

AGENDA

Board of Directors Special Virtual Teleconference Meeting

Tulsa County Conservation District

May 17, 2021 – 5:30 PM

FREECONFERENCECALL.COM TELECONFERENCE MEETING

For Public Access Meeting Links:

URL – <https://www.freeconferencecall.com/tulsaccd>

Conference Number – (701) 802-5222 Access Code: 643736

Microsoft Teams Video Chat: To Request Meeting Link, Email tulsaccd@conservation.ok.gov by 4:30 PM on May 17, 2021

Public Access to handout material:

Please email tulsaccd@conservation.ok.gov at least 1 hour prior to meeting to have materials emailed to you.

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Cost Share Program Year 23
 - A. Complete Director Checklist
5. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Approval of Recommendation of Reappointment for Jana Black to the Board of Directors
 - B. Discussion and Approval of Recommendation of Appointment for Michael Patton to the Board of Directors
 - C. Approval of Cooperator Agreement for Chrissy Parker
 - D. Discussion and Approval of Posting Notice of Election in the Tulsa World
 - E. Discussion and Approval of Election Polling Location
 - F. Discussion and Approval of District Election and Precinct Committee Appointments
6. Adjourn:

Next regularly scheduled meeting is June 10, 2021, Via [freeconferencecall.com](https://www.freeconferencecall.com) and Microsoft Teams

This teleconference meeting is held in compliance with the Open Meeting Act, as amended by S.B. 1031. as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on **May 13, 2021** In the following locations:

The Front Window of Tulsa County Conservation District Office at 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133


The Tulsa County Conservation District website tulsaccd.org



Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **May 17, 2021** were approved as written by a vote in the **Special Meeting** of the Board of Directors held **June 17, 2021**



Chair, Board of Directors



Date

Attest:



Minutes
Tulsa County Conservation District
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74107
Special Board Meeting

Date: May 17, 2021

Time: 4:30 PM

Members Present: Tom Tolbert, Chairman
Jana Black, Vice Chairwoman/Treasurer
Sherry Laskey, Member

Members Absent: None

Others Present: Gabrielael Parker, District Secretary
Janet Stewart, Oklahoma Conservation Commission
General Counsel
Mike Workman, Member of the Public

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 5:34 PM. He noted this was a regular meeting and held in compliance with the Open Meeting Act. This meeting will include teleconferencing in compliance with the Open Meetings Act as amended by S.B. 661. Public access to the meeting could be accessed through the links above. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on May 13, 2021 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

2. Roll Call

Tom Tolbert, Chairman
Jana Black, Vice Chairwoman/Treasurer
Sherry Laskey, Member
Gabriael Parker, District Secretary
Janet Stewart, Oklahoma Conservation Commission General Counsel
Mike Workman, Member of the Public

3. Public Comments

Mike Workman said he appreciated the board moving public comments to the top of the meeting. He wanted to express some of his disagreements with the board. He said he did not have any issues with the election items except for a name correction. He requested we change his name in the candidate section of the notice to the Tulsa World from Mike K. Workman to just Mike Workman. Gabrielael Parker said she would do that before she submits the notice. He said he did not think Jana Black should not be recommended for reappointment because she did not attend the 24-minimum required regularly scheduled meetings in the two-year term. He said that she cannot be reappointed because her reappointment would not follow procedure. Jana Black said she has been to every regularly scheduled meeting, as well as, all

special meetings. Gabrielael told Mike she can submit other documentation with her recommendation. Janet Stewart reminded the board that the public comment section was not in a question and answer format. It only allows the public to make comments to the board on things going on in the district. Tom Tolbert agreed with Janet and directed board members and staff to adhere to the public comment format. Mr. Workman Thanked the board for allowing him to discuss his concerns. No further action needed to be taken at this time.

4. Cost Share Program Year 23

A. Complete Director Checklist

The board completed checklist items one through seven.

1. CONSERVATION DISTRICT PARTICIPATION - Is your district participating in the current program year?

The board approved TCCD participation

2. BOARD MEMBER PARTICIPATION - Are district board members allowed to make application in the local program? Complete the Director Participation form and email it to OCC. At this point any board member making application must immediately remove themselves from board discussions and votes on program items.

The board did not approve of director participation.

3. CHOOSE DISTRICT REPRESENTATIVE - Designate the authorized district representative. This person must be a district board member. Any board member making application in the local program is not eligible to serve as the district representative.

The board approved all directors would be authorized representatives.

4. CHOOSE PRACTICES - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.

The board approved all available cost share practices.

5. CHOOSE COST SHARE RATE & MAXIMUM PAYMENT - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed 85% and the maximum cost-share payment amount can't exceed \$7,500 per participant.

The board approved a max rate of 85% and max payment of \$7,500.

6. DEVELOP APPLICATION RANKING SYSTEM - Establish your district's local program priorities and application ranking system. Submit your ranking system to OCC for review and approval prior to starting the application process.

The board approved the ranking system created in 2020.

7. SET APPLICATION PERIOD & ADVERTISING - Establish your district's application period and advertise locally.

Program applications will be accepted from May 17, 2021 through COB June 9, 2021

Jana Black made a motion to approve the Director Checklist. Sherry Laskey 2nd the motion. Ayes: Jana Black, Sherry Laskey, Tom Tolbert Nays: None. The motion carries.

5. Discussion and/or Possible Action on the Following District Operation Items:

A. Discussion and Approval of Recommendation of Reappointment for Jana Black to the Board of Directors

The board decided to table this agenda item until the June 10, 2021 board meeting. No further action needed to be taken at this time.

B. Discussion and Approval of Recommendation of Appointment for Michael Patton to the Board of Directors

After a brief discussion, Sherry Laskey made a motion to approve the Recommendation of Appointment for Michael Patton to the Board of Directors. Jana Black 2nd the motion. Ayes: Jana Black, Sherry Laskey, Tom Tolbert Nays: None. The motion carries.

C. Approval of Cooperator Agreement for Chrissy Parker

After a brief discussion, Jana Black made a motion to approve the Cooperator Agreement for Chrissy Parker. Sherry Laskey 2nd the motion. Ayes: Jana Black, Sherry Laskey, Tom Tolbert Nays: None. The motion carries.

D. Discussion and Approval of Posting Notice of Election in the Tulsa World

After a brief discussion, Mike Workman asked if his name could be changed on the Notice of Election Posting. He said he would like to have his name appear as Mike Workman instead of Mike K. Workman. Jana Black made a motion to approve the posting the Notice of Election, with the name correction, in the Tulsa World on Thursday May 20, 2021 and again on Thursday May 27, 2021. Sherry Laskey 2nd the motion. Ayes: Jana Black, Sherry Laskey, Tom Tolbert Nays: None. The motion carries.

E. Discussion and Approval of Election Polling Location

After a brief discussion, Jana Black made a motion to approve Lacy Park Community Center as the election polling location. Sherry Laskey 2nd the motion. Ayes: Jana Black, Sherry Laskey, Tom Tolbert Nays: None. The motion carries.

F. Discussion and Approval of District Election and Precinct Committee Appointments

Gabriel Parker said she received the names of the three volunteers the Tulsa County election Board provided. She said that she had spoken to all three. Their names are Jerry Fidler, Stephanie Johnson, and Betty Cochran. She recommended that we appoint Mr. Fidler as the Inspector, Ms. Johnson as the Judge and Ms. Cochran as the Clerk for the Election and Precinct Committee. The board said they agreed. Jana Black made a motion to appoint Mr. Fidler as the Inspector, Ms. Johnson as the Judge and Ms. Cochran as the Clerk of Election and Precinct Committee. Sherry Laskey 2nd the motion. Ayes: Jana Black, Sherry Laskey, Tom Tolbert Nays: None. The motion carries.

6. Adjourn:

Meeting Adjourned at 6:20 PM

Next regularly scheduled meeting is June 10, 2021, Via freeconferencecall.com and Microsoft Teams

CHECKLIST OF BOARD ACTION REQUIRED

All Cost Share Program actions taken must be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.

1	CONSERVATION DISTRICT PARTICIPATION - Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.	
	Date: 4/9/20	Action: Yes
2	BOARD MEMBER PARTICIPATION - Are district board members allowed to make application in the local program? Complete the <i>Director Participation</i> form and email it to OCC. At this point any board member making application <u>must immediately</u> remove themselves from board discussions and votes on program items.	
	Date: 4/9/20	Action: NO
3	CHOOSE DISTRICT REPRESENTATIVE - Designate the authorized district representative. This person <u>must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.	
	Date: 4/9/20	Action: All members
4	CHOOSE PRACTICES - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.	
	Date: 4/9/20	Action: All Practices
5	CHOOSE COST SHARE RATE & MAXIMUM PAYMENT - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <u>85%</u> and the maximum cost-share payment amount can't exceed <u>\$7,500</u> per participant.	
	Date: 4/9/20	Action: 85% \$7500.00
6	DEVELOP APPLICATION RANKING SYSTEM - Establish your district's local program priorities and application ranking system. <u>Submit your ranking system to OCC for review and approval prior to starting the application process.</u>	
	Date: 4/9/20	Action: Developed ranking & approved as amended OBE. It.
7	SET APPLICATION PERIOD & ADVERTISING - Establish your district's application period and advertise locally.	
	Date: 4/9/20	Action: May 11, 2020 @ 5:00 PM
STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP		

8	<p><u>RANK & APPROVE APPLICATIONS</u> - Review and rank all applications using your district's OCC approved application ranking system.</p>	
	<p>Board meeting minutes <u>must</u> include the following for <u>each</u> approved <u>and</u> funded participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. <u>Alternate participants</u> approved on the condition that funding is available, must be listed separately and include the following: agreement number, participant name, practice(s), cost-share rate, and maximum amount.</p>	
Date:	Action:	
9	<p><u>NOTIFY APPLICANT & EXECUTE AGREEMENT</u> - For <u>each</u> approved application (including alternates), prepare a <i>Performance and Maintenance Agreement</i> including - agreement number, completion date, practice life span, cost share rate, and maximum cost share payment not to exceed the amount approved in item 5 above. Notify applicant and secure signatures of both parties.</p>	
	Date:	Action:

RECOMMENDATION FOR APPOINTMENT OR REAPPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

During a board meeting held on May 13, 2021, Directors of the Tulsa County Conservation District

took action for:

- Reappointment
- Appointment due to: Resignation Expiration of Term Death

of: Jana Black

Recommendation(s):

Name: Jana Black

Address: _____

Name: Roy Foster

Address: _____

For reappointment, the incumbent director attended 14 of 24 regular scheduled meetings during the immediate past term.

*If director did not attend 75% of regular scheduled meetings during the immediate past term, please attach a letter from the board outlining why the recommendation is being made.

Copy of Cooperator Agreement or Application is Attached

I have verified with the Tulsa County Election Board that the recommended person(s) is a registered voter within the boundaries of said conservation district.

GABRIEL PARKER (Affiliate) Digitally signed by GABRIEL PARKER (Affiliate)
Date: 2021.03.30 13:23:39 -03'00'

District Representative

Date

Board of Directors Representative

Date

OCC Use Only
Agenda/Action Date: _____

OCC Use Only
Director ID: _____

OCC Use Only
District No: _____

NOTICE OF ELECTION

Notice is hereby given to all registered voters within the boundaries of the
Tulsa County Conservation District
 that an election will be held between the hours of 7:00 a.m. and 7:00 p.m. on Tuesday,
 June 1st, 2021 at the following location(s) for the purpose of electing a
 member of the Board of Directors, to Position Number 2 for a term of three (3) years:

- 1) Lacy Park Community Center
 Address 2134 N Madison Pl, Tulsa, OK 74106
- 2) _____
 Address _____
- 3) _____
 Address _____
- 4) _____
 Address _____

CANDIDATES

Christauna K. Parker

Mike K. Workman

The individual elected shall serve as an elected official on a local governmental subdivision of the State of Oklahoma which is responsible for the conservation of all renewable natural resources within the boundaries of the above-named Conservation District.

Printed/Typed Name of Board of Directors Representative Tom Tolbert

 Board of Directors Representative

 ATTEST: District Representative

CHECKLIST OF BOARD ACTION REQUIRED

All Cost Share Program actions taken must be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.

1	CONSERVATION DISTRICT PARTICIPATION - Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.	Date: <u>5/17/2021</u> Action: <u>yes</u>
2	BOARD MEMBER PARTICIPATION - Are district board members allowed to make application in the local program? Complete the <i>Director Participation</i> form and email it to OCC. At this point any board member making application must immediately remove themselves from board discussions and votes on program items.	Date: <u>5/17/2021</u> Action: <u>No</u>
3	CHOOSE DISTRICT REPRESENTATIVE - Designate the authorized district representative. This person must be a district board member. Any board member making application in the local program is not eligible to serve as the district representative.	Date: <u>5/17/2021</u> Action: <u>All Members</u>
4	CHOOSE PRACTICES - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.	Date: <u>5/17/2021</u> Action: <u>All Practices</u>
5	CHOOSE COST SHARE RATE & MAXIMUM PAYMENT - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed 85% and the maximum cost-share payment amount can't exceed \$7,500 per participant.	Date: <u>5/17/2021</u> Action: <u>as is</u>
6	DEVELOP APPLICATION RANKING SYSTEM - Establish your district's local program priorities and application ranking system. Submit your ranking system to OCC for review and approval prior to starting the application process.	Date: <u>5/17/2021</u> Action: <u>same</u>
7	SET APPLICATION PERIOD & ADVERTISING - Establish your district's application period and advertise locally.	Date: <u>5/17/2021</u> Action: <u>June 9th @ SPM</u>
STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP		

Left 601
Came back
@ 6:01

8	RANK & APPROVE APPLICATIONS - Review and rank all applications using your district's OCC approved application ranking system. Board meeting minutes must include the following for each approved and funded participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. Alternate participants approved on the condition that funding is available, must be listed separately and include the following: agreement number, participant name, practice(s), cost-share rate, and maximum amount.	
	Date:	Action:
9	NOTIFY APPLICANT & EXECUTE AGREEMENT - For each approved application (including alternates), prepare a <i>Performance and Maintenance Agreement</i> including - agreement number, completion date, practice life span, cost share rate, and maximum cost share payment not to exceed the amount approved in item 5 above. Notify applicant and secure signatures of both parties.	
	Date:	Action: