

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

Date and Time: Wednesday, August 3, 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, District Manager
Josh Kouri, Urban Soil Health Specialist
Larry Hood, Resource Conservationist, NRCS
Brandon Burns, District Conservationist, NRCS
Breanne Spaulding, 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 11:00 a.m. on August 2, 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 MINUTES OF THE PREVIOUS MEETING:

Minutes of July 6, 2022, Regular Meeting:

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

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

3a. Financial Statement for Period Ending July 31, 2022:

The Board reviewed the financial statement including the accounts payable and receivable for the period of July 1-31, 2022. (Attachment 1) The Board also reviewed copies of the July checking and money market statements and the credit card statement included with the financial statement. Pollard made a motion to approve the July financial statement as presented. Moehle seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 5-0.

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

Directors reviewed the payroll sheets and time and leave records for district staff Rebecca Inmon and Joshua Kouri which included Inmon's quarterly CARE salary. Moehle made a motion to approve the employee payroll sheets and time and leave records for July. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, 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 dated August 3, 2022. There were five claims for a total of \$14,058.51 which included the final claim for FY 22 operating expenses, July operating expenses, Kouri July salary, Inmon's August salary, and a state cost share claim. Moehle made a motion to approve the district's reimbursement claims to OCC. Kunze seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 5-0.

4. GUEST PRESENTATION-BEN POLLARD, PRESIDENT OCHS:**Ben Pollard-President of the Oklahoma Conservation Historical Society:**

- Chair Campbell recognized Ben Pollard, President of the Oklahoma Conservation Historical Society, (OCHS). Pollard thanked the board for allowing him to make a presentation at the meeting. He also thanked the board for its support of the OCHS whose purpose is to collect, preserve, and educate the public on the rich conservation history in Oklahoma. The district and board members Godfrey and Campbell are all founding members of OCHS which began five years ago. Because of the district's support for OCHS and for the National Land and Range Judging Contest, Pollard wanted the board to be the first district to see the new historical banners created for OCHS with assistance from the Oklahoma Historical Society. OCHS now has two conservation history banners, one watershed history banner, and one National Land and Range Judging Contest history banner. OCHS is in the process of developing a check out system so districts can borrow the banners to promote conservation at their local events.
- Pollard also reported on OCHS activities including the oral histories being recorded in cooperation with Oklahoma State University. Interviews with Don Bartolina and Phil Campbell are included in the 50 oral histories planned with 37 of them already posted to the site. There are 12,000 black and photos now digitized and available for viewing. Oklahoma County was the first district to provide photos for the archives. NRCS State Conservationist Gary O'Neill was instrumental in getting grant funds for digitizing the photos.

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

5b. Cost Share Program Year 24 Update:

The Board reviewed the Program Year 24 Cost Share update provided by NRCS technician Nick Owen.

- Simon Lang has completed his practice. His paperwork is done and his claim is ready to be signed.
- Clint Spencer still waiting on his contractor to remove trees at the pond site.

- Cole Atkinson is concerned about mud at his site. Owen is meeting with him Monday, August 8, to do a core auger test to see how deep it is until he hits mud again.
- On Ray Stanfield, brush has been cleared off the site and has been staked for construction. He is waiting on his contractor and may have to wait until he gets more moisture.
- Steve Bateson's site still needs to be cleared for staking. Owen has appointment with contractor on August 23 to clear and stake the site. Construction can start as soon as the site is staked.
- Owen met with Jeff Canaday on July 11 and located his pond site. He is waiting on Canaday to call back so he can stake the site.

5c. CARE report-Upcoming Outreach:

- CARE outreach is schedule for Champion Steve Easom on September 17, 9 am-12 pm. The district will work with Cleveland County on the agenda and speakers. David Redhage with the Kerr Center has been contacted about speaking, but he has not committed to the event. NRCS and FSA will also be invited along with OSU Extension. Jean Lam is going to reach out to FSA since there is not an office in Cleveland County. She will also contact the Conservation Commission to schedule a soil health presenter for the event. Mr. Easom has used Kendall's in Norman to cater some of his other events, so the district will see if they are available for his outreach. Since the meeting will be outdoors, the district will need to rent a portable unit to have at the site. District staff will work on a flyer to advertise the event and put together the agenda when details are set.
- The CARE outreach for Kwame Mboya is scheduled for September 26. Director Campbell stated that the holding pens for the goats were up. Mboya is in the process of getting the goats so his water well can be drilled.

5d. Review and Approval NRCS Operational Agreement for Technical Assistance in Support of Conservation Program Delivery:

Directors reviewed the updated local Operational Agreement for Technical Assistance in Support of Conservation Program Delivery related to USDA Farm Bill Programs. The agreement outlines possible tasks for district staff concerning conservation planning, outreach and marketing, administrative duties, and Farm Bill contracting. District conservationist Brandon Burns gave his approval of the agreement as outlined. Following review, Godfrey made a motion to approve the local Operational Agreement for Technical Assistance in Support of Conservation Program Delivery as presented. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 5-0. The agreement was signed by Burns and Chair Campbell.

5e. Approve and Sign Updated District Director Position Description:

The Conservation Commission is requiring all current district directors to review and sign a copy of the updated district director position description. Directors were emailed a copy of the position description to review prior to the meeting and were provided copies to sign during the meeting. Copies of each director's signed position description will be provided to the Conservation Commission and a copy kept in the director's office file.

5f. Discuss Updated OCC 6A, Terms of Employment, Regarding Change in FLSA Status, Possible Amendment to District's Comp Time Policy:

- Directors approved updated OCC 6A Terms of Employment for Inmon and Kouri during the July board meeting. Inmon filed the updated forms with the Conservation Commission; however, OCC has decided to change the Fair Labor Standards Act (FLSA) status for all district employees to Non-Exempt with overtime to be compensated by time off with pay. This is a change for the district manager and urban soil health positions which were previously considered Exempt. OCC requested

Inmon make the necessary change to the Terms of Employment forms, resubmit them to OCC, and inform the board regarding the change. Inmon contacted Chair Campbell regarding the change in OCC policy on FLSA and the forms have been redone, signed, and resubmitted to OCC.

- Inmon reported that the change in policy regarding the FLSA status for employees has also outdated the district's comp time policy as related to FLSA status and overtime. She asked the Board if they would like her to amend the district's comp time policy to reflect the change in FLSA status as designated by OCC. Pollard made a motion to have Inmon update the district's comp time policy to reflect the change in FLSA status and to have the amended Comp Time Policy placed on the agenda for the next scheduled meeting in September. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 5-0.

5g. Discussion and Approval Sponsorship Annual Poster Contest:

Directors reviewed information for the annual poster contest. The theme, set by the National Association of Conservation Districts (NACD), for the 2022 poster contest is *Healthy Soil, Healthy Life*. The district has been sponsoring the contest for students in kindergarten through 5th grade, providing awards for the top three posters in each division. The district has also been providing a \$25 gift card to teachers who have students participating in the contest. Following discussion, Kunze made a motion to sponsor the annual poster contest with the current established rules and with a budget maximum of \$250. Moehle seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 5-0.

5h. Discuss and Approve Kouri's Attendance at NCDEA Conservation Planning Course:

The National Association of Conservation District Employees (NCDEA) is sponsoring a conservation planning course through NRCS for district employees. The course will be held in Stillwater on September 28-30, and expenses to attend the course will be reimbursed through NCDEA. Kouri asked the district for approval to attend the planning course. Following discussion, Kunze made a motion to approve Josh Kouri to attend the NCDEA conservation planning course in Stillwater on September 28-30, 2022. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 5-0. Kouri stated he would most likely drive back and forth to the training rather than spend the night in Stillwater.

5i. Discuss and Approve Attendance to NACD South Central Region Meeting in Louisiana:

Directors reviewed the registration information and agenda for the National Association of Conservation Districts (NACD) South Central Regional Meeting being held in Baton Rouge, LA on August 28-30, 2022. Early registration is \$225/person, and the meeting is being held at the Crowne Plaza Hotel. Following review, Godfrey made a motion to pay registration and meeting expenses for Chair Campbell to attend the meeting. Moehle seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 5-0.

5j. Discuss and Approve Participation and Purchase of Supplies for Tinkerfest Educational Event:

Kouri stated the district was invited to participate in the annual Tinkerfest educational event at the Oklahoma Science Museum being held on September 24. They usually have around 50 different activity booths set up for the event. He requested the board's approval to participate in the event and for purchasing the supplies he would need which would cost approximately \$150. Moehle made a motion to approve the district's participation in the Tinkerfest educational event and to approve purchase of the needed supplies. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 5-0.

5k. Discuss Possible Continuation of NACD TA Grant Funds for Grant Year 2021:

The NACD technical assistance (TA) grant funds are currently being utilized to pay a portion of Kouri's salary. Those funds will be exhausted sometime in December. The district was also approved for the 2021 TA grant in May of 2021. Inmon emailed NACD's Meg Leader to see if the 2021 grant funds were still available since the district had been delayed in using the 2020 funds. Leader stated the funds were still available and she would schedule the first disbursement check in November unless the district had changed its mind about accessing the funds. Since the board needs input from its USDA and Conservation Commission partners before making an informed decision, a decision on accepting or releasing the 2021 grant funds was postponed, and the item will be placed back on the October agenda. Chair Campbell stated he would contact the Conservation Commission about the grant since the Commission has been providing the required matching funds.

5l. Discuss Watershed O&M Dam Action Plan and Easement Digitizing Project:

- Directors reviewed an email from Tammy Sawatzky, Director of Conservation Programs, regarding watershed operation and maintenance, upcoming training, easement encroachment, easement digitizing and other watershed issues. Each district is required to submit a watershed dam actions needed plan (WDANPlan) by February 15 each year with this year's plan being due September 15. The district must review and sign the plan before submitting to OCC.
- District staff will receive training on the OKIE811 Portal sometime in August and the correct procedures for responding to the Okie locate tickets in the system.
- OCC is participating in an opportunity to modernize easement data by digitizing watershed dam easements which will convert paper records into a format that can be accessed by computer. The easements will be converted into data that can be used to create a map showing all easements held by the district on a particular watershed dam. All district are required to participate in the project. All easements must be scanned individually and sent to OCC no later than October 31.

5m. Annual Compilation Update and Audit Timeframe Form:

Inmon has been working on scanning all the financial documents need by auditor Kimberlye Mayer for completing the district's FY 2022 compilation. She will be downloading the documents to a flash drive and sending them to Mayer. The audit timeframe form must be signed by the auditor stating she received the materials requested. Materials must be provided to the auditor no later than August 31 and the audit timeframe form is due to OCC by September 2.

5n. FY 2022 Annual Report Due on September 1:

Inmon stated she would be working on the district's annual report during August. The report is due to OCC by September 1. Since the report is due prior to the next board meeting, the board will need to ratify approval of the annual report at the September 7 meeting.

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

- Burns introduced Breanne Spaulding who will be relocating to the Oklahoma City office from Lawton. Spaulding stated she was excited about coming to Oklahoma City and getting to learn the county. She starts full time in Oklahoma City on August 29.
- Burns stated this was a slower time of the year for NRCS. Staff is working on contract follow-up and making technical assistance calls.

6b. District Directors:

- ✓ Chair Campbell stated he continues to work with CARE Champion Kwame Mboya in getting his conservation project done.
- ✓ No additional reports.

6c. District Staff:

(Reports attached to original minutes.)

Inmon:

- ✓ Inmon traveled to El Reno with Amy Seiger to meet Larry Wright. The three toured the Canadian County Expo Center. OACD is considering moving the National Land and Range Judging Contest to El Reno due to the increasing costs associated with holding the banquet at the National Cowboy and Western Heritage Museum.
- ✓ Inmon attended a portion of the August Conservation Commission meeting for a presentation being made by Cheryl Cheadle, Blue Thumb Program volunteer coordinator. Cheadle recognized longtime volunteer Gloria Vass, Edmond North Environmental Science teacher, who is retiring after 20 years of monitoring on Chisholm Creek in northwest Oklahoma County. The district also sponsored Vass and her students in the Envirothon competition when the event was active in Oklahoma.
- ✓ Inmon reminded the board she would be attending the annual Women in Ag Conference on August 4-5. She will spend much of her time in August working on the district's annual report and working on plans for September CARE outreach events.

Director Pollard left the meeting at 2:40 p.m.

Kouri:

- ✓ Kouri met with landowner Erin Herman. She has a 16 ac plot she wants to turn into a demonstration incubator farm for hands on education. He is planning to meet with her again next week.
- ✓ Kouri has been working on making contacts with the community and doing conservation technical assistance (CTA), doing education research, and building a database.
- ✓ Kouri attended the STEM education training on July 15, and he got some good ideas for hands on education activities.
- ✓ Kouri will be working with LaTonya Williams when she is ready to start her micro greens project.
- ✓ Kouri has made contact with the partners on the district's annual project that needs to be completed this fall, and he is making arrangements to get the work done.

Director Kunze left the meeting at 2:46 p.m.

7. CORRESPONDENCE:**7a. Oklahoma Conservation Commission – Staff Changes:**

OCC Executive Director Lam announced that Clancy Green will serve as the new Division Director for Field Services, and all district business should be directed to her. Rhonda Bowman will serve as the Area District Coordinator for Area 3. This is a new position where she will serve as liaison to all Area 3 districts to help support them and provide one-on-one assistance. If OCC sees success in this initial position, they intend to have an Area District Coordinator in each of the five areas in the next two or three years.

7b. Glenn Harris & Associates/Wood Ross Insurance Company:

The district received notice from Murray Ross, Wood Ross Insurance, regarding his retirement from the insurance business and the Glenn Harris Agency effective July 1, 2022. The district also received notice from Glenn Harris and Associates regarding Mr. Ross’s retirement and that his accounts would be handled by customer service representative Richard Nickels. Glenn Harris & Associates is the company that handles the district’s surety bond.

8. NEW BUSINESS: None

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Campbell announced the next meeting was scheduled for September 7, 2022, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting at 2:55 p.m. Moehle seconded the motion. Aye votes: Godfrey, Moehle, and Campbell. Nay votes: none. Motion was approved 3-0.

Approved as Written: Phil Campbell
Chair, Board of Directors

Date: 9-7-2022

- Cc: Oklahoma Conservation Commission
- Bill Jordan, President, OACD
- Phil Campbell, Area II Director, OACD
- Brandon Burns, District Conservationist, Team 10

- Robert Priess, 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, August 3, 2022
Becky Inmon, District Manager

- ✓ Prepared July board meeting minutes, sent to directors for review, submitted June 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 and NACD grant funds
- ✓ Prepared new FY 23 financial worksheets and allocation register
- ✓ Downloaded new FY payroll and timesheet forms
- ✓ Assisted cost share participants and prepared claims as needed
- ✓ Participated in monthly teams training with OCC which was a review of the FY 23 allocation and fiscal year policies and title changes
- ✓ Submitted updated OCC 6A Terms of Employment forms to OCC
- ✓ Prepared quarterly NACD grant funds report
- ✓ Submitted quarterly OKTap report online
- ✓ Submitted registration for annual Women in Ag Conference
- ✓ Reviewed FY 2023 JPO with Kouri
- ✓ Contact Kerr Center regarding participation in CARE outreach event
- ✓ Completed online USDA AgLearn Information Security Awareness training
- ✓ Prepared records to send to the auditor for the annual financial compilation
- ✓ Traveled to El Reno with Amy Seiger and Larry Wright to view Canadian County Expo Center facilities for the National Land and Range Judging Contest
- ✓ Prepared July payroll & timesheets for Inmon and Kouri including Inmon's quarterly CARE payroll
- ✓ Updated monthly earnings records and leave records for employees
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Prepared August 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 NRCS staff with information for TA requests as needed
- ✓ Post information updates to website and social media as needed

**Oklahoma County Conservation District
July Activity Report (Aug. 3rd, 2022)
Joshua Kouri, Urban Soil Health Specialist**

- **Contacts**
 - Twenty-six total contacts in July
 - Eight in-person CTA visits, w/ follow-up information provided
 - One outreach event (Chickasaw Nation “Environmental Camp”)
 - Five SDA contacts

- **Educational Activities:**
 - Participated in STEM education workshop at Ft. Reno
 - Attended “Economics of Climate-Smart Agriculture” seminar by OCC / OACD
 - Independent research on pollinator health/nutrition, Oklahoma native plants, and factors determining success of habitat restorations
 - Training with Nick and Larry
 - Upcoming: field training with NRCS Resource Specialist in Logan Co. (Aug. 17th)

- **Outreach Planning:**
 - Planning / organizing for Yard by Yard
 - Planning for two outreach events at Science Museum Oklahoma
 - Planning for outreach events at Ok. Co. farmers markets
 - Planning website resources and videos

- **Office Activities:**
 - Email / phone
 - Updating OCCD Facebook page
 - Updating OCCD website
 - Security trainings, background check paperwork, etc.

- **Ongoing Projects:**
 - Providing technical assistance and possible funding for RestoreOKC park project
 - Continued assistance provided to Spencer Youth in Sports Association’s microgreens project
 - Continued assistance for Crown Heights Park’s wildflower area (2022 annual project)

- **For Board approval:**
 - Sign \$60 check for Master Composter training in September
 - NCDEA training on Conservation Plans in Stillwater, Sept. 28-30 (mileage, accommodations, per diem(?) reimbursed by NCDEA)