

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
October 11, 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 September 20, 2018 Special Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending September 30, 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 September 2018
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 19
 - A. Discussion of Program Year 19 Funding Issues
 - B. Discussion of drafting a letter to OCC to Request Additional Program Year 19 Funding
 - C. Discussion on establishing Cost Share Guidelines
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 Paying Partial OACD Dues
 - F. Discussion and Approval of FY – 2019 Financial Request from TACF
 - G. Board Member Recruitment
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is November 8, 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 **October 11, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **November 8, 2018**

Jana Black
Chair, Board of Directors

11/8/18
Date

Attest:

Malvinel Parker

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

Date: October 11, 2018
Time: 4:00 PM

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

Members Absent:

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

1. Meeting Called to Order:

Vice-Chair, Jana Black called the meeting to order at 4:06 PM. She noted this was a regular meeting and held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on October 10, 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 September 20, 2018 Special Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending September 30, 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 September 2018**

After a brief discussion, John Beasley made a motion to approve the consent agenda minus item 4A for further discussion. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

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

John Beasley said he noticed Robyn last name was spelled incorrectly. It should be Robyn Stroup. Gabrielael Parker said she would correct the spelling. John Beasley made a motion to approve the minutes from the September meeting with the change to the spelling of Robyn Stroup's last name. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

6. Cost Share Program Year 19

A. Discussion of Program Year 19 Funding Issues

Gabriael Parker said upon submitting the final report for program year 18, she was told by Tammy Sawatzky that we would only receive about \$8,500 of the \$20,282 left from program year to spend in program year 19. She replied to Tammy to ask where the remaining Tulsa Co. Funds would go. Tammy told her they would be distributed to other districts. Gabrielael told the board she did not think that was right at all because those funds were allocated to us for use in Tulsa County. She felt that if they could easily take those funds away, they could just as easily give them back. Gabrielael also looked back at the guidelines for program year 18 and 19 and realized she overlooked the new policy. She said she would take full responsibility for that mistake, but those funds should stay in Tulsa County. Gabrielael said in her reply that we needed every dollar of the remaining funds to fund the current applications. Tammy replied with a list of things we could do to ask more funding. That list included the following items.

1. A letter from your board explaining why they are requesting additional funds,
2. Copy of the minutes documenting the board action to request additional funds,
3. Copy of the minutes documenting board action establishing your districts cost share guidelines,
4. Copy of the minutes documenting board action to approve applicants,
5. Copy of the performance agreement for each participant you are requesting funding for
6. Written confirmation (Must include the contractor name and contact information, date started, and estimated date of completion.) from each participant stating that work has started on their practice.

Gabriael said she did not think it would be a problem completing items one through five, but she felt very uncomfortable with item number six. Item six implies that we have told the producer we would allow them to start and possibly complete the practice without a guarantee of payment. The board agreed. We do not want to tell the landowner to start the practice. That is horrible customer service.

B. Discussion of drafting a letter to OCC to Request Additional Program Year 19 Funding

After the funding issues were discussed in the above agenda item, the board decided not to ask for additional funding. Instead, we will send the remaining applicants a letter saying their application was approved, but due to the lack of funding we cannot move forward in the cost share process. The letter should tell the participant that they will be on the top of the list for funding in the next cost share cycle should they reapply. No further action needed to be taken at this time.

C. Discussion on establishing Cost Share Guidelines

Gabriel Parker said since the rules are constantly changing from year to year, she would draft cost share guidelines to prevent allocation problems, as well as practice completion errors. Once she has completed a draft, she will present it to the board for modification and later approval.

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 five or so remaining team leads for the state. The state office delayed the start dates of all the team leads until November 11th. He will no longer be the Acting DC for Tulsa after the 11th of November.

CSP –

Cleon Bradford said Tulsa ended up having one CSP renewal. He said he overlooked a participant that needed renewal. That participant has since been approved for renewal. Protract was down due to the end of the fiscal year but has since been opened to make CSP payments. The team has about 250 payments to make. Approximately 130 are in Muskogee. Participants were sent notification letters requesting documentation for payments. Participants can either choose to have payment in calendar year 2018 or wait to receive payment until 2019

EQIP – No cutoff date has been set for EQIP applications. We should be getting instructions for the new year soon.

Farm Bill Updates – The Farm Bill is up for renewal every five years and the 2019 bill is currently being worked on in Congress. Cleon said there will be changes to all programs but more specifically to CSP.

Conservation Planning – We are now moving toward enforcing policy of completing a conservation plan regardless of program participation. For those who request CTA general but do not apply for a program, we are supposed to provide them with a conservation plan. That will be an enforced policy moving forward.

Outreach - Cleon said he attended an NRCS Programs meeting and they discussed the future of NRCS programs. The USDA is coming out with a new customer service

program called Cart. It is supposed to be more customer and employee friendly. There will be new and more features that will should help streamline our ranking system as well as other program functions. It will replace the current Client Gateway system. The Cart system will be available in February 2019.

Cleaon said he spoke to Micha Anderson, Extension Educator for Horticulture at Langston University and he said he would be one of the speakers at the event. We need to confirm the date at time. The board said November 1, 2018 from 6:30 PM to 8:30 PM. would be a good day to have the meeting. Jana Black said she knew someone who could speak on urban bee keeping who might be interested. She contacted him via text message and he confirmed he would speak. After the Locally Led meeting, we can hold the Local Workgroup meeting during the regular board meeting on November 11, 2018. Cleaon said we can invite Eric Lane from FSA, and other community leaders to the meeting. Gabrielael said she would come up with a list of people to invite. Cleaon said we might try doing some outreach meetings in North Tulsa. This would help producers from that area into the fold. He suggested we come up with ideas on when, where and how to do that. 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

Gabriel Parker said she did not mean to include this as a separate agenda item since the discussion took place in the District Conservationist's Agency Report. 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. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

D. TCCD Monthly Activities and Outreach Report

Gabriel Parker said September was a relatively active month. We had a lot going on with the International Coast Waters Cleanup at Zink Park. We had about 15 people come to help clean up Crow Creek. A bicycle was pulled out of the creek as well as a 10-foot piece of metal edging. By noon it was getting a little hot, but it was a very nice turnout. Monarch's on the Mountain (MoM). It was also a special MoM because it was the last year it was going to be at Turkey Mountain. Since the Gathering Place was now open, the event will be there starting in 2019. The education coordinators will still like to have the original planning committee there to help plan the event. It will be called Monarch's on the Move now. The event itself was great. River Parks Authority said attendance was between 2,000 and 2,500. It was a busy day. Jana Black came to help and when we ran out of supplies, she saved the day and bought some more. Even a plastic table-cloth to help with the mud. I was not too hot and not cold. Next year, Gabrielael said she would like to do a caterpillar activity. She just needs to work out some logistics first. Other than the planning meetings and the events days, the month was quiet. No further action needed to be taken at this time.

E. Discussion and Possible Approval of Paying Partial OACD Dues

Gabriel Parker said she received another call from Ed Casey about OACD dues. She said she told him that she did have it on the agenda last month, but John said he would respond to the request. Mr. Casey said that he had not received a response. Gabriel apologized and would put it on the agenda for discussion in the October 11, 2018 meeting. John said it slipped his mind but would make a note to contact him in the morning. No further action needed to be taken at this time.

F. 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.

G. Board Member Recruitment

John Beasley said he would follow up with Robyn Stroup to find out if she is still interested in becoming a board member. He would also invite her to the Urban Gardening 101 Workshop on November 1st. 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 November 8, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

4:32 PM
10/09/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through September 2018

	<u>Jul - Sep 18</u>
Income	
Interest Income	1.30
OCC Cost-Share Reimbursements	12,824.12
OCC General Exp Reimbursements	252.92
OCC Salary Reimbursements	6,420.99
Total Income	<u>19,499.33</u>
Expense	
Administrative Expense	139.83
Cost-Share Payments	12,824.12
Employee Benefits	384.90
Internet	74.78
Payroll	2,525.49
Payroll Tax	3,195.83
Postage	24.70
Telephone and Internet	74.78
Travel	200.59
Total Expense	<u>19,445.02</u>
Net Income	<u><u>54.31</u></u>

4:32 PM
10/09/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
September 2018

	<u>Sep 18</u>
Income	
Interest Income	0.83
OCC Cost-Share Reimbursements	12,824.12
OCC Salary Reimbursements	2,140.33
Total Income	<u>14,965.28</u>
Expense	
Administrative Expense	139.83
Cost-Share Payments	12,824.12
Employee Benefits	192.45
Payroll	883.07
Payroll Tax	880.58
Travel	53.06
Total Expense	<u>14,973.11</u>
Net Income	<u><u>-7.83</u></u>

Tulsa County Conservation District
Profit & Loss Detail
September 2018

4:33 PM
 10/09/18
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income	9/28/2018		Arvest	Interest Pay...		Arvest Checki...	0.81	0.81
Deposit	9/28/2018		Arvest	Interest Pay...		Arvest Special...	0.02	0.83
Total Interest Income							0.83	0.83
OCC Cost-Share Reimbursements								
Deposit	9/5/2018		OCC	Cost-Share Y...		Arvest Checki...	3,760.58	3,760.58
Deposit	9/5/2018		OCC	Cost-Share Y...		Arvest Checki...	5,000.00	8,760.58
Deposit	9/20/2018		OCC	Cost-Share Y...		Arvest Checki...	4,063.54	12,824.12
Total OCC Cost-Share Reimbursements							12,824.12	12,824.12
OCC Salary Reimbursements								
Deposit	9/12/2018		OCC	September S...		Arvest Checki...	2,140.33	2,140.33
Total OCC Salary Reimbursements							2,140.33	2,140.33
Total Income							14,965.28	14,965.28
Expense								
Administrative Expense								
Check	9/5/2018	8628	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	139.83
Total Administrative Expense							139.83	139.83
Cost-Share Payments								
Check	9/7/2018	8632	Ron Clark	Cost-Share Y...		Arvest Checki...	3,760.58	3,760.58
Check	9/18/2018	8631	Aaron Kern	Cost-Share Y...		Arvest Checki...	5,000.00	8,760.58
Check	9/24/2018	8635	Brian Tucker	Cost-Share Y...		Arvest Checki...	4,063.54	12,824.12
Total Cost-Share Payments							12,824.12	12,824.12
Employee Benefits								
Check	9/4/2018	8626	OCC	August 2018 ...		Arvest Checki...	192.45	192.45
Total Employee Benefits							192.45	192.45
Payroll								
Check	9/13/2018	8624	Gabriel S Parker	July 1-15th P...		Arvest Checki...	883.07	883.07
Total Payroll							883.07	883.07
Payroll Tax								
Check	9/17/2018		IRS	941 Tax Pay...		Arvest Checki...	721.07	721.07
Check	9/17/2018		IRS	Additional 94...		Arvest Checki...	54.51	775.58
Check	9/17/2018		OK Tax Commission	August 2018 ...		Arvest Checki...	105.00	880.58
Total Payroll Tax							880.58	880.58

Tulsa County Conservation District
Profit & Loss Detail
September 2018

4:33 PM
 10/09/18
 Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Travel Check	9/4/2018	8623	Gabriel S Parker	June 2018 Mi...		Arvest Checki...	53.06	53.06
Total Travel							53.06	53.06
Total Expense							14,973.11	14,973.11
Net Income							-7.83	-7.83



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 09/30/2018

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		\$916.30
Total Current Value		\$916.30

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
09/01/2018	Beginning Balance	\$924.15
	4 Credit(s) This Period	\$14,965.26
	10 Debit(s) This Period	\$14,973.11
09/30/2018	Ending Balance	\$916.30

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.81
Interest Paid Year-to-Date	\$2.23
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
09/05/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$8,760.58
09/12/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,140.33
09/20/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,063.54

Other Credits

Date	Description	Amount
09/30/2018	INTEREST PMT	\$0.81

Electronic Debits

Date	Description	Amount
09/17/2018	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$721.07
09/17/2018	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$54.51
09/17/2018	TAX PAYMENTS OK TAX PMT	-\$105.00



Statement Ending 09/30/2018

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

NON-PROFIT INTEREST CHECKING

Electronic Debits (continued)

Date	Description	Amount
	80930*RTNPYM*20180913*10500\	

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8623	09/04/2018	\$53.06	8628*	09/05/2018	\$139.83	8635*	09/24/2018	\$4,063.54
8624	09/13/2018	\$883.07	8631*	09/18/2018	\$5,000.00			
8626*	09/04/2018	\$192.45	8632	09/07/2018	\$3,760.58			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
08/31/2018	\$924.15	09/12/2018	\$7,679.14	09/20/2018	\$4,979.03
09/04/2018	\$678.64	09/13/2018	\$6,796.07	09/24/2018	\$915.49
09/05/2018	\$9,299.39	09/17/2018	\$5,915.49	09/28/2018	\$916.30
09/07/2018	\$5,538.81	09/18/2018	\$915.49		



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 09/30/2018

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		\$83.51
Total Current Value		\$83.51

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
09/01/2018	Beginning Balance	\$83.49
	1 Credit(s) This Period	\$0.02
	0 Debit(s) This Period	\$0.00
09/30/2018	Ending Balance	\$83.51

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	\$0.22
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
09/30/2018	INTEREST PMT	\$0.02

Daily Balances

Date	Amount	Date	Amount
08/31/2018	\$83.49	09/28/2018	\$83.51

Oklahoma Employment Security Commission

EMPLOYERS QUARTERLY CONTRIBUTION REPORT

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

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

1. Employee SSN	Change Type	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
					\$7,525.50	\$3,856.13
REPORT TOTAL					\$7,525.50	\$3,856.13

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

Month 1 Month 2 Month 3

15. Oklahoma Account Number:

16. Federal I.D. No:

17. Qtr / Yr:

18. Due Date:

19. Employer Name / Address

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

Confirmation No.: **A819F6A433**

5. TOTAL WAGES PAID.....	\$7,525.50
6. TAXABLE WAGES PAID.....	\$3,856.13
7. Contribution Rate for This Quarter.....	1%
8. Contributions Due.....	\$38.56
9. Interest Due.....	\$0.00
10. 10% Penalty Due + \$100.00 Penalty Due.....	\$0.00
11. Debit.....	\$0.00
12. AMOUNT DUE.....	\$38.56
13. Amount Paid.....	

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

Contact Name:

Title:

Contact Phone:

Date:

1st Quarter FY-2019 Report

RE: Tulsa CCD Cost Share Program Year 18 Fianl Report

Tammy Sawatzky

Sent: Wednesday, September 26, 2018 3:20 PM
To: Gabrielael Parker
Cc: Trey Lam; Lisa Knauf
Attachments: PY 19 notification.pdf (320 KB)

Gabriael:

When PY 19 started districts were informed (see attached-page 2) that the amount of carry over funds would be based on past performance. In addition, you were also told that any carry over funds would not be available to your district until certified by the Commission.

Your \$8628.19 of carry over funds became available for allocation on September 21, when I certified them. It appears that your district allocated cost share funds that were not available to allocate.

Your options are to fund the performance agreements from local funds, contact the participants and explain that the district made a mistake or if your district board wishes to request additional funds you may do so. That request must include:

1. A letter from your board explaining why they are requesting additional funds,
2. copy of the minutes documenting the board action to request additional funds,
3. copy of the minutes documenting board action establishing your districts cost share guidelines,
4. copy of the minutes documenting board action to approve applicants,
5. copy of the performance agreement for each participant you are requesting funding for, and
6. written confirmation (Must include the contractor name and contact information, date started, and estimated date of completion.) from each participant stating that work has started on their practice.

If you have additional questions let me know.

Tammy Sawatzky

Conservation Programs Division Director

405-521-4823 (office)

405-834-1811 (cell)

From: Gabrielael Parker
Sent: Wednesday, September 26, 2018 9:20 AM
To: Tammy Sawatzky
Subject: RE: Tulsa CCD Cost Share Program Year 18 Fianl Report

We have applications that will need at least \$4500 each. We will not have enough to fund the rest of our applications. We have one ready for a \$5000 payment, and three other applications that will total \$21,760.58. We need all of our rollover funds.

Thank you,
Gabriael Parker

From: Tammy Sawatzky

Sent: Tuesday, September 25, 2018 9:18 AM
To: Gabrielael Parker
Subject: RE: Tulsa CCD Cost Share Program Year 18 Fianl Report

Those funds will be reallocated to districts for cost share at a later date.

Tammy Sawatzky, Director
Conservation Programs Division
Oklahoma Conservation Commission

-----Original Message-----

From: Gabrielael Parker
Sent: Tuesday, September 25, 2018 8:03 AM
To: Tammy Sawatzky <Tammy.Sawatzky@Conservation.ok.gov>
Subject: RE: Tulsa CCD Cost Share Program Year 18 Fianl Report

Thank you Tammy for your quick response. Given that we have 20'287.30 left, where is the other 11,659.11 going?

Thank you,
Gabriael Parker
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
Ph: (918) 877-9560 x5995
Fax: 1-855-421-7632
www.TulsaCCD.org

From: Tammy Sawatzky
Sent: Saturday, September 22, 2018 6:53 PM
To: Gabrielael Parker
Subject: RE: Tulsa CCD Cost Share Program Year 18 Fianl Report

The amount your district can carry over to Program Year 19 is based on your performance ranking during Program Years 15, 16, and 17. Your PY 18 carry over amount was calculated as follows:

Total Amount Expended
for PY15, PY16 & PY17

=

% of Total
Allocation Expended

\$14,582.10

=

42.53%

Total Allocation Amount
for PY15, PY16 & PY17

\$34,290.00

PY18 Balance

*

% of Total
Allocation Expended

=

Amount Certified to Carry Over to PY19

\$20,287.30

*

42.53% = \$8,628.19

I have certified \$8,628.19 of PY18 cost share funds that your district has been approved to carry over to PY19. Your district's total PY19 allocation is \$13,628.19. (see attached) If you have any questions please let me know.

Tammy Sawatzky

Conservation Programs Division Director

405-521-4823 (office)

405-834-1811 (cell)

From: Gabrielael Parker
Sent: Thursday, September 20, 2018 8:53 AM
To: Tammy Sawatzky; Judith Wilkins
Subject: Tulsa CCD Cost Share Program Year 18 Fianl Report

Good Morning Tammy,

I have attached the final report for PY 18 for Tulsa. We are formally requesting to roll over unspent funds from program year 18 to program year 19 in the amount of

\$20,287.30. I am not sure if there is a specific form I need to submit, but if there is I can submit that to you as well.

Thank you,
Gabriael Parker
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
Ph: (918) 877-9560 x5995
Fax: 1-855-421-7632
www.TulsaCCD.org

TULSA COUNTY

Natural Resource Concerns

Survey

Your response to this survey will help assess the natural concerns throughout Tulsa County. Your Conservation District and NRCS are seeking your input to help focus delivery of programs. The information gathered in this survey will be used to develop conservation program ranking criteria for Tulsa County.

1. How would you rate the seriousness of the following natural resource concerns in Tulsa County? If an item is no concern please leave it blank. Rate items 1 through 5, with 1 being the highest concern and 5 being the least concern. Please feel free to add additional concerns if needed.

- Improve efficiency of irrigation systems on cropland
- Improve Irrigation water management
- Improve plant health and productivity (garden, pasture, cropland)
- Provide permanent water sources for livestock.
- Improve water quality (nutrients in surface runoff and/or ground water)
- Soil Health (poor soil fertility etc.)
- Undesirable plant species (Eastern Red Cedar, Sericia Lespedeza, Musk Thistles etc.)
- Enhancement of grazing systems.
- Establishing permanent vegetation on cropland.
- Controlling woody vegetation/brush (Eastern Red Cedar, Blackberry, Honey Locust etc.)
- Other _____
- Other _____
- Other _____
- Other _____
- Other _____

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																															
Conservation plan maintenance																															
Assemble plan components																															
Conducts on-site inspections																															
Provide practice check out services																															
Development of plan and soil maps																															
Other:																															
Outreach for Farm Bill Programs																															
News Article Development																															
Outreach Activities,																															
Assist with monthly outreach report																															
Public presentations																															
Success stories																															
Earth Team volunteer program																															
Assist with statewide media																															
Other: CK CL, MOM																															
Administrative Assistance for Farm Bill Programs																															
Filing																															
Updating General Manual and FOTG																															
Receptionist																															
General office correspondence																															
Record of meeting minutes																															
Maintain office schedules																															
Maintain ledgers																															
Other: SCSPY 18-19, Website Updates																															
Farm Bill Contracting																															
Explain and promote farm bill programs																															
Local work group coordination																															
Complete program applications																															
Program application rankings																															
Compile and file applications																															
Prepare and mail form letters																															
Plan and contract development																															
Provide technical assistance																															
Update and maintain LTP-003																															
Other Farm Bill Activities:																															
NRCS Scanning/Mail																															

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:

Conservation District Board Representative (*Signature & Date*)

NRCS District Conservationist (*Signature & Date*)

TCCD Monthly Outreach and Activities Report September 2018



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

Special Events:

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

Holidays:

09/03/2018 Labor Day Holiday – Office Closed

Upcoming Meetings

10/04/2018 Sustainable Tulsa Meeting
10/11/2018 TCCD Board Meeting

Up Coming Events:

10/13/2018 Crow Creek Work Day
10/24/2018 Team 17 Brush Management & Prescribed Grazing Training @Tulsa FO
10/27/2018 BooHaHa @Brookside

Upcoming NRCS Deadlines:

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

Upcoming Holidays:

10/08/2018 Columbus Day – NRCS Holiday
11/12/2018 Veteran's Day – Office Closed
11/25-11/26/2018 Thanksgiving Holiday – Office Closed

Side Notes:

10/12/2018 Last Day to Register to Vote
10/1, 10/2, 10/3 Early Voting Days

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
- ❖ Event Prep

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District Tulsa County	District Number 2
Activity Number (See Choices on Back) Creek Cleanup	Date 9/16/18
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 NA	

Number Reached

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

TOTAL PARTICIPANTS 17

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District Tulsa County	District Number 2
Activity Number (See Choices on Back) Monarchs on the Mountain	Date 9/22/18
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 NA	

Number Reached

Preschool <u>20</u>	Grade 6 <u>20</u>	Grade 12 _____
Grade 1 <u>40</u>	Grade 7 <u>10</u>	College _____
Grade 2 <u>50</u>	Grade 8 <u>10</u>	Teachers _____
Grade 3 <u>40</u>	Grade 9 _____	Youth Leaders _____
Grade 4 <u>50</u>	Grade 10 _____	Higher Ed Instructors _____
Grade 5 <u>60</u>	Grade 11 _____	Adults <u>10</u>
		Special Needs _____

TOTAL PARTICIPANTS 300

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

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Executive Director

Oklahoma Association of Conservation Districts

www.okconservation.org