

AGENDA
Board of Directors Regular In-Person Meeting
Tulsa County Conservation District
March 16, 2022 – 1:00 PM
822 E 6th St #200, Tulsa, OK 74120

Please email tulsaccd@conservation.ok.gov at least 2 hours prior to meeting to have materials emailed to you.

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion of Urban Conservation Area
5. Approval of Minutes from the February 9, 2022 Regular Meeting
6. Approval of Financial Committee Report for Period Ending February 28, 2022
7. Review of TACF Financials for Period Ending February 28, 2022
8. Discussion and Acceptance of District Conservationist Agency Report March 2022
9. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for February 2022
10. Discussion of the TCCD Monthly Activities and Outreach Report for February, March & April 2022
11. Discussion of the OACD State Meeting
12. Discussion Resource Management Conference
13. Discussion and Approval of 2022 - 2025 The Arrow Group Bond Renewal
14. Discussion and Approval of Discussion and Approval of Publishing Dates for Notice of Filing Period for Election in the Tulsa World
15. Guide No. 1 – Oklahoma’s Open Meeting Act
16. New Business:
17. Adjourn:

All items on this agenda, including but not limited to any agenda item concerning the adoption or approval of any resolution, contract, agreement, or any other item of business, are subject to revision or amendment, including additions and/or deletions, without exception. Any revision or amendments will be limited and rationally related to the topic of the agenda item. The Board may defer, strike, continue, table, and/or refer any agenda item to its chief administrative officer, staff, attorney, and/or refer back or appoint a committee for the purpose of gathering more information the Board may need to take action on any agenda item at a subsequent special or regular meeting of the Board.

Next regularly scheduled meeting is April 13, 2022 at 1:00 PM
822 E 6th St #200, Tulsa, OK 74120

This Meeting is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on [March 15, 2022](#) in the following location:

[822 E 6th St #200](#)

[Tulsa, OK 74120](#)

[March 14, 2022](#) in the following locations:

tulsaccd.org

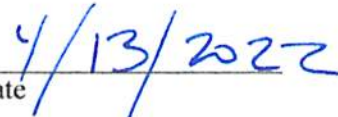


Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **March 16, 2022** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **April 13, 2022**.


Chair, Board of Directors


Date

Attest:



Minutes
Tulsa County Conservation District
822 E 6th St #200, Tulsa, OK 74120
Regular Board Meeting

Date: March 16, 2022

Time: 1:00 PM

Members Present: Tom Tolbert, Chairman
Jana Black, Vice Chairwoman
Michael Patton, Treasure
Julie Monnot, Member

Members Absent: Chrissy Parker, Member

Others Present: Gabrielael Parker, District Secretary

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 1:06 PM. He noted this was a regular meeting and held in compliance with the Open Meeting Act. Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on March 14, 2022, in the front window of 822 E 6th St #200, Tulsa, OK 74120 and March 15, 2022, on tulsaccd.org.

2. Roll Call

Tom Tolbert
Jana Black
Michael Patton
Julie Monnot
Gabriael Parker

3. Public Comments

None

4. Discussion of Urban Conservation Area

Tom Tolbert said on April 9th, 2022, we are having a citywide trash bash and creek cleanup. There is a flyer that we can send out to all board members. Michael Patton asked how many people they anticipate. Tom said they have a few church groups. They also have both Broken Arrow and Union schools ROTCs signed up. There are two locations, one out by NSU and the one behind Anthem Church. The one at Anthem Church is on Garnett close to 71st St.

Michael asked who the lead agency was on the event. Tom said the lead agency on the creek cleanup was us. The lead agency on the whole thing was the City of Broken Arrow.



P O BOX 1670
LOWELL AR 72745

Statement Ending 02/28/2022

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD
TULSA OK 74133-1730

Managing Your Accounts

 24-HOUR
ACCOUNT INFO (800) 601-8655
LINE

 CUSTOMER
SERVICE (866) 952-9523

 MAILING
ADDRESS PO BOX 799
LOWELL AR 72745

 WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$50.03
Total Current Value		\$50.03

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
02/01/2022	Beginning Balance	\$50.03
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
02/28/2022	Ending Balance	\$50.03

DORMANCY: A MONTHLY FEE WILL BEGIN IF NO ACTIVITY FOR 12 MONTHS.

Daily Balances

Date	Amount
01/31/2022	\$50.03



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Statement Ending 02/28/2022

TULSA AREA CONSERVATION

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DORMANCY: A MONTHLY FEE WILL BEGIN IF NO ACTIVITY FOR 12 MONTHS.

Daily Balances

Date	Amount
01/31/2022	\$50.03

Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
March 2022
District Conservationist Report

CTA - Continue with CTA planning as requested / Receipt of service – letter of intent is being implemented in the Team and zone as needed

EQIP Bulletin released giving deadlines for EQIP funding pools – Additional funds will be requested

- January 7th – application deadline
- March 11th ranking and screening deadline
- March 18th Preapproved deadline
- April 22nd Obligation deadline

EQIP CIC Application deadline of 2/25/22 – email/text was sent on 2/18 to most county producers unless they had elected to do so earlier on their own.

Cropland focused fund code for specific practices in the state.
Resource Concern of Soil Quality Limitations and contracts are a mandatory length of 5 years

- Applicable Practices:

324- Deep Tillage – S* - *Only use when compaction is a concern before conversion to no till;*

328- Conservation Crop Rotation – P**

329- Residue and Tillage Mgt, No Till -P

340- Cover Crop - P

345- Residue and Tillage Mgt, Reduced Till***- P

590- Nutrient Management – P

March 31, 2022 Tentative application deadline for FY22

**State Cost Share
Program –**

Working on rankings, plans & check outs as requested in
the Team

Other –

- FPAC Staffing Guidance for COVID-19 office staffing 75% for all offices except Okmulgee at this time, but we can have visitors
- All outreach events must be approved by State office.
- Mask are always required when in the office no exception funding

Tulsa County

Conservation District

February-22

Month & Year

Day of Month

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Conservation Planning																												
Customer service toolkit data entry																												
Conservation plan maintenance																												
Assemble plan components																												
Conducts on-site inspections									X																			
Provide practice check out services																												
Development of plan and soil maps																												
Other:																												
Outreach for Farm Bill Programs																												
News Article Development																												
Outreach Activities		X					X	X	X		X				X	X	X	X										
Assist with monthly outreach report		X					X	X	X		X				X	X	X	X										
Public presentations																												
Success stories																												
Earth Team volunteer program																												
Assist with statewide media																												
Other: BI, Website, YbY, St Mtg PPWK		X					X	X	X		X				X	X	X	X										
Other Cont CARE Activities, OACD Other Act																												
Other Cont Crk Cln Mtg, RMC Plan, H&G									X						X	X								X	X	X		X
Administrative Assistance for Farm Bill Programs																												
Filing		X	X				X	X	X					X	X													
Updating General Manual and FOTG																												
Receptionist/Teleworking	X	X	X	X			X	X	X	X				X	X	X	X	X										
General office correspondence	X	X	X	X			X	X	X	X				X	X	X	X	X										
Record of meeting minutes									X																			
Maintain office schedules	X	X	X	X			X	X	X	X				X	X	X	X	X						X	X	X		X
Maintain ledgers	X	X	X	X			X	X	X	X				X	X	X	X	X						X	X	X		X
Other: M/T Bd mtg/Prep/min, Tax&Fin	X		X	X			X	X	X	X				X	X	X	X	X										
Other Cont Mail, M/T Fin Cks, Min	X		X	X			X	X	X	X				X	X	X	X	X						X	X	X		X
Other Cont OCC Trn File Org, Shreding	X	X							X					X	X													
Farm Bill Contracting																												
Explain and promote farm bill programs																												
Local work group coordination		X							X					X	X	X	X											
Complete program applications								X																				
Program application rankings																												
Compile and file applications																												
Prepare and mail form letters																												
Plan and contract development																												
Provide technical assistance																												
Update and maintain LTP-003																												
Other Farm Bill Activities																												
State Cost Share Program Year 23 M/TCCD	X																											
Team Mtgs, M/TCCD CSPY 24	X		X				X	X	X	X				X	X	X								X	X			
M/TCCD Ck Deposits, Ltr Spnd PPWK																												

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 50 hours

I certify that the above items as marked have been accomplished according to the terms of this agreement and meet with my full satisfaction.

CTH sh 3/14/2022
 Conservation District Board Representative (Signature & Date)

Matt Wood 3-17-22
 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report February 2022



Meetings:

02/02/2022	MCCD Board Meeting (Cancelled due to Weather)
02/09/2022	TCCD Board Meeting
02/09 & 02/10/2022	OCC District Training: Meetings Filing
02/10/2022	Crow Creek Community Planning Meeting (Did not Attend)
02/27 – 03-01/2022	OACD Annual State Meeting in Edmond, OK

Special Events:

02/25/2022 <i>28</i>	Blue Thumb Monitoring -Fred Creek
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Holidays:

02/21/2022	President's Day – Office Closed
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Upcoming Meetings:

03/2/2022	MCCD Board Meeting
03/15/2022	RMC Planning Meeting
03/16/2022	TCCD Board Meeting
03/16 & 03/17/2022	OCC District Training: I-9

Up Coming Events:

03/07/2022	Bug Collection w/ Candice
03/10-03/13	Home & Garden Show
03/31/2022	Blue Thumb Monitoring -Fred Creek

Upcoming Deadlines:

03/11/2022	EQIP Ranking & Screening
03/18/2022	EQIP Preapproved
04/22/2022	EQIP April 22nd Obligation deadline

Upcoming Holidays:

03/17/2022	St Patrick's Day
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Work Duties Performed:

❖ Answer Calls	❖ OCC District Trainings
❖ Email Correspondences	❖ Teleworking
❖ Bill Pay/Financials	❖ Teleconference Meetings
❖ TCCD/MCCD File Organization	❖ MCCD Financials/RCB Bank
❖ TCCD/MCCD Office Mail	❖ Check/Paperwork Signatures
❖ Office Scanning	❖ M/TCCD Cost Share Program 24
❖ Office Shredding	❖ RMC Planning Activities
❖ TCCD/MCCD Meeting Minutes	❖ Home & Garden Show Prep
❖ M/TCCD CS Program Year 23	❖ Earth Month Outreach Planning
❖ TCCD Payroll/Taxes	❖ Litter License Clean Up
❖ CARE Project Activities	❖ OCC Monthly Training
❖ Website Updates	❖ OACD State Meeting Registration
	❖ Yard by Yard Certifications
	❖ Blue Thumb Monitoring Activities

TCCD Monthly Outreach and Activities Report

March 2022



Meetings:

03/01/2022	Last Day of OACD State Meeting
03/2/2022	MCCD Board Meeting
03/15/2022	RMC Planning Meeting
03/16/2022	TCCD Board Meeting
03/16 & 03/17/2022	OCC District Training: I-9

Special Events:

03/07/2022	Bug Collection w/ Candice
03/10-03/13	Home & Garden Show
03/31/2022	Blue Thumb Monitoring -Fred Creek
03/31/2022	Blue Thumb Monitoring -Fred Creek

Holidays:

03/17/2022	St Patrick's Day
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April Meetings:

04/06/2022	MCCD Board Meeting
03/13/2022	TCCD Board Meeting

April Events:

04/07/2022	Conservation Day at the Capital
04/07/2022	Poultry Waste Applicator Cont. Edu Class
04/09/2022	BA Trash Bash & Pollutant Collection
04/20/2022	M.e.t's Enviro Expo
04/22/2022	Chandler Park Community Center Earth Day Event
04/23/2022	Earth Day Event @ Guthrie Green
04/26/2022	2020 Yard by Yard Follow-up

Upcoming Deadlines:

03/11/2022	EQIP Ranking & Screening
03/18/2022	EQIP Preapproved
04/22/2022	EQIP April 22nd Obligation deadline

Upcoming Holidays:

None

Work Duties Performed:

❖ Answer Calls	❖ Teleworking
❖ Email Correspondences	❖ Teleconference Meetings
❖ Bill Pay/Financials	❖ MCCD Financials/RCB Bank
❖ TCCD/MCCD File Organization	❖ Check/Paperwork Signatures
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❖ Office Scanning	❖ RMC Planning Activities
❖ Office Shredding	❖ Earth Month Outreach Planning
❖ TCCD/MCCD Meeting Minutes	❖ Litter License Clean Up
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❖ CARE Project Activities	❖ Yard by Yard Certifications
❖ Website Updates	❖ Blue Thumb Monitoring Activities



Oklahoma Conservation Commission

District Directors' Responsibilities:

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting, and then have a 10 minute discussion on them at a meeting.

Guide No. 1 - Oklahoma's Open Meeting Act

It is the responsibility of all district directors to be knowledgeable about the Open Meeting Act and the requirements that pertain to conservation district board meetings. Penalty for willful violations of the Act is a fine up to \$500 and/or imprisonment in the county jail for up to one year.

The following information covers some of the highlights of the Act and directors are encouraged to review the complete Act in more detail. Additional resources are listed on the back side of this page.

Prior to a Meeting:

- ◆ Notice of meetings must be provided to the County Clerk prior to meetings. Written notice of the date, time, and place of meetings must be filed with the clerk by December 15th of the preceding year for regularly scheduled meetings. This schedule can be changed by written notice not less than 10 days prior to change. Special meetings can be held by filing a notice of date, time, and place in writing, in person or by phone not less than 48 hours prior to the meeting. (Other rules apply to emergency or continued or reconvened meetings).
- ◆ The agenda (including date, time and place of meeting) must be posted at least 24 hours before the meeting in prominent public view at the principal conservation district office. This excludes Saturdays, Sundays and legal holidays, so an agenda for a regularly scheduled meeting at 10:00 a.m. on Monday, must be posted by 10:00 a.m. on the preceding Friday.

- ◆ Agendas should state the purpose of the meeting and clearly describe each agenda item so that an ordinary citizen with no specialized knowledge of the board's prior action or deliberations will be able to understand from the agenda what the board will be doing at the meeting.

Places and Times for Meetings:

Meetings must be held at places and times that are convenient to the public.

Voting:

The vote of each board member must be publicly cast and recorded. Votes will be recorded in the minutes. If a motion carries unanimously and the minutes record the required information regarding which board members were present and absent at the meeting, an entry stating "Motion passed 5-0" or "Motion passed unanimously" is sufficient. However, if a motion passes with a vote of 3-2, the minutes must record the way each member voted.

Executive Sessions:

The Act allows public bodies to conduct executive sessions under limited circumstances. Before an executive session can be conducted, it must appear properly worded on the agenda. The board must have a motion and a majority vote to enter an executive session.

*Prepared by OCC District Services Division
December 2006*

Minutes:

Minutes of a district board meeting must be kept by a designated individual and be made available for public inspection. These minutes are an official summary of the proceedings and must contain (1) the manner and time that notice was given of the particular meeting; (2) the members present and absent; (3) all matters considered by the board; and (4) all actions taken by the board.

New Business:

"New business" items can be considered at a regularly scheduled board meeting if it is a matter not known about or which could not have reasonably been foreseen prior to the time of posting the agenda. Boards should use caution when considering new business items because the public will not have advance knowledge that it will be discussed. Unless it is an urgent item that needs immediate attention it may be best to put it on the next board meeting agenda for consideration. New business can not be considered in "Special Meetings".

During the Meeting:

While enacted to encourage and facilitate an informed citizenry's understanding of government, the Act does not guarantee a citizen the right to participate in the discussion or decision-making process at an open meeting.

The Act provides that a person attending a public meeting may record the proceedings by videotape, audiotape, or by any other method as long as such recording does not interfere with the conduct of the meeting.

What Constitutes a Meeting:

The Act's definition of a "meeting" is sufficiently broad enough to include not only an officially scheduled, formally convened gathering of a public body, but also any informal gathering where a majority of the public body's members are personally present and conducting business. The "conduct of business" includes not only taking official action, but the entire decision-making process in which the public body is engaged, including mere discussions and deliberation where no final action is taken.

As a result, informal gatherings of a majority of board members trigger the requirements of the Act whenever public business is discussed.

This means if three or more board members are together, it will be considered a meeting and an agenda must be posted and other rules of the Act followed. The Act also states that a public body can not use electronic or telephonic communications to circumvent the Act, which could include emails and phone calls.

What to do if it is discovered than an action inadvertently did not comply with the Act?

If a board discovers that an action inadvertently did not comply with the Act, corrective action can be taken. The proper procedure is to begin the entire Open Meeting Act process over again, from filing notice to the posting of an agenda, holding an open meeting at which votes are publicly cast and recorded and so on.

Posting meeting information on websites:

If a conservation district has a website, it is required that a listing of regularly scheduled meetings be posted on the website. The website posting must also include the date, time, place, and agenda of each meeting. The date, time, place and agenda of any special or emergency meeting must also be posted on the website when reasonably possible.

Other Resources:

Chapter Four of the Conservation District Handbook.

Attorney General's website: www.oag.state.ok.us
Click on publications and you can find a publication on the Act.

Each year the Attorney General's office holds open meeting/records acts workshops. Districts will be notified when these are scheduled.

The Oklahoma Press Association has a book on the Open Meetings/Record Act available for \$15. The Oklahoma Conservation Commission has provided a copy of this book to all districts.

Questions can be emailed to Lisa Knauf, District Services Division, Oklahoma Conservation Commission at Lisa.Knauf@conservation.ok.gov

This guide lists some of the major points of the Open Meeting Act, but certainly doesn't cover the entire Act and all of its requirements. Boards should maintain a copy of the Act in the district office to review if there are questions on meeting