

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
June 14, 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 May 9, 2018 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending May 31, 2018
 - C. Review of TACF Financials for Periods Ending in May 31, 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 May 2018
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 19
 - A. Discuss and Approval of Program Year 19 Application for Aaron Kern
 - B. 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 Brian Tucker and Michael Henley. If the executive session is approved, designate in open session the person keeping minutes.
 - C. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.
 - D. Discussion and Approve the Allocation of Program Year 19 Funds to Ron Clark, Michael Henley, and Aaron Kern
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Approval of District Conservationist Agency Report
 - B. Discussion and Approval of the NRCS Farm Bill Performance Worksheet
 - C. Discussion of the TCCD Monthly Activities and Outreach Report
 - D. Discussion and Approval of Changes to the Associate Board Member Policy
 - E. Discussion and Approval of the Fiscal Year 2020 Budget Request
 - F. Discussion and Approval of FY – 2019 Financial Request from TACF
 - G. Discussion and Possible Approval of FY – 2018 Compilation Bid from Kimberlye R. Mayer, CPA, P.C.
 - H. Discussion and Possible Approval of Membership to the Oklahoma Conservation Historical Society
 - I. Tom Tolbert Appointment Update
 - a) Administer the Loyalty Oath
 - b) Administer the Oath of Office
 - J. Board Member Recruitment
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is July 12, 2018 at the Tulsa County Conservation District
Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

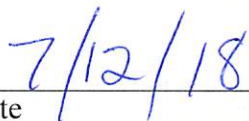


Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **June 14, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **July 12, 2018**


Chair, Board of Directors


Date

Attest:



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

Date: June 14, 2018
Time: 4:00 PM

Members Present: Melissa Gray, Chairwoman
Jana Black, Vice Chairwoman
Zach Kilburn, Treasure
Tom Tolbert, Member

Members Absent: John Beasley, Member

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

1. Meeting Called to Order:

Chair, Melissa Gray called the meeting to order at 4:05 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 June 13, 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 May 9, 2018 Regular Meeting
- B. Approval of Financial Statements & District Budget for Period Ending May 31, 2018
- C. Review of TACF Financials for Periods Ending in May 31, 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 May 2018

After a brief discussion, Zach Kilburn 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 19

After a brief discussion, Zach Kilburn 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 19

A. Discuss and Approval of Program Year 19 Application for Aaron Kern

Gabriel Parker said Mr. Kern wants to finish planting Bermuda grass on his property. She told him that he would not be able to plant anymore this year, but would be able under our program in the spring on 2019. He was not planning to do anymore planting this year. Jana Black made a motion to approve the Cost Share Program Application for Aaron Kern. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

B. 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 Brian Tucker and Michael Henley. If the executive session is approved, designate in open session the person keeping minutes.

Zach Kilburn, made a motion to enter Executive Session to discuss conservation plans for Brian Tucker and Michael Henley, 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 4:25 PM

C. 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.

Jana Black made a motion to accept the conservation plan for Brian Tucker and Michael Henley. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

D. Discussion and Approve the Allocation of Program Year 19 Funds for Ron Clark, Michael Henley and Aaron Kern.

Gabriel Parker said she provided the projected cost share funding that will be available to carry over from program year 18. She said will have approximately \$10,000 to carry over in August. This will include funds that were left over from obligated amounts as well as funds from cancelled participants. With the \$5,000 allocated for FY 19 we will have about \$15,000 available. Given this information, we will be able to fund all three participants at the maximum payment of \$5,000. Jana Black made a motion to approve the Cost Share Program Year 19 funding in the amount of \$5,000 for each Ron Clark, Michael Henley and Aaron Kern. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

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

A. Discussion and Acceptance of District Conservationist Agency Report

Cleaon Bradford said team structure is well under way. It seems like everyone is working well to meet the workload of the team. We decided to hold team meetings every two weeks, to make sure that our communication is strong. The state office is advertising for the team leader positions. They are hoping to have the positions filled by the end of the fiscal year. He did mention the individual who is chosen will likely have to appoint other people in the team to attend each board meeting. If the team leader could attend all of them, he or she would, but that would be a lot of traveling.

CSP- Cleaon said we have 40 of the 88 CSP applications left to rank. The goal is to have application completed by June 22, 2018. The team did meet the unofficial deadline of June 8, 2018 to have applications ranked for local fund pools. Cleaon said they will not meet the June 15, 2018 official state deadline to have all CSP applications ranked.

EQIP - 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. This effectively brought the number of EQIP applications in Tulsa to zero.

State Cost Share – Cleaon said as a team, we have 100 participants and we will work on a system to get those producers ranked and on a path to a timely completion.

Cleaon said the district chairs may need to look at meeting with other district chair to discuss their county needs and priorities. This might be the best option for a county like Tulsa to make sure it does not get lost in the ranking process. The TCCD board did express their concern about Tulsa County not being able to help people because it is very different from the other five counties. Cleaon said he would help think of a way to make sure people in Tulsa County receive assistance.

Outreach - Cleaon said we need to start thinking about doing some outreach events to get feed back to shape the ranking criteria.

Zach Kilburn made a motion to approve the District Conservationists 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, Jana Black made a motion to approve the NRCS Farm Bill Performance Worksheet. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

Cleaon Exited 4:54 PM

C. TCCD Monthly Activities and Outreach Report

Gabriel Parker said things were slowing down a little now that Earth Month activities were over. Gabriel said she attended Sustainable Tulsa's First Thursdays Monarch

Butterflies event. They had three speakers and one included a woman from the Mayor's office to discuss the Mayor's Pledge. Very inspiring woman. Gabrielael said Cory went around the room and told all the vendors to introduce themselves, and she said she could have had a heart attack. She was so nervous. Melissa Gray said she did a fantastic job speaking about TCCD and NRCS. It was great. Gabrielael said the Campaign for Conservation at the Capitol was cancelled, due to the state legislature concluded their legislative session until January. The workday at Crow Creek went well. We had a good number of volunteers show up to help plant and pull weeds. We had some boy scouts, neighbors, and some from the Crow Creek Community. She said the buffalo sod we ordered was not the best quality, and very difficult to lay, but we got most of it done. The group did set up a watering schedule. Overall, it was a great day to work. Gabrielael said the creek cleanup was not as fortunate. We had about twenty volunteers take part. Gabrielael said she thought it was a combination of the morning storms, the rescheduling of the event, and lack of advertising contributed to the low turnout. She said the 40ft tent the city provided, was an excellent idea and hoped it would be available for future creek cleanups. Gabrielael said we are fully operating under a team structure now with NRCS, and we had our first team teleconference. Gabrielael said she participated and it went well. We went over team workload and any special requests, questions, and concerns. The team decided it would be better if we had a team meeting every two weeks to encourage open communication. Gabrielael said the office was closed for the Memorial Day holiday on May 28th. Gabrielael said she did not have any other updates. No further action needed to be taken at this time.

D. Discussion of Associate Board Member Policy

The board did not know why there was a strict TCCD policy on Associate Board members. The main concern was the required number of attended meetings. An associate member does not have any voting rights and therefore should not be required to follow a set number of attended meetings. Gabrielael Parker provided the Oklahoma Conservation Commission's version of the Associated Board Member Policy, and the board decided the Conservation Commissions version of the policy was more in line with what an associate board member represents. Zach Kilburn made a motion to adopt and approve the Oklahoma Conservation Commission's policy on associate board members. Jana Black 2nd the motion. Nays: None. The motion carries.

E. Discussion and Approval of the Fiscal Year 2020 Budget Request

The board recommend we take the request for the District Manager position off the request, to show that we understand budgets are tight and willing to scale down our financial requests. The board discussed items from the last three years. The board determined they would like to request the same amounts for operations and programs as the last three funding requests. Advised Gabrielael Parker to make the proposed changes discussed above. Zach Kilburn made a motion to approve the Fiscal Year 2020 Budget Request with Gabrielael Parker removing the District Manager funding request and keeping all other funding items the same as the last three submitted requests. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

F. Discussion of FY – 2019 Financial Request from TACF

The board decided to table this agenda item until the further notice.

**G. Discussion and Possible Approval of FY – 2018 Compilation Bid from
Kimberlye R. Mayer, CPA, P.C.**

After a brief discussion, Jana Black made a motion to approve the. FY – 2018
Compilation Bid from Kimberlye R. Mayer, CPA, P.C. Zach Kilburn 2nd the motion.
Nays: None. The motion carries.

**H. Discussion and Possible Approval of Membership to the Oklahoma
Conservation Historical Society**

After a brief discussion, the board determined it would not be financially feasible to become
a member of the Oklahoma Conservation Historical Society at this time, If the districts
financial situation changes in the future, we could revisit becoming a member. No further
action needed to be taken at this time.

**I. Tom Tolbert Appointment Update
a) Administer the Loyalty Oath**

Loyalty Oath was administered to Tom Tolbert. No further action needed to be taken at this
time.

b) Administer the Oath of Office

Oath of Office was given to Tom Tolbert. No further action needed to be taken at this time.

J. Board Member Recruitment

Melissa Gray said she is actively searching for a member to replace her as her term expires at
the end of this month. She said if anyone has a person who might be interested, to invite them
to a board meeting and to get to know the board. She will let the board know if she finds
anyone interested as well as a great advocate for conservation in Tulsa County. NO further
action needed to be taken at this time.

13. New Business:

None

14. Public Comments:

None

15. Adjourn:

Meeting Adjourned at 5:40 PM

Next regularly scheduled meeting is July 12, 2018 at the Tulsa County Conservation
District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

11:43 AM
06/06/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July 2017 through May 2018

	<u>Jul '17 - May 18</u>
Income	
Administrative Income	484.29
Grant Income	500.00
Interest Income	2.07
OCC Cost-Share Reimbursements	10,346.32
OCC Director Exp Reimbursements	325.00
OCC General Exp Reimbursements	2,685.13
OCC Salary Reimbursements	22,960.30
TACF Gen Expense Reimbursements	3,950.00
Total Income	41,253.11
Expense	
Advertising and Promotion	76.26
Aministrative Expense	620.10
Cost-Share Payments	10,346.32
Director Fees	325.00
Employee Benefits	1,718.40
Grant Expenses	611.00
Office Supplies	70.21
Outreach Programs	410.83
Payroll	19,081.15
Payroll Tax	8,637.25
Postage	6.02
Professional Fees	1,130.00
Telephone and Internet	957.83
Travel	786.93
Total Expense	44,777.30
Net Income	<u><u>-3,524.19</u></u>

11:35 AM
06/06/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
May 2018

	<u>May 18</u>
Income	
Grant Income	250.00
Interest Income	0.16
OCC General Exp Reimbursements	175.64
OCC Salary Reimbursements	<u>1,954.10</u>
Total Income	2,379.90
Expense	
Advertising and Promotion	76.26
Employee Benefits	89.07
Grant Expenses	611.00
Payroll	1,652.42
Payroll Tax	749.64
Telephone and Internet	<u>74.78</u>
Total Expense	<u>3,253.17</u>
Net Income	<u><u>-873.27</u></u>

11:43 AM

06/06/18

Accrual Basis

Tulsa County Conservasion District
Profit & Loss Detail
May 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Grant Income								
Deposit	5/11/2018		Arvest	Transfer of Bl...		Arvest Checki...	250.00	250.00
Total Grant Income							250.00	250.00
Interest Income								
Deposit	5/31/2018		Arvest	Interest Pay...		Arvest Checki...	0.14	0.14
Deposit	5/31/2018		Arvest	Interest Pay...		Arvest Special...	0.02	0.16
Total Interest Income							0.16	0.16
OCC General Exp Reimbursements								
Deposit	5/1/2018		OCC	February Ge...		Arvest Checki...	175.64	175.64
Total OCC General Exp Reimbursements							175.64	175.64
OCC Salary Reimbursements								
Deposit	5/1/2018		OCC	May Salary R...		Arvest Checki...	1,954.10	1,954.10
Total OCC Salary Reimbursements							1,954.10	1,954.10
Total Income							2,379.90	2,379.90
Expense								
Advertising and Promotion								
Check	5/22/2018	8611	Tulsa World	Publised Noti...		Arvest Checki...	76.26	76.26
Total Advertising and Promotion							76.26	76.26
Employee Benefits								
Check	5/8/2018	8612	OCC	May 2018 Pr...		Arvest Checki...	89.07	89.07
Total Employee Benefits							89.07	89.07
Grant Expenses								
Check	5/11/2018		Arvest	Transfer to C...		Arvest Special...	250.00	250.00
Check	5/14/2018		Easton Sod Farms	Purchase of ...		Arvest Checki...	361.00	611.00
Total Grant Expenses							611.00	611.00
Payroll								
Check	5/2/2018	8609	Gabriel S Parker	April 16-30th ...		Arvest Checki...	831.21	831.21
Check	5/16/2018	8613	Gabriel S Parker	Mayl 1-15th ...		Arvest Checki...	821.21	1,652.42
Total Payroll							1,652.42	1,652.42
Payroll Tax								
Check	5/10/2018		IRS	941 Tax Pay...		Arvest Checki...	654.64	654.64
Check	5/29/2018		OK Tax Commission	April 2018 Pa...		Arvest Checki...	95.00	749.64
Total Payroll Tax							749.64	749.64

11:43 AM

06/06/18

Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
May 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Telephone and Internet								
Check	5/29/2018		COX Communicatio...	May 2018 Pa...		Arvest Checki...	74.78	74.78
Total Telephone and Internet							74.78	74.78
Total Expense							3,253.17	3,253.17
Net Income							-873.27	-873.27



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 05/31/2018

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		\$218.27
Total Current Value		\$218.27

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
05/01/2018	Beginning Balance	\$841.56
	3 Credit(s) This Period	\$2,379.88
	8 Debit(s) This Period	\$3,003.17
05/31/2018	Ending Balance	\$218.27

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.14
Interest Paid Year-to-Date	\$0.82
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
05/01/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,129.74
05/11/2018	Transfer from Checking * 6410 - Online Banking Confirmation: 897720859866	\$250.00

Other Credits

Date	Description	Amount
05/31/2018	INTEREST PMT	\$0.14

Electronic Debits

Date	Description	Amount
05/10/2018	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$654.64
05/14/2018	924385 POS PUR FROM CHK EASTON SOD FARMS- BIXBY BIXBY, OK 5261	-\$361.00
05/29/2018		-\$95.00

**Statement Ending 05/31/2018**

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number.

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

Date	Description	Amount
	0*RTNPYM*20180524*9500\	
05/29/2018	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$74.78

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
8609	05/02/2018	\$831.21	8612	05/08/2018	\$89.07
8611*	05/22/2018	\$76.26	8613	05/16/2018	\$821.21

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/30/2018	\$841.56	05/10/2018	\$1,396.38	05/22/2018	\$387.91
05/01/2018	\$2,971.30	05/11/2018	\$1,646.38	05/29/2018	\$218.13
05/02/2018	\$2,140.09	05/14/2018	\$1,285.38	05/31/2018	\$218.27
05/08/2018	\$2,051.02	05/16/2018	\$464.17		



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 05/31/2018

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		\$83.44
Total Current Value		\$83.44

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
05/01/2018	Beginning Balance	\$333.42
	1 Credit(s) This Period	\$0.02
	1 Debit(s) This Period	\$250.00
05/31/2018	Ending Balance	\$83.44

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	\$0.15
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
05/31/2018	INTEREST PMT	\$0.02

Electronic Debits

Date	Description	Amount
05/11/2018	Transfer to Checking * 6407 - Online Banking	-\$250.00
Confirmation: 897720859866		

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/30/2018	\$333.42	05/11/2018	\$83.42	05/31/2018	\$83.44



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 05/31/2018


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

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ADDRESS PO BOX 799
LOWELL AR 72745

 WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$1,275.65
Total Current Value		\$1,275.65

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
05/01/2018	Beginning Balance	\$1,275.49
	1 Credit(s) This Period	\$0.16
	0 Debit(s) This Period	\$0.00
05/31/2018	Ending Balance	\$1,275.65

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	\$1.04
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
05/31/2018	INTEREST PMT	\$0.16

Daily Balances

Date	Amount	Date	Amount
04/30/2018	\$1,275.49	05/31/2018	\$1,275.65



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 05/31/2018

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		\$10,603.25
Total Current Value		\$10,603.25

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
05/01/2018	Beginning Balance	\$10,600.10
	1 Credit(s) This Period	\$3.15
	0 Debit(s) This Period	\$0.00
05/31/2018	Ending Balance	\$10,603.25

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$3.15
Interest Paid Year-to-Date	\$12.87
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
05/31/2018	INTEREST PMT	\$3.15

Daily Balances

Date	Amount	Date	Amount
04/30/2018	\$10,600.10	05/31/2018	\$10,603.25

Tulsa County

Conservation District:

June-18

Month & Year

Day of Month

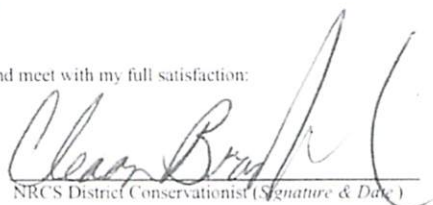
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Conservation Planning																														
Customer service toolkit data entry																														
Conservation plan maintenance																														
Assemble plan components																														
Conducts on-site inspections																														
Provide practice check out services																														
Development of plan and soil maps																														
Other: Team 17 Meeting																														
Outreach for Farm Bill Programs																														
News Article Development																														
Outreach Activities, Earth Month Activities																														
Assist with monthly outreach report																														
Public presentations																														
Success stories																														
Earth Team volunteer program																														
Assist with statewide media																														
Other: CrCk Water,																														
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	
Updating General Manual and FOTG																														
Receptionist	X				X	X	X	X	X			X	X	X	X	X			X	X	X				X	X	X	X	X	
General office correspondence	X				X	X	X	X	X			X	X	X	X	X			X	X	X				X	X	X	X	X	
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	X	X	
Maintain ledgers	X				X	X	X	X	X			X	X	X	X	X			X	X	X				X	X	X	X	X	
Other: SCSP, Website Updates	X														X	X												X		
Farm Bill Contracting																														
Explain and promote farm bill programs																														
Local work group coordination																														
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																														
Other Farm Bill Activities:																														
NRCS Program Documents Scanning																X														

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 20 hours

I certify that the above items as marked have been accomplished according to the terms of this agreement and meet with my full satisfaction:



Conservation District Board Representative (Signature & Date)



NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

May 2018



Meetings:

05/03/2018	Sustainable Tulsa Meeting
05/09/2018	TCCD/TACF Joint Board Meeting
05/21/2018	Monarch on the Mountain Planning Meeting
05/23/2018	NRCS Team 17 Teleconference

Special Events:

05/03/2018	Sustainable Tulsa Meeting Monarch Butterfly Info Table
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

Holidays:

05/28/2018	Memorial Day Holiday - Office Closed
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Upcoming Meetings

06/07/2018	Sustainable Tulsa Meeting
06/14/2018	TCCD Board Meeting

Up Coming Events:

Upcoming NRCS Deadlines:

06/15/2018	CSP Local Fund Pool Ranking Deadline
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Upcoming Holidays:

05/28/2018	Memorial Day – Office Closed
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Side Notes:

Early Voting Starts on June 21, 2018 at 8AM through June 23, 2018

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

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

a board meeting, the board will make recommendation for appointment to the vacant position. Please see section **APPOINTED AND REAPPOINTED DIRECTORS** for procedures on submitting the recommendation. The Commission will appoint a replacement and will provide a Certificate of Appointment for presentation to the appointee during a board meeting.

Resignation of a District Director

Directors shall submit a letter of resignation to the district board. However, as stated in subheadings **Term of Office** under **APPOINTED AND REAPPOINTED DIRECTORS** and **ELECTED DIRECTORS**, directors will continue to serve until their successors are appointed by the Commission or elected by registered voters.

Death of a District Director

Immediately upon the death of a director, the district must notify the Commission. Please review section **APPOINTED AND REAPPOINTED DIRECTORS** for procedures on filling the position.

Removal For Cause

Any director may be removed from office by the Commission, upon notice and hearing, for neglect of duty or for malfeasance in office (Title 27A of the Oklahoma Statutes, Section 3-3-201). Malfeasance in office would include violation of the prohibitions listed previously in this Chapter or any criminal wrongdoing. Neglect of duty is refusal or unwillingness to perform the duties of the office. Contact the Commission office for advise on removal practices.

Filing For Other Public Office

The position of conservation district director is a public office. If any elected or appointed director, during their term of office, files as a candidate for or is elected or appointed to any county or state elective office, the director's position will become vacant. The vacancy will be filled by the Commission. Please review section **APPOINTED AND REAPPOINTED DIRECTORS** for procedures on filling this position.

The law makes one exception: a district director may serve on a board of education of a school district (O.S. Title 27A, Section 3-3-201).

ASSOCIATE DIRECTORS

Directors may by official vote appoint one or more individuals to serve as associate directors. These individuals can provide a great service to the board and the community by advising and assisting the board either in the overall district program or on a specific subject or program area.

In order to realize the full potential of associate directors, the board should assign them specific duties and responsibilities. Associate directors may be named to chair a district committee. Some

activities that might be assigned to associate directors, based on interest or expertise, would be to:

- Encourage farmers and landowners to become district cooperators.
- Handle arrangements for district meetings.
- Arrange conservation tours.
- Assist in planning field demonstrations of conservation measures installed on the land.
- Secure storm damage information in connection with watershed applications.
- Assist in securing easements in authorized watershed projects.
- Conduct youth activities.
- Assist with the district's information program.

Potential Appointees

The district might consider the following types of individuals to serve as associate directors:

- An associate director might be a potential district director. This could serve both as a learning period for the associate director and as a time for the board to observe the associate director's commitment and ability.
- A district director who has retired from the board might be appointed as an associate director. This would ensure that the district continues to benefit from the experience of a past director who can no longer give full time to the district's work.
- An individual who is or should be professionally involved in conservation could provide a special service to the district. Consider the benefit of naming the extension director, a teacher or other educator, a city planner or newspaper person as an associate director.

Term of Office

An associate director should be appointed for a specific term, possibly one year, with the expiration date clearly understood and specifically placed in the minutes. Appointment and reappointment should be an official action of the board.

Limitations

Associate directors have no official or legal authority, cannot vote on the district board's business, and may not receive reimbursement for expenses from the Commission.

Reimbursement for Expenses

If an associate director performs a specific service at the request of the board, reimbursement can be made from district-earned funds for mileage and/or other legal actual expenditures under the same guidelines as are applied to district directors and employees.

Obligations

An associate director should be expected to attend most board meetings, or if assigned to a specific project, may attend only the meetings when that project is discussed.

ADVISORY COMMITTEES

The Conservation District Act provides that the district may appoint such advisory committees as may be needed to ensure the availability of appropriate channels of communication to the board of directors, to persons affected by district operations and to local, regional, state and interstate special purpose districts and agencies responsible for community planning, zoning or other resource development activities.

Committees have no legal or official authority, cannot vote on the district board's business, may not obligate the district for money, nor can the committee members receive reimbursement for expenses from the Commission. Committee members might, however, be reimbursed from locally earned funds at a rate not to exceed that paid to state employees.

Fiscal Year 2020 Budget Request

Lisa Knauf

Sent: Thursday, May 17, 2018 10:04 AM**To:** OCC All Districts**Attachments:** FY20 Budget Request.xls (119 KB)**PLEASE READ!!!!**

To All Conservation Districts:

The new form (5L) for the Fiscal Year 20 (July 1, 2019 to June 30, 2020) Budget Request will soon be posted to the Commission's website and available for download. I have also attached a copy here for your use.

The form has not changed this year except for updates to dates. Remember that there are 2 tabs (Green and Orange)

As in the past, the first page is the district's request for funds for Fiscal Year 20. This is the first tab (titled Budget Request – Green tab).

The second tab (titled Funding Information – Orange tab) gives OCC some additional financial information about your district.

Below are a few instructions, tips and information for completing the request.

1. Download the form from the website or from the email and give it a file name. The file name should have the district name in it, such as: AdairBudget20
2. Some of the cells are locked in the file and you can't type in them. This is by design! YOU ONLY NEED TO PUT INFORMATION IN THE GREY HIGHLIGHTED BOXES.
3. When you type in your District's name in the first tab - it will populate the second tab.
4. **DUE DATE: JULY 20, 2018.** The budget request needs to be submitted in 2 formats.
 - A. It must be emailed to me at Lisa.Knauf@conservation.ok.gov as an **Excel** file attachment. Complete both tabs in one file. There is no need to send me two files with page 1 and page 2.
 - B. We also need a signed copy to indicate it has been approved by the board. This can be scanned as a pdf document and emailed to me as well.

First Tab – Budget Request

Section Instructions:

Section 1. Request for changes to current salary allocations

This is where you would make a request for an increase in the number of hours or an hourly wage increase for current employees. If you have part time employees that the district would like to request to make full time this is where that information would go.

For example – is you have a \$11,000 allocation for a part-time employee that the board wants to make full time you would list them as follows:

Under "Current Staff" you would put: PT equip. mngr. to FT w/Benefits

Under "Allocated hours or Increase in Hours" you would put the number of hours needed to make this employee full time. I.E. if they currently work 1599 - the number of hours to increase would be 477. We will calculate FICA/MEDI, retirement and benefits from here.

Section 2. Request for new positions

This section is for newly created positions. We need a position title, an hourly rate, and the number of hours

requested. We will calculate FICA/MEDI, retirement and benefits from here.

Section 3. Program Requests and Operations Requests

Program Requests –

Watershed O&M should correspond to the District's O&M plan that has been submitted to Conservation Programs.

Watershed Rehab – only request funds if you are currently working with OCC Conservation Programs / NRCS on a site to be rehabbed in the next 5 years.

Equipment – List items separately with an estimated cost.

Operations Requests –

Start from a value of \$0.00. This should be the amount of funds needed to operate the district. Do not assume there is already a \$2,000, \$3,000 or \$4,000 operating allocation or a \$1,500 director meeting expense from the Commission.

Second Tab – Funding Information

We recognize that the cost of operating a district can be much more than the operating expenses OCC provides in an allocation. What we are trying to determine with this information is the match that occurs between state appropriated dollars and local funds. OCC gets asked about the methods districts have of raising local funds. The second part of tab 2 asks you to indicate by check mark the methods of raising local funds.

As always, if there are questions, please do not hesitate to contact me.

Lisa Knauf Owen

Oklahoma Conservation Commission
Assistant Director
2800 N Lincoln Blvd. Suite 200
Oklahoma City, OK 73105

Email: Lisa.Knauf@conservation.ok.gov

Phone: (405) 521-6797

Cell Phone: (405) 534-7337

FAX: (405) 521-6686

Lisa Knauf Owen

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Assistant Director
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Cell Phone: (405) 534-7337

FAX: (405) 521-6686

Conservation District Budget Request Fiscal Year 2020

Conservation District **Tulsa County**

New Funding Request for Personnel

Request for Changes to Current Salary Allocations

Current Staff	Increase in Hourly Rate	Allocated Hours or Increase in Hours	Total Increase in Salary
Gabriel Parker (District Secretary)	\$ 0.50	2073	\$ 1,036.50
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for Changes to Current Salary Allocations			\$ 1,036.50

Request for New Positions

Position Title	Hourly Rate	# of Hours Requested	Total for Employee
District Manager	\$ 14.00	2073	\$ 29,022.00
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for New Positions			\$ 29,022.00

New Funding Request for Programs & Operations

Program Requests	Amount	Operations Requests	Amount
Locally Led Cost Share	\$ 25,000.00	Director Mtg. Expense	\$ 1,500.00
Watershed O&M	\$ -	Audit	\$ 650.00
Watershed Rehabilitation	\$ -	Bonds	\$ -
Roadside Erosion	\$ -	Dues	\$ 500.00
Water Quality Programs	\$ -	Insurance	\$ -
Education Programs	\$ 2,500.00	Office Supplies	\$ 500.00
Vehicle	\$ -	Phone / Internet	\$ 900.00
Equipment (list below)	\$ -	Postage	\$ 150.00
	\$ -	Travel / Mileage	\$ 1,500.00
	\$ -	Vehicle Expense / Fuel	\$ -
	\$ -	Meetings Expense / Registration	\$ 400.00
	\$ -	Other (list below)	
	\$ -	Election Fees	\$ 90.00
	\$ -		\$ -
Other (list below)	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Programs	\$ 27,500.00	Total Operations	\$ 6,190.00

Total New Funding Request for Programs & Operations \$ 33,690.00

Total FY 2020 Budget Request \$ 63,748.50

Approved by board of directors on _____

Date

Signature - Chair

Estimated Local Funds Expended Fiscal Year 2018

Conservation District Tulsa County

OCC recognizes that it takes more funding to operate a Conservation District than is provided by the allocation from the agency. How much more did your district spend, over and above the district's allocation, to operate the district? Below please estimate the amount of local funds used to operate your district during the most recent fiscal year.

Estimated Local Funds Expended in Fiscal Year 2018 (July 1, 2017 - June 30, 2018)

Salaries (i.e. local salary, retirement, taxes; one-time pay increases)	\$ -
District Operations (i.e. meeting expenses, dues, mileage, insurance)	\$ -
Programs (i.e. watershed O&M, contests, scholarships, education)	\$ -
Equipment (i.e. purchases, maintenance and repairs)	\$ -
Building Expenses (utilities, insurance, maintenance and repairs)	\$ -
Total Estimated Local Funds Expended in FY 2017	\$ -

How Does the Conservation District Earn Local Funds?

Using your mouse, check the box next to the projects/programs that the district participates in to generate local funds. If your district earns funds from something not on the list; please add it under "other".

- ☐ Building Rent
- ☐ Equipment Rental
- ☐ Custom Work
- ☐ Seed Sales
- ☐ Tree Sales
- ☐ Plat Book Sales
- ☐ Grants
- ☐ Donations

Other: (list below)

Conservation District Budget Request Fiscal Year 2019

Conservation District Tulsa County

New Funding Request for Personnel

Request for Changes to Current Salary Allocations

Current Staff	Increase in Hourly Rate	Allocated Hours or Increase in Hours	Total Increase in Salary
Gabriel Parker (District Secretary)	\$ 0.50	2073	\$ 1,036.50
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for Changes to Current Salary Allocations			\$ 1,036.50

Request for New Positions

Position Title	Hourly Rate	# of Hours Requested	Total for Employee
District Manager	\$ 14.00	2073	\$ 29,022.00
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for New Positions			\$ 29,022.00

New Funding Request for Programs & Operations

Program Requests	Amount	Operations Requests	Amount
Locally Led Cost Share	\$ 25,000.00	Director Mtg. Expense	\$ 1,500.00
Watershed O&M	\$ -	Audit	\$ 1,250.00
Watershed Rehabilitation	\$ -	Bonds	\$ 1,000.00
Roadside Erosion	\$ -	Dues	\$ 500.00
Water Quality Programs	\$ -	Insurance	\$ -
Education Programs	\$ 2,500.00	Office Supplies	\$ 500.00
Vehicle	\$ -	Phone / Internet	\$ 1,500.00
Equipment (list below)	\$ -	Postage	\$ 200.00
	\$ -	Travel / Mileage	\$ 1,500.00
	\$ -	Vehicle Expense / Fuel	\$ -
	\$ -	Meetings Expense / Registration	\$ 400.00
	\$ -	Other (list below)	
	\$ -	Election Fees	\$ 70.00
	\$ -		\$ -
Other (list below)			\$ -
Current DS Salary	\$ 21,766.50		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Programs	\$ 49,266.50	Total Operations	\$ 8,420.00
Total New Funding Request for Programs & Operations		\$ 57,686.50	

Total FY 2019 Budget Request \$ 87,745.00

Approved by board of directors on

June 8, 2017
Date

Signature - Chair

William L. Gary

Estimated Local Funds Expended Fiscal Year 2017

Conservation District Tulsa County

OCC recognizes that it takes more funding to operate a Conservation District than is provided by the allocation from the agency. How much more did your district spend, over and above the district's allocation, to operate the district? Below please estimate the amount of local funds used to operate your district during the most recent fiscal year.

Estimated Local Funds Expended in Fiscal Year 2017 (July 1, 2016 - June 30, 2017)

Salaries (i.e. local salary, retirement, taxes; one-time pay increases)	\$ 5,608.50
District Operations (i.e. meeting expenses, dues, mileage, insurance)	\$ 10,000.00
Programs (i.e. watershed O&M, contests, scholarships, education)	\$ 29,500.00
Equipment (i.e. purchases, maintenance and repairs)	\$ -
Building Expenses (utilities, insurance, maintenance and repairs)	\$ -
Total Estimated Local Funds Expended in FY 2017	\$ 45,108.50

How Does the Conservation District Earn Local Funds?

Using your mouse, check the box next to the projects/programs that the district participates in to generate local funds. If your district earns funds from something not on the list; please add it under "other".

- ☐ Building Rent
- ☐ Equipment Rental
- ☐ Custom Work
- ☐ Seed Sales
- ☐ Tree Sales
- ☐ Plat Book Sales
- ☒ Grants
- ☐ Donations

Other: (list below)

Resource Management Conference

Aerial Maps (Occasionally)

Conservation District Budget Request Fiscal Year 2018

Conservation District **Tulsa County**

New Funding Request for Personnel

Request for Changes to Current Salary Allocations

Current Staff	Increase in Hourly Rate	Allocated Hours or Increase in Hours	Total Increase in Salary
Gabriel Parker (District Secretary)	\$ 0.50	2073	\$ 1,036.50
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for Changes to Current Salary Allocations			\$ 1,036.50

Request for New Positions

Position Title	Hourly Rate	# of Hours Requested	Total for Employee
District Manager	\$ 14.00	2073	\$ 29,022.00
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for New Positions			\$ 29,022.00

New Funding Request for Programs & Operations

Program Requests	Amount	Operations Requests	Amount
Locally Led Cost Share	\$ 15,000.00	Director Mtg. Expense	\$ 1,500.00
Watershed O&M	\$ -	Audit	\$ 1,250.00
Watershed Rehabilitation	\$ -	Bonds	\$ 1,000.00
Roadside Erosion	\$ -	Dues	\$ 45.00
Water Quality Programs	\$ -	Insurance	\$ -
Education Programs	\$ 2,500.00	Office Supplies	\$ 500.00
Vehicle	\$ -	Phone / Internet	\$ 1,500.00
Equipment (list below)	\$ -	Postage	\$ 250.00
	\$ -	Travel / Mileage	\$ 1,500.00
	\$ -	Vehicle Expense / Fuel	\$ -
	\$ -	Meetings Expense / Registration	\$ 200.00
	\$ -	Other (list below)	
	\$ -	Notary Filing Fee	\$ 10.00
	\$ -	Election Fees	\$ 67.00
Other (list below)			\$ -
Current DS Salary	\$ 21,766.50		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Programs	\$ 39,266.50	Total Operations	\$ 7,822.00
Total New Funding Request for Programs & Operations		\$ 47,088.50	
Total FY 2018 Budget Request		\$ 77,147.00	

Approved by board of directors on _____

Date

Signature - Chair

Estimated Local Funds Expended Fiscal Year 2016

Conservation District Tulsa County

OCC recognizes that it takes more funding to operate a Conservation District than is provided by the allocation from the agency. How much more did your district spend, over and above the district's allocation, to operate the district? Below please estimate the amount of local funds used to operate your district during the most recent fiscal year.

Estimated Local Funds Expended in Fiscal Year 2016 (July 1, 2015 - June 30, 2016)

Salaries (i.e. local salary, retirement, taxes; one-time pay increases) Local * 12	\$ 4,611.36
District Operations (i.e. meeting expenses, dues, mileage, insurance)	\$ 11,000.00
Programs (i.e. watershed O&M, contests, scholarships, education)	\$ 13,000.00
Equipment (i.e. purchases, maintenance and repairs)	\$ -
Building Expenses (utilities, insurance, maintenance and repairs)	\$ -
Total Estimated Local Funds Expended in FY 2016	\$ 28,611.36

How Does the Conservation District Earn Local Funds?

Using your mouse, check the box next to the projects/programs that the district participates in to generate local funds. If your district earns funds from something not on the list; please add it under "other".

- ☐ Building Rent
- ☐ Equipment Rental
- ☐ Custom Work
- ☐ Seed Sales
- ☐ Tree Sales
- ☐ Plat Book Sales
- ☒ Grants
- ☐ Donations

Other: (list below)

Resource Management Conference

Aerial Maps (Occasionally)

Conservation District Budget Request Fiscal Year 2017

Conservation District **Tulsa County**

New Funding Request for Personnel

Request for Changes to Current Salary Allocations

Current Staff	Increase in Hourly Rate	Allocated Hours or Increase in Hours	Total Increase in Salary
District Secretary	\$ 0.50	2076	\$ 1,038.00
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for Changes to Current Salary Allocations			\$ 1,038.00

Request for New Positions

Position Title	Hourly Rate	# of Hours Requested	Total for Employee
District Manager	\$ 14.00	2076	\$ 29,064.00
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for New Positions			\$ 29,064.00

New Funding Request for Programs & Operations

Program Requests	Amount	Operations Requests	Amount
Locally Led Cost Share	\$ 15,000.00	Director Mtg. Expense	\$ 1,500.00
Watershed O&M	\$ -	Audit	\$ 600.00
Watershed Rehabilitation	\$ -	Bonds	\$ -
Roadside Erosion	\$ -	Dues	\$ -
Water Quality Programs	\$ -	Insurance	\$ 400.00
Education Programs	\$ 2,500.00	Office Supplies	\$ 1,000.00
Vehicle	\$ -	Phone / Internet	\$ 1,500.00
Equipment (list below)	\$ -	Postage	\$ 300.00
	\$ -	Travel / Mileage	\$ 2,500.00
	\$ -	Vehicle Expense / Fuel	\$ -
	\$ -	Meetings Expense / Registration	\$ 500.00
	\$ -	Other (list below)	\$ -
	\$ -		\$ -
Other (list below)	\$ -		\$ -
DS Current Salary	\$ 21,798.00		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Programs	\$ 39,298.00	Total Operations	\$ 8,300.00
Total New Funding Request for Programs & Operations		\$ 47,598.00	

Total FY 2017 Budget Request \$ 77,700.00

Approved by board of directors on

Date

Signature - Chair

Estimated Local Funds Expended Fiscal Year 2015

Conservation District Tulsa County

OCC recognizes that it takes more funding to operate a Conservation District than is provided by the allocation from the agency. How much more did your district spend, over and above the district's allocation, to operate the district? Below please estimate the amount of local funds used to operate your district during the most recent fiscal year.

Estimated Local Funds Expended in Fiscal Year 2015 (July 1, 2014 - June 30, 2015)

Salaries (i.e. local salary, retirement, taxes; one-time pay increases)	\$ 3,767.50
District Operations (i.e. meeting expenses, dues, mileage, insurance)	\$ 11,000.00
Programs (i.e. watershed O&M, contests, scholarships, education)	\$ 13,000.00
Equipment (i.e. purchases, maintenance and repairs)	\$ -
Building Expenses (utilities, insurance, maintenance and repairs)	\$ -
Total Estimated Local Funds Expended in FY 2015	\$ 27,767.50

How Does the Conservation District Earn Local Funds?

Using your mouse, check the box next to the projects/programs that the district participates in to generate local funds. If your district earns funds from something not on the list; please add it under "other".

- ☐ Building Rent
- ☐ Equipment Rental
- ☐ Custom Work
- ☐ Seed Sales
- ☐ Tree Sales
- ☒ Plat Book Sales
- ☐ Grants
- ☐ Donations

Other: (list below)

Aerial Maps

Rresource Management Conference

Conservation District Budget Request Fiscal Year 2020

Conservation District **Tulsa County**

New Funding Request for Personnel

Request for Changes to Current Salary Allocations

Current Staff	Increase in Hourly Rate	Allocated Hours or Increase in Hours	Total Increase in Salary
Gabriel Parker (District Secretary)	\$ 0.50	2073	\$ 1,036.50
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for Changes to Current Salary Allocations			\$ 1,036.50

Request for New Positions

Position Title	Hourly Rate	# of Hours Requested	Total for Employee
District Manager	\$ 14.00	2073	\$ 29,022.00
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for New Positions			\$ 29,022.00

New Funding Request for Programs & Operations

Program Requests	Amount	Operations Requests	Amount
Locally Led Cost Share	\$ 25,000.00	Director Mtg. Expense	\$ 1,500.00
Watershed O&M	\$ -	Audit	\$ 650.00
Watershed Rehabilitation	\$ -	Bonds	\$ -
Roadside Erosion	\$ -	Dues	\$ 500.00
Water Quality Programs	\$ -	Insurance	\$ -
Education Programs	\$ 2,500.00	Office Supplies	\$ 500.00
Vehicle	\$ -	Phone / Internet	\$ 900.00
Equipment (list below)	\$ -	Postage	\$ 150.00
	\$ -	Travel / Mileage	\$ 1,500.00
	\$ -	Vehicle Expense / Fuel	\$ -
	\$ -	Meetings Expense / Registration	\$ 400.00
	\$ -	Other (list below)	
	\$ -	Election Fees	\$ 90.00
	\$ -		\$ -
Other (list below)	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Programs	\$ 27,500.00	Total Operations	\$ 6,190.00
Total New Funding Request for Programs & Operations		\$ 33,690.00	

Total FY 2020 Budget Request \$ 63,748.50

Approved by board of directors on _____

Date

Signature - Chair

Estimated Local Funds Expended Fiscal Year 2018

Conservation District Tulsa County

OCC recognizes that it takes more funding to operate a Conservation District than is provided by the allocation from the agency. How much more did your district spend, over and above the district's allocation, to operate the district? Below please estimate the amount of local funds used to operate your district during the most recent fiscal year.

Estimated Local Funds Expended in Fiscal Year 2018 (July 1, 2017 - June 30, 2018)

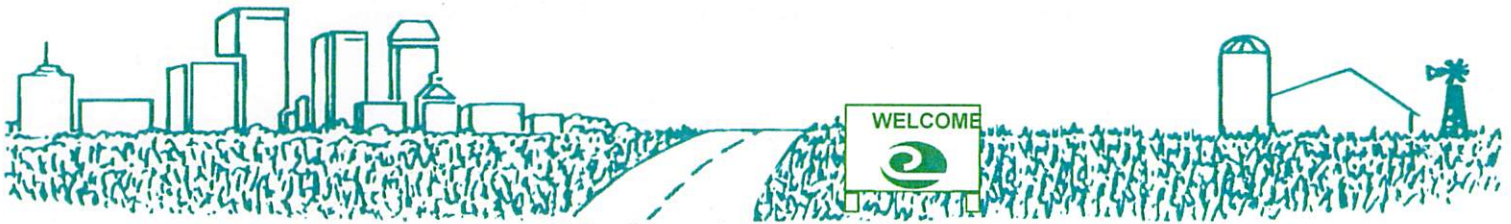
Salaries (i.e. local salary, retirement, taxes; one-time pay increases)	\$ -
District Operations (i.e. meeting expenses, dues, mileage, insurance)	\$ -
Programs (i.e. watershed O&M, contests, scholarships, education)	\$ -
Equipment (i.e. purchases, maintenance and repairs)	\$ -
Building Expenses (utilities, insurance, maintenance and repairs)	\$ -
Total Estimated Local Funds Expended in FY 2017	\$ -

How Does the Conservation District Earn Local Funds?

Using your mouse, check the box next to the projects/programs that the district participates in to generate local funds. If your district earns funds from something not on the list; please add it under "other".

- ☐ Building Rent
- ☐ Equipment Rental
- ☐ Custom Work
- ☐ Seed Sales
- ☐ Tree Sales
- ☐ Plat Book Sales
- ☐ Grants
- ☐ Donations

Other: (list below)



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

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 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 Gabrielael at the TCCD Office. Any input that you have will be greatly appreciated.

Best Regards,
TCCD Board Chair,
Melissa Gray

Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

(580) 363-1453

Fax (580) 363-0068

May 23, 2018

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

We were pleased to be able to perform the audit for the Tulsa County Conservation District for the year ended June 30, 2017 and we hope you will consider us for the current year's engagement.

The fee for a compilation will be \$570 for the year ending June 30, 2018.

Enclosed is an engagement letter. If the board approves the compilation bid, please sign the letter and return it to us.

If you have any questions, please call.

Sincerely,

Kimberlye R Mayer

Kimberlye R. Mayer, CPA, P.C.

Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

(580) 363-1453
Fax (580) 363-0068

May 23, 2018

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

You have requested that we prepare the cash basis financial statements of Tulsa County Conservation District, which comprise the statement of assets, liabilities and net position, the related statements of revenues, expenses and changes in net position and of cash flows of the Tulsa County Conservation District for the year ended June 30, 2018 and the related notes to the financial statements, and to perform a compilation engagement with respect to those financial statements. We are pleased to confirm our acceptance and our understanding of this compilation engagement by means of this letter.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with the cash basis of accounting based on information provided by you and to apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with the cash basis of accounting.

We will conduct our engagement in accordance with Statements of Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and to comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence and due care, when preparing the financial statements and performing the compilation engagement.

We are not required to and will not verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws or regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is the preparation of financial statements in accordance with the cash basis of accounting and to assist you in the presentation of the financial statements in accordance with the cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARs: the selection of the financial reporting framework to be applied in the preparation of financial statements; the preparation and fair presentation of financial statements in

accordance with the cash basis of accounting and the inclusion of all informative disclosures that are appropriate for the cash basis of accounting; the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; the prevention and detection of fraud; to ensure that the organization complies with laws and regulations applicable to its activities; the accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement; to provide us with access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as documentation and other matters; to provide us with additional information that may be requested for the purpose of the compilation engagement; to provide unrestricted access to persons within the organization to whom we determine necessary to communicate.

You are also responsible for all management decisions and responsibilities, and for designating an individual with suitable skill, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of services performed and accepting responsibility for such services. [AICPA ET 1.295-Nonattest Services]

Our Report

As part of the engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

You agree to include our accountant's compilation report in any document containing financial statements that indicates we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

Our fees for these services for the year ended June 30, 2018 will be \$570. The fee will be billed at the completion of the compilation. You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and to perform a compilation engagement with respect to those same financial statements, and our respective responsibilities.

Sincerely,

Kimberlye R Mayer

Kimberlye R. Mayer, CPA, P.C.

Acknowledged and agreed on behalf of the TULSA COUNTY CONSERVATION DISTRICT by:

Signed: _____

Title: _____

Date: _____

OKLAHOMA CONSERVATION HISTORICAL SOCIETY

May 30, 2018

Dear District Directors and District Employees:

Oklahoma has a proud and storied conservation history. From the time of the Dust Bowl until today Oklahoma has produced impressive conservation leaders. The work of Oklahoma conservationists is written all across the state's landscape. It is important that we recognize these individuals and the conservation programs and activities that have made Oklahoma a conservation leader in the nation.

To celebrate Oklahoma's conservation legacy a new organization was formed earlier this year—the Oklahoma Conservation Historical Society (OCHS). Our mission is "to collect, preserve and share Oklahoma's rich conservation history with Oklahomans." We believe Oklahomans need an understanding of the importance conservation has played in our history and its importance to our future. **It is our hope that your conservation district will support us in our mission by becoming a member of OCHS and providing input for future activities.**

The OCHS is partnering with the Oklahoma Association of Conservation Districts, the Oklahoma Conservation Commission, the Natural Resources Conservation Service, the Oklahoma Chapter of the Soil and Waters Conservation Society and the Oklahoma RC&D Association to showcase Oklahoma's conservation history. Each of these groups is represented on the OCHS board. OCHS is incorporated as an Oklahoma nonprofit corporation. We have adopted by-laws and formed a board of directors. OCHS is applying for 501(c)3 charitable organization status with the IRS. Until final IRS approval is received, we have an agreement with OACD to assist with our financial management. Contributions to our organization can be made through OACD and are a charitable tax deduction.

We would like to share information with you about the projects we have initiated. First, we have an agreement with the OSU Library's Oral History Research Program to record and archive interviews with individuals who have made contributions to conservation in Oklahoma. To date OSU has completed 13 interviews. Once a transcript has been prepared, reviewed and edited, the audio, video, and transcript of the interview will be posted digitally in the new Conservation Heritage section of the OSU oral history library. Interviews will be available on-line to researchers and the general public. We anticipate the interviews will begin being posted in early 2019. OSU is doing the first 13 interviews at no cost to OCHS. Going forward future interviews will cost \$1250 apiece to produce.

Second, we are finalizing an agreement with NRCS to digitize 20,000 historic black and white conservation photos currently stored at the NRCS state office. In addition, eleven more oral histories of past and present NRCS employees will be completed by OSU and included in the Conservation Heritage section at the library. Training materials highlighting Oklahoma's conservation history will also be developed for current NRCS and conservation district employees. A third project that is now completed was with the Oklahoma Department of Libraries. All of the past and present NRCS county soil surveys are digitized and available online from their website.

Going forward OCHS will be partnering with the Oklahoma Historical Society and Oklahoma History Center. We will work with their staff to put together procedures where conservation items can be evaluated, collected, archived and used in future conservation exhibits at the History Center and in other museums around the state. This is where we need your district's help. If you are storing any items in your office that may have historic value we would encourage you to maintain them for a bit longer until we have a system in place to evaluate them. In addition, we would encourage your district to work with the local historical society in your community or county. There may be opportunity to highlight your district's conservation work in a local museum.

We would also seek your district's input on conservationists to interview for our oral history project. If there are individuals in your district that have had made significant contributions to conservation in Oklahoma we would like you to recommend them to us. Please provide a short bio on their conservation contributions and email them to me at benpollard64@gmail.com or mail them to OCHS, P.O. Box 9, Drummond, OK 73735.

Finally, we would encourage your conservation district to join the Oklahoma Conservation Historical Society this year. We are offering a Founders' membership for \$100 and an Organization membership for \$50. A membership form is included for your use. We value your conservation district's input and financial support as we work to promote Oklahoma's proud conservation heritage. Thank you for your help!

Sincerely,

BEN POLLARD, President

Oklahoma Conservation Historical Society

OKLAHOMA CONSERVATION HISTORICAL SOCIETY

2018 Membership

General Membership \$25

Family Membership \$40

Organization Membership \$50

Founders Membership \$100

Note: Please make checks payable to OACD. In the memo line please write OCHS (Oklahoma Conservation Historical Society) membership

MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR



Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

June 4, 2018

Mr. Tom Tolbert
1816 S. Fir Ave.
Broken Arrow, OK 74012

Dear Mr. Tolbert:

During their meeting on June 4, 2018, members of the Oklahoma Conservation Commission approved your reappointment to the Tulsa County Conservation District Board of Directors with the term expiring on June 30, 2020. A Certificate of Appointment is being sent to the district office to be presented to you at the next board meeting when you will also be administered an Oath of Office and Loyalty Oath. The district will provide you with a copy of the *Conservation District Director Position Description* for review and signature. This document summarizes your responsibilities as a district director.

As a district director you are required to attend your monthly district board meetings. Attendance at these meetings is vital and will enable you to participate in the planning for the protection, development and proper utilization of the soil, water and other renewable natural resources within your district.

Your district office has a Conservation District Handbook which I urge you to review. It provides in-depth information regarding responsibilities, board meetings, and financial and personnel management.

Conservation district directors are eligible to participate in the State's health insurance program, at their own expense. As a reappointed director you are eligible to enroll during the open enrollment option period which occurs in October each year.

We look forward to working with you. Should you have questions, or need further information, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Trey Lam". The signature is written in a cursive, flowing style.

Trey Lam
Executive Director

TL:lko

Copy: Tulsa County Conservation District

Agency, Authority, Commission, Department or Institution

Address, City and Zip Code

Print Name of Officer or Employee

LOYALTY OATH
(51 O.S., 36.2A)

I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am

Here put name of office, or if an employee, insert "An employee of _____" followed by the complete designation of the employing officer, agency, authority, commission, department or institution.) 51 O.S., 36.2.

Affiant Sign Here

State of _____

County of _____

Signed and sworn to (or affirmed) before me on this _____ day of

_____, _____ by _____
Print name of the person taking the oath.

Signature of the Notary

(Seal, if any)

Title and Rank (if other than a notary)

My Commission Expires: _____

Commission Number: _____

(09/2003)

LOYALTY OATH FILING
(51 O.S. §36.3)

WHERE TO FILE:

Every **state officer** shall be filed with the Secretary of State.

Every **state employee** shall be filed with the personnel officer of the state entity employing the state employee.

All **other officers** shall be filed with the office of the county clerk of the county of official residence of the officer.

All **other employees** shall be filed with the office of the county clerk of the county in which the entity employing the employee is located.

Every **notary public** shall be filed with the office of the court clerk of the county of official residence of the notary, or if a nonresident, the county of employment of the notary.

All **municipal officers or employees** shall be filed in the office of the municipal clerk of the municipality for which the officer or employee serves or by which the officer or employee is employed.

TO ENSURE PROPER FILING:

Submit only the original oath with original signatures. Photo copies are not accepted. Type or print clearly in black ink:

1. List the name and address of the entity.
2. Full and correct name of the person taking the oath
3. Name of the office, or if an employee, insert "an employee of _____" followed by the complete designation of the employing officer, agency, authority, commission, department or institution.

Person taking the oath is the "Affiant".

ATTESTATION OF LOYALTY OATH:

The Loyalty Oath must be signed and dated by a notary public or other officer authorized to administer oaths or affirmations (indicate title and rank, if other than a notary public) and include the identification of the jurisdiction in which the act is performed. The notary shall include the name of the individual making the statement (or taking the oath), the notary seal, expiration date and commission number.

Please retain a copy for your records before submitting the oath for filing.
For additional information, please call 522-4564 or 522-4565.

OATH OF OFFICE

(Art. XV O.C. §1)

I, _____, do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States, and the Constitution of the State of Oklahoma, and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as

_____ to the best of my ability.

State of _____

Affiant Sign Here

County of _____

Signed and sworn to (or affirmed) before me on this _____ day of _____, _____ by

Print name of person taking the oath

Signature of the Notary

(Seal if any)

Commission Expires _____

Title and Rank (if other than a notary)

Commission Number _____

(9:2003)