

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

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

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

Member Absent: Mark Moehle, Member

Others Present: Rebecca Inmon, Administrative Assistant
Kevin Mink, 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 and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 11:55 a.m. on May 31, 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 May 11, 2022, Regular Meeting:

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

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

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

The Board reviewed the financial statement including the accounts payable and receivable for the period of May 1-31, 2022. (Attachment 1) Godfrey made a motion to approve the May financial statement as presented. Kunze seconded the motion. Aye votes: Godfrey, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 4-0. The Board reviewed copies of the May checking and money market statements and the credit card statement included with the financial report.

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

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 May. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 4-0.

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 \$5,046.21, Inmon's salary claim was \$3,163.94, and the claim for election expense was \$70.20 for a total of \$8,280.35. Inmon noted there would be \$488.54 in the operating expense account after the claims were processed. Pollard made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Aye votes: Pollard, Kunze, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

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

4b. Cost Share PY 24 Update, Request for Extension of Work Completion Deadline for Participants, Approval Additional Funds from OCC:

The Board received a request from Nikolaus Atkinson for a 90-day extension to complete his pond due to the wet conditions. NRCS technician Nick Owen has concurred with the request. Owen also recommended the board extend the work completion deadline for the other pond participants due to recent heavy rains across the county. After discussion, Pollard made a motion to extend the work completion deadline for participants Nikolaus Atkinson, Richie Guess, Simon Lang, and Clint Spencer from June 30 to September 30. Kunze seconded the motion. Aye votes: Godfrey, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 4-0. Inmon reported the district received an additional cost share allocation of \$15,280 which will fully fund approved applicant Donald Ray Stanfield Jr. and alternates Steve Bateson and Jeffrey Canaday. The completion deadline for Stanfield, Bateson, and Canaday is also September 30, 2022.

4c. CARE Program Report – Upcoming Outreach:

- There are two CARE outreach events planned in June. There will be an outreach event for CARE Champions James Ray and Washington Jones at Langston University on June 17. James Ray is a Logan County Conservation District CARE Champion and Washington Jones is a CARE Champion for the Oklahoma Black Historical Research Project Inc. (OBHRPI). The outreach will feature information on goats and cattle with a visit to the Washington Jones farm. There will also be an outreach event at the Gaye Pfeiffer farm on June 21. Pfeiffer is also a Logan County CD CARE Champion. That event will feature soil health and erosion control measures. Both events begin at 9:00 a.m. and lunch will be provided.
- Oklahoma County CARE Champion Kwame Mboya is speaking during the Small Farmers Conference being held in Edmond June 1-2. Campbell has done all he can to assist the landowner where Mboya leases property to get their appropriate documents to the County Assessor. Any further contact will need to come directly from the landowner.
- Mink reported that he met with new CARE Champion Steve Easom who lives near Slaughterville. Mr. Easom has several practices he wants to install, and he is working with NRCS representative

Tony Wright and CARE conservation planner Dwight Guy to determine which practice will work best for the CARE project. He may install additional practices through EQIP and state cost share. Mink is working on an article featuring Easom and highlighting his operation and goals.

4d. Update on Employee Vacancy Announcement:

The district's vacancy announcement for an urban soil health specialist has been posted on the district's website and FB page. OCC posted the announcement to their website and to the Indeed job site. Pollard sent the announcement to OKC Beautiful and Oklahoma Beautiful, the University of Central Oklahoma, and the career coordinator with OSU Plant and Soil Science. The announcement was also shared by the local OSU Extension office. Applicants have until close of business on June 3 to make application. Campbell asked board members to email him questions they would like addressed during interviews with applicants.

4e. Review and Approval Draft Joint Plan of Operations for July 1, 2022-September 30, 2023:

The Board reviewed a copy of the draft JPO for July 1, 2022 – September 30, 2023. The draft JPO was submitted to the Conservation Commission for approval on May 26. Chair Campbell and director Pollard assisted Inmon in preparing the proposed JPO. Following review, Kunze made a motion to ratify approval of the draft JPO for July 1, 2022 – September 30, 2023. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 4-0. If OCC determines changes are needed to the draft JPO, the changes will need to be made and the JPO resubmitted prior to the June 30 deadline.

4f. Review and Approval FY 24 Budget Request:

Directors reviewed the proposed budget request for FY 24 to the Conservation Commission. The request was updated to reflect current needs and increasing costs. Following review, Godfrey made a motion to approve the district's FY 24 Budget Request to the Conservation Commission. Kunze seconded the motion. Aye votes: Godfrey, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 4-0.

4g. Kickapoo Site 4 Update:

- Campbell stated a new work ticket had been generated for the work on Site 4, giving the City of OKC 30 days to act. If they don't follow through this time, Campbell may go directly to the OKC Mayor with the issue.
- Work on the fencing project was delayed when the contractor had flat tires on the way to the site. The work will be rescheduled.
- Watershed inspections on Site 4 and Site 32 will be completed this month.

Kunze left the meeting at 2:19 p.m.

4h. Central Park Community Garden Project Update:

The last of the materials for the Central Park Community Garden project have been ordered. The garden is located near 31st and Shartel in Oklahoma City. The Central Park community has volunteer workdays on Sundays and Wednesdays from 4-6 p.m. (Sept-May) and 7-9 p.m. (June-Aug). The district is partnering with the Central Park Community Garden on a new project using some of the district's allocation for urban ag projects.

4i. E-Verify Transition:

The E-Verify transition discussed at the May board meeting has been pushed back due to the unexpected resignation of the HR coordinator Kari Kuykendall. The district's transition was originally scheduled to take place during a window from May 18-May 27.

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

Report presented by Larry Hood.

- Working on practice checkouts.
- Working on numerous technical assistance requests.
- Had a busy May assisting with National Land Judging Contest and follow-up, and he took some time off for his children's graduations.

5b. District Directors:

- ✓ Pollard assisted the district with sharing the vacancy announcement to various outlets.
- ✓ Campbell has been assisting with the CARE Program and making contacts regarding Site 4.
- ✓ Campbell participated in an environmental listening session and is attending the Small Farmers Conference in Edmond, being held June 1-2.
- ✓ Campbell is finishing up his time as Commissioner with the Conservation Commission. His term expires on June 30. He has been asked by OACD President Bill Jordan to serve as OACD Area 2 Director as Keith McFerran is resigning.

5c. District Staff:

(Reports attached to original minutes.)

- ✓ The Annual Project at Crown Heights will not be completed this fiscal year. Mink was unable to connect with the volunteers to complete the project this spring so it will need to be completed this fall. Materials needed to complete the project have been purchased.
- ✓ Mink requested the board make a decision on how to spend the remaining \$5,000 in the urban ag projects allocation. Mink has met with a representative of Quayle Methodist Church and he recommended \$1,500 for their project. The funds can also be used to purchase additional pollinator seed to distribute to different individuals/entities and/or other urban ag food projects. Following discussion, Pollard made a motion to allocate \$1,500 to Quayle Methodist, \$1,500 for seed purchase, and \$2,000 for an urban ag food project. Godfrey seconded the motion. Aye votes: Godfrey, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.
- ✓ Inmon participated in the monthly Teams training on May 17. The training focused on the annual JPO. The biggest change to the JPO is the requirement to track and fill out the accomplishment section of the JPO. Beginning with FY 23, the completed JPO will need to be attached to the Annual Report due in September each year. Staff and directors will need to work together in tracking all the district goals and accomplishments. The June training will be on Longevity.
- ✓ There is no progress on binding of the district minutes that were delivered to the binder last August. The district may need to check out the possibility of using another binder if one is available.
- ✓ Inmon will be taking some annual leave on June 27-28 and possibly on June 24.
- ✓ With the fiscal year ending on June 30, Inmon will be working on updating financial worksheets for the new year.
- ✓ There will be a Blue Thumb training for new volunteers in Oklahoma City on June 11-12.

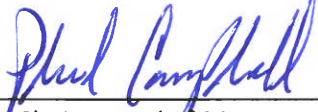
6. CORRESPONDENCE:

No new correspondence. Relevant correspondence was forwarded to directors during the month.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Campbell announced the next meeting was scheduled for July 6, 2022, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting at 3:37 p.m. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 4-0.

Approved as Written: 
Chair, Board of Directors

Date: 7-6-2022

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 Urban Soil Health Vacancy Announcement

Position Location: Oklahoma City
Expected Date of Hire: June 13, 2022

Minimum Qualifications:

- Applicants must have excellent organizational and communication skills, as well as the ability to interact with the public and coworkers. A strong natural resources /soil science background and degree in agriculture related field is preferred.
- Valid / Current Driver's License

How to apply:

Required materials:

Cover Letter and Resume

College Transcript (does not need to be an official transcript)

3 current references

Optional: Certificates of training

Compensation:

- Salary range: \$38,000 - \$48,000 depending on qualifications and experience
- Benefits - retirement plan, vacation and sick leave as well as an allowance to pay for a portion of insurance selections for individual and dependents.
- Successful candidate must be willing to submit to a federal background check in order to gain access to computer system

Qualified applicants may apply in person at the Oklahoma County Conservation District office located at 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, Monday – Friday 8:30 a.m. – 4:30 p.m. or email your resume to oklahomaccd@conservation.ok.gov. For further information call 405-415-4602.

Deadline to receive application: Close of Business – June 3, 2022

Complete Job Description available at: <https://www.okcountyconservation.com/>

Oklahoma County Conservation District is an Equal Opportunity Employer

Oklahoma County Conservation District
Activity Report, June 1, 2022
Becky Inmon, Administrative Assistant

- ✓ Prepared May board meeting minutes, sent to directors for review, submitted April 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 grant funds
- ✓ Assisted cost share participants as needed
- ✓ Participated in monthly teams training with OCC-topic JPO
- ✓ Worked with directors Campbell and Pollard to develop annual JPO to present to Board for approval
- ✓ Submitted Godfrey Oath of Office and Loyalty Oath to County Clerk
- ✓ Submitted Pollard declaration of candidacy forms to OCC
- ✓ Assisted directors with vacancy announcement and job posting, contacting possible applicants
- ✓ Listened to quarterly CARE zoom update, corresponded with Logan County regarding CARE outreach for Champions Gaye Pfeiffer and James Ray schedule for June 17 and June 21
- ✓ Assisted OACD with National Land and Range Judging Contest follow-up, invoicing schools and sponsors as needed, making deposits
- ✓ Updated annual budget request to present to Board for approval
- ✓ Prepared May payroll & timesheets and updated monthly earnings records for employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Prepared June 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

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

June 1, 2022

- National Land & Range Judging Contest
- Deep Fork River Watershed Tour w/ OCC & Closer to Earth
- Steve Easom, Slaughterville → CARE Champion
 - interview & photos
 - logistics
 - conservation planning w/ Dwight Guy & Tony Wright
- Central Park Community Garden → grant material ordering
- Yard by Yard presentation to Healthy Living OKC

Upcoming:

- Finalize Central Park Community Garden Grant
- Crown Heights Park → fall planting
- \$5K left for Urban Conservation Projects
 - Quayle United Methodist → \$1.5K to \$2K
 - fruit tree planting in the Fall?
 - Plasticulture w/ Micah Anderson?
- Yard by Yard website updates
 - Cleveland County & ECAB training
- Wildflower Seed for Partners:
 - Harbor House, Adam Jones
 - Beautiful Restoration
 - RestoreOKC
- Quayle UM