

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

Date and Time: Wednesday, September 7, 2022, 1:30 PM

Members Present: Phil Campbell, Chair
Rick Godfrey, Treasurer
Laura Pollard, Member
Mark Moehle, Member

Member Absent: Jan Kunze, Vice Chair [arrived late, during discussion of Item 5c.]

Others Present: Joshua Kouri, Urban Soil Health Specialist
Bree Spaulding, Soil Conservationist, NRCS
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 Sept. 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 DISTRICT MINUTES:

Minutes of August 3, 2022, Regular Meeting:

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

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

3a. Review and Approve Financial Statement for Period Ending August 31, 2022:

The board reviewed the financial statement including the accounts payable and receivable for the period August 1-31, 2022. (Attachment 1). Godfrey made a motion to approve the August financial statement as presented. Pollard seconded the motion. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 4-0. The Board reviewed copies of the August 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 August 31, 2022:

Directors reviewed the payroll sheets and time and leave records for district staff Rebecca Inmon and Joshua Kouri. Moehle made a motion to approve the employee payroll sheets and time and leave records for August. Pollard seconded the motion. Aye votes: Godfrey, Moehle, 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 \$1,605.12, Inmon's salary claim was \$3,480.54, and Kouri's salary was \$558.70 for a total of \$5,085.66. Pollard made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 4-0.

4. UNFINISHED BUSINESS:**4a. Discussion and Possible Approval of Continuation of the NACD Technical Assistance Grant Funds for Grant Year 2021:**

The Board discussed continuation of the NACD Technical Assistance Grant funds for grant year 2021. Campbell gave an update on how the continuation of these funds would impact the shared role of Kouri across the District and the OCC. Godfrey made a motion to continue the grant funds. Moehle seconded the motion. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 4-0.

4b. FY 22 Annual Project Update:

Kouri gave an update on the district's Annual Project for FY 22, establishing a wildflower area at Crown Heights Park in Oklahoma City. The wildflower area needs additional work to remove invasive plant species and prepare the ground for planting, so planting has been delayed until spring 2023 to ensure that the area is properly established.

5. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:**5a. Review and Approve August NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of August. Spaulding and Hood noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the August worksheet. Pollard seconded the motion. Aye votes: Godfrey, Moehle, Pollard, and Campbell. Nay votes: none. Motion passed 4-0.

5b. Cost Share Program Year 24 Update:

The Board reviewed the Cost Share Program update from NRCS technician Nick Owen. Steve Bateson's practice is completed and has been certified. Clint Spencer and Jeff Canaday are waiting on their contractor. Ray Stanfield has brush cleared and the contractor should move in this week. Nikolaus Atkinson informed Owen he wants to cancel his agreement due to the high cost of construction caused from the water issues at the site. The Board requested that Inmon verify with Atkinson that he truly wishes to cancel his contract, and to reach out to other remaining participants to notify them that formal requests for extensions must be received ahead of the Sept. 30th deadline.

5c. CARE Report: Update on September Outreach Meetings and End of Program Year Wrap Up Event in Ada:

There are three CARE events planned for September. The Program Year Wrap-Up Event will be held on September 15 at Pontotoc Ridge Nature Preserve, in partnership with the Nature Conservancy. The event will feature a tour of the preserve and several speakers from the Nature Conservancy. There will be an outreach event for CARE Champion Steve Easom on September 17 at Easom's farm. The outreach will feature information about beekeeping, irrigation, and planting native plants for pollinators. There will be an outreach for CARE Champion Kwame Mboya on September 26. The outreach will feature information on no-till farming, composting, and cover crops.

Vice Chair Kunze arrived during this discussion.

5d. Discuss and Ratify Approval of District's Annual Report for FY 2022:

The Board reviewed the district's Annual Report to the Conservation Commission. The report was due by September 1 and was submitted to OCC on August 29. Directors were emailed a copy of the report to review prior to its being submitted. Pollard made a motion to ratify approval of the FY 22 Annual Report. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion passed 5-0.

5e. Discussion and Possible Approval of District's Watershed Dam Actions Needed Plan (WDAN Plan):

The Board reviewed the district's WDAN Plan, which makes note of the maintenance actions needed based on the annual inspection of the district's two watershed structures. The district has already made arrangements to take care of each listed action. Kunze made a motion to approve the plan for submission to OCC. Moehle seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion passed 5-0.

5f. Annual Review of Kickapoo Nations and Bear Fall Coon Operation & Maintenance Responsibilities and Potential Hazard Classification Changes:

The Board reviewed the information about the district's watershed structures gathered during the annual inspection. Campbell noted that there was no need to change the hazard classification. Board members are up to date on the status and maintenance operations of the two dams.

5g. Review and Discuss Harden Park Improvements Proposal:

RestoreOKC and RestoreFarms approached the district for assistance with a project to improve Harden Park with fruit/shade trees and native wildflowers for pollinator habitat. Kouri presented the project proposal to the board and discussed potential options for supporting the project. The Board requested more information on possible funding options before committing to specific actions in support of the project.

5h. Review and Possible Approval of District's Amended Comp Time Policy Due to Recent Change in Fair Labor Standards Act (FLSA) Classification of District Employee Positions:

The Board was given an updated copy of the district's Comp Time Policy, which was amended due to changes in the FLSA which changed district employees to non-exempt status. Pollard made a motion to

approve the amended policy. Moehle seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion passed 5-0.

5i. Discussion and Possible Approval of District Manager's Notary Commission:

District Manager Inmon's notary commission expires in November. The Board discussed whether to renew her commission considering her upcoming retirement. Moehle made a motion to renew Inmon's commission and figure out a successor closer to the time of her retirement. Pollard seconded the motion. Aye votes: Godfrey, Moehle, Pollard, Kunze, and Campbell. Nay votes: none. Motion passed 5-0.

5j. Education and Outreach Calendar of Upcoming Changes:

Kouri gave the Board an update on upcoming educational and outreach activities by district employees: Water education activity with Oklahoma Christian School on Sept. 13; Steve Easom CARE outreach on Sept. 17; TinkerFest education activities on Sept. 24; Kwame Mboya CARE outreach event on Sept. 26; poster contest entries due Sept. 29; natural resource day event with Harvest Hills Elementary on Oct. 7.

6. REPORTS:

6a. NRCS Activities:

Report presented by Bree Spaulding and Larry Hood.

- Working on practice checkouts
- Working on numerous technical assistance requests
- Spaulding beginning outreach activities in Oklahoma County and Hood wrapping up activities

6b. District Director Activities:

- Pollard attended urban conservation event at UCO (Doug Tallamy "Nature's Best Hope" presentation).
- Pollard attended statewide Zoom planning meeting for Yard-by-Yard program.
- Campbell attended South-Central NACD meeting in Louisiana. Reported that Gary Blair reached out to him for ideas about increasing diversity in NACD, and Campbell suggested collaborating with OACD and CARE would be a good option.
- Campbell is working with CARE champions in Seminole to encourage them in their practices.
- Campbell is working with CARE champion Mboya to ensure his practice is completed.

6c. District Employees:

(Reports attached to original minutes)

- Kouri reported on the continued growth of urban agriculture and urban conservation related activities in the county. Thirty-one residents were assisted this month, including eight on-site consultations for conservation technical assistance.
- Kouri reported on the district's ongoing education and outreach activities. District staff have played an integral role in planning meetings for the Yard-by-Yard program's statewide activities. In addition to the upcoming CARE, TinkerFest, and school outreach events discussed earlier, district staff have been coordinating outreach activities with farmers markets throughout the county as well as creating digital resources for backyard conservation.

6d. Watershed Technician:

OCC watershed technician Bradley Martin supplied a report of his monthly activities to maintain the district’s watershed structures. This report was presented to the board.

7. CORRESPONDENCE:

7a. Conservation Commission: Additional Staff Changes:

Reviewed the announcements from OCC about the new role for Kendall Brookins.

7b. Conservation Commission - AML Director Toole:

Robert Toole, Director of OCC’s Abandon Mine Lands Program, has retired from the Commission after serving the conservation movement in various roles since 1975. His resignation was effective August 31.

8. NEW BUSINESS: None. [Moehle left the meeting at this point]

9. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Chair Campbell announced the next meeting scheduled for October 5, 2022, 1:30 p.m. There being no further business, Kunze made a motion to adjourn. Pollard seconded the motion. Aye votes: Kunze, Pollard, Godfrey, Campbell. Nay votes: none. Motion passed 4-0.

Approved as Written: 
Chair, Board of Directors

Date: 10-5-2022

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, September 7, 2022
Becky Inmon, District Manager

- ✓ Prepared August board meeting minutes, sent to directors for review, submitted July 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 cost share participants and prepared claims as needed
- ✓ Attended Annual Women in Agriculture Conference on August 4
- ✓ Submitted FY 2022 financial records to the auditor for the annual compilation
- ✓ Participated in OK811 portal training on August 11
- ✓ Prepared and submitted district's FY 22 Annual Report to the Conservation Commission
- ✓ Participated in Land and Range Judging Contest zoom meeting on August 25 with Sarah Blaney and Jean Lam to discuss transition of duties for next year
- ✓ Made contacts and worked on plans for Easom CARE outreach scheduled for September 17, worked on flyer for Mboya outreach scheduled for September 26
- ✓ Assisted Kouri with purchase of CARE outreach supplies
- ✓ Assisted OACD with CARE video w/Kwame Mboya and contacts with CARE Champions Davis and Pittman to set up additional videos for Nicole Ragland
- ✓ Assisted Bre Spaulding with pull and scan of historical maps for landowner, Mike Morgan
- ✓ Prepared employee August payroll sheets, prepared and submitted preclaim summaries to OCC
- ✓ Updated monthly earnings records and leave records for employees
- ✓ Prepared September 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 including calendar updates, poster contest information, and upcoming outreach

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

➤ **Contacts**

- Thirty-one total contacts in August
- Eight in-person CTA visits, w/ follow-up information provided
 - Five CTAs for individual landowners, two CTAs for HOA or Neighborhood Associations, one CTA for a community garden
- Two outreach events:
 - Doug Tallamy “Nature’s Best Hope” event attended by approx. 250 people interested in backyard conservation; gave out YxY materials and district information; certified one new YxY yard so far directly from this event.
 - OSU Extension farmers market event attended by approx. 50 people; gave out district and YxY materials.
- Met with Josh Campbell from OSU Extension to discuss urban agriculture collaborations

➤ **Educational Activities:**

- Independent research on rain gardens, native plants, alternatives to traditional lawns
- NRCS practice evaluations with Rusty Peterson
- OKIE811 training for district personnel
- Visited OCCD watershed dam sites with Phil and Larry
- Attended the Doug Tallamy backyard conservation presentation

➤ **Outreach Planning:**

- Three YxY planning meetings with OCC staff
- Assisted with planning for CARE field days
- Continued planning for two outreach events at Science Museum Oklahoma
- Continued planning for more outreach events at Ok. Co. farmers markets
- Continued planning website resources and videos
- Planning for upcoming outreach at Oklahoma Christian School 5th grade science class

➤ **Office Activities:**

- Email / phone
- Updating OCCD Facebook page
- Updating OCCD website

➤ **Ongoing Projects:**

- Providing technical assistance and possible funding for RestoreOKC park project
- Continued assistance for Spencer Youth in Sports Association’s microgreens project
- Continued assistance for Crown Heights Park’s wildflower area (2022 annual project)
 - Current plan to eliminate invasive plants in fall and plant native plants in spring

➤ **For Board approval:**

- Approve 2022 WDAN Plan to submit to OCC
- Decide on funding/supplies to support RestoreOKC parks project