

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
January 11, 2018 - 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 December 14, 2017 Regular Meeting and December 19, 2017 Special Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending December 31, 2017
 - C. Review of TACF Financials for Periods Ending in December 31, 2017
 - 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 December 2017
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 18
 - A. Bill Wiginton Letter to OCC
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report
 - B. Approval of the NRCS Farm Bill Performance Worksheet
 - C. TCCD Monthly Activities and Outreach Report
 - D. Discuss and Approve Corrected November 2017 Timesheet
 - E. Discussion and Approval to Change the March 15, 2018 Regular Meeting
 - F. Resignation of Kevin Gustavson, TACF Vice-Chair
 - G. Discussion of TCCD District Financials
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is February 8, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



Tulsa County Conservation District
5401 S. Sheridan Road, Suite 201 * Tulsa, Oklahoma 74145-7522
918-280-1595 Fax: 280-1594 E-Mail: Tulsacd@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 **January 11, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **February 8, 2018**.

Jana Black
Chair, Board of Directors

2-8-18
Date

Attest:

Malcolm Faushee

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

Date: January 11, 2018
Time: 4:00 PM

Members Present: Melissa Gray, Chairwoman
Jana Black, Vice Chairwoman
Zach Kilburn, Treasure
John Beasley, Member

Members Absent: Tom Tolbert, Member

Others Present: Gabrael Parker, District Secretary
Cleaon Bradford, Acting District Conservationist

1. Meeting Called to Order:

Chair, Melissa Gray called the meeting to order at 3:59 PM. She 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 January 10, 2018 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

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 December 14, 2017 Regular Meeting and December 19, 2017 Special Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending December 31, 2017**
- C. Review of TACF Financials for Periods Ending in December 31, 2017**
- 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 December 2017**

After a brief discussion, Zach Kilburn made a motion to approval the consent agenda as presented. John Beasley 2nd the motion. Nays: None. The motion carries.

5. Consideration of and Possible Action on Items to be Removed Consent Agenda
None

6. Cost Share Program Year 18

A. Bill Wiginton Letter to OCC

Gabriel Parker said she put this in the packet, so everyone could see (if they have not seen it already), the final letter. No further action needed to be taken at this time.

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

A. Discussion and Acceptance of District Conservationist Agency Report

CSP update: Most of the producers have come in and signed paperwork to receive their payments. We still have two outstanding payments, but one producer came in and signed paperwork this morning. Cleon said as of right now, we have not been notified about a deadline for a new CSP application deadline. However, as soon as he heard, he would let them know.

EQIP update: Eligibility letters for the six new applications for FY 2018 in Tulsa County have been sent out. The producer has 30 days from the date on the letter, to submit missing paperwork to remain eligible. As of now, we have not received any information on the deadline to for when we need to have the ranking done on those applications.

John Beasley made a motion to accept the District Conservationist's Agency Report. Jana Black 2nd the motion. Nays: None. The motion carries.

B. Approval of the NRCS Farm Bill Performance Worksheet

After a brief discussion, John Beasley made a motion to approve the NRCS Farm Bill Performance Worksheet. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

C. TCCD Monthly Activities and Outreach Report

Gabriel Parker said it was a relatively quiet month. We had a few RMC Planning meetings that were productive. We went over a draft agenda as well as some food options. We are working on finalizing the Save-The-Date to send out. Other than that, the group will continue to reach out to vendors to see how many we can get.

The Crow Creek work day went well. Not many volunteers show up. It was mostly the planning committee that showed up to plant the wildflower seeds. John, and his grandson came out to help. There were about 3 additional outside volunteers, but we got it all done in a short period.

Gabriel said she helped OCC with their booth at the Tulsa Farm Show. It was a four-hour shift. For a weekday, she felt it was not as busy as in earlier years. She said she was not sure if the weather had something to do with it, or not. Gabriel said she did get a flyer about a legislative dinner that the organizers of the show were adding to the festivities. She said if she had known about the legislative event a heard of time, she would have stayed. She asked one the organizers if they were planning on hosting the legislators again next year, and one of the organizers said they were planning on doing every year at the Farm Show. Gabriel said she would try to attend the event next year. No further action needed to be taken at this time.

F. Discuss and Approve Corrected November 2017 Timesheet

Gabriel Parker said she noticed that the amount of leave starting the month of November was incorrect. She provided the original times sheet that was approved in December, and the corrected times sheet. She said she had the wrong starting balance for comp time. The original time sheet had 22.75 hours available for use at the beginning of the month. After further review, the correct hours available for use, should have been 6.375 hours. Gabriel said she corrected November's time sheet with 6.375 hours, as well as the proper vacation time needed to cover the rest of the leave used. She wanted to the board to approve the corrected time sheet from November, so she could send it to OCC. John Beasley made a motion to approve the corrected November time sheet. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

G. Resignation of Kevin Gustavson, TACF Vice-Chair

Gabriel Parker said she wanted to include Kevin's letter in the board packet just in case not everyone saw the email. No further action needed to be taken at the time.

H. Discussion of TCCD District Financials

Gabriel Parker said she finished FY-2017 and FY – 2016 financial reviews. She determined that most of money loss, is in the day-to-day operations spending. Unfortunately, there are not many places we can cut back, except for the phone and mileage. NRCS took over the district phone line, so we don't have to pay for the phone anymore. Unless we want to get rid of the internet, we do not have many areas where we can save money. Gabriel said she could cut back on mileage to some meetings, but not others. She could also schedule the meetings that she can, here at the TCCD office. With this information, the board suggested we ask the foundation to help with the day-to-day operations funding for FY 2018.

Gabriel said she received a response from Lisa with regards to the balance in the operations allocation we get each year. She said we have about \$1450 in the account. We will run out of funds soon, once we submit the reimbursement claim for FY-2017 Audits. That alone is \$1,130. She also said most items we submit for reimbursement, comes out of our allocation money now. This includes Director expenses. Once we run through that allocation, as we do every year, all expenses not including salary, election publishing fees, and the copier rental will be out-of-pocket. She explained that it was not just the expenses from locally earned funds that were eating a hole through our pocket, it was also the out-of-pocket daily expenses we could not request a reimbursement for.

Zach Kilburn looked at what we have spent for 2018 so far, and determined we would need about \$2,450. John said he would draft a funding request letter to the Foundation in the amount of \$2,450, to get us through the end of the year. He said he would include a detailed explanation of the financial situation.

Zach Kilburn made a motion to approve financial request to the Tulsa Area Conservation Foundation in the amount of \$2,450, to cover TCCD operation expenses through FY-2018. Jana Black 2nd the motion. Nays: None. The motion carries.

Clemon Bradford exited the meeting at 5:30 PM

8. New Business:

Melissa Gray said she had an update on the Home and Garden Show from the City of Tulsa Stormwater group. She said that the Stormwater group does want to help with the TCCD booth, as well as pay for the volunteer wristband's. Gabriela said that is fantastic news.

9. Public Comments:

None

10. Adjourn:

Meeting Adjourned at 5:35 PM

Next regularly scheduled meeting is February 8, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

2:35 PM
01/10/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through December 2017

	<u>Jul - Dec 17</u>
Income	
Administrative Income	1,985.36
Cost-Share Reimbursements	5,418.28
Grant Income	250.00
OCC Reimbursements	<u>13,978.55</u>
Total Income	21,632.19
Expense	
Administrative Expense	480.27
Cost-Share Payments	5,418.28
Director Fees	325.00
Employee Benefits	1,191.49
Office Supplies	70.21
Outreach Programs	410.83
Payroll	10,444.82
Payroll Tax	4,779.67
Postage	6.02
Telephone and Internet	583.93
Travel	<u>600.57</u>
Total Expense	<u>24,311.09</u>
Net Income	<u><u>-2,678.90</u></u>

2:31 PM
01/10/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
December 2017

	<u>Dec 17</u>
Income	
Administrative Income	1,500.07
OCC Reimbursements	<u>2,654.23</u>
Total Income	4,154.30
Expense	
Aministrative Expense	147.31
Employee Benefits	198.58
Office Supplies	38.97
Payroll	2,091.65
Payroll Tax	921.08
Telephone and Internet	74.78
Travel	<u>191.95</u>
Total Expense	<u>3,664.32</u>
Net Income	<u><u>489.98</u></u>

2:30 PM
01/10/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
December 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	12/22/2017		TACF	TCCD Staff S...		Arvest Checki...	1,500.00	1,500.00
Deposit	12/30/2017		Arvest	Interest Pay...		Arvest Checki...	0.07	1,500.07
Total Administrative Income							1,500.07	1,500.07
OCC Reimbursements								
Deposit	12/5/2017		OCC	December S...		Arvest Checki...	2,001.43	2,001.43
Deposit	12/6/2017		OCC	October Gen...		Arvest Checki...	144.30	2,145.73
Deposit	12/28/2017		OCC	November G...		Arvest Checki...	508.50	2,654.23
Total OCC Reimbursements							2,654.23	2,654.23
Total Income							4,154.30	4,154.30
Expense								
Administrative Expense								
Check	12/11/2017	8578	Fuzzell's Copier	4th Quarter 2...		Arvest Checki...	139.83	139.83
Check	12/14/2017		Wal-Mart	Board Meetin...		Arvest Checki...	7.48	147.31
Total Administrative Expense							147.31	147.31
Employee Benefits								
Check	12/20/2017	8581	OCC	December 20...		Arvest Checki...	198.58	198.58
Total Employee Benefits							198.58	198.58
Office Supplies								
Check	12/11/2017		Office Depot	Calendars Pu...		Arvest Checki...	38.97	38.97
Total Office Supplies							38.97	38.97
Payroll								
Check	12/5/2017	8580	Gabriel S Parker	November 16...		Arvest Checki...	836.66	836.66
Check	12/26/2017	8589	Gabriel S Parker	December 1-...		Arvest Checki...	836.66	1,673.32
Check	12/29/2017	8590	Gabriel S Parker	December 16...		Arvest Checki...	418.33	2,091.65
Total Payroll							2,091.65	2,091.65
Payroll Tax								
Check	12/11/2017		IRS	941 Tax Pay...		Arvest Checki...	678.87	678.87
Check	12/11/2017		Oklahoma Employ...	Accidental P...		Arvest Checki...	147.21	826.08
Check	12/15/2017		OK Tax Commission	November 20...		Arvest Checki...	95.00	921.08
Total Payroll Tax							921.08	921.08
Telephone and Internet								
Check	12/29/2017		COX Communicatio...	December 20...		Arvest Checki...	74.78	74.78
Total Telephone and Internet							74.78	74.78

2:30 PM

01/10/18

Accrual Basis

Tulsa County Conservation District
Profit & Loss Detail
December 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel								
Check	12/1/2017	8579	Gabriel S Parker	October 2017...		Arvest Checki...	69.61	69.61
Check	12/18/2017	8588	Gabriel S Parker	November 20...		Arvest Checki...	122.34	191.95
Total Travel							191.95	191.95
Total Expense							3,664.32	3,664.32
Net Income							489.98	489.98



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

TULSA COUNTY CONSERVATION DISTRICT
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

Statement Ending 12/31/2017

TULSA COUNTY CONSERVATION

Page 1 of 4

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		\$813.74
Total Current Value		\$813.74

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
12/01/2017	Beginning Balance	\$323.76
	5 Credit(s) This Period	\$4,154.30
	13 Debit(s) This Period	\$3,664.32
12/31/2017	Ending Balance	\$813.74

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.07
Interest Paid Year-to-Date	\$1.99
Interest Withheld Year-to-Date	\$0.00

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

Deposits

Date	Description	Amount
12/22/2017	DDA DEPOSIT	\$1,500.00

Electronic Credits

Date	Description	Amount
12/05/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,001.43
12/06/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$144.30
12/28/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$508.50

Other Credits

Date	Description	Amount
12/31/2017	INTEREST PMT	\$0.07

Electronic Debits

Date	Description	Amount
12/11/2017	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$678.87

**Statement Ending 12/31/2017**

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number.

NON-PROFIT INTEREST CHECKING - XXXXXXXX6407 (continued)**Electronic Debits (continued)**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/11/2017	EMPL SEC COMM EMPL SEC	-\$147.21
12/11/2017	OFFICE DEPOT ONLINE PMT TULSA CO CONSERVATION	-\$38.97
12/14/2017	773897 POS PUR FROM CHK WM SUPERCENTER # TULSA, OK 5411	-\$7.48
12/15/2017	TAX PAYMENTS OK TAX PMT	-\$95.00
12/29/2017	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$74.78

Checks Cleared

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8578	12/11/2017	\$139.83	8581	12/20/2017	\$198.58	8590	12/29/2017	\$418.33
8579	12/01/2017	\$69.61	8588*	12/18/2017	\$122.34			
8580	12/05/2017	\$836.66	8589	12/26/2017	\$836.66			

* Indicates skipped check number

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
11/30/2017	\$323.76	12/14/2017	\$550.86	12/26/2017	\$798.28
12/01/2017	\$254.15	12/15/2017	\$455.86	12/28/2017	\$1,306.78
12/05/2017	\$1,418.92	12/18/2017	\$333.52	12/29/2017	\$813.74
12/06/2017	\$1,563.22	12/20/2017	\$134.94		
12/11/2017	\$558.34	12/22/2017	\$1,634.94		



P O BOX 1670
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Statement Ending 12/31/2017

TULSA COUNTY 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		\$333.29
Total Current Value		\$333.29

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
12/01/2017	Beginning Balance	\$333.26
	1 Credit(s) This Period	\$0.03
	0 Debit(s) This Period	\$0.00
12/31/2017	Ending Balance	\$333.29

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.03
Interest Paid Year-to-Date	\$0.19
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
12/31/2017	INTEREST PMT	\$0.03

Daily Balances

Date	Amount	Date	Amount
11/30/2017	\$333.26	12/29/2017	\$333.29



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

Statement Ending 12/31/2017

TULSA AREA CONSERVATION

Page 1 of 4

Customer Number

Managing Your Accounts

	24-HOUR ACCOUNT INFO LINE	(800) 601-8655
	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		\$3,724.61
Total Current Value		\$3,724.61

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
12/01/2017	Beginning Balance	\$5,224.21
	1 Credit(s) This Period	\$0.40
	1,Debit(s) This Period	\$1,500.00
12/31/2017	Ending Balance	\$3,724.61

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.40
Interest Paid Year-to-Date	\$5.03
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
12/31/2017	INTEREST PMT	\$0.40

Checks Cleared

Check Nbr	Date	Amount
6098	12/22/2017	\$1,500.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
11/30/2017	\$5,224.21	12/22/2017	\$3,724.21
		12/29/2017	\$3,724.61



P O BOX 1670
LOWELL AR 72745

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Statement Ending 12/31/2017

TULSA AREA CONSERVATION

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Customer Number

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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
BUSINESS MONEY MARKET		\$10,590.38
Total Current Value		\$10,590.38

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
12/01/2017	Beginning Balance	\$10,588.65
	1 Credit(s) This Period	\$1.73
	0 Debit(s) This Period	\$0.00
12/31/2017	Ending Balance	\$10,590.38

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$1.73
Interest Paid Year-to-Date	\$17.17
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
12/31/2017	INTEREST PMT	\$1.73

Daily Balances

Date	Amount	Date	Amount
11/30/2017	\$10,588.65	12/29/2017	\$10,590.38

Oklahoma Employment Security Commission

EMPLOYERS QUARTERLY CONTRIBUTION REPORT

Cashier: P O Box 52004 Oklahoma City, Ok 73152-2004

Your report has been received, DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

1. Employee SSN	Change Type	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
					\$6,747.00	\$4,253.37
				REPORT TOTAL	\$6,747.00	\$4,253.37

14. Monthly count of all full and part-time workers who worked or received pay subject to unemployment insurance for the payroll period that includes the 12th of the month.

Month 1 Month 2 Month 3

15. Oklahoma Account Number:

16. Federal I.D. No:

17. Qtr / Yr:

3/2017

18. Due Date:

10/31/2017

19. Employer Name / Address

TULSA COUNTY CONSERVATION DIST

6660 S Sheridan Rd Ste 120

TULSA

OK

74133

-

5. TOTAL WAGES PAID.....

\$6,747.00

6. TAXABLE WAGES PAID.....

\$4,253.37

7. Contribution Rate for This Quarter.....

1%

8. Contributions Due.....

\$42.53

9. Interest Due.....

\$0.43

10. 10% Penalty Due + \$100.00 Penalty Due.....

\$104.25

11. Debit.....

\$0.00

12. AMOUNT DUE.....

\$147.21

13. Amount Paid.....

I certify this report is correct and no contribution is paid by any employee

Contact Name: **Gabriel Parker**

Title: **District Secretary**

Contact Phone: **918-877-9559**

Date: **11/27/2017**

Confirmation No.: **77861CA867**

July, August, September 2017
report

Oklahoma Employment Security Commission

EMPLOYERS QUARTERLY CONTRIBUTION REPORT

Cashier: P O Box 52004 Oklahoma City, Ok 73152-2004

Your report has been received, DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

1. Employee SSN	Change Type	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
					\$7,006.50	\$0.00
				REPORT TOTAL	\$7,006.50	\$0.00

14. Monthly count of all full and part-time workers who worked or received pay subject to unemployment insurance for the payroll period that includes the 12th of the month.

Month 1 Month 2 Month 3

15. Oklahoma Account Number:

16. Federal I.D. No:

17. Qtr / Yr:

4/2017

18. Due Date:

1/31/2018

19. Employer Name / Address

TULSA COUNTY CONSERVATION DIST

6660 S Sheridan Rd Ste 120

TULSA

OK

74133

-

5. TOTAL WAGES PAID.....

\$7,006.50

6. TAXABLE WAGES PAID.....

\$0.00

7. Contribution Rate for This Quarter.....

1%

8. Contributions Due.....

\$0.00

9. Interest Due.....

\$0.00

10. 10% Penalty Due + \$100.00 Penalty Due.....

\$0.00

11. Debit.....

\$0.00

12. AMOUNT DUE.....

\$0.00

13. Amount Paid.....

I certify this report is correct and no contribution is paid by any employee

Contact Name: **Gabriel Parker**

Title: **District Secretary**

Contact Phone: **918-877-9559**

Date: **12/20/2017**

Confirmation No.: **2489999960**

October, November, December
Report



Tulsa County Conservation District
6660 S. Sheridan Road, Suite 120, Tulsa, Oklahoma 74133
918-280-1595 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

To The Oklahoma Conservation Commission,

In the Tulsa County Conservation District's (TCCD) December 14, 2017 board meeting, the board of directors determined that Mr. Wiginton did not meet all the requirements in his performance agreement (improper application rate of herbicide), and therefore denied payment on the Herbaceous Weed Control Practice. The board was informed by NRCS staff that the rate at which Mr. Wiginton applied the herbicide did not adhere to NRCS standards and specifications for Sericea Lespedeza removal of one pint of Remedy per one acre of land.

The NRCS Standards and Specifications for the application of Remedy for herbaceous weed control require the user to apply one pint of chemical per one acre of land. NRCS staff determined Mr. Wiginton applied half the proper rate of one pint of Remedy Ultra per one acre of land to accurately clear his properties of Sericea Lespedeza. Based on this information, the board determined Bill Wiginton did not meet the Performance Agreement requirements outline in Part II. Section 1A.

Mr. Wiginton came to the TCCD Office to talk about applying for the State Cost Share Program on April 13, 2017. Freddy Trujillo, Soil Technician with NRCS, asked Mr. Wiginton details about what species he wanted to remove as well as what chemical he planned on using. Mr. Wiginton discussed using Remedy Ultra to spray for Sericea Lespedeza. Mr. Trujillo informed Mr. Wiginton of the timing for the use of Remedy, the application rate, and that he would receive a CPA-16 from NRCS. Gabriela Parker, TCCD District Secretary, Mr. Trujillo informed him the maximum payment he could receive under the program would be \$5,000.00, however the program would only pay 75% of state-wide average or actual cost to implement the practice.

Bill Wiginton applied for the Cost-Share Program on April 13, 2017. When Gabriela Parker gave the District Board of Directors his application for approval in the May 11, 2017 board meeting, she informed the board that the initial estimated acreage was 200ac. The TCCD board approved Bill Wiginton's Cost-Share application for Herbaceous Weed Control (315), in the amount not to exceed \$5000.00.

At the end of July, When Mr. Trujillo went to verify completion of the practice he requested multiple meetings with Mr. Wiginton on his property and informed Mr. Wiginton he had questions about the spraying. When Mr. Trujillo attempted to access to the properties, he encountered locked gates. Mr. Trujillo was able to see that Mr. Wiginton sprayed seven and half acres of Sericea Lespedeza on the properties he was able to access, but Mr. Wiginton informed Mr. Trujillo that he had applied half the recommended rate of application and used a mixture of Cimarron Max, and Remedy Ultra.

Melissa Gray
Chairman

Jana Black
Vice Chairman

Zach Kilburn
Treasurer

John Beasley
Member

Tom Tolbert
Member

Therefore the practice, according to NRCS staff was not implemented according to NRCS Standards and Specifications as is stated in the Cost-Share agreement that Mr. Wiginton signed. The Tulsa County Board of Directors collectively decided that the district not allow cost-share funding to be granted to Mr. Wiginton if the practice was not implemented according to NRCS standards and specifications for Herbaceous Weed Control and denied payment.

This was explained to Mr. Wiginton at the TCCD Board Meeting on December 14, 2017. Before Mr. Wiginton left the board meeting, Cleon Bradford, NRCS Acting District Conservationist, invited him to apply for brush management under the Environmental Quality Incentives Program. The District Board also extended an invitation to participate in the Cost-Share Program for Brush management. Mr. Wiginton respectfully declined both invitations.



TCCD Board Chair,
Melissa Gray

TCCD Monthly Outreach and Activities Report

December 2017



Meetings:

12/07/2017	Sustainable Tulsa Meeting (Unable to Attend)
12/14/2017	TCCD Board Meeting
12/19/2017	TCCD Special Board Meeting
12/19/2017	RMC Planning Meeting
12/21/2017	Outreach Meeting with University of Montana Student

Special Events:

12/02/2017	Crow Creek Work Day
12/07 – 12/09/2017	Tulsa Farm Show

Upcoming Meetings

01/04/2018	Sustainable Tulsa Meeting
01/04/2018	TCCD Special Board Meeting (Cancelled)
01/09/2018	RMC Planning Meeting
01/11/2018	TCCD Board Meeting
01/24/2018	RMC Planning Meeting

Up Coming Events:

None

Upcoming NRCS Deadlines:

Upcoming Holidays:

01/01/2018	New Year's Day - Office Closed
01/15/2018	Martin Luther King Jr. Day – Office Closed

Side Notes:

None

Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials Research
- ❖ NRCS/TCCD File Organization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ RMC Event Planning
- ❖ Meeting Minutes
- ❖ Outreach Events/Meetings
- ❖ 2018 State Cost-Share Program
- ❖ End of the Year Taxes

Re: TACF

Kevin Gustavson [kevin.gustavson@gmail.com]

Sent: Wednesday, December 13, 2017 8:01 PM

To: Gabrial Parker

Cc: Ray West [RWest@cityoftulsa.org]; John Beasley [beaslj@yahoo.com]; Vernon Seaman [vseaman@incog.org]; Scott VanLoo [svanloo@cityoftulsa.org]; Dana Hamersley [inertiaqueen@cox.net]; John Beasley City of Tulsa [jbeasley@cityoftulsa.org]; Zach Kilburn [zkilburn@gmail.com]; Melissa Gray [mgray@cityoftulsa.org]; Jana Black [jana-black@utulsa.edu]; jana.black@tulsacc.edu; blackjana123@gmail.com; Tolbert, Tom [TTolbert@brokenarrowok.gov]

Hello everyone,

The time has come for me. I have decided that I would like to step down from my position with the TACF board. I am not really in a position to contribute in a meaningful way right now. Keep up the good work. Hope we cross paths again.

-Kevin

Sent from my iPhone

On Nov 7, 2017, at 6:31 PM, Gabrial Parker <tulsaccd@conservation.ok.gov> wrote:

Good Evening All,

I do apologize for sending the packet out at 6:30 PM. I have been in Bartlesville, since 8:00 AM, for the OACD Area III Meeting, and did not get back to the office until 6:00. I have attached the board packet for tomorrow's meeting. Remember, we will be meeting at the OSU Extension Office at 5PM. The last meeting, we did not have quorum, so please let me know if you will not be able to make it. Let me know if you have any questions. If not, I look forward to seeing everyone tomorrow.

Gabrial Parker
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Fax: 1-855-421-7632
www.TulsaCCD.org

"Ignorance is of a peculiar nature: once dispelled, it is impossible to re-establish it. It is not originally a thing of itself, but is only the absence of knowledge; and though man may be kept ignorant, he cannot be made ignorant."

— Thomas Paine

<11-08-2017 Special.pdf>