

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

**Date and Time:** Wednesday, July 6, 2022, 1:30 p.m.

**Members Present:** Phil Campbell, Chair  
Jan Kunze, Vice Chair  
Mark Moehle, Member  
Laura Pollard, Member

**Member Absent:** Rick Godfrey, Treasurer

**Others Present:** Becky Inmon, District Manager  
Josh Kouri, 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 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](http://www.okcountyconservation.com) and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 10:58 a.m. on July 5, 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. OATH OF OFFICE AND LOYALTY OATH FOR DIRECTOR POLLARD:**

Inmon administered the Oath of Office and Loyalty Oath to Director Pollard. Pollard was elected to serve a three-year term of office effective July 1, 2022 through June 30, 2025.

**3. REVIEW AND APPROVE MINUTES OF THE PREVIOUS MEETING:**

**Minutes of June 1, 2022, Regular Meeting:**

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

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

**4a. Financial Statement for Period Ending June 30, 2022:**

The Board reviewed the financial statement including the accounts payable and receivable for the period of June 1-30, 2022. (Attachment 1) Inmon explained that EOY spending had caused some issues with the credit card due to purchasing several items for the urban conservation projects that needed to be done by June 30. Some of the items could be invoiced but others had to be purchased online. Mink

had used most of the credit card limit purchasing items for the Community Garden Project. Chair Campbell had given approval to pay down the credit card up to \$1,000 but only \$596.49 could be paid because most of the items were listed as pending but not posted. The amount paid did cover the current billing, so the remaining items will be reflected on the bill due in August. Moehle made a motion to approve the June financial statement as presented. Kunze seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. Inmon stated there were some additional items that needed to be purchased for an urban project and requested permission to pay some additional down on the credit card before making those purchases. Kunze made a motion to pay an additional \$300 on the credit card. Discussion followed regarding the amount needed to purchase the supplies. Kunze modified her motion to pay up to \$500 on the credit card. Pollard seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. Inmon stated she would cancel the credit card issued to Mink on the district's account, and she asked if the board wanted to request a card for Kouri. Moehle made a motion to request a credit card for Kouri so he could make purchases on the account. Pollard seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. The Board reviewed copies of the June checking and money market statements, credit card statement, and the NACD and CARE grant funding reports included with the financial statement.

**4b. Employee Payroll and Time and Leave Records for Month Ending June 30, 2022:**

Directors reviewed the employee payroll sheets and time and leave records for district staff Rebecca Inmon, Kevin Mink, and Josh Kouri. June payroll records included the quarterly CARE salary and terminated leave salary for Mink who resigned effective June 30. Pollard made a motion to approve the employee payroll sheets and time and leave records for June. Moehle seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**4c. District's Monthly Reimbursement Claims:**

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission. The regular claim for June operating expense and salaries was \$7,810.24 and the special project claim for Kouri was \$180.85 for a total of \$7,991.09. Directors were provided a copy of the allocation register listing the FY 2022 expenses. The remaining urban conservation expenses will need to be claimed in August after the purchases are posted and appear on the credit card statement. Moehle made a motion to approve the district's reimbursement claims to OCC. Pollard seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**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 June. Hood noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the June NRCS worksheet. Pollard seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**5b. Reorganization of District Board for FY 2023:**

Current officers are Phil Campbell, Chair; Jan Kunze; Vice Chair; and Rick Godfrey, treasurer. Following discussion, Moehle made a motion to reappoint Director Campbell as Chair, Kunze as Vice Chair, and Godfrey as treasurer for FY 23. Kunze seconded the motion. Aye votes: Pollard, Moehle, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

**5c. Cost Share Program Year 24 Report:**

- Participant Richie Guess has completed his pond practice and his claim is ready for board signature.
- NRCS technician Nick Owen met with Donald Ray Stanfield on June 9. His contractor was supposed to start clearing the trees for pond staking on July 5.
- Owen met with Steve Bateson on July 5 to stake his site and his contractor should be starting the pond soon.
- Owen scheduled an appointment with Jeffrey Canaday for July 11 to meet with Canaday and his contractor about his pond.
- No updates on Clint Spencer, Simon Lang, or Cole Atkinson.
- Inmon did contact the additional alternates that did not receive funding this year. They all expressed a desire to be notified when next year's program becomes available.

**5d. Quarterly CARE Report and Upcoming Activities:**

- Directors reviewed copies of the quarterly CARE report.
- The district participated in the CARE field day for Logan County champions Washington Jones and James Ray on June 17 and assisted with the field day for champion Gaye Pfeiffer on June 21. The field day for Jones and Ray was held at Langston University, and the Pfeiffer field day was held at the Pfeiffer farm near Orlando. Attendance at some of the field days has been rather low. Campbell stated he thought the scheduling of events and not been conducive to bringing in many people.
- A field day for Oklahoma County champion Kwame Mboya has been scheduled for September 26. Mboya is planning to install a water well as part of his CARE agreement.
- The district plans to meet with champion Steve Easom to discuss plans and schedule his field day.

**5e. Review FY 23 Allocation Letter from OCC, Discuss Performance Record, Approve Adopted Policies:**

Directors reviewed the FY 23 allocation letter from the Conservation Commission. The letter included information about the employee pay raise and job title changes, the updated NRCS contributions agreement, updated district director position description, district performance on submitting required reports on time, the district's allocation summary, and the OCC adopted policies for FY 23.

- Employees received a 10% CoLA pay raise effective July 1, 2022. OCC also updated job titles to better reflect the duties carried out by the position. Reimbursement codes were updated to reflect the title changes. Inmon's title was changed to District Manager. New Terms of Employment and Notice of Personnel Action forms need to be completed on all affected employees. Allocated employees have also been converted to monthly pay rates instead of hourly.
- Each district's operating expense budget is based on whether they submitted FY 22 required reports and documents by the appropriate deadlines. Oklahoma County submitted all documents and reports on time. (Allocation report attached to minutes.)
- The NRCS contributions Agreement - Local Operational Agreement is available on the OCC website. The agreement should be reviewed and approved at the August board meeting and a signed copy emailed to Clancy Green by September 16. This is in addition to the NRCS contribution agreement assistance form the district completes each month.
- The district director position description has been updated and all active directors should review and sign the updated description by September 1. The item should be placed on the August board meeting agenda.
- The deadline for submitting FY 22 claims is August 5.
- Directors reviewed the OCC adopted policies for FY 23. Kunze made a motion to accept the OCC adopted policies for FY 23. Pollard seconded the motion. Aye votes: Pollard, Moehle, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

**5f. Review and Approve Terms of Employment and Notice of Personnel Action for Inmon and Kouri:**

Directors reviewed the Terms of Employment (OCC 6A) and Notice of Personnel Action (OCC 6B) for Joshua Kouri and Rebecca Inmon. Kouri began work for the district on June 22, 2022 in the Urban Soil Health Specialist position vacated by the resignation of Kevin Mink. His OCC 6A and 6B states the terms of his employment, salary, and benefits effective June 22. The OCC 6A and OCC 6B for Inmon reflect the 10% CoLA salary increase and job title change for her position. Following review, Pollard made a motion to approve the Terms of Employment and Notice of Personnel Action for Joshua Kouri and Rebecca Inmon. Moehle seconded the motion. Aye votes: Pollard, Moehle, Kunze, and Campbell. Nay votes: none. Motion passed 4-0.

**5g. Approve Final Joint Plan of Operations for July 1,2022 through September 30, 2023:**

The district JPO draft for July 1, 2022 through September 30, 2023 was reviewed by OCC and a few corrections were requested. Director titles with dates of service and current terms of office were added along with dollar estimates on local funding and one date change. The Final JPO was re-submitted and approved at the July 5 Conservation Commission meeting. Directors were provided a copy of the updated JPO to review. Moehle made a motion to approve the JPO final for July 1, 2022 through September 30, 2023 as presented. Pollard seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**5h. Approval Engagement Letter and Compilation Proposal from Auditor Kimberlye Mayer:**

Directors reviewed the engagement letter and proposal from auditor Kimberlye R. Mayer to prepare the district's FY 22 compilation of financial records. Mayer stated the fee for the FY 2022 compilation will be \$695. Moehle made a motion to approve the engagement letter and proposal to prepare the FY 22 compilation for \$695. Kunze seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**5i. Approval Attendance to Statewide Oklahoma Women in Ag Conference in August:**

The Oklahoma statewide Women in Ag conference will be held at the Champion Convention Center in Oklahoma City on August 4-5. Registration to attend is \$75 if you register by July 13. A copy of the tentative agenda was provided for directors to review. Following discussion and review, Moehle made a motion to approve up to three people, staff and/or directors, to attend. Kunze seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. Inmon stated she would plan to attend. Kunze and Pollard will make a decision before the deadline.

**5j. Approval 2022 Annual Watershed Inspections for Kickapoo Nation Site 4 and Bear Fall Coon Site 32, Discuss Site 4 Fencing Funds:**

Director Campbell reported on the annual watershed inspections. Campbell, along with Kevin Mink, watershed technician Brad Martin, and Larry Hood conducted the annual inspections on Kickapoo Nation Site 4 and Bear Fall Coon 32. Both sites are looking good. The landowner on Site 32 has fenced the cattle off the structure to help with maintenance. The fencing contractor hired for Site 4 did not get the project done before the June 30 deadline to use the funds that were earmarked for that purpose. The district will need to request an extension for the funds. Campbell also gave an update on the issue regarding rip rap in the stream that is impacting normal water flow from the site. He was able to get in touch with the Director of the City of OKC department responsible for correcting the issue. He is hopeful there can be a resolution to the ongoing problem. Pollard made a motion to approve the annual watershed inspections for Kickapoo Site 4 and Bear Fall Coon Site 32. Moehle seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**5k. Approval Training Opportunities for Kouri at USDA Grazinglands Research Lab and for OSU Master Composter Training:**

There are two upcoming training opportunities for Kouri, one on Friday, July 15, at the USDA Grazinglands Research Center and Lab, and the other is a master composter training with OSU Extension starting in September. The training at the USDA Grazinglands Research Center and Lab is seven hours for STEM and professional development training geared towards STEM education and helping participants develop better presentations. The OSU master composter training is a six-week course that meets each Wednesday afternoon from 1-4 p.m. beginning September 14 through October 19. Chair Campbell gave permission for Kouri to register for the July 15 training since there was a limited number of participants being accepted for the training. The cost to attend is \$25. The cost for the master composter training course is \$60. Registration for both events can be reimbursed through the district's operating expense account. Moehle made a motion to approve the registration fee for Kouri to attend the STEM training at the USDA Grazinglands Research Center and the OSU Extension master composter training. Pollard seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0.

**6. PROPOSED EXECUTIVE SESSION:**

**6a. Vote in Open Session to Enter Executive Session as Authorized by Title 25 O.S. Section 307 (B) (7) for the Purpose of Reviewing Conservation Plans for Cost Share Participants Steve Bateson, Jeffrey Canaday, and Donald Ray Stanfield Jr.:**

Moehle made a motion to enter executive session as authorized by Title 25 O.S. Section 307 (B) (7) for the purpose of reviewing conservation plans for State Cost Share participants Steve Bateson, Jeffrey Canaday, and Donald Ray Stanfield Jr. Pollard seconded the motion. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. Chair Campbell allowed everyone present to remain in the meeting and designated Inmon to take the minutes. The Board entered executive session at 2:48 p.m.

**6b. Executive Session to Discuss Conservation Plans as Described in Agenda Item 6a:**

Minutes of the Executive Session are filed separately as required by law.

**6c. Return to Open Session and Establish Quorum:**

Motion was made by Kunze and seconded by Moehle to return to open session. Aye votes: Kunze, Pollard, Moehle, and Campbell. Nay votes: none. Motion passed 4-0. Directors returned to open session at 2:55 p.m. Campbell noted that a quorum was present and regular business could continue.

**6d. Approval Conservation Plans:**

Kunze made a motion to approve the conservation plans for cost share participants Steve Bateson, Jeffrey Canaday, and Donald Ray Stanfield Jr. Moehle seconded the motion. Aye votes: Moehle, Kunze, Pollard and Campbell. Nay votes: none. Motion passed 4-0.

**7. REPORTS:**

**7a. NRCS Activities:**

Report presented by Larry Hood.

Hood reported he was taking EQIP applications and working on CTA visits. He also reported on an unusually severe case of kudzu he had been on with a landowner southeast of Mustang.

**7b. District Directors:**

- ✓ Pollard stated she participated in the interviews for the urban soil health specialist position. She reported getting great responses from Kouri's OU Professors, and she said Kouri comes to the district with high recommendation.
- ✓ Campbell reported he continues to work with CARE Champion Kwame Mboya on his fencing project. Langston is supposed to supply the fencing materials with Mboya furnishing a portion of the funding. The fencing must be up before livestock are brought in and the water well can be drilled. The project must be completed prior to the end of September. Mboya will be hosting a field day stop on his farm during the annual Farmer-Veteran Coalition meeting in November.
- ✓ Campbell is also looking forward to his first OACD meeting as Area II director in August.

**7c. District Staff:**

(Reports attached to original minutes.)

- ✓ Inmon stated she participated in the June Teams training on annual Longevity. Longevity must be a separate item on the agenda to be approved by the board, and the payment must be made with a separate check. Payments should be made on the last working day of the month of the employee's anniversary date or the month immediately following. A letter to the Commission regarding the payment is no longer required.
- ✓ Inmon has been working with Kouri on end of year supply needs and doing some training.
- ✓ Inmon participated in both CARE outreach meetings held in Logan County during June.
- ✓ She plans to arrange a visit at OCC to introduce Kouri to the Commission staff.
- ✓ Inmon is working with Harvest Hills Elementary to schedule a natural resource day event at Camp Shiloh on October 7.
- ✓ Kouri thanked everyone for welcoming him and said he was excited to be working for the district.
- ✓ He was able to train with Mink a couple of days. They made some Yard-by-Yard visits and met with CARE Champion Kwame Mboya.
- ✓ Kouri has also trained with Larry Hood and made a field visit with NRCS technician Nick Owen to check out the pond for Richie Guess.
- ✓ He has gotten access to the district's website and social media and has made some posts.
- ✓ The district used some of the urban funds to order fruit trees to support Yard-by-Yard and other small projects in addition to more pollinator seed mix for Yard-by-Yard.
- ✓ Kouri plans to use some of the pollinator seed mix to make small packets that can be handed out at Farmer's Market and other venues.

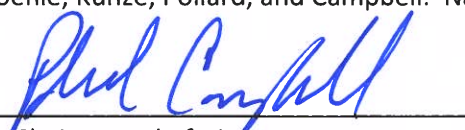
**8. CORRESPONDENCE:** None

**9. NEW BUSINESS:** None

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

Chair Campbell announced the next meeting was scheduled for August 3, 2022, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting at 3:23 p.m. Moehle seconded the motion. Aye votes: Moehle, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 4-0.

Approved as Written: \_\_\_\_\_

  
Chair, Board of Directors

Date: 8-3-2022

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, July 6, 2022**  
**Becky Inmon, Administrative Assistant**

- ✓ Prepared June board meeting minutes, sent to directors for review, submitted May 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
- ✓ Attended luncheon for Director Campbell at the Conservation Commission on June 6
- ✓ Prepared federal and state quarterly tax reports and quarterly unemployment report for OESC
- ✓ Mailed performance agreement extension letters to cost share participants, made phone contacts, assisted as needed
- ✓ Participated in monthly teams training with OCC-topic was longevity
- ✓ Updated draft JPO and resubmitted updates to OCC for approval
- ✓ Assisted board with scheduling interviews for urban soil health position, made contacts and mailed letters to all applicants
- ✓ Assisted district with onboarding new employee, assist with submitting paperwork, and some initial training
- ✓ Posted flyers and CARE outreach information to social media for both Logan County champion field days.
- ✓ Assisted Mink with putting together pollinator seed packs for outreach at CARE meetings and other venues
- ✓ Assisted Logan County Conservation District with preparations for CARE Champion Gaye Pfeiffer's outreach program, attended CARE outreach program for champions Washington Jones and James Ray on June 17 and Gaye Pfeiffer on June 21. Posted pics and information from Pfeiffer field day to social media.
- ✓ Posted article to social media introducing new CARE Champion Steve Easom
- ✓ Assisted OACD with National Land and Range Judging Contest follow-up, collected the remainder of registration fees from participating schools, made deposits
- ✓ Submitted annual budget request to the Conservation Commission
- ✓ Prepared June payroll & timesheets and updated monthly earnings records for employees, prepared terminated leave payroll for Mink
- ✓ Worked with Kouri to manage funding needs for EOY urban conservation projects
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Prepared July 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



**Oklahoma County Conservation District**  
**June Activity Report (July 6, 2022)**  
**Joshua Kouri, Urban Soil Health Specialist**

- Training with Kevin Mink and Larry Hood
  - Overview of Kevin's existing projects and contacts
  - Office tour and basics of job duties
  - Covered topics including reading Plat book maps, soil surveys/HEL reports, fertilizer calculations, cost-share programs, Land Judging, etc.
  
- Visited CARE project site (Kwame Mboya) with Kevin Mink and Larry Hood
  
- CTA with Larry Hood (visited Gypsy Hogan in OKC)
  
- Site visit with Nick Owen (visited/evaluated Richie Guest's pond cost-share project)
  
- Updated OCCD social media
  
- Yard by Yard
  - Yard certifications with Kevin Mink (Gail Wettstein, Kelly Dillow, Laurie Effinger)
  - Strategized new directions for project
  - Met with Cheryl Cheadle to discuss collaboration
  
- Conservation projects
  - Spencer Youth in Sports Association (La Tonya Williams) – purchased supplies to support a microgreen growing initiative to kickstart youth participation in farming
  - Yard by Yard – purchased native fruit trees for a project (TBD) to support/promote Yard by Yard participation
  - OCCD Outreach – purchased wildflower seed to give out at farmers markets, etc. to promote district services, and to use for larger conservation plantings in the county
  
- Office work (new hire paperwork, set up computer access, set up office, sorted and organized existing files and supplies, etc.)