

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

Date and Time: Wednesday, December 7, 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
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 10:30 a.m. on December 6, 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 November 2, 2022, Regular Meeting and the November 29, 2022 Special Meeting:

Board members received a copy of the November regular meeting and special meeting minutes for review. Moehle made a motion to approve the November regular meeting minutes as written. Pollard seconded the motion. Aye votes: Godfrey, Moehle, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 5-0. Moehle made a motion to approve the November special meeting minutes as written. Kunze seconded the motion. Aye votes: Pollard, Godfrey, Moehle, Kunze, 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 November 30, 2022:

The Board reviewed the financial statement for the period of November 1-30, 2022, including the accounts payable and receivable and the November checking and money market statements. (Attachment 1) Inmon noted the current NACD TA2020 grant funds would expend during December. Meg Leader had previously emailed the district stating NACD would send the first round of TA2021 funds in November. Since the funds have not been received, Inmon emailed Leader to remind her the district would be needing a distribution check before the end of December. Following review, Kunze made a motion to

approve the November financial statement as presented. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 5-0. The Board also reviewed copies of the November credit card statement and the final CARE grant funds report included with the financial statement. (Copy of CARE report attached to minutes.)

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending November 30, 2022:

Directors reviewed the payroll sheets and time and leave records for district staff Rebecca Inmon and Joshua Kouri. Kunze made a motion to approve the employee payroll sheets and time and leave records for November. 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 December 7, 2022. The regular claim for operating expense was \$1,163.33, the special project claim for Kouri's salary was \$558.70, and Inmon's salary claim was \$3,480.54. Godfrey made a motion to approve the district's reimbursement claims to OCC. Moehle seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Moehle, and Campbell. Nay votes: none. Motion passed 5-0. Directors were also provided an updated FY 2023 allocation register showing account balances and expenses for the district's personnel and operating expense accounts. (Copy of allocation register attached to minutes.)

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. Pollard made a motion to approve the November worksheet. Moehle seconded the motion. Aye votes: Godfrey, Moehle, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 5-0.

4b. Cost Share Program Year 24 Report:

- ✓ Clint Spencer has hired a different contractor and work has begun on his pond.
- ✓ Jeff Canaday is still waiting on his contractor who is supposed to start work in December.
- ✓ The cedar removal on Lake Hiwassee Improvement Co. has been ongoing, and the work should be completed soon.

4c. Emergency Drought (ED2) Cost Share Program Report:

- ✓ Approved participant Gary Fortelney decided to decline his funding. Justin Warren will now be fully funded and the first alternate Gregory Nowakowski is partially funded. Nowakowski indicated he was planning to go ahead and do the work.
- ✓ There have been no additional completions to date.
- ✓ All the ED2 approved applicants have been contacted, initially by phone and then with a follow-up letter. All the alternates have been contacted by phone, and a letter will be mailed.

4d. Approval Annual Compilation and Net Worth Statement:

Directors were provided a copy of the district's FY 22 financial compilation completed by Auditor Kimberlye Mayer and a copy of the FY 22 Annual Net Worth Statement. Following review, Moehle made a motion to approve the district's FY 2022 compilation and Net Worth Statement as presented. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 5-0. Copies of the compilation and Net Worth statement will be filed with the County Clerk as required.

4e. Approval New District Cooperator Agreements:

Directors reviewed the requests for new cooperator agreements. All the requests are from landowners participating in the ED2 State Cost Share Program. Agreements for approval are Shawn McBroom #2864, Stephanie & Tuffy Collier #2865, Mary Mayhew #2866, Clifford Webster, #2867, Gregory Nowakowski #2868, Joe Golden #2869, Steven Pattillo #2870, Carol Haggard #2871, Scott & Melissa Eisenhauer #2872, Delbert Coil Jr. #2873, Troy Marshall #2874, Joseph Tytanic #2875, LaDonna Laskey #2876, and Rodney & Nancy Hoffman #2877. Godfrey made a motion to approve the all the new district cooperator agreements as presented. Moehle seconded the motion. Aye votes: Godfrey, Moehle, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 5-0.

4f. Approval Kouri Attendance at NACD Annual Meeting in February 2023:

Kouri applied for a competitive stipend from NACD to attend the 2023 annual meeting in New Orleans, LA on February 11-15. The stipend was available to him because the district is receiving NACD technical assistance funds. Kouri was awarded a stipend for up to \$2,500 that will cover registration, hotel, and travel expenses to attend the annual meeting. The stipend does not cover food or other incidentals incurred. If attending, he will need to prepare a poster to display at the meeting that shows how the district is utilizing the TA funds. He will also need to prepare a follow-up essay for NACD sharing his experience about attending the annual meeting. Kouri requested board approval to accept the stipend and attend the meeting. Following discussion, Godfrey made a motion to approve Kouri's attendance at the 2023 NACD Annual Meeting on February 11-15. Pollard seconded the motion. Aye votes: Godfrey, Moehle, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 5-0.

4g. Discuss Payment of Annual Dues for the Sirloin Club of Oklahoma:

The Sirloin Club of Oklahoma supports the agriculture youth in Oklahoma through scholarships and through sponsoring of events such as the Oklahoma Youth Expo and the National Land and Range Judging Contest. The annual membership dues for organizations are \$200. The district has been a member for several years. Godfrey made a motion to approve payment of the annual Sirloin Club of Oklahoma dues for 2023. Pollard seconded the motion. Aye votes: Godfrey, Moehle, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 5-0.

4h. CARE Champion Steve Easom Participating in Soil Health Champion Network:

CARE Champion Steve Easom has joined the NACD Soil Health Champion Network. Although the district is working with Mr. Easom in the CARE program, he lives in Cleveland County and is a cooperator with that district. When making his application, he listed Cleveland County as his district, but he listed Inmon as his contact person. Inmon notified Beth Mason of NACD that any further district correspondence regarding his participation should be directed to Chris Ward in Cleveland County.

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

No report. Spaulding was unable to attend.

5b. District Directors:

- ✓ Vice Chair Kunze, who joined the Board of Directors in 2003, announced that she would be stepping down from the Board effective December 31, 2022. Kunze stated being on the Board had been a great experience, but she currently has conflicts that are hampering her meeting attendance and effective participation. She expressed appreciation to the all the directors and staff that she had the privilege

to work with during her time on the Board. Directors also expressed appreciation to Kunze for her years of service. Kunze will send the Board an official resignation letter and a note to OCC also.

- ✓ Campbell stated he had talked with lots of people about the drought program and encouraged them to apply for funds.
- ✓ He has been working with EQIP participant Keisha Scott in helping her put up her seasonal high tunnel. They almost had the project completed when a big wind gust caught the plastic and ripped it. She will have to order more plastic and then schedule another workday to get it installed.
- ✓ Campbell also reported a potential contractor for the fencing project on Kickapoo Site #4 had been identified.

5c. District Staff:

(Staff reports attached to original minutes.)

- ✓ Inmon and Kouri reviewed their written reports.
- ✓ Inmon stated the district minutes sent for binding had finally been returned. The minutes had been at the book binder since August 2021. The district will need to decide if it wants to continue using the same company to bind its minutes or consider other options.
- ✓ Inmon also stated she would be taking some 'use or lose' annual leave during December.

5d. Watershed Tech Bradley Martin:

Report attached to minutes.

6. CORRESPONDENCE:

6a. Oklahoma Conservation Commission (OCC)-Area 1 and 2 District Coordinators:

- ✓ The Conservation Commission has announced that Tammy Curry of Murray County has accepted the position of Area District Coordinator for Area 2. Most recently, Curry has served as district manager for Murray County CD and Arbuckle CD. She has also served other districts in Area 2 during times of staff vacancies. Curry has requested a schedule of meetings for the districts in Area 2, and she plans to start attending board meetings. Curry will be assisting districts in Area 2 with administrative needs and will be a great asset for districts onboarding new employees. Curry started her new position on December 1.
- ✓ The Commission also announced that Lacie Landers of Ellis County was selected for the Area 1 District Coordinator position. Landers will start her new position on February 1.
- ✓ Murray and Landers join Rhonda Bowman who serves as Area District Coordinator in Area 3.

6b. Oklahoma Conservation Commission-Resignation of Bryan Painter:

OCC announced that Public Information Officer Bryan Painter will be leaving his position at OCC to take a new job as Director of Marketing and Communications at Oklahoma Baptist University. Painter's last day at OCC will be December 16.

6c. OACD-Christmas Luncheon:

OACD has invited district staff to attend its annual Christmas luncheon at the Ag Building on Monday, December 12, 11:30 a.m. Inmon and Kouri are planning to attend. Chair Campbell will also attend since he serves as Area 2 Director on the OACD Board.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Campbell announced the next meeting was scheduled for Wednesday, January 4, 2023, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting at 2:38 p.m. Godfrey seconded the motion. Aye votes: Godfrey, Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 5-0.

Approved as Written: Richard H. Godfrey
Chair, Board of Directors

Date: 1/4/2023

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
Amanda Mathis, Acting State Conservationist, NRCS
Brent Pannell, Assist State Cons, Field OP, Zone 2, NRCS

Oklahoma County Conservation District
Activity Report, December 7, 2022
Becky Inmon, District Manager

- ✓ Emailed November regular and special meeting minutes to directors for review, submitted 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 CARE and NACD grant funds
- ✓ Assisted applicants with emergency drought cost share sign up and claims
- ✓ Posted ED2 cost share program sign up information to website and social media
- ✓ Submitted Schedule of Regular meetings to County Clerk and Conservation Commission
- ✓ Submitted monthly ED2 Cost share allocation report to Conservation Commission
- ✓ Attended OACD Area 2 meeting in Stillwater on November 4
- ✓ Delivered local and area poster contest awards to Grove Valley Elementary
- ✓ Attended Open Meeting/Records Act seminar at Metro Tech on November 14
- ✓ Completed required online AgLearn training on November 17
- ✓ Submitted special meeting notice to County Clerk, prepared agenda and meeting information for special meeting held on November 29
- ✓ Contacted all ED2 approved applicants by phone and by letter
- ✓ Assisted Kouri and Spaulding with cleaning out storage unit on November 23
- ✓ Prepared and submitted government census report for government agencies
- ✓ Prepared employee November payroll sheets, prepared and submitted preclaim summaries to OCC
- ✓ Updated monthly earnings records and leave records for employees
- ✓ Prepared December board meeting agenda, meeting packets with district financial and operations information, posted agenda as required
- ✓ Assisted NRCS with correspondence and Farm Bill program requests and other duties as needed
- ✓ Assisted NRCS staff with information for TA requests as needed
- ✓ Posted information updates to website and social media as needed

**Oklahoma County Conservation District
November Activity Report (Dec. 7th, 2022)
Joshua Kouri, Urban Soil Health Specialist**

NOTE: due to holidays, work-related travel, and comp. time related to travel, I was out of the office for 9 workdays this month.

➤ **Contacts**

- 27 one-on-one contacts in November (18 individuals; 11 SDA contacts)
- Assisted producers with applying for Emergency Drought Cost Share program
- Two in-person CTA visits, w/ follow-up information provided
- Four outreach events (approx. 150 reached):
 - Gave presentation on urban conservation and urban agriculture at OACD Area 1, 2, and 4 meetings
 - Assisted with hoop house installation for EQIP recipient and networked with others in the urban farming community about OCCD services
- Assisted OKC Food Hub nonprofit with applying for USDA grant to improve land, market, and capital access for Oklahoma County's urban producers
- Met with soil lab from the University of Oklahoma's Institute for Resilient Environmental and Energy Systems; planned collaborations with urban farmers & OCC soil health team
- Represented OCCD and Yard by Yard at the Keep Oklahoma Beautiful "Environmental Excellence Awards" banquet

➤ **Educational Activities:**

- Attended the Urban Watershed Planning course from Texas A&M to learn best management practices for green stormwater infrastructure (e.g. managing stormwater with rain gardens, permeable pavements, green roofs, etc.)
- **Awarded \$2,500 stipend from NACD to attend national meeting in Feb. 2023 (pending board approval of travel request).**
- **Invited to the "Growing Conservation" workshop from the National Wildlife Federation (with OACD, OCC, NRCS) on Jan. 4-5, focused on how the conservation partnership in OK can better reach producers.**

➤ **Outreach Planning:**

- Preparing urban conservation presentation for outreach at two schools in Dec.
- Applied for NACD grant to fund urban pollinator conservation projects

➤ **Office Activities:**

- Email / phone
- Updating OCCD website and Facebook page
- Coordinating Yard by Yard program

➤ **Updates -- Ongoing Projects:**

- OKC Food Hub – nonprofit to increase market access for urban farmers through aggregation/distribution. Providing resources to urban producers
- Continued assistance for Spencer Youth in Sports Association's microgreens project
 - **Supplies delivered on Nov. 7th!**