

AGENDA
Board of Directors Special Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
July 23, 2019 - 4:00 PM

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
 - A. Approval of Minutes from the June 13, 2019 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending June 30, 2019
 - C. Review of TACF Financials for Periods from June 2019
 - 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 2019
4. Consideration of and Possible Action on Items to be Removed Consent Agenda:
5. Cost Share Program Year 20
 - A. Allocation of Funds for Ron Clark
 - B. Discussion and Possible Approval of Opening Application Period
6. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance 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 of Oklahoma Water Survey Workshop and Training Catalog from the University of Oklahoma
 - E. Discussion of Resident Canadian Geese Problem
 - F. Long Range Plan FY – 2020 to FY – 2024 Approval from OCC
 - G. Discussion of District Allocation for FY – 2020
 - a) FY- 2020 Adopted Policies
 - b) Approval of New Terms of At-Will Employment
 - c) Approval of Notice of Personnel Action
 - H. Discussion and Possible Approval of FY – 2019 Auditor, Kimberley R. Mayer, CPA, P.C.
7. New Business:
8. Public Comments:
9. Adjourn:

Next regularly scheduled meeting is August 08, 2019 at the Tulsa County Conservation
District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



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

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 23, 2019** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **August 8, 2019**

Jana Dack
Chair, Board of Directors

8-8-19
Date

Attest:

Mahmoud Faubus

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

Date: July 23, 2019
Time: 4:00 PM

Members Present: Jana Black, Vice Chairwoman
Zach Kilburn, Treasure
Fred Storer, Member
Tom Tolbert, Member

Members Absent:

Others Present: Gabriael Parker, District Secretary
Sherry Laskey, Member of the Public

1. Meeting Called to Order:

Vice Chairwoman, Jana Black called the meeting to order at 4:09 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 19, 2019 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

2. Roll Call

3. Consider, Discuss, and Take possible action on the following agenda items:

- A. Approval of Minutes from the June 13, 2019 Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending June 30, 2019**
- C. Review of TACF Financials for Periods from June 30, 2019**
- 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 2019**

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.

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

5. Cost Share Program Year 20

A. Allocation of Funds for Ron Clark

Gabriael Parker said she was unable to talk to Freddy Trujillo regarding Ron Clark's application. She was unable to get a better sense of how much money we

could allocate to him. She suggested we table until next meeting when she had time to talk to Freddy. The board agreed. No further action needed to be taken at this time.

B. Discussion and Possible Approval of Opening Application Period

Gabriel Parker said we still have a little money left over for program year 20. Even if we allocated the max payment of \$5,000 to Ron Clark, we would still have another \$5,000 leftover. Gabriel suggested we open the application period for another month, since we are waiting to allocate funds until the August meeting. The board suggested we open the application until close-of-business on the 6th of August. Gabriel said August 6th should be plenty of time. If not, we can open the application period again. Zach Kilburn made a motion to approve opening the Cost-Share Program application period until the end-of-business on August 6, 2019. Tom Tolbert 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

After a brief discussion, Fred Storer made a motion to approve the District Conservationists Agency Report. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

B. Discussion and Approval of the NRCS Farm Bill Performance Worksheet

After a brief discussion, Tom Tolbert made a motion to approve the NRCS Farm Bill Performance Worksheet. Fred Storer 2nd the motion. Nays: None. The motion carries.

C. Discussion of the TCCD Monthly Activities and Outreach Report

Gabriel Parker said it was a relatively slow month. She had one Monarch on the Mountain planning meeting, one Team 17 meeting and one Crow Creek meeting. All three meetings were routine. We did, however, have a meadow cleanup on June 20th. We had about 20 people there at one point. Graham Brannin found many other them through a volunteer service he partners with. Gabriel said she would consider it a good event.

Gabriel said she set up a table at the first Cox employee ECO fair. She brought the Enviroscape that she borrowed from Blue Thumb. The event was small, but fun. About 10 – 12 vendors there, including City of Tulsa, The M.e.t, and Sustainable Tulsa. The usual partners. Cox provided tacos for lunch, which made the event even better. Other than that, June stayed a quiet month. She said next month should have a few more things going on. No further action needed to be taken at this time.

D. Discussion of Oklahoma Water Survey Workshop and Training Catalog from the University of Oklahoma

Gabriel Parker said she received this packet via email in May and wanted to let the board know about possible outreach ideas. She spoke to Amanda Nairn with the Oklahoma Water Survey and she said if we wanted to host a workshop or activity, they would help provide support. They would not charge us to host it, but rather the

participants. Tom Tolbert said the Oklahoma Water Survey packet has some great workshops and can look at doing one of these down the road. Gabrielael said she wanted to let the board know about these options. It was something we should look at per outreach in our Long Range Plan. No further action needed to be taken at this time.

E. Discussion of Resident Canadian Geese Problem

Fred Storer said since he had talked to everyone last month, we are aware that resident Canadian Geese are a huge problem for a lot of local governments and Tulsa is no exception. Two geese produce as much fecal matter as a cow. In that respect a Canadian Geese are a very unusual.

In fact, I've got a list here.

Sherry Laskey asked if this was a problem with storm water run-off? Fred replied that is a huge problem.

The geese do it in the shoreline of the water or in the water directly. We have a large number of geese in Tulsa. One example is the West Festival Park on the river on the west side. Right now, there are 109 geese in the park, and they have made one heck of a mess there. This time of the year they don't move because in the spring when they build a nest and lay eggs, they don't fly if the goslings are not flying. The geese molt, which means that they must replace the feathers and they don't fly then. So, we have a period from the spring until the middle of the summer where the geese are just there, and they are where they are.

The 109 geese at a West Festival Park can produce enough fecal matter to raise the bacteria count from zero to the recreation standard in one day for all of Zink Lake. It is incredible what do. The city or local government is going to have to do something about it. Fred said he I would encourage everyone to put a Google alert on your computer for geese and see what you read every day.

The City of Denver just created a big controversy, by killing over 1006 geese. Gabrielael said she would be that people were upset that the city killed them. Fred said people were very upset, but now the city wants to kill more and there's a lot of opposition to it. So, killing them is one option, but there are other options. One option is to frustrate the geese by destroying nests and their eggs. You can oil the eggs, which makes them sterile and that causes the goose to sit on the nest until they absolutely give up. It will not help if you take the eggs away because they will just lay more eggs. There are some landscaping measures that can be used because the geese prefer to walk out of the water onto mowed grass. There are a few things you could do in the landscaping sense to frustrate the geese.

A lot of people use dogs and the dogs are usually handled by contractors. They are Border Collies who have been professionally trained and they will harass the geese. The dogs can get the geese to move, but if the geese won't fly, all the dogs can do is herd them.

Fred said he had been doing his own Promoting and discussion of the topic. He said he had involved Anna America with Tulsa Park, Matt Meyer with River Parks Authority, as well as Tulsa County parks and the airport. The airport is important because one of the problems the geese are creating is airplane strikes. If you saw the movie Sully you know about that. The most recent goose strike at the Tulsa Airport was in February, but there are about 1000 geese on the Mohawk Golf Course. It's just incredible, and they're about ready to start flying.

He said he had created an ad hoc committee that is going to meet to discuss this issue. I have given them a lot of materials on the issue. He said he thought that it would be appropriate for the Conservation District to become a part of the solution to the problem. That is why, I prepared a resolution that it would be useful, from my perspective, to explain to my committee why it is the business of the conservation district.

I think the geese issue that has not been examined relative to water quality. The last TMDL study that was done on the Arkansas River was done in 2012. It started at the Keystone Dam and went down stream all the way to the verdigris. When you do those studies, if you're doing one for recreational water quality, you examine the sources of bacteria in the water. In the study that was done in 2012, it completely ignored geese. In fact, as far as ODEQ is concerned, I don't think they've got a single to study at the state that considers geese, but the geese in the river are probably more important than dogs on the coronation. You can't properly consider the water quality without considering the effect of geese and what we can do about them.

The geese our growing nationwide at 6% a year, which means every 12 years, they are doubling. This is the result of a conservation effort that has been too successful.

So, we have Canadian Geese that never leave the Lower 48 and the geese that live in Tulsa are not Canadian Geese, they are local. There is a lot of interest in them because they've really messed up some of the parks. They are a big problem at LaFortune Golf Course and at Mohawk Park. I have said they are a big problem at the West Festival Park. There are quite a few between Hunter Park, which is over here, and then the other park south of 71st Street.

They make such a mess that you couldn't turn a toddler loose on the grass because they will come back with stuff all over them.

Tom Tolbert said TMDLs are what he deals with daily. Most of the larger watersheds in urban areas or that have large open areas like LaFortune Golf Course, do get heavily populated with geese. Many TMDLs on heavily wooded areas or heavily the urbanized areas, like Haikey Creek, have a TMDL for E. coli but that is from cats, dogs and sanitary sewer overflows. A lot of the infrastructure is aging and that is the source. The new standard for E. coli limits is the one we go off of now.

Fred said, the literature, which gives you numbers for the contribution from various sources is all circa 1999. So, that's why I use fecal coliform bacteria instead of *Enterococcus faecalis* or *E. coli*. In fact, I think there's a note to that effect there.

Tom said, OWRB has new water polling standards out and the numbers are for *E. Coli*, in 1026 on a long-term 435 for a grab sample on that day. The best that we do is use decoys. We have a pig pond and we don't mow down the grass to the edge. We set coyote decoys, but you have to get the ones that move and have the fluffy tail. They do a good job of keeping the birds out of the pond. We don't have an issue in some other parks, but we are working with the parks department to prevent them from mowing down to the edge of the water.

Jana Black said she thought that it is the lack of riparian areas. However, on golf courses, that's not that feasible.

If you look at the water hazards on South Lakes there's usually about six feet, there's either a wall, which is like a curve or there's grass and vegetation along the edge, and in a few places, they mow right down to the water, but they have not been infested yet, and it's not especially attractive. If you can get them out, there are things you can do like a coyote decoy. Sometimes that works, but if you have a particularly stubborn set of geese they get accustom to those kinds of measures. The dogs are one thing they never really get used to. The Gathering Place has a goose dog. They paid \$6000 for it and it is professionally trained and came from North Carolina and her name is Goose. She has a handler who takes her home with him at night. They did that just to keep geese out of the two acre pond that they have. Well, obviously, River parks and the Tulsa City Parks can't afford that type of an expenditure, but there are systematic things that they could do. I don't know the population at Mohawk that is so big that it's really tempting to ring their necks.

Fred said from what I have read, the noisemakers don't really work on the ones that are urbanized. During the time when they don't move, there's not a lot you can do to drive them away. If you can remove them, you can make the area less attractive. It's a complicated problem.

We try to attract Great Blue Herons into our wild nature park. We try to keep the grass about 20 feet from the water's edge. It is hard to mow in that area anyway because of the steep slope. So, we said let's stay back 20 feet and let it grow up. He said a group of boy scouts wanted to put some duck boxes out, and he said no, no waterfowl of any kind. There are a few decoys up in the grass and that helps.

Fred said, the problem is that the geese are hard-wired to return to the place where they came from. So, you have one population of Canadian Geese that are going back and forth to Canada. Those are the good geese, then you have the Tulsa population are mostly geese that have been hatched here over the years, and they're growing.

In Denver they are eating the meat that they harvested, and they butcher the geese, and they have given the meat to a food bank. From what I've read, the people who said they have tried it, say it is okay.

He said he is going to help the ad hoc committee that he has more or less created. I am waiting on Matt to call a meeting. He has six emails from me, all of which have various elements of the problem explained.

Jana said that she is glad that he stands behind that, but she was not quite sure that she was okay with the resolution in how it was worded.

Fred said he is okay with that, we can reword the resolution, Jana said she did not mind if the board supported this effort.

This is more of an effort for the Wildlife Commission. I agree with it. I deal with this every day with TMDLS and the 303 impair stream because of E. coli, but you need to get everybody involved in the issue. US Fish and Game and Oklahoma Wildlife Department.

Gabriel said she did not think you could just go out there and shot them. Tom said you absolutely cannot do that. Fred said the US Fish and Wildlife as well as the Oklahoma Wildlife Department have a statement on their website, which basically summarizes the rules of what you can do. The rules are federal rules. The US Fish and Wildlife changed the rules, whereas the old rules said that there were certain periods of year in which you could destroy eggs and nests.

They changed the rules to say that you can destroy them anytime during the year. And there are provisions in there where you sign up with Department of Fish and Wildlife. You go on the web and register the names of the people that are going to harass the geese and you write an annual report. It is only a form you fill out about how many goose nests you have destroyed.

The parallel is that the Conservation Commission supported projects. I know of some projects in Osage county where we do things like fence the cows out of the Creek. You can keep the cows out of the creek, so they don't contribute to turbidity and to bacteria. This is kind of a parallel to that.

Jana said I think that we could support riparian area growth. Tom said I think that is the best way to do this and riparian areas do a lot more than just keep stuff out the water. It also acts like a sponge. I certainly support the development of riparian Ares. The biggest thing I have seen over the past years in western Oklahoma. The wheat farmer tare everything right down to the edge of the creek. So, we have we have a soil erosion problem constantly out there. The things that were learned during the dust-bowl days are not being practiced now. For example, cattle on the eastern side, are not being kept out of

the streams. I think we need to education along those lines at least for the hobby farmers more than thing else on that.

Fred said this issue is going to become a conspicuous issue in the metro area, as this group declares their intention on how they're going to try to deal with this problem. They are going to have to make decisions about whether they are going to do things like kill the geese or destroy the nests. My idea was that the Conservation District should be a construct agent regarding that, and I intend to do that.

Jana said our main focus or main purposes is outreach and education. I could see us playing a part in that and on good quality streams and what that means and things of that nature. Fred asked if that is our main focus because that's our charter, or because we have historically done that. Tom said I think it is the latter. I think the conservation districts across the state has been education. Jana said because the funding has not been there for a much else. Gabriel said at least not this district. Jana said in this district, we used to have five employees, but now we only have one.

Fred said suggested we table this and watch and see what happens. We can bring it up later when there is something to discuss.

There were more discussions on Statewide TMDLs and permitting for stormwater runoff permits in Berryhill. No further action needed to be taken at this time.

F. Long Range Plan FY – 2020 to FY – 2024 Approval from OCC

Gabriel Parker said our Long Range Plan was approved by OCC. However, the Joint Plan of Operations was not. No explanation was given for why it was not approved. Gabriel said she would find out why and fix the plan accordingly. No further action needed to be taken at this time.

G. Discussion of District Allocation for FY – 2020

Gabriel Parker said we received our FY-2020 allocation notification from OCC. It also came with new policies and a pay raise from the state. Because there was a raise in employee wages, we need to approve a new Terms of At-Will Employment and Notice of Personnel Action.

a) FY- 2020 Adopted Policies

The FY-2020 adopted policies were for board review. No further action needed to be taken at this time.

b) Approval of New Terms of At-Will Employment

Gabriel provided the Terms of At-Will Employment in the packet for review. Jana Black said the effective date was wrong on the form. Gabriel said she forgot to change the date for this meeting date. She had originally filled out the form just before the July 11th meeting. She said she would change it after the meeting so Jana could sign it. Zach Kilburn made a motion to approve the new Terms of At-Will Employment with the change to the effective date. Fred Storer 2nd the motion. Nays: None. The motion carries.

c) Approval of Notice of Personnel Action

After a brief discussion, Tom Tolbert made a motion to approve the new Notice of Personnel Action. Fred Storer 2nd the motion. Nays: None. The motion carries.

H. Discussion and Possible Approval of FY – 2019 Auditor, Kimberley R. Mayer, CPA, P.C.

After a brief discussion, Zach Kilburn made a motion to approve Kimberley R. Mayer, CPA, P.C. to perform the FY – 2019 Tulsa County Conservation District Compilation. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

7. New Business:

Gabriel Parker said since Sherry Laskey was in attendance tonight, and if she was still interested in becoming a board member, we could approve her Cooperator Agreement in New Business. Sherry said she was still interested in becoming a board member. Tom Tolbert made a motion to approve the Cooperator Agreement for Sherry Laskey. Fred Storer 2nd the motion. Nays: None. The motion carries.

Jana Black said she received the flyer for Monarch's on the Mountain event in September. She wanted to send it to fellow TCC and TU faculty. She suggested Gabriel send it to area schools like, Jenks, Berryhill, Tulsa, and Bixby. She said we should be sending it to elementary and middle schools. Gabriel said she would find out who the contact person for the schools are and send them the flyer. No further action needed to be taken at this time.

8. Public Comments:

None

9. Adjourn:

Meeting Adjourned at 5:56 PM

Next regularly scheduled meeting is August 8, 2019 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

10:56 AM
07/10/19
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>
Income	
Administrative Income	30.25
Interest Income	4.97
OCC Cost-Share Reimbursements	17,824.12
OCC General Exp Reimbursements	3,356.41
OCC Salary Reimbursements	26,388.21
TACF Salary Reimbursements	7,730.00
Total Income	<u>55,333.96</u>
Expense	
Administrative Expense	790.14
Advertising and Promotion	76.26
Cost-Share Payments	17,824.12
Employee Benefits	2,291.46
Insurance	301.00
Internet	822.58
Office Supplies	36.88
Outreach Programs	113.00
Payroll	17,840.93
Payroll Tax	10,346.97
Postage	74.70
Professional Fees	570.00
Registration Fees	38.00
Travel	802.62
Total Expense	<u>51,928.66</u>
Net Income	<u><u>3,405.30</u></u>

10:55 AM
07/10/19
Accrual Basis

Tulsa County Conservation District
Profit & Loss
June 2019

	<u>Jun 19</u>
Income	
Interest Income	0.77
TACF Salary Reimbursements	<u>7,730.00</u>
Total Income	7,730.77
Expense	
Advertising and Promotion	76.26
Payroll	3,911.11
Payroll Tax	921.27
Travel	<u>32.65</u>
Total Expense	<u>4,941.29</u>
Net Income	<u><u>2,789.48</u></u>

Tulsa County Conservastion District
Profit & Loss Detail
 June 2019

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	6/28/2019		Arvest	Interest Pay...		Arvest Checki...	0.75	0.75
Deposit	6/28/2019		Arvest	Interest Pay...		Arvest Special...	0.02	0.77
Total Interest Income							0.77	0.77
TACF Salary Reimbursements								
Deposit	6/19/2019		Arvest	TCCD Staff S...		Arvest Checki...	7,730.00	7,730.00
Total TACF Salary Reimbursements							7,730.00	7,730.00
Total Income							7,730.77	7,730.77
Expense								
Advertising and Promotion								
Check	6/20/2019	8679	Tulsa World	Publish Notic...		Arvest Checki...	76.26	76.26
Total Advertising and Promotion							76.26	76.26
Payroll								
Check	6/20/2019	8660	Gabriel S Parker	February 1-1...		Arvest Checki...	840.28	840.28
Check	6/20/2019	8662	Gabriel S Parker	February 16...		Arvest Checki...	840.28	1,680.56
Check	6/20/2019	8664	Gabriel S Parker	March 2019 ...		Arvest Checki...	539.99	2,220.55
Check	6/20/2019	8665	Gabriel S Parker	March 1-15th...		Arvest Checki...	845.28	3,065.83
Check	6/20/2019	8666	Gabriel S Parker	March 16-31...		Arvest Checki...	845.28	3,911.11
Total Payroll							3,911.11	3,911.11
Payroll Tax								
Check	6/11/2019		IRS	941 Addition...		Arvest Checki...	45.07	45.07
Check	6/16/2019		Oklahoma Tax Com...	May 2019 Pa...		Arvest Checki...	110.00	155.07
Check	6/27/2019		IRS	941 Tax Pay...		Arvest Checki...	766.20	921.27
Total Payroll Tax							921.27	921.27
Travel								
Check	6/17/2019	8682	Gabriel S Parker	May 2019 Mil...		Arvest Checki...	32.65	32.65
Total Travel							32.65	32.65
Total Expense							4,941.29	4,941.29
Net Income							2,789.48	2,789.48



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 06/30/2019

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number

Managing Your Accounts

	24-HOUR ACCOUNT INFO LINE	(800) 601-8655
	CUSTOMER SERVICE	(866) 952-9523
	MAILING ADDRESS	PO BOX 799 LOWELL AR 72745
	WEBSITE	www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$4,262.10
Total Current Value		\$4,262.10

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
06/01/2019	Beginning Balance	\$1,472.64
	2 Credit(s) This Period	\$7,730.75
	10 Debit(s) This Period	\$4,941.29
06/30/2019	Ending Balance	\$4,262.10

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.75
Interest Paid Year-to-Date	\$2.32
Interest Withheld Year-to-Date	\$0.00

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

Deposits

Date	Description	Amount
06/19/2019	DDA VIRTUAL DEPOSIT	\$7,730.00

Other Credits

Date	Description	Amount
06/30/2019	INTEREST PMT	\$0.75

Electronic Debits

Date	Description	Amount
06/11/2019	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$45.07
06/17/2019	TAX PAYMENTS OK TAX PMT	-\$110.00
06/27/2019	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$766.20



Statement Ending 06/30/2019

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

NON-PROFIT INTEREST CHECKING

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8660	06/20/2019	\$840.28	8665	06/20/2019	\$845.28	8682*	06/17/2019	\$32.65
8662*	06/20/2019	\$840.28	8666	06/20/2019	\$845.28			
8664*	06/20/2019	\$539.99	8679*	06/19/2019	\$76.26			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/31/2019	\$1,472.64	06/19/2019	\$8,938.66	06/28/2019	\$4,262.10
06/11/2019	\$1,427.57	06/20/2019	\$5,027.55		
06/17/2019	\$1,284.92	06/27/2019	\$4,261.35		



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 06/30/2019

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number

Managing Your Accounts



24-HOUR
ACCOUNT INFO (800) 601-8655
LINE



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$88.70
Total Current Value		\$88.70

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
06/01/2019	Beginning Balance	\$88.68
	1 Credit(s) This Period	\$0.02
	0 Debit(s) This Period	\$0.00
06/30/2019	Ending Balance	\$88.70

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	\$0.13
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
06/30/2019	INTEREST PMT	\$0.02

Daily Balances

Date	Amount	Date	Amount
05/31/2019	\$88.68	06/28/2019	\$88.70



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD
TULSA OK 74133-1730

Statement Ending 06/30/2019

TULSA AREA 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		\$1,025.55
Total Current Value		\$1,025.55

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
06/01/2019	Beginning Balance	\$1,025.14
	2 Credit(s) This Period	\$7,730.41
	1 Debit(s) This Period	\$7,730.00
06/30/2019	Ending Balance	\$1,025.55

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.41
Interest Paid Year-to-Date	\$2.02
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
06/17/2019	Transfer from Money Mkt - Online Banking Confirmation: 467397932685	\$7,730.00

Other Credits

Date	Description	Amount
06/30/2019	INTEREST PMT	\$0.41

Checks Cleared

Check Nbr	Date	Amount
0	06/19/2019	\$7,730.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
05/31/2019	\$1,025.14	06/19/2019	\$1,025.14
06/17/2019	\$8,755.14	06/28/2019	\$1,025.55



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD
TULSA OK 74133-1730

Statement Ending 06/30/2019

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		\$2,978.47
Total Current Value		\$2,978.47

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
06/01/2019	Beginning Balance	\$10,701.91
	1 Credit(s) This Period	\$6.56
	1 Debit(s) This Period	\$7,730.00
06/30/2019	Ending Balance	\$2,978.47

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$6.56
Interest Paid Year-to-Date	\$59.52
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
06/30/2019	INTEREST PMT	\$6.56

Electronic Debits

Date	Description	Amount
06/17/2019	Transfer to Checking * 7192 - Online Banking Confirmation: 467397932685	-\$7,730.00

Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/31/2019	\$10,701.91	06/17/2019	\$2,971.91	06/28/2019	\$2,978.47



PO Box 1670
Lowell, AR 72745



Tulsa Area Conservation Foundation
6660 S Sheridan Rd
Tulsa, OK 74133-1730

345

1

Re: Account ending in

Dear Customer,

The above-listed account has been in a dormant status*, but a transaction was recently performed. As a fraud-prevention measure, we are sending this letter to ensure you are aware the below-listed debit posted to your account:

<u>Date</u>	<u>Amount</u>
6/17/2019	\$7,730.00

If you did not authorize this transaction, we ask that you contact our Customer Contact Center at (866)952-9523 so that we can work with you to dispute the transaction.

Thank you for banking with Arvest!

Sincerely,

Arvest Bank

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

Form **941 for 2019: Employer's QUARTERLY Federal Tax Return**
(Rev. January 2019) Department of the Treasury — Internal Revenue Service

950117
OMB No. 1545-0029

Employer identification number (EIN) -

Name (not your trade name) Tulsa County Conservation District

Trade name (if any)

Address 6660 S. Sheridan Rd., Suite 120

Number Street Suite or room number

Tulsa OK 74133

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2019
(Check one.)

- ☒ 1: January, February, March
- ☐ 2: April, May, June
- ☐ 3: July, August, September
- ☐ 4: October, November, December
- Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1 1

2 Wages, tips, and other compensation 2 8011 21

3 Federal income tax withheld from wages, tips, and other compensation 3 1125 00

4 If no wages, tips, and other compensation are subject to social security or Medicare tax ☐ Check and go to line 6.

	Column 1	Column 2
5a Taxable social security wages . . .	<input type="text"/> 8296 <input type="text"/> 52	<input type="text"/> 1028 <input type="text"/> 77
5b Taxable social security tips . . .	<input type="text"/> .	<input type="text"/> .
5c Taxable Medicare wages & tips. . .	<input type="text"/> 8296 <input type="text"/> 52	<input type="text"/> 240 <input type="text"/> 60
5d Taxable wages & tips subject to Additional Medicare Tax withholding <input type="text"/> .	<input type="text"/> .	<input type="text"/> .
5e Add Column 2 from lines 5a, 5b, 5c, and 5d . . .		<input type="text"/> 2394 <input type="text"/> 37
5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions) . .		<input type="text"/> .
6 Total taxes before adjustments. Add lines 3, 5e, and 5f . . .		<input type="text"/> 2394 <input type="text"/> 37
7 Current quarter's adjustment for fractions of cents . . .		<input type="text"/> . 03
8 Current quarter's adjustment for sick pay . . .		<input type="text"/> .
9 Current quarter's adjustments for tips and group-term life insurance . . .		<input type="text"/> .
10 Total taxes after adjustments. Combine lines 6 through 9 . . .		<input type="text"/> 2394 <input type="text"/> 40
11 Qualified small business payroll tax credit for increasing research activities. Attach Form 8974		<input type="text"/> 2394 <input type="text"/> 40
12 Total taxes after adjustments and credits. Subtract line 11 from line 10 . . .		<input type="text"/> 0 <input type="text"/> 00
13 Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter		<input type="text"/> .
14 Balance due. If line 12 is more than line 13, enter the difference and see instructions . . .		<input type="text"/> .
15 Overpayment. If line 13 is more than line 12, enter the difference <input type="text"/> 0 <input type="text"/> 00		

Check one: ☐ Apply to next return. ☐ Send a refund.

Next

Name (not your trade name)

Employer identification number (EIN)

Tulsa County Conservation District

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

- 16 Check one: ☐ Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

- ☒ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 766. 20

Month 2 766. 20

Month 3 862. 00

Total liability for quarter 2394. 40

Total must equal line 12.

- ☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

- 17 If your business has closed or you stopped paying wages ☐ Check here, and enter the final date you paid wages / / .

- 18 If you are a seasonal employer and you don't have to file a return for every quarter of the year . . . ☐ Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

- ☒ Yes. Designee's name and phone number

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS.

- ☐ No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

X Sign your name here

Gabriel Parker

Print your name here

Print your title here

Date

Best daytime phone

Paid Preparer Use Only

Check if you are self-employed . . . ☐

Preparer's name

PTIN

Preparer's signature

Date

Firm's name (or yours if self-employed)

EIN

Address

Phone

City

State

ZIP code

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
July 2, 3, 9, 10, 11, 2019
District Conservationist Report**

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

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

EQIP – FY 2019

- Contracts are completed
- \$183,737 Obligated for 21 contracts
- Status Reviews completed
- July 12 sign up deadline for Emergency Cover Crop
- EWP-Emergency Watershed program – Only District 1 out of Muskogee County has contacted us for EWP

CSP -

- Completing CAET (conservation activity evaluation tool) interviews
- Ranking applications July 12 deadline to be ranked
- July 19 application deadline for CSP-GCI

**State Cost Share
Program –**

- All ranking has been completed

Other –

- July 17 – North Half Zone Picnic meeting @ Claremore

Tulsa County

Conservation District:

June-19

Month & Year	Day of Month																											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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: NRCS Flie maintenance																												
Outreach for Farm Bill Programs																												
News Article Development																												
Outreach Activities, Creek Cleanup						X														X						X		
Assist with monthly outreach report					X														X							X		
Public presentations																										X		
Success stories																												
Earth Team volunteer program						X																						
Assist with statewide media																												
Other: Crow Creek, Cox Eco Fest					X														X							X		
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: Web Updates, CostShare, LRP, JPOO												X		X			X		X									x
Farm Bill Contracting																												
Explain and promote farm bill programs						X																				X		
Local work group coordination						X							X													X		
Complete program applications																												
Program application rankings																												
Compile and file applications																												
Prepare and mail form letters					X																							
Plan and contract development																												
Provide technical assistance																												
Update and maintain LTP-003																												
Other Farm Bill Activities:																												
NRCS Scanning/Mail/Lables/ Staff Mtg					X					X														X	X	X		

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **35 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 2019



Meetings:

05/02/2019	Sustainable Tulsa Meeting
05/06/2019	NRCS Staff Meeting
05/08/2019	AML Contractor Bid Opening with Henry Roye
05/09/2019	TCCD Board Meeting
05/13/2019	NRCS Staff Teleconference
05/13/2019	Monarch's on the Mountain Planning Meeting (Did not attend)

Special Events:

05/04/2019	Annual Creek Cleanup on Coal Creek @ Mohawk Park and Tulsa Zoo
05/10/2019	Crow Creek Work Day and Bio Blitz
05/14/2019	Urban Conservation Day @ The Capital (Cancelled)
05/14/2019	Grazing Management for Healthy Soil & Healthy Food Workshop

Holidays:

None

Upcoming Meetings

06/06/2019	Crow Creek Next Steps Meeting
06/06/2019	Sustainable Tulsa Meeting
06/10/2019	NRCS Team 17 Staff Meeting
06/10/2019	Monarch's on the Mountain Planning Meeting @ TCCD Office
06/13/2019	TCCD Board Meeting

Up Coming Events:

06/20/2019	Crow Creek Cleanup @Zink Park
06/26/2019	Cox Communications E.C.O Fair

Upcoming NRCS Deadlines:

06/28/2019	Ranking Deadline for Wildfire, Wildlife Fund Pools
07/11/2019	Pre-Approval Applications for Wildfire, Wildlife Fund Pools
07/19/2019	Ranking Deadline for NWQI (Litter Beaver)

Upcoming Holidays:

07/04/2019	Independence Day - Office Closed
------------	----------------------------------

Side Notes:

None

TCCD Monthly Outreach and Activities Report Continued

May 2019



Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials
- ❖ TCCD File Organization
- ❖ NRCS File Reorganization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ Meeting Minutes
- ❖ Event Planning and Coordination
- ❖ 2019 – 2024 Long Range Plan
- ❖ Joint Plan of Operations
- ❖ NRCS Folder Maintenance
- ❖ State Cost Share Program Year 20

TCCD Monthly Outreach and Activities Report

June 2019



Meetings:

06/06/2019	Crow Creek Next Steps Meeting
06/06/2019	Sustainable Tulsa Meeting
06/10/2019	NRCS Team 17 Staff Meeting
06/10/2019	Monarch's on the Mountain Planning Meeting @ TCCD Office
06/13/2019	TCCD Board Meeting

Special Events:

06/20/2019	Crow Creek Cleanup @Zink Park
06/26/2019	Cox Communications E.C.O Fair

Holidays:

None

Upcoming Meetings

07/02/2019	Lunch Meeting with Jana and Fred
07/08/2019	Monarch's on the Mountain Planning Meeting @ TCCD Office
07/10/2019	Crow Creek Planning Meeting @ Brookside Church
07/22/2019	Monarch's on the Mountain Education Meeting @ TCCD Office

Up Coming Events:

07/10/2019	Brookside Farmers Market
07/20/2019	Cherry Street Farmers Market

Upcoming NRCS Deadlines:

07/11/2019	Pre-Approval Applications for Wildfire, Wildlife Fund Pools
07/12/2019	Ranking Deadline for all CSP "Classic" 2019-1 Applications
07/19/2019	Ranking Deadline for NWQI (Litter Beaver)

Upcoming Holidays:

07/04/2019	Independence Day - Office Closed
------------	----------------------------------

Side Notes:

None

Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials
- ❖ TCCD File Organization
- ❖ NRCS File Reorganization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ Meeting Minutes
- ❖ Event Planning and Coordination
- ❖ 2019 – 2024 Long Range Plan
- ❖ Joint Plan of Operations
- ❖ NRCS Folder Maintenance

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District Tulsa County	District Number 2
Activity Number (See Choices on Back) Cox Com. E.C.O Fair	Date 6/26/19
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? _____ YES <input checked="" type="checkbox"/> NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.)	
Number of Schools Participating None	

Number Reached

Preschool	_____	Grade 6	_____	Grade 12	_____
Grade 1	_____	Grade 7	_____	College	_____
Grade 2	_____	Grade 8	_____	Teachers	_____
Grade 3	_____	Grade 9	_____	Youth Leaders	_____
Grade 4	_____	Grade 10	_____	Higher Ed Instructors	_____
Grade 5	_____	Grade 11	_____	Adults	54
				Special Needs	_____

TOTAL PARTICIPANTS **54**

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District Tulsa County	District Number 2
Activity Number (See Choices on Back)	Date
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? _____ YES _____ NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.)	
Number of Schools Participating	

Number Reached

Preschool	_____	Grade 6	_____	Grade 12	_____
Grade 1	_____	Grade 7	_____	College	_____
Grade 2	_____	Grade 8	_____	Teachers	_____
Grade 3	_____	Grade 9	_____	Youth Leaders	_____
Grade 4	_____	Grade 10	_____	Higher Ed Instructors	_____
Grade 5	_____	Grade 11	_____	Adults	_____
				Special Needs	_____

TOTAL PARTICIPANTS _____

Oklahoma Water Survey

Workshop and Training Catalog



at *The* UNIVERSITY of OKLAHOMA.

Workshops

The Oklahoma Water Survey offers several workshops that can be lecture only, or hands-on. We cover a variety of topics and can customize a workshop to fit your needs. To schedule a workshop or to discuss a custom workshop contact Jeri Fleming at (405) 325-2531 or jeri.fleming@ou.edu.

Rainwater Harvesting Workshops - These workshops focus on large-scale (>200 gal) rainwater harvesting systems and covers design, installation and maintenance needs. The workshop can be design for your audience and needs, and can range in length from a 2-hour lecture only, to a 4-hour hands-on demonstration.

Type	Cost
2 or 4-hour lecture only workshop	\$15 pp
4-hour with hands-on component of building first flush diverter (per person w/ materials)	\$75 pp



Rain Barrel Workshops - These workshops focus on small-scale rainwater harvesting specifically using rain barrels to capture < 200 gal of rainwater. They include information on design, installation and maintenance needs, as well as information on using first flush diverters. They can range in length from 2-hour lecture only to 4-hour with rain barrel and first flush diverter.

Type	Cost
2 or 4-hour lecture only workshop	\$15 pp
2-hour hands-on with rain barrel per person w/ materials)	\$80 pp
4-hour hands-on with rain barrel and first flush diverter (per person w/ materials)	\$120 pp

Rain Garden Workshops - These workshops provides attendees information on the benefits of a rain garden, and design and installation at their residence or business, including information on how this reduces their stormwater footprint. These workshops can be done either lecture only, or hands-on demonstrations where participants build a small rain garden. As with all workshops offered, attendees will leave with a water guide with specific instructions on how to build and install a rain garden at their home.

Type	Cost
2 or 4-hour lecture only workshop	\$15 pp
4-hour with hands-on includes building and planting (per person w/ materials)	\$40 pp



Bioretention Workshops - These workshops provides attendees information on the benefits of bioretention cells, which differ from rain gardens in size and scope. Bioretention cells do provide the same water quality and quantity benefits as a rain garden, but on a larger scale. The workshop will include information on design and installation, including information on how this reduces their stormwater footprint. As with all workshops offered, attendees will leave with a water guide with general instructions on how to build and install a bioretention cell at their chosen location.

Type	Cost
2 or 4 hour lecture only workshop	\$15 pp
6-hour lecture with hands-on design portion	\$50 pp

Pervious Pavement Workshops - These workshops focus on design and installation of various types of pervious pavement including pavers and concrete. This can be either lecture only with on-site demonstrations, or can be hands-on where participants learn to mix and pour pervious concrete.

Type	Cost
4-hour lecture only workshop	\$15 pp
6-hour lecture with hands-on pervious concrete block build	\$75 pp



Riverology for Engineers - This workshop will be targeted to engineers and other water resource managers with professional development hours offered. The workshop will be a two-day workshop with day one focused on watershed functions and impacts of development. Day two will consist of a float trip down the Illinois River to further discuss how upstream development impacts rivers, geomorphology and land use changes along the river and their effects.

Type	Cost
2-day workshop including lunch and float trip	\$175



Trainings

The Oklahoma Water Survey offers specialized certification trainings in water quality sampling, erosion and sediment control, and low impact development inspection. We can also customize a training to fit your needs. To register for a training visit our website at <http://OKH2O.org>. To schedule a special training for your staff or to discuss a custom training program contact Jeri Fleming at (405) 325-2531 or jeri.fleming@ou.edu.

Surface Water Quality Sampling Training

This training provides hands-on water quality sampling methods from a USGS-trained scientist. The two-day training includes classroom and field-based instruction designed to explain the theory and methodology of surface water monitoring procedures with a hands-on component in local streams.

Topics Covered:

- ◆ Visual Site Inspection
- ◆ Samples and Controls
- ◆ Sampling Procedures
- ◆ Preserving and Storing Samples
- ◆ Cleaning and Calibrating Equipment

Certification Information

Participants will receive a certificate of completion.

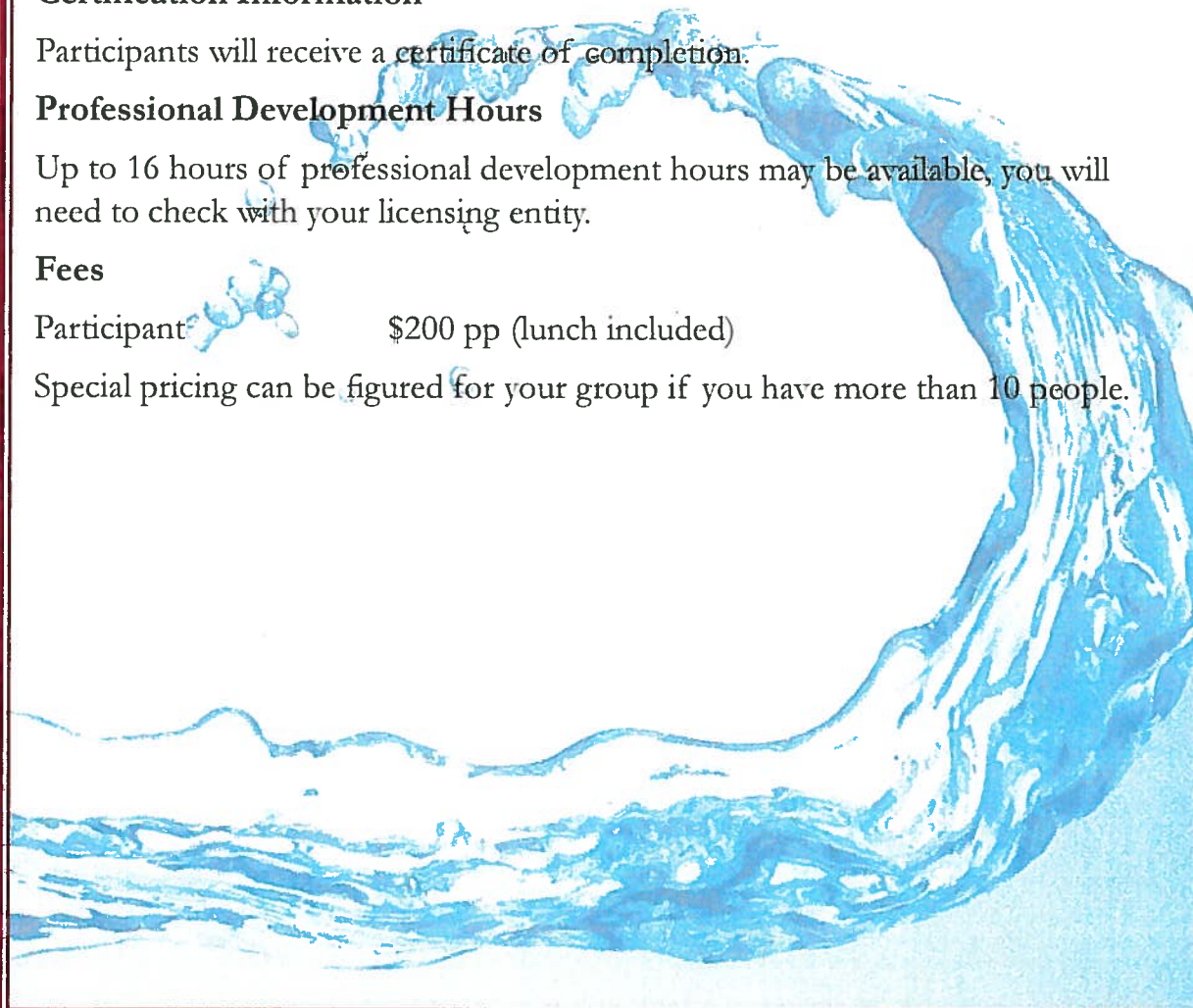
Professional Development Hours

Up to 16 hours of professional development hours may be available, you will need to check with your licensing entity.

Fees

Participant \$200 pp (lunch included)

Special pricing can be figured for your group if you have more than 10 people.



Erosion and Sediment Control Certification Program

The purpose of the Erosion and Sediment Control Certification Program is to educate contractors and stormwater managers on the proper installation, maintenance and inspection of erosion and sediment control measures at construction sites. Preventing sediment-laden runoff not only protects our rivers, creeks and streams, but is also a trademark of a quality construction project.

Topics Covered:

- ◆ Regulatory Overview and Reporting Requirements
- ◆ Storm Water Runoff Best Management Practices
- ◆ Erosion Prevention Best Management Practices
- ◆ Sediment Control Best Management Practices
- ◆ Techniques and Practices for Field Inspection

Certification Information

This certification is awarded by the Oklahoma Water Survey at the University of Oklahoma.

To receive the certification, attendees must attend the workshop and then receive a score of at least 70% on an examination. Participants have up to 1 hour to complete the exam. All exams are graded by Oklahoma Water Survey staff.

The certification lasts for 3 years.

Communities in Oklahoma may either require or recommend this certification of people who install or inspect erosion and sediment control measures.

The certification is NOT intended to be a replacement for professional licensure (like PE) and is only a supplement to those rigorous professional licenses.

Professional Development Hours

Eight hours of professional development are available.

Fees

Participant \$200 (includes examination and certificate)



LID Inspection Certification Program

This certification class is designed for communities that are implementing low impact development in their stormwater permitting requirements. Inspectors will learn how to properly inspect installed LID practices to ensure they are functioning as designed.

Topics Covered:

- ◆ wet and dry ponds
- ◆ stormwater wetlands
- ◆ bioretention and infiltration practices
- ◆ manufactured devices
- ◆ underground detention
- ◆ swales and buffers
- ◆ parking lot BMPs and permeable materials
- ◆ rainwater harvesting
- ◆ green roofs

Certification Information

This certification is awarded by the Oklahoma Water Survey at the University of Oklahoma.

To receive the certification, attendees must attend the workshop and then receive a score of at least 70% on an examination. Participants have up to 1 hour to complete the exam. All exams are graded by Oklahoma Water Survey staff.

The certification lasts for 3 years.

Communities in Oklahoma may either require or recommend this certification of people who design and/or supervise construction of stormwater control measures.

The certification is NOT intended to be a replacement for professional licensure (like PE or RLA), and is only a supplement to those rigorous professional licenses.

Professional Development Hours

The following professional development hours are available with this certification:

6 PDHs for professional engineers

5 CEUs for landscape architects

Fees

Certification Participant \$150 (includes examination and certificate)

Non-certification Participant \$100

Oklahoma Water Survey

<http://OKH2O.org>

Twitter: @OKH2O



201 Stephenson Parkway
Five Partners Place, Suite 1101
Norman, OK 73019
(405) 325-2531
outreach@OKH2O.org

For accommodations, call (405) 325 5811.

The University of Oklahoma is an equal opportunity institution www.ou.edu/eoo.

This publication, printed by the Oklahoma Water Survey, is issued by the University of Oklahoma. 1,000 copies have been prepared and distributed at a cost of \$0.54 each to the taxpayers of the State of Oklahoma.



at *The* UNIVERSITY of OKLAHOMA.

Source-specific fecal indicator concentrations

From Table 5-2 Protocol for Developing Pathogen TMDLs, First Edition, EPA 841-R-00-(Jan. 2001

Source	Indicator	Concentration	# to equal one goose	# to equal one cow
Cow	FC	1.00E+11	0.5	1.0
Geese	FC	4.90E+10	1.0	2.0
Dogs&Cats	FC	5.00E+09	9.8	20.0
Duck	FC	2.50E+09	19.6	40.0
Human	FC	2.00E+09	24.5	50.0
Horse	FC	4.20E+08	116.7	238.1
Chicken	FC	2.40E+08	204.2	416.7

2 geese = one cow = 20 dogs = 20 cats = 50 humans production of fecal coliform organisms per day

Resident Canadian Geese vs. PBCR water quality standard

Premises:

- Fecal coliform production, one goose per day = 4.9×10^{10} organisms per day
US EPA, Protocol for Developing pathogen TMDLs, EPA841-R-00-002, January 2001 (Table 5-2)
- PBCR water quality standard 200 fcu of fecal coliform/100 ml (it is recognized that fecal coliform is no longer used as the water quality standard, this is the old number, but geese (and other animals) source numbers are only available in fecal coliform units)

Calculation of acre feet of sterile water one goose can bring to the PBCR limit in one day

$$(4.9 \times 10^{10} \text{ fcu/day}) \times (100 \text{ ml}/200 \text{ fcu}) \times (1 \text{ liter}/1000 \text{ ml}) \times (1 \text{ ft}^3/28.3 \text{ liters}) \times (1\text{-acre ft}/43,560 \text{ ft}^3) = 20\text{-acre ft}$$

Arkansas River Example

- River surface between Zink Dam and the mouth of Berryhill Creek = 666 acres
- 1998-acre ft of water at 3 ft average depth
- 100 geese in 1 day can add enough fecal coliform to this river segment to exceed the fecal coliform standard starting with a sterile river
- 100 geese in or near the water as at West Park on June 24, 2019



Fred Storer, P.E., June 26, 2019

BOARD RESOLUTION

Whereas, the Tulsa County Conservation District protects the quality of the waters of the state through programs to address nonpoint sources of water contaminants, and resident Canadian Geese are a nonpoint source that has compromised water quality, threatens public health, interferes with the enjoyment of parks and golf courses, and are a threat to aviation safety; and

Whereas, the population of resident Canadian Geese is increasing six percent a year and will therefore double in twelve years without intervention;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Tulsa County Conservation District hereby authorizes its President, Board Members, and Staff to provide support to governmental agencies and private landowners who wish to reduce and control resident Canadian Geese through legal and humane methods.

Approved: July 16, 2019

**Conservation District
Long Range Plans
FY2020 – FY2024
Recommendations for Approval**

Area I

Alfalfa
Dewey
East Canadian
Garfield
Harper
Major
Woods

Area II

Garvin
Lincoln
McClain
Murray
Pawnee
Payne
Seminole

Area III

Craig
Delaware
Okmulgee
Ottawa
Rogers
Sequoyah
Tulsa

Area IV

Greer
Harmon
North Fork of Red River
Tillman
Washita

Area V

Atoka
Coal
Hughes
Latimer
LeFlore
Little River
Pittsburg
Talihina

J. KEVIN STITT
GOVERNOR

MATT PINNELL
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 1, 2019

SUBJECT: District Allocation for Fiscal Year 2020
Terms of Employment / Notice of Personnel Action Forms
Director Meeting Expenses
Retirement Contributions
Employee Confirmation of Benefits
Deadline for Claims Paid From Fiscal Year 2019 Funds
Claims Procedures
Temporary Employees
Sales Tax
District Audit / Compilation
NRCS Contributions Agreement
OCC Adopted Policies for Fiscal Year 2020

District Allocations For Fiscal Year 2020

Enclosed is a printout of your district's personnel and operating expenses allocation for fiscal year 2020. 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-2020. The employee costs that are not included in the allocation are paid directly by the Commission.

Terms of Employment / Notice of Personnel Action Forms

A new Notice of Personnel Action Form and Terms of Employment 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, 2019.

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, 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 2019 legislative session. It is unclear yet if the allowance will remain at the current level in calendar year 2020. New employee Confirmation of Benefits for Plan Year 2020 will be mailed to the district in December 2019 after the option period selections have been made. The current confirmation of benefits will continue to be used through the December 2019 payroll.

Deadline for Submitting Claims From Fiscal Year 2019

All claims for reimbursement of fiscal year 2019 expenses must be received in the Commission office no later than **Friday, August 2, 2019**. 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: District Election Expenses, 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.

Please note that some salary codes have changed. Use the code that is listed on your allocation; regardless of what your title may be. 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.

Temporary Employees

For Conservation Districts with unallocated personnel funds, the maximum number of eligible work hours during a twelve month period is 1599. However, if the employee works more than 999 hours, the district will be responsible for the employer's share of retirement contributions. The 12-month period begins from the employee's date of hire. A temporary employee cannot work more than the allowable 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 temporary 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 **I through N** will be required to secure an audit of their FY19 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. Select "Registrants Performing Audits of Oklahoma Entities" located on the right side of the page under announcements. 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 6, 2019. 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 2020

Included with this email are the policies adopted by the Commission for Fiscal Year 2020 related to district operations, personnel and financial management.

FISCAL YEAR 20 - ADOPTED DISTRICT POLICIES

1. All employee positions (District and Commission) that become vacant will be reviewed and will require justification before approval to fill the position. Future employee allocations will be dependent on the level of legislative appropriations.
2. The maximum number of hours for a non-benefitted temporary district employee will be 1599 hours. However, if the employee works more than 999 hours, the district will be responsible for the employer's share of retirement contributions.
3. Districts were required to have long range plans approved by Commission staff prior to June 30th, 2019. Any district not receiving approval by the deadline will be given a provisional funding allocation. If final Commission approval is not received by September 1, 2019 the allocation will be reviewed and potentially reduced. The reduction may result in loss of staff.
4. 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.
5. 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 1, 2019 – Oklahoma Conservation Commission

Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

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

May 29, 2019

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

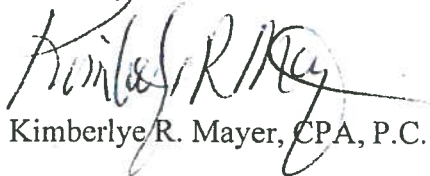
We were pleased to be able to perform the compilation for the Tulsa County Conservation District for the year ended June 30, 2018 and we hope you will consider us for the current year's engagement.

The fee for a compilation will be \$595 for the year ending June 30, 2019.

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, CPA, P.C.

Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

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

May 29, 2019

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, 2019 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, applicable professional standards, including the AICPA's Code of Professional Conduct and its 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 since performing those procedures or taking such action would impair our independence.

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 presentation of the financial statements, such as records, 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 make inquiries.

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.

Our Report

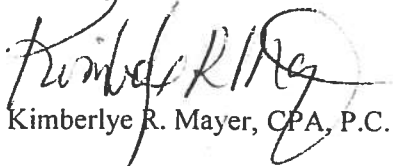
As part of the engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

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, 2019 will be \$595. 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,



Kimberly R. Mayer, CPA, P.C.

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

Signed: _____

Title: _____

Date: _____

Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

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

May 29, 2019

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, 2019 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, applicable professional standards, including the AICPA's Code of Professional Conduct and its 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 since performing those procedures or taking such action would impair our independence.

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 presentation of the financial statements, such as records, 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 make inquiries.

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.

Our Report

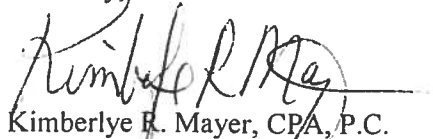
As part of the engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

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, 2019 will be \$595. 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,



Kimberly R. Mayer, CPA, P.C.

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

Signed: _____

Title: _____

Date: _____