

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

Date and Time: Wednesday, January 5, 2022, 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
Kevin Mink, Urban Soil Health Specialist
Stephanie Guy, Soil Conservationist, NRCS
Larry Hood, Resource Conservationist, NRCS
Caleb Davis, 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 1:15 p.m. on January 4, 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 December 1, 2021, Regular Meeting:

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

Pollard entered the meeting at 1:35 p.m.

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

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of December 1-31, 2021. (Attachment 1) Inmon stated the CARE invoice had been submitted to OACD. Moehle made a motion to approve the December financial statement as presented. Kunze seconded the motion. Aye votes: Pollard, Godfrey, Moehle, Kunze, and Campbell. Nay votes: none.

Motion passed 5-0. The Board also reviewed copies of the December checking and money market statements and the credit card statement included with the financial statement. Inmon reported she contacted auditor Kimberlye Mayer regarding the outstanding check written to her for the annual compilation. Mayer advised she received the check but had not gotten it deposited.

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

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

3c. 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 \$4,620.96 and Inmon’s salary claim was \$3,163.94 for a total of \$7,784.90. Directors were provided a copy of the district’s FY 22 allocation register to review. The district has \$2,849.09 left in its operating expense account for the year. Kunze made a motion to approve the district’s reimbursement claims to OCC. Moehle seconded the motion. Aye votes: Pollard, Godfrey, Moehle, Kunze, and Campbell. Nay votes: none. Motion passed 5-0.

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

4b. Cost Share Program Year 23 Update-Approval Performance Agreement Extension:

All the Program Year 23 participants have completed their work except for Caleb Brown. Claims have been submitted to OCC for 3-R Farms LLC, Donald Ray Stanfield Jr., and Alvin Lee. Gary Moore’s claim is being processed and will be submitted following the board meeting. Mr. Brown has requested a 30-day extension to complete his practice. Completion of the practice was delayed due to health issues in his contractor’s family. Moehle made a motion to extend the performance agreement deadline for Caleb Brown to January 31, 2022. Pollard seconded the motion. Aye votes: Pollard, Godfrey, Moehle, Kunze, and Campbell. Nay votes: none. Motion passed 5-0.

4c. Approve Cost Share Program Year 24 Guidelines, Vote on Items 1-7 of Local Guidelines, Establish Priority Practices and Ranking Sheet:

Directors reviewed the guidelines for State Cost Share Program Year 24. The program year began December 1, 2021 and ends April 30, 2023. The allocation period runs December 1, 2021 through April 30, 2022. Districts participating in the program must submit an allocation report to OCC by April 30, 2022. Each district has been allocated an equal share of funds at \$30,300. Requests for additional funds will be accepted from May 1-13, 2022. Seasonal high tunnels were added to the list of available practices for this year. The maximum cost share payment per participant cannot exceed \$7,500 and the maximum cost share rate for practices is 85%. Districts can choose to establish a lower maximum payment or a lower cost share rate for their program. Districts must submit their ranking system to OCC for approval by February 28, 2022. Board action must be taken on Items 1 through 7 to participate in cost share PY 24.

Item 1) Conservation district participation: Pollard made a motion for the district to participate in State Cost Share Program Year 24. Moehle seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion approved 5-0.

Item 2) Board member participation: In previous years, the Board has voted to not allow directors to make application to the program. Chair Campbell stated he thought the inability to participate in the cost share program could be a hindrance when recruiting new members. Following discussion, Moehle made a motion that board members be allowed to make application in the program. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion approved 5-0. There are no current members planning to make application for Program Year 24.

Item 3) Designate district representative: Moehle made a motion that all five directors be authorized to serve as district representative. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion approved 5-0.

Item 4) Choose practices: Chair Campbell met with Inmon and retired district manager Bartolina to review the Program Year 24 guidelines and available practices. Based on anticipated needs and priorities identified as local resource needs, it is recommended the Board approve five practices eligible for funding in Program Year 24. The practices are 314-brush management, 325-high tunnels, 378-pond, 512-forage and biomass planting, and 642-water well. Following discussion, Pollard made a motion to approve the practices of brush management, high tunnel, pond, forage and biomass planting, and water well along with their associated average costs as eligible to receive funding for cost share program Year 24. Moehle seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion approved 5-0.

Item 5) Choose cost share rate and maximum payment: After discussion, Moehle made a motion to set a cost share rate of 85% and a minimum cost share payment of \$500, a maximum cost share payment of \$7,500 for brush management, ponds, high tunnels, and forage and biomass planting, and a \$3,500 maximum payment for water wells. Pollard seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion approved 5-0.

Item 6) Develop application ranking system: (Copy of proposed ranking system provided to directors.) After discussion, Pollard made a motion to approve the ranking system as presented with order of priority practices being 1) pond, 2) brush management, 3) water well, 4) forage and biomass planting, and 5) high tunnel. Kunze seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion approved 5-0. The ranking system will be emailed to Cost Share Program Coordinator Taylor Marshall for approval.

Item 7) Set application period & advertising: Staff recommended the signup period be from January 6 through January 31. Godfrey made a motion to set the signup period for Program Year 24 as January 6-January 31, 2022 and to advertise the program through the website, social media, and direct contacts. Moehle seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion approved 5-0.

Items 8 and 9 will require board action following review and ranking of all eligible applications.

4d. CARE Program Report-Upcoming Outreach Meeting:

- Participated in quarterly zoom call with OACD.
- Invited Champion Mboya to attend annual NACD meeting in Florida on February 12-16. Mboya is planning to attend. He will also be invited to attend the annual OACD meeting scheduled for February 27-March 1, including the Champion reception on Sunday evening.

- The quarterly CARE invoice has been submitted to OACD and the quarterly CARE report is due January 7.
- Plans for a joint outreach meeting with Logan County are moving forward. The outreach meeting is planned for January 20 at the OSU Extension Education Building in Guthrie. Directors received copies of the meeting flyer. The meeting is being advertised through local partners, social media, and through direct contacts.
- Campbell has been working with Mboya and FSA to get Mboya's records established so his conservation plan can be written. Champions are also required to sign a cooperative agreement with OACD regarding their planned practice and payment. Campbell will contact Mboya to get the agreement signed.

4e. Approve New Terms of Employment and Notice of Personnel Action for Inmon and Mink:

Directors received copies of the email notice from OCC Executive Director Trey Lam stating that all full-time district employees would receive a \$1.00/hour pay increase effective January 1, 2022. For the raise to be properly documented and applied, the district must approve new Terms of Employment (OCC 6A) and Notice of Personnel Action (OCC 6B) for each employee and submit copies to OCC. Directors reviewed copies of the new OCC 6A and 6B for Inmon and Mink. Moehle made a motion to approve the new Terms of Employment and Notice of Personnel Action for Inmon and Mink as presented. Kunze seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion approved 5-0.

4f. Review/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. Early bird registration is due by February 4. Theme for the meeting is Regenerative Ag and Conservation Partnerships and the agenda includes several regenerative ag experts from across the country. The annual youth awards will be on Sunday afternoon and the district will have one poster contest winner receiving an award. A reception for CARE Champions and the Leadership Class will be on Sunday evening. Districts are encouraged to bring auction items for the silent and live auctions on Monday. Directors received a packet with all the meeting information. A decision on meeting attendance will be made at the next regular scheduled meeting on February 2.

4g. Education Outreach-Oakdale Community Stem Event:

Oakdale middle school teacher Lisa Pitts has invited the district to participate in the Oakdale Community STEM event on March 29, 5-7 p.m. They are expecting approximately 200 students to attend. The district will need to provide an interactive activity for small groups of rotating students. The district has some Project WET activities that should work. Oakdale school is located at 10901 N. Sooner Rd., near the intersection of Sooner and Hefner Rds.

4h. Watersheds-Report on Kickapoo Nation Site 4-Discuss Annual Watershed Inspections:

- ✓ Chair Campbell provided an update on the Kickapoo Nation Site #4 maintenance issue that has been ongoing for the last two years. Campbell, Mink, Nick Owen, Logan Curtis, and watershed tech Brad Martin met with representatives of the OKC public works, water quality, and storm water departments to discuss the water drainage problem on Site 4. The City plans to start work on the project in mid-January. Once the work is completed, the district will work at getting the stream area fenced off to help alleviate further problems. Campbell wants to have OCC Information Officer Bryan Painter take some photos of the project.
- ✓ Once the repair work is completed on Site 4, the district will schedule its regular operation and maintenance inspections for Site 4 and Site 32, Bear Fall Coon.

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

Report presented by Stephanie Guy and Larry Hood.

- ✓ Guy will be starting her new position on January 16. Larry Hood and Caleb Davis will be covering the office. Guy stated she had enjoyed working with everyone in OKC while stationed here.
- ✓ To date, 16 applications for EQIP have been received, and the deadline is January 7.
- ✓ Hood provided the board with a list of the 16 applicants. Three of the applications will be canceled. Hood stated he or Davis would schedule days in OKC, hopefully 1-2 days/week.

5b. District Directors:

- ✓ Each director thanked Guy and stated how much they appreciated her work during her stay in OKC.
- ✓ Pollard stated she talked with her contact at Outdoor Oklahoma about featuring the Yard-by-Yard Program. The show is going to a format with shorter segments, and she thinks that a segment with Mink and Cheryl Cheadle could be possible, perhaps in early spring.
- ✓ Campbell toured The SAVE Farm near Manhattan, Kansas, with OACD representatives Sarah Blaney and Jean Lam. The SAVE Farm is a veteran organization that provides therapy as needed and hands-on teaching to veterans and transitioning service members through experienced professionals. They learn how to successfully and sustainably manage cropland, livestock animals, orchards, horticulture, and beekeeping. The Oklahoma Farmer/Veteran Coalition would like to start a similar program here in Oklahoma.

5c. District Staff:

(Reports attached to original minutes.)

- ✓ Inmon will be working on EOY taxes and reporting, W2's and 1099's, etc., CARE outreach, and cost share during January.
- ✓ Inmon stated she received notice that Ellie Thong, first grader at Deer Creek Elementary, won first place in the OACD state poster contest, and her entry was also selected to compete in the NACD national contest. Ellie will receive her state award at the OACD Annual Meeting.
- ✓ Mink is trying to finalize his spring school schedule, and he hopes to work about 28 hours per week during the semester.
- ✓ Mink is also working to finalize urban conservation projects to have ready for board approval in February.

6. CORRESPONDENCE:**6a. Cheryl Cheadle-Blue Thumb:**

The district received an email from Cheryl Cheadle, Blue Thumb Volunteer Coordinator. Cheadle will be ordering additional Yard-by-Yard signs from Witty Ideas. She will send the invoice to the district for payment, and the district will get reimbursed from OCC funds that don't affect the district's regular allocation. The district handled a similar transaction for Cheadle last year. The payment will be \$1,000.

6b. Sirloin Club of Oklahoma:

The district received an invitation from The Sirloin Club of Oklahoma to attend its Annual Chalice Auction being held at Sparrow Beginnings in Stillwater. The auction helps support youth in agriculture. The Sirloin Club is also a supporter of the National Land and Range Judging Contest.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Campbell announced the next meeting was scheduled for February 2, 2022, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting at 3:13 p.m. Pollard seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Kunze. Nay votes: none. Motion passed 5-0.

Approved as Written: 
Chair, Board of Directors

Date: 2-10-2022

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, January 5, 2022
Becky Inmon, Administrative Assistant**

- ✓ Prepared December board meeting minutes, sent to directors for review, emailed November 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 copies of audit to county clerk and Conservation Commission
- ✓ Assisted cost share participants as needed, prepared claims
- ✓ Reviewed Cost Share Program Year 24 guidelines, proposed ranking sheet
- ✓ Participated in monthly teams training with OCC regarding tax preparation
- ✓ Participated in Zone 10 meeting on December 8
- ✓ Submitted quarterly CARE invoice to OACD, made contacts for January outreach meeting, participated in quarterly CARE zoom meeting
- ✓ Prepared December payroll & timesheets and updated monthly earnings records for employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Prepared January 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 December, 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

January 5, 2022

- OKC Parks Department Meeting → Will Rogers Gardens prairie expansion
 - grading and circulation conceptual designs
- Closer to Earth → watershed tour discussion → planning for series in March-April
- Ray Harral Nature Center Speaker Series Planning → March 1st virtual interview
- Johnston County CD YxY certification → first yard in Tishomingo
 - follow-up FB posts and promotion
- RestoreOKC → Love Academy conservation project connection
- Kickapoo Site #4 Site Tour w/ OKC Public Works & Stormwater
 - follow-up conversations w/ landowner Mike Vorrel
- 31st & Shartel community garden meeting
- NACD Stewardship & Education Committee → YxY virtual presentation

Current Anticipated Schedule:

MWF 12:30-4:30

TTh 8-4:30

28 hours per week