

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

Date and Time: Wednesday, May 11, 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 10:50 a.m. on May 10, 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 April 13, 2022, Regular Meeting:

Board members received a copy of the April minutes for review. Godfrey made a motion to approve the April 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 April 30, 2022:

The Board reviewed the financial statement including the accounts payable and receivable for the period of April 1-30, 2022. (Attachment 1) Pollard made a motion to approve the April 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 April checking and money market statements and credit card statement included with the financial statement.

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

Directors reviewed the April payroll sheets and time and leave records for district staff Rebecca Inmon and Kevin Mink including the quarterly CARE payroll. Kunze made a motion to approve the employee payroll sheets and time and leave records for April. 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 \$4,060.79 and Inmon's salary claim was \$3,163.94 for a total of \$7,224.73. Pollard made a motion to approve the district's reimbursement claims to OCC. Kunze seconded the motion. Aye votes: Godfrey, Kunze, Pollard 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 April. Hood noted the district staff had assisted with all required tasks as needed. Godfrey made a motion to approve the April worksheet. Kunze seconded the motion. Aye votes: Godfrey, Kunze, Pollard and Campbell. Nay votes: none. Motion passed 4-0.

4b. Cost Share Program Year 24 Report, Letter of Request for Additional Funds:

NRCS technician Nick Owen has met with approved participants Clint Spencer, Richie Guess, Simon Lang, and Nikolaus Atkinson regarding their practice.

-Clint Spencer has a contractor that should be onsite within 60 days to clear the area for staking.

-Pond site for Richie Guess is staked and ready for construction.

-Met with Simon Lang onsite to locate and stake pond. He will have a contractor soon.

-Met with Atkinson and staked pond. Atkinson is doing the work. He started on the pond but ran into water about 3' down and the bottom fell out from under his dozer, and he was unable to locate a track hoe. He will need to request an extension so the area can dry out, possibly into August. Owen concurs that an extension is needed because the area is so wet. Inmon will contact Mr. Atkinson and let him know that he needs to make a formal request for an extension. His performance agreement currently has a deadline of June 30.

-Owen has not met with Donald R. Stanfield Jr. as he was only partially funded. Stanfield is waiting to find out the outcome of the district's request for additional funds.

The district sent an official letter of request for additional cost share funds to Cost Share Coordinator Taylor Marshall on May 9. The district requested an additional \$32,696.80 to fund the remainder of Ray Stanfield's performance agreement plus the remaining approved alternates. (Copy of letter attached.)

4c. CARE Program Report:

- There will be a quarterly Zoom meeting with OACD on May 12 at 9:00 a.m. Inmon will miss the meeting due to a scheduled doctor's appointment. The meetings are recorded so she will be able to listen at another time.
- Mink reported on a possible new CARE Champion, Steve Easom. Easom is veteran who lives near Slaughterville. He is involved in the Hives to Heroes program and trains veterans in beekeeping. He wants to build an education center. Mink is working with Cleveland County personnel in discussing ideas for possible conservation practices.

- Campbell gave an update on Kwame Mboya. No further progress on fencing project. He has talked with the property owners, Life Changes & Wellness, LLC, about getting the proper documentation to update the property records with the county assessor. He hasn't gotten the records yet. Plans for Mboya's CARE project cannot move forward without the proper documentation.

4d. TA Grant – Update on Employee Hire:

The Conservation Commission completed the interviews and hired a new Urban Soil Health Conservationist for Tulsa. There were some other good applicants interviewed, and Shanon Phillips is going to send copies of those resumes to the district to evaluate. The district was also contacted by Kathleen Huffman with the Huffman Family Farm in Choctaw about doing some volunteer work. Ms. Huffman recently moved back to Oklahoma from California. While in California she worked for a non-profit and gained experience in the use of greywater and bio-swales as well as regenerative landscaping, composting, installing a food forest and rainwater capture. Mink is going to reach out to Ms. Huffman to see if she would be interested in a part-time position.

4e. Discuss Annual Joint Plan of Operations:

Directors reviewed a copy of the JAPO guidelines for the time period of July 1, 2022 through September 30, 2023. The JAPO is due to the Commission by June 15. Annual Projects are no longer required but Districts will be required to submit a copy of the JAPO with updates to the action/progress sections with their annual report due Sept 1, 2023. OCC will hold training on the Joint Plan of Operations during the monthly Teams training session. Inmon plans to participate in the May 17 session. Pollard and Inmon will schedule time to work on updating the JAPO after the training session.

4f. Oath of Office & Loyalty Oath for Director Godfrey:

Inmon administered the Oath of Office and Loyalty Oath to director Rick Godfrey. Godfrey was reappointed to another two-year term as district director. His new term starts July 1, 2022 and runs through June 30, 2024.

4g. Update on Central Park Community Garden Project:

Mink reported on the Central Park Community Garden Project. The district allocated \$3,000 for the Central Park project and the project partners have begun submitting receipts and requests for purchases to the district. Materials have been purchased from QuikPrint, Carol's signs, and Commonwealth Gardens, and additional supplies will be ordered from Amazon.

4h. Vote on District Director Polling Place and Posting Election Notice if Necessary:

Elections for the position of District Director #3 will be held on June 7, 2022, in districts with more than one candidate declaring. OCC requests that districts designate a polling place, newspaper for posting Notice of Election, and an election committee should more than one candidate file in the district. District Director Position #3 is currently held by director Pollard who is the only candidate at present. Eligible candidates have until the close of business on May 13 to turn in their Declaration of Candidacy forms. Inmon has secured the Marcella Stackpole-Peck education room next to the office for a polling place if needed. Following discussion, Godfrey made a motion to approve the Marcella Stackpole-Peck education room as the election polling place and to post the Notice of Election in the Oklahoman should an election become necessary. Kunze seconded the motion. Aye votes: Godfrey, Kunze, Pollard and Campbell. Nay votes: none. Motion passed 4-0. If an additional candidate files for District Director Position #3 by May 13, the district will need to call a special meeting to designate an election committee.

4i. Review and Ratify Approval of Annual Project Report:

Directors reviewed the Annual Project report submitted to the Conservation Commission on April 15. The annual project was started last fall but is yet to be completed. Mink is working with the project partners to schedule a time in June to complete the remainder of the project which includes some ground prep and additional plantings of native species. After review, Godfrey made a motion to ratify approval of the Annual Project report as submitted. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Pollard and Campbell. Nay votes: none. Motion passed 4-0. Another report will be submitted once the project is completed.

4j. Discuss Annual Watershed Inspections, Update on Kickapoo Site 4:

- After months of contacts with the City of Oklahoma City roads and maintenance department and City Engineer with repeated promises and failures to deliver, Campbell bypassed them both and made a call to Mayor Holt's office regarding the maintenance issue on Kickapoo site 4. Another trouble ticket was created but there has been no movement to date. Work on getting the fencing project completed will also need to be pushed back due to recent rains.
- Campbell will work with watershed technician Brad Martin to schedule the annual inspections. It was hoped the needed repairs to Site 4 could be completed before the inspections were conducted; however, it does not appear that will happen.

4k. National Land and Range Judging Contest Report:

- Inmon reported it was the largest turnout in many years for the National Land and Range Judging Contest with 189 teams participating. Everyone just seemed to be excited to return to the contest after the two-year absence. An overflow room had to be set up at the Cowboy Hall of Fame banquet hall due to the large crowd.
- There were some issues with reading the scantron cards this year. Many of the cards were damp due to the rain and the scantron company is no longer furnishing the write in rain cards used in previous years that held up much better.
- Inmon will be working on contest follow-up, sending invoices for unpaid registration to schools and billing some sponsors.
- There were a couple new sponsors that came on board this year. Land Doctors, a real estate company in Allen, Oklahoma specializing in rural properties, made a contribution. Bartolina also reported the NACD President's Association wanted to make a contribution.

5. PROPOSED EXECUTIVE SESSION:**5a. 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 EQIP Participants Willard Earl Davis and Natasha Mahmoud and State Cost Share Participant Simon Lang:**

Kunze 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 EQIP participants Willard Earl Davis and Natasha Mahmoud and State Cost Share participant Simon Lang. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Pollard 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 2:44 p.m.

5b. Executive Session to Discuss Conservation Plans as Described in Agenda Item 5a:

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

5c. Return to Open Session and Establish Quorum:

After the executive session, a motion was made by Kunze and seconded by Pollard to return to open session. Aye votes: Godfrey, Kunze, Pollard and Campbell. Nay votes: none. Motion passed 4-0. Directors returned to open session at 2:50 p.m. Campbell noted that a quorum was present and regular business could continue.

5d. Approval Conservation Plans:

Godfrey made a motion to approve the conservation plans for EQIP participants Willard Earl Davis and Natasha Mahmoud and State Cost Share participant Simon Lang as presented. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Pollard and Campbell. Nay votes: none. Motion passed 4-0.

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

Report presented by Larry Hood.

- Hood stated the NRCS staff had spent most of their time the previous week working on preparing for and assisting with the National Land and Range Judging Contest including practice sites, the official contest site, and follow-up at the sites.
- Hood is also working on finalizing EQIP contracts and following up on TA requests.
- Hood congratulated Mink on completing his master's degree at OU.

6b. District Directors:

- Pollard reported on a Solarize OKC education event. A presentation sponsored by Oklahoma City Office of Sustainability and a coalition of other local agencies and nonprofits explained a new effort to assist homeowners, businesses and nonprofits interested in exploring the use of solar energy to supply their energy needs. Discounted group pricing and energy savings were explained.
- Pollard reported on an Environmental Justice panel discussion and film festival at the University of Central Oklahoma. This program featured the Founder and Director of Lillian Timber Farms, a non-profit entity established in 2019 as a response to food insecurity on the northeast side of Oklahoma City. Their mission is to unite the northeast Oklahoma City community through providing organic produce and products for healthy living practices in underserved communities. The board discussed contacting this organization with information about the CARE program.
- Kunze congratulated everyone for their hard work on the National Land and Range Judging Contest. Pollard added that the Oklahoma Conservation Historical Society was working on purchasing a set of banners and one of the banners would be for the National Land and Range Judging Contest.
- Campbell met with Stacy McFarland, Quayle United Methodist Church on NE 50th. She is looking to do some urban gardening and might be someone to work with on a project.
- Campbell is participating in a new farmer's market located at OSU extension on 63rd Street. He is also setting on the Board of Directors for the market which is showing great progress. OSU got a grant to fund the project and RAND Corp has been doing a great job of marketing for them.
- Campbell participated in a NASCA webinar and plans to watch a Watershed Coalition webinar that he was unable to participate in.
- Campbell hosted a PhD candidate on his farm and was able to give them a different perspective on farming.
- Campbell stated his time as a Conservation Commissioner would be coming to a close on June 30, but he will continue to be an advocate for conservation. Following the June 6 Commission meeting, OCC will host a pot-luck luncheon to celebrate Campbell's service on the Commission. The district board and staff are invited to attend. Bartolina congratulated Campbell on his outstanding service.

6c. District Staff:

(Reports attached to original minutes.)

- ✓ Mink stated his last day with the district would be June 30. He and Campbell are meeting with OCC and Blue Thumb representatives to discuss handling of Yard-by-Yard projects going forward. He is also planning a road trip to Atlanta next week making preparations for his move.
- ✓ Inmon stated she would be working on land judging follow-up, the JAPO, and the CARE program during the remainder of May. Also hoping to make some progress on hiring someone on the TA grant.

7. CORRESPONDENCE:

All correspondence previously forwarded to directors including the OCC newsletter and office staffing updates from director Lam.

8. NEW BUSINESS:

Change in District E-Verify Process:

Inmon provided directors with a copy of a letter from Lisa Owen regarding modification of the E-verify process for districts. The information was emailed to districts by HR Management Specialist Kari Kuykendall and was received after the meeting agenda was posted. The action required is time sensitive and will need to be addressed prior to the next meeting. OCC does all the E-verifying for districts, and they are being required to establish as an E-Verify Employer Agent. Districts will need to be transitioned to the Employer Agent account which requires some additional district information and signing an E-Verify Memorandum of Understanding that outlines district responsibilities. Area 2 districts will be ask to provide information and transition during a window of May 18-27. After reviewing the information from OCC regarding the transition and sample MOU, Pollard made a motion to designate administrative assistant Rebecca Inmon as the Point of Contact for the district. Godfrey seconded the motion. Aye votes: Godfrey, Kunze, Pollard and Campbell. Nay votes: none. Motion passed 4-0.

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Campbell announced the next meeting was scheduled for June 1, 2022, 1:30 p.m. There being no further business, Kunze made a motion to adjourn the meeting at 3:24 p.m. Pollard seconded the motion. Aye votes: Godfrey, Kunze, Pollard, and Campbell. Nay votes: none. Motion passed 4-0.

Approved as Written: Phil Campbell
Chair, Board of Directors

Date: 6-1-2022

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, May 11, 2022
Becky Inmon, Administrative Assistant**

- ✓ Prepared April board meeting minutes, sent to directors for review, emailed March 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
- ✓ Submitted cost share allocation report and submitted letter of request for additional funds
- ✓ Worked with cost share participants to get their performance agreements signed.
- ✓ Participated in monthly teams training with OCC
- ✓ Submitted Major Project Report to OCC
- ✓ Submitted Godfrey appointment recommendation to OCC
- ✓ Assisted OACD with National Land and Range Judging Contest registration and correspondence-mailing manuals-making bank deposit-prepared invoices as needed-prepared banquet program, contest map and sponsor information for packets-assisted all three days of contest registration, etc at Wyndham Hotel
- ✓ Prepared April payroll & timesheets and updated monthly earnings records for employees
- ✓ Submitted proof of publication for Notice of Filing Period to OCC
- ✓ Prepared and submitted pre-claim summary to OCC
- ✓ Prepared May 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