

**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**6660 S. Sheridan Rd. Suite 120**  
**Tulsa, OK 74133**  
**March 14, 2019 - 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 February 19, 2019 Special Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending February 28, 2019
  - C. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
  - D. Approval of District Employee Timesheet & Leave Records for the Month of February 2019
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Discussion and/or Possible Action on the Following District Operation Items:
  - A. Discussion and Acceptance of District Conservationist Agency Report
  - B. Discussion of TCCD/NRCS Staff Meeting
  - C. Discussion and Approval of the NRCS Farm Bill Performance Worksheet
  - D. Discussion of the TCCD Monthly Activities and Outreach Report
  - E. Set Publishing Dates for Notice of Filing Period for Election in the Tulsa World
  - F. Discussion and Possible Approval of Discontinuing Cox Internet
  - G. Discussion and Approval of \$50.00 Charge for Enviro Expo Booth Space
  - H. Discussion of Performance Review for Gabriael Parker in April 2019
  - I. Discussion and Approval of Bond Renewal Invoice from The Arrow Group
  - J. Discussion and Approval of FY – 2019 Financial Request to TACF
  - K. Board Member Recruitment
7. New Business:
8. Public Comments:
9. Adjourn:

Next regularly scheduled meeting is April 11, 2019 at the Tulsa County Conservation District  
Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



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](mailto: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 14, 2019** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **May 9, 2019**

*Jana Back*  
Chair, Board of Directors

5-9-19  
Date

Attest:

*Abimael Parker*

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

Date: March 14, 2019

Time: 4:00 PM

Members Present: Jana Black, Vice Chairwoman  
John Beasley, Member  
Tom Tolbert, Member

Members Absent: Zach Kilburn, Treasure

Others Present: Gabrael Parker, District Secretary

**1. Meeting Called to Order:**

Vice Chairwoman, Jana Black called the meeting to order at 4:00 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 March 13, 2019 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 February 19, 2019 Special Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending February 28, 2019**
- C. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
- D. Approval of District Employee Timesheet & Leave Records for the Month of February 2019**

Gabrael Parker said we received notifications from Arvest that they're starting to charge monthly fees for business checking accounts. We have two non-profit checking accounts. She tried to look at their website to see if non-profit checking accounts were included in the new fee schedule but was unable to find the exact answer. From what she had found, it looked like they were included. Jana Black suggested we look at moving to a credit union like TTCU or TFCU. We can't afford to pay monthly fees on what little money we do have. The board agreed. The board directed staff to contact Arvest Bank to verify if the schedule of fees applies to the non-profit checking, and if so, start to compare credit unions that we could switch to. After the above discussion, John Beasley made a motion to approve the consent agenda as presented. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries.



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

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

**A. Discussion and Acceptance of District Conservationist Agency Report**

After a brief discussion, please see report in packet, John Beasley made a motion to approve the District Conservationists Agency Report. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries

**B. Discussion of TCCD/NRCS Staff Meeting**

Jana Black said she thought it would be a good idea to set up regular staff meetings with both Freddy Trujillo, and Christopher Best. She thought these can be held via teleconference and maybe twice a month. One at the board meeting and the other two weeks before the board meeting. She wanted to make sure we can address issues when they pop up. The board did not see a problem with this idea. Jana directed staff to send a request to Chris to see if he would be willing to start having more frequent staff meetings with the TCCD Board. No further action needed to be taken at this time.

**C. 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. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**D. TCCD Monthly Activities and Outreach Report**

Gabriel Parker February was not as slow as January. She attended one of two Crow Creek sign meetings. The sign that the committee decided on, looked great and will be a permanent sign. Gabriel said she also made sure the district's logo was on the sign. The group did not plan on putting the district's logo on the sign. Please see images for more about the sign. The OACD State meeting was February 24th-26th. She did not attend the meeting, but heard it went well. The TU Earth Day event planning meetings started on the 27th. She was unable to attend the first one due to the Home and Garden Show prep. Gabriel said March will be far more active as far as events and planning meetings go. It is the start of our busy time. No further action needed to be taken at this time.

**E. Set Publishing Dates for Notice of Filing Period for Election in the Tulsa World**

Gabriel Parker said we need to publish the Notice of Filing Period for Election in the newspaper. It is for position number 3, and that is John Beasley's position. We normally post it in the Tulsa World. We must post it twice with a week in between each post. According to the timeline we have until April 20, 2019 to have the notice posted. John Suggested we post them on Friday April 5, 2019 and Friday April 19, 2019. John Beasley made a motion to approve publishing the Notice of filing Period for Election in the Tulsa World on Friday April 5, 2019 and Friday April 19, 2019. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries

**F. Discussion and Possible Approval of Discontinuing Cox Internet**

Jana Black said she would like to discontinue the Cox internet service, so we can save the \$74.78 monthly charge. She said since we can use NRCS's WIFI when we are in the office, there is not a need to keep paying for it. The board agreed. Gabriel Parker said she would find out what the login information is for next time they are in the office. John Beasley made a motion to approve the discontinuation of the Cox Internet. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries

**G. Discussion and Approval of \$50.00 Charge for Enviro Expo Booth Space**

Gabriel Parker said we received an email from Terrie Hannam with M.e.t about charging for booth space this year. They are requesting \$50.00 for a booth at the Enviro Expo. I told her I would run it through the board. John Beasley pointed out that the email said to let them know by 3/8/19 if we could not submit the \$50.00. Gabriel said she did not see that in the email. The end of the email said free booths would be given by invitation only. John said we should ask Terrie if it was too late to request the free booth space since we are unable to submit the \$50.00 fee. Gabriel said she would email her in the morning and let the board know what she finds out. John Beasley made a motion to approve the \$50.00 for the Enviro Expo booth space charge if the request for a free space is no longer available. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries

**H. Discussion of Performance Review for Gabriel Parker in April 2019**

Gabriel Parker said this is just an fyi for next month. No further action needed to be taken at this time.

**I. Discussion and Approval of Bond Renewal Invoice from The Arrow Group**

Gabriel Parker said she forgot about having to renew our bond insurance. We renew every three years. John Beasley asked what our bond policy is for. Gabriel said it covers us in the event of theft, fire, water, and natural disasters. Gabriel showed the board members the print copy of the 2010 policy. She said she did not have the paper copy of the 2016 policy. She does have it on her computer. Zach Kilburn said it is only \$100.33 per year. So, it is not a lot of money to spend on the policy per year. John agreed with the assessment. John Beasley made a motion to approve the bond renewal from The Arrow group for 2019 to 2022. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries

**J. Discussion of FY – 2019 Financial Request from TACF**

Gabriel Parker said she changed the numbers from the last meeting with an amount that included the taxes for the year based on the request from 2017. She included the breakdown of the tax shortfall.

The board suggested we include the date for the next scheduled RMC planning meeting as well as what we are doing to limit unnecessary spending. Gabriel would email the



board a new draft. Tom Tolbert made a motion to approve the FY – 2019 financial request to TACF with the suggested changes. John Beasley 2<sup>nd</sup> the motion. Nays: None. The motion carries

**2. Board Member Recruitment**

Gabriel Parker said she started a draft email to the Oklahoma Farmers and Ranchers Association to see if they could connect us to someone who might be interested. She said it was a draft because she wanted to make sure she did not sound like an uneducated individual in the email.

**7. Public Comments:**

None

**8. Adjourn:**

Meeting Adjourned at 5:20 PM

Next regularly scheduled meeting is April 11, 2019 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

# Crow Creek Meadow

Demonstration Site for Protecting Crow Creek through Native Plantings and Landscape Design

## Native Plants



- Food for pollinators and birds
- Need less water
- No chemicals needed

## Wildlife



- Bees
- Birds
- Butterflies

## Creek Health



- Clean Water
- Safe for people
- Home for fish



Questions? We would love to help:

[crowcreekcomm@outlook.com](mailto:crowcreekcomm@outlook.com)

[www.facebook.com/CrowCreekCommunity](https://www.facebook.com/CrowCreekCommunity)





# Crow Creek Meadow

## What can you do?

### Plant Natives



- Milkweed
- Indian Blanket (OK State flower)
- Mexican Hat

### Manage Rainwater



- Use Rain Barrels
- Install Rain Gardens

### Simplify Lawn Care



- Save time and money
- Reduce watering
- Reduce chemical use



Questions? We would love to help:

[crowcreekcomm@outlook.com](mailto:crowcreekcomm@outlook.com)

[www.facebook.com/CrowCreekCommunity](https://www.facebook.com/CrowCreekCommunity)





12:00 PM  
03/13/19  
Accrual Basis

**Tulsa County Conservastion District**  
**Profit & Loss**  
**July 2018 through February 2019**

	<u>Jul '18 - Feb 19</u>
<b>Income</b>	
Administrative Income	25.25
Interest Income	3.23
OCC Cost-Share Reimbursements	17,824.12
OCC General Exp Reimbursements	1,928.98
OCC Salary Reimbursements	<u>17,132.76</u>
<b>Total Income</b>	<b>36,914.34</b>
<b>Expense</b>	
Administrative Expense	399.54
Cost-Share Payments	17,824.12
Employee Benefits	1,377.67
Internet	598.24
Office Supplies	36.88
Outreach Programs	113.00
Payroll	8,706.98
Payroll Tax	6,648.92
Postage	74.70
Professional Fees	570.00
Registration Fees	38.00
Travel	<u>475.82</u>
<b>Total Expense</b>	<b><u>36,863.87</u></b>
<b>Net Income</b>	<b><u><u>50.47</u></u></b>

12:01 PM  
03/13/19  
Accrual Basis

**Tulsa County Conservastion District**  
**Profit & Loss**  
**February 2019**

	<u>Feb 19</u>
<b>Income</b>	
Interest Income	0.36
OCC General Exp Reimbursements	153.83
OCC Salary Reimbursements	<u>2,145.39</u>
<b>Total Income</b>	<u>2,299.58</u>
<b>Expense</b>	
Internet	74.78
Outreach Programs	80.00
Payroll	883.07
Payroll Tax	<u>841.07</u>
<b>Total Expense</b>	<u>1,878.92</u>
<b>Net Income</b>	<u><u>420.66</u></u>



12:03 PM  
03/13/19  
Accrual Basis

**Tulsa County Conservastion District**  
**Profit & Loss Detail**  
February 2019

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
<b>Interest Income</b>								
Deposit	2/28/2019		Arvest	Interest Pay...		Arvest Checki...	0.34	0.34
Deposit	2/28/2019		Arvest	Interest Pay...		Arvest Special...	0.02	0.36
Total Interest Income							0.36	0.36
<b>OCC General Exp Reimbursements</b>								
Deposit	2/1/2019		OCC	December G...		Arvest Checki...	153.83	153.83
Total OCC General Exp Reimbursements							153.83	153.83
<b>OCC Salary Reimbursements</b>								
Deposit	2/1/2019		OCC	February Sal...		Arvest Checki...	2,145.39	2,145.39
Total OCC Salary Reimbursements							2,145.39	2,145.39
Total Income							2,299.58	2,299.58
<b>Expense</b>								
<b>Internet</b>								
Check	2/27/2019		COX Communicatio...	February 201...		Arvest Checki...	74.78	74.78
Total Internet							74.78	74.78
<b>Outreach Programs</b>								
Check	2/21/2019		HBA	Home & Gar...		Arvest Checki...	80.00	80.00
Total Outreach Programs							80.00	80.00
<b>Payroll</b>								
Check	2/4/2019	8642	Gabriel S Parker	Octoberr 16-...		Arvest Checki...	883.07	883.07
Total Payroll							883.07	883.07
<b>Payroll Tax</b>								
Check	2/4/2019		IRS	941 Tax Pay...		Arvest Checki...	721.07	721.07
Check	2/15/2019		OK Tax Commission	January 2019...		Arvest Checki...	120.00	841.07
Total Payroll Tax							841.07	841.07
Total Expense							1,878.92	1,878.92
Net Income							420.66	420.66



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 02/28/2019**

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 <a href="http://www.arvest.com">www.arvest.com</a>

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$912.36
Total Current Value		\$912.36

**NON-PROFIT INTEREST CHECKING**

**Account Summary**

Date	Description	Amount
02/01/2019	Beginning Balance	\$491.72
	2 Credit(s) This Period	\$2,299.56
	5 Debit(s) This Period	\$1,878.92
02/28/2019	Ending Balance	\$912.36

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.34
Interest Paid Year-to-Date	\$0.67
Interest Withheld Year-to-Date	\$0.00

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

**Electronic Credits**

Date	Description	Amount
02/01/2019	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,299.22

**Other Credits**

Date	Description	Amount
02/28/2019	INTEREST PMT	\$0.34

**Electronic Debits**

Date	Description	Amount
02/04/2019	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$721.07
02/15/2019	TAX PAYMENTS OK TAX PMT	-\$120.00
02/21/2019	HOME BUILDERS ASSOCIATI DDA PIN POS PUR CD5315 918-6631100 OK#905226900015	-\$80.00
02/28/2019	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$74.78





## Statement Ending 02/28/2019

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

### NON-PROFIT INTEREST CHECKING

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#### Checks Cleared

Check Nbr	Date	Amount
8642	02/04/2019	\$883.07

\* Indicates skipped check number

#### Daily Balances

Date	Amount	Date	Amount	Date	Amount
01/31/2019	\$491.72	02/04/2019	\$1,186.80	02/21/2019	\$986.80
02/01/2019	\$2,790.94	02/15/2019	\$1,066.80	02/28/2019	\$912.36



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 02/28/2019

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 <a href="http://www.arvest.com">www.arvest.com</a>

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.61
Total Current Value		\$83.61

### NON-PROFIT INTEREST CHECKING

#### Account Summary

Date	Description	Amount
02/01/2019	Beginning Balance	\$83.59
	1 Credit(s) This Period	\$0.02
	0 Debit(s) This Period	\$0.00
02/28/2019	Ending Balance	\$83.61

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.02
Interest Paid Year-to-Date	\$0.04
Interest Withheld Year-to-Date	\$0.00

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

#### Other Credits

Date	Description	Amount
02/28/2019	INTEREST PMT	\$0.02

#### Daily Balances

Date	Amount	Date	Amount
01/31/2019	\$83.59	02/28/2019	\$83.61





Arvest Bank  
P O Box 1670  
Lowell, AR 72745

7 1357



Tulsa County Conservation District  
6660 S Sheridan Rd Ste 120  
Tulsa, OK 74133-1768

**IMPORTANT CHANGE!**

**Regarding your business  
account relationship**

February 20, 2019

We appreciate the relationship you have with Arvest Bank and want to inform you of some upcoming changes that will affect your business banking account relationship.

On April 1, 2019, the monthly maintenance fees and service charges associated with our business deposit accounts will be increasing. These changes will first appear on your April 2019 statement. We understand you may have questions regarding these changes and have included some key factors that contributed to the fee increases:

- These fee increases will enable us to continue to provide the quality and wide range of services you expect from Arvest.
- Arvest has been increasing investments in:
  - Digital technology
  - Risk mitigation
  - Product capabilities
- Fees associated with Arvest business deposit accounts and Treasury Management services have not increased in over a decade.
- For certain business deposit accounts, earnings credit can be used to offset fees and service charges.

Enclosed you will find a revised **standard** business fee schedule and business account chart, which reflect these increases. Based on your existing relationship, your fees may differ slightly.

We would appreciate the opportunity to talk to you about your business and what Arvest can do to help you grow, or answer any questions you may have regarding these changes. Please feel free to contact your preferred Arvest Banker or the Arvest Contact Center, toll-free, at (877) 483-2953.

Thank you for your business!



# BUSINESS CHECKING ACCOUNTS

Effective 4/2019



	Small Business Club Checking	Small Business Checking	Free Small Business Checking	Business Interest Checking	Business Checking
	Designed for small to mid-sized businesses that maintain moderate deposit or loan balances	Hassle-free business banking with a simple fee structure and a flat monthly fee	For small businesses that make few transactions and need to separate business and personal transactions	For sole proprietors, government entities and nonprofit organizations that maintain moderate to high balances	Designed for moderate to large-sized businesses with a high item count
Minimum to Open	\$100	\$100	\$100	\$100	\$100
Monthly Fee	\$15 unless waived	\$10	None* \$5 with check images	\$18	\$18
Earns Interest*	No	No	No	Yes	No
Free Business Debit Card	Yes	Yes	Yes	Yes	Yes
Free Arvest Online Banking*	Yes	Yes	Yes	No	No
Free Arvest Online BillPay*	Unlimited	15 per month	15 per month	Ask for details	Ask for details
Free Items Per Month	200	200	100		
Fee Per Excess Item	50¢	50¢	50¢		
Cash Manager	Ask for details	Ask for details	Ask for details	Ask for details	Ask for details
Fee Per Credit/Debit Item				30¢	30¢
Fee Per Deposited Item				7¢ Arvest Bank 12¢ Non-Arvest banks	7¢ Arvest Bank 12¢ Non-Arvest banks
Fee Per Electronic Item				15¢	15¢
Fee Per POS Item				10¢	10¢
Balance to Waive Monthly Fee	\$5,000 in total average deposit balances OR \$20,000 in business loan balances OR \$20,000 combination of both			Earnings credit* rate may offset fees	Earnings credit* rate may offset fees
Additional Benefits	Up to \$25 off on first order of business-style checks Safe Deposit Box discount 2 cashier's checks and/or money orders per day				

\*Important information on reverse

Member FDIC

19ABG003 04/2019



## BUSINESS CHECKING ACCOUNTS



### ADDITIONAL INFORMATION

#### ARVEST ONLINE BANKING

**Business Checking Accounts**  
Cash Manager available. Ask a Treasury Management Advisor for details.

#### ARVEST ONLINE BILLPAY

**Small Business Checking & Free Small Business Checking**  
Up to 15 free per month. Payments in excess of 15 per month are \$0.50 each.

#### EARNINGS CREDIT

**Business Checking and Business Interest Checking**  
A rate is applied to certain balances kept in these accounts. The earnings credit may offset account maintenance fees that appear on your monthly statement. The earnings credit rate applicable to these accounts will be established from time to time by Arvest Bank.

#### EARN INTEREST

**Business Interest Checking**  
Interest is paid on the daily collected balance at the current checking rate. This rate is variable and may change at any time.

#### FREE CHECKS

**Small Business Club**  
Up to \$25 off on first order of business-style checks.

#### NEGATIVE COLLECTED BALANCES

**All Business Products**  
Charged at the current legal lending interest rate.

#### NON-ARVEST ATM TRANSACTION FEES

**All Business Checking Accounts**  
Transaction fees may apply to usage of non-Arvest ATMs or other non-ATM Personal Identification Number (PIN) withdrawals or transfers.

#### OVERDRAFT COVERAGE

**Free Small Business Checking, Small Business Checking & Business Interest Checking - Up to \$400**  
**Small Business Club - Up to \$1,000**

Overdraft coverage is available upon approval between 30 and 120 days for all the above business checking accounts.

#### Overdraft Coverage -- Business Accounts

Your business checking account comes with a preset overdraft limit, which is available on most business checking accounts between 30 and 120 days from when overdraft coverage is requested, subject to approval. Generally, accounts approved for overdraft coverage have no more than two insufficient funds items presented for payment or have not been overdrawn more than two consecutive days in the first 30 days after overdraft coverage is requested.

Once approved for overdraft coverage, we will pay checks and other items that cause your account to go into a negative balance up to the amount of the overdraft limit on your account. There is a \$17 fee per item paid into the negative.

Overdraft Coverage on Business Accounts pay these items:

- Checks you write and checks initiated by online BillPay
- ACH electronic payments for bills automatically deducted from your account
- Recurring debit card transactions, such as a monthly membership or subscription
- Everyday debit card purchases
- Cash withdrawals from ATMs
- One-time online debit card payments including utilities, online shopping and reservations

If checks or other items clearing your account cause a negative balance in excess of your overdraft limit, those items will be returned and a \$17 per item fee will be assessed when permitted by law. Additional merchant fees may also apply.

If you select our overdraft protection program, you should understand that you are still responsible for bringing your account to a positive balance. If your account maintains a negative balance at the end of posting each business day for 35 consecutive days, we will remove your overdraft coverage. If your account maintains a negative balance at the end of posting each business day for 56 days, your account will be closed.

#### Decline Overdraft Coverage

You may determine that you do not want any overdraft coverage at all. If you are concerned about managing your account with the overdraft option previously described, we can remove all coverage. When you decline overdraft coverage, checks and other items presented on your checking account that would cause an overdraft will be returned and you will be assessed a \$17 fee for each item when permitted by law. Additional merchant fees may also apply. We will decline debit card purchases and ATM withdrawals that would take your account into a negative balance. If you have authorized a recurring transaction on your debit card, such as a monthly payment, it could overdraw your account and we will charge you a \$17 insufficient funds fee for each item present against insufficient funds, up to a maximum of eight insufficient funds fees per day.

The order in which items are posted to your account depends on when the items are presented to the bank for payment. This is important if there is not enough money in your account to pay for all of the transactions presented to the bank. This can affect the number of transactions either paid into overdraft or returned unpaid, as well as the amount of fees you may have to pay.

#### VISA CORPORATE CREDIT CARD

**All Business Accounts**  
Available upon approval; no annual fee.



## SCHEDULE OF FEES AND CHARGES (BUSINESS FINANCIAL SERVICES)

FEES LISTED MAY NOT APPLY TO ALL ACCOUNT TYPES

### ATM USAGE:

Fee applies to the use of an ATM or terminal not owned and operated by Arvest Bank, including balance inquiry, deposit, or withdrawal. The ATM owner may charge an additional fee.

ATM ACCOUNT INQUIRY	\$2.00	per item
ATM TRANSACTION	\$2.00	per item
ATM OR DEBIT CARD REPLACEMENT	\$7.50	per card
ATM OR DEBIT CARD EXPEDITED DELIVERY CHARGES:		
RUSH MAILING	\$60.00	per card
SPECIAL DELIVERY MAILING	\$70.00	per card
INTERNATIONAL STANDARD MAILING	\$40.00	per card
INTERNATIONAL EXPEDITED MAILING	\$60.00	per card
AUTOMATIC TRANSFERS TO OR FROM EXTERNAL BANK	\$10.00	per transfer
CASHIER'S CHECK	\$8.00	per check
CHARGEBACK OF DEPOSITED ITEM	\$8.00	per item
COLLECTION ITEM (INCOMING OR OUTGOING)	\$20.00	per item
COLLECTION ITEM (INTERNATIONAL)	\$40.00	per item
DORMANT ACCOUNT	\$5.00	per month

A checking account is considered dormant if it has had no deposit or withdrawal activity for a period of 365 days. A money market or savings account is considered dormant if it has had no activity for a period of 730 days. Internal transactions, such as the posting of interest or service charges, do not qualify as activity.

The fee is charged monthly until the account is reactivated, the balance reaches or falls below zero, or is remitted to the appropriate state as unclaimed property. To avoid this fee, you need to maintain a balance of \$10,000 or more, or complete at least one deposit or withdrawal per year (two years if the account is a money market or savings).

FAX OUTGOING (LONG DISTANCE)	\$5.00	per fax request
FAX OUTGOING (INTERNATIONAL)	\$25.00	per fax request
FOREIGN CURRENCY	\$20.00	per exchange
INTERNAL TRANSFER - TELEPHONE (CUSTOMER SERVICE ASSISTED)	\$3.00	per transfer
INTERNAL TRANSFER - BRANCH	\$0.20	per item
MOBILE CHECK DEPOSIT	\$0.50	per item
ONLINE BILLPAY (if applicable based on account features)	\$0.50	per item
MONEY ORDER	\$3.00	per item
OVERDRAFT (OD) - INSUFFICIENT FUNDS (NSF)	\$17.00	per item
RESEARCH OR ACCOUNT RECONCILIATION (plus postage costs, if applicable)	\$25.00	per hour
SERVICE CHARGE BILLING:		
CUSTOMIZED MONTH-END BILLING	\$15.00	per billing
CUSTOMIZED QUARTER-END BILLING	\$35.00	per billing
STATEMENT OPTIONS:		
CURRENT ACTIVITY	\$4.00	per request
DUPLICATE MONTHLY STATEMENT	\$10.00	per month
SPECIAL CUT-OFF	\$15.00	per month
STOP PAYMENT ORDER (initial order or a renewal)	\$30.00	per item
VERIFICATIONS-CONFIRMATIONS:		
VERIFICATION OF DEPOSIT (Including Credit/Audit Confirmations)	\$25.00	per request
WIRE TRANSFERS:		
INCOMING WIRE	\$10.00	per transfer
OUTGOING WIRE - BRANCH (DOMESTIC)	\$25.00	per transfer
OUTGOING WIRE - PIN (DOMESTIC)	\$20.00	per transfer
OUTGOING WIRE - BRANCH (INTERNATIONAL)	\$60.00	per transfer
OUTGOING WIRE - PIN (INTERNATIONAL)	\$40.00	per transfer
WIRE ADVICE FAX (INCOMING-OUTGOING)	\$4.00	per transfer
WIRE ADVICE EMAIL (INCOMING-OUTGOING)	\$2.00	per transfer
DRAWDOWN WIRE	\$15.00	per transfer
SAME DAY TAX WIRE	\$60.00	per transfer
RETURNED ITEM:		
RETURNED	\$8.00	per item
RECLEARED	\$6.00	per item
SPECIAL INSTRUCTIONS	\$15.00	per item

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County  
Conservation District Board Meeting  
March 5, 6, 7, 12, 14, 2019  
District Conservationist Report**

**CTA -** Continue with CTA planning as requested / Receipt of service

**EQIP / WHIP/ CSP –** Continue to work on implementation of existing contracts, applied practices and new conservation plans.

**EQIP – FY 2019**

- Working on field views & ranking
- 23 fund codes are added
- March 29 ranking deadline
- May 31 submit apps for 2<sup>nd</sup> level review
- Status Reviews due June 1 off schedule
- Status Reviews due Sept. 1 for on schedule
- All eligibility letters sent out Dec. 28 to update eligibility
- Bee Hive: Wagoner Feb. 4-8; Okmulgee Feb 19-22; Muskogee March 4-8
- Funds coming soon to our counties

**CSP -**

- Making FY18 Payments due March 15
- Continuing Modifications
- Status Reviews due June 1 off schedule
- Status Reviews due Sept. 1 for on schedule

**State Cost Share  
Program –**

- CTA planning

**Other –**

- LDP - Washington DC March 11-15
- Farm Bill Specialist

Tulsa County

Conservation District:

March-19

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
<b>Conservation Planning</b>																												
Customer service toolkit data entry																												
Conservation plan maintenance												X							X		X							
Assemble plan components																												
Conducts on-site inspections																												
Provide practice check out services																												
Development of plan and soil maps																												
Other: NRCS Flie maintenance												X							X		X							
<b>Outreach for Farm Bill Programs</b>																												
News Article Development																												
Outreach Activities, H&G Show/Prep	X				X	X	X	X	X	X																		
Assist with monthly outreach report					X		X	X																			X	X
Public presentations					X		X	X	X	X																		
Success stories																												
Earth Team volunteer program					X		X	X	X	X																		
Assist with statewide media																												
Other: LRP, Crow Creek, MOM	X																		X		X	X			X	X	X	X
<b>Administrative Assistance for Farm Bill Programs</b>																												
Filing	X				X	X	X	X	X			X	X	X	X				X	X		X	X			X	X	X
Updating General Manual and FOTG																												
Receptionist	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
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: Website Updates													X	X					X									
<b>Farm Bill Contracting</b>																												
Explain and promote farm bill programs							X	X																	X			
Local work group coordination																						X			X	X	X	
Complete program applications																												
Program application rankings																												
Compile and file applications																												
Prepare and mail form letters																												
Plan and contract development																												
Provide technical assistance																												
Update and maintain LTP-003																												
<b>Other Farm Bill Activities:</b>																												
NRCS Scanning Mail/Lables/Staff Mtg												X							X		X					X		

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **45 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:

*Jana Black* 5/9/19  
 Conservation District Board Representative (Signature & Date)

*CHB*  
 NRCS District Conservationist (Signature & Date)



# TCCD Monthly Outreach and Activities Report

## February 2019



### Meetings:

02/07/2019	Sustainable Tulsa Meeting
02/08/2019	Crow Creek Sign Planning Meeting
02/14/2019	TCCD Board Meeting (Cancelled)
02/19/2019	TCCD Board Meeting (Rescheduled)
02/22/2019	Crow Creek Sign Planning Meeting
02/27/2019	TU Earth Day Planning Meeting

### Special Events:

02/24 – 02/26	OACD State Meeting
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### Holidays:

02/18/2019	President's Day – Office Closed
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### Upcoming Meetings

03/04/2019	Monarch's on the Mountain Planning Meeting
03/06/2019	TU Earth Day Planning Meeting
03/07/2019	Sustainable Tulsa Meeting
03/13/2019	TU Earth Day Planning Meeting
03/14/2019	TCCD Board Meeting
03/20/2019	TU Earth Day Planning Meeting
03/27/2019	TU Earth Day Planning Meeting

### Up Coming Events:

03/07 – 03/10	2019 Home & Garden Show
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### Upcoming NRCS Deadlines:

03/15/2019	2018 CSP Payments Deadline
03/29/2019	EQIP Ranking Deadline

### Upcoming Holidays:

None

### Side Notes:

None

### Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials
- ❖ TCCD File Organization
- ❖ NRCS File Reorganization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ Meeting Minutes
- ❖ End of Year Tax Prep





## What is Crow Creek?

Crow Creek is on the State of Oklahoma's list of impaired waters because it does not have the fish population that should be there. Many people are working together to address possible reasons for the low fish population. Those reasons include barriers to re-population from the Arkansas River, pesticide and fertilizer use in the neighborhoods in the watershed. We are always looking for people who care about Crow Creek and are interested in helping with this effort. Please contact the Tulsa County Conservation District at 918-877-9566 or the Oklahoma Blue Thumb Volunteer Coordinator Cheryl.Cheadle@Conservation.ok.gov.



Crow Creek winter of 2018-2019

## What is the Crow Creek Community ?

The Crow Creek Community is a group citizens working together to help improve water quality and life in and around Crow Creek as it flows through midtown Tulsa. The goal is to increase awareness and take action to save this stream. We hope to join hands with members of the community to help protect and restore Crow Creek to its optimal state of health. This will maximize our own health and enjoyment.



### Inside this issue:

Ongoing Issues	2
2018 Spotlight	2
2018 Spotlight	3
2018 Spotlight	4
Next Steps	4
Upcoming Events	5
Contact Information	5



## Ongoing Issues

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*We continue to address ongoing issue in the creek. Throughout the year we hold several events to help educate the neighborhood and others in the watershed about how they can help restore Crow Creek.*



*Tulsa County Conservation District staff member Gabrielae helps register guests.*

*The issues we continue to address in the neighborhood and watershed include:*

*Yard waste washing downstream and obstructing the creek bed*

*Flooding*

*Trash*

*Bank stabilization plans and access across property*

*Ways to landscape to help protect the creek*

*Pollinators and wildlife habitat protection*

## 2018 In Review

---

The Crow Creek Community volunteers may not be out everyday, but we continue to work hard behind the scenes to organize events and continue to reach out to the neighborhood. Here is what we have been up to during 2018.



*Tulsa County Conservation District Board Member John Beasley playing in the weeds at the Crow Creek Work Day on May 15, 2018*

*We put some new buffalo grass sod along the curb to make it easier for folks to visit without being right up against the flowers. On Monday when we stopped by there was someone there ready to dig up flowers since he was afraid we were going to sod the entire lot. Fear not! The native grasses and flowers are intended to stay and provide for pollinators and songbirds, but we want access to be comfortable for everyone.*



*Some people in the neighborhood just stopped by on May 15, 2018 to see what is going on. Thanks to this crew for making our border look nice!*





## 2018 In Review



Graham Brannin, The Met, sitting next to the newly installed sign designating the meadow as a national Monarch Weigh Station. August 2018

A group of volunteers helping pick weeds in the path. August 2018



A Monarch Butterfly stocking up on a wildflower in the middle of the migration to winter breeding grounds in Mexico

Jacob from City of Tulsa. The City has taken many steps to help Crow Creek. International Coastal Waters Clean Up @ Zink Park September 2018



Worm millipede (*Narceus americanus-annularis-complex*)  
September 15, 2018



## 2018 In Review

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*A group of volunteers helping pick up trash in Crow Creek at the International Coastal Waters Event September 16, 2018*



*Jean and Cheryl starting the day off great at the 3<sup>rd</sup> Annual Monarch's on the Mountain event September 22, 2018. In addition to telling people about the Crow Creek Project, Blue Thumb staff recruited for the upcoming Blue Thumb Training that will be held in Tulsa on November 3 & 4*

## The Next Steps For The Meadow

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In 2019, the Crow Creek Planning Committee will be working on signage for the areas of interest around the meadow. The four areas of emphasis in the meadow will include:

### Natives

- The describe positives of native plant species for creating an environment that is beneficial to the ecosystem
- Native plants that inhabit the meadow reduce
- No need for supplemental irrigation and are capable of cleaning polluted water from roof tops, driveways, streets, and lawns
- Native plants slow down water, sink it and help prevent erosion
- Genetically designed to tolerate drought and pests

### Pollinators

- Pollinators are a vital link in the chain of nature's plant life cycle and are extremely important to the wellbeing of many plants and/or crops that are utilized in agriculture
- Pollinators such as monarch butterflies and bees are declining every year
- Plants that pollinators can utilize benefits everyone including other plants, animals and humans

### Bio-swell

- Captures large volumes of water by using the natural shape of the topography
- Helps collect and slow down water before it makes its way into our waterways

### Riparian

- Helps manage the landscape and erosion pollution into our waterways
- Helps manage water surge from roads, houses, and structures

***Great Things To Come!***



# What's to Come in 2019

Crow Creek Maintenance Work Day at Crow Creek	February 8, 2019 2:00 PM - 4:00 PM @ 1025 E 33rd Pl
Crow Creek Planning Committee Signage Meeting	February 22, 2019 3:00 PM - 4:00 PM @ Marshall Brewing Company, 1742 E 6th St.
Tulsa Home and Garden Show	March 7th - March 10th
Crow Creek Play and Bio Blitz	May 10, 2019 2:00 PM - 5:00 PM @ 1025 E 33rd Pl



A male Monarch Butterfly at Crow Creek September 15, 2018



Ambush bug (Phymata sp.) September 15, 2018



Tulsa County  
Conservation District

## Crow Creek Community Contact Information



**Jacob Hagen** - City of Tulsa (918) 591-4351

**Cheryl Cheadle** - Oklahoma Conservation Commission (918) 720-8128

**Gabriel Parker** - Tulsa County Conservation District (918) 877-9566

**Candice Miller** - Oklahoma Blue Thumb (701) 659-0008

**Graham Brannin** - The Met (918) 584-0584

**Richard Kotarsky** - Tulsa Zoo (918) 669-6232

*Check Us Out On Facebook!*





**scholarship booth for Enviro Expo**

Terrie Hannam [thannam@metrecycle.com]

**Sent:** Monday, March 04, 2019 12:58 PM**To:** Gabrael Parker**Cc:** Graham Brannin [greengraham@metrecycle.com]**Attachments:** Booth Form Scholarship 2019.pdf (4 MB)

March 4, 2019

Hi Gabriel with Tulsa Conservation Dist.

Cc: Graham

As you probably know from a previous email, we are now charging for non-profit booths but have some scholarships (free booth) available by invitation. Graham asked me to email you to offer a scholarship booth.

If you can participate, please fill out and email back by this Friday, March 8<sup>th</sup>.

Thanks!

Terrie Hannam

The Metropolitan Environmental Trust

M.e.t. Office Manager



WTI, One West Third Str., Ste 110

Tulsa, OK 74103

[terrie@metrecycle.com](mailto:terrie@metrecycle.com)

Phone 918-584-0584

**"Don't count the days, make the days count"**

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Conservation District Employee Evaluation of: \_\_\_\_\_

Scale: 5 (Outstanding – Consistently exceeds expectations)

4 (Very good – Sometimes exceeds expectations)

3 (Satisfactory – Meets expectations)

2 (Needs improvement)

1 (Fails to meet expectations)

#### **A. Work Habits/Attitudes**

	Exhibits common sense, maturity, and good judgment
	Takes pride in work, has interest in office
	Applies enthusiasm and interest in the job
	Works well under stressful conditions meets deadlines, deals with time constraints
	Independent - requires minimal supervision on many tasks, gets job done
	Dependable – on time for work, uses leave consistent with office policies
	Professional personal appearances
	Time effectiveness - uses time wisely to accomplish work
	Acceptance of direction and criticism
	Flexibility – willingness to accept new assignments, good attitude toward change, new duties and methods

#### **B. Technical Skills**

	Work is technically accurate and free from errors
	Follows established policies and procedures
	Problem solving, creativity, resourcefulness
	Initiative – Self-starter, voices ideas

#### **C. Communication Skills**

	Oral communication
	Written communication
	Communication and interaction with other co-workers

#### **D. Dealing with co-workers, customers, and other agencies**

	Tact and diplomacy
	Skill in getting along with co-workers
	Willingness to assist in support activities
	Interpersonal skills – listens and communicates effectively
	Cooperation with NRCS - does a good working relationship exist?
	Cooperation with other agencies
	Cooperation with board of directors and other district employees
	Confidentiality



**1. What are this person's strengths?**

**What improvements are needed?**

The following questions are optional and should be asked at TCCD's discretion.

**3. Does this person supervise effectively?**

**4. Does this person demonstrate leadership skills and motivate others?**

**5. Does this person handle additional responsibilities well?**

**Does this person delegate tasks to others?**

Employee's Comments:

Date of TCCD board meeting at which review was completed: \_\_\_\_\_

Chairman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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](mailto:Tulsaccd@conservation.ok.gov)

Tulsa Area Conservation Foundation Board of Directors,

At our February 19, 2019 special meeting, the Tulsa County Conservation District Board of Director's voted to make a request for funds from the Tulsa Area Conservation Foundation in the amount of \$7730, to ensure TCCD 's ability to maintain staff and continued assistance to the Tulsa Area Conservation Foundation. We must maintain our partnership efforts together to secure income in these uncertain times as state budget funding remains at previous year levels.

TCCD has set up a planning committee to start planning a fundraiser for TACF in late summer, as well as holding a RMC on new stormwater permit requirements due in 2020.

Please see attached TCCD financial breakdown for fiscal year 19.

TCCD Vice-Chair,

Zach Kilburn

Vacant  
Chair

Jana Black  
Vice Chair

Zach Kilburn  
Treasurer

John Beasley  
Member

Tom Tolbert  
Member