens design meeting x2 → update and expansion to prairie area
  - input for WRG master plan
- Office pollinator garden maintenance → thatch cutback & litter cleanup
- Logan County workshop site tour
- YxY and GRDA partnership meeting at OCC → future collaborations and promotions
- Wildflower seed delivery to OKC DEQ & CTA meeting
- AgLearn Section 508 training
- Harbor House meeting coordination
- AgLearn Soil Survey Modules
- LaTonya Williams, Spencer Councilperson outreach
- truck log reporting submission to OCC

Updated Schedule Schedule: M-F 1-6PM