

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
May 09, 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 April 11, 2018 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending April 30, 2018
 - C. Review of TACF Financials for Periods Ending in April 30, 2018
 - 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 April 2018
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 18
 - A. Discussion and Possible Approval to Change Stephen Smith's Conservation Practice from (314) Brush Management, (315) Herbaceous Weed Control, and (382) Cross Fencing to (362) Diversion
 - B. Discussion and Possible Action Regarding Terry Young Participation
7. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (7), to discuss and review the conservation plans for Tony Warford and Aaron Kern. If the executive session is approved, designate in open session the person keeping minutes.

 - A. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.
8. Cost Share Program Year 19
 - A. Discussion and Possible Changes to Director Check List to Include More Practices
 - B. Discussion and Possible Approval of a New Application Period
 - C. Discussion and Possible Action Regarding Patrick Lester's Application
 - D. Discussion and Approve the Allocation of Program Year 19 Funds to Patrick Lester, Ron Clark and Michael Henley
9. 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. Discussion of FY – 2019 Financial Request from TACF
 - E. Discussion and Approval of Tom Tolbert's Reappointment to the TCCD Board of Directors
 - F. Discussion and Approval of Disposing of the District Owned Desktop Computer
 - G. Discussion of Associate Board Member Policy
 - H. Joint TACF Board Meeting
10. New Business:
11. Public Comments:
12. Adjourn:

Next regularly scheduled meeting is June 14, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

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

Date: May 9, 2018
Time: 4:00 PM

Members Present: Melissa Gray, Chairwoman
Zach Kilburn, Treasure
John Beasley, Member
Tom Tolbert, Member

Members Absent: Jana Black, Vice Chairwoman

Others Present: Dana Hamersley, Chairwoman
John Beasley, Secretary
Zach Kilburn, Member
Vernon Seaman, Member
Gabriael Parker, District Secretary
Cleon Bradford, Acting District Conservationist

1. Meeting Called to Order:

Chair, Melissa Gray 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 May 8, 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 April 11, Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending April 30, 2018**
- C. Review of TACF Financials for Periods Ending in April 30, 2018**
- 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 April 2018**

Melissa Gray asked Gabriael for some clarification of the monthly accrued compensation time in her time sheet. Melissa said the comp time forwarded from last month was zero,

and comp time used during the month was also zero. She wanted to make sure the 1.5 hours accrued was correct. Gabriela said it was correct and she would have used some of the accrued time earlier in the month, but she had not yet accrued it at the time. Melissa said she wanted to make sure she understood the time correctly. Melissa said she did not have any other questions. John Beasley made a motion to approve the consent agenda as presented. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

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

6. Cost Share Program Year 18

A. Discussion and Possible Approval to Change Stephen Smith's Conservation Practice from (314) Brush Management, (315) Herbaceous Weed Control, and (382) Cross Fencing to (362) Diversion

Gabriel Parker said Mr. Smith decided that his most pressing concern is having a water source for his livestock. His original agreement was approved for brush management, herbaceous weed control, and cross fencing, but would like to change to a diversion. He has a pond, but has had trouble getting water to it. Instead, he would like to implement a diversion, to divert water into the pond for a constant water source. Gabriela said she spoke to Tammy in Oklahoma City for guidance on how to proceed. She said we can change his approved practices to the new practice, but the requested practice needs to be one that was originally offered by the district. It would also need to be approved by the board and the change documented on his performance agreement. The board said they did not see a problem with the change. John Beasley made a motion to approve Stephen Smith's request to change his cost share practices from (314) Brush Management, (315) Herbaceous Weed Control, and (382) Cross Fencing to (362) Diversion. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

B. Discussion and Possible Action Regarding Terry Young Participation

Gabriel Parker said she had spoken to NRCS, and they determined Terry did not have a resource concern to move forward with the cost share program. Freddy Trujillo with NRCS met Terry at his property to have a pre-construction meeting, and determined he did not meet resource concern. He did not have any livestock grazing, nor had he been grazing on the property. Gabriela Parker said given this information, we would need to send him a letter termination letter. The board had some concern about making sure we identify the applicants that do not meet resource concern before allocating funds. We need to make sure we are not misleading people. Cleon Bradford said it can be difficult to assess resource concern at the time of application and or by the application deadline. Many times, we talk to them on the phone, or in the office before Freddy or Cleon can get out into the field. Melissa suggested we assess resource concern before the allocating phase. We need to end the process of sending ineligibility letters out after funds have been allocated. We can still approve an application before the allocation phase, but will not approve funding unless there has been a resource concern assessment. We can provide better customer service if we can give them that information sooner. John Beasley made a motion to approve staff sending a termination letter to Terry Young, due

to the lack of a resource concern. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

Zach Kilburn Entered at 4:24 PM

The board decided to move agenda item number 8. Cost Share Program Year 19 up to item 7.

7. Cost Share Program Year 19

A. Discussion and Possible Changes to Director Check List to Include More Practices

Gabriel Parker said that we have a producer who is interested in the cost share program. He is interested in a tank and pipeline. He has access to rural water, but he is hauling it in. Gabriel said she tried to limit the number of practices that were originally approved because of the limited funding received for program year 19. In previous years, we approved all practice to avoid having to change the director checklist every meeting. At this point limiting, the approved practice list has become cumbersome, so she suggested we change the approved list to include all practices. The board said they did not have a problem with including more practices, as long as we have funding for the practices we currently offer. Gabriel said she had worked the numbers, and said the district would be able to fund the applications we currently have with the leftover funds from program year 18. Zach Kilburn made a motion to approve all available practices as presented in program year 19 guidelines. John Beasley 2nd the motion. Nays: None. The motion carries

B. Discussion and Possible Approval of a New Application Period

Gabriel Parker said we do have a producer by the name of Charley Mathis, who is interested in a pipeline and tank. She said in the previous agenda item, he is hauling water from an offsite water source. According to NRCS, he does not have a resource concern because he has access to a water source, however inconvenient it is. NRCS would consider it a human concern and one they cannot assist on. NRCS suggested he might be able to get assistance through the State Cost Share Program. Gabriel suggested since we just approved all available practices, and we have an interested producer, we open the application period to allow him to apply. Gabriel suggested we close the application period a few days before the June 14, 2018 board meeting. John Beasley asked if June 8th would be enough time? Gabriel said it would be sufficient time for him to apply. Cleon and Freddy both had a site visit and Freddy is currently working on a conservation plan. John Beasley made a motion to approve a new application period starting May 10, 2018 and ending June 8, 2018 at close of business. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

C. Discussion and Possible Action Regarding Patrick Lester's Application

Gabriel Parker said she had spoken to NRCS, and they determined Patrick Lester did not have a resource concern to move forward with the cost share program. Freddy Trujillo with NRCS, met Patrick on his property to discuss his concerns, and determined he did not meet resource concern. Freddy said he had 30 acres he had thinned and cleared. There

are some erosion problems from side drains on the property, and no livestock present. Melissa Gray asked if we had allocated funds to him? Gabriel said we had not allocated any funding for program year 19. Since we follow the recommendations of NRCS, she said the discretion to terminate and application is up to the board. If the board decides to terminate his application due to the lack of a resource concern, we need to send him a termination letter. The board agreed with NRCS's assessment and directed Gabriel to send the terminating letter. John Beasley made a motion to approve staff sending a termination letter to Patrick Lester, due to the lack of a resource concern. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

D. Discussion and Approve the Allocation of Program Year 19 Funds to Patrick Lester, Ron Clark and Michael Henley

After a brief discussion, the board decided to table this agenda item until the next board meeting. John Beasley made a motion to table this agenda item until the June 14, 2018 board meeting. Zach Kilburn 2nd the motion. Nays: None. The motion carries

Dana Hamersley entered the meeting at 4:50 PM

Vernon Seamen entered the meeting at 4:51 PM

8. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (7), to discuss and review the conservation plans for Tony Warford and Aaron Kern. If the executive session is approved, designate in open session the person keeping minutes.

John Beasley made a motion to enter Executive Session to discuss conservation plans for Tony Warford and Aaron Kern, with all board members, Cleon Bradford and Gabriel Parker taking the minutes. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

Entered Executive Session at 4:52 PM

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

Exited Executive Session at 5:05 PM.

John Beasley made a motion to accept the conservation plan for Tony Warford and Aaron Kern. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

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

A. Discussion and Acceptance of District Conservationist Agency Report

Cleon Bradford said Tulsa has three EQIP applications that are eligible. We had none pre-approved for funding. He did say the three may not make it to contract because they may not rank high enough for funding.

CSP- Cleon said we have one pending application and one not eligible. As a team however, we have 88 CSP. Most of them are in Muskogee County.

Clemon Bradford said we are officially operating in a team. There are three zones in the state and we are in the eastern zone and team 17. He said we do have 88 CSP applications with a deadline of 6/15/2018 to have all of them ranked. This means that NRCS should be very busy for the next couple of weeks to make the deadline. He said we have a team meeting scheduled for tomorrow morning at 10 AM to discuss how we are going to move forward. Zach Kilburn made a motion to accept the District Conservationist's Agency Report. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

B. Approval of the NRCS Farm Bill Performance Worksheet

After a brief discussion, Zach Kilburn made a motion to approve the NRCS Farm Bill Performance Worksheet.

C. TCCD Monthly Activities and Outreach Report

Gabriel Parker said she was a little busy last month. It was to be expected. It was Earth Month. She said we thought we were going to get some rain on April 20th for the Earth Day event, but that never materialized. We did end up holding the event on April 27th. There seemed to be less organizations participating this year. She said she was not sure if it was the rescheduling that hurt the event or if organizations just did not want to take part. Either way, it seemed to be as good as past years. She was happy to have Blue Thumb there to help with the activity. It was a great success. We were very busy. Gabriel said she enjoyed doing the tree planting event at South Haven Community Center. The kids learned a lot about trees and the Up With Trees present was great. He helped me keep the kids focused. I might do an animal education trunk sometime in July or August. The Earth Day Event at Guthrie Green was great given how cold and rainy it was. A fair amount of people did come out, despite the weather. The one thing she did not like about the event, was that the education and activity booths were separated. The activities were under the pavilion and the other booths were on the grass. Gabriel said she did not see a lot of traffic. She did want to emphasize how cold it was. In fact, it was warmer in the bathroom than it was outside. It was unbelievable. Gabriel said she received an email this afternoon about the rescheduling of Campaign for Conservation Day at the Capital. They have rescheduled it for May 7, 2018 due to the teacher protests. The Enviro Expo went well. She said she accidentally went the old location and had to call Graham to confirm the location. She said she remembered the new location had changed, but could not remember where the new location was. She liked the setup at Guthrie Green. The food trucks were there. It was still windy. Gabriel said she made some contacts with a few educators and hopefully that will lead to some great community outreach. Gabriel said it was a busy month, but fun. No further action needed to be taken at this time.

D. Discussion of FY – 2019 Financial Request from TACF

The board decided to table this agenda item until the June meeting.

E. Discussion and Approval of Tom Tolbert's Reappointment to the TCCD Board of Directors

Tom Tolbert said he enjoyed being a board member and after his wetland project is complete, he would like to discuss some other project ideas. After a brief discussion,

John Beasley made a motion to recommend the reappointment of Tom Tolbert to the Tulsa County Conservation District Board of Directors, for a new term of two years. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

F. Discussion and Approval of Disposing of the District Owned Desktop Computer

Gabriel Parker said she had spoken to David Harris with NRCS IT about possibly selling the computer to recoup some of the money spent on it in 2013. He said by the time you wipe the hard drive, it would not be worth much to deal with the hassle. The board agreed that if it was not worth a lot of money, we should wipe the hard drive and properly dispose of the computer. Zach Kilburn made a motion to approve the proper disposal of the District owned desktop computer. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

G. Discussion of Associate Board Member Policy

The board decided to table this agenda item until the June meeting.

10. Joint TACF Board Meeting

11. Meeting call to order

Dana Hamersley called the meeting to order at 5:25 PM

12. Roll call

13. Consider, Discuss and Take Appropriate Action on the Following Items:

a) Approval of Minutes from the February 21, 2018 TACF Board Meeting

After a brief discussion, John Beasley made a motion to approve the minutes from the February 21, 2018 board meeting. Vernon Seaman 2nd the motion. Nays: none. The motion carries

b) RMC Updates

Vernon Seamen said, one of the ideas that have brought up in the discussion was doing something water supply and waste water treatment. We could also offer DEQ education credits for people who have a water operating or waste water operating laboratory licensing permit. Those topics may bring in a few people. We would only need four hours to discuss those updates. He said, both of those topics would be too much to do in one day. We could however, look at doing a half day training on both the water supply operations and waste water treatment. We could address the issues or concerns for communities dealing with either topic. As long as we have four hours of education content, Vernon did not see a problem getting those hours certified. The good thing about this approach is, we would be able to keep our costs low because we would not have to offer lunch. We could offer a morning snack and some drinks like coffee or orange juice. Vernon also said he did not think we would have trouble finding someone in those areas to do a 20-30-minute presentation. A few people from DEQ might be willing to present some information. We could look at possibly charging \$40 a person, which is a lot cheaper than what they could pay otherwise, with 100 people in the door that is \$4000

per event. Both boards decided that might be a more possible route to take on the RMC. Gabrielael Parker said she would send out an email to see who might be interested in starting a planning committee. No further action needed to be taken at this time.

Ray West entered the meeting at 5:35 PM

c) Acceptance of Treasurer's Report through April 30, 2018

Ray West said not much had changed since the last meeting except for some interest accrued. Vernon Seamen made a motion to accept the Treasure's Report through from periods ending April 30, 2018. John Beasley 2nd the motion. Nays: none. The motion carries.

Carries

Melissa Gray Exited the meeting at 5:45 PM

d) Joint TACF Board Meeting

TCCD and TACF discussed the need to come up with a constant revenue stream, as well as ideas on how to do that. Gabrielael said unfortunately, we do not have the space for equipment like other offices, nor do we have the ability to deal with the up-front cost of making traps and other equipment to rent out. Both boards said they will work together to come up with revenue ideas. No further action needed to be taken at this time.

2. Public Comment:

None.

3. Adjournment

Meeting adjourned at 6:21 PM

14. New Business:

None

15. Public Comments:

None

16. Adjourn:

Meeting Adjourned at 6:21 PM

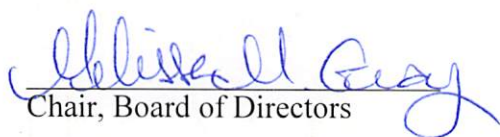
Next regularly scheduled meeting is June 14, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



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

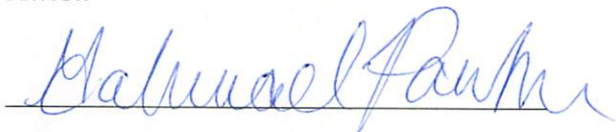
STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **May 9, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **June 14, 2018**


Chair, Board of Directors

6/14/18
Date

Attest:



2:31 PM

05/07/18

Accrual Basis

Tulsa County Conservation District

Profit & Loss

July 2017 through April 2018

	<u>Jul '17 - Apr 18</u>
Income	
Administrative Income	484.29
Grant Income	250.00
Interest Income	1.91
OCC Cost-Share Reimbursements	10,346.32
OCC Director Exp Reimbursements	325.00
OCC General Exp Reimbursements	2,509.49
OCC Salary Reimbursements	21,006.20
TACF Gen Expense Reimbursements	3,950.00
Total Income	38,873.21
Expense	
Administrative Expense	620.10
Cost-Share Payments	10,346.32
Director Fees	325.00
Employee Benefits	1,629.33
Office Supplies	70.21
Outreach Programs	410.83
Payroll	17,428.73
Payroll Tax	7,887.61
Postage	6.02
Professional Fees	1,130.00
Telephone and Internet	883.05
Travel	786.93
Total Expense	41,524.13
Net Income	<u><u>-2,650.92</u></u>

2:29 PM
05/07/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
April 2018

	<u>Apr 18</u>
Income	
Interest Income	0.26
Total Income	<u>0.26</u>
Expense	
Payroll	1,316.25
Payroll Tax	824.84
Telephone and Internet	74.78
Travel	100.86
Total Expense	<u>2,316.73</u>
Net Income	<u><u>-2,316.47</u></u>

2:29 PM
05/07/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
April 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	4/30/2018		Arvest	Interest Pay...		Arvest Checki...	0.22	0.22
Deposit	4/30/2018		Arvest	Interest Pay...		Arvest Special...	0.04	0.26
Total Interest Income							<u>0.26</u>	<u>0.26</u>
Total Income							0.26	0.26
Expense								
Payroll								
Check	4/13/2018	8608	Gabriel S Parker	April 1-15th P...		Arvest Checki...	831.21	831.21
Check	4/13/2018	8610	Gabriel S Parker	Over Paymet...		Arvest Checki...	485.04	1,316.25
Total Payroll							<u>1,316.25</u>	<u>1,316.25</u>
Payroll Tax								
Check	4/10/2018		IRS	941 Tax Pay...		Arvest Checki...	719.84	719.84
Check	4/17/2018		OK Tax Commission	March 2018 ...		Arvest Checki...	10.00	729.84
Check	4/17/2018		OK Tax Commission	March 2018 ...		Arvest Checki...	95.00	824.84
Total Payroll Tax							<u>824.84</u>	<u>824.84</u>
Telephone and Internet								
Check	4/30/2018		COX Communicatio...	April 2018 Pa...		Arvest Checki...	74.78	74.78
Total Telephone and Internet							<u>74.78</u>	<u>74.78</u>
Travel								
Check	4/13/2018	8607	Gabriel S Parker	March 2018 ...		Arvest Checki...	100.86	100.86
Total Travel							<u>100.86</u>	<u>100.86</u>
Total Expense							<u>2,316.73</u>	<u>2,316.73</u>
Net Income							<u><u>-2,316.47</u></u>	<u><u>-2,316.47</u></u>



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 04/30/2018

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		\$841.56
Total Current Value		\$841.56

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
04/01/2018	Beginning Balance	\$3,158.07
	1 Credit(s) This Period	\$0.22
	7 Debit(s) This Period	\$2,316.73
04/30/2018	Ending Balance	\$841.56

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.22
Interest Paid Year-to-Date	\$0.68
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
04/30/2018	INTEREST PMT	\$0.22

Electronic Debits

Date	Description	Amount
04/10/2018	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$719.84
04/17/2018	TAX PAYMENTS OK TAX PMT	-\$10.00
04/17/2018	TAX PAYMENTS OK TAX PMT	-\$95.00
04/30/2018	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$74.78



Statement Ending 04/30/2018

TULSA COUNTY CONSERVATION

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Customer Number

NON-PROFIT INTEREST CHECKING

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8607	04/13/2018	\$100.86	8608	04/13/2018	\$831.21	8610*	04/13/2018	\$485.04

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
03/31/2018	\$3,158.07	04/13/2018	\$1,021.12	04/30/2018	\$841.56
04/10/2018	\$2,438.23	04/17/2018	\$916.12		



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 04/30/2018

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		\$333.42
Total Current Value		\$333.42

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
04/01/2018	Beginning Balance	\$333.38
	1 Credit(s) This Period	\$0.04
	0 Debit(s) This Period	\$0.00
04/30/2018	Ending Balance	\$333.42

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.04
Interest Paid Year-to-Date	\$0.13
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
04/30/2018	INTEREST PMT	\$0.04

Daily Balances

Date	Amount	Date	Amount
03/31/2018	\$333.38	04/30/2018	\$333.42



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 04/30/2018

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		\$1,275.49
Total Current Value		\$1,275.49

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
04/01/2018	Beginning Balance	\$1,275.33
	1 Credit(s) This Period	\$0.16
	0 Debit(s) This Period	\$0.00
04/30/2018	Ending Balance	\$1,275.49

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.16
Interest Paid Year-to-Date	\$0.88
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
04/30/2018	INTEREST PMT	\$0.16

Daily Balances

Date	Amount	Date	Amount
03/31/2018	\$1,275.33	04/30/2018	\$1,275.49



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 04/30/2018

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
BUSINESS MONEY MARKET		\$10,600.10
Total Current Value		\$10,600.10

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
04/01/2018	Beginning Balance	\$10,597.05
	1 Credit(s) This Period	\$3.05
	0 Debit(s) This Period	\$0.00
04/30/2018	Ending Balance	\$10,600.10

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$3.05
Interest Paid Year-to-Date	\$9.72
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
04/30/2018	INTEREST PMT	\$3.05

Daily Balances

Date	Amount	Date	Amount
03/31/2018	\$10,597.05	04/30/2018	\$10,600.10

ACCOUNT ID:
FILING FREQUENCY: Quarterly

FILING PERIOD: March 31, 2018
DUE DATE: April 20, 2018
RECEIVED DATE: April 19, 2018

WTH 10001
Revised 6-2011

OKLAHOMA EMPLOYERS WITHHOLDING TAX RETURN
TAXPAYER COPY/WORKSHEET
TULSA CO CONSERVATION

	Number of Employees: <u>1</u>
	----- Dollars ----- -- Cents --
1. Wages Paid	<u>\$7,023.65</u>
2. Tax Withheld	<u>\$285.00</u>
3. Interest (+)	<u>\$0.00</u>
4. Penalty (+)	<u>\$0.00</u>
5. Total Due (=)	<u>\$285.00</u>

3rd Quarter 2018 Report
January, February, March

FOR YOUR RECORDS ONLY
DO NOT MAIL

RE: cost share and watershed claims

Tammy Sawatzky

Sent: Thursday, April 26, 2018 3:58 PM

To: Gabriel Parker

It must be a practice that was originally offered by your district and your board would need to approve the change.

Tammy Sawatzky, Director

Conservation Programs Division

Oklahoma Conservation Commission

From: Gabriel Parker

Sent: Thursday, April 26, 2018 3:43 PM

To: Tammy Sawatzky <Tammy.Sawatzky@Conservation.ok.gov>

Subject: RE: cost share and watershed claims

I have a cost share question for you. I have been meaning to email you. I have a guy who would like to do a different practice than he originally signed up for. Is that possible?

Thank you,

Gabriel Parker

Tulsa County Conservation District

6660 S. Sheridan Rd. Suite 120

Tulsa, OK 74133

Ph: (918) 877-9560 x5995

Fax: 1-855-421-7632

www.TulsaCCD.org

From: Tammy Sawatzky

Sent: Thursday, April 26, 2018 3:01 PM

To: OCC All Districts

Subject: cost share and watershed claims

Please make sure that copies of all backups are readable. Many of the copies I have received recently make me think there is a lot of invisible ink being used out there.

Tammy Sawatzky, Director

Conservation Programs Division

Oklahoma Conservation Commission

2800 N Lincoln Ste 200

Oklahoma City OK 73105

Office: 405-521-4823

Cell: 405-834-1811

Trujillo, Freddy - NRCS, Tulsa, OK

Subject: Terry Young state cost 918.346.1345
Location: 33-19-11

Start: Tue 5/1/2018 11:00 AM
End: Tue 5/1/2018 2:30 PM

Recurrence: (none)

Organizer: Trujillo, Freddy - NRCS, Tulsa, OK

Met with Terry he has good pasture that he was wanting to spray sericia . There is not enough to be degrading plant condition or have a resource concern. He is not grazing or have been grazing land at this time. This rest of his place is wooded and would be considered for wildlife. At tis time there was nothing that NRCS or District can provide with assistance.

Freddy Trujillo

Revised 4/11/18

CHECKLIST OF BOARD ACTION REQUIRED

After current program year guidelines are approved and distributed by OCC and prior to advertising the current program year locally your district board must discuss and vote on items 1-9 listed below. The action taken must be recorded in the board meeting minutes and on this form.

BOARD ACTION ITEM	DATE	ACTION TAKEN
1 Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.	3/14/18	Yes
2 Are local board members allowed to make application in the local program? Complete the Director Participation form and return it to OCC. Any board member making application <u>must immediately</u> remove themselves from discussions and votes on program items at this time.	3/14/18	No
3 Designate the authorized district representative. <u>Must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.	3/14/18	John Beasley
4 Designate the technical representative. <u>Must</u> meet the requirements stated in the Rules.	3/14/18	Freddy Trujillo, and Cleon Bradford
5 Review the conservation practices listed in the Program Year Guidelines and approve practices your district will offer locally.	4/11/18	(314) Brush Management, (315) Herbaceous Weed Control, & (342) Critical Area Planting
6 Review and approve the average costs listed in the Program Year Guidelines for the practices your district will offer locally	3/14/18	Use Statewide Average
7 Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <u>75%</u> and the maximum cost-share payment amount can't exceed <u>\$5,000</u> per participant.	3/14/18	75%, Maximum Payment of \$5,000
8 Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants.	3/14/18	Utilize Current TCCS Ranking Criteria and NRCS Ranking Criteria if Applicable
9 Establish your district's application period and how the program will be advertised locally.	3/14/18	Close of Business on April 9, 2018. Digital, Word-of-Mouth, Social Media
STOP STOP After the application period has closed your district can proceed to item 10. STOP STOP		
10 Review, rank and approve applications using the eligibility and selection criteria/priority system approved under item 8 above. Board meeting minutes <u>must</u> include the following for <u>each</u> approved participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount.		

Tulsa County

Conservation District:

May-18

Month & Year

Day of Month

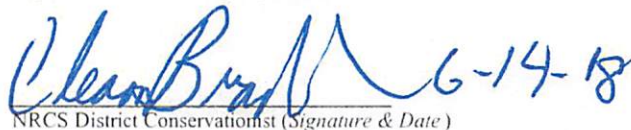
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Conservation Planning																															
Customer service toolkit data entry																															
Conservation plan maintenance																															
Assemble plan components																															
Conducts on-site inspections																															
Provide practice check out services																															
Development of plan and soil maps																															
Other: Team 17 Meeting																						X									
Outreach for Farm Bill Programs																															
News Article Development																															
Outreach Activities, Earth Month Activities		X										X							X									H			
Assist with monthly outreach report			X									X							X									O			
Public presentations			X																									L			
Success stories																												I			
Earth Team volunteer program												X							X									D			
Assist with statewide media																												A			
Other: Sust. Mtg Pres, CrCk Wk, CK Clean		X										X							X									Y			
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																												O			
Receptionist	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X				F	X	X	X
General office correspondence	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X				F	X	X	X
Record of meeting minutes										X																		I			
Maintain office schedules	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X				C	X	X	X
Maintain ledgers	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X				E	X	X	X
Other: SCSP, Website Updates											X							X					X						X	X	
Farm Bill Contracting																															
Explain and promote farm bill programs																															
Local work group coordination		X										X							X									C			
Complete program applications																												L			
Program application rankings																												O			
Compile and file applications																												S			
Prepare and mail form letters		X																										E			
Plan and contract development																												D			
Provide technical assistance																															
Update and maintain LTP-003																															
Other Farm Bill Activities:																															
NRCS Program Documents Scanning																															
NRI Research and Landowner Contacts																															

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

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

April 2018



Meetings:

04/05/2018 Sustainable Tulsa Meeting
04/05/2018 Earth Day Planning Meeting @ TU
04/06/2018 Joe Creek Planning Meeting w/ Brian Lewis
04/11/2018 TCCD Board Meeting
04/23/2018 Monarch on the Mountain Planning Meeting

Special Events:

04/12/2018 Campaign for Conservation at the Capitol - Moved
04/18/2018 2018 Enviro Expo
04/19/2018 Earth Day Presentation & Tree Planting @ South Haven Manor
04/22/2018 Earth Day Festival @Guthrie Green
04/27/2018 TPS Earth Day Celebration @ TU

Holidays:

None

Upcoming Meetings

05/03/2018 Sustainable Tulsa Meeting
05/09/2018 TCCD/TACF Joint Board Meeting
05/21/2018 Monarch on the Mountain Planning Meeting

05/19/2018 Joe Creek, Creek Cleanup @ Graham Park

Up Coming Events:

05/07/2018 Campaign for Conservation at the Capitol Cancelled
05/12/2018 Crow Creek Work Day
05/19/2018 Joe Creek, Creek Cleanup @ Graham Park

Upcoming NRCS Deadlines:

Upcoming Holidays:

05/28/2018 Memorial 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
- ❖ Meeting Minutes
- ❖ Outreach Meetings
- ❖ State Cost-Share Program Year 18 & 19
- ❖ NRCS National Rangeland Inventory Research and Landowner Contact Letters



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

Tulsa Area Conservation Foundation Board of Directors,

At our April 13, 2017 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 \$6220, 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 continues to decrease.

TCCD Board Chair,

Melissa Gray

Melissa Gray
Chairman

Jana Black
Vice Chairman

Zach Kilburn
Treasurer

John Beasley
Member

Tom Tolbert
Member



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

Tulsa Area Conservation Foundation Board of Directors,

At our December 19, 2017 Special Board 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 \$1500 for FY-2018. The requested amount is to offset taxes paid for by TCCD, for supplemental staff support out of locally earned funds. The District Board was unaware of tax and other financial obligations related to salary supplements from Locally Earned Funds, and that this request is to correct those previous financial miscalculations to previously approved salary requests.

Best Regards,
TCCD Board Chair,
Melissa Gray

Melissa Gray
Chairman

Jana Black
Vice Chairman

Zach Kilburn
Treasurer

John Beasley
Member

Tom Tolbert
Member



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

Tulsa Area Conservation Foundation Board of Directors,

Unfortunately, the Tulsa County Conservation District is in severe financial distress. As State funding continues to decrease, the District's financial responsibilities continues to increase.

The Conservation District is allocated a fixed amount of money each fiscal year for operating expenses. These funds will be depleted this month. The new fiscal year does not begin until July. While the allocation was never sufficient, the situation now requires immediate action by the Tulsa Area Conservation Foundation.

Additionally, recent changes by the Oklahoma Conservation Commission have limited the types of spending that are covered through reimbursement. As examples, TCCD conducted a mandated financial audit last year. While required by OCC, the Commission no longer pays for that audit; rather the funds come from the District's allocated Operating Fund. Another significant change involves Director Expenses. Again, this cost was previously paid by the Commission. That expense now comes from the District's allocation. While only \$25/month per Director, the total can be as much as \$1500 annually. In response to this change, members of TCCD's Board of Directors have chosen not to accept their Director Expense check since September of last year.

Directors and staff of TCCD have worked many hours reviewing TCCD's operating expenses and budget in an attempt to minimize this financial shortfall. However, there remains a substantial shortfall that will last until the end of the fiscal year. To ensure that all financial obligations are met, the Tulsa County Conservation District's Board of Directors requests \$2450 from the Tulsa Area Conservation Foundation. This amount is based on an average of the monthly deficit for the 2017-18 fiscal year and will ensure financial solvency through the end of June 2018.

The financial sustainability of this office will continue to be a discussed at each TCCD Board Meeting. Please attend our next meeting on Thursday, February 8 at 4:00pm at the TCCD office. If any TACF Board Members would like to donate time to review TCCD financial documents, including last year's financial audit, please contact Gabriel at the TCCD Office. Any input that you have will be greatly appreciated.

Best Regards,
TCCD Board Chair,
Melissa Gray

Melissa Gray
Chairman

Jana Black
Vice Chairman

Zach Kilburn
Treasurer

John Beasley
Member

Tom Tolbert
Member

RECOMMENDATION FOR APPOINTMENT OR REAPPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

During a board meeting held on _____, _____, Directors of the _____ Conservation District	
took action for:	
<input type="checkbox"/> Reappointment	
<input type="checkbox"/> Appointment due to: <input type="checkbox"/> Resignation <input type="checkbox"/> Expiration of Term <input type="checkbox"/> Death	
of: _____	
<hr/> Recommendation(s):	
Name: _____	
Address: _____	
<hr/> Name: _____	
Address: _____	
<hr/> For reappointment, the incumbent director attended _____ of _____ regular scheduled meetings during the immediate past term.	
I have verified with the _____ County Election Board that the recommended person(s) is a registered voter within the boundaries of said conservation district.	
_____ District Representative	_____ Date
<hr/> _____ Board of Directors Representative	
_____ Date	

**A COPY OF THE COOPERATOR AGREEMENT OR APPLICATION FOR
COOPERATOR AGREEMENT MUST ACCOMPANY THIS FORM.**

TO BE FILLED OUT BY RECOMMENDED APPLICANT:

(Please print legibly)

Name:	
Date of Birth:	
Mailing Address (street/city/zip):	
Home Phone:	Cell/Office Phone:
Primary E-mail Address:	
Conservation District:	
Have you previously served on this or any other Conservation District Board? _____	
If yes, list district name and dates served: _____	

Signature: _____ Date: _____	

Associate Board Member Policy

Purpose

This policy is intended to support full contribution of all Associate Board Members. All Associate Board Members receive a copy of this official policy. The policy is reviewed once a year with addition and/or subtractions made as necessary.

Associate Board Member Term of Office

Associate Board Members will be appointed at the Board meeting held each July of every year. Associate Board Members' term will be held for one year and reappointment will be at the decision of the Board Members.

Associate Board Member Attendance

Each Associate Board Member is required to attend each Board meeting. If any of the following conditions exist in regard to an Associate Board Member's attendance, they will need to give up their seat as an Associate Board Member:

1. It is understood that things come up that would prevent attendance, and in so doing, if an Associate Board Member does not notify a Board Member or the Tulsa County Conservation District of an impending absence, that absence will be classified as "unexcused". If an Associate Board Member has three unexcused absences in a twelve-month period, they will no longer serve as an Associate Board Member.
2. If an Associate Board Member has notified a Board Member or the Tulsa County Conservation District of an impending absence and at the determination of the Board, that absence will be classified as "excused".
3. If an Associate Board Member misses one-third of the total number of Board meetings in a twelve-month period, they will no longer serve as an Associate Board Member.

Response to an Associate Board Member Attendance Problem

If a Board attendance problem exists regarding an Associate Board Member, the Board Chair will contact the member to discuss the problem. The member's response will be shared by the Chair with the entire Board at the next board meeting. In that meeting, the Board will decide what actions to take regarding the Associate Board Member's future membership on the Board. If the Board decides to terminate the Associate Board Member's membership, termination will be conducted per this policy. The Chair will request a letter of resignation from the Associate Board Member to be received within the next two weeks. The Board will vote regarding acceptance of the Associate Board Member's resignation letter in the next board meeting.

Signature of Associate Board Member

Date

Signature of Chairman of Board

Date