

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

Date and Time: Wednesday, March 7, 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 10:55 a.m. on March 4, 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 February 10, 2022, Regular Meeting:

Board members received a copy of the February minutes for review. Pollard made a motion to approve the February minutes as written. Kunze seconded the motion. Aye votes: Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 3-0.

3. Recognize ORO Development Corporation:

No representative came to the meeting.

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

4a. Financial Statement for Period Ending February 28, 2022:

The Board reviewed the financial statement including the accounts payable and receivable for the period of February 1-28, 2022. (Attachment 1) Kunze made a motion to approve the February financial statement as presented. Pollard seconded the motion. Aye votes: Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 3-0. The Board reviewed copies of the February checking and money market statements and the credit card statement. There were no charges to the credit card during the month.

Director Godfrey entered the meeting.

4b. Employee Payroll Sheets and Time and Leave Records for Month Ending February 28, 2022:

Directors reviewed the payroll sheets and time and leave records for district staff Rebecca Inmon and Kevin Mink including Mink's 3-year longevity payment. Kunze made a motion to approve the employee payroll sheets and time and leave records for February. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, 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 operating expense and salaries was \$3,798.42 and Inmon's salary claim was \$3,163.94 for a total of \$6,962.36. Pollard made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, 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 February. Hood noted the district staff had assisted with all required tasks as needed. Pollard made a motion to approve the February worksheet. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

5b. Cost Share Program Year 23 Update:

Participant Caleb Brown completed his work, and his claim was filed with the Conservation Commission on February 18. The district is awaiting payment of his claim. Once his payment is made, the district can submit a final report for Program Year 23.

5c. Cost Share Program Year 24-Select Approved Applicants and Alternates, Establish Completion Dates, Cost Share Rate, and Maximum Amounts:

- The Board reviewed the list of Program Year 24 Cost Share applications (names redacted) in order of practice, practice ranking scores, total cost, and maximum payment calculations. One applicant did not have enough of a resource concern to meet the minimum performance agreement payment requirement of \$500. The 8th ranked applicant does have a resource concern, but the property is not in the FSA system since the land is not being used for growing commodities or livestock. Hood stated he could develop a conservation plan for the property if the board wanted the application to be eligible for funding. Following discussion, Godfrey made a motion for the applicant to remain eligible for funding. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.
- The district received \$30,300 in cost share funds from the Conservation Commission and the top four ranked applicants will need \$26,540, leaving \$3,760 in funds. The fifth ranked applicant needs \$7,500 in funding, so the applicant will need an additional \$3,740 to fully fund the applied for practice. After review, Godfrey made a motion to approve the top five applicants to receive funding in the amounts indicated on the ranking sheet, except for applicant five who will need additional funds. (Approved applicants are listed in chart below.) Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0. Kunze made a motion to approve the next seven applicants as alternates should additional funds become available. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none.

Motion passed 4-0. (Approved alternates are listed in chart below.) Pollard made a motion to establish the practice completion date for the first four approved applicants as June 30, 2022 and approved applicant five and the approved alternates as September 30, 2022. Kunze seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

- Kunze made a motion to approve each applicant with the maximum payment amount as indicated on the ranking sheet. (See chart below.) Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0. The top seven ranked applicants applied for ponds, the next four ranked applicants applied for brush management, and the last ranked applicant applied for a water well.
- Pollard made a motion to fund the approved applicants and alternates at 85% of average costs except for the water well which is capped at \$3,500. Kunze seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

Approved applicants, agreement numbers, practice, maximum payment amounts, and completion dates are listed in the chart below.

Approved Applicant Name (In order of Ranking)	Agreement No.	Practice	Total Cost	Maximum Payment	Completion Date
Clint Spencer	56-024-006	378	\$8,943.00	\$7,500.00	June 30, 2022
Nikolaus Atkinson	56-024-001	378	\$6,788.00	\$5,770.00	June 30, 2022
Richie Guess	56-024-004	378	\$6,788.00	\$5,770.00	June 30, 2022
Simon Lang	56-024-005	378	\$8,943.00	\$7,500.00	June 30, 2022
Donald Ray Stanfield Jr.	56-024-008	378	\$10,859.00	\$3,760.00	Sept 30, 2022
Totals			\$42,321.00	\$30,300.00	

Approved alternates, agreement numbers, practice, maximum payment amounts, and completion dates are listed in the chart below.

Approved Alternate Name (In order of Ranking)	Agreement No.	Practice	Total Cost	Maximum Payment	Completion Date
Donald Ray Stanfield Jr. (for additional funds needed)	56-024-008	378	See above	\$3,740.00	Sept 30, 2022
Steve Bateson	56-024-009	378	\$6,788.00	\$5,770.00	Sept 30, 2022
Jeffrey Canaday	56-024-013	378	\$6,788.00	\$5,770.00	Sept 30, 2022
Lake Hiwassee Improvement Company	56-024-002	314	\$11,725.00	\$7,500.00	Sept 30, 2022
Ron Henry	56-024-011	314	\$4,129.14	\$3,509.77	Sept 30, 2022
3-R Farms LLC	56-024-012	314	\$3,420.03	\$2,907.03	Sept 30, 2022
Willard E. Davis	56-023-003	314	\$3,107.84	\$2,641.66	Sept 30, 2022
Carlton Hardman	56-024-010	642	\$4,917.14	\$3,500.00	Sept 30, 2022
Totals			\$40,875.15	\$35,338.46	

The Board can request additional funds for Donald Ray Stanfield and the approved alternates following the April 30, 2022, allocation deadline.

5d. Set Dates for Publishing Notice of Filing Period for District Director Position #3:

As required by law, the district must set dates for publishing notice of filing period for election of district director during the first three weeks of April with the notice being published two times, one week apart. Position #3, currently held by Pollard, is the position up in this year's election cycle. After discussion,

Pollard made a motion to publish the Notice of Filing Period for director position #3 in the Oklahoman on Sunday, April 3 and Sunday, April 10. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

5e. Watershed O&M – Kickapoo Nations Site 4 Repairs, O&M Approval Letter, and Discuss Annual Watershed Inspections:

Campbell has been in contact with the City of OKC to negotiate repairs on the bridge area downstream from Kickapoo Nations Site 4. The City originally said the repairs would be done in January, then they were rescheduled to be completed by March 1. The repairs are still not underway, so Campbell will be contacting the City once again regarding the delay. Once the repairs are complete, the district will move forward with fencing off a portion of the site to keep the cattle from causing additional problems. The Conservation Commission has approved the fencing repairs, estimated to cost approximately \$3,500. Copy of approval letter provided to Directors. The repairs need to be completed by June 30, 2022. Campbell will work with Mink and watershed technician Brad Martin to schedule annual inspections on site 4 and Bear Fall Coon 32.

5f. CARE Program Report:

- CARE Champion Kwame Mboya attended the National Association of Conservation Districts (NACD) annual meeting in Orlando, FL, and the Oklahoma Association of Conservation Districts (OACD) annual meeting in Edmond.
- Mboya, Inmon, and Campbell attended the CARE Champions reception held on Sunday evening of the OACD annual meeting. The meeting was very well attended. Ben Pollard led the group in a fun, get acquainted activity.
- Campbell stated that some of the CARE Champions had participated in a panel discussion with Sarah Blaney and Jean Lam during the NACD Annual Meeting. Campbell thought the presentation went over very well and that support for the CARE Program was gaining momentum.
- Campbell is still working with Mboya on the property he leases to get the farm registered with the Farm Service Agency. There have been issues to work through because the property deed has not been brought up to date.
- Dwight Guy is meeting with Geisette Greenwell and Logan County Champion James Ray to develop his conservation plan.

5g. OACD Annual Meeting Report:

- Inmon stated she assisted OACDE with their quarterly and annual meetings held on Sunday and Monday of the OACD Annual Meeting.
- She attended the youth awards reception on Sunday afternoon. Poster contest winner Ellie Thong and her parents attended the awards program along with Deer Creek Elementary art teacher Lacy Gustafson. Ellie won first place in Division I of the OACD state poster contest.
- Inmon attended the sessions scheduled for district employees on Monday of the meeting.
- Campbell, Pollard, and Mink also attended portions of the meeting on Monday and Tuesday.
- Inmon, Campbell, Pollard, and Mink attended the Monday evening banquet where retired district manager Bartolina was honored with the prestigious Conservation Hall of Fame award.

5h. Conservation Day at the Capitol:

Conservation Day at the Capitol has been scheduled for Thursday, April 7, 2022, 9 a.m. to noon. No booths are being set up this year. OACD decided the time would be better spent focusing on visits with legislators. Inmon encouraged directors to mark the date on their calendars.

5i. Approval Urban Project – Central Park Community Garden:

Directors reviewed a written proposal from the Central Park Community for a pollinator garden. Members of the Central Park Community plan to establish and maintain the pollinator garden, but they are requesting the district provide \$3,000 in assistance for plants, seeds, tools, signage, irrigation, printing, etc. Funding assistance for the project would come from the districts Urban Ag Projects allocation. If approved, the Central Park project coordinator would provide the district with a complete list of budget items, cost, and vendor. Following review, Pollard made a motion to approve \$3,000 of the Urban Ag Project funds to assist with purchase of items for the Central Park Community Garden. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

5j. Payment of OCHS Annual Membership Dues:

The Board reviewed the dues request and update letter from Oklahoma Conservation Historical Society (OCHS) President Ben Pollard. OCHS has completed 35 oral histories accessible on the OSU Library website, and another 12 are planned. In partnership with the Oklahoma Historical Society, over 5,000 B&W photos have been archived and the photo collection is available on the Oklahoma History website. In addition, OCHS is preparing a set of pop-up banners that will be available for districts to use in promoting Oklahoma's conservation history. Annual dues to OCHS are \$50 for organizations. Following discussion, Godfrey made a motion to pay the \$50 membership dues to the Oklahoma Conservation Historical Society. Kunze seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

5k. Payment of Sirloin Club Annual Membership Dues:

A membership dues notice was received from the Sirloin Club of Oklahoma. The Sirloin Club is the primary sponsor of the Oklahoma Youth Expo; and they also sponsor the National Land and Range Judging Contest trophies. Annual membership dues to the Sirloin Club are \$200. Kunze made a motion to pay the \$200 annual membership dues to the Sirloin Club of Oklahoma. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0.

5l. Education Report – Oakdale Elementary:

The district will be participating in the Oakdale Elementary STEM event on March 29, 5-7 p.m. Inmon is also working to schedule a natural resource day with Oakdale on Friday, April 8. The event will be held at Shiloh Camp as Lake Arcadia is still unavailable.

5m. National Land and Range Judging Contest Report:

- The Steering Committee held its annual meeting on March 3. Everything is up and ready to go with a few adjustments. There will be no adult contest this year due to travel restrictions and a shortage of NRCS staff that will be available. Lake Arcadia will be available for use as a practice site. Jeremy Dennis has worked with the Arcadia staff to plan around the road issue. A decision on the team social is being delayed to see if COVID cases continue to go down.
- OACD has received 41 team registrations to date.

5n. Approve Letter of Congratulations to Bryan Painter:

Directors reviewed a letter of congratulations and appreciation written to Bryan Painter, Conservation Commission Communications Director. Painter will be inducted into the Oklahoma Journalism Hall of Fame this spring and the district wanted to let Painter know how much they appreciated his work and professionalism and to congratulate him on his upcoming award. The letter was developed by Pollard.

After review, Kunze made a motion to approve the letter. Godfrey seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0. Directors in attendance all signed the letter.

6. REPORTS:

6a. NRCS Activities-Larry Hood:

EQIP applications must be ranked and in the system by Friday. Oklahoma County had two ponds, three brush, three were ranked but one of them had some issues from a previous contract so it had to be marked to low priority and won't be funded. There were also six eligible high tunnels that will go into the statewide pool.

6b. District Directors:

- ✓ Godfrey preparing for spring fire season.
- ✓ Pollard attended the OACD meeting on Tuesday. She attended a session with Blue Thumb director Rebecca Bond on grant writing. Pollard also attended a session with State Cost Share Program Coordinator Taylor Marshall. Marshall encouraged districts to 'think outside the box' regarding their cost share program.
- ✓ Kunze congratulated Bartolina on his Hall of Fame award.

6c. District Staff:

(Reports attached to original minutes.)

- ✓ Mink staying busy with school and work. He should finish school on May 2, 2022.
- ✓ Mink looking for additional group(s) to collaborate with on urban projects.
- ✓ Working with Cheryl Cheadle, Greg Kloxin, and Rebecca Bond to find ways to better facilitate some of the Yard-by-Yard workload. Mink will continue to certify yards in Oklahoma County. Cheadle and Mink were featured in Oklahoma Today regarding the Yard-by-Yard Program.
- ✓ Mink and his wife will be moving back to Atlanta. His wife accepted a position with Emory University. She will complete her residency here on June 24, and her new position starts on September 1. Mink will keep the board informed as they make further plans for the move.
- ✓ Inmon stated she would be working on education items and land judging contest registrations/correspondence during March.

7. CORRESPONDENCE:

None

8. NEW BUSINESS:

Letter to Representative Marilyn Stark:

State Representative Marilyn Stark, House District 100, attended the Monday evening reception and banquet held during the OACD Annual Meeting on February 28. Pollard developed a thank you letter to Rep. Stark and stated she thought it would be a nice gesture to thank Stark for attending the meeting. Directors were provided a copy of the draft letter to review. Godfrey made a motion to approve the letter to Stark as written. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, and Campbell. Nay votes: none. Motion passed 4-0. Directors in attendance all signed the letter.

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Campbell announced the next meeting was scheduled for April 6, 2022, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting at 4:15 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: 4-13-2022

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, March 7, 2022
Becky Inmon, Administrative Assistant

- ✓ Prepared February board meeting minutes, sent to directors for review, emailed January 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 with signup for PY 24, prepared claim for C. Brown
- ✓ Rescheduled March board meeting, filed notice with County Clerk and OCC
- ✓ Participated in monthly teams training with OCC on Open Meetings
- ✓ Assisted OACD with National Land and Range Judging Contest registration and correspondence
- ✓ Assisted OACDE quarterly board meeting and annual meetings on February 27-28
- ✓ Attended Annual OACD meeting/banquet, annual youth awards, CARE participants reception, secured auction items requested by Board
- ✓ Scheduled and assisted with National Land and Range Judging Steering Committee
- ✓ Prepared February payroll & timesheets and updated monthly earnings records for employees
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Worked with Oakdale Elementary to schedule a NRD event on April 8
- ✓ Prepared March 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

March 7, 2022

- RestoreOKC Site Consultation
- LaTonya Williams, Spencer Councilperson phone CTA
- new laptop set up w/ IT
- Veteran Beekeeper Site Coordination w/ Cleveland County → future CARE champion?
- Newcastle schoolteacher phone CTA → planned site visit in March
- Yard by Yard planning meeting w/ OCC
- wildflower seed tracking spreadsheet
- Harden Park community garden discussion w/ local schoolteacher → follow-up calls and coordination
- Marvetta Green, Spencer site CTA
- Adam Jones, Harbor House Site Visit → providing seed for pollinator prairie establishment
- Beautiful Restoration, Edmond site visit → prairie management CTA
- Will Rogers Gardens → on-site discussion
 - aerial photographs of site
- OACD State Meeting, day 1