

AGENDA
Board of Directors Special Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
September 20, 2018 - 4:00 PM

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
 - A. Approval of Minutes from the August 9, 2018 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending August 9, 2018
 - C. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - D. Approval of District Employee Timesheet & Leave Records for the Month of August 2018
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 19
 - A. Approval of Cooperator Agreement for Patricia Contreras
 - B. Discuss and Approval of Program Year 19 Application for Patricia Contreras and Tony Warford
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Approval of District Conservationist Agency Report
 - B. Discussion of Fall Outreach Meetings
 - C. Discussion and Approval of the NRCS Farm Bill Performance Worksheet
 - D. Discussion of the TCCD Monthly Activities and Outreach Report
 - E. Discussion and Possible Approval of Upgrading tulsaccd.org Website
 - F. Discussion and Possible Approval of TCCD Staff Attending OACD III Area Meeting
 - G. Discussion and Possible Approval of Paying Partial OACD Dues
 - H. Discussion of The M.e.t's Annual America Recycles Day Awards Banquet
 - I. Discussion and Approval of FY – 2019 Financial Request from TACF
 - J. Board Member Recruitment
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is October 11 , 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **September 20, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **October 11, 2018**



Chair, Board of Directors

10-11-18
Date

Attest:



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

Date: September 20, 2018

Time: 4:00 PM

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

Members Absent: Jana Black, Vice Chairwoman

Others Present: Robyn Stroup, TCC Microbiology and Nutrition Instructor
Gabriael Parker, District Secretary
Cleaon Bradford, Acting District Conservationist

1. Meeting Called to Order:

Vice-Chair, Zach Kilburn called the meeting to order at 4:02 PM. He 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 18, 2018 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

2. Roll Call

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

4. Consideration of Consent Agenda:

- A. Approval of Minutes from the August 9, 2018 Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending August 31, 2018**
- C. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
- D. Approval of District Employee Timesheet & Leave Records for the Month of August 2018**

After a brief discussion, John Beasley made a motion to approve the consent agenda as presented. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

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

6. Cost Share Program Year 19

A. Approval of Cooperator Agreement for Patricia Contreras

After a brief discussion, John Beasley made a motion to approve Cooperator Agreements for Patricia Contreras. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

B. Discuss and Approval of Program Year 19 Application for Patricia Contreras and Tony Warford

Gabriel Parker said we are just approving their applications and not allocating money. She said we will do that in the October meeting. Patricia is applying for livestock pipeline and tank. Freddy Trujillo has already been to the property and has determined there is a resource concern. Tony Warford is looking to do a pond for his livestock. Freddy has also been to the property and has determined that he too has a resource concern. John Beasley made a motion to approve of program year 19 Applications for Patricia Contreras and Tony Warford. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

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

A. Discussion and Acceptance of District Conservationist Agency Report

Restructure Update – Cleon Bradford said NRCS had chosen the team leads for the state. He will no longer be the Acting DC for Tulsa after the 15th of October. Christopher Best out of El Reno, OK will be the team leader for Team 17. Cleon said he will be a great addition to our team. He grew up around the Oklahoma City area, so he is familiar with urban issues. As far as he knew, Tulsa will be his main office. With this change, Cleon said his role will change. His title will change as will his work duties. He will also go back to full-time in Mayes County. He did not know if Chris will be here for the next meeting with it being on October 11, 2018.

CSP – Cleon Bradford said Tulsa did not have any new CSP. He said he overlooked a participant that needed renewal. That participant has since been approved for renewal. As for the team, all participants have been sent eligibility letters. They have 30 days to respond to the letter to stay eligible.

Cleon said we had our QAR last week. He thought we had a passing review and only had a few mistakes. He would meet with Freddy to correct these mistakes.

State CSP – Cleon said Freddy has done a really great job helping other offices complete all the conservation plans by October 1st for board review. He said it looks like they will meet that deadline.

Outreach- Cleon said that he received an invitation from Langston Hughes Academy to present information on NRCS programs, internships and partnerships. He said Micah Anderson, Extension Educator for Horticulture at Langston University, one of the other

presenters, might be a good speaker for the locally led meeting in November. He said he would try to contact him to see if he might be interested.

Cleaon talked a about modifying the Seasonal High tunnel survey used at previous meetings. Robyn Stroup asked Cleaon what purpose the survey had. Cleaon said it gives us an idea what the resource concerns are in the county. We use those concerns to shape our program priorities for the next fiscal year. If we don't figure out the concerns of our producers, it makes it difficult to set our ranking priorities.

John Beasley made a motion to approve the District Conservationists Agency Report. Tom Tolbert 2nd the motion. Nays: None. The motion carries

B. Discussion of Fall Outreach Meetings

Cleaon Bradford said we need to think about dates, times and topics for an outreach meeting. Most areas usually have their Locally Led meeting (LLM) and Local Workgroup meetings (LWGM) in October and November. He suggested we use the classroom space at the OSU Extension office. Gabriel Parker asked whether Christopher Best would be willing to help with the meeting. Cleaon said he should be included on any planning correspondence. Both the board and Cleaon suggested we hold the LLM on the evening of November 1, 2018 and hold the LWGM at the November 8, 2018 Board meeting. Gabriel Parker said she would contact OSU Extension to check availability of the classroom.

Gabriel Parker said she included the current survey used at previous meetings. She said we need to change it for future use. She put this survey together on short notice and never intended to use it permanently. Robyn Stroop said she works with several of the Farmer's Market producers and suggested we change it in way that is more concise and specific. She said many of them understand the terms and concepts and it is not necessary to make questions so general. The board and Cleaon agreed. Please see written suggestions in packet. Gabriel said she would work with Cleaon to come up with a draft for the next board meeting. No further action needed to be taken at this time.

C. Approval of the NRCS Farm Bill Performance Worksheet

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

D. TCCD Monthly Activities and Outreach Report

Gabriel Parker realized as she was doing the minutes and noticed she never gave the verbal report of July's outreach report. The following report was given in August for August. This report should not have been written for August's board packet. The report below is correct for September's minutes. Gabriel Parker said it was not as slow as last month. Gabriel said she set up a table at the 1st Thursdays. It was a water quality session. Corey asked if I could bring the Enviroscope. It was fun. She also helped weed at the meadow. Besides the spiders she sat with, it was a very nice morning. Jean Lemmon also helped that morning. Gabriel attended the NRCS Team 17 Teleconference. They briefly went over CSP and EQIP needs as well as state CSP needs. Cleon told anyone if they needed special or more training, to let him know. She said other than those few things, the month in outreach was slow. She will have two events next month. No further action needed to be taken at this time.

E. Discussion and Possible Approval of Upgrading tulsaccd.org Website

Gabriel Parker said she received a call from GoDaddy letting us know that they will no longer support the Linux server that our website is on. GoDaddy said they will be converting all websites on the old Linux servers to a new cPanel server in the spring of 2019. They provided the cost estimate for service and transfer. Gabriel said it would be \$140 for the service for 5 years, and \$99 to move the current website content to the new server. If we can find someone to move our content, we would just have to pay the \$140. Zach Kilburn looked at what it would take and said he can move the content, but was not sure if he would have time. He asked Gabriel to send him the email GoDaddy sent and he would check to see how much time it would take to move it. The board decided to table this for now, but would revisit it in a future meeting. No further action needed to be taken at this time.

F. Discussion and Possible Approval of TCCD Staff Attending OACD III Area Meeting

Gabriel Parker said the Area III meeting is not until November, but she would put it on the agenda early. She said normally we send one staff member and one board member. She said she was not sure who from the board might be able to attend, but we should approve their registration as well. John Beasley made a motion to approve \$76.00 registration for the Area III meeting, for one staff member and one board member if available. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

G. Discussion and Possible Approval of Paying Partial OACD Dues

Gabriel Parker said she received this email from Sarah Blaney about OACD dues. She said she replied saying we would like to pay the dues, but we could not afford it at this moment. She said we could hardly afford the federal taxes, let alone OACD dues. After she sent the reply, we received a call from Ed Casey. Gabriel said she did not know who he was. He asked if that is the case, could we possibly pay any amount. I told him probably not, but I would put it on the agenda for the board to vote on. John Beasley asked me if Sarah meant to send the email to us while addressing the email to Mayes County. I said it was probably a copy and paste error. John also asked Gabriel if we

were truly one of only two districts that have not paid the dues. Gabrielael said she spoke to Mayes County, and she said they have plans to pay the dues. That meant we would be the only county who had not paid them. John said he would respond to Mr. Casey and to table the item until the next meeting. No further action needed to be taken at this time.

H. Discussion of The M.e.t's Annual America Recycles Day Awards Banquet
Gabriel Parker said this was just an FYI....

I. Discussion of FY – 2019 Financial Request from TACF

The board decided to table this agenda item until the next board meeting. No further action needed to be taken at this time.

J. Board Member Recruitment

John Beasley invited Robyn Stroup to attend our board meeting to see if she would be interested in joining. Robyn said she is a microbiology and nutrition instructor at TCC. She has been active with Nature Conservancy in the past. She maintains a backyard garden and even has chickens. Robyn said she has contacts who sell at the local Farmer's Markets around Tulsa. She asked Cleon Bradford for more information on the time and place for his presentation at Langston Hughes Academy because she would like to attend the event. Cleon said he did not have a flyer with him, but he would get the information for her. No further action needed to be taken at this time.

8. New Business:

None

9. Public Comments:

None

10. Adjourn:

Meeting Adjourned at 5:18 PM

Next regularly scheduled meeting is September 13, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

10:15 AM
09/06/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through August 2018

	<u>Jul - Aug 18</u>
Income	
Interest Income	0.47
OCC General Exp Reimbursements	252.92
OCC Salary Reimbursements	4,280.66
Total Income	<u>4,534.05</u>
Expense	
Employee Benefits	192.45
Internet	74.78
Payroll	1,642.42
Payroll Tax	2,315.25
Postage	24.70
Telephone and Internet	74.78
Travel	147.53
Total Expense	<u>4,471.91</u>
Net Income	<u><u>62.14</u></u>

10:14 AM
09/06/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
August 2018

	<u>Aug 18</u>
Income	
Interest Income	0.28
OCC General Exp Reimbursements	113.09
OCC Salary Reimbursements	<u>2,140.33</u>
Total Income	<u>2,253.70</u>
Expense	
Internet	74.78
Payroll	821.21
Payroll Tax	1,520.61
Postage	24.70
Travel	<u>54.05</u>
Total Expense	<u>2,495.35</u>
Net Income	<u><u>-241.65</u></u>

10:13 AM
09/06/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
August 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	8/31/2018		Arvest	Interest Pay...		Arvest Checki...	0.26	0.26
Deposit	8/31/2018		Arvest	Interest Pay...		Arvest Special...	0.02	0.28
Total Interest Income							0.28	0.28
OCC General Exp Reimbursements								
Deposit	8/28/2018		OCC	July General ...		Arvest Checki...	113.09	113.09
Total OCC General Exp Reimbursements							113.09	113.09
OCC Salary Reimbursements								
Deposit	8/17/2018			August Salar...		Arvest Checki...	2,140.33	2,140.33
Total OCC Salary Reimbursements							2,140.33	2,140.33
Total Income							2,253.70	2,253.70
Expense								
Internet								
Check	8/29/2018		COX Communicatio...	August 2018 ...		Arvest Checki...	74.78	74.78
Total Internet							74.78	74.78
Payroll								
Check	8/17/2018	8620	Gabriel S Parker	June 16-30th...		Arvest Checki...	821.21	821.21
Total Payroll							821.21	821.21
Payroll Tax								
Check	8/13/2018		IRS	941 Tax Pay...		Arvest Checki...	669.54	669.54
Check	8/15/2018		OK Tax Commission	July 2018 Pa...		Arvest Checki...	105.00	774.54
Check	8/28/2018		IRS	941 Tax Pay...		Arvest Checki...	721.07	1,495.61
Check	8/28/2018		IRS	Additional 94...		Arvest Checki...	25.00	1,520.61
Total Payroll Tax							1,520.61	1,520.61
Postage								
Check	8/29/2018		USPS	Postage for ...		Arvest Checki...	24.70	24.70
Total Postage							24.70	24.70
Travel								
Check	8/13/2018	8619	Gabriel S Parker	May 2018 Mil...		Arvest Checki...	54.05	54.05
Total Travel							54.05	54.05
Total Expense							2,495.35	2,495.35
Net Income							-241.65	-241.65



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 08/31/2018

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number.

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$924.15
Total Current Value		\$924.15

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2018	Beginning Balance	\$1,165.82
	3 Credit(s) This Period	\$2,253.68
	8 Debit(s) This Period	\$2,495.35
08/31/2018	Ending Balance	\$924.15

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	\$1.42
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
08/17/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,140.33
08/28/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$113.09

Other Credits

Date	Description	Amount
08/31/2018	INTEREST PMT	\$0.26

Electronic Debits

Date	Description	Amount
08/13/2018	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$669.54
08/15/2018	TAX PAYMENTS OK TAX PMT	-\$105.00
08/28/2018	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$721.07
08/28/2018	IRS USATAXPYMT	-\$25.00

**Statement Ending 08/31/2018**

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

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

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	TULSA COUNTY CONSERVAT	
08/29/2018	USPS PO 39834500 6110 E	-\$24.70
	DDA PIN POS PUR CD5315	
	TULSA OK#824118309943	
08/29/2018	COX COMM TUL BANK DRAFT	-\$74.78
	Tulsa County Conservat	

Checks Cleared

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8619	08/13/2018	\$54.05	8620	08/17/2018	\$821.21

* Indicates skipped check number

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
07/31/2018	\$1,165.82	08/17/2018	\$1,656.35	08/31/2018	\$924.15
08/13/2018	\$442.23	08/28/2018	\$1,023.37		
08/15/2018	\$337.23	08/29/2018	\$923.89		



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 08/31/2018

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.49
Total Current Value		\$83.49

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2018	Beginning Balance	\$83.47
	1 Credit(s) This Period	\$0.02
	0 Debit(s) This Period	\$0.00
08/31/2018	Ending Balance	\$83.49

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	\$0.20
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
08/31/2018	INTEREST PMT	\$0.02

Daily Balances

Date	Amount	Date	Amount
07/31/2018	\$83.47	08/31/2018	\$83.49

High Tunnel Farm Tour Questionnaire

1. Please rank your resource concerns from 1-6.

1: Highest

6: Lowest

	Improve Water Management and Quality
	Improve Plant Quality <i>Health</i>
	Improve Soil Quality - <i>Maintain Soil Quality or soil management</i>
	Pest Management May Include Plant and or Insect Species
	Nutrient Management and Quality
	Other (Please Specify): <i>Extending growth period (not resource concern)</i>

suggestions

2. How did you learn of our event?

	Word of Mouth
	Website (Please Specify):
	Direct Mail
	Email
	Flyer
	Other (Please Specify):

3. If you would like for NRCS to contact you about your resource concern, please provide the best contact information below.

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Tulsa County

Conservation District:

September-18

Month & Year	Day of Month																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Conservation Planning																														
Customer service toolkit data entry	X																													
Conservation plan maintenance	X																													
Assemble plan components	X																													
Conducts on-site inspections	X																													
Provide practice check out services	X																													
Development of plan and soil maps	X																													
Other:	X																													
Outreach for Farm Bill Programs																														
News Article Development	X																													
Outreach Activities	X																													
Assist with monthly outreach report	X																													
Public presentations	X																													
Success stories	X																													
Earth Team volunteer program	X																													
Assist with statewide media	X																													
Other: CK CL, MOM	X																													
Administrative Assistance for Farm Bill Programs																														
Filing	X				X		X	X		X	X	X	X	X			X	X		X	X					X	X	X		
Updating General Manual and FOTG	X				X		X	X		X	X	X	X	X			X	X		X	X					X	X	X		
Receptionist	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		
Record of meeting minutes	X				X		X	X		X	X	X	X	X			X	X		X	X					X	X	X		
Maintain office schedules	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		
Other: SCSPY 18-19, Website Updates	X				X		X	X		X	X	X	X	X			X	X		X	X					X	X	X		
Farm Bill Contracting																														
Explain and promote farm bill programs	X																													
Local work group coordination	X									X																				
Complete program applications	X																													
Program application rankings	X																													
Compile and file applications	X																													
Prepare and mail form letters	X																													
Plan and contract development	X																													
Provide technical assistance	X																													
Update and maintain LTP-003	X																													
Other Farm Bill Activities:	X																													
NRCS Scanning/Mail	X																													

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 25 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 Back 10-10-18
 Conservation District Board Representative (Signature & Date)

Cheryl Bruff 10-11-18
 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

August 2018



Meetings:

08/02/2018	Sustainable Tulsa Meeting
08/06/2018	Monarch on the Mountain @ TCCD
08/08/2018	TACF Board Morning @ OSU Extension
08/09/2018	TCCD Board Meeting
08/13/2018	Team 17 Teleconference
8/20/2018	Monarch on the Mountain @ RPA

Special Events:

None

Holidays:

None

Upcoming Meetings

09/02/2018	Sustainable Tulsa Meeting
09/10/2018	Monarch on the Mountain @ TCCD
09/13/2018	TCCD Board Meeting
09/17/2018	Monarch on the Mountain @ RPA

Up Coming Events:

09/15/2018	International Coastal Waters Clean Up @ Zink Park/Crow Creek
09/22/2018	Monarch's on the Mountain @Turkey Mountain

Upcoming NRCS Deadlines:

09/01/2018	EQIP/CSP/ACEP Status Reviews Completed
11/30/2018	CSP Renewal Applications Due in FNM Inbox for 2 nd Level Review

Upcoming Holidays:

09/03/2018	Labor Day Holiday – Office Closed
10/08/2018	Columbus Day – NRCS Holiday

Side Notes:

None

Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials Research
- ❖ TCCD File Organization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ Meeting Minutes
- ❖ State Cost-Share Program Year 18 & 19
- ❖ Assemble FY – 2018 Compilation Documents
- ❖ Complete Annual Report

CLEAN THE CREEK AT ZINK PARK

Saturday, September 15th 9 AM - 11 AM



JOIN BLUE THUMB AND THE CROW CREEK COMMUNITY WITH LITTER REMOVAL IN AND AROUND CROW CREEK.

BRING A TOWEL, CREEK SHOES (OLD TENNIS SHOES THAT CAN GET WET), AND DRINKING WATER.

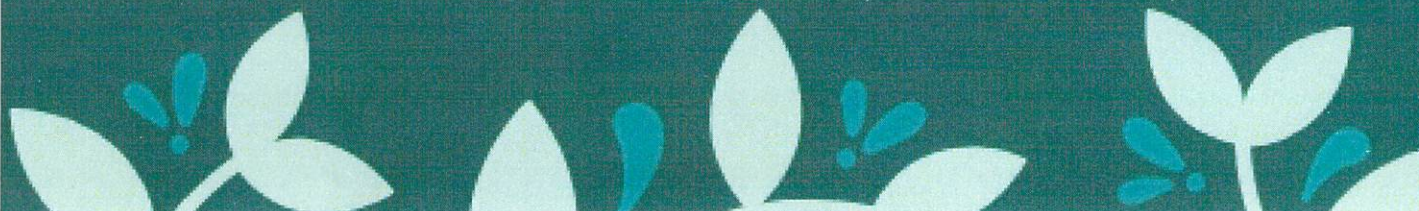
ALSO AT THE CROW CREEK WATERSHED

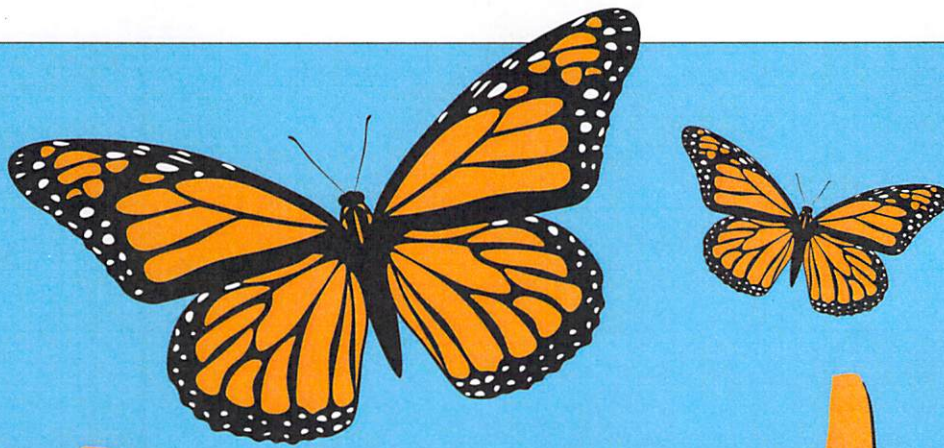
WHEN: Saturday September 15th at 11:30 AM

WHAT: Experts on plant and insect life will be at Crow Creek Meadow (33rd Place, west of Peoria) to provide a brief tour of what is thriving within our native plant meadow!

WWW.BLUETHUMBOK.COM

WWW.FACEBOOK.COM/CROWCREEKCOMMUNITY





Monarchs

ON THE MOUNTAIN

Celebrate the vital role eastern Oklahoma plays
in the amazing Monarch butterfly migration!

MIGRATION CELEBRATION
SATURDAY, SEPTEMBER 22, 2018

10 A.M. - 2 P.M.

TURKEY MOUNTAIN URBAN WILDERNESS AREA

6850 S. ELWOOD, TULSA, OK

FREE ADMISSION! FUN FOR ALL AGES!

JOIN US FOR GREAT ACTIVITIES AND PRESENTATIONS:

Educational activities and crafts

Tagging and releasing of Monarch butterflies

Native pollinator plants and milkweed available for purchase

SPONSORED BY



Steering Committee:

Tulsa Urban Wilderness Coalition (TUWC) –
Marci Hawkins, Chair, Julie Monnot
RPA – Tonja Carrigg, Ryan Howell
RCDS, MIT– Pam O’Halloran, Tom Clark
Tulsa Co. Cons. Dist. – Gabriel Parker
City of Tulsa– Page Stalcup, Brian, Dustin

Tulsa Zoo & MIT– Ric Kotarsky
Tulsa Audubon Society – Mary Jackson
M.E.T. – Graham Brannin
Sustainable Tulsa – Corey Williams, Joel Garza
Tulsa Master Gardeners – Steve Wood
Okies for Monarchs – Mary Waller

Advisors: Anita Barstow – USFWS, Jean Lemmon – OCC, Jane Breckinridge –TEAM/TAB
Cheryl Cheadle – Camp Loughridge Matt Hancock, Summer Knox – Westside Y

Agenda: Welcome and Introductions, Vision and date, September 22nd, 2018 from 10:00-2:00

- Logistics/Safety – Graham, Ryan
parking-RCDS-bus, Recycling, Booth layout, COT –
water trailer and bottles, technology, chairs,
canopies, (one offsite) tables RPA- \$100.00 per
driver, , Security-Comash & Avey, Directing signs
- Donors and Budget – Mary J., Marci
Donor list
Sponsor signs- Ryan
- Monarch release & entertainment – Pam, Tom, Ryan
Drawing for Quilt-tickets, Drawings-buckets
Monarch rearing committee: Katie, Mary J.
TUWC Ordered 100 tags
- Presenter – Monarchs Without Borders: NWF-Rebeca Quiñonez-Piñón
OMPC- Mary Waller Location Pavilion,
Signage with times on Banner
- Education – Pam, Graham, Anita, Gabriel, Steve, Cheryl
Interactive booths & vendors- make flow relevant
Tags for mock migration-Gabriel & Tom
TCCL-Seed drop off, Photo loop?
- Promotion/Signage –Ryan
Information Table. Posters for easels
Ryan –Tattoos 200 ordered, PSO-Bags
- Food –Ryan Snow cones,
- Vendors – Mary J., Ric
Fee \$25.00 if for profit, \$50.00 for food
Wild Birds Unlimited, A New Leaf
Request Fall Blooming plants in addition to MW
- Volunteers – Corey, Joel , Graham- National Charity League
two shifts of 6 8:45-3
Set up/Tear Down, Volunteer letter

Wrap up and next steering committee meeting date: September 17th RPA
Set Planting sub-committee Steve, Marci, Linda, Donna, Joan meeting date:

Monarchs on the Mountain 2018- A festival celebrating the vital role Eastern Oklahoma plays in the Monarch Butterfly migration.

Education committee –Pam, Graham, Anita, Gabrielael, Cheryl, Steve, Marci, Julie

Presenter – Monarchs Without Borders: NWF-Rebeca Quiñonez-Piñón

Presentations will:

- Increase understanding of the habitat of Turkey Mountain and the interconnectedness of all ecological components and impact on monarch population and the Tri-National Migration.
- Increase understanding of the population of Monarchs in Oklahoma
- Provide information on appropriate plants for pollinators in our ecoregion
- Demonstrate how to tag and release monarchs during the fall migration
- Inform the public about how to establish a Monarch Waystation

Activities will highlight the life cycle of the Monarch Butterfly, the Great Monarch Migration and the habitat of Turkey Mountain which supports a myriad of wildlife.

Picture frame Photo prop box, Wings Photos

Activity Booths:

Organization

- | | |
|-----------------------------------|--|
| 1. Seed ball creation | Sustainable Tulsa & ORU |
| 2. Monarch tagging photo booth | Roots and Shoots & RCDS |
| 3. Enviroscape- Stormwater runoff | COT – Brian & Dustin |
| 4. Butterfly Magnet | TCCD |
| 5. Butterfly rock/habitat needs | Friends of Blue Thumb |
| 6. Backyard habitats and birding | TAS |
| 7. Forest insect and pests | Forest Health Forester - Dieter Rudolph |
| 8. Trees and Soil | Up With Trees – Taylor Malone |
| 9. Photo Board and life cycle | Oxley – Kelly Boegemann |
| 10. <i>Westside Y games</i> | Westside Y Marci waiting to hear back |
| 11. Monarch and tag sheet | Blue Thumb/ Crow Creek Jean/Graham |
| 12. Face painting and tag reading | Tulsa County Master Gardeners |
| 13. <i>Activity ?</i> | Global Gardens - <i>will be an education booth</i> |

Games: Located on lawn in front of Pavilion, Tulsa County Master Gardeners

Education Booths:

- | | |
|---|--|
| 1. Broken Arrow Monarch Movement | <i>plant MW in cardboard tube w/m cups</i> |
| 2. NSU – Dr. Clifford, Museum trays | Anita |
| 3. TUWC | Turkey Mountain Guided Walks |
| 4. MIT | How to start a waystation Ric |
| 5. The M. e. t., composting | Graham |
| 6. <i>TEAM or TAB</i> | Jane Breckinridge <i>trying to get enough volunteers</i> |
| 7. <i>Seed Library, Seed Collecting</i> | Johanna Burton <i>trying to get enough volunteers</i> |
| 8. Monarch Watch | Sandy Schwinn |
| 9. <i>Wing It</i> | <i>Who is working this?</i> |
| 10. OMPC/CCOF/Okies f r Monarchs | Mary Waller |
| 11. TIDC Flatrock Creek | Tom Boxley The Institute for Developing Communities |
| 12. <i>Permaculture</i> | <i>Graham</i> |
| 13. Botanic Garden | Graham |

Vendors: A New Leaf and Wild Birds Unlimited - Mary J.

Dear

We are so pleased that you will be participating in the 2018 "Monarchs on the Mountain", an annual festival celebrating the vital role Eastern Oklahoma plays in the Monarch butterfly migration. The event will be held Saturday, September 22nd, on Turkey Mountain. The festival will take place from 10:00 am - 2:00 pm in the pavilion and lawn of the Turkey Mountain Urban Wilderness Area near the main trailhead located at 6850 S. Elwood Ave. in Tulsa, Oklahoma.

Booths will either be educational in nature or engage the attendee in educational activities/crafts pertaining to the overarching theme highlighting the life cycle of the Monarch, the Great Monarch Migration, the diverse habitat of Turkey Mountain and the ecosystems that support it.

We will have three educational sessions: Monarchs Without Borders will be presented at 10:45 and 12:45 by Rebeca Quiñonez-Piñón Monarch Outreach Coordinator at National Wildlife Federation and How to Tag and Release Monarchs at 11:45 by Riverfield Country Day School's Roots and Shoots program.

If you have indicated the focus of your booth or activity we have taken it into consideration in planning the booth layout. If you need assistance please use the contact information below and someone will assist you with this.

Turkey Mountain typically has 1000 people per day during this time frame and last year approximately 1,500 attended the festival. Food trucks will also be onsite.

Booth space is limited to ^{10' x 10'} ~~12' x 12'~~, you will need to supply a canopy, table, chairs and any material you will need for your booth. Electricity will not be available and food may not be cooked to sell in booths. Non-profits may sell merchandise or ask for donations with prior approval. Setup may begin at 9:00 am.

Because of limited parking availability carpooling is encouraged and a designated parking area will be available for exhibitors.

The event is hosted by Tulsa's River Parks Authority in partnership with the Tulsa Urban Wilderness Coalition, Tulsa Audubon Society, The M.e.t, Conservation Coalition of Oklahoma Foundation and Riverfield Country Day School. Other supporters include Sustainable Tulsa, Blue Thumb, The Tulsa Zoo, Tulsa County Conservation District, Monarch Initiative of Tulsa, Westside Y, USFWS, Tulsa County Master Gardeners, City of Tulsa, and the Oklahoma Monarch and Pollinator Collaborative.

With questions please contact Marci Hawkins:
marci.hawkins@tulsaurbanwildernesscoalition.org.

Sincerely,

Marci Hawkins

Marci Hawkins
Chairperson





Monarchs

ON THE MOUNTAIN

TURKEY MOUNTAIN URBAN WILDERNESS AREA
TULSA, OKLAHOMA



Monarchs

ON THE MOUNTAIN

THANKS TO OUR SPONSORS AND SUPPORTERS

RIVER PARKS AUTHORITY

THE M.E.T.

TULSA AUDUBON SOCIETY

TULSA URBAN WILDERNESS COALITION

RIVERFIELD COUNTRY DAY SCHOOL

CONSERVATION COALITION OF OKLAHOMA FOUNDATION

TULSA COUNTY CONSERVATION DISTRICT

MONARCH INITIATIVE OF TULSA

U.S. FISH & WILDLIFE SERVICE

CITY OF TULSA

YMCA OF GREATER TULSA

SUSTAINABLE TULSA

BLUE THUMB

TULSA MASTER GARDENERS

TULSA ZOO



Monarchs

ON THE MOUNTAIN

TURKEY MOUNTAIN URBAN WILDERNESS AREA
TULSA, OKLAHOMA



THANKS TO OUR SPONSORS AND SUPPORTERS

RIVER PARKS AUTHORITY

THE M.E.T.

TULSA AUDUBON SOCIETY

TULSA URBAN WILDERNESS COALITION

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CITY OF TULSA

YMCA OF GREATER TULSA

SUSTAINABLE TULSA

BLUE THUMB

TULSA MASTER GARDENERS

TULSA ZOO

Follow Up

micheal3134@godaddy.com

Sent: Friday, August 31, 2018 11:50 AM

To: Gabriael Parker

Hi there Gabrielle, the price I quoted you for the new Cpanel is \$249. Currently right now you are paying \$95 for our old linux server. Let me know what you decide to do so we can get you switched over.

Talk to you soon,

Micheal Martinez
GoDaddy | Business Advisor

GoDaddy

Hours: Mon – Friday 7am – 3:30pm PST

[Micheal3134@godaddy.com](mailto:micheal3134@godaddy.com)

~140⁰⁰ for 5 years
99⁰⁰ to move current content to
new server.

REGISTRATION FORM



District Name Tulsa County

AREA III Meeting

Tuesday, November 13, 2018

Mid America Industrial Park Expo Center

725 Webb Street

Chouteau, OK 74337

List name, title and amount due for each person attending from your district. The registration fee of \$38.00 is to be paid for each District Director and District Employee. NRCS registration fees will be billed directly to NRCS; mark "Direct Bill" in the amount column for NRCS employees. All speech contestants, guests and spouses should be prepared to pay the \$15.00 luncheon fee. Speech judges and legislators will be guests of OACD and will not be required to pay. Please write "Legislator" or "Judge" in the amount column. **Please send to Mayes County CD by November 6, 2018.**

NAME	TITLE	AMOUNT
1. <u>Gabriel Parker</u>	<u>District Secretary</u>	<u>38.00</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

PLEASE TYPE OR PRINT LEGIBLE

Total number of lunches being reserved _____ Total Amount \$ _____

Checks should be payable to: Oklahoma Association of Conservation Districts

Mail registration form(s) and payment to:

Mayes County Conservation District

P.O. Box 36

Pryor, OK 74362-0036

Please contact Sarah Blaney at sarahblaney@okconservation.org or 517.763.8609 if you have questions.

Fwd: Dues

Sarah Blaney [sarahblaney@okconservation.org]

Sent: Monday, September 10, 2018 12:51 PM**To:** Gabrielael Parker**Cc:** Ed Casey [edcasey55@aol.com]; Jimmy Emmons [jimmyemmons@icloud.com]**Attachments:** Dues Invoice Statement.docx (42 KB) ; Tulsa County Dues Letter R~1.pdf (451 KB)

Hi Gabrielael,

I hope you're doing well on this Monday. The annual dues were due on September 1st and Mayes County Conservation District has not yet paid. Has your board voted on whether to pay the dues or not this year? If they have not voted, can you please put the attachments in front of them for the next board meeting? We are very close to reaching our goal of 100% of districts paying dues to the association.

This year has been a great year for districts with a bond for \$5.1 million for watersheds, a raise for district employees, and a flat budget meaning no more cuts to your annual appropriations. All of this is because of your state association.

Thanks, Gabrielael. Hope we can count on Tulsa County!

Best,
Sarah

--

Executive Director

Oklahoma Association of Conservation Districts

www.okconservation.org



July 31, 2018

Dear Friend of The M.e.t.,

Planning is underway for the 17th annual America Recycles Day Awards Banquet for Thursday, November 15th. The celebration will be held at the Tulsa Zoo in their new Lost Kingdom exhibit. This exciting venue features Malayan tigers, snow leopards, and Komodo dragons. It is sure to attract a large crowd.

This event is held specifically to honor individuals, businesses and segments of the community who have demonstrated an outstanding commitment to recycling and related services. It is only through the generous sponsorships of our community partners that we are able to honor these recycling heroes. We would love for you to join us in honoring our award winners by choosing from one of our sponsorship levels. Your donation is tax deductible and it will list you among the best-of-the best in the recycling sector.

Attached you will find sponsorship level and corresponding sponsorship benefits. Please fill out this form and email or send via regular mail to the address below. You can email your editable form to met@metrecycle.com. To secure a specific sponsorship level and corresponding recognition, please return our form by September 7th. Payment can be made online at www.metrecycle.com by clicking "donate," or by check payable to "Friends of The M.e.t." Other payment arrangements can be made, and we are happy to answer any questions. Please call us at 918-584-0584.

Your Generous Support is Appreciated,

Graham Brannin
Executive Director



America Recycles Day Banquet

Thursday, November 15, 2018

5:30 pm Cocktail and Tiger Hour - 6:30 pm Dinner and Awards Ceremony

Presenting Sponsor: \$2,000 (2 available)

- Logo on all print collateral, website, and press releases
- Mention and links on social media
- Logo placement on invitations
- Logo on display signage at event
- Public acknowledgement at awards dinner by our Executive Director.
- Speaking opportunity to introduce your business to our guests and presentation of one award.
- Eight (8) complimentary tickets.

(If you are interested in this sponsorship, your timely response is appreciated so we may meet print deadlines for custom designed invitations)

Bronze Sponsor: \$500

- Logo on all print collateral and website
- Mentions and links on social media
- Logo on display signage at event
- Public acknowledgement at awards dinner by our Executive Director.
- Four (4) complimentary tickets

Silver Sponsor: \$1,000

- Logo on all print collateral, website, and press releases
- Mentions and links on social media
- Logo on display signage at event
- Public acknowledgement at awards dinner by our Executive Director.
- Six (6) complimentary tickets

Partner Sponsor: \$275

- Logo on website
- Mentions and links on social media
- Logo on display signage at event
- Two (2) complimentary tickets.

Individual Event Tickets \$100, (2 for \$180)

Name(s) for Recognition _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Sponsorship Level: ☐ Presenting Sponsor \$2,000 ☐ Silver Sponsor \$1,000 ☐ Bronze Sponsor \$500

☐ Partner Sponsor \$275 ☐ Individual Tickets \$100: Quantity _____

Please confirm your participation no later than **September 7, 2018**. We will be in touch to make sure we have your company information and logo.



Send completed form via email to: met@metrecycle.com
You can visit metrecycle.com to pay on-line OR you may mail a check to:
Friends of The M.e.t. • 1 West 3rd Street, Suite 110 • Tulsa, OK 74103

(This is a tax-deductible donation and you will receive a receipt.
Friends of The M.e.t. tax I.D. # is EIN 27-3280831)



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 20, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **October 11, 2018**



Chair, Board of Directors

10-11-18
Date

Attest: