

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

Date and Time: Wednesday, April 13, 2022, 1:30 p.m.

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

Member Absent: Mark Moehle

Others Present: Rebecca Inmon, Administrative Assistant
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 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 10:15 a.m. on April 12, 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 March 7, 2022, Regular Meeting:

Board members received a copy of the March minutes for review. Kunze made a motion to approve the March minutes as written. Pollard seconded the motion. Aye votes: Pollard, Kunze, 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 March 31, 2022:

The Board reviewed the financial statement including the accounts payable and receivable for the period of March 1-31, 2022. (Attachment 1) Inmon noted the credit card was paid online and the CARE check from OACD was received and deposited after March 31. Kunze made a motion to approve the March financial statement as presented. Pollard seconded the motion. Aye votes: Pollard, Kunze, and Campbell. Nay votes: none. Motion passed 3-0. The Board reviewed copies of the March checking and money market statements, credit card statement, and CARE grant funding report included with the financial statement.

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending March 31, 2022:

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

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 \$3,096.72 and Inmon's salary claim was \$3,163.94 for a total of \$6,260.66. Inmon noted there was a copy of the district's allocation expense register included with the claims. The district has \$963.39 remaining in its operating expense account for the last quarter of the fiscal year. Pollard made a motion to approve the district's reimbursement claims to OCC. Kunze seconded the motion. Aye votes: Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

4. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:**4a. Approve Monthly NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of March. Hood noted the district staff had assisted with all required tasks as needed. Kunze made a motion to approve the March worksheet. Pollard seconded the motion. Aye votes: Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

Godfrey entered the meeting at 1:40 p.m.

4b. Cost Share Program Year 24 Report, Approve Request for Additional Funds:

Directors reviewed the Cost Share Program Year 24 Allocation report. All the approved applicants and alternates except Carlton Hardman have signed their performance agreements. Mr. Hardman is scheduled to sign his later in the week. Alternate Willard E. Davis was approved for EQIP so he will not need funded. The district will need to request \$32,696.80 to fund all the alternates and a portion of approved applicant Donald R. Stanfield. The allocation report is due by April 30 and the request for additional funds is due by May 13. Pollard made a motion to approve the allocation report and for the district to request the additional \$32,696.80 in additional funds needed to fully fund all the approved applicants. Kunze seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

4c. CARE Program Report, Discuss Possible Budget Adjustments:

- Directors reviewed the CARE allocation and expenditure report. The district is unlikely to spend its full allocation for supplies. Some of the field day money can be used to provide honorariums to Champions for hosting a field day. Money for supplies cannot be redistributed for salaries to assist partner district. OACD won't know for sure how or if monies can be redistributed until after their audit is completed.
- Director Campbell has been assisting Champion Kwame Mboya with getting proper documentation to the County Assessor to update the title on the property he is leasing. The title had not been brought up to date with the current landowner which is causing a delay in getting records updated with the Farm Service Agency. The fencing project for Mboya has been started and Campbell will monitor its progress. The fencing must be in place and animals onsite before the water well project can be completed.

- The district and partner Logan County will have three field days to plan this spring and summer for the CARE project, one on Mboya and two on the Logan County Champions, Gaye Pfeiffer and James Ray. Pfeiffer will complete a gully shaping project and Ray will do cross fencing. Projects need to be completed before the field days are scheduled.

4d. TA Grant Update-Letter to Wes Gibson Requesting Modification:

Chair Campbell contacted NACD South Central representative Wes Gibson regarding modification of the NACD technical assistance grant. With the resignation of both archaeology assistants and the lack of work for that position, the district needs to modify the current TA agreement prior to hiring a new employee. The district sent a letter to Gibson requesting to modify the grant to hire an urban and community conservation technician. NACD has approved the district's request. The Conservation Commission will be hiring someone to fill an urban conservation technician position for Tulsa County. Lisa Owen said they received several good applications for the Tulsa position and suggested the district might consider some of those applicants after the Tulsa position is filled. OCC is set to interview for that position in the coming week.

4e. Approval New District Cooperator Agreements:

The Board reviewed the requests for new district cooperative agreements from Carlton Hardman, Lake Hiwassee Improvement Company, and Simon Lang. All three landowners are applicants to the State Cost Share Program. Mr. Lang, a disabled vet, was approved to build a pond. The other two applicants were approved as alternates. Godfrey made a motion to approve the new district cooperator agreements for Carlton Hardman, Lake Hiwassee Improvement Company, and Simon Lang. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

4f. Discuss Annual Joint Plan of Operations:

Directors reviewed the Joint Annual Plan of Operations (JAPO) guidance for the period of July 1, 2022 to September 30, 2023. There is no specific template for the plan, and the final draft is due to the Commission by June 15, 2022. Major projects will no longer be required; but the district will be required to submit a copy of the JAPO with updates to the action/progress sections with the Annual Report due on September 1, 2023. Required elements of the plan are title page, district information page, concerns and priorities pages, and goals and objectives pages. Inmon requested a couple of directors meet with staff sometime in mid-May to review the current JAPO and make adjustments/changes for the coming year. Pollard volunteered to work with staff on updating the JAPO. Date and time to be scheduled.

4g. Appointment of District Director:

Director Godfrey's current term of appointment to the Board expires on June 30, 2022. He has attended 19 of the 20 meetings held during his current term of office so he meets the 75% attendance requirement for reappointment. Kunze made a motion to recommend Rick Godfrey be reappointed to serve another two-year term as district director. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0. The recommendation for appointment must be submitted to and approved by the Conservation Commission.

4h. Central Park Community Project Update:

Mink unable to attend meeting. No project update available.

4i. Annual Project Report:

Report was not available. Report will be completed and submitted by April 15 deadline and available for review at the next board meeting.

4j. Education Report-Oakdale Elementary NRD:

The district sponsored a natural resource day event with the Oakdale 5th grade students and teachers on Friday, April 8. There were 73 students in attendance along with teachers and several parents. The day was very windy and cool and the archery session had to be canceled. The teacher leading the activity was able to improvise and lead the Project WILD activity Oh Deer instead. Other activities at the event included a fishing clinic and two Project WET activities, Incredible Journey and Macroinvertebrate Mayhem. Volunteers or staff assisting with the event were Oakdale teacher Lisa Pitts, Blue Thumb educator Becky Zawalski, and Dwight Guy, Bob Ray, and director Campbell who conducted the fishing clinic. The event was held at Camp Shiloh.

4k. National Land and Range Judging Contest Report, Approval District Contest Sponsorship:

- Close to 100 teams are currently registered to attend the National Land and Range Judging Contest event in Oklahoma City on May 3-5. Amy Seiger, Larry Wright and Inmon are meeting with the National Cowboy Hall of Fame staff and Wyndham Hotel staff on Thursday afternoon to confirm final arrangements. The staff at the Wyndham is new so they are not as familiar with the contest as the hotel staff has been in previous years.
- OACD is asking districts to help sponsor the contest by contributing \$100-\$250. Godfrey made a motion to give \$250 to sponsor the National Land and Range Judging Contest. Kunze seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

Agenda item 5 reordered to move proposed Executive Session to later in meeting.

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

Report presented by Larry Hood.

- Wrapping up work on EQIP applications. Funds must be obligated by April 22.
- Receiving lots of requests for field visits.
- Met with director Campbell's neighbor James Lauderdale and had good conversation with him.
- Working on preparations for the National Land and Range Judging Contest.

6b. District Directors:

- ✓ Campbell assisted with the Conservation Commission booth at the OKC Farm Show on Saturday.
- ✓ Campbell participated in Conservation Day at the Capitol. The event was well attended, and visits focused on rural legislators.

6c. District Staff:

(Reports attached to original minutes.)

- ✓ Inmon stated she had planned to participate in the Oakdale School STEM event. She made all the preparations to attend but she had to cancel due to health issues.
- ✓ Inmon continues to assist OACD with preparations for the National Land and Range Judging Contest including registration, mailing manuals, answering correspondence, making bank deposits, working on the program, and assisting contest coordinators with other duties as needed.

- ✓ Inmon stated that Saeed Sarani with ORO Development Corporation is planning to attend the May board meeting to discuss their program. ORO Development Corp runs a migrant and seasonal farmworker program. Contact was made with the organization during the CARE outreach program held in January.

7. CORRESPONDENCE:

No correspondence on agenda. Relevant correspondence was emailed to directors during the month.

8. NEW BUSINESS: None

5. EXECUTIVE SESSION AS AUTHORIZED BY TITLE 25 O.S. SECTION 307 (B)(1):

5a. Vote in Open Session to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B)(1) for the Purpose of Conducting Employee Performance Evaluations for Inmon and Mink:

Godfrey made a motion to enter executive session as authorized by Title 25 O.S. Section 307 (B)(1) for the purpose of conducting employee performance evaluations for Inmon and Mink. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0. Campbell designated Pollard to take minutes of executive session and the district and NRCS staff were excused from the meeting. The board entered executive session at 2:43 p.m.

5b. Executive Session to Discuss Employee Performance Evaluations as Stated in Item 5a:

Minutes of the executive session are filed separately as required by State law.

5c. Return to Open Session and Re-Establish Quorum:

The Board returned from executive session at 3:41 p.m. Pollard made a motion to return to open session. Kunze seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0. Campbell noted that a quorum was present and regular business could continue.

5d. Actions Resulting from Performance Evaluations Conducted in Executive Session:

Campbell stated he would schedule a time to meet with employees to discuss the employee evaluations. No other action taken.

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Campbell announced the next meeting was scheduled for May 11, 2022, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting at 3:44 p.m. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

Approved as Written: 
Chair, Board of Directors

Date: 5-11-2022

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, April 13, 2022
Becky Inmon, Administrative Assistant

- ✓ Prepared March board meeting minutes, sent to directors for review, emailed February 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 quarterly tax reports, state, federal, and unemployment
- ✓ Prepared monthly financial statement for Board
- ✓ Updated all financial worksheets including CARE grant funds
- ✓ Prepared EOY report for cost share PY 23, sent copy to OCC
- ✓ Rescheduled April board meeting, filed notice with County Clerk and OCC
- ✓ Prepared and mailed letters to approved participants and alternates regarding Cost Share PY 24. Worked with participants to get their performance agreements signed.
- ✓ Participated in monthly teams training with OCC HR on form I-9, Employment Eligibility Verification
- ✓ Assisted OACD with National Land and Range Judging Contest registration and correspondence-mailing manuals-making bank deposits-assisted Bartolina with ordering supplies-scheduled meeting with National Cowboy Hall of Fame-reviewed sponsor letters for Blaney
- ✓ Prepared OACDE quarterly and annual meeting minutes, distributed to board and membership
- ✓ Prepared March payroll & timesheets and updated monthly earnings records for employees
- ✓ Prepared Notice of Filing Period and emailed to Oklahoman for publication
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Prepared for Oakdale STEM event On March 29 but had to cancel participation due to illness
- ✓ Scheduled and held natural resource day event with Oakdale Elementary on April 8
- ✓ Prepared quarterly CARE invoice and report for OACD
- ✓ Prepared April 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