

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
October 16, 2014 - 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 18, 2014 Regular Meeting
 - B. Acceptance of TACF Minutes from October 1, 2014 Meeting
 - C. Approval of Financial Statements & District Budget for Period Ending September 2014
 - D. Review of TACF Financials for Period Ending September 2014
 - E. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - F. Approval of District Employee Timesheet & Leave Records for the Month of August
 - G. Acceptance of Conservation Program Specialist Reports
 - H. Acceptance of NRCS Farm Bill performance worksheets
 - I. Discussion and Acceptance of District Conservationist Agency Report
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cooperative Agreement Approvals
 - A. Agreement for Zach Kilburn
 - B. Agreement for Kevin Church
 - C. Agreement for Payne Keith
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Zach Kilburn approved as an official TCCD board member by OCC
 - B. Discussion and approval of the 2016 budget request
 - C. Approval of the Intergovernmental Agreement between OCC and TCCD for the COC position
 - D. Approve the Notice of Schedule of Regular Meetings for the 2015 calendar year
 - E. Rick Clark Cost Share extension
 - F. Discussion of Cost Share Program Year 16 Guidelines
 - G. Discuss the possibility of requesting seasonal high tunnels to the Cost Share Program
 - H. Discussion of getting a TCCD sign in or on the building
 - I. Discussion of the October 1, 2014 TACF board meeting
 - J. Official Farm Show news release
 - K. Discussion of possible 2014 Farm Bill Outreach Meeting
 - L. Local Operational Agreement
 - M. Printed material price estimate
 - N. Mass Mailing program with Tulsa World in the future
8. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (7), to discuss and review the conservation plans for Kevin Church. If the executive session is approved, designate in open session the person keeping minutes.

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

9. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1), to discuss the Community Outreach Coordinator responsibilities and MOA.

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.

10. New Business:

11. Public Comments:

12. Adjourn:

Next regularly scheduled meeting is November 20, 2014 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



Tulsa County Conservation District
5401 S. Sheridan Road, Suite 201 * Tulsa, Oklahoma 74145-7522
918-280-1595 Fax: 280-1594 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 16, 2014 were approved as written by a vote in the **Special Meeting** of the Board of Directors held on December 9, 2014



Chair, Board of Directors

12/9/2014

Date

Attest:



Attesting Officer

**Minutes
Tulsa County Conservation District
Regular Board Meeting**

Date: October 16, 2014

Time: 4:00 PM

Members Present: John Beasley, Chairman
Scott VanLoo, Vice Chairman
Roy Foster, Treasurer
Craig Thurmond, Member
Zach Kilburn, Member

Members Absent: None

Others Present: Gabrielael Parker, District Secretary
Cyndie Short, Community Outreach Coordinator
Cleon Bradford, District Conservationist

1. Meeting Called to Order:

Chairman John Beasley called the meeting to order at 4:09 PM. He noted this was a Regular meeting and is 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 15, 2014 in the front window at 6660 S. Sheridan Rd. Suite 120. Tulsa, Oklahoma 74133.

Quarantine

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 18, 2014 Regular Meeting
 - B. Acceptance of TACF Minutes from October 1, 2014 Meeting
 - C. Approval of Financial Statements & District Budget for Period Ending September 2014
 - D. Review of TACF Financials for Period Ending September 2014
 - E. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - F. Approval of District Employee Timesheet & Leave Records for the Month of August
 - G. Acceptance of Conservation Program Specialist Reports
 - H. Acceptance of NRCS Farm Bill performance worksheets
 - I. Discussion and Acceptance of District Conservationist Agency Report

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

After a brief discussion, Craig Thurmond made a motion to accept the consent agenda as presented. Roy Foster 2nd the motion. Nays: None. The motion carries.

6. Cooperative Agreement Approvals

A. Agreement for Zach Kilburn

After a brief discussion, Craig Thurmond made a motion to accept the Cooperator Agreement for Zach Kilburn. Roy Foster 2nd the motion. Nays: None. The motion carries.

B. Agreement for Kevin Church

After a brief discussion, Craig Thurmond made a motion to accept the Cooperator Agreement for Kevin Church. Roy Foster 2nd the motion. Nays: None. The motion carries.

C. Agreement for Payne Keith

After a brief discussion, Roy Foster made a motion to table the Cooperator Agreement for Payne Keith until next meeting, due to the agreement not having Payne Keith's signature. Craig Thurmond 2nd the motion. Nays: None. The motion carries.

7. Discussion and/or Possible Action on the Following District Operation Items:
Scott VanLoo entered the meeting at 4:12 PM

A. Zach Kilburn approved as an official TCCD board member by OCC

Gabriel Parker said this was an update from OCC, letting everyone know that Zach Kilburn had been approved as the newest TCCD District Director. No further action needed to be taken at this time.

B. Discussion and approval of the 2016 budget request

After a brief discussion, Craig Thurmond suggested that we ask for a cost-share amount of 15,000 since OCC gave us \$12,000 for program year 15. Craig Thurmond made a motion to approve the 2016 budget request with the change to the Cost-Share Program amount. Roy Foster 2nd the motion. Nays: None. The motion carries.

C. Approval of the Intergovernmental Agreement between OCC and TCCD for the COC position

After a brief discussion, Roy Foster made a motion to approve the intergovernmental Agreement between OCC and TCCD for the COC position, as well as authorizing John Beasley as the TCCD Board liaison to OCC for the COC position. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

D. Approve the Notice of Schedule of Regular Meetings for the 2015 calendar year

After a brief discussion, Craig Thurmond made a motion to approve the Notice of Schedule of Regular Meetings for the 2015 calendar year, with the change from 2014 to 2015 at the top be made. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

E. Rick Clark Cost Share extension

Gabriel Parker said that she was doing a follow-up on our current Cost-Share participants, and noticed that the last extension that was given to Rick Clark had expired

on June 30, 2014. She said that due to the office changes, she failed to catch the extensions expiration date. She asked the board to give Rick Clark an automatic extension until May 31, 2015. The NRCS staff suggested that a deadline of May 31st would be enough time for Mr. Clark to seed his vegetation and complete his practice. Craig Thurmond made a motion to approve the May 31, 2015 extension for Rick Clark's Cost-Share practice. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

F. Discussion of Cost Share Program Year 16 Guidelines

Gabriel informed the board that there will be some new guidelines for program year 16. She said that we will now process the claims in the districts name and not in the participants' name. We will send the claims to OCC and they will process the claim and reimburse the district. When we receive the reimbursement from OCC, we will then make a check out to the participant. This also requires us to fill out a few more tax forms at the end of the year. No further action needed to be taken at this time.

G. Discuss the possibility of requesting seasonal high tunnels to the Cost Share Program

Gabriel Parker had spoken to Tammy Sawatzky at OCC about requesting to add a practice to the list of practices available for funding through the CSP. She said that the request would have to come from the board. She said that if it was a practice that was requested in Tulsa that she would try to get it on the list. Cleon Bradford from NRCS said that the NRCS state office is trying to get more producers to sign up for it from their end. He also said that it is a rather expensive practice to implement. He said on average they can cost upwards of \$10,000 or more, so it may not be practical for a cost share practice given the limited funds. No further action needed to be taken at this time.

Scott VanLoo entered the meeting at 4:41 PM

H. Discussion of getting a TCCD sign in or on the building

The board was informed that there is a fee to put a sign for TCCD on or in the building. Neither Gabriel nor Cleon knew what the fee was but would need to know where TCCD wanted the sign to be located. Cleon said that he would find out. No further action needed to be taken at this time.

I. Discussion of the October 1, 2014 TACF board meeting

Scott VanLoo said that in the TACF meeting, they voted to approve John Beasley and himself to be members of the board, approved monies for Gabriel and Cynthia to take a grant writing class online. TACF also voted on board positions, i.e. Chair, Vice Chair. Etc. No further action needed to be taken at this time.

J. Official Farm Show news release

Gabriel said that this was the official press release that came from OCC, about their participation at the Tulsa Farm Show, which is December 11-13 2014. No further action needed to be taken at this time.

K. Discussion of possible 2014 Farm Bill Outreach Meeting

Cleaoon Bradford said that he was looking to set up a Farm Bill Outreach Meeting sometime in the next month or so. He also said that he was looking to get a few speakers from FSA, OSU and other agencies to inform the public of the programs that are available to them via the 2014 Farm Bill. TCCD staff has been working on some of the details, but were in the preliminary stages of planning. No further action needed to be taken at this time.

L. Local Operational Agreement

Gabriel Parker said that she realized that was to be approved at the August board meeting and had not been. In the past Scott Grant presented it to the board. Roy Foster said normally in the past TCCD staff would fill it out prior to the meeting, and the board would go through it and approve it. Roy asked if we could table this item until the next meeting once it had been filled out. Gabriel said that she would fill it out and have it ready for the next meeting. Craig Thurmond made a motion to table this agenda item until the next board meeting. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

Craig Thurmond exited the meeting at 5:15PM

M. Printed material price estimate

Cynthia said that when we start to do more Cynthia said that she had found a website, epolos.com, where we can order polo shirts for 4 at \$39.68 plus embroidery. They also had a good price on many of the stationary that we may need like brochures and business cards. Gabriel said that we could get 500.00 business cards for \$9.99 from Vistaprint.com Scott VanLoo made a motion to approve funds to purchase polo shirts from epolos.com and business cards from Vistaprint.com. Roy Foster 2nd the motion. Nays: None. The motion carries.

N. Mass Mailing program with Tulsa World in the future

Gabriel said that she received this information from Tulsa World just yesterday. She wanted to put in the packet just as an idea form later. If we wanted to get the word out about a program that we are doing or are looking for participants, this might be a cheap and good way to spread the word. No further action needed to be taken at this time,

8. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (7), to discuss and review the conservation plans for Kevin Church. If the executive session is approved, designate in open session the person keeping minutes.

Scott VanLoo made a motion to enter into Executive Session with everyone remaining in the room and Gabriel Parker designated to take minutes. Roy Foster 2nd the motion. Nays: None. The motion carries. We entered Executive session at 5:21 PM.

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

We exited Executive Session at 5:25PM.

Roy Foster made a motion to approve the conservation plans for Kevin Church. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

9. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1), to discuss the Community Outreach Coordinator responsibilities and MOA. If the executive session is approved, designate in open session the person keeping minutes.

Roy Foster made a motion to enter into Executive Session with everyone remaining in the room and Gabriel Parker designated to take minutes. Scott VanLoo 2nd the motion. Nays: None. The motion carries. We entered Executive session at 5:26 PM.

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

We exited Executive Session at 5:46 PM.

Upon establishment of regular quorum, Roy Foster said that this is a working draft document, and it have been distributed to the board just a few moments before the start of the board meeting, he did not feel comfortable voting to approve the MOA at this time. Other members of the board agreed. Roy Foster made a motion to table this agenda item until they have had enough time to review the work plan from OCC, until next meeting. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

10. New Business:

Cynthia Short said that she had a possible outreach event at the Sand Springs Pumpkin Patch event. She said that for \$30.00, we could get a 10X10 space where we could hand out TCCD/NRCS information. Gabriel said that because it was not on the agenda for approval we could not vote on it in this meeting, but John could approve it as part of his monthly allotment of funds should we need it, No action could be taken at this time.

11. Public Comments:

None

10. Adjourn:

Scott VanLoo Made a motion to adjourn the meeting. Zack Kilburn 2nd the motion. Nays: None. The motion carries.

Meeting adjourned at 5:11 PM

Next regularly scheduled meeting is November 20, 2014 at 4:00 PM at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



TULSA AREA
CONSERVATION
FOUNDATION

Minutes

Tulsa Area Conservation Foundation
6660 S. Sheridan Rd., Suite 120 Tulsa, OK
Regular Board Meeting

Date: October 1, 2014
Time: 5:00 PM

Members Present: Dana Hamersley, Vice-Chair
Richard Smith, Secretary
Ray West, Treasurer
Vernon Seaman, Member
Kevin Gustavson, Member

Members Absent: None

Others Present: Scott VanLoo, TCCD Board Vice-Chair
Roy Foster, TCCD Board Treasurer
Gabriael Parker, District Office District Secretary
Cyndie Short, Community Outreach Coordinator

1. Meeting called to order.

The TACF Board Vice-Chair, Dana Hamersley called the meeting to order at 5:07 PM.

2. Roll call.

3. Consider, Discuss and Take Appropriate Action on the Following Items:

a) Approval of Minutes from the July 7, 2014 TACF meeting.

Richard Smith stated that he and Gabrielael Parker had prepared the minutes for the July 7th meeting. There were no comments on the minutes. Richard Smith made a motion to approve the July 7, 2014 meeting minutes. Ray West 2nd the motion. Ayes: all, Nays: none. The motion carries.

b) Acceptance of Treasurer's Report through August 2014.

Ray West referred to copies in the agenda packets of the latest Treasurer's Report that had also been emailed to members of both boards last week. He said that only interest payments had taken place since the last Treasurer's Report. Dana Hamersley made a motion to accept the Treasurer's Report through August 2014. Richard Smith 2nd the motion. Ayes: all, Nays: none. The motion carries.

c) Discussion of the OCC/TCCD Agreement for the Community Outreach Coordinator.

Roy Foster introduced Cyndie Short and listed her biographical history. He said that the OCC created this new position to be half time on TCCD office responsibilities, and half time on community outreach. The agenda packet had a copy of the agreement between OCC and TCCD to create this new position. No TAACF Board action was needed on this item.

d) Discuss status of memberships of TACF and TCCD boards.

Richard Smith discussed the present makeup of both boards and referred to the handout in the agenda packet. He said he wanted to prepare this so that as both boards settle into new membership we can all know present members and their positions. Richard also said that he has not been able to get an email response from TACF's Honorary Member, Sue Gray, and that since she is now retired, she most likely no longer wants to be affiliated with TACF. No one else has heard from her either. Richard said that he will make one more attempt to contact her, and if she does not indicate her continued interest in the TACF Board that we will have an agenda item at our next meeting to remove her as an Honorary Board member. This would be just a simple housekeeping action. Everyone agreed to this.

e) Approve John Beasley and Scott VanLoo as new TACF Board members.

Richard Smith noted that TACF By-Laws state that installation of new TACF Board members will be done at the next TACF Board meeting after the election meeting tonight. Richard Smith made a motion to approve the election of John Beasley and Scott VanLoo as new TACF Board members. Vernon Seaman 2nd the motion. Ayes: all, Nays: none. The motion carries.

f) Nominate and approve new TACF Board Chair officer position.

Richard Smith said that he would nominate Dana Hamersley if she hadn't just signed the bank signature form as Vice-Chair. Since we didn't want to go through the problems of getting new forms to sign, there was discussion of alternatives. Several comments were made that titles on the bank form could change without having to process new signature forms, so if Dana were to change title, the signature form would still be valid. After more discussion, Ray West made a motion to nominate Dana Hamersley as the new TACF Board Chair and Kevin Gustavson as the new Vice-Chair. Vernon Seaman 2nd the motion. Ayes: all, Nays: none. The motion carries.

g) Approval of \$150 to fund grant writing class for TCCD staff.

Scott VanLoo said that this course would train both Gabrielael and Cyndie on how to properly prepare grant applications so that TCCD and TACF might receive additional funds for conservation projects. The agenda packets had a short flyer about the course. Richard Smith made a motion to approve \$150 for TCCD staff to attend the grant writing course. Dana Hamersley 2nd the motion. Ayes: all, Nays: none. The motion carries.

h) Discuss possible TACF social media: purpose, what, how, and maintenance.

There was lengthy discussion about what presently exists for both boards, and what is desired for the future. Kevin Gustavson said that he had already created a Facebook page for TACF about two years ago, but that it has not been updated since then. It was generally agreed that both boards should continue to pursue social media. Richard Smith expressed caution to not promote TACF as the board responsible for managing conservation projects. He said it is fine to clarify and promote TACF as the supporting non-profit organization that funds TCCD programs, but there are no TACF resources for TACF board members nor TCCD staff time to work on projects solely developed by TACF. Such projects should be done through the TCCD Board. Kevin Gustavson made a motion to have himself continue to develop and update the TACF Facebook page and to create a new TACF web page. Dana Hamersley 2nd the motion. Ayes: all, Nays: none. The motion carries.

i) Discuss Spring 2015 and future Resource Management Conference planning.

Scott VanLoo covered the latest efforts being done by City of Tulsa, INCOG, Broken Arrow and TCCD staff to plan the Spring 2015 RMC event. It will be held March 26, 2015 at the Tulsa Garden Center, at

no charge. Elote will provide the hot lunch. The agenda will focus on the ODEQ's stormwater permit for industrial activities (OKR05), with several ODEQ speakers. Gabrielae has already set up the registration web page through Event Bright and put conference information on the TCCD website. A Save The Date flyer is about to be finalized, and INCOG will blast email it to hundreds of contacts. Tulsa will also promote the conference during their industrial stormwater inspections. There will be plenty of room for exhibitors. Early registration will be \$60, and exhibitor booths will be \$150 for regular and \$100 for non-profits. TACF will handle the fund accounts. No TACF Board action was needed on this item.

j) Signing new Arvest Bank signatory form on TACF checking and savings bank accounts.

Just prior to the meeting, Gabrielae had circulated the forms for signing, and all three TACF Board members signed: Richard Smith, Dana Hamersley and Ray West. No further TACF Board action was needed on this item.

k) Discuss status of updating TACF and TCCD print materials.

Richard Smith said that he had kept this item on the agenda in case there were additional actions needed by the TACF Board. There was discussion about updating the TACF brochure and getting envelopes printed for TCCD and TACF, but no new letterhead was needed as letters are now generated via computer. TCCD staff will let TACF board members know when any purchases will be needed. There was also discussion about needing to get an outer door sign showing TCCD and perhaps also TACF on the door. TCCD staff will contact the building supervisor about what is possible and the costs for an additional or different door sign. No further TACF Board action was needed on this item.

4. New Business:

There was no New Business.

5. Adjournment

Ray West made a motion to adjourn the meeting. Kevin Gustavson 2nd the motion. Ayes: all, Nays: none. The motion carries. The meeting was adjourned at 6:08 PM.

The next regular quarterly TACF Board will be January 7, 2015 at the TCCD offices at 5:00 PM.

12:40 PM
10/09/14
Accrual Basis

Tulsa County Conservation District
Profit & Loss
September 2014

	<u>Sep 14</u>
Income	
Administrative Income	10.13
OCC Reimbursements	2,561.08
Total Income	<u>2,571.21</u>
Expense	
Director Fees	50.00
Office Supplies	31.27
Payroll	2,854.52
Payroll Tax	647.16
Postage	49.00
Telephone and Internet	158.51
Travel	34.72
Total Expense	<u>3,825.18</u>
Net Income	<u><u>-1,253.97</u></u>

12:41 PM

10/09/14

Accrual Basis

Tulsa County Conservastion District

Profit & Loss Detail

September 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	9/24/2014		TCCD	Reimburse...		Arvest Checki...	9.76	9.76
Deposit	9/30/2014		Arvest	Interest Pay ..		Arvest Checki...	0.14	9.90
Deposit	9/30/2014		Arvest	Interest Pay...		Arvest Special...	9.92	9.92
Deposit	9/30/2014		Arvest	Interest Pay ..		Arvest Money ..	0.21	10.13
Total Administrative Income							10.13	10.13
OCC Reimbursements								
Deposit	9/24/2014		OCC	Reimburse...		Arvest Checki...	2,561.08	2,561.08
Total OCC Reimbursements							2,561.08	2,561.08
Total Income							2,571.21	2,571.21
Expense								
Director Fees								
Check	9/30/2014	8310	Roy Foster	1st Quarter D...		Arvest Checki...	50.00	50.00
Total Director Fees							50.00	50.00
Office Supplies								
Check	9/9/2014	8304	Office Depot	Office Suppli...		Arvest Checki...	31.27	31.27
Total Office Supplies							31.27	31.27
Payroll								
Check	9/16/2014	8305	Gabriel S Parker	September 1-...		Arvest Checki...	839.67	839.67
Check	9/30/2014	8313	Cynthia Short	Reimburse...		Arvest Checki...	1,175.18	2,014.85
Check	9/30/2014	8307	Gabriel S Parker	September 1...		Arvest Checki...	839.67	2,854.52
Total Payroll							2,854.52	2,854.52
Payroll Tax								
Check	9/8/2014		IRS	941 Tax Pay...		Arvest Checki...	572.16	572.16
Check	9/16/2014		Oklahoma Tax Com...	August 2014 ...		Arvest Checki...	75.00	647.16
Total Payroll Tax							647.16	647.16
Postage								
Check	9/2/2014	8303	USPS	Roll of 100 F...		Arvest Checki...	49.00	49.00
Total Postage							49.00	49.00
Telephone and Internet								
Check	9/10/2014		AT&T	August 2014 ...		Arvest Checki...	90.52	90.52
Check	9/18/2014		COX Communicatio...	August 2014 ...		Arvest Checki...	67.99	158.51
Total Telephone and Internet							158.51	158.51

12:41 PM

10/09/14

Accrual Basis

Tulsa County Conservation District
Profit & Loss Detail
September 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel								
Check	9/22/2014	8306	Gabriel S Parker	August 2014 ...		Anvest Checki...	34.72	34.72
Total Travel							34.72	34.72
Total Expense							3,825.18	3,825.18
Net Income							-1,253.97	-1,253.97

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 9-30-14
Account No:
002 555 142 E
Enclosures: 8

HELP US PROVIDE 1 MILLION MEALS TO HUNGRY FAMILIES.
DONATE TODAY!

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

***** NON-PROFIT INTEREST CHECKING *****

142
Balance Last Statement 8-31-14 3,906.48
+Deposits/Credits 2 2,570.84
-Withdrawals/Debits 11 3,825.18
-Service Charge .00
+Interest Paid .14
Balance This Statement 2,652.28

***** DEPOSITS POSTED *****

Deposit Date
9.76 9-24

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
9-30	9990000000000001	INTEREST PMT	.14

***** ELECTRONIC ACTIVITY *****

Date	Tracer	Description	Amount
9-08	251000000013118	IRS USATAXPYMT	572.16-
9-10	2530000000184421	ATT Payment	90.52-
9-16	2590000000133606	Tulsa county conservat TAX PAYMENTS OK TAX PMT	75.00-

9-18	261000000015771	COX COMM TUL BANK DRAFT	67.99-
9-24	2670000000171601	NSERVATION TULSA COUNT VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	2,561.08

***** CHECKS PAID *****

Check No.	Date	Amount	Check No.	Date	Amount
8303	9-02	49.00	8307	9-30	839.67
8304	9-09	31.27	8310*	9-30	50.00
8305	9-16	839.67	8313*	9-30	1175.18
8306	9-22	34.72			

***** INTEREST SUMMARY *****

Interest Paid this Year	1.47
Interest Withheld this Year	.00
Average Collected Balance	3,367.98

Continued on Next Page

Page 2
Statement Date: 9-30-14
Account No:

TULSA COUNTY CONSERVATION DISTRICT

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
8-31	.050				

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
8-31	3906.48	9-02	3857.48	9-08	3285.32
9-09	3254.05	9-10	3163.53	9-16	2248.86
9-18	2180.87	9-22	2146.15	9-24	4716.99
9-30	2652.28				

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 9-30-14
Account No:
002 555 142 E
Enclosures:

HELP US PROVIDE 1 MILLION MEALS TO HUNGRY FAMILIES.
DONATE TODAY!

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

***** NON-PROFIT INTEREST CHECKING *****

142

Balance Last Statement	8-31-14	383.23
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		.02
Balance This Statement		383.25

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
9-30	9990000000000001	INTEREST PMT	.02

***** INTEREST SUMMARY *****

Interest Paid this Year	.12
Interest Withheld this Year	.00
Average Collected Balance	383.23

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
8-31	.050				

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
8-31	383.23	9-30	383.25		

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 9-30-14
Account No:
002 555 150 E
Enclosures:

HELP US PROVIDE 1 MILLION MEALS TO HUNGRY FAMILIES.
DONATE TODAY!

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

```
***** BUSINESS MONEY MARKET *****
                                           150
Balance Last Statement 8-31-14          2,501.68
+Deposits/Credits                      .00
-Withdrawals/Debits                    .00
-Service Charge                        .00
+Interest Paid                          .21
Balance This Statement                  2,501.89
***** DESCRIPTIVE TRANSACTIONS *****
Date      Tracer      Description      Amount
9-30  9990000000000001  INTEREST PMT          .21
***** INTEREST SUMMARY *****
Interest Paid this Year                2.45
Interest Withheld this Year            .00
Average Collected Balance            2,501.68
***** INTEREST RATE SUMMARY *****
Date      Rate      Date      Rate      Date      Rate
8-31      .100
***** DAILY BALANCE SUMMARY *****
Date      Balance      Date      Balance      Date      Balance
8-31      2501.68      9-30      2501.89
```

End of Statement

ARVEST Member FDIC
 ARVEST BANK
 P O BOX 1670
 LOWELL AR 72745
 www.arvest.com

Page 1

24-hour Account
 Information: (877) 618-2648

Statement Date: 9-30-14

Account No:

Customer Service: (866) 952-9523

002 555 142

Enclosures:

HELP US PROVIDE 1 MILLION MEALS TO HUNGRY FAMILIES.
 DONATE TODAY!

*****AUTO**SCH 5-DIGIT 74133
 8580 0.4570 AV 0.381 24 1 231



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

***** NON-PROFIT INTEREST CHECKING *****
 142

Balance Last Statement	8-31-14	5,705.85
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		.23
Balance This Statement		5,706.08

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
9-30	9990000000000001	INTEREST PMT	.23

***** INTEREST SUMMARY *****

Interest Paid this Year	2.15
Interest Withheld this Year	.00
Average Collected Balance	5,705.85

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate
8-31	.050		

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance
8-31	5705.85	9-30	5706.08

End of Statement

ARVEST Member FDIC
 ARVEST BANK
 P O BOX 1670
 LOWELL AR 72745
 www.arvest.com

Page 1

24-hour Account Information: (877) 618-2648

Statement Date: 9-30-14

Account No:

Customer Service: (866) 952-9523

002 555 150

Enclosures:

HELP US PROVIDE 1 MILLION MEALS TO HUNGRY FAMILIES.
 DONATE TODAY!

*****AUTO**SCH 5-DIGIT 74133
 8581 0.4570 AV 0.381 24 1 232



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

***** BUSINESS MONEY MARKET *****
 150

Balance Last Statement	8-31-14	15,531.11
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		1.91
Balance This Statement		15,533.02

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
9-30	9990000000000001	INTEREST PMT	1.91

***** INTEREST SUMMARY *****

Interest Paid this Year	17.42
Interest Withheld this Year	.00
Average Collected Balance	15,531.11

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
8-31	.150				

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
8-31	15531.11	9-30	15533.02		

End of Statement

CLAIM FOR MEETING ATTENDANCE

Name	Roy Foster
Address	
Conservation District	Tulsa County Conservation District

I, as a member of the Board of Directors, have attended monthly board meetings of the referenced conservation district on dates as shown below. I am entitled to \$25.00 for each regularly scheduled board meeting attended.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
July <input type="checkbox"/>	Oct. <input type="checkbox"/>	Jan. <input type="checkbox"/>	Apr. <input type="checkbox"/>
Aug. <input checked="" type="checkbox"/>	Nov. <input type="checkbox"/>	Feb. <input type="checkbox"/>	May <input type="checkbox"/>
Sept. <input checked="" type="checkbox"/>	Dec. <input type="checkbox"/>	Mar. <input type="checkbox"/>	June <input type="checkbox"/>

Total Claim Amount \$ 50⁰⁰

Check Number 8310

Signature Roy W Foster

Date September 26, 2014

CLAIM FOR MEETING ATTENDANCE

Name	<u>Scott VanLoo</u>
Conservation District	<u>Tulsa County Conservation District</u>

I, as a member of the Board of Directors, have attended monthly board meetings of the referenced conservation district on dates as shown below. I am entitled to \$25.00 for each regularly scheduled board meeting attended.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
July <input checked="" type="checkbox"/>	Oct. <input type="checkbox"/>	Jan. <input type="checkbox"/>	Apr. <input type="checkbox"/>
Aug. <input checked="" type="checkbox"/>	Nov. <input type="checkbox"/>	Feb. <input type="checkbox"/>	May <input type="checkbox"/>
Sept. <input checked="" type="checkbox"/>	Dec. <input type="checkbox"/>	Mar. <input type="checkbox"/>	June <input type="checkbox"/>

Total Claim Amount \$ 75⁰⁰

Check Number 8309

Signature Scott VanLoo

Date September 30, 2014

CLAIM FOR MEETING ATTENDANCE

Name	John Beasley
Address	
Conservation District	Tulsa County

I, as a member of the Board of Directors, have attended monthly board meetings of the referenced conservation district on dates as shown below. I am entitled to \$25.00 for each regularly scheduled board meeting attended.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
July <input checked="" type="checkbox"/>	Oct. <input type="checkbox"/>	Jan. <input type="checkbox"/>	Apr. <input type="checkbox"/>
Aug. <input type="checkbox"/>	Nov. <input type="checkbox"/>	Feb. <input type="checkbox"/>	May <input type="checkbox"/>
Sept. <input checked="" type="checkbox"/>	Dec. <input type="checkbox"/>	Mar. <input type="checkbox"/>	June <input type="checkbox"/>

Total Claim Amount \$ 50⁰⁰

Check Number 8308

Signature 

Date 9/29/14

**CPS Report
October 2014**

Meetings:

10/1/2014	TACF Board Meeting
10/10/2014	NRCS Staff Meeting
Date TBA	Environmental Education Committee Meeting
Date TBA	2015 Resource Management Planning Meeting

Special Events:

10/10 - 10/11/2014	Blue Thumb Training
10/17/2014	Cost-Share Program Year 16 training teleconference

Up Coming Events:

10/29/2014	Area 3 Meeting
------------	----------------

Work Duties Performed:

- ❖ Assist with agenda and minutes for meetings
- ❖ Answer phones
- ❖ Cost-Share Year 15 assistance
- ❖ NRCS Staff Meeting
- ❖ Prepare audit documents for FY 2014
- ❖ Delivered outreach materials to Metro Christian Academy
- ❖ Dropped off office recycle to the M.E.T.
- ❖ Prepare outreach presentations

Performance Worksheet/Operational Tasks

Use this form July 1, 2013 to June 30, 2014

Tulsa County

Conservation District:

October-14

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														X																
Public presentations																														
Success stories																														
Earth Team volunteer program																														
Assist with statewide media										X	X																			
Other																														

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		X	X
Updating General Manual and FOTG																														
Receptionist	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X
General office correspondence	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X
Record of meeting minutes	X									X						X														
Maintain office schedules	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X
Maintain ledgers	X	X	X			X				X			X	X	X	X	X			X	X	X	X	X			X	X	X	X
Other																														

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						X																								
Update and maintain LTP-003																														

Other Farm Bill Activities (add as needed)

Office Organization										X																				
---------------------	--	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

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

Conservation District Board Representative (Signature & Date)

NRCS District Conservationist (Signature & Date)

TULSA COUNTY CONSERVATION DISTRICT
TULSA F.O. NRCS REPORT
October 16, 2014

Program Updates

- CSP Renewal Process for contracts expiring.
 - 1 contracts

Contract Development

- EQIP Supporting Documentation and Producers Copy
 - 7 Contracts
- CSP Supporting Documentation and Producers Copy
 - 4 Contracts
- Contract Administration
 - EQIP Contract Reviews (Active Contracts 20)

Outreach

- Scheduled 2014 Farm Bill Outreach Meeting Nov. 13th, 2014 Location TBA
- Schedule Local Work Group Meeting TBA

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Zach Kilbourn, 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) Zach Kilbourn Date 9-24-14

Date _____

Signature of District Chair _____

Date approved by district board _____

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and _____, 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) _____

Date 8-28-14

_____ Date _____

Signature of District Chair _____

Date approved by district board _____

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the _____ Conservation District, hereinafter referred to as District and _____, 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) _____ Date _____

_____ Date _____

Signature of District Chair _____

Date approved by district board _____

MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR



LISA KNAUF OWEN
INTERIM EXECUTIVE DIRECTOR

ROBERT W. TOOLE
ASSISTANT DIRECTOR

October 6, 2014

Mr. Zach Kilburn
1345 E. 45th St.
Tulsa, OK 74105

Dear Mr. Kilburn:

During their meeting on October 6, 2014, Conservation Commission members approved your appointment to the Tulsa County Conservation District Board of Directors. Your term of office will expire on June 30, 2017. You will be presented a Certificate of Appointment at your first board meeting and administered an Oath of Office and Loyalty Oath.

As a member of a statutory board, you are obligated to make financial disclosure. This is done by filing the Financial Disclosure Statement with the Oklahoma Ethics Commission upon initial appointment and not later than April 30 each even-numbered year thereafter. A copy of the OEC Form F-1 can be downloaded from the OEC website (www.ethics.ok.gov) or can be obtained from your district office. Conservation district directors are eligible to participate in the State's health insurance program at their own expense as outlined in the enclosed memorandum.

As a district director you are required to attend your regular monthly board meetings. Your attendance is vital and will enable you to participate in the planning for the protection, development and proper utilization of the soil, water and other renewable natural resources within your district.

The district office has a copy of the "Conservation District Handbook" which I urge you to review. It provides in-depth information regarding responsibilities of district directors, board meetings, and financial and personnel management.

We look forward to working with you. If we can be of assistance to you, please feel free to call.

Sincerely,

A handwritten signature in dark ink, appearing to read "Lisa Knauf Owen".

Lisa Knauf Owen
Interim Executive Director

Enclosure
Copy: Tulsa County Conservation District

Conservation District Budget Request Fiscal Year 2016

Conservation District Tulsa County

New Funding Request for Personnel

Request for Changes to Current Salary Allocations

Current Staff	Increase in Hourly Rate	Allocated Hours or Increase in Hours	Total Increase in Salary
Gabriel Parker, District Secretary	\$ 10.50	173	\$ 1,816.50
Conservation Program Specialist	\$ 11.00	173	\$ 1,903.00
Community Outreach Coordinator	\$ 14.00	173	\$ 2,422.00
	\$ -	0	\$ -
Total Request for Changes to Current Salary Allocations			\$ 6,141.50

Request for New Positions

Position Title	Hourly Rate	# of Hours Requested	Total for Employee
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Total Request for New Positions			\$ -

New Funding Request for Programs & Operations

<u>Program Requests</u>	<u>Amount</u>	<u>Operations Requests</u>	<u>Amount</u>
Locally Led Cost Share	\$ 10,000.00	Director Mtg. Expense	\$ 1,200.00
Watershed O&M	\$ -	Audit	\$ 1,085.00
Watershed Rehabilitation	\$ -	Bonds	\$ -
Roadside Erosion	\$ -	Dues	\$ -
Water Quality Programs	\$ -	Insurance	\$ 400.00
Education Programs	\$ 1,500.00	Office Supplies	\$ 500.00
Vehicle	\$ -	Phone / Internet	\$ 1,200.00
Equipment (list below)	\$ -	Postage	\$ 200.00
	\$ -	Travel / Mileage	\$ 2,000.00
	\$ -	Vehicle Expense / Fuel	\$ -
	\$ -	Meetings Expense / Registration	\$ -
	\$ -	Other (list below)	\$ -
	\$ -		\$ -
Other (list below)	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Programs	\$ 11,500.00	Total Operations	\$ 6,585.00
Total New Funding Request for Programs & Operations		\$ 18,085.00	
		Total FY 2016 Budget Request	\$ 24,226.50

Conservation District Tulsa County

Estimated Local Funds Expended in Fiscal Year 2014 (July 1, 2013 - June 30, 2014)

Salaries (i.e. local salary, retirement, taxes; one-time pay increases)	\$ 6,141.50
District Operations (i.e. meeting expenses, dues, mileage, insurance)	\$ 6,585.00
Programs (i.e. watershed O&M, contests, scholarships, education)	\$ 10,000.00
Equipment (i.e. purchases, maintenance and repairs)	\$ -
Building Expenses (utilities, insurance, maintenance and repairs)	\$ -
Total Estimated Local Funds Expended in FY 2014	\$ 22,726.50

How Does the Conservation District Earn Local Funds?

Using your mouse, check the box next to the projects/programs that the district participates in to generate local funds. If your district earns funds from something not on the list, please add it under "other".

Other: (list below)

- ☐ Building Rent
- ☐ Equipment Rental
- ☐ Custom Work
- ☐ Seed Sales
- ☐ Tree Sales
- ☐ Plat Book Sales
- ☐ Grants
- ☐ Donations

Aerial Maps Scans

COMMUNITY OUTREACH COORDINATOR

**INTERGOVERNMENTAL AGREEMENT BETWEEN
OKLAHOMA CONSERVATION COMMISSION
and
TULSA COUNTY CONSERVATION DISTRICT**

This intergovernmental agreement is made and entered into on this 15th day of September, 2014, by and between the Oklahoma Conservation Commission, 2800 N. Lincoln Boulevard, Suite 160, Oklahoma City, Oklahoma 73105-4210, hereinafter referred to as "Commission," and the Tulsa County Conservation District, 6660 S. Sheridan Road, Suite 120, Tulsa, OK 74133, hereinafter referred to as "District."

WITNESSETH:

WHEREAS, the Commission is an agency of the State of Oklahoma and is created and established pursuant to the provisions of Title 27A of the Oklahoma Statutes, Sections 3-1-101 and following, and is authorized under the provisions of those statutes along with 74 O.S. ' 581 to enter into this agreement; and,

WHEREAS, the District is a governmental subdivision of the State of Oklahoma and a body corporate and politic as set out in Title 27A of the Oklahoma Statutes, Sections 3-1-101 and following, and is authorized under the provisions of those statutes along with 74 O.S. ' 581 to enter into this agreement; and,

WHEREAS, the Commission is involved in the conservation of natural resources, to include the providing of funds and technical assistance to conservation districts in order to enable said districts to perform the operations and meet planning goals; and,

WHEREAS, monies from the Commission are necessary to provide funding to the District so that it may in turn use said funding for operations.

NOW, THEREFORE, in consideration of One Dollar (\$1.00) and the mutual covenants and provisions herein set forth, the parties to this agreement hereby mutually agree and understand as follows:

1. SCOPE OF OBLIGATION OF COMMISSION. Commission agrees to:

- a) provide funds for a full time employee (FTE) to include salary plus benefits, provided this employee satisfies all duties, assignments, and work plans established for the position and dedicates at least fifty percent of the position's time to community outreach. Funds will be allocated for this employee beginning September 15, 2014 and ending June 30, 2015, at a salary rate of \$14 per hour. The job title of this position will be Community Outreach Coordinator (COC) and the job description will be that of Community Outreach Coordinator, as prescribed by Commission and District.
- b) provide funds for community outreach-related mileage, equipment, supplies and materials as deemed necessary and approved by Commission project manager and requested by District per Commission policies and procedures, contingent on the availability of funds;
- c) provide COC with technical tools, training, and support as deemed necessary by Commission project manager, contingent on the availability of funds;
- d) participate in writing the job description, interviewing, hiring and supervision of the employee who will perform community outreach under this agreement;
- e) provide co-management of this agreement and all provisions herein, including the planning, budgeting, supervision and evaluation of the employee;
- f) report verbally or in writing at least monthly to District project manager through the assigned Commission project manager;
- g) coordinate, collaborate and communicate with District through District project manager to maximize the success and accomplishments of this agreement.

2. SCOPE OF OBLIGATION OF DISTRICT. District agrees to:

- a) use the above-mentioned COC position as per this agreement;
- b) participate in the recruitment, interviewing, hiring and supervision of the employee who will perform community outreach;
- c) in collaboration with Commission project manager, develop a work plan annually outlining goals, objectives, time frame and budget that is mutually agreed upon by Commission and District;
- d) actively participate in the co-management of the agreement and the COC, including but not limited to, appointing one director as a day-to-day contact, participating in meetings with the employee and Commission project manager as needed to strategize, plan, prioritize, budget, supervise and evaluate activities and the COC's performance;
- e) provide adequate office space for the COC;
- f) provide the COC with unrestricted access to district owned tools, equipment, office supplies and files;
- g) provide administrative assistance to the COC as needed including but not limited to time and attendance records, leave tracking, and other administrative requirements;

- h) allow the COC time to adapt community outreach presentations tools and methods to other conservation districts if requested by Commission;
- i) report verbally or in writing at least monthly to District Board of Directors and Commission project manager;
- j) coordinate, collaborate and communicate with Commission through Commission project manager to maximize the success and accomplishments of this agreement;
- k) allow the COC, all equipment and supplies provided by Commission, and any equipment and supplies available through District to be temporarily detailed outside of the project area upon the request from Commission to assist other districts with the community outreach model.
- l) allow the COC to participate in meetings, seminars and workshops assigned by Commission, and work with Commission project manager to resolve any schedule conflicts that arise over tasks assigned to or planned for the COC by District and Commission.

3. TERM OF AGREEMENT. This agreement shall be in effect beginning on September 15, 2014 and ending June 30, 2015.

4. AGREEMENT CONTINGENT ON FUNDING. In the event the Commission does not receive sufficient funding for this agreement, then notification of such event from the Commission to the District will result in the termination of this agreement with no further obligation on the part of the Commission or the District. Should that event occur, Commission will pay District for any work that has been performed up to that time.

5. AMENDMENT. The parties mutually agree that, subject to and with the mutual written consent and approval of both parties, this agreement may be amended or modified at any time.

6. AUDITS. It is further understood and agreed that any books, records, documents, accounting procedures, practices, or any other items of the District relevant to this agreement are subject to examination and copying by the Oklahoma Conservation Commission and the Oklahoma State Auditor and Inspector.

APPROVED AND AGREED TO by and between the parties hereto the day and year first above appearing.

TULSA COUNTY
CONSERVATION DISTRICT

OKLAHOMA CONSERVATION COMMISSION

John Beasley,
Chair

Lisa Knauf Owen,
Interim Executive Director

ATTEST:

ATTEST:

(District Seal)

(Commission Seal)

Locally Led Conservation Cost Share Program



**TAMMY SAWATZKY
CONSERVATION PROGRAMS DIVISION
OKLAHOMA CONSERVATION COMMISSION**

Agenda



- Welcome
- Change Is Coming!
- Where's the Money?
- Getting Your Local Program Started
- Let's Review

Change is Coming!



RULE CHANGE
CLAIM PROCESS
CHANGE

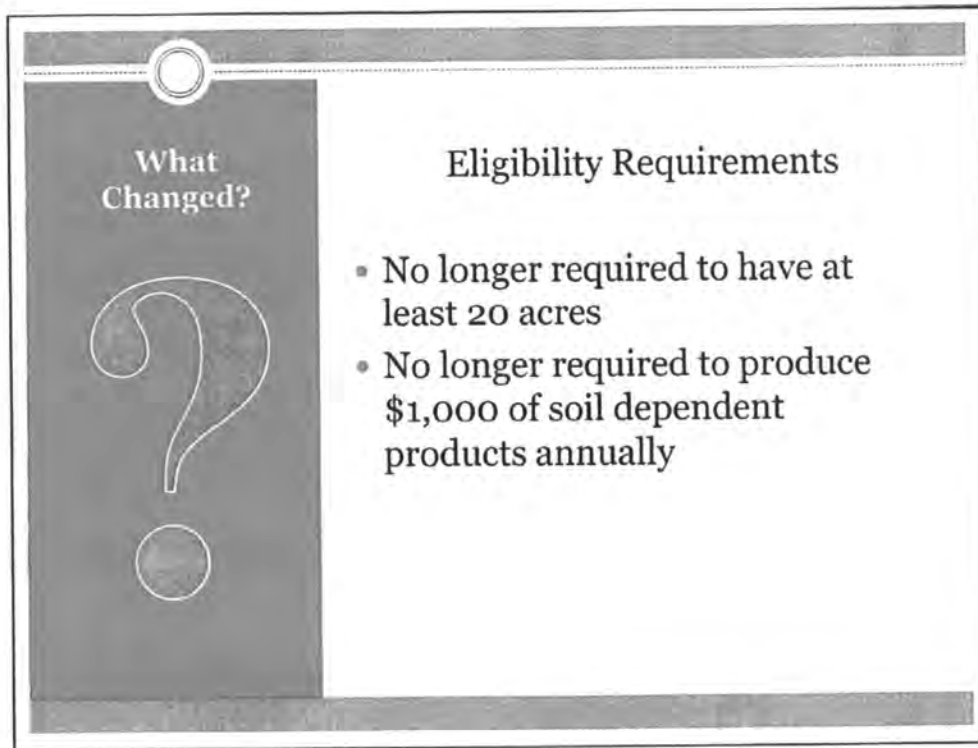
This past year, at the request of several of our more urban districts, OCC went through the process to change the Cost Share Program Rules.

OCC is also changing the way we process cost share claims.

Rule Change

The Change	New Rule
<p>155:20-1-5. Eligibility for Conservation Cost-Share Program</p> <p>(a) Ineligible Eligible land. Allocated funds shall not be used on tracts of land smaller than twenty acres in size from which less than \$1,000 of soil-dependent products are sold annually. These restrictions shall not apply to tracts of land which serve as waste collection sites, waste transfer sites, or to cost-share practices implemented in priority watersheds and unique priority areas within a conservation district. Withstanding these provisions, t The determination whether land is eligible for cost-share payments shall be pursuant to any restrictions established by the conservation district in whose jurisdiction the land is located and pursuant to 27A O. S. Ann. " 3-3-114.</p>	<p>155:20-1-5. Eligibility for Conservation Cost-Share Program</p> <p>(a) Eligible land. The determination whether land is eligible for cost-share payments shall be pursuant to any restrictions established by the conservation district in whose jurisdiction the land is located and pursuant to 27A O. S. Ann. 3-3-114.</p>

The CSP Rule deletions are shown by the strikethrough and additions are shown in red. The result of the changes are shown under the New Rule. We are hopeful that this change will allow districts to target some of the smaller landowners.





The eligibility requirements for participation in the cost share program were changed.

1. Participants are no longer required to have at least 20 acres.
2. Participants are no longer required to produce \$1,000 of soil dependent products annually.

Participants are still required to be a cooperator and have a conservation plan. This change will be effective starting with program year 16.

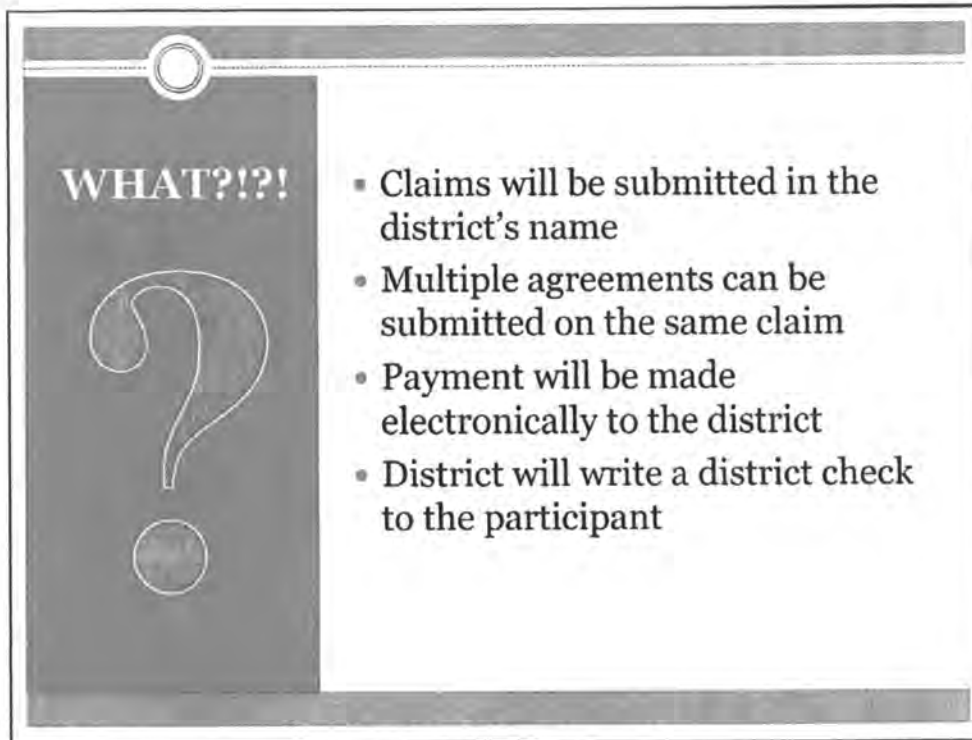
Claim Process Change

Old Way
New Way

OCC staff recently made the decision to change the way cost share claims are processed. Currently you prepare the claim in the participant's name. Starting immediately you will prepare the cost share claim in the district's name.

This change will eliminate the need for the participant to complete the vendor/payee form, citizenship affidavit, and EFT form. We believe this change will be a win – win – win for everyone.



WHAT?!?!?

- Claims will be submitted in the district's name
- Multiple agreements can be submitted on the same claim
- Payment will be made electronically to the district
- District will write a district check to the participant

1. The claim will be submitted in the district's name.
2. Multiple agreements can be submitted on one claim.
3. The payment will be made to the district electronically.
4. The district will write a check to the participant.

You will be notified by email if the cost share payment amount for a participant is changed by OCC staff due to a calculation error. Before a check is written to the participant it will be very important that you confirm the electronic payment made to the district is the correct amount.

With this change the district will also be responsible for preparing and submitting an IRS 1099-MISC Form for each person receiving \$600 or more of cost share funds during the calendar year. The district will also be required to submit an IRS 1096 Form.

This new claim process change is effective immediately. OCC will not accept cost share claims in the participant's after November 1st.

Where's the Money?

- Anticipating Program Year 16 will be rolled out in November or December
- Anticipating available Practices will remain the same
 - If your district has a practice it would like to see on the list let me know.
- Anticipating Program Year 16 allocations to districts will be performance based

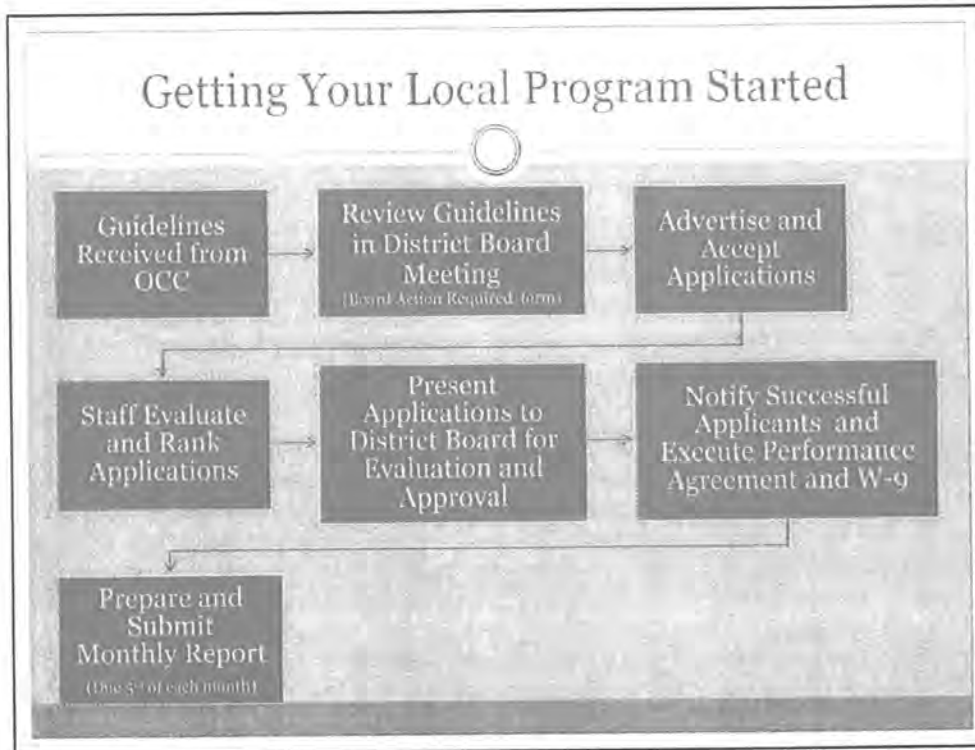


Many districts have asked if there will be a program year 16. The answer is yes. We are anticipating the new program will start in November or December.

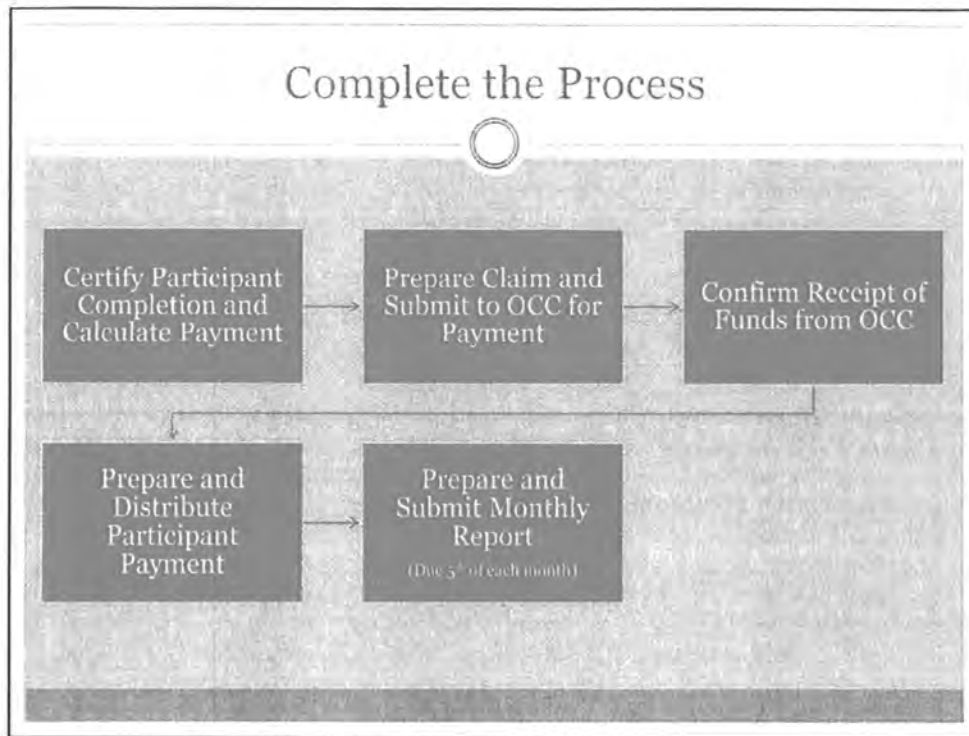
The practices for PY 16 will probably remain the same.

If your district has a practice that is not currently on the PY 15 list and would like to see it on the PY 16 list let me know.

Allocations for PY 16 will be performance based using data from PY 12, 13, and 14.



1. Receive the program year guidelines from OCC. Guidelines will be distributed via email to each district. The guidelines describe the program and change with each new program year. It is very important that district staff review the guidelines so they can present them to the board. The guidelines contain:
 - Policies – of particular importance is individuals that are not eligible to participate in the program:
 - OCC Commissioners and their spouses
 - OCC Staff and their spouses
 - Conservation District Staff and their spouses
 - length of the program year
 - funds allocated to your district
 - average costs
 - allocation period
 - list of practices available
2. Review guidelines with the board in a district board meeting. I would suggest that you use the Checklist of Board Action Required so that all items are discussed and voted on in your board meeting.
3. Advertise and accept applications. Once your district board has established their local guidelines you are ready to advertise and accept application.
4. Evaluate and rank applications. Using the selection criteria established by your board district staff along with NRCS assistance need to evaluate and rank the applications.
5. District board evaluates and approves applications. District staff should be prepared to present the list of ranked applications to the board for consideration. Staff should be prepared to explain the process used to rank the applications.
6. Notify successful applicants. At this point you will need to execute a performance agreement and W-9 form with the participant. The W-9 form will replace the vendor/payee form.
7. Prepare and submit a monthly report. At the point you have effective performance agreements (signed by both parties) you are required to begin submitting a monthly report to OCC. The report is due on the 5th of each month and is required until all performance agreements are complete.



At this point it could be several months until a participant completes his practice.

8. When the participant has completed his practice your technical representative must certified that the practice meets all specifications. The participant will then submit his invoices to the district.
9. Using the new cost share claim process you will prepare the cost share claim and submit it to OCC for payment.
10. Upon confirmation that funds have been received from OCC you will write a check to the participant.
11. Throughout the program year you are required to submit a monthly report to OCC. The report is due on the 5th of each month and is required until all performance agreements are complete.

Program Checklists & Forms

- | | |
|--|---|
| <ul style="list-style-type: none">• Board Action Required Checklist (revised)• Claim Checklist (revised)• Case File Checklist• Director Participation• Application (revised)• Consent• Performance Agreement (revised)• IRS W-9 Form (replaces vendor form) | <ul style="list-style-type: none">• Maintenance Agreement• Certificate of Completion and Acceptance• Payment Calculation Sheet• Claim• Release of Warrant• Monthly Report (revised)• IRS 1099-MISC (new)• IRS 1096 (new) |
|--|---|

LET'S REVIEW

This is a list of the cost share program checklists and forms. You will notice that there are some forms missing from the list as well as new and revised forms.

Deleted Forms

- Citizenship Verification Form
- Vendor/Payee Form
- EFT Authorization

New Forms


- IRS W-9 Form
- IRS 1099-MISC Form
- IRS 1096 Form

Revised Forms

- Board Action Required Checklist
- Claim Checklist
- Application
- Performance Agreement
- Monthly Report

[illegible]

12

<h2 style="text-align: center;">Claim Checklist</h2> <ul style="list-style-type: none"> ✓ Multiple agreements can be listed on one claim. ✓ Each agreement listed must have the back-up documentation listed. 	<div style="text-align: center;">  </div> <h3 style="text-align: center;">COST-SHARE CLAIM CHECKLIST</h3> <p>Multiple completed agreements can be listed on one claim form. For each agreement listed on the claim form the following back-up documents must be attached:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copies of all relevant invoices and/or medical statements <input type="checkbox"/> Copies of Participation Agreement <input type="checkbox"/> Certification of Completion and Acceptance <input type="checkbox"/> Payment Calculation Sheet <input type="checkbox"/> Consent Form(s) if applicable <input type="checkbox"/> All documentation is legible <input type="checkbox"/> Client has been signed for by the board chair <input type="checkbox"/> Client has been insured
---	--

The Claim Checklist is not required. It is a helpful reminder of the back-up documents that are required for each agreement list on a cost share claim.

[illegible]

1. No longer require the applicant's SSN. The SSN is required when they are approved for cost share.
2. The applicant will verify status of citizenship checking a box.

Again, make sure the applicant is not a person restricted from participating.

W-9 Form

- ✓ Replaces Vendor / Payee Form
- ✓ Must be attached to the Performance Agreement

The IRS W-9 Form replaces the vendor/payee form and must be attached to the performance agreement. You are not required to attach the W-9 to the claim. The information on the W-9 will be needed when you prepare the 1099-MISC Form.

[illegible]

Changes to the Monthly Report are:

1. Added column for the district check number.
2. Added column for the date of the check.
3. Deleted the total invoice amount and participant's amount columns.

When you initially add an agreement to the report you will enter the obligated amount. This amount should equal the amount stated in the performance agreement. In Part II – B. Item 3.


When you have written the district check you will enter the check number and date. The obligated amount will become \$0 and the cost share payment will be the amount of the check.

The amount available to obligate will equal your allocation (at the top) minus total obligated amount minus total cost share payments.

It is very important that you maintain this report so that you know exactly how much is available to obligate. This becomes very important when you have alternates waiting for funds.

IRS 1099-MISC Form

- ✓ Required for each participant receiving \$600 or more during the calendar year.
- ✓ Recipient must receive the 1099-MISC no later than January 31st.



Since the district will be making payments directly to the participants you are required to provide an IRS 1099-MISC Form for each participant that receive at least **\$600 or more** during the calendar year. Make sure that you add together all payments made to each individual participant. You may have participants that received two or three checks during the calendar year.

You must have the forms completed and in the mail to the participant no later than the end of January.

Figure 1. Annual Summary and Transmittal of U.S. Information Returns. The number of returns filed for each year is shown in the bars. The percentage of returns filed for each year is shown in the line.

This figure is a summary of the data reported in the Annual Summary and Transmittal of U.S. Information Returns. The data are presented in a simplified form for illustrative purposes only. The actual data are available in the full report.

For more information and the Annual Summary and Transmittal of U.S. Information Returns, see the full report.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

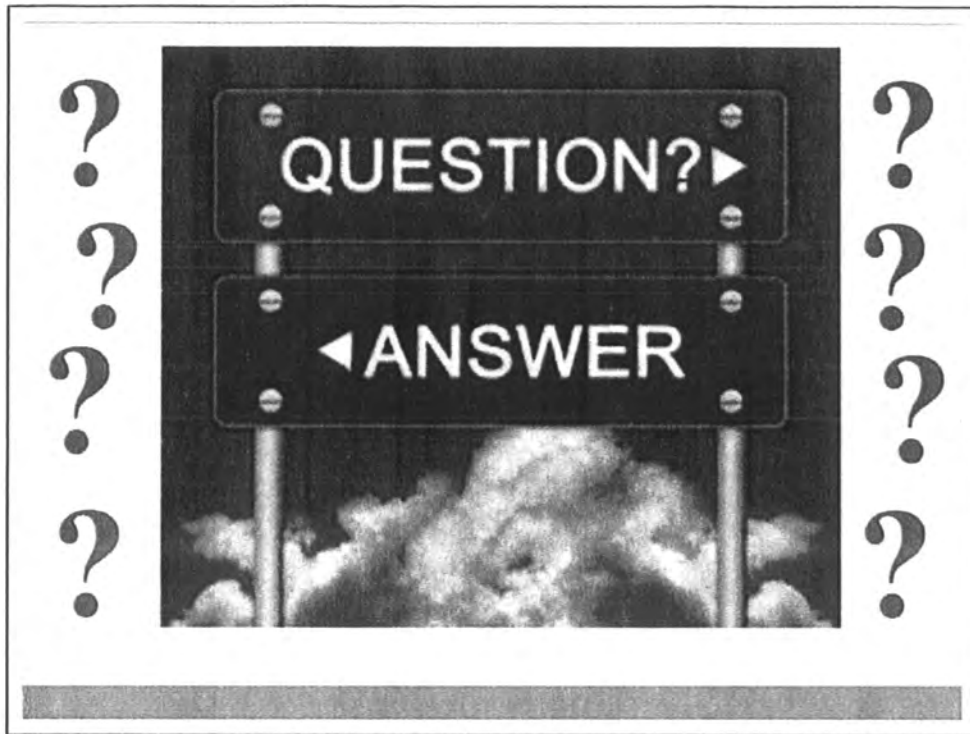
The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

The full report is available in the Annual Summary and Transmittal of U.S. Information Returns.

This form must be sent to the IRS no later than the end of February.



High Tunnel Users_Tulsa County OK

Large and small farmers, vegetable, herb and flower gardeners will utilize High Tunnels for earlier planting and extended growing seasons. High Tunnel protect from cool weather and pests. Early planting and late growing are economically vital to growers.

Eligible applicants include individuals, legal entities, Indian Tribes, or joint operations engaged in agricultural production. Organic producers who grow agricultural commodities on eligible land and have natural resource concerns which may be addressed by a seasonal high tunnel may participate in the Seasonal High Tunnel Initiative.

Compliance through EQIP:

Eligible producers interested in entering into a financial assistance agreement with NRCS for EQIP assistance may file an application at any time. Applicants must be:

- an agricultural producer and have control of eligible land for the term of the proposed contract period; eligible land includes cropland
- in compliance with the provisions for protecting the interests of tenants and sharecroppers, including the provisions for sharing EQIP payments on a fair and equitable basis
- in compliance with the highly erodible land and wetland conservation compliance provisions of the 2008 Farm Bill
- within appropriate payment limitation requirements, as specified in the 2008 Farm Bill
- in compliance with adjusted gross income requirements of the 2008 Farm Bill



TULSA AREA
CONSERVATION
FOUNDATION

AGENDA

Draft 3

Regular Board Meeting
Tulsa Area Conservation Foundation
6660 S. Sheridan Rd., Suite 120, Tulsa, OK
Wednesday, October 1, 2014 – 5:00 pm



TULSA AREA
CONSERVATION
FOUNDATION

1. Meeting call to order.
2. Roll call.
3. Consider, Discuss and Take Appropriate Action on the Following Items:
 - a) Approval of Minutes from the July 7, 2014 TACF Board meeting.
 - b) Acceptance of Treasurer's Report through August 2014.
 - c) Signing new Arvest Bank signatory form on TACF checking and savings bank accounts.
 - d) Discuss status of updating TACF and TCCD print materials.
 - e) Approve Roy Foster and Scott VanLoo as new TACF Board members.
 - f) Approve new TACF Board Chair officer position.
 - g) Discuss status of memberships of TACF and TCCD boards.
 - h) Discuss new directions of TCCD office and staffing situation.
 - i) Discuss possible TACF social media: purpose, what, how, and maintenance.
 - j) Discuss Spring 2015 and future Resource Management Conference planning.
4. New Business.
5. Adjournment.

The next regular TACF Board meeting will be January 7, 2015 at the TCCD offices, 6660 S. Sheridan Rd., Suite 120, Tulsa, OK.

Operational Agreement

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

Conservation District: _____

NRCS Field Office: _____

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 the Operational Agreement, they can be added as additional tasks. The agreed to tasks will be documented at the field office and District level utilizing this Operational Agreement. A signed copy will be retained at the local office with a copy provided to OCC. OCC will retain a copy of each participating District which will be available to the NRCS state office upon request. The work tasks identified in the Operational Agreement will also be identified on the Performance Worksheet and sent to OCC each month for documentation.

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
- ☐ Assists in surveys for the purpose of design, planning and layout of conservation practices
- ☐ Assemble Soil Maps
- ☐ Assist on Cultural Resources Inventory
- ☐
- ☐

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)
- ☐ 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
- ☐ Input outreach activity on to the NRCS SharePoint site
- ☐
- ☐

ADMINISTRATIVE DUTIES

b) Possible Work Tasks:

- ☐ Filing of all correspondence, directives, and policies
- ☐ Serves as office receptionist, routing phone calls and customers to the appropriate individual and/or assisting customer
- ☐ Develop general office correspondence
- ☐ Maintain work schedules for the Field Office staff
- ☐ Develop and maintain minutes of staff meeting, locally led meetings, and local work group meetings
- ☐ Verify and maintain files required for vehicle fleet management
- ☐
- ☐

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
- ☐ Compile applications in order of rankings, and file completed applications according to NRCS policy
- ☐ File hard copies in 6 part folder
- ☐
- ☐

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

Chairperson

Date

District Conservationist

Date



Oklahoma Conservation Commission

2800 N. Lincoln Suite 160
Oklahoma City, OK 73105-4201

Contact

Robert Hathorne
405.437.9171

Robert.Hathorne@conservation.ok.gov

In partnership with:

Tulsa County Conservation District

NEWS RELEASE: FOR IMMEDIATE RELEASE

Community Groups of All Ages Invited to Become Water Quality Volunteers & Attend Conservation Education Events

TULSA, OKLA., (October 10, 2014) – Voluntary conservation work in the Eucha-Spavinaw Lake watershed has greatly improved the quality of water Tulsans drink every day. Today, Tulsans can take part in this essential work by booking free youth or adult presentations from Tulsa County Conservation District or becoming a creek monitoring volunteer with the Oklahoma Conservation Commission.

Community groups looking for conservation speakers need look no further than Tulsa County Conservation District—offering presentations and activities for all age ranges. “Whether it’s discovering worms and compost with fourth graders or exploring solutions to runoff with Rotary Clubs and homeowner associations, we’ve got Tulsa covered,” said Cyndie Short, education outreach coordinator.

Conservation education is a free service of Tulsa’s local conservation district. Call today at 918-280-1596 to book a speaker for your next event.

The state Conservation Commission’s Blue Thumb program offers Oklahoma’s most unique volunteer experience to anyone willing to get their feet wet. Blue Thumb provides free training and equipment to over 200 volunteers who monitor the health of over 100 Oklahoma streams. The program also provides teaching tools for educational outreach at community events and schools.

“Anyone can volunteer, anyone can make a difference. Our volunteers are teachers and students, military personnel and farmers—you name it. They have different backgrounds, but they’re scientists at heart, and they really care about Oklahoma and our land,” said Cheryl Cheadle, OCC Blue Thumb coordinator and founder.

Book a free presentation: 918-280-1596 or tulsaccd@conservation.ok.gov

Volunteer with Blue Thumb: 918-398-1804 or cheryl.cheadle@conservation.ok.gov

Established in 1937 to combat the bitter Dust Bowl, the Oklahoma Conservation Commission is a non-regulatory agency that works with 86 local conservation districts to educate the public and assist landowners in implementing voluntary conservation practices on their land. We conserve and protect Oklahoma’s natural resources in the interest of our land, our heritage, and our future.

###

Enclosed: Photo and QR code

Photo Caption:

Please place QR code in available space

Tulsa Area Conservation Foundation

Price List

VISTA PRINT

Address Label 980@42.49

Brochures 50@33.99

Business Cards 100@6.99

Standard Env. 100@44.99

EPOLO.COM

TCCD Polos 4@39.68

REACH CUSTOMERS WITH MILLIONS IN BUYING POWER



**Looking for an easy,
economical way to reach
every home in the market?**

Each Wednesday, you can deliver your advertising message weekly in World Extra.

Your message will be delivered to Tulsa World subscribers and also direct mailed to all nonsubscribers. It's the perfect way for you to target your market and get results for your business!

Coming soon
to your zone, reach
EVERY consumer at
EVERY address for
just pennies per
household!

ZONE 1 - Broken Arrow

ZONE 2 - Bixby, South Tulsa

ZONE 3 - Owasso, Claremore

ZONE 4 - Central Tulsa

ZONE 5 - Midtown
launching Oct. 1

ZONE 6 - West Tulsa, Sapulpa, Sand Springs
launching Nov. 5

TULSA WORLD
MEDIA COMPANY

Contact your advertising representative today or call 918-581-8510.

WorldExtra

Your answer to targeting every home in highly desired, select markets every week.



Rates*

full page

full color

Quarterly Frequency	1 zone per week	2 zones per week	3 zones per week	4 zones per week	5 zones per week	6 zones per week
1 week	\$1,242	\$2,070	\$2,898	\$3,450	\$4,312.50	\$5,175.00
3 weeks	\$994	\$1,656	\$2,318	\$2,760	\$3,450.00	\$4,140.00
6 weeks	\$869	\$1,449	\$2,029	\$2,415	\$3,018.75	\$3,622.50
9 weeks	\$745	\$1,242	\$1,739	\$2,070	\$2,587.50	\$3,105.00
13 weeks	\$621	\$1,035	\$1,449	\$1,725	\$2,156.25	\$2,587.50

half page

full color

Quarterly Frequency	1 zone per week	2 zones per week	3 zones per week	4 zones per week	5 zones per week	6 zones per week
1 week	\$745	\$1,242	\$1,739	\$2,070	\$2,587.50	\$3,105.00
3 weeks	\$596	\$994	\$1,391	\$1,656	\$2,070.00	\$2,484.00
6 weeks	\$522	\$869	\$1,217	\$1,449	\$1,811.25	\$2,173.50
9 weeks	\$447	\$745	\$1,043	\$1,242	\$1,552.50	\$1,863.00
13 weeks	\$373	\$621	\$869	\$1,035	\$1,293.75	\$1,552.50

quarter page

full color

Quarterly Frequency	1 zone per week	2 zones per week	3 zones per week	4 zones per week	5 zones per week	6 zones per week
1 week	\$435	\$725	\$1,014	\$1,208	\$1,510.00	\$1,812.00
3 weeks	\$348	\$580	\$811	\$966	\$1,207.50	\$1,449.00
6 weeks	\$304	\$507	\$710	\$845	\$1,056.25	\$1,267.50
9 weeks	\$261	\$435	\$609	\$725	\$906.25	\$1,087.50
13 weeks	\$217	\$362	\$507	\$604	\$755.00	\$906.00

Front Page - 35% premium based on frequency level.

Page 2, 3, Back Page and Double Truck - 25% premium based on frequency level.

Inside Back - 15% premium based on frequency level.

*Rates are subject to rerate at appropriate level should advertiser not fulfill commitment

Maximum 4x frequency per position, per quarter, per advertiser on premium positions.

Deadlines

■ Publishes Wednesdays

New copy due Thurs., 4pm

Space deadline - Fri., 12pm

Camera ready ads and all copy cleared Fri, 4 pm

Every Display Ad in World Extra will be extended online for 1 week under the display ads category.

Pick up any ROP Tulsa World print ad and resize to closest World Extra size for a low pick up rate of 5% off TMC rates.

Ad Specs

Full page - 10" wide x 10.75" deep

Half page horizontal - 10" wide x 5.3" deep

Half page vertical - 4.94" wide x 10.75" deep

Quarter page - 4.94" wide x 5.3" deep

Front page - 10" wide x 8.5" deep

Back page - 10" wide x 9.625" deep

Double Truck - 21" wide x 10.75" deep

Full page
10" x 10.75"

Quarter page
4.94" x 5.3"

Half page horizontal
10" x 5.3"

Half page vertical
4.94" x 10.75"

WorldExtra

Front cover
10" x 8.5"

Back page
10" x 9.625"

Contact your advertising representative today or call 918-581-8510.

ZONE MAP

Starting

ZONE 1 - Broken Arrow

ZONE 2 - Bixby, South Tulsa

ZONE 3 - Owasso, Claremore

ZONE 4 - Central Tulsa

Zones 5 - Midtown

Launching October 1

Zones 6 - West Tulsa, Sapulpa, Sand Springs

Launching November 5

Households

ZONE 1 - 48,051

ZONE 2 - 32,116

ZONE 3 - 34,910

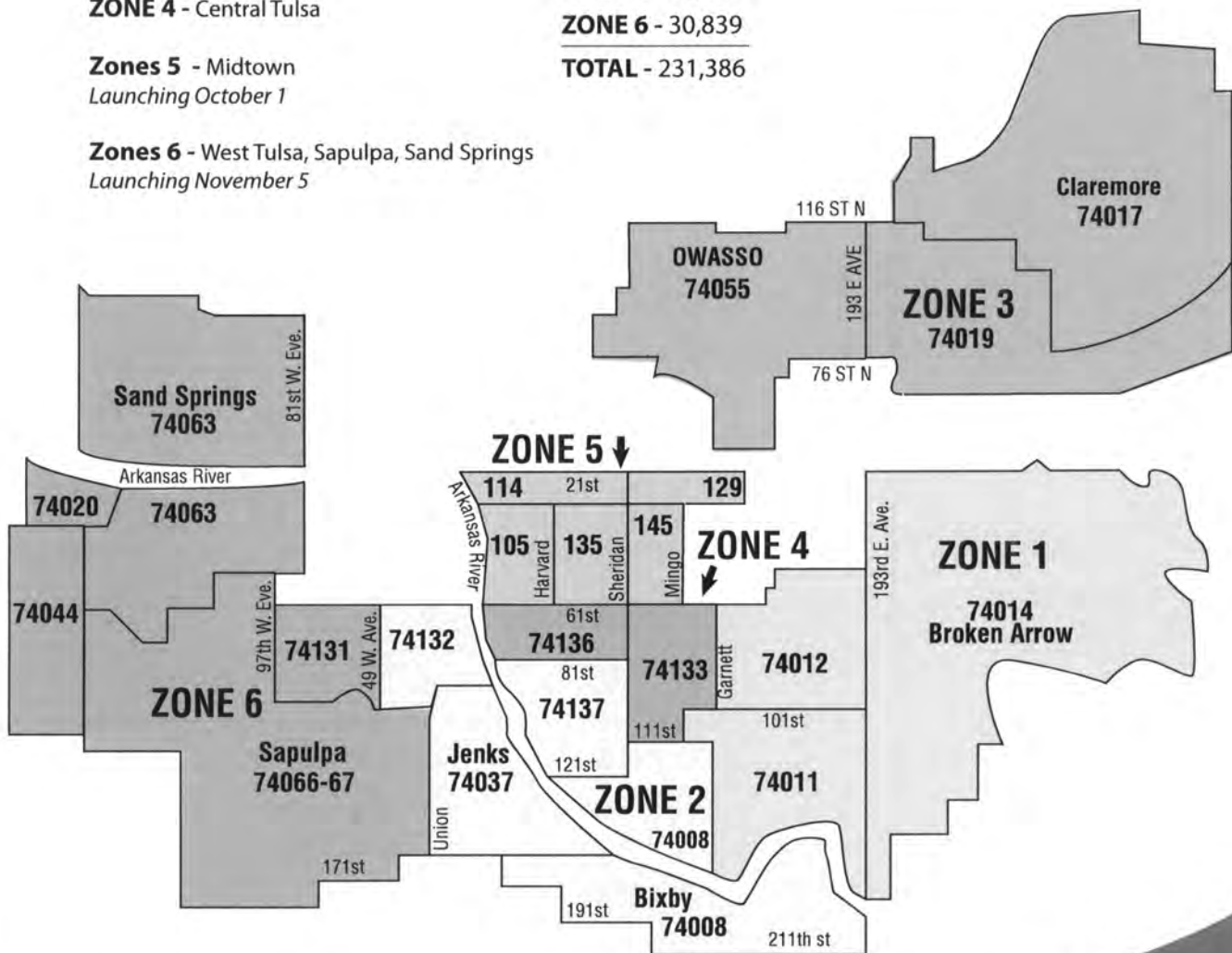
ZONE 4 - 37,103

ZONE 5 - 48,367

ZONE 6 - 30,839

TOTAL - 231,386

Circulation quantities requested include a 2% allowance for spoilage



Contact your advertising representative today or call 918-581-8510.



Tulsa TMC Print and Deliver CPM Quarterly Frequency Rates

60# Gloss 8.5 x 11 inserts

Quantities	1x	3x	6x	13x
5,000-19,999	\$77.00	\$74.00	\$71.00	\$68.00
20,000-34,999	\$60.00	\$58.00	\$56.00	\$54.00
35,000-49,999	\$44.00	\$42.00	\$40.00	\$38.00
50,000-74,999	\$38.00	\$36.00	\$34.00	\$32.00
75,000-99,999	\$37.00	\$35.00	\$33.00	\$31.50
100,000-199,999	\$36.00	\$34.00	\$32.00	\$30.50
200,000 plus	\$35.00	\$33.00	\$31.50	\$30.00

Call for rates on 8.5x5.5 and 11x17

Deadlines

- Reservation and camera ready ads to Tulsa World on Tuesday - 15 days prior to publication
- Printed inserts delivered to warehouse on Wednesday - 7 days prior to publication

Quantities

Zone 1

ZIP Code	City	Quantity
74011	BA	10,613
74012	BA	24,166
74014	BA	13,272
TOTAL		48,051

Zone 2

ZIP Code	City	Quantity
74008	Bixby	9,601
74037	Jenks	6,833
74132	W. Tulsa	3,864
74137	Tulsa	11,818
TOTAL		32,116

Zone 3

ZIP Code	City	Quantity
74017	Claremore	11,237
74019	Claremore	6,964
74055	Owasso	16,709
TOTAL		34,910

Zone 4

ZIP Code	City	Quantity
74136	Tulsa	15,744
74133	Tulsa	21,359
TOTAL		37,103

Zone 5

ZIP Code	City	Quantity
74129	Tulsa	7,202
74135	Tulsa	10,983
74145	Tulsa	8,445
74105	Tulsa	14,115
74114	Tulsa	7,622
TOTAL		48,367

Zone 6

ZIP Code	City	Quantity
74063	Sand Springs	11,940
74066	Sapulpa	11,896
74131	Tulsa	1,169
74020	Cleveland	2,718
74044	Mannford	3,116
TOTAL		30,839

TOTALS

ZONE 1	48,051
ZONE 2	32,116
ZONE 3	34,910
ZONE 4	37,103
ZONE 5	48,367
ZONE 6	30,839
TOTAL	231,386

Zips highlighted will be delivered to non-subscribers by mail on Wednesday, Thursday.

Circulation quantities requested include a 2% allowance for spoilage

Contact your advertising representative today or call 918-581-8510.