

AGENDA
Board of Directors Special In-Person Meeting
Tulsa County Conservation District
May 11, 2022 – 2:00 PM
822 E 6th St #200, Tulsa, OK 74120



11:04 am, May 09, 2022

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 April 13, 2022 Regular Meeting
6. Approval of Financial Committee Report for Period Ending April 30, 2022
7. Review of TACF Financials for Period Ending April 30, 2022
8. Discussion and Acceptance of District Conservationist Agency Report May 2022
9. Discussion and Approval of the NRCS Farm Bill Performance Worksheet for April 2022
10. Discussion of the TCCD Monthly Activities and Outreach Report for May 2022
11. Discussion and Approval of Rain Barrel Purchase for Earth Day Surveys
12. Discussion Resource Management Conference
13. Proposed Executive Session:
Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss Gabriael Parker performance review.
If the executive session is approved, designate in open session the person keeping minutes.
 B. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.
14. Guide No 2. Executive Sessions
15. 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 June 8, 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 May 9, 2022 in the following location:

822 E 6th St #200

Tulsa, OK 74120

May 10, 2022 in the following locations:

6660 S. Sheridan Rd., Suite 120

Tulsa, OK 74133

&

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 11, 2022** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **June 8, 2022**


Chair, Board of Directors


Date

Attest:



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

Date: May 11, 2022
Time: 2:00 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
Charlotte Bell, Member of the Public
Kelsey Royce, Member of the Public
Mike Workman, Member of the Public

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 2:01 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 May 09, 2022, in the front window of 822 E 6th St #200, Tulsa, OK 74120. May 10, in the front window of 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

2. Roll Call

Tom Tolbert
Jana Black
Michael Patton
Julie Monnot
Gabriael Parker
Charlotte Bell
Kelsey Royce
Mike Workman

3. Public Comments

Mike Workman said he thought this was the first meeting in a long time that is 100% in compliance with the open meetings act. Also, he brought a friend, Charlotte Bell, to the

meeting to get a better idea about what the conservation district does. No further action needed to be taken at this time.

Julie Monnot entered the meeting at 2:13 PM

4. Discussion of Urban Conservation Area

The board did not have any updates. No further action needed to be taken at this time.

5. Approval of Minutes from the April 13, 2022, Regular Meeting

After a brief discussion, Michael Patton made a motion to approve the minutes from the April 13, 2022, Regular Meeting with the typo correction to item number three Public Comments. Jana Black 2nd the motion. Ayes: Tom Tolbert, Jana Black, Michael Patton, Julie Monnot. Nays: None. The motion carries.

6. Approval of Financial Committee Report for Period Ending April 30, 2022

The Financial Committee said they did not see anything out of the ordinary that needed further discussion. Michael Patton made a motion to approve Report for Period Ending April 30, 2022. Michael Patton 2nd the motion. Ayes: Tom Tolbert, Jana Black, Michael Patton, Julie Monnot. Nays: None. The motion carries.

7. Review of TACF Financials for Period Ending April 30, 2022

The board reviewed the financials for TACF for the period ending April 30, 2022. No further action needed to be taken at this time.

8. Discussion and Acceptance of District Conservationist Agency Report March & April 2022

Gabriel Parker said Breanna Satterfield was not able to attend the board meeting and did not have a report this month. The board decided to table this agenda item until next month. No action needed to be taken at this time.

9. Discussion and Approval of the NRCS Farm Bill Performance Worksheet for April 2022

After a brief discussion, Michael Patton made a motion to approve the NRCS Farm Bill Performance Worksheet April 2022. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Jana Black, Michael Patton, Julie Monnot. Nays: None. The motion carries.

10. Discussion of the TCCD Monthly Activities and Outreach Report for March & May 2022

Meetings:

05/04/2022	MCCD Board Meeting
05/09/2022	Monarch's on the Mountain Meeting
05/11/2022	TCCD Board Meeting
05/12/2022	CARE Monthly Check-in Meeting

05/17/2022 OCC District Training
07/18/2022 OCC District Training

Special Events:

05/06/2022 Crow Creek Event at Philbrook
05/24/2022 Mayes County Soil Health Field Day
05/26/2022 Fred Creek Bug Picking w/ Candice

Holidays:

05/30/2022 Memorial Day – Office Closed

May Meetings:

06/01/2022 MCCD Board Meeting
06/07/2022 Poultry Waste License Continuing Credit Class
06/08/2022 TCCD Board Meeting
06/16/2022 Crow Creek Committee Meeting

Gabriel Parker went over the outreach in May and informed the board of all the events at the end of April. As with April, there were several outreach events and meetings in May. She said June looks to be less busy. She did say it would change. No action needed to be taken at this time.

11. Discussion and Approval of Rain Barrel Purchase for Earth Day Surveys

The board discussed the purchase of a rain barrel for the Earth Day contest not to exceed \$150.00. Michael Patton made a motion to approve the purchase of a rain barrel up to \$150.00. Jana Black 2nd the motion. Ayes: Tom Tolbert, Jana Black, Michael Patton, Julie Monnot. Nays: None. The motion carries.

12. Discussion Resource Management Conference

The RMC Planning Committee updated the board on the planning progress. No further action needed to be taken at the time.

13. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss Gabriel Parker performance review. If the executive session is approved, designate in open session the person keeping minutes.

Michael Patton made a motion to approve entering Executive Session to review the performance review for Gabriel Parker. With all board members staying, Gabriel Parker, all members of the public leaving and Jana Black taking the minutes. Jana Black 2nd the motion. Ayes: Tom Tolbert, Jana Black, Michael Patton, Julie Monnot. Nays: None. The motion carries.

The board entered executive session at 2:43 PM.

The board exited executive session at 3:22PM to review the performance review for Gabriel Parker.

B. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.

14. Guide No. 2: Executive Sessions

The board reviewed Guide No.2: Executive Sessions. No further action needed to be taken at this time.

15. Adjourn:

Meeting Adjourned at 3:40 PM

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 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 meetings of the Board.

Next regularly scheduled meeting is 1:00 PM on Wednesday June 8, 2022, located in the conference room at 822 E 6th St #200, Tulsa, OK 74120



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 04/30/2022

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

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		\$52.03
Total Current Value		\$52.03

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
04/01/2022	Beginning Balance	\$50.03
	1 Credit(s) This Period	\$2.00
	0 Debit(s) This Period	\$0.00
04/30/2022	Ending Balance	\$52.03

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

Electronic Credits

Date	Description	Amount
04/12/2022	Transfer from Money Mkt - Online Banking Confirmation: 159552680595	\$2.00

Daily Balances

Date	Amount	Date	Amount
03/31/2022	\$50.03	04/12/2022	\$52.03



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LOWELL AR 72745

Statement Ending 04/30/2022

TULSA AREA CONSERVATION

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-  WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$5,096.13
Total Current Value		\$5,096.13

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
04/01/2022	Beginning Balance	\$5,098.00
	1 Credit(s) This Period	\$0.13
	1 Debit(s) This Period	\$2.00
04/30/2022	Ending Balance	\$5,096.13

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.13
Interest Paid Year-to-Date	\$0.51
Interest Withheld Year-to-Date	\$0.00

DORMANCY: A MONTHLY FEE WILL BEGIN IF NO ACTIVITY FOR 24 MONTHS.

Other Credits

Date	Description	Amount
04/30/2022	INTEREST PMT	\$0.13

Electronic Debits

Date	Description	Amount
04/12/2022	Transfer to Checking - Online Banking Confirmation: 159552680595	-\$2.00

Daily Balances

Date	Amount	Date	Amount
03/31/2022	\$5,098.00	04/12/2022	\$5,096.00
		04/29/2022	\$5,096.13

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

CTA - Continuing with CTA planning as calls/producers come in.

EQIP April 22nd Obligation Deadline

32 Contracts total in the team

- Rogers - \$57,643
- Tulsa - \$45,121
- Mayes - \$32,657
- Wagoner - \$89,835
- Muskogee - \$93,047
- Okmulgee - \$46,271

Approximately \$377,506 total
Contract Acres Approximately 3,590

CSP/CSP-GCI –FY 2022

March 31st, 2022 Application deadline for Classic

April 15th, 2022 Application Deadline for Renewals

Field Staff are shifting from EQIP to CSP field assessments.

July 8th Classic Ranking Deadline

August 1st Classic Obligation Deadline

**State Cost Share
Program –**

Completed for all counties.

COVID – We are “Full Open” and are allowed visitors without an appointment

Tulsa County

Conservation District:

April-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																												
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	X						
Assist with monthly outreach report							X	X	X		X	X	X	X		X	X	X	X	X	X	X						
Public presentations									X		X					X			X		X	X						
Success stories																												
Earth Team volunteer program																												
Assist with statewide media																												
Other: BT, Website, YbY, KOB Prp, BT Mon							X	X	X		X	X	X	X		X	X	X	X	X	X	X						
Other Cont: CARE Activities, MoM Mtg, ED Evt							X	X	X		X	X	X	X		X	X	X	X	X	X	X			X			
Other Cont: Crk Cln Mtg, RMC Plan, HOA Prep							X	X	X		X			X		X	X	X	X	X	X	X						X
Administrative Assistance for Farm Bill Programs																												
Filing					X	X	X	X		X	X	X	X	X		X	X	X	X	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	X	X			X	X	X	X	X
General office correspondence					X	X	X	X		X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X
Record of meeting minutes					X							X																
Maintain office schedules					X	X	X	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	X	X	X
Other: M/T Bd mtg/Prep/min,Tax&Fin, FY24Bgt					X	X	X	X		X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X
Other Cont: Mail, M/T Fin, Cks, Deed PPWK					X	X	X	X		X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X
Other Cont: OCC Trn, File Org, Elet ppwk, EOM					X	X	X	X		X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X
Farm Bill Contracting																												
Explain and promote farm bill programs									X							X						X						
Local work group coordination									X		X					X	X	X	X	X	X							X
Complete program applications																												
Program application rankings																												
Compile and file applications																												
Prepare and mail form letters					X	X	X	X			X	X							X	X	X			X	X	X	X	X
Plan and contract development																												
Provide technical assistance																												
Update and maintain LTP-003																												
Other Farm Bill Activities:																												
State Cost Share Prgram 24 M/TCDD					X	X	X	X			X	X						X	X	X					X	X	X	X
Team Mtgs.																												
Litter Sprd PPWK & Rental					X													X	X									

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 65 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:


 Conservation District Board Representative (Signature & Date)


 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report May 2022



Meetings:

05/04/2022	MCCD Board Meeting
05/09/2022	Monarch's on the Mountain Meeting
05/11/2022	TCCD Board Meeting
05/12/2022	CARE Monthly Check-in Meeting
05/17/2022	OCC District Training
07/18/2022	OCC District Training

Special Events:

05/06/2022	Crow Creek Event at Philbrook
05/24/2022	Mayes County Soil Health Field Day
05/26/2022	Fred Creek Bug Picking w/ Candice

Holidays:

05/30/2022	Memorial Day – Office Closed
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May Meetings:

06/01/2022	MCCD Board Meeting
06/07/2022	Poultry Waste License Continuing Credit Class
06/08/2022	TCCD Board Meeting
06/16/2022	Crow Creek Committee Meeting

Deadlines:

None

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	❖ Earth Month Outreach Planning
❖ TCCD Payroll/Taxes	❖ Litter Rental Activities
❖ CARE Project Activities	❖ OCC Monthly Training
❖ 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 the meeting.

Guide No. 2 - Executive Sessions

The Open Meeting Act allows public bodies such as conservation district boards to conduct executive sessions under limited circumstances. An executive session generally denotes a proceeding that is properly closed to the public. Such executive sessions may be attended only by board members and individuals who are invited by the board because their presence is necessary to the business at hand. Following are some of the major rules in conducting an executive session.

When can a district board hold an executive session?

Section 307 (A) of the Open Meeting Act states that public bodies can only hold executive sessions for the reasons stated in this section of the Act. Listed below are those reasons that most fit conservation district boards. If there is a question, boards should contact the Oklahoma Conservation Commission before proposing an executive session.

1. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.

2. Discussing the purchase or appraisal of real property.

3. Confidential communications between the board and its attorney concerning a pending investigation, claim, or action (but only) if the board, with the advice of its attorney, determines that disclosure will seriously impair the ability of the board to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.

4. Discussing matters where disclosure of information would violate confidentiality requirements of state or federal law.

An example of this would be the discussion and review of contracts developed by NRCS for programs like the Environmental Quality Incentives Program (EQIP). It is important that district directors participate in these Farm Bill programs and keep informed of what is in the contracts. But because of privacy requirements the information in the contracts can not be revealed in open session.

The agenda item for the executive session for this purpose will include name of program (EQIP, etc.) and the name of the person who has the contract.

Minutes

Minutes are taken to document the time the board enters the executive session, who attends the session, a brief description of items discussed and the time the board goes back to the open session. Minutes are sealed in an envelope and are not available to anyone other than the board members without a court order. Write on the outside of the envelope, executive session of the (name) Conservation District and the date. The minutes should be kept in a secure place, such as a locked filing cabinet. A board member or someone else designated by the board can take minutes.

Requirements before an executive session can be held:

There must be an item on the agenda of a regular or special board meeting for a proposed executive session. An executive session can only be held when a motion is made, seconded and passed by a majority of board members.

The proposed agenda item must state specifically the provision of Section 307. The following is an example of suggested language or executive session agenda item: Vote in open session on whether to enter executive session as authorized by Title 25 Section 307(B)(1) of the Open Meeting Act to discuss performance duties of the district secretary and district manager.

If the executive session is approved by a motion and majority vote of board members, a person is designated in the open session to keep minutes during the executive session and the board designates who will attend the executive session.

During and following the executive session:

The session is only for discussion of items and no votes can be taken while in the executive session. After the board goes back into the open session, motions can be made and voted on regarding the issue(s) if there is an item on the agenda that calls for possible action.

Only items specified in the agenda item for the proposed executive session can be discussed in an executive session. For example, if the agenda lists discussion of the performance of the district secretary only, then no discussion can be held on performance of other district employees.

It doesn't take a vote to end the executive session and go back into the open session. It simply requires reestablishment of a quorum once back in open session, noting who is present.

Matters discussed in the executive session are confidential and are not to be discussed with employees or others.

Other Resources on Executive Sessions:

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 Open Meeting 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 Executive Sessions, but certainly doesn't cover all the rules and requirements. Boards should maintain a copy of the Open Meeting Act in the district office to review if there are questions on meeting requirements.