

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
July 12, 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 June 14, 2018 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending June 30, 2018
 - C. Review of TACF Financials for Periods Ending in June 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 June 2018
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and 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 FY – 2019 Financial Request from TACF
 - E. Discussion of FY – 2019 District Allocation
 - F. Discussion and Approval of New Terms of Employment and Personnel Action Form
 - G. Discussion of OCC Adopted Policies for FY - 2019
 - H. Discussion and Approval of FY – 2019 TCCD/NRCS Local Operational Agreement
 - I. Discussion and Approval of FY – 2019 Joint Plan of Operations
 - J. Board Member Recruitment
7. New Business:
8. Public Comments:
9. Adjourn:

Next regularly scheduled meeting is August 9, 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 **July 12, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **August 9, 2018**


Chair, Board of Directors

8-9-18
Date

Attest:



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

Date: July 12, 2018
Time: 4:00 PM

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

Members Absent: None

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

1. Meeting Called to Order:

Vice-Chair, Jana Black called the meeting to order at 4:06 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 July 11, 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 June 14, 2018 Regular Meeting
- B. Approval of Financial Statements & District Budget for Period Ending June 30, 2018
- C. Review of TACF Financials for Periods Ending in June 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 June 2018

John Beasley made a motion to remove item 4A from the consent agenda for further discussion. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

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

John Beasley said he was not present at the last meeting, but the minutes show that he was. Gabrael Parker said she apologized for the error, and would fix them in them

morning. John made a motion to accept the consent agenda with the June 12, 2018 minutes corrected to show all those members who were not present at that last meeting to be removed. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

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

A. Discussion and Acceptance of District Conservationist Agency Report

Cleaon Bradford said FY-2019 program funding will allocated like it has in the past. Each county gets a specified amount of funding based on previous years. Cleaon said funding in 2020 could change.

Outreach-Cleaon said we need to start thinking about doing some outreach events to get feedback to shape the ranking criteria. We also need to have the events, so we can set up a Local Emphasis Area. We need to start thinking about how to advertise for these events, so we can get the critical feedback. The board suggested we could advertise with Sustainable Tulsa, TYPros, and with the Farmer's Markets. Gabrielael Parker suggested we advertise on NPR. It is free to advertise with them. She has never done that, but said she thought Jean Lemmon had and could ask her how to go about submitting an advertising request.

Cleaon also asked how we could gather the feedback we needed. The board suggested coming up with a good survey to assess needs. Gabrielael said, if she works the Fair again this year, she could ask the City of Tulsa if she could hand them out. Zach suggested the main contact at the Farmer's Market could possibly email it out. Cleaon suggested maybe the OK Farm Bureau and the OK Farmers and Ranchers Associations and similar organizations.

The board decided to come up with a survey to hand out at the next board meeting

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

C. TCCD Monthly Activities and Outreach Report

Gabrael Parker said it was a very slow month. Not a lot happened. She had signed up for several Crow Creek sod watering days. We want to make sure we do not have a repeat of the last time we installed buffalo sod. She attended the NRCS Team 17 Teleconference. It was about establishing a workflow schedule and get staff to where the work was. They briefly went over state CSP needs. She said other than those few things, the month in outreach was slow. She will have two events next month..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 August. At the August board meeting, fundraising ideas should be discussed. No further action needed to be taken at this time.

E. Discussion of FY – 2019 District Allocation

Gabriel Parker said we received FY 2019 budget information. She said thanks to the teacher walkouts in April, all state employees received a \$2,000 a year raise. It came out to about \$1.00 an hour. She said she was grateful for it. No further action needed to be taken at this time.

F. Discussion and Approval of New Terms of Employment and Personnel Action Form

Gabriel Parker said that since this is the first pay increase since 2007 given to state employees, we would need to approve the changes on the Terms of Employment and Personnel Action Form. Zach Kilburn made a motion to approve of the pay increase in the Terms of Employment and Personnel Action Form. John Beasley 2nd the motion. Nays: None. The motion carries.

G. Discussion of OCC Adopted Policies for FY – 2019

Gabriel Parker said along with the new pay increase, the Oklahoma Conservation Commission has adopted some new policies. Gabriel said she did not know how this will affect how we operate, but it is worth going over. No further action needed to be taken at this time.

H. Discussion and Approval of FY – 2019 TCCD/NRCS Local Operational Agreement

Gabriel Parker said she included the past two years, except for 2017. We did not look at the Operational Agreement in 2017. Zach Kilburn asked if the tasks outlined in the agreement are required tasks. Cleon Bradford said he did not think they were required. This is outlining potential tasks. Zach asked if there are any tasks that we need to add or take off. Gabriel said she thought everything looked reasonable. Zach Kilburn made a motion to approve the FY-2019 TCCD/NRCS Operational Agreement. John Beasley 2nd the motion. Nays: None. The motion carries.

I. Discussion and Approval of FY – 2019 Joint Plan of Operations

Gabriel Parker said she did not see anything that needed to be added or taken away. Zach said he noticed some formatting issues like numbering. He also noticed Melissa Gray was on one of the pages. Her term expired in June and need to be removed. Gabriel said she removed her name in another place, but failed to see it in another. The incorrect numbering could have occurred when she deleted items from last year. She may have forgotten to fix those. She said she would fix those errors tomorrow. John Beasley made a motion to approve the FY-2019 Joint Plan of Operations with the discussed name and number corrections. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

J. Board Member Recruitment

Gabriel Parker said she had spoken to Ron Clark about joining the board. She asked him if he was a registered voter in Tulsa County, and he said he was not. She told him that would be one of the requirements. She said if he changes his registration, we would love to have his perspective as a member. She also asked him if he knew of anyone who might be interested, please send them my contact information. The board said they would continue to look for someone to fill Melissa Gray's position. No further action needed to be taken at this time.

7. New Business:

Gabriel Parker wanted to put this on the agenda from discussion, but determined she would just mention it in new business. Gabriel said, Ray West, treasurer for TACF, sent an email letting everyone know that he was getting ready to retire from the City of Tulsa, and wanted to scale back some of his obligations. That included ending his term as a TACF Board Member. Gabriel said she would have it on the TACF agenda for discussion next month.

8. Public Comments:

None

9. Adjourn:

Meeting Adjourned at 5:36 PM

Next regularly scheduled meeting is August 9, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

12:32 PM
07/03/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Income	
Administrative Income	484.29
Grant Income	500.00
Interest Income	2.25
OCC Cost-Share Reimbursements	13,493.36
OCC Director Exp Reimbursements	325.00
OCC General Exp Reimbursements	3,419.49
OCC Salary Reimbursements	24,191.77
TACF Gen Expense Reimbursements	3,950.00
Total Income	46,366.16
Expense	
Administrative Expense	759.93
Advertising and Promotion	76.26
Cost-Share Payments	13,493.36
Director Fees	325.00
Employee Benefits	1,904.80
Grant Expenses	611.00
Office Supplies	70.21
Outreach Programs	410.83
Payroll	19,902.36
Payroll Tax	8,737.25
Postage	6.02
Professional Fees	1,130.00
Telephone and Internet	1,032.61
Travel	786.93
Total Expense	49,246.56
Net Income	<u><u>-2,880.40</u></u>

11:58 AM
07/03/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
June 2018

	<u>Jun 18</u>
Income	
Interest Income	0.18
OCC Cost-Share Reimbursements	3,147.04
OCC General Exp Reimbursements	11.73
OCC Salary Reimbursements	<u>1,954.10</u>
Total Income	5,113.05
Expense	
Aministrative Expense	139.83
Cost-Share Payments	3,147.04
Employee Benefits	186.40
Payroll	821.21
Payroll Tax	100.00
Telephone and Internet	<u>74.78</u>
Total Expense	<u>4,469.26</u>
Net Income	<u><u>643.79</u></u>

11:57 AM
07/03/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
June 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	6/29/2018		Arvest	Interest Pay...		Arvest Checki...	0.17	0.17
Deposit	6/29/2018		Arvest	Interest Pay...		Arvest Special...	0.01	0.18
Total Interest Income							0.18	0.18
OCC Cost-Share Reimbursements								
Deposit	6/18/2018		OCC	Cost-Share Y...		Arvest Checki...	3,147.04	3,147.04
Total OCC Cost-Share Reimbursements							3,147.04	3,147.04
OCC General Exp Reimbursements								
Deposit	6/11/2018		OCC	April General...		Arvest Checki...	11.73	11.73
Total OCC General Exp Reimbursements							11.73	11.73
OCC Salary Reimbursements								
Deposit	6/18/2018		OCC	June Salary ...		Arvest Checki...	1,954.10	1,954.10
Total OCC Salary Reimbursements							1,954.10	1,954.10
Total Income							5,113.05	5,113.05
Expense								
Aministrative Expense								
Check	6/22/2018	8617	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	139.83
Total Aministrative Expense							139.83	139.83
Cost-Share Payments								
Check	6/20/2018	8622	Tony Warford	Cost-Share Y...		Arvest Checki...	3,147.04	3,147.04
Total Cost-Share Payments							3,147.04	3,147.04
Employee Benefits								
Check	6/26/2018	8616	OCC	June 2018 Pr...		Arvest Checki...	186.40	186.40
Total Employee Benefits							186.40	186.40
Payroll								
Check	6/18/2018	8615	Gabriel S Parker	May 16-31st ...		Arvest Checki...	821.21	821.21
Total Payroll							821.21	821.21
Payroll Tax								
Check	6/15/2018		OK Tax Commission	May 2018 Pa...		Arvest Checki...	95.00	95.00
Check	6/15/2018		OK Tax Commission	May 2018 Ad...		Arvest Checki...	5.00	100.00
Total Payroll Tax							100.00	100.00

11:57 AM

07/03/18

Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
June 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Telephone and Internet								
Check	6/29/2018		COX Communicatio...	June 2018 P...		Arvest Checki...	74.78	74.78
Total Telephone and Internet							74.78	74.78
Total Expense							4,469.26	4,469.26
Net Income							643.79	643.79



P O BOX 1670
LOWELL AR 72745

Statement Ending 06/30/2018

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number

ADDRESS SERVICE REQUESTED

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

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

NOTICE: This statement includes an amended and replacement Deposit Agreement and Disclosure. Your continued use of the covered deposit product types evidences your agreement to this amendment.

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$862.05
Total Current Value		\$862.05

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
06/01/2018	Beginning Balance	\$218.27
	4 Credit(s) This Period	\$5,113.04
	7 Debit(s) This Period	\$4,469.26
06/30/2018	Ending Balance	\$862.05

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.17
Interest Paid Year-to-Date	\$0.99
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
06/11/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$11.73
06/18/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$1,954.10
06/18/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$3,147.04

Other Credits

Date	Description	Amount
06/30/2018	INTEREST PMT	\$0.17

Electronic Debits

Date	Description	Amount
06/15/2018	TAX PAYMENTS OK TAX PMT	-\$95.00

**Statement Ending 06/30/2018**

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number: XXXXXXXX6407

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

Date	Description	Amount
06/15/2018	TAX PAYMENTS OK TAX PMT	-\$5.00
06/29/2018	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$74.78

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
8615	06/20/2018	\$821.21	8617	06/22/2018	\$139.83
8616	06/26/2018	\$186.40	8622*	06/21/2018	\$3,147.04

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/31/2018	\$218.27	06/18/2018	\$5,231.14	06/22/2018	\$1,123.06
06/11/2018	\$230.00	06/20/2018	\$4,409.93	06/26/2018	\$936.66
06/15/2018	\$130.00	06/21/2018	\$1,262.89	06/29/2018	\$862.05



P O BOX 1670
LOWELL AR 72745

Statement Ending 06/30/2018

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number

ADDRESS SERVICE REQUESTED

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

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

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Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.45
Total Current Value		\$83.45

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
06/01/2018	Beginning Balance	\$83.44
	1 Credit(s) This Period	\$0.01
	0 Debit(s) This Period	\$0.00
06/30/2018	Ending Balance	\$83.45

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.01
Interest Paid Year-to-Date	\$0.16
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
06/30/2018	INTEREST PMT	\$0.01

Daily Balances

Date	Amount	Date	Amount
05/31/2018	\$83.44	06/29/2018	\$83.45



P O BOX 1670
LOWELL AR 72745

Statement Ending 06/30/2018

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number

ADDRESS SERVICE REQUESTED

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

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

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Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$1,275.85
Total Current Value		\$1,275.85

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
06/01/2018	Beginning Balance	\$1,275.65
	1 Credit(s) This Period	\$0.20
	0 Debit(s) This Period	\$0.00
06/30/2018	Ending Balance	\$1,275.85

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.20
Interest Paid Year-to-Date	\$1.24
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
06/30/2018	INTEREST PMT	\$0.20

Daily Balances

Date	Amount	Date	Amount
05/31/2018	\$1,275.65	06/29/2018	\$1,275.85



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 06/30/2018

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

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Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$10,607.17
Total Current Value		\$10,607.17

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
06/01/2018	Beginning Balance	\$10,603.25
	1 Credit(s) This Period	\$3.92
	0 Debit(s) This Period	\$0.00
06/30/2018	Ending Balance	\$10,607.17

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$3.92
Interest Paid Year-to-Date	\$16.79
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
06/30/2018	INTEREST PMT	\$3.92

Daily Balances

Date	Amount	Date	Amount
05/31/2018	\$10,603.25	06/29/2018	\$10,607.17

Oklahoma Employment Security Commission

EMPLOYERS QUARTERLY CONTRIBUTION REPORT

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

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

1. Employee SSN	Change Type	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
					\$6,707.82	\$6,707.82
				REPORT TOTAL	\$6,707.82	\$6,707.82

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

Month 1 Month 2 Month 3

15. Oklahoma Account Number:

16. Federal I.D. No:

17. Qtr / Yr:

18. Due Date:

19. Employer Name / Address

TULSA COUNTY CONSERVATION DIST	
6660 S Sheridan Rd Ste 120	
TULSA	OK
74133	- <input type="text"/>

Confirmation No.: **4AF7CAF793**

5. TOTAL WAGES PAID.....	\$6,707.82
6. TAXABLE WAGES PAID.....	\$6,707.82
7. Contribution Rate for This Quarter.....	1%
8. Contributions Due.....	\$67.08
9. Interest Due.....	\$0.00
10. 10% Penalty Due + \$100.00 Penalty Due.....	\$0.00
11. Debit.....	\$0.00
12. AMOUNT DUE.....	\$67.08
13. Amount Paid.....	

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

Contact Name:	Gabriel Parker
Title:	District Secretary
Contact Phone:	918-877-9559
Date:	6/29/2018

4th Quarter OESC Report

TULSA COUNTY CONSERVATION DISTRICT
F.O. NRCS REPORT
July 12, 2018

Conservation Stewardship Program (CSP) FY18

Tulsa Applications Received (1)

Tulsa Application Preapproved (0)

Total applications preapproved in Team (52)

Field Verifications Contracts sent up for 2nd Level review 8/31/18

Environmental Quality Incentive Program (EQIP)

Tulsa County FY18 EQIP Contracts Approved (0)

Team 17- FY18 EQIP Approved (30)

Team 17- FY18 Monarch Butterfly Project Initiative (6) Ranking deadline 7/6/18

Team 17- FY18 Monarch Butterfly Project Initiative (0) Tulsa (0) County 7/6/18

State Cost Share Program

The ranking and processing of FY19 applications are ongoing with approx. 20 applications to be ranked. The goal is to have all applications ranked by August board meeting.

Outreach Meeting/Other

Local Emphasis Area (LEA) Proposals Deadline 8/3/18

Approval of LEA will be 9/3/18

Locally Led Meeting (FY18)

Local Work Group Meeting FY18?

Tulsa County

Conservation District:

July-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				H												X			X	X											
Assist with monthly outreach report				O												X			X	X											
Public presentations				I												X			X	X											
Success stories				I																											
Earth Team volunteer program				D																											
Assist with statewide media				A																											
Other: CrCk Water,				Y															X												
Administrative Assistance for Farm Bill Programs																															
Filing		X	X			X			X	X	X	X	X			X	X	X	X	X			X								X
Updating General Manual and FOTG				O																											
Receptionist		X	X	F		X			X	X	X	X	X			X	X	X	X	X			X								X
General office correspondence		X	X	F		X			X	X	X	X	X			X	X	X	X	X			X								X
Record of meeting minutes				I									X																		
Maintain office schedules		X	X	C		X			X	X	X	X	X			X	X	X	X	X			X								X
Maintain ledgers		X	X	E		X			X	X	X	X	X			X	X	X	X	X			X								X
Other: SCSP, Website Updates		X								X	X								X	X											X
Farm Bill Contracting																															
Explain and promote farm bill programs																															
Local work group coordination				C														X				X									
Complete program applications				I																											
Program application rankings				O																											
Compile and file applications				S																											
Prepare and mail form letters				E																											
Plan and contract development				D																											
Provide technical assistance																															
Update and maintain LTP-003																															
Other Farm Bill Activities:																															
NRCS Scanning/Mail																															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)



NRC's District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

June 2018



Meetings:

06/07/2018	Sustainable Tulsa Meeting
06/14/2018	TCCD Board Meeting
06/25/2018	NRCS Team 17 Teleconference

Special Events:

None

Holidays:

None

Upcoming Meetings

07/05/2018	Sustainable Tulsa Meeting
07/09/2018	NRCS Team 17 Teleconference
07/09/2018	Monarch on the Mountain (Cancelled)
07/12/2018	TCCD Board Meeting
07/19/2018	Crow Creek Planning Meeting

Up Coming Events:

07/16/2018	Ray Harral Nature Park Great Outdoors Camp
07/19/2018	Tulsa County Free Fair – OSU Extension
07/20/2018	Tulsa County Free Fair – OSU Extension

Upcoming NRCS Deadlines:

7/06/2018	Ranking for CTW, Monarch Butterfly, & TSF
7/20/2018	Pre-Approval Letters for Remaining EQIP

Upcoming Holidays:

None

Side Notes:

None

Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials Research
- ❖ NRCS/TCCD File Organization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ Meeting Minutes
- ❖ State Cost-Share Program Year 18 & 19 Crow
- ❖ Creek Meadow Watering

MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR



Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

TO: All Conservation District Offices and District Board Chairmen

FROM: Trey Lam, Executive Director

DATE: July 9, 2018

SUBJECT: District Allocation for Fiscal Year 2019
Terms of Employment / Notice of Personnel Action Forms
Director Meeting Expenses
Retirement Contributions
Employee Confirmation of Benefits
Deadline for Claims Paid From Fiscal Year 2018 Funds
Claims Procedures
Part-Time Employees
Sales Tax
District Audit / Compilation
NRCS Contributions Agreement
OCC Adopted Policies for Fiscal Year 2019

District Allocations For Fiscal Year 2019

Enclosed is a printout of your district's personnel and operating expenses allocation for fiscal year 2019. Included in your personnel allocation is the gross allocation (hourly rate x number of allocated hours), longevity and FICA. Adjustments to your personnel allocation for any excess benefit allowance that is not used for benefits and is added to your monthly payroll will be made during the last quarter of FY-2019. The employee costs that are not included in the allocation are paid directly by the Commission.

Terms of Employment / Notice of Personnel Action Forms

Included with this memo are a new Notice of Personnel Action Form and Terms of Employment that must be completed for each employee that shows the new rate of pay due to the mandated pay increase. These forms should be approved at your next board meeting and a copy scanned and emailed to Lisa Knauf Owen. The effective date is July 1, 2018.

Director Meeting Expenses

The Commission has set the reimbursement rate for director meeting expense not to exceed \$25 per meeting per board member. There is not a separate allocation for Director Meeting Expense this year. If a district chooses to be reimbursed for Director Meeting Expense this year, it will go against the balance of operating expense funds.

Retirement Contributions

The employee's contribution rate for all salary and longevity is 3.5 percent and the employer's contribution rate is 16.5 percent. Any additional salary paid through local funds is subject to the same contributions rates. It is the district's responsibility to pay the employer's share of retirement on all local salary.

Employee Confirmation of Benefits

The state legislature did not increase the employee benefit allowance during the 2018 legislative session. It is unclear yet if the allowance will remain at the current level in calendar year 2019. New employee Confirmation of Benefits for Plan Year 2019 will be mailed to the district in December 2018 after the option period selections have been made. The current confirmation of benefits will continue to be used through the December 2018 payroll.

Deadline for Submitting Claims From Fiscal Year 2018

All claims for reimbursement of fiscal year 2018 expenses must be received in the Commission office no later than **Friday, August 3, 2018**. All claims submitted after this date will be returned unpaid and must be paid from locally earned funds.

Claims Procedures

All monthly expenditures claimed for reimbursement should be submitted on one claim form with the exception of the following items: Watershed Operation & Maintenance, Watershed Rehabilitation, Water Quality and Cost Share payments.

Every item included on your claim for reimbursement must include the appropriate item code describing the type of expenditure. The list of authorized item codes has been updated and is available on the Commission website. This list should be referenced when preparing claims. Salary items should be listed first on the claim with all other item codes listed in ascending numerical order. Each item code should be listed only once, with one total for all items under each code.

All funding information on the claim should be left blank. This will be completed at the Commission office.

All claims for reimbursement must be supported by appropriate backup documentation. Examples of appropriate backup documentation would include the employee payroll worksheet (OCC 4-D with original signatures), employee time sheet (OCC 4-B with original signatures), invoices, and a photocopy of the EFTPS payment confirmation of federal payroll taxes. Please remember that withholding payments are to be made monthly, not quarterly. All invoices that you provide as backup documents must include the word "OK", paid with check #, the date and your initials. All original signatures must be in blue ink. All claims received without the appropriate backup will be returned to the district office. If you have any questions about this procedure, please contact Lisa Knauf Owen, Assistant Director.

To assure the timely processing of all claims, it is necessary that all claims be filed immediately following approval by the district board of directors. This will enable the Commission to maintain and make available the most current information related to district funding.

Part-Time Employees

For Conservation Districts with unallocated personnel funds, the maximum number of eligible work hours during a twelve month period is 1599. The 12-month period begins from the employee's date of hire. A part-time employee cannot work more than 1599 hours within this 12-month time frame. The district will be responsible for tracking the number of hours worked to make sure that each employee does not exceed the work hour limit. Hourly salary and the employer's share of FICA/Medicare can be reimbursed from the funds provided in your allocation for part-time employees.

Sales Tax

Just a reminder that sales made by conservation districts are subject to sales tax, unless specifically exempt by Statute. Districts that offer goods (grass seed, trees, irrigation supplies, etc.) for sale are required to obtain a sales tax permit. All sales must be reported to the Oklahoma Tax Commission, whether or not sales tax is collected. For additional information go to the Oklahoma Tax Commission website: www.oktax.state.ok.us

District Audit / Compilation

Districts whose name begins with the letter **A through H** will be required to secure an audit of their FY18 financial records. All others will be required to secure a compilation. A listing of auditors that are authorized to perform government audits can be obtained at http://www.ok.gov/oab_web and selecting Government Auditor List located on the right side of the page. If the district is required to have an audit this fiscal year, the auditor must be on this list. If the district is required to have a compilation, the auditor is not required to be on this list.

The form "Timeframe for Completing District Audit/ Compilation" must be submitted to the Commission no later than September 7, 2018. It must include the auditor's and board member's signatures. The form is available on the Commission's website.

NRCS Contributions Agreement

The Commission and NRCS continued the contributions again this year. As in the past, each district and local NRCS field office should review the current local operational agreement and have a conversation in a board meeting that outlines the agreed upon tasks the district will assist with in the delivery of federal conservation programs. The local operational agreement and performance worksheet has been made available on the Commission website. Funds from the contribution agreement are used to help pay the cost of employee benefits and district operating expenses. Should you have any questions regarding the agreement, please contact Lisa Knauf Owen, Assistant Director.

OCC Adopted Policies for Fiscal Year 2019

Included with this email are the policies adopted by the Commission for Fiscal Year 2019 related to personnel and financial management.

FY-2019 District Allocation Summary

[illegible]

TERMS OF AT-WILL EMPLOYMENT

Conservation District		Tulsa County	
Employee		Title	
Gabriael Parker		District Secretary	
Status	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Temporary / Seasonal
Salary	<input checked="" type="checkbox"/> Hourly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually
Rate of Pay	\$ 11.50 per hour from OCC reimbursed funds \$ 3.00 per hour from district funds		
FLSA Status	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-exempt	
If Non-exempt	<input type="checkbox"/> Overtime to be paid from locally earned funds <input checked="" type="checkbox"/> Overtime to be compensated in time off with pay (check one)		
Workweek Begins	12:00 AM Sunday	Workweek Ends	11:59 PM Saturday
Work Days	Monday - Friday	Work Hours	8:30 AM - 5:00 PM
Lunch Time	30 Minutes	Break Times	Two fifteen minute breaks
Hours of Annual Leave Accrued per month	10 hours	Hours of Sick Leave Accrued per month	10 hours
Holiday Pay	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Health Insurance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor	Board Chair	Positions Employee Supervises	None
District Vehicles and Equipment Allowed to Use All Available			
Duties Attach copy of job description			
Other Stipulations None			
<p>This form is designed to communicate to and obtain from the employee an acknowledgement of the general terms of his or her employment. The Conservation District maintains a strict policy of at-will employment with respect to both the duration and the terms and conditions of the employment relationship. This means the district reserves the legal right to change the terms and conditions of the employment relationship, or to terminate that relationship, at-will, with or without cause or prior notice. This policy of at-will employment is not subject to change and includes but is not limited to appointment, promotion, demotion, discipline and termination.</p> <p>The terms of employment were set forth by the board of directors in a duly convened board meeting on the <u>12th</u> day of <u>July</u>, 20<u>18</u>.</p>			
Signature of Chair		Date	
<p>I have read this form, and I understand and agree to all terms of employment on this form. I understand that only the board of directors has the legal authority to establish my pay, appoint, reappoint, terminate, or in any way affect my employment status. I accept and agree that any oral or written promises by any other person are not binding upon the district.</p>			
Employee Signature		Date	

NOTICE OF PERSONNEL ACTION

☐ New Employee
 ☐ Change of Position
 ☒ Change of Salary
 ☐ Termination

Employee Name Gabriel Parker	
Conservation District Tulsa County	
Current Date July 9, 2018	Effective Date of Transaction 7/1/2018

NEW EMPLOYEE

Job Title	
Rate of Pay	\$ _____ per hour from OCC reimbursable funds \$ _____ per hour from district funds
<input checked="" type="checkbox"/> Full-time/Probationary <input type="checkbox"/> Part-time/Probationary <input type="checkbox"/> Temporary/Seasonal	

CHANGE OF POSITION

Previous Title
New Title
Explain Authorization for This Change

CHANGE OF SALARY

Old Rate of Pay	\$ <u>10.50</u> per hour from OCC reimbursable funds \$ <u>3.00</u> per hour from district funds
New Rate of Pay	\$ <u>11.50</u> per hour from OCC reimbursable funds \$ <u>3.00</u> per hour from district funds
Explain Authorization for This Change State Mandated Pay Raise	

TERMINATION

Reason

Signature of Employee _____

Date _____

Signature of Chair _____

Date _____

ADOPTED POLICIES FOR FISCAL YEAR 2019

1. All employee positions (District and Commission) that become vacant will be reviewed and will require justification before approval to fill the position; shared positions between 2 or more districts will be encouraged. Future employee allocations will be dependent on the level of legislative appropriations.
2. The maximum number of hours for a non-benefitted part-time district employee will be 1599 hours.
3. Failure to perform audits and/or submit preclaim payments (for retirement and insurance) within the established timeframe will result in OCC withholding payment of district claims until compliance is accomplished.
4. In order for a district to be eligible to continue receiving a personnel allocation from OCC; the districts must perform annual performance evaluations on all staff.

Approved July 9, 2018 – Oklahoma Conservation Commission

Exhibit 1: Operational Agreement

Local Operational Agreement
For
Technical Assistance in Support of Conservation Program Delivery

Conservation District: Tulsa County

NRCS Field Office: Tulsa

Items noted as "Possible Work Task" are items that can be completed for reimbursement to be completed in accordance with this agreement. These tasks shall be discussed between the NRCS District Conservationist and the local Conservation District Board to determine which tasks will be completed. It is expected that the tasks will be identified during a discussion with the DC and the District Board and will be documented on this form. If additional work tasks are identified, that are not on the available list included in Exhibit 1, they can be added as additional tasks. The agreed to tasks will be documented at the field office and District level utilizing this Exhibit Operational Agreement. A signed copy of Exhibit 1 will be retained at the local office with a copy provided to the OCC. OCC will retain a record copy of Exhibit 1 for each participating District which will be available to the NRCS state office upon request. The work tasks identified in Exhibit 1 will also be identified on the Performance Worksheet (Exhibit 2) and sent to OCC each month for documentation. If no work tasks are identified that can be completed by the District, then this information needs to be documented and sent to OCC so an adjustment in allocation of operating funds can be made.

1) CONSERVATION PLANNING**a) Possible Work Tasks:**

- ☒ Enter conservation plans and contracts in Customer Service Toolkit or other databases as requested by the local District Conservationist
- ☒ Assembly, maintenance and correspondence for conservation plans
- ☒ Gathering conservation planning components (job sheets, O&M plans, soils descriptions, CPA-52 and CPA-4) as needed
- ☒ Conduct field visit to accomplish inventory and evaluation, on-site planning, locating practice locations
- ☒ Assists in surveys for the purpose of design, planning and layout of conservation practices
- ☒ Conducts on-site construction inspection reviews
- ☒ Provides practice checkout services

- ☒ Development of plan and soil maps

2) OUTREACH AND MARKETING

a) Possible Work Tasks:

- ☒ Development of farm bill related news articles for local news outlets. This includes article development, including downloading NRCS prepared articles, delivery of article to local media sources, and distribution of articles to ASTC (FO)
- ☒ Plan and assist in the development, implementation and documentation of outreach, informational and locally led meetings (preparation of minutes, sign-in sheets, agendas and photographs)
- ☒ Assist with the preparation of the report on the above activities to the ASTC (FO) on a monthly basis
- ☒ Making presentation to local farm groups and other interested organizations on conservation of natural resources and farm bill programs
- ☒ Developing success stories on local clients who have achieved noteworthy accomplishments through conservation activities for the local media
- ☒ Assist with the administration of the Earth Team Volunteer Program
- ☒ OCC will also assist with statewide media when agreed upon by OCC and NRCS

ADMINISTRATIVE DUTIES

b) Possible Work Tasks:

- ☒ Filing of all correspondence, directives, policy, FOTG (Field Office Tech Guide)
- ☒ Updating table of contents for General Manual and FOTG
- ☒ Serves as office point of contact, routing phone calls and customers to the appropriate individual and/or assisting customer
- ☒ Develop general office correspondence
- ☒ Maintain file of time and attendance records, schedules, and actual work documentation
- ☒ Develop and maintain minutes of staff meeting, locally led meetings, and local work group meetings
- ☒ Assist with development, maintenance and tracking of field office schedule

3) FARM BILL CONTRACTING

a) Possible Work Tasks:

- ☒ Explain and promote farm bill programs
- ☒ Assist with local work group coordination.
- ☒ Assist customers to complete program applications
- ☒ Assist with program application rankings by gathering preliminary customer information
- ☒ Compile applications in order of rankings, and file completed applications according to NRCS policy
- ☒ Prepare and mail form letters and other correspondence to program applicants
- ☒ Assist in assembling supporting documentation needed for contract payments and or modifications
- ☒ Delivery of direct technical assistance to support contract practice application and complete status review

Concurrence in this agreement and the performance tasks to be delivered.

Chairperson

Date

District Conservationist

Date

2015 - 2016

Exhibit 1: Operational Agreement

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Technical Assistance in Support of Conservation Program Delivery

Conservation District: Tulsa County

NRCS Field Office: Tulsa

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3) FARM BILL CONTRACTING

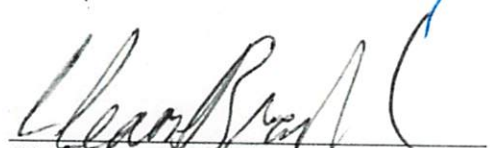
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Concurrence in this agreement and the performance tasks to be delivered.


Chairperson

6/11/15
Date


District Conservationist

6/11/15
Date



**Joint Business Plan/
Plan of Operations**

Tulsa County Conservation District #2

&

**Natural Resources Conservation Service
Tulsa Field Office**

July 1, 2017 – June 30, 2018

Personnel

Conservation District Directors

Melissa Gray	Chairwoman
Jana Black	Vice-Chairwoman
Zach Kilburn	Treasure
John Beasley	Member
Tom Tolbert	Member

Associate Conservation District Directors

Craig Thurmond

District Personnel

Gabriel Parker	District Secretary
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Natural Resources Conservation Service Personnel

Cleon Bradford	Acting District Conservationist
Freddy Trujillo	Soil Conservation Technician

District Board Meetings

The Tulsa County Conservation District holds a regular Board Meeting on the second Thursday of every month at 4 p.m. at 6660 S Sheridan Rd Suite 120. Meetings are held at the district office and are open to the public.

Approval Page

Melissa Gray, Chairperson

Jana Black, Vice-Chairperson

Zach Kilburn, Treasure

John Beasley Member

Tom Tolbert, Member

Joint Plan of Operations June 30, 2017 – July 1, 2018

GOAL # 1: INFORM AND EDUCATE THE PUBLIC IN TULSA COUNTY

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

OBJECTIVE # 1: Conduct public information campaign to make county residents aware of NRCS and District programs and services.

Action Items:	Number	Who	When	Progress
1. Publicize timely news articles regarding conservation practices, program sign-up periods, and other information of interest to county residents	As available	DC/DS	As available	
2. Provide conservation information at Tulsa Farm Show	1 exhibit	DC/DS/Volunteers	December	
3. Provide a conservation display at the Tulsa Home and Garden Show	1 exhibit	DC/DS/Volunteers	March	
4. Promote Backyard Conservation Program	At booth exhibits	DC/DS	Throughout the year	
7. Promote Tulsa Land Judging Event with Tulsa Community College	1 event	DC/TCC staff	April	
10. Participate in the M.e.t.'s Downtown Environmental Expo, when possible	1 event	DM/DS	April	
11. Assist educators with outdoor classrooms	As Requested	DC/SC	As requested	

Comments:

Objective #2: Conserve & Improve Water Quality through the Implementation of the Tulsa County Blue Thumb Water Quality Education Program

Action Items:	Number	Who	When	Progress
1. Conduct water quality assessments on Tulsa County streams	14 Stream Sites	Blue Thumb staff/Volunteers	As needed	
2. Monitor Blue Thumb stream testing sites monthly to establish database	14 Stream Sites	Blue Thumb staff/DS Volunteers	When available	
3. Conduct habitat assessments & fish collections	As needed	Blue Thumb staff/DS/Volunteers	Summer, when needed and available	
4. Conduct macroinvertebrate collections	14 Streams	Blue Thumb staff/DS/Volunteers	Winter Summer, when needed and available	
5. Conduct macroinvertebrate subsampling	14 Streams	Blue Thumb staff/DS/Volunteers	Spring Fall, when needed and available	
6. Test for Blue Thumb stream sites for coliform bacteria	4 samples each month	Blue Thumb staff/Volunteers	May-August when needed and available	
7. Cooperate with Oklahoma Blue Thumb and Earth Team Volunteers to conduct QA session	Quarterly AM and PM sessions	Blue Thumb staff/DS/Volunteers	January, April , July November, when needed and available	
8. Conduct an annual Blue Thumb training session	1 session	Blue Thumb staff/DS	September, when needed and available	

Comments:

GOAL # 3 – PROVIDE OUTREACH TO UNDERSERVED GROUPS, TRADITIONAL AGRICULTURAL GROUPS, AND CLIENTS

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Hold meetings and make special efforts to work with the general public in Tulsa County

Action Items:	Number	Who	When	Progress
1. Resource Management Conference	1	All Staff/ Directors	As available	
2. Conduct local work group meeting	1	DC/DS	November	
3. Tulsa State Fair exhibit	1	All Staff/ Volunteers/ Directors	October	
4. Home and Garden Show exhibit	1	All Staff/ Volunteers/ Directors	March	
5. M.e.t's Environmental Expo exhibit, as available	1	DS/Volunteers	April	
6. Tulsa Farm Show exhibit	1	DS/DC	December	
8. Submit timely conservation program news, articles, stories, and announcements	6	DS/DC	As created	
9. Locally led meetings conducted for inventorying citizen resource concerns	2	DM/DS	September October	
11. Provide Community service hours for students needing credit for scholarships, funding or awards	As needed	DM/DS	As needed	
12. Attend Environmental Education Committee meetings, when available	4	DS	TBA	
13. Provide administrative and technical support to fulfill grant obligations	As needed	All staff/ Directors/DC	When available	
14. Conduct an annual educational Volunteer Appreciation Dinner	1	All staff/Directors	When available	
15. Cultivate partnerships with Native American Tribes	2 Tribes	DC/ Directors	As needed	

GOAL # 4 – IMPLEMENT AVAILABLE PROGRAMS TO ADDRESS LOCALLY IDENTIFIED RESOURCE CONCERNS

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Fully utilize funding from State and USDA programs to address conservation concerns

Action Items:	Number	Who	When	Progress
1. Evaluate current ranking criteria and make necessary changes for EQIP implementation	1	DM/DS/DC	October	
2. Evaluate current ranking criteria and make necessary changes for State Cost-share Program	1	DM/DS/DC	As CSP Year begins	
3. Hold and conduct sign-up for State Cost-share Program	1	DM/DS	After Item 2	
4. Conduct rankings and evaluations for State Cost-share Program	8	DM/DS/DC	After Item 3	
5. Complete conservation plans on accepted State Cost-share Program applications	5	DM/DC/SC	After Item 4	
6. Complete status reviews on all 2014 Farm bill contracts within required deadline dates	15	DM/DC	September, January	

Comments:

GOAL # 5 – EFFICIENTLY AND EFFECTIVELY MANAGE THE LOCAL OFFICE TO IMPLEMENT THE CONSERVATION PARTNERSHIP

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Utilize Team, District, NRCS and other partners to direct the local conservation program

Action Items:	Number	Who	When	Progress
1. Update conservation needs assessment to reflect locally led meeting input and resource concern changes occurring in Tulsa county	1	DC/DS	February	
2. Attend/Conduct Team meetings to address localized concerns	4	Staff, as available	August, November March, June	
3. Complete HEL/WC compliance reviews in a timely manner and submit required reports to the State Office	1	DS/DC	October	
4. Update practices quarterly in Share Point as required	4	DC	October, January April, July	
5. Schedule Resource Specialist to complete conservation planning review	2	DS/DC	As needed	
6. Attempt to utilize at least 1 Earth Team Volunteer to assist with the local conservation program	3	DC/DS	As needed	
7. Cooperate with Tulsa Volunteer Center in Volunteer recruitment	1 cooperative agreement	Directors/DS	On going	
8. Encourage cooperation and provide assistance to Units of Government	10 assists	DS/All staff	As needed	
9. Work with agencies to emphasize and coordinate conservation activities	8 activities	DS/All staff	As needed	
10. Assist with U.S. Fish & Wildlife Service with "Partners for Wildlife Program"	1 assist	DS/DC/SC	As needed	
11. Assist Tulsa County Commissioners and Staff with Emergency Watershed Protection	1 project	DS/DC/SC	As needed	

Comments:

OBJECTIVE # 2: Conserve Soil and Water Resources through Implementation of State Cost Share Program

Action Items:	Number	Who	When	Progress
1. Designate District & Technical Representatives	2	DC and TCCD Chair	December	
2. Select Approved Cost Share Practices	As offered	Board of Directors	As CSPY guidelines are released	
3. Develop Evaluation	1	Board of Directors	After Item 2	
4. Determine & approve applicant cost-share rate	1	Board of Directors	After Item 3	
5. Determine & Approve maximum cost share payment	1	Board of Directors	After Item 4	
6. Determine & Approve application period	Monthly	Board of Directors	Monthly	
7. Advertise Cost Share Program	Multiple	All staff	When funding becomes available	

Comments:

OBJECTIVE # 3: Provide assistance to OCC, OACD and other conservation districts

Action Items:	Number	Who	When	Progress
1. Assist other conservation districts with environmental education events	As offered	DS	As needed, and available	

Comments:

GOAL # 6 – PROMOTE USDA AND STATE CIVIL RIGHTS POLICIES AND OBSERVE DIVERSITY RECOGNITION CELEBRATIONS

NRCS Mission Goal 2: Clean and Abundant Water
 NRCS Mission Goal 3: Healthy Plant and Animal Communities
 Mission Goal 4: Clean Air
 NRCS Mission Goal 5: An Adequate Energy Supply
 NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

NRCS

OBJECTIVE # 1: Discuss and abide by Federal, State and Local civil rights policies in the Tulsa Conservation District

Action Items:	Number	Who	When	Progress
1. Update and maintain required civil rights posters and displays	1	DC/DS	October	
2. Ensure and maintain handicapped accessibility in the Tulsa Field Office	1	DC	October	
3. Review PRS parity reports on a quarterly basis to ensure that all clients in Tulsa County are receiving equal and fair assistance	4	DC	October, January April, July	
4. Discuss the Cooperative Working Agreement between NRCS, OCC and TCCD at the February Board Meeting	1	DC	February	
5. Discuss and encourage employee participation in civil rights activities and special observance during designated months	5	DC/SC	October, November January, February September	
6. Include the non-discrimination statement on all documents meant for public distribution	12	All staff	September	
7. Discuss NRCS policies regarding Titles VI and VII of the CRA, sexual harassment, workplace violence and outreach with staff members quarterly staff meetings	4	DC	November, February May, August	

Comments:

GOAL # 7 – UTILIZE DISTRICT RESOURCES TO BENEFIT CONSERVATION

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Air Quality

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Operate and maintain district equipment and programs to apply conservation practices in Tulsa County

Action Items:	Number	Who	When	Progress
1. Ensure district inventory of Blue Thumb chemicals and supplies is adequate to address the need for monitoring water quality.	1	DS	As needed	
2. Ensure that district inventory of storm drain stenciling materials is adequate.	1	DS	As needed while supplies last	
3. Purchase supplies necessary to complete the goals of the Conservation District board	As needed	DS	As needed	

Comments:

OBJECTIVE # 2: Efficiently manage district financial resources according to state policy in Tulsa County

Action Items:	Number	Who	When	Progress
1. Execute District Financial audit to ensure integrity and conform to state requirements.	1	DM/DS	July	
2. Keep financial and payroll account current accurate	1	DM/DS	July	

Comments:

OBJECTIVE # 3: Efficiently manage district human resources to accomplish priority objectives

Action Items:	Number	Who	When	Progress
1. Conduct employee performance reviews on an annual basis to ensure adequate accomplishments	1	Board of Director's	March	

Comments:

OBJECTIVE # 4: Maintain District Director membership according to Oklahoma State Laws

Action Items:	Number	Who	When	Progress
1. Conduct elections for District Director positions that expire this fiscal year	As needed	All staff	March	
2. Take necessary steps to reappoint District Director positions that expire this fiscal year	As needed	DS	March	
3. Maintain a list of eligible and interested potential directors	1	DS	March	

Comments:

OBJECTIVE # 5: Maintain and improve legislative efforts.

Action Items:	Number	Who	When	Progress
1. Directors attend legislative days and events	3	Directors	As needed	
2. Increase legislative correspondence	As needed	All staff/Directors	As needed	

Comments:



**Joint Business Plan/
Plan of Operations**

Tulsa County Conservation District #2

&

**Natural Resources Conservation Service
Tulsa Field Office**

July 1, 2018 – June 30, 2019

Personnel

Conservation District Directors

Vacant	Chairwoman
Jana Black	Vice-Chairwoman
Zach Kilburn	Treasure
John Beasley	Member
Tom Tolbert	Member

Associate Conservation District Directors

None

District Personnel

Gabriel Parker	District Secretary
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Natural Resources Conservation Service Personnel

Cleon Bradford	Acting District Conservationist
Freddy Trujillo	Soil Conservation Technician

District Board Meetings

The Tulsa County Conservation District holds a regular Board Meeting on the second Thursday of every month at 4 p.m. at 6660 S Sheridan Rd Suite 120. Meetings are held at the district office and are open to the public.

Approval Page

Melissa Gray, Chairperson

Jana Black, Vice-Chairperson

Zach Kilburn, Treasure

John Beasley Member

Tom Tolbert, Member

Joint Plan of Operations June 30, 2018 – July 1, 2019

GOAL # 1: INFORM AND EDUCATE THE PUBLIC IN TULSA COUNTY

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

OBJECTIVE # 1: Conduct public information campaign to make county residents aware of NRCS and District programs and services.

Action Items:	Number	Who	When	Progress
1. Publicize timely news articles regarding conservation practices, program sign-up periods, and other information of interest to county residents	As available	DC/DS	As available	
2. Provide conservation information at Tulsa Farm Show	1 exhibit	DC/DS/Volunteers	December	
3. Provide a conservation display at the Tulsa Home and Garden Show	1 exhibit	DC/DS/Volunteers	March	
4. Promote Backyard Conservation Program	At booth exhibits	DC/DS	Throughout the year	
7. Promote Tulsa Land Judging Event with Tulsa Community College	1 event	DC/TCC staff	April	
10. Participate in the M.e.t.'s Downtown Environmental Expo, when possible	1 event	DM/DS	April	
11. Assist educators with outdoor classrooms	As Requested	DC/SC	As requested	

Comments:

Objective #2: Conserve & Improve Water Quality through the Implementation of the Tulsa County Blue Thumb Water Quality Education Program

Action Items:	Number	Who	When	Progress
1. Conduct water quality assessments on Tulsa County streams	14 Stream Sites	Blue Thumb staff/Volunteers	As needed	
2. Monitor Blue Thumb stream testing sites monthly to establish database	14 Stream Sites	Blue Thumb staff/DS Volunteers	When available	
3. Conduct habitat assessments & fish collections	As needed	Blue Thumb staff/DS/Volunteers	Summer, when needed and available	
4. Conduct macroinvertebrate collections	14 Streams	Blue Thumb staff/DS/Volunteers	Winter Summer, when needed and available	
5. Conduct macroinvertebrate subsampling	14 Streams	Blue Thumb staff/DS/Volunteers	Spring Fall, when needed and available	
6. Test for Blue Thumb stream sites for coliform bacteria	4 samples each month	Blue Thumb staff/Volunteers	May-August when needed and available	
7. Cooperate with Oklahoma Blue Thumb and Earth Team Volunteers to conduct QA session	Quarterly AM and PM sessions	Blue Thumb staff/DS/Volunteers	January, April , July November, when needed and available	
8. Conduct an annual Blue Thumb training session	1 session	Blue Thumb staff/DS	September, when needed and available	

Comments:

GOAL # 3 – PROVIDE OUTREACH TO UNDERSERVED GROUPS, TRADITIONAL AGRICULTURAL GROUPS, AND CLIENTS

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Hold meetings and make special efforts to work with the general public in Tulsa County

Action Items:	Number	Who	When	Progress
1. Resource Management Conference	1	All Staff/ Directors	As available	
2. Conduct local work group meeting	1	DC/DS	November	
3. Tulsa State Fair exhibit	1	All Staff/ Volunteers/ Directors	October	
4. Home and Garden Show exhibit	1	All Staff/ Volunteers/ Directors	March	
5. M.e.t's Environmental Expo exhibit, as available	1	DS/Volunteers	April	
6. Tulsa Farm Show exhibit	1	DS/DC	December	
8. Submit timely conservation program news, articles, stories, and announcements	6	DS/DC	As created monthly	
9. Locally led meetings conducted for inventorying citizen resource concerns	2	DM/DS	September October	
11. Provide Community service hours for students needing credit for scholarships, funding or awards	As needed	DM/DS	As needed	
12. Attend Environmental Education Committee meetings, when available	4	DS	TBA	
13. Provide administrative and technical support to fulfill grant obligations	As needed	All staff/ Directors/DC	When available	
14. Conduct an annual educational Volunteer Appreciation Dinner	1	All staff/Directors	When available when Funding is available	
15. Cultivate partnerships with Native American Tribes	2 Tribes Creek & Cherokee	DC/ Directors	As needed	

GOAL # 4 – IMPLEMENT AVAILABLE PROGRAMS TO ADDRESS LOCALLY IDENTIFIED RESOURCE CONCERNS

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Fully utilize funding from State and USDA programs to address conservation concerns

Action Items:	Number	Who	When	Progress
1. Evaluate current ranking criteria and make necessary changes for EQIP implementation	1	DM/DS/DC	October	
2. Evaluate current ranking criteria and make necessary changes for State Cost-share Program	1	DM/DS/DC	As CSP Year begins	
3. Hold and conduct sign-up for State Cost-share Program	1	DM/DS	After Item 2	
4. Conduct rankings and evaluations for State Cost-share Program	8	DM/DS/DC	After Item 3	
5. Complete conservation plans on accepted State Cost-share Program applications	5	DM/DC/SC	After Item 4	
6. Complete status reviews on all 2014 Farm bill contracts within required deadline dates	15	DM/DC	September, January	

Comments:

GOAL # 5 – EFFICIENTLY AND EFFECTIVELY MANAGE THE LOCAL OFFICE TO IMPLEMENT THE CONSERVATION PARTNERSHIP

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Utilize Team, District, NRCS and other partners to direct the local conservation program

Action Items:	Number	Who	When	Progress
1. Update conservation needs assessment to reflect locally led meeting input and resource concern changes occurring in Tulsa county	1	DC/DS	February	
2. Attend/Conduct Team meetings to address localized concerns	4	Staff, as available	August, November March, June	
3. Complete HEL/WC compliance reviews in a timely manner and submit required reports to the State Office	1	DS/DC	October <i>Time sensitive</i>	
4. Update practices quarterly in Share Point as required	4	DC	October, January April, July	
5. Schedule Resource Specialist to complete conservation planning review	2	DS/DC	As needed	
6. Attempt to utilize at least 1 Earth Team Volunteer to assist with the local conservation program	3	DC/DS	As needed	
7. Cooperate with Tulsa Volunteer Center in Volunteer recruitment	1 cooperative agreement	Directors/DS	On going	
8. Encourage cooperation and provide assistance to Units of Government	10 assists	DS/All staff	As needed	
9. Work with agencies to emphasize and coordinate conservation activities	8 activities	DS/All staff	As needed	
10. Assist with U.S. Fish & Wildlife Service with "Partners for Wildlife Program"	1 assist	DS/DC/SC	As needed	
11. Assist Tulsa County Commissioners and Staff with Emergency Watershed Protection	1 project	DS/DC/SC	As needed	

Comments:

OBJECTIVE # 2: Conserve Soil and Water Resources through Implementation of State Cost Share Program

Action Items:	Number	Who	When	Progress
1. Designate District & Technical Representatives	2	DC and TCCD Chair	December	
2. Select Approved Cost Share Practices	As offered	Board of Directors	As CSPY guidelines are released	
3. Develop Evaluation	1	Board of Directors	After Item 2	
4. Determine & approve applicant cost-share rate	1	Board of Directors	After Item 3	
5. Determine & Approve maximum cost share payment	1	Board of Directors	After Item 4	
6. Determine & Approve application period	Monthly	Board of Directors	Monthly	
7. Advertise Cost Share Program	Multiple	All staff	When funding becomes available	

Comments:

OBJECTIVE # 3: Provide assistance to OCC, OACD and other conservation districts

Action Items:	Number	Who	When	Progress
1. Assist other conservation districts with environmental education events	As offered	DS	As needed, and available	

Comments:

GOAL # 6 – PROMOTE USDA AND STATE CIVIL RIGHTS POLICIES AND OBSERVE DIVERSITY RECOGNITION CELEBRATIONS

NRCS Mission Goal 2: Clean and Abundant Water
 NRCS Mission Goal 3: Healthy Plant and Animal Communities
 Mission Goal 4: Clean Air
 NRCS Mission Goal 5: An Adequate Energy Supply
 NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

NRCS

OBJECTIVE # 1: Discuss and abide by Federal, State and Local civil rights policies in the Tulsa Conservation District

Action Items:	Number	Who	When	Progress
1. Update and maintain required civil rights posters and displays	1	DC/DS	October	
2. Ensure and maintain handicapped accessibility in the Tulsa Field Office	1	DC	October	
3. Review PRS parity reports on a quarterly basis to ensure that all clients in Tulsa County are receiving equal and fair assistance	4	DC	October, January April, July	
4. Discuss the Cooperative Working Agreement between NRCS, OCC and TCCD at the February Board Meeting	1	DC	February	
5. Discuss and encourage employee participation in civil rights activities and special observance during designated months	5	DC/SC	October, November January, February September	
6. Include the non-discrimination statement on all documents meant for public distribution	12	All staff	September	
7. Discuss NRCS policies regarding Titles VI and VII of the CRA, sexual harassment, workplace violence and outreach with staff members quarterly staff meetings	4	DC	November, February May, August	

Comments:

GOAL # 7 – UTILIZE DISTRICT RESOURCES TO BENEFIT CONSERVATION

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OBJECTIVE # 1: Operate and maintain district equipment and programs to apply conservation practices in Tulsa County

Action Items:	Number	Who	When	Progress
1. Ensure district inventory of Blue Thumb chemicals and supplies is adequate to address the need for monitoring water quality.	1	DS	As needed	
2. Ensure that district inventory of storm drain stenciling materials is adequate.	1	DS	As needed while supplies last	
3. Purchase supplies necessary to complete the goals of the Conservation District board	As needed	DS	As needed	

Comments:

OBJECTIVE # 2: Efficiently manage district financial resources according to state policy in Tulsa County

Action Items:	Number	Who	When	Progress
1. Execute District Financial audit to ensure integrity and conform to state requirements.	1	DM/DS	July	
2. Keep financial and payroll account current accurate	1	DM/DS	July	

Comments:

OBJECTIVE # 3: Efficiently manage district human resources to accomplish priority objectives

Action Items:	Number	Who	When	Progress
1. Conduct employee performance reviews on an annual basis to ensure adequate accomplishments	1	Board of Director's	March	

Comments:

OBJECTIVE # 4: Maintain District Director membership according to Oklahoma State Laws

Action Items:	Number	Who	When	Progress
1. Conduct elections for District Director positions that expire this fiscal year	As needed	All staff	March	
2. Take necessary steps to reappoint District Director positions that expire this fiscal year	As needed	DS	March	
3. Maintain a list of eligible and interested potential directors	1	DS	March	

Comments:

OBJECTIVE # 5: Maintain and improve legislative efforts.

Action Items:	Number	Who	When	Progress
1. Directors attend legislative days and events	3 <i>As possible</i>	Directors	As needed	
2. Increase legislative correspondence	As needed	All staff/Directors	As needed	

Comments: