

**Amended
AGENDA
Board of Directors Special Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
September 17, 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 August 8, 2019 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending August 31 31, 2019
 - C. Review of TACF Financials for Periods from August 31, 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 August 2019
4. Consideration of and Possible Action on Items to be Removed Consent Agenda:
5. Cost Share Program Year 20
 - A. Approval of Cooperator Agreement for Eddie Ray
 - B. Approval of Program Application for Eddie Ray
 - C. Allocate of Funds for Eddie Ray Sprigging
6. Cost Share Program Year 21 - Soil Health Initiative
 - A. Program Year 21 Guidelines
 - B. Fill out Director Check List
7. 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 OACD Pollinator Challenge Mini Grant
 - E. Discussion and Approval of FY – 2020 Joint Plan of Operations Revisions
 - F. Discussion and Approval of FY-2020 Local Operational Agreement
 - G. Discussion and Approval of Notice of Newly Elected Officers
 - H. Discussion and Approval of the Tulsa County Conservation FY-2019 Annual Report
 - I. Administer the Oath of Office and Loyalty Oath to Sherry Laskey
8. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss Gabriael Parker performance review.

If the executive session is approved, designate in open session the person keeping minutes.

 - B. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.
9. New Business:
10. Public Comments:
11. Adjourn:

Next regularly scheduled meeting is October 17, 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 **September 17, 2019** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **October 17, 2019**

Jana Dack
Chair, Board of Directors

10-17-19
Date

Attest:

Shirley Faurie

Minutes

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

Date: September 17, 2019
Time: 4:00 PM

Members Present: Jana Black, Vice Chairwoman
Zach Kilburn, Treasure
Fred Storer, Member
Sherry Laskey, Member

Members Absent: Tom Tolbert, Member

Others Present: Christopher Best, NRCS District Conservationist
Gabriael Parker, District Secretary

1. Meeting Called to Order:

Vice Chairwoman, Jana Black called the meeting to order at 4:08 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 September 13, 2019 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

2. Roll Call

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

- A. Approval of Minutes from the August 8, 2019 Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending August 31, 2019**
- C. Review of TACF Financials for Periods from August 31, 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 August 2019**

After a brief discussion, Zach Kilburn made a motion to approve the consent agenda as presented. Fred Storer 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. Approval of Cooperator Agreement for Eddie Ray

After a brief discussion, Zach Kilburn made a motion to approve the Cooperator Agreement for Terry Young. Fred Storer 2nd the motion. Nays: None. The motion carries.

B. Approval of Program Application for Eddie Ray

Gabriel Parker spoke to Freddy Trujillo with NRCS about what Eddy Ray wanted to do. He said Mr. Ray needed to plant sprigs for his pasture. Freddy had already been to his property and determined that he did have a resource concern and that he would like to apply for the Cost-Share Program. Freddy was still working in his conservation plan as of this morning. Zach Kilburn made a motion to approve the Cost-Share Program Year 20 application for Eddie Ray. Fred Storer 2nd the motion. Nays: None. The motion carries

Sherry Laskey entered and 4:17 PM

7F. Administer the Oath of Office and Loyalty Oath to Sherry Laskey

The board decided to move item 7F, Administer the Oath of Office and Loyalty Oath to Sherry Laskey, from the District Operations section up to allow Sherry to vote on the rest of the agenda if necessary. Gabriel Parker administered the Oath of Office and Loyalty Oath. No further action needed to be taken at this time.

A. Allocate of Funds for Eddie Ray Sprigging

Gabriel Parker said that Eddie Ray has about 20 acres he would like to plant sprigs on. As with the previous agenda item, Freddy has seen the practice site and determined there was a resource concern. Gabriel said the statewide average for program year 20 for "Introduced Perennial Warm Season Grasses, Sprigging" is \$269.32 per acre. For 20 acres it comes out to \$5,386.40. Cost Share will only cover 75% of the actual cost or statewide average cost. That comes out to be \$4,039.80. Gabriel said she usually allocates a little more if the producer can include more acreage. That is why she suggested allocating \$4,500. Zach Kilburn made a motion to approve the funding in the amount of \$4,500 for Eddie Ray for the Cost-Share Program Year 20 Forage and Biomass Planting Practice. Fred Storer 2nd the motion. Nays: None. The motion carries

Christopher Best entered at 4:39 PM

6. Cost Share Program Year 21 - Soil Health Initiative

A. Program Year 21 Guidelines

Gabriel Parker said we received notification of a new Cost Share Program from OCC. It is Program Year 21 and it is all about soil health. She said this year is different because it only includes a select number of practices, all related to soil health, and the funding is distributed in a team format. Each district was allotted \$12,000, but it is pooled together with the five other counties in team 17. This is a pilot program to see how cost share

funding would work if we moved and structured it like the one NRCS will have for the EQIP program. Gabriel also said it differs from the regular cost share program in its funding structure but also how the application and allocation process is carried out. Each district that decides to participate will have to select one member of the district, Christopher Best said Ideally it would be one board member from each district board, to help form and attend the Soil Health Work Group, SHWG, meetings.

This group would then decide meeting dates, times and locations of the meetings. They would also discuss resource concerns for the group and come up with ranking criteria. They would also choose receives funding. Gabriel said a few of the caveats of this type of structure is if a district decides not to participate, the \$12,000 goes back to OCC and participation is not a guarantee of getting funding for that county's producers. We may get a few producers who sign up, but if they do not rank high enough to receive funding, all the district's money ends up going one or some of the other counties in the team. Gabriel said she did not like this format because Tulsa was already at a disadvantage from the beginning being an urban county. OCC did say it would be better for a district to participate in the SHWG even if none of the producers in your county get funding. OCC said if you don't participate, you don't have a say in how the money is spent. Chris agreed. He said it is better to have a seat at the table then be left out in the cold.

Jana said she agreed with Chris. She said she would be able to participate if the meeting were not held during the day. She also asked Chris where the meetings would be held. She asked if they could be done by teleconference. Chris said it would be entirely up to the work group to decide when, where and how the meetings take place. Jana said she would not feel right if we nominated either Fred Storer or Sherry Laskey to represent the district. Sherry said she would commit to it, but it would be a stretch for her. Fred plainly said he did not like the idea, so he took his name out of the running. Zach said he could do it if he could meet with the rest of the group via teleconference. The rest of the board decided that would work best all of them. Gabriel said we would declare Zach Kilburn Tulsa's representative on the Directors Checklist in the next agenda item. No further action needed to be taken at this time.

B. Fill out Director Check List

Gabriel Parker said since this is considered a new cost share year, we are required to fill out a new and somewhat different Director Checklist. Once we got to item number 2, Chris Best suggested that a board member be the designated a Soil Health Initiative Work Group member. It helps get the board involved in the decision process and keep better informed. Jana Black said she did not feel comfortable having Sherry Laskey or Fred Storer as the designated member just because they are very new, and it would not be right. Sherry said she could, but it would be better to have meetings on the weekend because she is quite busy during the week. Chris said she could talk to the working group about meeting times and places. Zach Kilburn said he would be willing to be the designated member for Tulsa, as long as it would not be a problem to meet via teleconference. The board designated Zach Kilburn to be Tulsa County's Soil Health

Initiative Work Group member. Please see check list for details on everything that was voted on.

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

A. Discussion and Acceptance of District Conservationist Agency Report

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

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

Sherry Laskey asked Gabrielae Parker what some of the abbreviations meant, like MOM and CrCk. Gabrielae said MOM was Monarch's on the Mountain, and CrCk was the abbreviation for the Crow Creek Demonstration Meadow. Gabrielae briefly gave details on what those events and projects were. Gabrielae also explained that she submits this to the Oklahoma Conservation Commission every month to show the administrative support the district provides to NRCS. In return for administrative support, NRCS provides additional operations funding for the year. NRCS allocates a \$1,000 per year for administrative support. Sherry Laskey 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

Gabrielae Parker said it was a relatively quiet month. She had several Monarch's on the Mountain planning meetings in the TCCD office. We had to have them here, due office flooding.

Sherry Lasky asked Gabrielae what the Riverview Neighborhood Block Party was. Gabrielae said one of her outreach contacts for the City of Tulsa Housing Authority, Stephanie Reisdorph, got a new position. She used to be involved in outreach, but with the new position, she does not get to do a lot of outreach. She was organizing a block party for the Riverview Neighborhood and asked if we could come and bring an activity for the kids. In past years, Gabrielae said she would help organize a few mini creek cleanups, plant a few fruit trees and other conservation activities for the kids. Gabrielae said she brought the coffee filter butterfly activity. It was a huge hit. The kids wanted to make all the butterflies she had. Gabrielae said she was happy when lunch arrived. It was a much needed distraction. Gabrielae said she enjoys working with Stephanie. She is very nice and very interested in the kids learning about conservation.

Gabrielae said she was unable to attend the Preferred Family Healthcare's Wellness Fair due to the new Cost Share Program Year 21 Soil Health training teleconference.

Jana Black said she did not see the Monarch's on the Mountain event on the "Up Coming Events". Gabrielae said she may have forgotten to put it on there, but she will correct it before she submits the official minutes. No further action needed to be taken at this time.

D. Discussion of OACD Pollinator Challenge Mini Grant

Gabriel Parker said she received an email from OCC and Chris Best about applying for this mini grant. The only problem was one of the requirements for application. We need to have paid our dues to OACD. Gabriel spoke to Chris about it and he said if the district wanted to apply for it, he would try to get that requirement waived. Gabriel said she thought we would like to apply, but she wanted to get the board's approval first. Jana Black asked if it would be a problem for us to get the 25 Monarch Pledge requirement. Gabriel said she did not think it would be a problem. The board directed Gabriel to work with Chris to see about getting the OACD Dues waived to apply. No further action needed to be taken at this time.

B. Discussion and Approval of FY – 2020 Joint Plan of Operations Revisions

Gabriel Parker said the Joint Plan of Operations had already been approved by OCC in their last meeting. When she submitted it for approval by OCC, she told them that it would not be approved by the board until after the OCC meeting. They did not respond to that, so she thought it was okay. Gabriel said she did not see Tulsa on the list of approved plans in July after she submitted it in June. OCC did not offer any feedback about why it was not approved. She said she had to eventually turn to other districts to find out what ours was missing. Gabriel said, as it turned out, ours was missing the funding source for each section and our special project. Gabriel said she modified some sections on top of the funding source as well as eliminated one or two sections. Gabriel said she would add those sections back, now that she knew what is needed to get it approved next year. Sherry Laskey made a motion to approve the FY – 2020 Joint Plan of Operations Revisions. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

C. Discussion and Approval of FY-2020 Local Operational Agreement

Gabriel Parker said it is that time of year when we needed to discuss and approve the Local Operational Agreement between TCCD and NRCS. Chris Best and the seasoned board members explained what the agreement was for. The board explained that these were all the possible tasks that TCCD staff agrees to do throughout the year for NRCS. Fred Storer asked if the tasks listed were absolute. Chris said the tasks in the agreement are possible tasks. It does not mean that staff are required to do all the tasks on the list but can do so if available and if necessary. Fred did not understand why we needed to have these in place. Sherry Laskey made a motion to approve the FY-2020 Local Operational Agreement. Zach Kilburn 2nd the motion. Aye: Zach Kilburn, Sherry Laskey Nays: Fred Storer. The Aye's have it. The motion carries.

Zach Kilburn exited at 5:51 PM

D. Discussion and Approval of Notice of Newly Elected Officers

Jana Black suggested we table this agenda item until next meeting or when all officers are present to vote on board positions. The board agreed.

E. Discussion and Approval of the Tulsa County Conservation District FY-2019 Annual Report

Gabriel Parker said she changed the Annual Report a little from earlier years. She changed the colors and updated the outreach photos. Fred Storer said he really liked the report. Gabriel said she forgot to add the NRCS program acres in the report, but she would correct them in the morning. Fred asked Gabriel what the purpose of the report was and if we have these posted on our hacked website. Gabriel said we are supposed to submit these to OCC by September 17th, but since we did not have a meeting last week, we would miss the deadline by three days. Gabriel told Fred once we submit the report to OCC, we are supposed to send to the state archives as a permanent record. Fred said that was very cool. Fred Storer made a motion to approve the Tulsa County Conservation District FY-2019 Annual Report with the updated NRCS program acreage. Shery Laskey 2nd the motion. Nays: None. The motion carries.

8. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss Gabriel Parker performance review.

If the executive session is approved, designate in open session the person keeping minutes.

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

The board decided to table this agenda item until Tom Tolbert and Zach Kilburn were present. No further action needed to be taken at this time.

8. New Business:

None

9. Public Comments:

None

10. Adjourn:

Meeting Adjourned at 5:58 PM

Next regularly scheduled meeting is October 17, 2019 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

9:27 AM
09/06/19
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through August 2019

	<u>Jul - Aug 19</u>
Income	
Interest Income	0.75
OCC General Exp Reimbursements	724.76
OCC Salary Reimbursements	6,994.89
Total Income	<u>7,720.40</u>
Expense	
Administrative Expense	63.51
Advertising and Promotion	51.66
Employee Benefits	681.03
Internet	224.34
Payroll	7,784.82
Payroll Tax	1,946.96
Travel	34.30
Total Expense	<u>10,786.62</u>
Net Income	<u><u>-3,066.22</u></u>

9:26 AM
09/06/19
Accrual Basis

Tulsa County Conservation District
Profit & Loss
August 2019

	<u>Aug 19</u>
Income	
Interest Income	0.41
OCC General Exp Reimbursements	401.24
OCC Salary Reimbursements	<u>6,994.89</u>
Total Income	<u>7,396.54</u>
Expense	
Advertising and Promotion	51.66
Employee Benefits	229.03
Internet	74.78
Payroll	4,403.70
Payroll Tax	1,652.89
Travel	<u>34.30</u>
Total Expense	<u>6,446.36</u>
Net Income	<u><u>950.18</u></u>

9:29 AM
09/06/19
Accrual Basis

Tulsa County Conservastion District

Profit & Loss Detail

August 2019

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	8/30/2019		Arvest	Interest Pay...		Arvest Checki...	0.39	0.39
Deposit	8/30/2019		Arvest	Interest Pay...		Arvest Special...	0.02	0.41
Total Interest Income							0.41	0.41
OCC General Exp Reimbursements								
Deposit	8/7/2019		OCC	June General...		Arvest Checki...	144.84	144.84
Deposit	8/21/2019		OCC	July General ...		Arvest Checki...	256.40	401.24
Total OCC General Exp Reimbursements							401.24	401.24
OCC Salary Reimbursements								
Deposit	8/7/2019		OCC	July Salary R...		Arvest Checki...	2,331.63	2,331.63
Deposit	8/7/2019		OCC	August Salar...		Arvest Checki...	2,331.63	4,663.26
Deposit	8/21/2019		OCC	September S...		Arvest Checki...	2,331.63	6,994.89
Total OCC Salary Reimbursements							6,994.89	6,994.89
Total Income							7,396.54	7,396.54
Expense								
Advertising and Promotion								
Check	8/15/2019	8684	Tulsa World	Publication of...		Arvest Checki...	51.66	51.66
Total Advertising and Promotion							51.66	51.66
Employee Benefits								
Check	8/19/2019	8688	OCC	August 2019 ...		Arvest Checki...	229.03	229.03
Total Employee Benefits							229.03	229.03
Internet								
Check	8/28/2019		COX Communicatio...	August 2019 ...		Arvest Checki...	74.78	74.78
Total Internet							74.78	74.78
Payroll								
Check	8/8/2019	8680	Gabriel S Parker	June 1-15th ...		Arvest Checki...	845.28	845.28
Check	8/8/2019	8681	Gabriel S Parker	June 16-30th...		Arvest Checki...	845.28	1,690.56
Check	8/14/2019	8686	Gabriel S Parker	July 1-15th P...		Arvest Checki...	904.38	2,594.94
Check	8/22/2019	8687	Gabriel S Parker	July 16-31st ...		Arvest Checki...	904.38	3,499.32
Check	8/22/2019	8690	Gabriel S Parker	August 1-15t...		Arvest Checki...	904.38	4,403.70
Total Payroll							4,403.70	4,403.70
Payroll Tax								
Check	8/12/2019		IRS	941 Tax Pay...		Arvest Checki...	766.20	766.20
Check	8/16/2019		IRS	941 Tax Pay...		Arvest Checki...	766.19	1,532.39
Check	8/21/2019		Oklahoma Tax Com...	September 2...		Arvest Checki...	120.50	1,652.89
Total Payroll Tax							1,652.89	1,652.89

9:29 AM

09/06/19

Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
August 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
Travel								
Check	8/14/2019	8685	Gabriel S Parker	June 2019 Mi...		Arvest Checki...	34.30	34.30
Total Travel							34.30	34.30
Total Expense							6,446.36	6,446.36
Net Income							950.18	950.18



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 08/31/2019

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number

Managing Your Accounts



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



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$1,195.84
Total Current Value		\$1,195.84

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2019	Beginning Balance	\$245.68
	3 Credit(s) This Period	\$7,396.52
	12 Debit(s) This Period	\$6,446.36
08/31/2019	Ending Balance	\$1,195.84

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.39
Interest Paid Year-to-Date	\$3.03
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
08/07/2019	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,808.10
08/21/2019	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,588.03

Other Credits

Date	Description	Amount
08/31/2019	INTEREST PMT	\$0.39

Electronic Debits

Date	Description	Amount
08/12/2019	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$766.20
08/15/2019	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$766.19
08/21/2019	TAX PAYMENTS OK TAX PMT	-\$120.50
08/29/2019	COX COMM TUL BANK DRAFT	-\$74.78



Statement Ending 08/31/2019

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

NON-PROFIT INTEREST CHECKING

Electronic Debits (continued)

Date	Description	Amount
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Tulsa County Conservat

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8680	08/08/2019	\$845.28	8685	08/14/2019	\$34.30	8688	08/20/2019	\$229.03
8681	08/08/2019	\$845.28	8686	08/14/2019	\$904.38	8690*	08/22/2019	\$904.38
8684*	08/15/2019	\$51.66	8687	08/22/2019	\$904.38			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
07/31/2019	\$245.68	08/14/2019	\$1,658.34	08/22/2019	\$1,270.23
08/07/2019	\$5,053.78	08/15/2019	\$840.49	08/29/2019	\$1,195.45
08/08/2019	\$3,363.22	08/20/2019	\$611.46	08/30/2019	\$1,195.84
08/12/2019	\$2,597.02	08/21/2019	\$3,078.99		



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 08/31/2019

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		\$88.74
Total Current Value		\$88.74

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2019	Beginning Balance	\$88.72
	1 Credit(s) This Period	\$0.02
	0 Debit(s) This Period	\$0.00
08/31/2019	Ending Balance	\$88.74

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	\$0.17
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
08/31/2019	INTEREST PMT	\$0.02

Daily Balances

Date	Amount	Date	Amount
07/31/2019	\$88.72	08/30/2019	\$88.74



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 08/31/2019

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
NON-PROFIT INTEREST CHECKING		\$1,026.07
Total Current Value		\$1,026.07

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2019	Beginning Balance	\$1,025.81
	1 Credit(s) This Period	\$0.26
	0 Debit(s) This Period	\$0.00
08/31/2019	Ending Balance	\$1,026.07

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.26
Interest Paid Year-to-Date	\$2.54
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
08/31/2019	INTEREST PMT	\$0.26

Daily Balances

Date	Amount	Date	Amount
07/31/2019	\$1,025.81	08/30/2019	\$1,026.07



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 08/31/2019

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		\$2,982.41
Total Current Value		\$2,982.41

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
08/01/2019	Beginning Balance	\$2,980.49
	1 Credit(s) This Period	\$1.92
	0 Debit(s) This Period	\$0.00
08/31/2019	Ending Balance	\$2,982.41

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$1.92
Interest Paid Year-to-Date	\$63.46
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
08/31/2019	INTEREST PMT	\$1.92

Daily Balances

Date	Amount	Date	Amount
07/31/2019	\$2,980.49	08/30/2019	\$2,982.41

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Eddie Ray, hereinafter referred to as Cooperator(s).
Check either Landowner or Non-landowner box:

☒ **Landowner:**

The Cooperator(s) Agrees to:

1. Cooperate with the representative of the District to develop as rapidly as feasible, a conservation plan for his/her land.
2. Start applying one or more conservation practices as provided in the conservation plan and which meets the technical standards of the District.
3. Maintain all conservation practices established in an effective condition and continue the use of all conservation measures put into effect.

The District Agrees to:

1. Furnish Cooperator(s) with technical assistance as needed in developing a conservation plan based upon a soil and plant inventory of the land.
2. Furnish the Cooperator(s) a conservation soils map, aerial photo and job sheets for needed conservation practices.
3. Furnish the Cooperator(s) with information, guidance and needed technical assistance as available for proper maintenance of established conservation measures.
4. Keep Cooperator(s) informed of conservation programs suitable for implementation on their land.

☐ **Individual Non-Landowner, Organization or Business:**

The Cooperator Agrees to:

1. Work with representatives of the District to carry out planned projects, assist with district activities and participate in district events.
2. Become knowledgeable about the District. Suggested ways to do this are attend board meetings, volunteer to help with District activities, read District materials, attend conservation meetings or visit with district directors or staff.
3. Provide input to the District as they develop their conservation goals and needs assessments.

The District Agrees to:

1. Provide information and education to the Cooperator(s) so they will be informed about the District, conservation programs, and District activities.
2. Provide opportunities for Cooperator(s) to become involved in information and education events and activities, and other District activities and projects.
3. Provide recognition to Cooperator(s) for assistance to the District.

It is mutually agreed that:

1. Provisions of this agreement are understood by the Cooperator(s) and the District and that neither shall be liable for damage to the other's property resulting from carrying out this agreement unless such damage is caused by negligence or misconduct.
2. This agreement supersedes any previous Cooperator Agreement between the Cooperator(s) and the District.
3. This agreement will become effective on the date of the last signature and may be terminated by either party upon written notice.

Signature of Cooperator(s) Eddie Ray Date 9-9-19
 _____ Date _____

Signature of District Chair _____

Date approved by district board _____

**STATE GUIDELINES
FOR THE
CONSERVATION COST-SHARE PROGRAM**

**SOIL HEALTH INITIATIVE
PROGRAM YEAR 21**

**Program Year Begins: August 19, 2019
Program Year Ends: March 31, 2021**

**Allocation Period Begins: August 19, 2019
Allocation Period Ends: March 31, 2020**

**Oklahoma Conservation Commission
in cooperation with
Oklahoma's 84 Conservation Districts**

Approved by the Conservation Commission on, August 1, 2019.

I GENERAL

The Conservation Cost-Share Program Soil Health Initiative (SHI) will focus on the natural resource concerns of:

- soil erosion caused by wind and water due to poor land practices
- unprotected soils and decreased infiltration
- soil health degradation caused by a loss of organic matter
- erosion and compaction due to poor land management practices
- water quality degradation due to excess nutrients and sediments.

Conservation district participation in the SHI is voluntary. Districts that choose to participate shall work together based on the 21 Natural Resources Conservation Service (NRCS) teams (see attached). Conservation districts within each team shall establish a Soil Health Initiative Work Group (SHIWG) made up of conservation district directors and staff. Working with your team's district conservationist a NRCS technical representative will be selected to work with the SHIWG.

The Conservation Commission herein establishes the complete list and description of the SHI policies and conservation practices approved for use by conservation districts during Program Year 21. See Section II for the approved list of conservation practices with their respective cost-share rates. State cost-share average costs (unit cost) are based on Oklahoma NRCS data.

Any exceptions from these established SHI policies and guidelines shall be approved by the Conservation Commission.

II ALLOCATION OF FUNDS

A. Soil Health Initiative

The Conservation Commission allocates \$1,008,000 of FY 2019 appropriations to the Conservation Cost-Share Fund for the purposes of providing cost-share payments to eligible participants for implementing approved soil health cost-share conservation practices.

B. Conservation District Allocation

The amount of funds allocated to each conservation district from the FY 2019 appropriation for the Soil Health Initiative Program Year 21 is \$12,000. These funds will be available to conservation districts on August 19, 2019. Allocations for conservation districts that choose not to participate will be returned to the Conservation Commission Cost-Share Fund.

III POLICIES

A. Soil Health Initiative Work Group (SHIWG)

Each participating conservation district board must designate a SHIWG member that is authorized to make decisions on behalf of the conservation district. The

work group member can be a conservation district board member or a conservation district employee. The primary duties of a SHIWG member is to vote the interest of their conservation district board and report monthly on SHIWG activities. Conservation district board members participating in the SHI are not eligible to be a member of the SHIWG.

The SHIWG shall work with the NRCS team district conservationist to designate a work group technical representative. The designated technical representative will assist in developing conservation plans and determining the need for conservation practices. The representative will also be responsible for design and layout of approved conservation practices, determining compliance with approved standards and specifications, and certifying conservation practice quantities and completion of conservation practices.

Members of the SHIWG shall select a work group leader and recorder. The leader will be responsible for conducting SHIWG meetings and communications. The recorder will be responsible for recording the minutes of SHIWG meeting.

B. Allocation Period

The allocation period shall start August 19, 2019 and end March 31, 2020. Any funds allocated to conservation districts and not obligated during the allocation period for Program Year 21 will be released by the conservation district and made available for reallocation by the Conservation Commission. Funds become obligated to a participant after approval of the application by the SHIWG and a performance agreement has been signed and dated by the conservation district board and the participant.

C. Conservation Practices

Each SHIWG may select any of the approved cost-share conservation practices within the SHI for inclusion in their guidelines. The selection should be based on practices that will best address the SHI's natural resource concerns. Cost-share practices shall be implemented according to NRCS standards and specifications.

D. Average Costs

State average cost (unit cost) for these practices is based on Oklahoma NRCS data. In order for a variance to be considered the request must be in writing and accompanied by supporting data compiled by the SHIWG. The variance rate must be approved by the Conservation Commission prior to the SHIWG's approval of applications and performance agreements being signed.

E. Cost-Share Payments

The minimum cost-share payment amount that shall be made to any participant from these funds is \$100. The maximum cost-share payment amount that shall be made to any participant from these funds is \$5,000.

F. Cost-Share Rate

The Conservation Commission establishes a cost-share rate of 85% for SHI practices.

G. Eligibility

Applicants for the SHI must be a conservation district cooperator with a conservation plan. Applicants approved in Program Year 20 cannot be approved for the same conservation practice on the same property in Program Year 21.

Conservation Commissioners, Conservation Commission staff, conservation district employees or the spouses of any of these people shall not be eligible to participate in the SHI.

Conservation district directors are eligible to participate in SHI. Due to the limited amount of funds available for Program Year 21 individual directors should give careful consideration to public perception when making their decision to participate in the Program. If the local board votes to allow board members to apply for Program Year 21 the guidelines below will be followed.

1. Individual conservation district board members applying cannot discuss any element of the Cost-Share Program including but not limited to practices, rates, average costs, selection criteria, application approval/disapprovals, cost-share payments, and extensions.
2. Individual conservation district board members applying for the Cost-Share Program must abstain from voting on all elements of the Program.
3. Individual conservation district board members cannot use their position as a conservation district board member to improve or elevate their individual chances of becoming a successful applicant.

H. Agreements

All Program Year 21 performance agreements must be signed and dated by the SHIWG member that represents the participant's home conservation district on or before March 31, 2020. All Program Year 21 performance agreements must be completed and the check in the hand of the participant on or before March 31, 2021. Installation of conservation practices cannot begin until an effective performance agreement is in place. A performance agreement becomes effective on the last date of signature. Each participant should have only one performance agreement.

Each participant is required to sign a maintenance agreement. Completion of the maintenance agreement and signature of the participant are required prior to the disbursement of the cost-share payment.

IV APPROVED CONSERVATION PRACTICES

Contained in this section is a list of all conservation practice's approved for use in the Program Year 21. The SHIWG shall only use conservation practices listed here unless a special request is approved by the Conservation Commission. In order for a conservation practice special request to be considered the request must be in writing and accompanied by supporting documentation. The special request must be approved

by the Conservation Commission prior to the SHIWG's approval of applications and performance agreements being signed.

State average cost (unit cost) for these practices is based on Oklahoma NRCS data. In order for a variance to be considered the request must be in writing and accompanied by supporting data compiled by the conservation district. The variance rate must be approved by the Conservation Commission prior to performance agreements being signed.

Below are the conservation practices approved for Program Year 21.

327 – Conservation Cover

Definition: Establishing and maintain permanent vegetative cover.

Purpose:

- Reduce sheet, rill, and wind erosion and sedimentation.
- Reduce ground and surface water quality degradation by nutrients and surface water quality degradation by sediment.
- Reduce emissions of particulate matter (PM), PM precursors, and greenhouse gases.
- Enhance wildlife, pollinator, and beneficial organism habitat.
- Improve soil health.

328 – Conservation Crop Rotation

Definition: A planned sequence of crops grown on the same ground over a period of time (i.e. the rotation cycle).

Purpose:

- Reduce sheet, rill, and wind erosion.
- Maintain or increase soil health and organic matter content.
- Reduce water quality degradation due to excess nutrients.
- Improve soil moisture efficiency.
- Reduce the concentration of salts and other chemicals from saline seeps.
- Reduce plant pest pressures.
- Provide feed and forage for domestic livestock.
- Provide food and cover habitat for wildlife, including pollinator forage, and nesting.

329 – Residue and Tillage Management, No Till

Definition: Limiting soil disturbance to manage the amount, orientation and distribution of crop and plant residue on the soil surface year around.

Purpose:

- Reduce sheet, rill and wind erosion and excessive sediment in surface waters.
- Reduce tillage-induced particulate emissions.
- Maintain or increase soil health and organic matter content.
- Increase plant-available moisture.
- Reduce energy use.
- Provide food and escape cover for wildlife.

338 – Prescribed Burning

Definition: Controlled fire applied to a predetermined area.

- Purpose:**
- Control undesirable vegetation.
 - Prepare sites for harvesting, planting or seeding.
 - Control plant disease.
 - Reduce wildfire hazards.
 - Improve wildlife habitat.
 - Improve plant production quantity and/or quality.
 - Remove slash and debris.
 - Enhance seed and seedling production.
 - Facilitate distribution of grazing and browsing animals.
 - Restore and maintain ecological sites.

340 – Cover Crop

Definition: Grasses, legumes, and forbs planted for seasonal vegetative cover.

- Purpose:**
- Reduce erosion from wind and water.
 - Maintain or increase soil health and organic matter content.
 - Reduce water quality degradation by utilizing excessive soil nutrients.
 - Suppress excessive weed pressures and break pest cycles.
 - Improve soil moisture use efficiency.
 - Minimize soil compaction.

393 – Filter Strip

Definition: A strip or area of herbaceous vegetation that removes contaminants from overland flow.

- Purpose:**
- Reduce suspended solids and associated contaminants in runoff and excessive sediment in surface waters.
 - Reduce dissolved contaminant loadings in runoff.
 - Reduce suspended solids and associated contaminants in irrigation tailwater and excessive sediment in surface waters.

528 – Prescribed Grazing

Definition: The controlled harvest of vegetation with grazing animals, managed with the intent to achieve a specific objective.

- Purpose:**
- Improve water infiltration.
 - Maintain or improve riparian and upland area vegetation.
 - Protect stream banks from erosion.
 - Manage for deposition of fecal material away from water bodies.
 - Promote ecological and economically stable plant communities which meet landowner objectives.

550 - Range Planting

Definition: Establishing of adapted perennial or self-sustaining vegetation such as grasses, forbs, legumes, shrubs and trees.

- Purpose:**
- Restore a plant community similar to the ecological site description reference state for the site or the desired plant community.
 - Provide or improve forages for livestock.

- Provide or improve forage, browse or cover for wildlife.
- Reduce erosion by wind and/or water.
- Improve water quality and quantity.
- Increase carbon sequestration.

590 – Nutrient Management

Definition: Managing the amount (rate), source, placement (method of application), and timing of plant nutrients and soil amendments.

Purpose:

- To budget, supply, and conserve nutrients for plant production. To minimize agricultural nonpoint source pollution of surface and groundwater resources.
- To properly utilize manure or organic byproducts as a plant nutrient source.
- To protect air quality by reducing odors, nitrogen emissions (ammonia, oxides of nitrogen), and the formation of atmospheric particulates.
- To maintain or improve the physical, chemical, and biological condition of soil.

595 – Integrated Pest Management

Definition: A site-specific combination of pest prevention, pest avoidance, pest monitoring, and pest suppression strategies.

Purpose:

- Prevent or mitigate off-site pesticide risks to water quality from leaching, solution runoff and adsorbed runoff losses.
- Prevent or mitigate off-site pesticide risks to soil, water, air, plants, animals and humans from drift and volatilization losses.
- Prevent or mitigate on-site pesticide risks to pollinators and other beneficial species through direct contact.
- Prevent or mitigate cultural, mechanical and biological pest suppression risks to soil, water, air, plants, animals and humans.

V CONSERVATION PRACTICE STANDARDS AND SPECIFICATIONS

Refer to the Natural Resources Conservation Service standards and specifications book.

IV SOIL HEALTH INITIATIVE COST-SHARE STATE AVERAGE COSTS

Code	Practice Name Component	Unit	Unit Cost	Rate
327	<u>CONSERVATION COVER</u>			
	Native Species with Forgone Income	AC	\$206.02	85%
	Pollinator Species with Forgone Income	AC	\$345.48	85%
328	<u>CONSERVATION CROP ROTATION</u>			
	Basic Rotation	AC	\$6.63	85%
	Irrigated to Dryland Rotation	AC	\$386.70	85%
329	<u>RESIDUE AND TILLAGE MANAGEMENT, NO-TILL</u>			
	No-Till/Strip-Till	AC	\$13.73	85%
338	<u>PRESCRIBED BURNING</u>			
	Level Herbaceous	AC	\$8.90	85%
	Steep Terrain, Herbaceous Fuel	AC	\$18.99	85%
340	<u>COVER CROP</u>			
	Cover Crop - Basic	AC	\$47.15	85%
	Cover Crop - Multiple Species	AC	\$53.21	85%
393	<u>FILTER STRIP</u>			
	Filter Strip, Introduced species, Forgone Income	AC	\$271.26	85%
	Filter Strip, Native species, Forgone Income	AC	\$279.63	85%
528	<u>PRESCRIBED GRAZING</u>			
	Standard	AC	\$6.41	85%
550	<u>RANGE PLANTING</u>			
	Cropland to Grassland with Heavy Seedbed Preparation	AC	\$222.95	85%
	Cropland to Grassland, Standard Prep	AC	\$211.44	85%
	Highly Diverse Mixtures of Native Plants	AC	\$129.26	85%
590	<u>NUTRIENT MANAGEMENT</u>			
	Basic NM	AC	\$4.14	85%
	Basic NM with Manure and/or Compost	AC	\$8.95	85%
	Basic NM with Manure Injection or Incorporation	AC	\$15.96	85%
	Small Farm NM	Each	\$142.96	85%
595	<u>INTEGRATED PEST MANAGEMENT</u>			
	Basic IPM One Resource Concern	AC	\$8.39	85%
	Basic IPM, More than One Resource Concern	AC	\$11.31	85%

<u>NRCS Team</u>	<u>Conservation District</u>
01	Cimarron County Texas County
02	Beaver County Harper County Woods County
03	Blaine County Dewey County Ellis County Major County Woodward County
04	Greer County North Fork of Red River Upper Washita
05	Custer County Deer Creek Washita County
06	Harmon County Jackson County
07	Kiowa County Tillman County
08	Alfalfa County Garfield County Grant County
09	Kay County Noble County Pawnee County Payne County
10	Central North Canadian River Cleveland County East Canadian County Kingfisher County Logan County McClain County Oklahoma County
11	Creek County Konawa Lincoln County Okfuskee County Shawnee
12	Grady County North Caddo South Caddo West Caddo

<u>NRCS Team</u>	<u>Conservation District</u>
13	Comanche County Cotton County
14	Arbuckle Garvin Jefferson County Love County Murray County Stephens County
15	Caney Valley Craig County Nowata County Osage County
16	Adair County Cherokee County Delaware County Ottawa County Sequoyah County
17	Mayes County Muskogee County Okmulgee County Rogers County Tulsa County Wagoner County
18	Checotah Hughes County McIntosh County Pittsburg County Seminole County
19	Haskell County Latimer County LeFlore County Talihina
20	Atoka County Bryan Coal County Johnston County Marshall County Pontotoc County
21	Kiamichi Little River Pushmataha

CHECKLIST OF BOARD / SOIL HEALTH INITIATIVE WORK GROUP REQUIRED ACTION ITEMS

BOARD ACTION ITEM

- 1 Is your district participating in the current Soil Health Initiative (SHI) Program? You do not need to send a letter to OCC, simply take action in your board meeting.

DATE

ACTION TAKEN

--	--

- 2 Each participating district must designate a Soil Health Initiative Work Group (SHIWG) member. This individual is authorized to make decisions on behalf of the district and sign SHI Program documents. This person can be a district board member or district employee.

DATE

ACTION TAKEN

--	--

- 3 Are district board members allowed to make application in the SHI Program? Complete the **Director Participation** form and email it to OCC. Board members serving on the SHIWG cannot make application in the SHI Program.

DATE

ACTION TAKEN

--	--



SHIWG members contact other SHIWG members in your NRCS team.



SOIL HEALTH INITIATIVE WORK GROUP ACTION ITEM *starting on Aug. 19 to have initial Mtg*

- 4 Within 60 calendar days of the SHI Program Year start date your SHIWG must meet and select a work group leader and recorder. The leader will be responsible for conducting SHIWG meetings and communications. The recorder will be responsible for recording, distributing and maintaining the minutes of SHIWG meetings.

DATE

ACTION TAKEN

--	--

- 5 Working with your NRCS team district conservationist designate a SHIWG technical representative.

DATE

ACTION TAKEN

--	--

- 6 Review the conservation practices listed in the SHI Program Year Guidelines. Approve practices and associated average costs that your SHIWG will offer.

DATE ACTION TAKEN

--	--

- 7 OCC set a cost-share rate of 85% for all SHI conservation practices. Your SHIWG must establish a maximum cost-share payment amount not to exceed \$5,000 per participant.

DATE ACTION TAKEN

--	--

- 8 Your SHIWG must establish specific eligibility and selection criteria/priority system that will be used to select successful applicants.

DATE ACTION TAKEN

--	--

- 9 Establish your SHIWG's application period and how the program will be advertised.

DATE ACTION TAKEN

--	--



SHIWG can proceed to item 10 after application period is closed.



- 10 Review and rank all applications using the eligibility and selection criteria/priority system approved under item 8 above.

DATE ACTION TAKEN

--	--

- 11 SHIWG meeting minutes must include the following for each approved and funded participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. Alternate participants approved on the condition that funding is available, must be listed separately and include the following: agreement number, participant name, practice(s), cost-share rate, and maximum amount.

DATE ACTION TAKEN

--	--

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
September 4, 5, 9, 10, 12 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**
- Oklahoma Emergency Cover Crop

CSP -

- Finishing up Contracts
- CSP-GCI Contracts

**State Cost Share
Program –**

- All ranking has been completed

Other –

- FSA-ECP field views

Tulsa County

Conservation District:

September-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	29	30
Conservation Planning																														
Customer service toolkit data entry																														
Conservation plan maintenance					X																									
Assemble plan components																														
Conducts on-site inspections																														
Provide practice check out services																														
Development of plan and soil maps																														
Other: NRCS Flie maintenance, Field Visit					X																					X				
Outreach for Farm Bill Programs																														
News Article Development		H																												
Outreach Activities		O																			X									
Assist with monthly outreach report		L																		X										
Public presentations		I																												
Success stories		D																												
Earth Team volunteer program		A																												
Assist with statewide media		Y																												
Other: MOM mtg/event, CrCk Mtg									X									X	X	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		O																												
Receptionist		F	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X	X			X
General office correspondence		F	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X	X			X
Record of meeting minutes		I																												
Maintain office schedules		C	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X	X			X
Maintain ledgers		E	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X	X			X
Other: CostShare, Ann Plan			X		X	X			X		X	X	X			X	X		X				X	X	X	X				
Farm Bill Contracting																														
Explain and promote farm bill programs																														
Local work group coordination									X												X									
Complete program applications		C			X																						X			
Program application rankings		L																												
Compile and file applications		O		X	X				X			X																		
Prepare and mail form letters		S																X	X											
Plan and contract development		E																												
Provide technical assistance		D																												
Update and maintain LTP-003																														
Other Farm Bill Activities:																														
NRCS Scanning/Mail/Lables Contract Maint						X				X			X					X	X							X				

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

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

Jana Black
 Conservation District Board Representative (Signature & Date)

Chris B. 10/7/19
 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

August 2019



Meetings:

08/01/2019	Sustainable Tulsa Meeting
08/05/2019	Monarch's on the Mountain Planning Meeting @ TCCD Office
08/08/2019	TCCD Board Meeting
08/10 – 8/11/2019	Blue Thumb Training
08/19/2019	Monarch's on the Mountain Planning Meeting @ TCCD Office
08/19/2019	Monarch's on the Mountain Planning Meeting @ TCCD Office

Special Events:

08/14/2019	Riverview Neighborhood Block Party
08/10 – 08/11	Blue Thumb Training (Did not attend)

Holidays:

None

Upcoming Meetings

Up Coming Events:

Upcoming NRCS Deadlines:

09/01/2019	EQIP On-Schedule Status Reviews
09/01/2019	CSP On-Schedule Status Reviews
09/01/2019	ACEP Status Reviews for Active CPC
09/06/2019	Onsite QAR's for Randomly Selected CSP Contracts

Upcoming Holidays:

09/05/2019	Labor Day Holiday – Office will be closed
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Side Notes:

None

Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ 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 – 2020 Joint Plan of Operations
- ❖ FY – 2019 Annual Report
- ❖ Joint Plan of Operations
- ❖ NRCS Folder Maintenance
- ❖ State Cost Share Program Year 20
- ❖ State Cost Share Program Year 21 Training

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District Tulsa County	District Number 2
Activity Number (See Choices on Back) <i>Butterfly Magnets</i>	Date <i>8/14/19</i>
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.)	
Number of Schools Participating <i>N/A</i>	

Number Reached

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

TOTAL PARTICIPANTS 20

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District <i>Tulsa County</i>	District Number <i>2</i>
Activity Number (See Choices on Back)	Date
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? <input type="checkbox"/> YES <input type="checkbox"/> 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 _____

Application Deadline

Oklahoma Association of Conservation Districts [sarahkblaney@gmail.com]

Sent: Monday, September 02, 2019 9:15 AM

To: Tulsa County Conservation District

Pollinator Challenge Mini Grant Application Deadline

Applications due October 1st!

The Oklahoma Association of Conservation Districts (OACD) will be awarding ten (10) mini-grants of \$500 to conservation districts who wish to work on pollinator habitat, pollinator education, and outreach efforts.

To apply for a mini-grant, the district must complete the following:

1. A pollinator project form application
2. Sign up 25 individuals for the Okies for Monarch Pledge
3. Be a current member of OACD
4. Be willing to create a buzz about pollinators in your community

Applications are due for the mini-grants on October 1, 2019 and can be found on our [website](#). A committee of OACD board members will select the 10 project ideas that will receive the mini-grants. We'll announce the winners at the 2019 Area Meetings in the Fall and present the checks.

If you have any questions, please feel free to reach out to Sarah Blaney at 517-763-8609 or sarahblaney@okconservation.org

We are looking forward to your great project ideas!

[Monarch Pledge](#)

Connect with us

Oklahoma Association of Conservation Districts | PO Box 2775, Oklahoma City, OK 73103



TAKE THE PLEDGE

Take the pledge below and join Okies around the state in enhancing and increasing monarch habitat. Every action adds up to making a big difference.

PLEASE COMPLETE EACH LINE

First Name: _____ Last Name: _____

Email: _____ City/Town: _____

☐ Yes, I want to receive monthly email updates about monarchs and pollinators in OK.

I PLEDGE TO: (select all that apply)

- ☐ Reduce / eliminate my use of pesticides, herbicides and fungicides
 - ☐ Collect seeds from my milkweed (or pollinator plant) and share with at least two friends
 - ☐ Plant pollinator strips on my farm/ranch with milkweed and nectar plants
 - ☐ Plant a garden at home or in my community with milkweed and nectar plants
 - ☐ Enhance existing monarch habitat
 - ☐ Manage invasive species such as Eastern red cedar and Johnson grass
 - ☐ Participate in an educational event
 - ☐ Volunteer to help others with Monarch efforts
 - ☐ Register my garden at Okies for Monarchs and Monarch Watch
-



This material is based upon work supported by the Natural Resources Conservation Service,
U.S. Department of Agriculture under award number NR187335XXXXC020.



Oklahoma Association of Conservation Districts

Pollinator Project Application

Applicant Information

District Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Address: Click or tap here to enter text. Click or tap here to enter text.
Street Address *Unit #*

Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.
City *State* *ZIP Code*

Phone: Click or tap here to enter text. Email Click or tap here to enter text.

Project Idea: Click or tap here to enter text.

Number of Organizations/Individuals Signed up to Take Pollinator Pledge
(<http://www.okiesformonarchs.org/pledge/>): Click or tap here to enter text.

Submission Information

Please send all applications to Sarahblaney@okconservation.org or P.O. Box 2775, Oklahoma City, OK 73101.
All applications due by Thursday, October 1, 2019.



**Joint Business Plan/
Plan of Operations**

Tulsa County Conservation District #2

&

**Natural Resources Conservation Service
Tulsa Field Office**

July 1, 2019 – June 30, 2020

Personnel

Conservation District Directors

Vacant	Chairwoman
Jana Black	Vice-Chairwoman
Zach Kilburn	Treasure
Tom Tolbert	Member
Fred Storer	Member

Associate Conservation District Directors

None

District Personnel

Gabriel Parker	District Secretary
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Natural Resources Conservation Service Personnel

Christopher Best	Team 17 District Conservationist
Freddy Trujillo	Soil Conservation Technician
Brenda Whitney	Farm Bill Specialist

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.

Goal #1: Conserve & Improve Water Quality

District Mission Goal 2: Clean and Abundant Water

District Mission Goal 3: Healthy Plant and Animal Communities

District Mission Goal 4: Working Farm and Ranch Lands (Urban Sprawl)

Objective #1: Provide Assistance to the Blue Thumb Water Quality Education Program and Other Community Partners Water Quality Programs

Action Items:	Number	Who	When	Progress
1. Assist OCC and Blue Thumb with Blue Thumb Water Quality Activities	As needed	Blue Thumb staff/DC Volunteers	As needed or requested	
2. Attend a Blue Thumb training session	1 session	Blue Thumb staff/DS	November 2019	
3. Assist Local Organizations Plan and Hold Creek Cleanups	As requested	Blue Thumb staff/DS/DC	Throughout yea	
4. Ensure district inventory of Blue Thumb chemicals and supplies is adequate to address the need for monitoring water quality.	1	DS	As needed	
5. Ensure that district inventory of storm drain stenciling materials is adequate. With municipalities	Multiple	DS	As needed	
6. Attempt to utilize at least 1 Earth Team Volunteer to assist with the local conservation program	As available	DC/DS	As needed	
7. Purchase supplies necessary to complete the goals of the Conservation District board	As needed	DS	As needed	

Funding Source: Blue Thumb, District, Other Community Partners

Estimated Funding: Determined by event need and availability

Goal #2: Conservation Public Education and Outreach in Tulsa County

District Mission Goal 1: High Quality, Productive Soils

District Mission Goal 2: Clean and Abundant Water

District Mission Goal 3: Healthy Plant and Animal Communities

Objective #1: Conduct Education and Outreach Events to Inform Residents of District and NRCS 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	OCC Booth	DC/DS/Volunteers	Asist when needed December	
3. Provide a conservation display at the Tulsa Home and Garden Show	1 exhibit	DC/DS/Volunteers	March	
4. Promote Backyard/Urban Conservation Program	At booth exhibits	DC/DS	Throughout the year	

Funding Source: District, NRCS

Estimated Funding: Determined by event/project need and availability

Objective #2: Provide Outreach to Underserved Groups, Traditional and Non-traditional Groups, and Producers

1. Participate in the M.e.t.'s Downtown Environmental Expo, when possible	1 event	DM/DS	April	
2. Attend Sustainable Tulsa Outreach Meetings	When available	DS	As available	
3. Provide conservation materials to various participants at local Farmers Markets	As available	DS/Partners	As available	
4. Resource Management Conference	1	All Staff/ Directors	As available	
5. Attend local neighborhood associations environmental outreach events	As available	All Staff/Directors/DC	As available	

6. Provide Community service hours for students needing credit for scholarships, funding or awards	As needed	DM/DS	As needed	
7. Cultivate partnerships with Native American Tribes	1 Tribes Creek, Cherokee	DC/ Directors	As needed	

Funding Source: District, Other Community Partners

Estimated Funding: Determined by event/project need and availability

Objective #3: Provide Assistance to OCC, OACD and Other Conservation Districts with Education and Outreach

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

Objective #4: Maintain and Improve legislative Efforts.

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

Funding Source: District

Estimated Funding: Determined by event need and availability

Goal #3: Efficiently and Effectively Manage the Local Office State Cost-Share Program and Implement all Available Programs to Address Locally Identified Resource Concerns.

District Mission Goal 1: High Quality, Productive Soils

District Mission Goal 2: Clean and Abundant Water

District Mission Goal 3: Healthy Plant and Animal Communities

Objective #1: through the Implementation of the Blue Thumb Water Quality Education Program and Other Local Community Partners

Action Items:	Number	Who	When	Progress
1. Hold Locally led meetings to inventorying citizen resource concerns	1	DM/DS	September October	
2. Conduct local work group meeting	1	DC/DS	November	

3. Hold and conduct sign-up for State Cost-share Program	1	DM/DS	After Item 2	
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/BD	Each CSP Year begins	
4. Conduct rankings and evaluations for State Cost-share Program	1	DM/DS/DC	After Item 3	
9. Provide administrative and technical support to fulfill program obligations	As needed	All staff/ Directors/DC	When available	
5. Complete conservation plans on accepted State Cost-share Program applications	2	DM/DC/SC	After Item 4	
6. Complete status reviews on all 2019 Farm bill contracts within required deadline dates	15	DM/DC/DC	Throughout year	

Funding Source: OCC Cost Share funds, District, NRCS

Estimated Funding: Determined by NRCS/OCC and availability

Objective #2: Utilize Team, District, NRCS and Other Partners to Plan 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	Multiple	Staff, as available	Throughout the year	
3. Complete HEL/WC compliance reviews in a timely manner and submit required reports to the State Office	1	DS/DC	Time Sensitive	
4. Schedule Resource Specialist to complete conservation planning review	1	DC	Yearly	

6. Cooperate with Tulsa Volunteer Organization for Volunteer recruitment	1 cooperative agreement	Directors/DS	On going	
7. Encourage cooperation and provide assistance to Units of Government	2 assists	DS/All staff	As needed	
8. Work with agencies to emphasize and coordinate conservation activities	3 activities	DS/All staff	As needed	
9. Assist with U.S. Fish & Wildlife Service with "Partners for Wildlife Program"	1 assist	DS/DC/SC	As needed	
10. Assist Tulsa County Commissioners and Staff with Emergency Watershed Protection	1 project	DS/DC/SC	As needed	

Funding Source: District, NRCS, Other Community Partners

Estimated Funding: Determined by event/project need and availability

Goal #4 – Utilize District Resources to Benefit Conservation

District Mission Goal 1: High Quality, Productive Soils

District Mission Goal 2: Clean and Abundant Water

District Mission Goal 3: Healthy Plant and Animal Communities

District Mission Goal 4: Maintain Strong Partnerships and Communities

Objective #1: 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-Novemeber	
2. Keep financial and payroll account current accurate	Multiple	DM/DS	Daily	

Objective #2: 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 Directors	April	

Funding Source: N/A

Funding Source: NRCS
Estimated Funding: NA

Objective #3: 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	Multiple	DS	Ongoing	

Funding Source: District
Estimated Funding: To be determined

Goal #5: The Crow Creek Watershed Initiative

District Mission Goal 1: Clean and Abundant Water
District Mission Goal 2: High Quality, Productive Soils
District Mission Goal 3: Healthy Plant and Animal Communities

Tulsa County Conservation District's Role and Responsibilities:

To provide planning assistance
Volunteer recruitment
Volunteer hours
Community support

<u>Action Items</u>	<u>Timeline</u>	<u>Who</u>	<u>Progress</u>
Plant three or more milkweed species	Summer of 2019	Crow Creek Planning Committee/Volunteers	
Register as a Monarch weigh station	Fall of 2019	Crow Creek Planning Committee	
Plant a fruit, nut and flowering tree	Fall of 2019	Crow Creek Planning Committee/Volunteers	
Identify groups that can assist with walking path	June 2020	Connect with local groups to plan and install walking path	

completion		materials	
Develop additional meadow signage	By June 2020	Continued planning with signage committee members	
Work of Crow Creek Watershed Base Plan	Ongoing	Crow Creek Planning Committee/Partners	

Proposed total budget for the initiative: Approximately \$10,000

Estimated FY 2020 budgetary needs: \$500

Project Timeframe: Ongoing

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

NOTICE OF NEWLY ELECTED OFFICERS

In a regular scheduled meeting of the _____

Conservation District held on _____ the following officers were
elected:

Chair	
Vice Chair	
Treasurer	
Member	
Member	

Due in OCC Office by August 1 of Each Year

**Tulsa County
Conservation District**

6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
(918) 877-9566

Tulsa County Conservation District

Annual Report July 1, 2018 – June 30, 2019

The Tulsa County Conservation District is a local subdivision of state government. The district formed April 12, 1938 to ensure local people are involved in conservation activities.

The main goal of the district is to provide services to land users in protecting and conserving natural resources and to provide a link to state and federal conservation agencies and programs.

A board of five conservation district directors (three elected and two appointed) governs the conservation district.

Our district has cooperator agreements with over 1175 producers in the county. These agreements cover more than 245,000 acres.

The board of directors submits this annual report to inform the public of this past year's conservation accomplishments.

We invite all citizens to become familiar with the activities of the Tulsa County Conservation District and to visit our office and get acquainted with our staff.

We also invite people to attend our monthly board meeting held on the second Thursday of each month at 4:00PM unless otherwise stated.

Our Mission: To provide leadership through community partnerships to help people conserve, protect, restore, and enhance Tulsa County's natural resources and environment for its residents and visitors.

Our Charge: Conservation districts are the only local unit of government charged with the responsibility of conserving our natural resources.

Our Purpose: To conserve, protect, restore, and improve Tulsa County's natural resources for the citizens of Tulsa County

Tulsa County Conservation District Board of Directors

- **Vacant – Chairman**
- **Jana Black – Vice-Chair**
- **Zach Kilburn – Treasurer**
- **John Beasley – Member**
- **Tom Tolbert – Member**

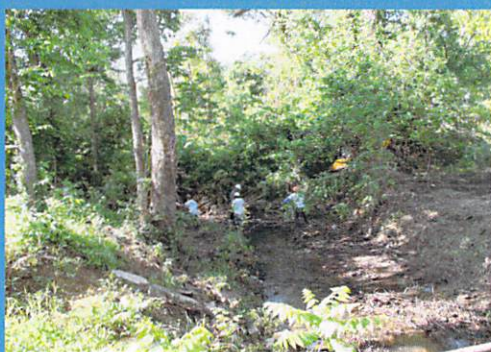
The Conservation District shares office space with the Natural Resources Conservation Service (NRCS), a federal agency in the U. S. Department of Agriculture. The NRCS provides technical and planning assistance to the conservation district and district cooperators, while also administering several USDA technical and cost share programs.

Our office is open Monday- Friday from 8:00 a.m. to 4:30 p.m.





Pond construction has been one of the conservation practices included in the Conservation Cost Share Program.



Workers collect debris at a previous NRCS' EWP site.



NRCS did not have any EWP's in Tulsa County, but due to torrential spring rains, Tulsa and surrounding areas had massive flooding.

Oklahoma Conservation Cost Share Program

The conservation district administers the Oklahoma Conservation Cost Share Program for Tulsa County. This past year the district received \$10,00 for CSPY 19. The Board approved four applications for the cost share program.

TCCD also completed CSPY 18, with eleven projects completed, and 98% of \$44,844.20 allocated. The remaining funds will roll over to CSPY 18.

The Oklahoma Legislature established the program in 1998. It is an annual program requiring funding from the legislature. The conservation district board obtains input from citizens to determine which conservation practices will be included in the program each year. In CSPY 18 and 19, the District approved all possible conservation practices including: Brush management, critical area planting, diversions, ponds, fencing, grade stabilization structures, grassed waterways, heavy use area protection, pasture and hay planting, pipeline, pumping plant, range planting, nutrient management, pest management, terrace, watering facility, and water wells.

Emergency Watershed Program

Through the Emergency Watershed Protection (EWP) Program, NRCS is not currently involved in any projects in Tulsa County.

Providing Equipment and Services to Producers in the District

The Tulsa County Conservation District currently does not have any equipment available to producers in Tulsa County. However, Producers do have the ability to rent equipment from surrounding counties. Our district focuses on outreach education, while also working alongside NRCS to provide financial and technical assistance to local landowners through the State Cost Share Program. We do have some classroom materials that are available to check out with a deposit. Supplies include: books, soil discovery kits, hand lenses, tree books, sample dishes, bug boxes, rocks, macroinvertebrate samples and others.

The District has plat books and provides access to historical aerial photographs that are used by local landowners and engineering consulting firms. The most recent books available are 2009.



Cheryl Cheadle with Blue Thumb helps volunteers identify macroinvertebrates found in Crow Creek on International Coastal Waters Cleanup



Graham Brannin with the Friends of Blue Thumb and the Crow Creek Community talk about the importance of the Crow Creek Demonstration Meadow @ the Crow Creek Sign Dedication Ceremony

Outreach and Education

The District carried out a variety of conservation education activities during the year. Below are some of the schools and organizations we worked with and the number of individuals we reached through our outreach efforts:

- Jenks East Elementary- Conservation Education
- University of Tulsa Earth Day Event
- Ray Harral Nature Park
- OSU Extension County Free Fair
- Tulsa Home & Garden Show
- The M.e.t's Enviro Expo
- Cox Communications
- Tulsa Area Farmers Markets
- Crow Creek Community

60	preschool
30	kindergarten
1000	1st Grade
1000	2nd Grade
250	3rd Grade
100	4th Grade
100	5th Grade
30	6th Grade
30	7th Grade
20	8th Grade
10	9th Grade
10	10th Grade
10	11th Grade
10	12th Grade
10	College
40	Teachers
200	Adults
0	Higher Ed Instructor
2910	Grand Total



Tulsa Boy Scout volunteers help pick up trash in Crow Creek @ Zinc Park



TCCD sets up a soil health booth at the Tulsa Home and Garden Show



TCCD and Blue Thumb assist with registration for the International Coastal Waters Cleanup @ Crow Creek and Zinc Park

Outreach and Education Continued

The District carried out 10 conservation education activities during the year. These included:

- ❖ 2 outreach presentations, 2 Fairs, 3 adult education events, 5 environment related festivals, 28th Annual Creek Cleanup on Coal Creek, 5 other creek cleanups.
- ❖ Worked with the following groups:
 - Tulsa area Boy Scouts
 - City of Broken Arrow
 - City of Tulsa
 - Cox Communications
 - Crow Creek Community
 - Global Gardens
 - Langston University
 - Master Gardeners
 - Metropolitan Environmental Trust
 - Monarch Initiative of Tulsa
 - Natural Resources Conservation Service
 - Oklahoma Blue Thumb
 - Oklahoma Conservation Commission
 - Oxley Nature Center
 - River Parks Authority
 - Sustainable Tulsa
 - The University of Tulsa
 - Tulsa Area Conservation Foundation
 - Tulsa Audubon Society
 - Tulsa Public Schools
 - Tulsa regional STEM Alliance
 - Tulsa Urban Wilderness Coalition
 - Tulsa Young Professionals
 - Tulsa Zoo
 - Up With Trees
 - Wild Birds Unlimited
 - A New Leaf
 - Grogg's Green Barn
- ❖ Set up a booth at local fairs including the Home and Garden Show, EnvioExpo, and Sustainable Tulsa Meetings.
- ❖ Coordinate Cost Share Programs 18 and 19.
- ❖ 200 hours of volunteer hours were contributed by the Tulsa County Earth Team, with over 50 individuals volunteering during the fiscal year.



An irrigation project can be installed through NRCS' EQIP program, which provides more efficient irrigation for crop production



NRCS provided funding support to assist agricultural producers in the county to install, "High Tunnel" houses for growing fruits and vegetables.

Services and programs provided by the Tulsa County Conservation District and NRCS are offered on a nondiscriminatory basis without regard to age, race, color, national origin, religion, gender, marital status or physical disability.

USDA Conservation Programs

The Conservation District works closely with the NRCS in carrying out conservation work in the county. The NRCS staff provides technical assistance to the Conservation District and to county land users. The NRCS also administers several federal cost share programs.

Listed below are accomplishments through federal conservation programs in 2018 - 2019:

- ❖ 2 Environmental Quality Incentives Program (EQIP) contracts were developed
- ❖ \$7,933 Spent in 2019 39 acres
- ❖ Practices included Herbaceous Weed Control, Prescribed Grazing and Seasonal High Tunnels
- ❖ 4 Conservation Stewardship Program (CSP) renewal administered.

Additional NRCS efforts included:

- ❖ Utilizing Earth Team Volunteers for 200 hours of support for Outreach and Education efforts in Tulsa County and across Oklahoma.
- ❖ Provided planning and technical support for land users to plant Bermuda sprigs, clear brush, and spray for invasive plant species through OCC's State Cost Share Program during the year for livestock water.

J. KEVIN STITT
GOVERNOR

MATT PINNELL
LIEUTENANT GOVERNOR



Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

September 10, 2019

Board of Directors
Tulsa County Conservation District
6660 S. Sheridan, Ste. 120
Tulsa, OK 74135

Dear Directors:

During their board meeting on September 9, 2019, Conservation Commission members approved the appointment of Sherry Laskey to elected position #2 for your Board of Directors. A Certificate of Appointment is enclosed for presentation at your board meeting. The new term of office will expire on June 30, 2021.

The Oath of Office and Loyalty Oath must be administered to Ms. Laskey prior to the beginning of the new term. The oaths can be found on the Commission's website with other conservation district forms and must be filed with your County Clerk's office. Please also provide a copy of the *Conservation District Director Position Description* for signature and attestation at that time as well.

If you need further information, or have any questions, please contact us.

Sincerely,

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

Trey Lam
Executive Director

TL:cg
Enclosure



CERTIFICATE OF APPOINTMENT

To Whom These Presents Shall Come: Greetings

THAT, having special faith and confidence in the ability of the individual named herein, and acting under and by virtue of the provisions of the Conservation District Act (27A O.S. § 3-1-101 et. seq.), be it known that the Oklahoma Conservation Commission, in a regular meeting held on the 9th day of September, 2019 has appointed and does hereby commission

SHERRY LASKEY

as a Director of the

TULSA COUNTY CONSERVATION DISTRICT

TO HAVE AND TO HOLD the said Office of Director, together with all powers, privileges and emoluments provided by law, for a term to expire June 30, 2021.

Approved this 9th day of September, 2019 in Oklahoma City, Oklahoma.



OKLAHOMA CONSERVATION COMMISSION

BY:

A blue ink signature of Phil Campbell, the Chairman of the Oklahoma Conservation Commission.

Chairman

ATTEST:

A blue ink signature of Greg Green, the Executive Director of the Oklahoma Conservation Commission.

Executive Director

OATH OF OFFICE

(Art. XV O.C. §1)

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

_____ to the best of my ability.

State of _____

Affiant Sign Here

County of _____

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

Print name of person taking the oath

Signature of the Notary

(Seal if any)

Commission Expires _____

Title and Rank (if other than a notary)

Commission Number _____

(9/2003)

Agency, Authority, Commission, Department or Institution

Address, City and Zip Code

Print Name of Officer or Employee

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

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

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

Affiant Sign Here

State of _____

County of _____

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

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

Signature of the Notary

(Seal, if any)

Title and Rank (if other than a notary)

My Commission Expires: _____

Commission Number: _____

(09/2003)

LOYALTY OATH FILING
(51 O.S. §36.3)

WHERE TO FILE:

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

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

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

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

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

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

TO ENSURE PROPER FILING:

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

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

Person taking the oath is the "Affiant".

ATTESTATION OF LOYALTY OATH:

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

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