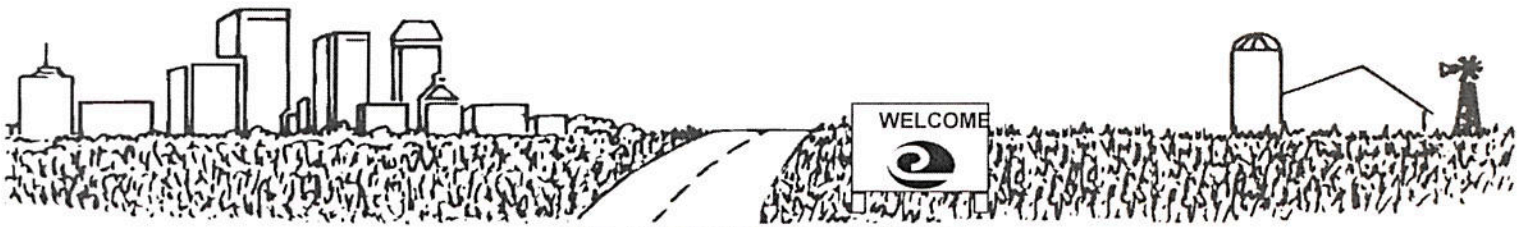


AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
5401 S. Sheridan, Suite 201 Tulsa, OK 74145
April 11, 2013 – 4:00 PM

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
 - A. Approval of Minutes from the March 14th, 2013 Special Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending March 31, 2013
 - C. Review of TACF financials for Period Ending February 28, 2013
 - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - E. Approval of District Employee Timesheet & Leave Records for the Month of February and March
 - F. Acceptance of Conservation Program Specialist Reports
 - G. Acceptance of District Conservationist Agency Report
 - H. Acceptance of NRCS Farm Bill performance worksheets
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 14
 - A. Ed Morris extension request
 - B. Allocate additional remaining funds
7. Discussion and Possible Action on the Following District Operation Items:
 - A. Appointed director position held by John Beasley
 - B. Notice of Personnel Action and Terms of At Will Employment for Gabriel Parker
 - C. Notary for District Secretary
8. New Business
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is May 9, 2013 at the Tulsa County Conservation District Office: 5401 S. Sheridan Rd., Suite 201, Tulsa, OK 74145.



Tulsa County Conservation District
5401 S. Sheridan Road, Suite 201 * Tulsa, Oklahoma 74145-7522
918-280-1595 Fax: 280-1594 E-Mail: Tulsaced@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 April 11, 2013 were approved as written by a vote in the special meeting of the Board of Directors held on May 17, 2013.



Chair, Board of Directors

May 29, 2013

Date

Attest:

Scott Grant


Scott Grant

Minutes
Tulsa County Conservation District
Regular Board Meeting

Date: April 11, 2013
Time: 4:00 PM

Members Present: John Beasley, Chairman
Scott VanLoo, Vice Chairman
Michelle Barnett, Board Member

Members Absent: Roy Foster, Treasurer
Craig Thurmond, Board Member

Others Present: Scott Grant, Conservation Program Specialist
Gary Bishop, NRCS District Conservationist
Gabriael Parker, District Secretary applicant

1. Meeting Called to Order:

Chairman Beasley called the meeting to order at 4:17 PM. He noted this was a regular meeting and 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 April 10, 2013 in the front window at 5401 S. Sheridan, Suite 201, Tulsa, Oklahoma 74145.

2. Roll Call

3. Consider, Discuss, and Take possible action on the following agenda items:

4. Consideration of Consent Agenda:

- A. Approval of Minutes from the March 14th, 2013 Regular Meeting
- B. Approval of Financial Statements & District Budget for Period Ending March 31, 2013
- C. Review of TACF financials for Period Ending February 28, 2013
- D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
- E. Approval of District Employee Timesheet & Leave Records for the Month of February and March
- F. Acceptance of Conservation Program Specialist Reports
- G. Acceptance of District Conservationist Agency Report
- H. Acceptance of NRCS Farm Bill performance worksheets

Scott VanLoo made a motion to accept the consent agenda as presented. Michelle Barnett seconded the motion. Ayes: John Beasley, Scott VanLoo, Michelle Barnett. Nays: None. The motion passes.

5. Consideration of and Possible Action on Items to be Removed Consent Agenda

6. Cost Share Program Year 14

- A. Ed Morris Extension Request

Michelle Barnett made a motion to approve Ed Morris' extension request with a new completion date of May 30, 2013. Scott VanLoo seconded the motion. Ayes: John Beasley, Scott VanLoo, Michelle Barnett. Nays: None. The motion passes.

B. Allocate additional remaining funds

Michelle Barnett made a motion to allocate \$289.65 to Ed Morris. Scott VanLoo seconded the motion. Ayes: John Beasley, Scott VanLoo, Michelle Barnett. Nays: None. The motion passes.

7. Discussion and Possible Action on the Following District Operation Items:

A. Appointed director position held by John Beasley

Michelle Barnett made a motion to reappoint John Beasley to his appointed director position. Scott VanLoo seconded the motion. Ayes: John Beasley, Scott VanLoo, Michelle Barnett. Nays: None. The motion passes.

B. Notice of Personnel Action and Terms of At-Will Employment for Gabrielael Parker

Scott VanLoo made a motion to accept the forms for Gabrielael Parker. Michelle Barnett seconded the motion. Ayes: John Beasley, Scott VanLoo, Michelle Barnett. Nays: None. The motion passes.

8. New Business: Craig Thurmond is open to the idea of someone replacing him on the TCCD board as he is very busy with the role of Mayor of Broken Arrow.

9. Public Comments: None

10. Adjourn: The meeting was adjourned at 4:40 PM.

Next regularly scheduled meeting is May 9, 2013 at the Tulsa County Conservation District Office: 5401 S. Sheridan Rd., Suite 201, Tulsa, OK 74145.

CPS Report - March 2013

Meetings:

3/8/2013 Environmental Education Committee meeting
3/14/2013 TCCD Board meeting
3/18/2013 TACF Board meeting

Special Events:

3/7-10/2013 Home and Garden Show
3/11/2013 Macro collections – Fred Creek
3/12/2013 Macro collections – Crow, Polecat, Haikey, and Adams
3/13/2013 Macro collections – Mingo, Mooser, Spunky, Coal, Harlow
3/14/2013 Macro collections – - Quapaw, Delaware, Haikey
3/26/2013 Cherokee Water Conference

Up Coming Events:

4/1/2013 Conservation Day at the Capitol
4/3/2013 Meeting with Dr William Hughes about Cnetral HS Env Sci/Bio
4/4/2013 Sustainable Tulsa meeting – TyPros
4/5/2013 Environmental Education Committee meeting
4/11/2013 Waste Water Treatment Plant Field Trip with BAHS
4/15/2013 Outrech at Central HS
4/17/2013 Land Judging setup at TCC NE
4/19/2013 Land Judging contest at TCC NE
4/20/2013 Party for the Planet at the Tulsa Zoo
4/30/2013 Rentie Grove Nature walks with 3rd grade at Jenks East Ele
5/2//2013 Rentie Grove Nature walks with 3rd grade at Jenks East Ele
5/4/2013 19th Annual Creek Cleanup on Mingo Creek
5/6-7/2013 Bug picking at TCCD offices
5/20/2013 TACF Board Meeting

Work Duties Performed:

❖ Coordinate CSPY 13 and 14	❖ Macro collections
❖ Cost share signatures	❖ File reimbursement claims
❖ CSPY 13 and 14 monthly reports	❖ Make 941 tax payment
❖ Submit cost share claims	❖ Update check ledger
❖ Pull and file aerals	❖ Create board packets for TCCD
❖ Maintain time, attendance, duties	❖ Order checks
list, volunteer hours and master list	❖ Work with OCC to complete
❖ Organize storage rooms	claims, tax payments, and W-2s
❖ Contact volunteers	❖ Find volunteers, setup, teardown
❖ Agenda and minutes for meetings	for Home and Garden Show
❖ Answer phones	❖ Pay bills
❖ Post agenda	❖ Cherokee Water Conference
❖ Make bank deposits	❖ Attend TACF and TCCD board
❖ Write checks	meetings

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District <u>Tulsa County</u>	District Number <u>2</u>
Activity Number (See Choices on Back) <u>16- Fairs</u>	Date <u>3/7-10/2013</u>
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.)	
Number of Schools Participating <u>0</u>	

Number Reached

Preschool _____	Grade 6 _____	Grade 12 _____
Grade 1 _____	Grade 7 _____	College _____
Grade 2 _____	Grade 8 _____	Teachers _____
Grade 3 _____	Grade 9 _____	Youth Leaders _____
Grade 4 _____	Grade 10 _____	Higher Ed Instructors _____
Grade 5 _____	Grade 11 _____	Adults <u>40,000</u>
		Special Needs _____

TOTAL PARTICIPANTS 40,000

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District <u>Tulsa County</u>	District Number <u>2</u>
Activity Number (See Choices on Back) <u>21-other Biological Collections</u>	Date
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.)	
Number of Schools Participating <u>3: Regents Prep ORU + Broken Arrow HS</u>	

Number Reached

Preschool _____	Grade 6 _____	Grade 12 <u>1</u>
Grade 1 _____	Grade 7 <u>10</u>	College <u>1</u>
Grade 2 _____	Grade 8 <u>12</u>	Teachers <u>2</u>
Grade 3 _____	Grade 9 _____	Youth Leaders _____
Grade 4 _____	Grade 10 _____	Higher Ed Instructors <u>1</u>
Grade 5 _____	Grade 11 <u>3</u>	Adults _____
		Special Needs _____

TOTAL PARTICIPANTS 30

**Agency Report
Natural Resources Conservation Service
Tulsa County Board of Directors Meeting
April 11, 2013**

Programs

EQIP – 17 Environmental Quality Incentives Program applications for FY 2013 have been received: 7 Approved

CSP – One Conservation Stewardship Program applications for FY 2013 have been received.

WHIP – No Wildlife Habitat Incentives Program (WHIP) applications for FY 2013 have been received to evaluate and rank. Currently, there is no funding to support the development of new contracts for FY 2013 in Oklahoma.

State Cost Share

Program Year 13 Project Agreements: 5 Applications Received; 5 Approved; 5 Completed.

Program Year 14 Project Agreements: 5 Applications Received; 5 Approved; 3 Completed

Farm Bill:

Applications for EQIP, WHIP, WRP, CSP and GRP are taken anytime.

Outreach Events:

The Tulsa NRCS staff will be assisting the Tulsa County Conservation District and the Tulsa Community College (NE Campus), with their annual State-Wide Land Judging Contest. The event will be held on campus April 19th.

4/5/13

Tulsa County Conservation District Board

RE: State Cost Share Program

I am requesting an extension to construct my pond. I would like the deadline to be extended to May 30, 2013.

E. M. M. M.