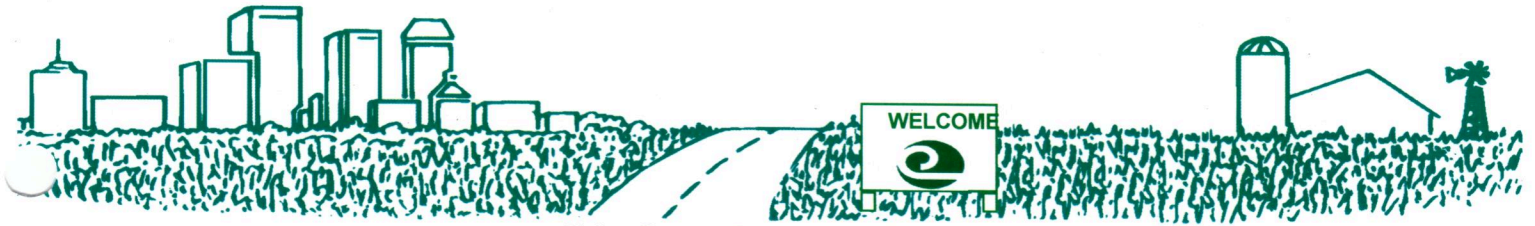


AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
December 10, 2015 - 4:00 PM

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 November 12, 2015 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending December 2015
 - C. Review of TACF Financials for Period Ending November 2015
 - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - E. Approval of District Employee Timesheet & Leave Records for the Month November 2015
 - F. Acceptance of NRCS Farm Bill performance worksheets
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Approval of Cooperator Agreements:
 - A. A Third Place Community Foundation-Reverend Ron Robinson
7. Cost-Share Program Year 16:
 - A. Extension Request for Michael and Joyce Marcou
8. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report
 - B. The Month of November in Conservation
 - C. Conservation District Program Evaluation
 - D. Discussion and Possible Revision of TCCD Policies
 - E. Appointment of a TCCD Board Member to the TACF Board
 - F. Possible Change to March 10, 2016 Meeting
 - G. Participation in the 2016 Landscape and Remodel Show January 8-10th
9. New Business:
10. Public Comments:
11. Adjourn:

Next regularly scheduled meeting is January 14, 2015 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



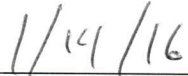
Tulsa County Conservation District
5401 S. Sheridan Road, Suite 201 * Tulsa, Oklahoma 74145-7522
918-280-1595 Fax: 280-1594 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the **Regular Meeting** of the Tulsa County Conservation District Board of Directors held on **December 10, 2015** were approved as written by a vote in the **Special Meeting** of the Board of Directors held on **January 14, 2016**



Chair, Board of Directors



Date

Attest:



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

Date: December 10, 2015

Time: 4:00 PM

Members Present: Zach Kilburn, Chairman
Roy Foster, Treasurer
Melissa Grey, Member
Jana Black, Member

Members Absent: Craig Thurmond, Vice Chairman
Roy Foster, Treasurer

Others Present: Cleaon Bradford, Acting District Conservationist
Jean Lemmon, Oklahoma Conservation Commission

1. Meeting Called to Order:

Member, Zach Kilburn called the meeting to order at 4:07 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 December 9, 2015 in the front window at 6660 S. Sheridan Rd. Suite 120, Tulsa, Oklahoma 74133.

- 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 November 12, 2015 Regular Meeting**
 - B. Approval of Financial Statements & District Budget for Period Ending December 2015**
 - C. Review of TACF Financials for Period Ending November 2015**
 - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
 - E. Approval of District Employee Timesheet & Leave Records for the Month November 2015**
 - F. Acceptance of NRCS Farm Bill performance worksheets**

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

Agenda

After a brief discussion, Melissa Gray suggested we remove the travel claim for Gabriel Parker for the month of December and the leave request dated November 9, 2015 for further discussion. Melissa Gray made a motion to remove item 4D from the consent agenda for further discussion. Jana Black 2nd the motion. Nays: None. The motion carries.

After some discussion, and since Gabriel was not at the board meeting to discuss the mileage for December, decided to have Gabriel clarify the some of the mileage to be approved at the next board meeting. The board also instructed Gabriel to change the time used on November 9, 2015 from 4.75 hours of vacation hours to comp hours, per the guidelines in the OCC Handbook chapter six sections four and six.

6. Approval of Cooperator Agreements:

A. A Third Place Community Foundation-Reverend Ron Robinson

After a brief discussion, Melissa Grey made a motion to accept the Cooperator Agreement for the Third Place Community Foundation: Reverend Ron Robinson. Jana Black

7. Cost-Share Program Year 16:

B. Extension Request for Michael and Joyce Marcou

After a brief discussion, Melissa grey made a motion to table the Cost-Share extension request for Michael and Joyce Marcou due to not having all the information necessary to grant the extension. Jana Black 2nd the motion. Nays: None. The motion carries.

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

C. Discussion and Acceptance of District Conservationist Agency Report

Cleaon said that he had to be in Stillwater for a meeting last month so that is why he was not able to attend last month's meeting. Cleaon said that he thought Gabriel did an excellent job coordinating the Seasonal High Tunnel (SHT) workshop with the TCCD board. He thought it was very effective in getting feedback from local producers and gave us an idea how interested people are in the SHT. He also noted that we did receive some EQIP applications as a result of the meeting. He said that he would like to continue our outreach efforts and would talk with Gabriel about future outreach events.

We have prioritized the ranking criteria so we can set aside funds to help with the SHT, to help more people that are growing a crop rather than people with grazing land. In the past our ranking criteria priority had been set up mainly for grazing lands, and that he would be changing this year's criteria to have crop land as a priority. So if it is not designated as crop land, it will not be funded this year under EQIP. The EQIP funding deadline for Tulsa County was November 20, 2015 and that was the ranking criteria he was talking about. For that ranking period, we had about fifteen to twenty applications. Those applications ranged from SHT to irrigation. Even though those applications made it in by the deadline, some of them will not meet the ranking criteria seen as having a

justifiable resource concern. For this reason he would like to continue to conduct outreach meetings to get more applicants in the door.

Cleao said that NRCS had a Quality Assurance Review (QAR) back in July. When we have a QAR, the Zone Office staff come to the field office and review our contracts. They look for how we justify our contracts that receive financial assistance. At the last QAR, they found one of our contracts from 2014 that we had obligated funds that did not meet the justification criteria. Meaning that the contract did not have a justifiable resource concern. Fortunately, that participant had not started any work on his property, so we were able to cancel that contract before any payments had been made. He did say that it does put us in a compromising position as far as customer relations are concerned. If we are unable to cancel the contract before payment is made, we have to go back and try to collect the money which leaves to bad customer relations.

We would like to be able to fund one or more contracts for the SHT practice as well as one for irrigation. Right now we have five people signed up for the SHT and out of that we may get two applications that will fit the ranking criteria. Melissa Grey asked what would disqualify an application. Cleao said that an example of disqualification would be trying to build a structure before planting a garden. We cannot plan for something or provide assistance for something that you want to do. When we provide assistance, we have to see that you are already doing something so that we can help you do this in a more efficient manner. We want to ensure that the assistance we provide, is going to help a producer be more productive, improve soil health as well as plant structure and plant health. We have to show how we are going to take what you are already doing by putting a practice on the ground. Cleao said that he had been invited by Rita Scott, who works with the Farmer's Markets, to talk about NRCS and what we do in January.

We have another EQIP deadline of January 15, 2016 for our statewide funding pool. Se we are taking application for that and hopefully we will get some more applications by then. Those applicants will be competing in a broader spectrum of application pools. It will most likely be for the NE Oklahoma pool and sometimes it could be by zone. Melissa asked if people from Tulsa get funding via the statewide funding pool. Cleao said that we have some people from Tulsa get funding. Most of the time Tulsa has had enough funding to provide assistance. Jana Black asked if there will be for the SHT. Cleao said probably not because as of now, our ranking is geared toward livestock and grazing. Those applications will not rank high enough to be funded. He said that because our ranking is geared towards crop land, it makes the SHT ineligible for funding. We will see how that works out this year. If it does not, we may have to change the ranking criteria. If the resource concern that pertains to the SHT becomes a higher priority in Tulsa, we will make that a higher priority on the ranking. The same process applies to the irrigation practice as well. It needs to be shown that it is a high priority for producers in Tulsa County.

We do not have any upcoming deadlines for the CSP program. The Conservation Stewardship Program is a five year program and we offer renewals at the end of the fifth year. We did have one contract that was set to expire on December 31, 2015. He did come in and renew his contract and his new contract will expire in 2020.

NRCS had a Zone Meeting last week and the main topic was the staff restructuring plan. Cleaon said that offices will be operating with diminished staff levels. The positive side for Tulsa is that the Tulsa office has already been operating with staff levels similar to the ones that have been purposed in the restructuring plans. So he anticipates that there will be little disruption to the Tulsa office. Cleaon said the estimated timeframe for implementation of restructuring is May to June 2016.

D. The Month of November in Conservation

After a brief discussion of what OCC has been doing in conservation during the month of November. The board determined that this was for the board's informational purposes and no further action need to be taken at this time.

E. Conservation District Program Evaluation

Jean Lemmon said that she had asked some questions about the evaluation at the last meeting and the comment that was made was more about how the board did not like it because it did not reflect much about Tulsa County. Jean said that the reality is that a lot the things about where Tulsa makes money and the things that were brought up as complaints were not high on the list of how OCC is evaluating. The board members went through each item on the form and determined whether or not TCCD participated in that function. No voting needed to approve the evaluation because the evaluation is used by OCC to evaluate district needs and effectiveness and was a draft copy. Please see evaluation form to see specific questions.

F. Discussion and Possible Revision of TCCD Policies

The board decided to table the agenda item until the next meeting since Roy Foster, Craig Thurmond, and Gabriel Parker were not in attendance, and felt any change in TCCD Policy needed to be discussed by all board members. Melissa Grey made a motion to table agenda item 8F until the next board meeting. Jana Black 2nd the motion. Nays: None. The motion carries.

G. Appointment of a TCCD Board Member to the TACF Board

The board decided to table the agenda item until the next meeting since Roy Foster, Craig Thurmond, and Gabriel Parker were not in attendance and needed more information on the TACF Board make-up to vote on appointing a TCCD Board Member to the TACF Board. Melissa Grey made a motion to table agenda item 8G until the next board meeting. Jana Black 2nd the motion. Nays: None. The motion carries.

H. Possible Change to March 10, 2016 Meeting

After a brief discussion the board was unclear on whether TCCD had a booth for the Home and Garden in March. Since Gabriel was not available to say either way, Melissa Grey made a motion to not change the March 10, 2016 board meeting until they could determine if TCCD will be participating Jana Black 2nd the motion. Nays: None. The motion carries.

I. Participation in the 2016 Landscape and Remodel Show January 8-10th

Melissa Grey said that her concern with participating in the show was that the show is located at the Cox Business Centre, and there is not a lot of people who attend the show. Jean Lemmon said that unless we are able to do something related to keeping stormwater on your property, or leaving grass longer, and keeping yard pollution out of the storm drains, it may not be worth it. Melissa Grey said that if the booth space was free, she would be more inclined to have TCCD participate. She said since the show is not free and the nonprofit rate is \$100.00 and with low public traffic, she could not justify spending the funds on the event. The rest of the board agreed. Melissa Grey made a motion to decline participation in the 2016 Landscape and Remodel Show. Jana Black 2nd the motion. Nays: None. The motion carries.

6. New Business: None

7. Public Comments:

Crow Creek Update with Jen Lemmon: Jean said that she had been talking to Greg Scott, who used to be the Soil Scientist for the state of Oklahoma. She said that she was going to meet with him at the end of the month to talk about what specific plant list should go on the plots on 33rd Place. After that meeting, we are going to set up another meeting in January with the Landscape Working Group to lay out the plant list plan. Jean also said that she was in negotiations with Cleaon Bradford of NRCS, to see when Freddy Trujillo could start designing the work that needs to be done. She said that the City of Tulsa has completed the work of killing grass and that the City said that they would like to work on some of the other aspects of the project in the winter time.

The Restoration Working Group met for the first time last week, and they would like to hold a charrette for February 25, 2016. Jean said that a charrette is a group of people who meet to discuss architectural features. She assumed that the group will consist of people from the Core, City of Tulsa, and people that work with OCC on stream restoration. The group will talk about what the big plans are for the entire watershed, and begin to refine it down to what monies are available for those projects.

We are putting together a Crow Creek Community (CC) newsletter which is almost ready to be released. The newsletter consists of a list of all the things that have been done this year with CC. She said that the newsletter would be helpful for Cheryl Cheadle because she has reports that she submits to the EPA, and Save our Streams. Jana Black asked who the letter newsletter goes to, and Jean said the entire CC Community mailing and distribution list. Jean also said that it would also be posted on social media sites.

Jean said that they are working on updating the Blue Thumb data interpretation, which would explain what is going on and how we know what we know. Jean said that if we could put the Blue thumb data online, we would be able to use it statewide. If they did put it online they would need another website. Blue Thumb was concerned about putting the data online and managing another website. Jean said that she met with a group called Code 4 Tulsa at a Code 4 Tulsa Hack Night which is a group of people who really like programming and work on things to benefit the community. They have been trying to figure out how to get citizens to work Crow Creek like help with monitoring. Jean said

that we did not have the ability to put professionals in the watershed 24/7. The group is working on a cell phone app that uses GPS to enter information like whether the creek is flooded, dry, and normal or even if there are any unusual smells coming from the creek. The information could be used to send notifications to monitor groups that would then come out to assess the problem. On a side note, Jean to see how the plans to have Ashley Rae, an OCC employee, move into the empty desk place was coming along. She did not know if the move was going to happen or not. Cleon said that the move had been approved by his supervisor. He also said that she had stopped by the office this morning to see where she would working and the office in general.

8. Adjourn:

Meeting adjourned at 6:02 PM

Next regularly scheduled meeting is January 14, 2016 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

2:05 PM
12/01/15
Accrual Basis

Tulsa County Conservation District
Profit & Loss
November 2015

	<u>Nov 15</u>
Income	
Administrative Income	66.64
OCC Reimbursements	<u>2,749.30</u>
Total Income	2,815.94
Expense	
Administrative Expense	366.47
Employee Benefits	151.28
Payroll	858.79
Payroll Tax	746.58
Telephone and Internet	<u>122.44</u>
Total Expense	<u>2,245.56</u>
Net Income	<u><u>570.38</u></u>

Tulsa County Conservation District Profit & Loss Detail November 2015

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Income								
Administrative Income								
Deposit	11/10/2015		Checking Acct 6407	Transfer from...		Arvest Checki...	66.40	66.40
Deposit	11/30/2015		Arvest	Interest Pay...		Arvest Checki...	0.17	66.57
Deposit	11/30/2015		Arvest	Interest Pay...		Arvest Special...	0.07	66.64
Total Administrative Income							66.64	66.64
OCC Reimbursements								
Deposit	11/25/2015		OCC	Reimburse...		Arvest Checki...	2,749.30	2,749.30
Total OCC Reimbursements							2,749.30	2,749.30
Total Income							2,815.94	2,815.94
Expense								
Administrative Expense								
Check	11/9/2015		Wal-Mart	Supplies for...		Arvest Checki...	66.40	66.40
Check	11/10/2015		Checking Acct 6407	Transfer to 6...		Arvest Special...	66.40	132.80
Check	11/12/2015		Wal-Mart	November B...		Arvest Checki...	9.96	142.76
Check	11/27/2015	8436	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	282.59
Check	11/27/2015		Go Daddy Web Hos...	Annual Go D...		Arvest Checki...	83.88	366.47
Total Administrative Expense							366.47	366.47
Employee Benefits								
Check	11/10/2015	8433	OCC	November 20...		Arvest Checki...	151.28	151.28
Total Employee Benefits							151.28	151.28
Payroll								
Check	11/13/2015	8435	Gabriel S Parker	November 1 -...		Arvest Checki...	858.79	858.79
Total Payroll							858.79	858.79
Payroll Tax								
Check	11/10/2015		IRS	941 Tax Pay...		Arvest Checki...	661.58	661.58
Check	11/17/2015		Oklahoma Tax Com...	October 201...		Arvest Checki...	85.00	746.58
Total Payroll Tax							746.58	746.58
Telephone and Internet								
Check	11/30/2015		COX Communicatio...	November 20...		Arvest Checki...	122.44	122.44
Total Telephone and Internet							122.44	122.44
Total Expense							2,245.56	2,245.56
Net Income							570.38	570.38

Tulsa County Conservation District
Profit & Loss Detail
November 2015

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Income								
Administrative Income								
Deposit	11/10/2015		Checking Acct 6407	Transfer from...		Arvest Checki...	66.40	66.40
Deposit	11/30/2015		Arvest	Interest Pay...		Arvest Checki...	0.17	66.57
Deposit	11/30/2015		Arvest	Interest Pay...		Arvest Special...	0.07	66.64
Total Administrative Income							66.64	66.64
OCC Reimbursements								
Deposit	11/25/2015		OCC	Reimbursem...		Arvest Checki...	2,749.30	2,749.30
Total OCC Reimbursements							2,749.30	2,749.30
Total Income							2,815.94	2,815.94
Expense								
Administrative Expense								
Check	11/9/2015		Wal-Mart	Supplies for ...		Arvest Checki...	66.40	66.40
Check	11/10/2015		Checking Acct 6407	Transfer to 6...		Arvest Special...	66.40	132.80
Check	11/12/2015		Wal-Mart	November B...		Arvest Checki...	9.96	142.76
Check	11/27/2015	8436	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	282.59
Check	11/27/2015		Go Daddy Web Hos...	Annual Go D...		Arvest Checki...	83.88	366.47
Total Administrative Expense							366.47	366.47
Employee Benefits								
Check	11/10/2015	8433	OCC	November 20...		Arvest Checki...	151.28	151.28
Total Employee Benefits							151.28	151.28
Payroll								
Check	11/13/2015	8435	Gabriel S Parker	November 1 -...		Arvest Checki...	858.79	858.79
Total Payroll							858.79	858.79
Payroll Tax								
Check	11/10/2015		IRS	941 Tax Pay...		Arvest Checki...	661.58	661.58
Check	11/17/2015		Oklahoma Tax Com...	Ocotober 201...		Arvest Checki...	85.00	746.58
Total Payroll Tax							746.58	746.58
Telephone and Internet								
Check	11/30/2015		COX Communicatio...	November 20...		Arvest Checki...	122.44	122.44
Total Telephone and Internet							122.44	122.44
Total Expense							2,245.56	2,245.56
Net Income							570.38	570.38

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 11-30-15
Account No:
002 555 142 E
Enclosures: 3

\$50 BONUS PLUS 2X REWARDS ON HOLIDAY SPENDING WITH A
NEW ARVEST CREDIT CARD BEFORE 1/4/16. ASK FOR DETAILS.

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

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

142
Balance Last Statement 10-31-15 4,689.42
+Deposits/Credits 2 2,815.70
-Withdrawals/Debits 9 2,179.16
-Service Charge .00
+Interest Paid .17
Balance This Statement 5,326.13

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

Date	Tracer	Description	Amount
11-30	9990000000000001	INTEREST PMT	.17

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

Date	Tracer	Description	Amount
11-09	15000001469920	813933 POS PIN PUR FROM CHK WM SUPERCENTER # BROKEN ARROW, OK 541	66.40-
11-10	239000000011540	WEB XFER FROM	66.40
11-10	314000000029407	IRS USATAXPYMT	661.58-
11-12	15000000805070	TULSA COUNTY CONSERVAT 967334 POS PIN PUR FROM CHK WM SUPERCENTER # TULSA, OK 541	9.96-
11-17	321000000103247	TAX PAYMENTS OK TAX PMT	85.00-
11-25	329000000282442	51231*RTNPYM*20151113*8500\ VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	2,749.30
11-27	331000000270147	GO DADDY WEB ORDER Secretary	83.88-
11-30	334000000168852	COX COMM TUL BANK DRAFT Tulsa County Conservat	122.44-

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

Check No.	Date	Amount	Check No.	Date	Amount
8433	11-10	151.28	8436	11-27	139.83
8435*	11-13	858.79			

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

Interest Paid this Year 2.88
Interest Withheld this Year .00

Continued on Next Page

Statement Date: 11-30-15

Account No:

TULSA COUNTY CONSERVATION DISTRICT

Average Collected Balance 4,072.90

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

Date	Rate	Date	Rate	Date	Rate
10-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
10-31	4689.42	11-09	4623.02	11-10	3876.56
11-12	3866.60	11-13	3007.81	11-17	2922.81
11-25	5672.11	11-27	5448.40	11-30	5326.13

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

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 11-30-15
Account No:
002 555 142 E
Enclosures:

\$50 BONUS PLUS 2X REWARDS ON HOLIDAY SPENDING WITH A
NEW ARVEST CREDIT CARD BEFORE 1/4/16. ASK FOR DETAILS.

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

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

142
Balance Last Statement 10-31-15 1,656.40
+Deposits/Credits .00
-Withdrawals/Debits 1 66.40
-Service Charge .00
+Interest Paid .07
Balance This Statement 1,590.07

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

Date	Tracer	Description	Amount
11-30	9990000000000001	INTEREST PMT	.07

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

Date	Tracer	Description	Amount
11-10	239000000011530	WEB XFER TO	66.40-

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

Interest Paid this Year .76
Interest Withheld this Year .00
Average Collected Balance 1,609.92

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

Date	Rate	Date	Rate	Date	Rate
10-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
10-31	1656.40	11-10	1590.00	11-30	1590.07

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

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

Statement Date: 11-30-15
Account No:
002 555 142 E
Enclosures:

\$50 BONUS PLUS 2X REWARDS ON HOLIDAY SPENDING WITH A
NEW ARVEST CREDIT CARD BEFORE 1/4/16. ASK FOR DETAILS.

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

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

142
Balance Last Statement 10-31-15 5,022.45
+Deposits/Credits .00
-Withdrawals/Debits .00
-Service Charge .00
+Interest Paid .21
Balance This Statement 5,022.66

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

Date	Tracer	Description	Amount
11-30	999000000000001	INTEREST PMT	.21

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

Interest Paid this Year 3.07
Interest Withheld this Year .00
Average Collected Balance 5,022.45

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

Date	Rate	Date	Rate	Date	Rate
10-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
10-31	5022.45	11-30	5022.66		

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

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

Statement Date: 11-30-15
Account No:
002 555 150 E
Enclosures:

\$50 BONUS PLUS 2X REWARDS ON HOLIDAY SPENDING WITH A
NEW ARVEST CREDIT CARD BEFORE 1/4/16. ASK FOR DETAILS.

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

```
***** BUSINESS MONEY MARKET *****
                                           150
Balance Last Statement 10-31-15          16,671.70
+Deposits/Credits                               .00
-Withdrawals/Debits                             .00
-Service Charge                                 .00
+Interest Paid                                  1.37
Balance This Statement                        16,673.07
***** DESCRIPTIVE TRANSACTIONS *****
Date      Tracer      Description      Amount
11-30    999000000000001  INTEREST PMT      1.37
***** INTEREST SUMMARY *****
Interest Paid this Year                      17.38
Interest Withheld this Year                   .00
Average Collected Balance                   16,671.70
***** INTEREST RATE SUMMARY *****
Date      Rate      Date      Rate      Date      Rate
10-31     .100
***** DAILY BALANCE SUMMARY *****
Date      Balance    Date      Balance    Date      Balance
10-31     16671.70    11-30     16673.07
```

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

Performance Worksheet/Operational Tasks

Use this form July 1, 2013 to June 30,

Tulsa County

Conservation District:

December-15

Month & Year

Day of Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Conservation Planning

Customer service toolkit data entry																												
Conservation plan maintenance																												
Assemble plan components																												
Conducts on-site inspections																												
Provide practice check out services																												
Development of plan and soil maps																												
Other																												

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																												

Administrative Assistance for Farm Bill Programs

Filing	X	X	X	X				X	X	X	X			X	X	X	X	X			X	X	X					
Updating General Manual and FOTG																												
Reception	X	X	X	X				X	X	X	X			X	X	X	X	X			X	X	X					
General office correspondence	X	X	X	X				X	X	X	X			X	X	X	X	X			X	X	X					
Record of meeting minutes																												
Maintain office schedules	X																											
Maintain ledgers	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																												
Update and maintain LTP-003																												

Other Farm Bill Activities (add as needed)

SHT Workshop Planning																												
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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 satisf.


 Conservation District Board Representative (Signature & Date)


 NRCS District Conservationist (Signature & Date)

*Emailed to Lisa
1/26/14*

Re: Extension on pond

Joyce Mar [jyc_mar@yahoo.com]

Sent: Friday, November 06, 2015 7:22 PM

To: Tulsa County CD

Let's go ahead and put in for June 15th 2016, then. Hopefully we will be able to get it done before then, but if not we will have a little leeway.

Thank you,

Joyce

From: Tulsa County CD <tulsaccd@conservation.ok.gov>

To: Joyce Mar <jyc_mar@yahoo.com>

Sent: Friday, November 6, 2015 10:07 AM

Subject: RE: Extension on pond

Happy Friday Joyce,

How long of an extension do you need? I go as far out as June 15, 2016 only because I have to have the paperwork sent to OKC by June 30th.

Gabriel Parker

Tulsa County Conservation District

From: Joyce Mar [jyc_mar@yahoo.com]

Sent: Friday, November 06, 2015 10:00 AM

To: Tulsa County CD

Subject: Extension on pond

Gabriel,

I am writing to ask for an extension on the share money for the pond. Please contact me if I need to do anything further.

Thank you,

Joyce and Michael Marcou

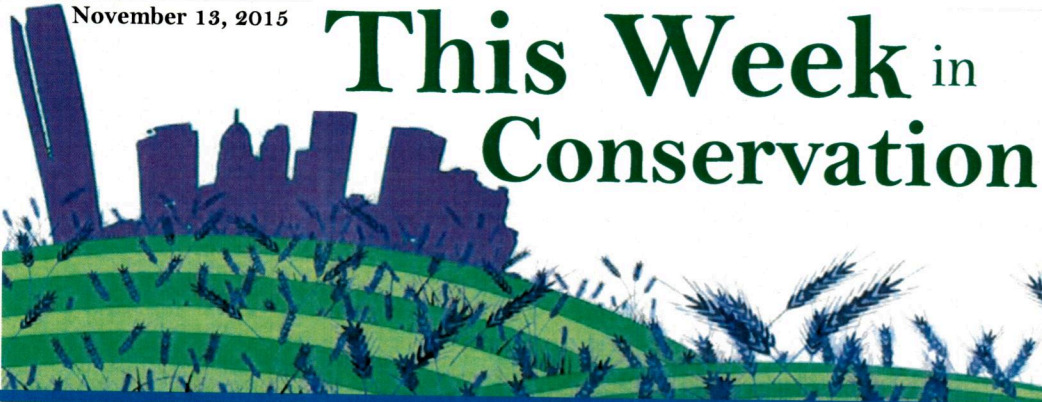
15309 E 161st ST S

Bixby, OK. 74008

918-232-4983

November 13, 2015

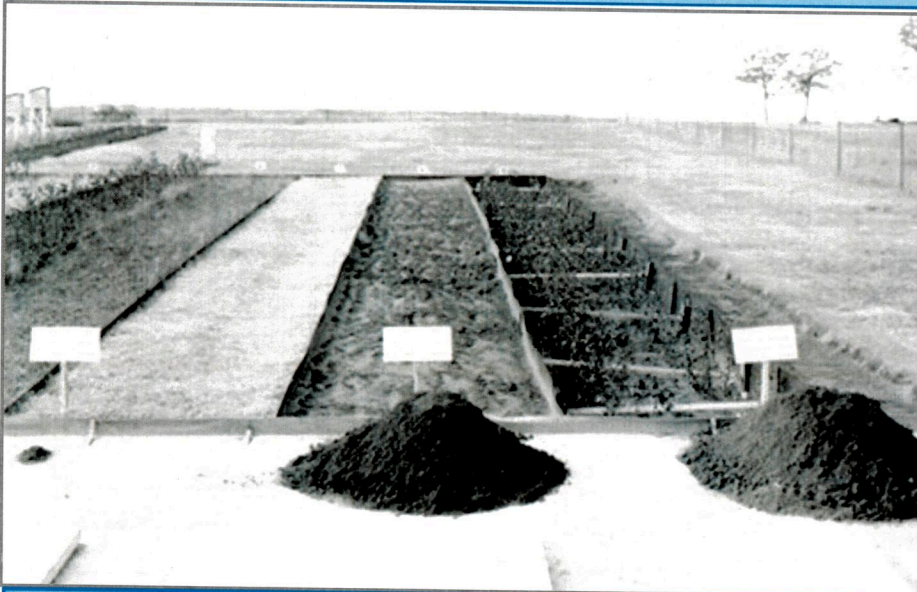
This Week in Conservation



This is an internal newsletter intended for Conservation Commission and district staff, directors, and partners.

Calendar of Events

- 11/17 - Area II Mtg—OKC
- 11/19 - Area V Mtg—Wilburton
- 11/20 - Kay CCD
Cover Crop Field Day
- 12/1 - North Caddo CD
Soil Health Training
- 12/3 - Murray CCD
Soil Health Training

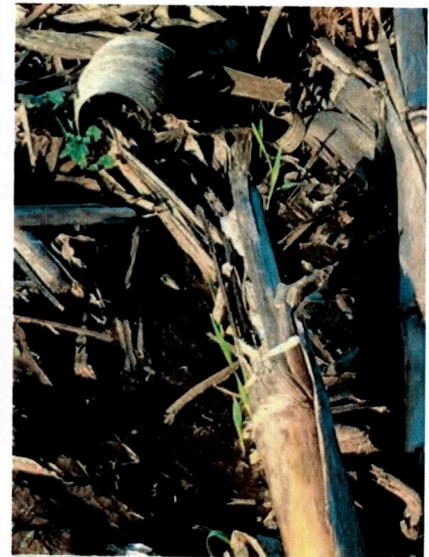


Nostalgia in Guthrie

Established in 1929, research plots at the Red Plains Conservation Station were used to measure soil loss from Bermuda grass, bare hard fallow, and de-surfaced plots.

Today, our friends at OACD are taking this concept to the next level with a grant project to turn large acreages into conservation demonstration farms. If you're interested in being on the cutting-edge of conservation, complete your application today:

www.okconservation.org/healthy-soils

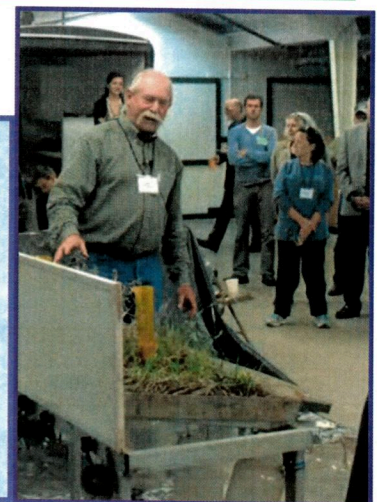


Residue from the previous crop as seen here on Executive Director Lam's farm protects soil from erosion and keeps soil microbes fed and sheltered through even the toughest winters.

Compost

The first annual Compost Conference was held in Norman recently. OCC Soil Scientist, Greg Scott, used the rainfall simulator to teach the value of not tilling, which allows the soil to sustain its productive properties.

- Compost increases the water holding capacity of soil, reducing watering needs.
- Compost stabilizes pH and improves the soil's ability to hold nutrients.
- Compost can help in binding and degrading specific pollutants.
- Compost supplies valuable nutrients and organic matter to soil.
- Compost improves soil structure, improving the porosity and bulk density to ensure a healthier root environment.





Hey! Have you checked your Smoke and CO2 Detectors lately? If you haven't already, change the batteries and test them. This has been a friendly public service announcement brought to you by **Cleveland CCD** and the cute kid in the smoke detector costume!



Outstanding!

Buck Hutchens was honored as the 2015 Area 1 Outstanding Cooperator for Oklahoma Association of Conservation Districts. Presenting the award to Buck and Aidreana are **Woodward CCD** Directors Mead Ferguson, Duane Mote and Elmer Maddux.

Districts, Please send us descriptions and pics from your fall events!



Doing Science in Nature

Students enrolled in biology at the College of the Muskogee Nation in Okmulgee learned stream ecology first hand from Blue Thumb's Cheryl Cheadle.



These three city lots in Tulsa had to be purchased by the city because they are at a bend in Crow Creek and increased runoff due to infill building caused unstable banks and flooding during heavy rain events. As part of Blue Thumb's Crow Creek project, OCC Coordinator Jean Lemmon, and a project landscaping committee of community volunteers and experts are working with the city to use this neighborhood site as a demonstration feature to show alternative landscaping that can protect both the creek and the local residents. The Bermuda grass and weeds have been killed and will be replaced with native short grasses and wildflowers to provide food and shelter for pollinators and songbirds.

Southern SOIL HEALTH Conference

JOIN US FOR A WINTER GETAWAY
in Ardmore, Oklahoma
JANUARY 12-13, 2016

The Second Annual Southern Soil Health Conference,
hosted by Green Cover Seed,
is an educational opportunity for Producers and Land Owners.

This conference will focus solely on soil health, cover crops and grazing. It is for producers and land owners and will feature many farmers as speakers and presenters. Keynote speakers include Dr. Allan Williams, Steve Tucker, John Heerman, and Darin Williams.

Sponsored in part by:

The Samuel Roberts Noble Foundation • Farm Foundation • No-Till on the Plains • Southern SARE
Texas Grazing Land Coalition • Dixon Water Foundation • Oklahoma Association of Conservation Districts
Oklahoma Conservation Commission • Sand County Foundation • Natural Resource Defense Council

Registration Cost

Early Bird - Through November 30	\$125 Per Person	\$75 - Your Spouse
Pre-Registration - December 1-31	\$150 Per Person	\$75 - Students (13 & up)
Registration - January 1-12	\$175 Per Person	FREE - Children (12 & under)

Please see www.greencoverseed.com for more details.

Statutory & Policy Requirements

a. District holds at least 10 monthly board meetings per year.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
b. Two signatures are required on checks - with at least one being a board member.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
c. Bank statement reconciliations are reviewed in board meeting and initialed by board member - not an office employee.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
d. Sufficient bonding in place for any person who deals with finances of the district.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
e. District has an employee job description on file for each employee and employee evaluations are conducted at least one time a year.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
f. Joint Annual Plan of Operations submitted by July 1st of each year.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
g. District Budget Request submitted by July 15th of each year.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
h. Financial materials are delivered to auditor by Sept. 1st of each year.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
i. Annual Report is submitted by Sept. 1st of each year.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
j. Minutes of board meetings are submitted via email to OCC at least five days after approval at board meeting.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
k. The District has updated their Long Range Plan within the past 5 years.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Conservation District Activities

A. Conservation Programs

1. Cost Share

Percentage of Allocated Funds Spent in a Program Year

Meeting Current Natural Resource Concerns as determined by the local district board (rate 1 - 5) 1 = Low 5 = High

Monthly reports submitted by the 5th of each month

<input type="checkbox"/>	%
<input type="checkbox"/>	Rating
<input type="checkbox"/>	Yes <input type="checkbox"/> No

2. Flood Control Program

Are Watershed Inspections completed by established deadline?

Do Directors actively participate in watershed inspections?

Is the Watershed O&M Plan completed based on the most recent inspections?

How many sites was O&M performed on based on Watershed O&M Plan?

Was technical or financial assistance requested from OCC to perform O&M?

If yes, how many sites was O&M performed on?

Are local funds expended on watershed O&M?

If Yes, approximate amount of funds expended:

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	No. of sites	<input type="checkbox"/>	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	No. of sites	<input type="checkbox"/>	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
\$ <input type="text"/>			

3. Water Quality Program

Does your district have a Blue Thumb Program?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Does your district participate/interact with the OCC-WQ Monitoring Staff?

Does your district evaluate wetlands?

Does your district participate in any of the following:

CREP	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Priority Watershed Implementation Project	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
RCPP	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

4. Soil Health

Did District Staff or Directors attend soil health training?

If Yes, how many attended?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	No. of Directors	<input type="checkbox"/>	
<input type="checkbox"/>	No. of Staff	<input type="checkbox"/>	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Did the District host a soil health training?

Has the District established a demonstration farm?

5. Conservation Technical Services

Does the district provide assistance to partners (i.e. NRCS)?

Do district staff provide technical assistance/services directly to customers?

Does the district serve as the local resource for all conservation related inquiries?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

6. Other (List any other types of Conservation Programs here)

- 1.
- 2.
- 3.
- 4.
- 5.

B. Financial Stability

1. Fixed Assets - Equipment

Income Generating Strength (rate 1 - 5) 1 = Low 5 = High Rate total program

Conservation Related Strength (rate 1 - 5) 1 = Low 5 = High Rate total program

<input type="checkbox"/>	Rating
<input type="checkbox"/>	Rating

Conservation Strength is defined by how well the activity directly relates to the natural resource concerns identified by the district.

Equipment Rentals (check all that apply)

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Sprigger | <input type="checkbox"/> Econ-O-Mover | <input type="checkbox"/> Lime Spreader |
| <input type="checkbox"/> No-Till Drill | <input type="checkbox"/> Weed Wiper | <input type="checkbox"/> Seeder |
| <input type="checkbox"/> Grass Drill | <input type="checkbox"/> Aerator | <input type="checkbox"/> Trailer |
| <input type="checkbox"/> Pasture Sprayer | <input type="checkbox"/> Tractor | <input type="checkbox"/> Portable Corrals |
| <input type="checkbox"/> Yard Sprayer | <input type="checkbox"/> Post Driver | <input type="checkbox"/> Rock Picker |
| <input type="checkbox"/> Gopher Machine | <input type="checkbox"/> Auger | <input type="checkbox"/> Bale Trailer |
| <input type="checkbox"/> Root Trailer | <input type="checkbox"/> Scraper | <input type="checkbox"/> Root Plow |
| <input type="checkbox"/> Prescribe Burn Equipment | <input type="checkbox"/> Brush hog | |

Other: please list

- 1.
- 2.
- 3.
- 4.
- 5.

2. Fixed Assets - Infrastructure

District Owned Office Building

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

District Owned Shop or other type structure

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

District Owned Land

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

Other: Please List

- 1.
- 2.
- 3.

3. Sale of Goods

Income Generating Strength (rate 1 - 5) Rate total program.

<input type="checkbox"/>	Rating
--------------------------	--------

Conservation Related Strength (rate 1 -5) Rate total program.

<input type="checkbox"/>	Rating
--------------------------	--------

Conservation Strength is defined by how well the activity directly relates to the natural resource concerns identified by the district.

Goods Sold (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Grass Seed | <input type="checkbox"/> Fertilizer |
| <input type="checkbox"/> Irrigation Supplies | <input type="checkbox"/> Polyacrylamide |
| <input type="checkbox"/> Trees | <input type="checkbox"/> Freeze Proof Tanks |
| <input type="checkbox"/> Plat Books/Maps | <input type="checkbox"/> Soil Survey |
| <input type="checkbox"/> Gopher Bait | <input type="checkbox"/> Vegetable Plants |

Other: please list

- 1.
- 2.
- 3.
- 4.
- 5.

4. For Fee Conservation Services (defined as services provided to district customers)

Income Generating Strength (rate 1 - 5) Rate total program.

<input type="checkbox"/>	Rating
--------------------------	--------

Conservation Related Strength (rate 1 -5) Rate total program.

<input type="checkbox"/>	Rating
--------------------------	--------

Conservation Strength is defined by how well the activity directly relates to the natural resource concerns identified by the district.

Conservation Services (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Grass Sprigging | <input type="checkbox"/> No-Till Drilling |
| <input type="checkbox"/> Water Well Testing | <input type="checkbox"/> Soil Sampling |
| <input type="checkbox"/> Aerial Photos / Maps | <input type="checkbox"/> Lawn Mowing |
| <input type="checkbox"/> Invasive Species Removal | <input type="checkbox"/> Skid Steer / Brush Control |
| <input type="checkbox"/> Disking | <input type="checkbox"/> Brush hogging |
| <input type="checkbox"/> Welding | <input type="checkbox"/> Farm Labor |

Other: please list

- 1.
- 2.
- 3.
- 4.
- 5.

5. Grants & Donations

Does the district solicit donations for programs and activities? Yes No

If Yes, please give examples of donors (dollar figures not needed):

Did the district submit grant proposals for programs this year? Yes No

If Yes, please list the grant proposals submitted?

If Yes, was the district successful in receiving funds? Yes No

C. Outreach / Education

Adult Education (check all that apply)

- | | | |
|---|----------------------|--------------------------|
| <input type="checkbox"/> Field Days | Number of Field Days | <input type="checkbox"/> |
| <input type="checkbox"/> Seminars | Number of Seminars | <input type="checkbox"/> |
| <input type="checkbox"/> Workshops | Number of Workshops | <input type="checkbox"/> |
| <input type="checkbox"/> Demonstration Farm | | |
| <input type="checkbox"/> Annual Local Meeting | | |

Other: please list

- 1.
- 2.
- 3.
- 4.
- 5.

Youth Education (check all that apply)

- | | | |
|--|----------------------------|--------------------------|
| <input type="checkbox"/> Natural Resource Days | Number of Resource Days | <input type="checkbox"/> |
| <input type="checkbox"/> Classroom Visits | Number of Classroom Visits | <input type="checkbox"/> |
| <input type="checkbox"/> Library Programs | Number of Library Programs | <input type="checkbox"/> |
| <input type="checkbox"/> Youth Board | | |
| <input type="checkbox"/> Land judging | | |
| <input type="checkbox"/> Scholarship | | |

Other: please list

- 1.
- 2.
- 3.
- 4.
- 5.

Information (check all that apply)

- Social Media - Website Facebook Twitter
- Print Media - News Articles News Column Advertisements
- Newsletter
- Radio / TV - Advertisements Radio / TV Show
- Fairs / Exhibits - _____ Number of Events

Other: please list

- 1.
- 2.
- 3.
- 4.
- 5.

Board Effectiveness

- Board Attendance - members attend 80% or greater of all meetings Yes No
- Board Contact - members are in contact with office more than just on meeting day Yes No
- Board Participation in Outreach / Education events -(Rate 1 - 5) 1 = Low 5 = High Rating
- Board actively recruits new or associate members Yes No
- Board Members participate in: (number of members at each event)
 - Area Meeting
 - State Meeting
 - National Meeting
- Board Members actively promote the District in the community? Yes No
Describe how:
- Board Members assist with efforts to earn local funds? Yes No
Describe how:
- Board Members actively participate in landowner/producer/customer conflict resolution. Yes No

Current Natural Resource Concerns

What is the district doing to address the current natural resource concerns?

- 1.
- 2.
- 3.

Emerging Conservation Issues

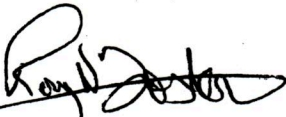
What is the district doing to address emerging conservation issues?

- 1.
- 2.
- 3.

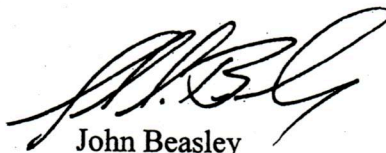
TULSA COUNTY CONSERVATION DISTRICT
5401 S Sheridan Suite 201 Tulsa, OK 74145
PHONE: (918)280-1595 FAX: (918)280-1594

During the regular meeting of the Tulsa County Conservation District (TCCD) held this date, directors have reviewed and hereby adopted changes to the attached *Policy Manual* to provide guidance and rules for use by TCCD board members and employees in carrying out the day-to-day business of the District. This *Manual* supersedes all policy previously adopted and will remain in effect until further action is taken. All modifications to this *Policy Manual* must be made by official action of the Board of Directors of the Tulsa County Conservation District during a regularly scheduled board meeting.

Date: June 17th, 2010



Roy Foster
Chairman



John Beasley
Vice-Chairman



Craig Thurmond
Secretary/Treasurer



Michael Patton
Member



Scott VanLoo
Member

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Tulsa County Conservation District

POLICY MANUAL

1. Workweek

Employee work schedules are determined by the TCCD Board of Directors and may include one of the following options: ten eight-hour days; eight ten-hour days; or a flex schedule consisting of eight nine-hour days, one eight-hour day, and one day off every two weeks. The Board of Directors reserves the right to alter an employee's schedule seasonally or as they deem necessary to achieve the goals of the District. Generally, these working hours must fall between 6AM and 6 PM.

The workweek for the full-time Secretary will be 8:00 am to 4:30 pm Monday through Friday, with a 15-minute break each morning and each afternoon and a half hour lunch break.

In lieu of taking the 30 minutes of breaks the employee may take a 1 hour lunch.

2. Employment

Full-time employment consists of 40 hours per week, 52 weeks per year. Part-time employment will be determined and specified by the Board of Directors upon hiring.

3. Standard of Conduct and Ethics

Employees are expected to fulfill the duties of their position and to behave at all times in a professional manner befitting the position. At all times, they must treat everyone with respect and courtesy. They must devote full-time attention and effort to the duties and responsibilities of their position during assigned hours of duty. In performing official activities, employees must pursue the common good and not only be impartial but also act so that there can be no question of impartiality. Employees must not engage in any employment, activity or enterprise that is inconsistent, incompatible or in conflict with their duties or with the duties, functions or responsibilities of the conservation district.

4. Dress Code

According to the Oklahoma Conservation District Handbook's section on Personnel Management page 6-13, "Employees should dress appropriately for the day's work and with respect to the position held. District directors may establish a dress code by taking official action at a board meeting and recording it in the minutes."

Employees of the Tulsa County Conservation District work with the public in a variety of tasks on a day to day basis. In order to present a good image to the public and for the safety of employees the following dress code has been established. On some occasions employees are attending business meetings, assisting customers, giving adult and/or youth presentations, or performing field work. For each of these tasks appropriate dress may be different. District t-shirts, polo shirts, and sweaters are the preferred "uniform" for many such situations. District issued shirts and sweaters are not to be altered in any way that affects their professional appearance and should be returned to the district at the end of employment.

Dress for Business Meetings and Adult Presentations:

Appropriate Employee dress for this type of event includes business dress such as blouse or collared shirt with slacks or skirt, business suit, appropriate business shoes, and employees should have a neat and clean appearance.

Inappropriate Employee dress for this type of event would include items such as t-shirts, jeans, shorts, worn, torn, or dirty clothing, revealing clothing such as short skirts and low cut or see through blouses, and other casual dress items.

Dress for General Office Days

Appropriate Employee dress for days in the office include items such as shirts or blouses, slacks, skirts, jeans, dress shorts are appropriate as long as they are not torn, dirty, or faded, and other casual dress items that are neat in appearance.

Inappropriate Employee dress for days in the office include items such as t-shirts with inappropriate logos, political statement, mid-drift shirts, tank tops, short skirts, or other revealing or inappropriate clothing.

Dress for Youth Presentations

Appropriate Employee dress for presentations to youth include items such as shirts or blouses, t-shirts(with appropriate logos only), slacks, skirts, jeans are appropriate as long as they are not torn, dirty, or faded, and other casual dress items that are neat in appearance.

Inappropriate Employee dress for presentations to youth include items such as t-shirts with inappropriate logos, mid-drift shirts, tank tops, short skirts, or other revealing or inappropriate clothing.

Dress for Field Work

Appropriate Employee dress for Field Work is dependent on the environment and weather conditions. It is suggested that employees bring sun screen, bug spray and a change of clothes during field work days in case of exposure to poison ivy, mud, or water.

Inappropriate field work dress includes items such as revealing shirts or any clothes inappropriate for the environment employee is working in (for example: wearing shorts and open toed shoes while walking in an area known to have poison ivy, snakes, ticks or other dangerous elements is not acceptable).

Other Dress Code Items

Professional employee appearance should be taken into consideration at all times. Any item of clothing or jewelry that contains foul language, political or obscene images or wording should not be worn.

Violations of Dress Code

The District Manager will determine what is or is not appropriate work attire. If need be the Tulsa County Conservation District Board of Directors will be contacted to communicate with employees if specific items of dress are not deemed appropriate, and if employees repeatedly violate dress codes District Manger and/or Directors will take appropriate action as deemed necessary. Tulsa County Conservation District Board of directors recommends employees adhere to the above dress codes for the purposes of presenting a good image to the public and for employee safety reasons. If any employee has

questions or concerns regarding this dress code the District Manager encourages the employees to communicate that to them. The District Manager and the Board will consider all employee concerns related to cultural, religious, physical, or other personal considerations regarding employee dress codes.

5. Punctuality

Employees should be punctual when reporting for work, meetings, appointments, etc. If something occurs that will make an employee be late, he/she should call the District Manager to make other employees in the building aware of the situation and when the employee expects to arrive at the office. Employees who habitually arrive at work late, return from lunch late and/or leave before the designated quitting time shall be subject to discipline by the Conservation District Board, ranging from a warning to termination.

6. Supervision

Employees of the Tulsa County Conservation District are under the supervision of the District Manager and the Board of Directors. The Chairman of the Board is designated as the direct supervisor for the District Manager, with the chain of command to be followed in his/her absence. The District Manager is designated as the direct supervisor for all other full- or part-time employees of the District, whether permanent or temporary.

7. Chain of Command

Whenever employees of the Tulsa County Conservation District have concerns which need to be addressed before the next board meeting, they are to follow the chain of command. The designated chain of command is as follows: (1) District Manager, in the event that a situation arises that can not be resolved by the District Manager an employee may request a meeting with the District Manager and the Chairman of the Board or the whole of the District Board of Directors. (2) The District Manager is supervised directly by the Chairman of the Board. In the event that a situation arises that can not be resolved solely by the Chairman the District Manager may request a meeting with the entire Board of Directors.

8. Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment is unwelcome verbal or physical conduct which is made either explicitly or implicitly. For example, a term, condition, or privilege of employment; or when submission to or rejection of such conduct is used as a basis for making an employment decision affecting an individual; or when such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Prevention is the best tool to eliminate sexual harassment in the workplace. It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. TCCD will take necessary steps to prevent sexual harassment from occurring. Sexual harassment will not be tolerated.

Supervisors and managers should be able to resolve substantiated complaints of less severe sexual harassment perpetrated by TCCD Directors, staff or volunteers in the early stages where formal counseling requiring cessation of the misconduct is needed. However, severe sexual harassment, most severe sexual harassment, and repeated offenses of less severe sexual harassment warrant stronger disciplinary action.

The type of disciplinary action recommended or taken will be based on the severity of the misconduct, the sexual harasser's previous conduct, the presence or absence of any previous disciplinary action, the level of responsibility at which the sexual harasser is employed, and other circumstances surrounding the complaint.

By our words and actions, each of us must demonstrate a commitment to equal opportunity for all individuals. We must strive for a workplace that respects differences and embraces diversity. Our programs and services must be accessible and delivered to all of our customers fairly and with dignity. There can be no exceptions or excuses.

9. Financial Management

Office Purchases

The District Manager is authorized to (or to give authorization to the District Secretary or the Conservation Program Specialist) purchase office supplies in reasonable quantities as needed on a day-to-day basis. Occasional purchases, such as supplies for educational uses or for special events, are to be discussed and decided upon at a board meeting prior to committing to purchase these items.

Petty Cash Policy

- I. Only two Petty Cash funds will be maintained at TCCD offices: TACF Board and TCCD Board funds.
- II. No more than \$25 in each fund should be kept at any given time, for a maximum of \$50 Petty Cash total in the TCCD offices at any time.
- III. Only a single fund for each Board should be maintained; there should be no subdividing of Petty Cash into sub-categories.
- IV. All Petty Cash for both Boards shall be kept in a single location – the locked safe in the District Manager's office.
- V. The safe should be locked at all times when not in use, and immediately locked after each use.
- VI. The District Manager's office door should be locked at all times when the District Manager is not present in the building.
- VII. Every Petty Cash transaction must be recorded in writing in a journal, one journal for TACF Board and another journal for TCCD Board.
- VIII. All Petty Cash transactions will be for reimbursement only, except in the rare case when cash MUST be used immediately to pay a small transaction.
- IX. Every Petty Cash withdrawal must have a sales receipt for reimbursement or written notation of purchase intent for cash advance, after which the sales receipt will be placed in the Petty Cash Journal.

- X. All such receipts will be kept with the appropriate journal.
- XI. Each journal shall record the following at the time of each Petty Cash withdrawal:
- a. Date of transaction
 - b. Name of recipient of Petty Cash
 - c. Name of person disbursing Petty Cash
 - d. Purpose of transaction
 - e. Name of establishment paid by Petty Cash or for which the purchase is being reimbursed
 - f. The balance of funds before and after every Petty Cash transaction.
- XII. Both TACF and TCCD Boards have infrequent meetings to authorize reimbursements of expenses incurred for amounts greater than what Petty Cash can reimburse. It is herein established that legitimate out-of-pocket expenses incurred by staff or Board members up to \$200 can be reimbursed from the appropriate TCCD or TACF checking account by any two authorized signatories on the accounts without pre-authorization by either Board. Reimbursable expenses greater than \$200 must be authorized by the appropriate Board.

Expense Reimbursement

Conservation district employees and directors are entitled to reimbursement of actual expenses incurred in performing district business. Such reimbursable expenses may include any reasonable public or private transportation, registration fees, meals and lodging. Meals may be reimbursed when they are part of a meeting or when they must be purchased individually because of being out of town on district business. These claims are subject to board approval and employee reimbursement depends on how reasonable the expenses are.

The actual cost of lodging will be paid when the employee stays in the hotel/motel where he/she is attending a meeting; when the employee must stay overnight under other circumstances, lodging will be paid at the current state rate, whether in Oklahoma or out of state. All overnight trips must have prior board authorization. All reimbursements must be documented with receipts. Any expenses not eligible for reimbursement from OCC will be paid from the district's locally-earned funds.

Mileage Reimbursement

The Tulsa County Conservation District will reimburse its employees for actual mileage incurred at the current state rate when the driving is necessitated by the employee's job and when using a personal vehicle for such purpose. Mileage reimbursement in a personal vehicle cannot exceed the mileage to and from the office. Under no circumstances is an employee to be paid mileage for driving to and from home.

10. Inclement Weather

In the event of inclement weather the District Conservationist and District Manager will stay in contact. If it is believed that the office should be closed the Chairman of the Board or the Vice Chair in the absence of the Chairman will be notified. The Chairman or the Vice Chair in the absence of the Chair of the Tulsa County Conservation District will be designated as the person having the authority to authorize leave for district employees when weather

conditions warrant. Any leave approved will be taken as enforced leave or annual leave or as compensatory leave if the employee has already worked enough time that week to do so, or the employee may make up the time within the workweek.

11. Daily Activity Timesheet and Leave Records

Each district employee, whether full- or part-time, must keep a *Daily Activity Timesheet and Leave Record*, Form OCC-5B. Employees must record work activities for each day while in pay status and sign the form at the end of the payroll period.

12. Payroll Procedures

District employee payroll will be rendered twice a month. Payment is on the 15th (If the 15th falls on a weekend, payment is to be made on the Friday before the 15th) and the last working day of each month by a district check. Under no circumstances can an employee be paid in advance.

13. Exempt/Non-Exempt Employees

An *FLSA exempt employee* is one who *is not covered* by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA or Act).

An *FLSA nonexempt employee* is one who *is covered* by the minimum wage and overtime provisions of the Act.

The positions of Secretary I is classified as non-exempt. Those of District Manager and the Conservation Program Specialist are classified as exempt.

14. Compensatory Time

Overtime and compensatory time are accrued by workweek, not by pay period. No cash payments will be made to either exempt or non-exempt employees for compensatory time worked. Accrued compensatory time must be exhausted prior to annual leave. Non-exempt employees will earn compensatory time at the rate of 1 ½ hours for every hour over 40 hours worked when necessary because of additional activities or emergencies. Exempt employees will earn compensatory time on an hour-for-hour basis for each hour worked over 40 hours because of additional activities or emergencies. The maximum compensatory time which may be accrued is 240 hours and the compensatory leave must be taken within 180 days, with the provision that this time period can be extended to an additional 180 days upon approval by the Board. Any compensatory time still on the books after 180 days and not extended by the Board will be dropped.

15. Types of and proper use of leave

Only those employees on a full-time permanent basis will be eligible to accrue, use or receive pay for sick, annual or holiday pay; temporary employees and other limited- term employees

are not eligible for this. Leave (annual, sick and holiday) or lack thereof for all employees, whether full-time or otherwise, will be specified by the Board upon the individual's hiring. Leave accrues only when an eligible employee is in pay status and cannot be taken in advance. Leave accrues on the last day of the month and may not be used until the following month. Form OCC-6C, *Individual Leave Record*, must be maintained. Leave known about in advance should be indicated on Form OCC-6D, *Approval of Leave*, and should be submitted for approval by the Board prior to taking leave.

Annual and sick leave accrual rates and accumulation limits are based on total service with the district; this includes service as a probationary and subsequently permanent employee but does not include periods of employment as a temporary or seasonal employee.

Annual leave

Annual leave is to be used for vacations, personal business and other time off not covered by sick leave or holiday provisions. Annual leave cannot be taken in advance. Accrued annual leave may be used for sick leave if an employee has exhausted all available sick leave. Holidays falling within a period of annual leave will not be taken off the employee's leave time. Employees must work the day before or the day after a holiday to receive holiday time. Annual leave accumulated by an employee may not exceed that afforded to state employees as specified in the following table:

(1) YEARS OF SERVICE	(2) ACCRUAL RATE	(3) ACCUMULATION LIMITS	(4) MAXIMUM ACCRUAL STATUTORY LIMIT	(5) EXCESS THAT CAN BE ACCRUED
0-5	10 hr/month	30 days	240 hours	360 hours
5-10	12 hrs/month	60 days	480 hours	624 hours
10-20	13.33 hrs/month	60 days	480 hours	640 hours
Over 20 years	16.67 hrs/month	60 days	480 hours	680 hours

Employees can accumulate annual leave in excess of the statutory limit (Column 4), but all of it must be used within the 12 months following accrual. Column 5 is the absolute maximum number of hours that can be on the books at any time. Any amount over this number (Column 5) will be dropped on the last day of the month.

Sick leave

Sick leave is to be used when employees are prevented from working because of sickness, injury, medical reasons (surgical, dental, optical examinations) or jeopardy to other people's health if present at work. Each employee earns 10 hours of sick leave per month, no matter how many years of service he/she has. There is no maximum accumulation for sick leave. Sick leave cannot be used for annual leave, and it cannot be taken in advance.

No accrual of either annual or sick leave in excess of the statutory limit will be paid if the employee leaves the district, nor can this leave be transferred or deferred if the employee is over the limit in Column 4 of the annual leave chart on Page 9.

Enforced leave

Enforced leave may be used when absence from the job is necessary because a member of the employee's immediate family or household requires care due to illness or injury, in the case of death in the immediate family or household or in the event of personal disaster. The number of days granted will be governed by the circumstance of the case but in no event can

it exceed 10 days (80 hours) per calendar year. This must be charged against the employee's sick leave and may not be granted in excess of accumulated sick leave.

Family leave

Family leave can be granted up to the limit of 12 weeks (480 hours) in a twelve-month period for any Family and Medical Leave Act qualifying event, which includes the birth of a child; the placement of a child for adoption or foster care; care for a child, spouse or parent who has a serious health condition; or a serious health condition of the employee. Employees can account for time off by using accrued annual or sick leave or can request leave without pay.

Leave Sharing

When the Oklahoma Conservation Commission authorizes the granting of shared leave to another employee within the conservation family, employees of the Tulsa County Conservation District may voluntarily donate accumulated annual or sick leave to that employee by completing the appropriate forms. An employee of the conservation district meeting the requirements for requesting leave from other employees must first have official board approval, and a board member must sign the *Leave Recipient Request* form so it can be submitted to the Oklahoma Conservation Commission for its approval.

16. Longevity

District employees, who have been continuously employed for a minimum of two years, working more than 1,000 hours a year, are eligible for an annual longevity payment based on the schedule set by the Legislature. A break in service of more than 30 calendar days will mark an end to continuous service. An employee reinstated or rehired after a break in service must be continuously employed for two years to become eligible and to get credit for prior service.

17. Office/Storage Room Policies

Each employee is expected to keep his/her portion of the office space clean and neat. This includes dusting the desk area but does not include janitorial duties such as dusting in other portions of the office, vacuuming, etc. (unless the employee has created the mess that needs to be cleaned up). All employees will share in the responsibilities of removing recycled materials, filling of ice trays, making coffee, watering plants, removing trash and putting up supplies that have been ordered. All items are to be filed and/or stored in an efficient manner. All correspondence, financial and general information is to be maintained in the office file cabinets and filing shelves using a system that is understandable and easily accessible by employees and/or directors needing to find these items. All confidential material, such as minutes of executive sessions, bank deposit slips and checkbook, and any cash and/or checks that have not yet been deposited in the bank shall be stored in the District's locked file cabinet. Items not meant for public viewing should not be left where they are easily accessible.

The Conservation Program Specialist is expected to maintain the district storage rooms and their contents, the conference room, and volunteer room in a clean and organized manner. The District Manager and Conservation Program Specialist are expected to conduct an inventory of the items stored in the district storage rooms at least twice per year. All staff

entering the storage rooms is expected to insure that all doors are locked when they leave the building.

18. Copies

Effective March 1, 2007

Employees of the Tulsa County Conservation District may make copies of maps and other documents upon request. All Businesses and Groups will be charged \$20.00 per map site pull and \$2.00 per copy. Private landowners may receive these copies for free. If someone believes their business, group or agency should be granted an exception, a request must be submitted to and approved by the Board of Directors

If the copying job request will involve a number of pages and/or will occupy a large amount of the employee's time, charges will be accordingly, with the employee verifying the amount of the charges with the District Manager, OCC and/or Board of Directors.

19. Assistance to Other Agencies

Because of the working agreement between the Tulsa County Conservation District, Tallgrass RC&D, and the Natural Resources Conservation Service, the District Secretary is expected to provide secretarial assistance to RC&D and NRCS staff when the conservation district's workload permits. This assistance should be provided at the same high-quality level that is expected for district work. Since the District Office is maintained in an open-office setting with other USDA agencies, the conservation district employees are expected to cooperate and work closely with other employees to develop a team effort in carrying out USDA programs and activities. This includes assisting in answering phones and greeting people coming into the office, as well as referring them to the proper USDA staff person. Employees of the Tulsa County Conservation District will treat customers and coworkers with respect and courtesy and will act professionally at all times. Any problem or issue in working with USDA staff will be brought to the District Manager and/or the board's attention immediately.

20. District Board of Directors

The governing body of the Tulsa County Conservation District consists of five district directors, three of whom are elected and two of whom are appointed. These directors are public officials who are responsible for setting the priorities for conservation work within the district. The directors are legally responsible for seeing that the Conservation District Act and laws regarding expenditure of funds by a public body are followed. They are ethically obligated to do the best possible job of using public funds and resources to improve the district's renewable natural resources. At all times when directors are representing Tulsa County Conservation District, they are expected to fulfill the duties of their position and to behave in a professional manner befitting the position.

21. Board Meetings

The Tulsa County Conservation District will hold monthly board meetings, during which directors will take official action on plans, programs and functions of the district. All

meetings will be held in accordance with the Open Meeting Act and will be conducted in a business-like and professional manner following *Robert's Rules of Order* and other parliamentary procedure guides. All decisions and acts require official action of the board of directors in an open meeting if they result in the (1) expenditure of funds, (2) establishment of or change in policy, (3) representation of district opinion or approval or (4) obligation of any kind on the part of the district. In order to ensure the orderly transaction of business and to give notice to the public regarding what will transpire at the meeting, an agenda for the meeting will be developed in sufficient detail to inform the public of the business to be considered at the meeting and will be posted in accordance with the Open Meeting Act. During the monthly meeting, the Chairman will (1) request that the minutes of the previous meeting be read by a designated person or (2) signify that all directors have previously received a copy of the minutes of the previous meeting and ascertain that all have read them prior to entertaining a motion for their approval. During each meeting, directors will examine a detailed financial statement of all bank accounts, including bank statements. Other items that the directors must review for approval at each monthly meeting are the timesheets, leave and travel records for each employee, bills to be paid, and claims for reimbursement from the Oklahoma Conservation Commission. Other District business will also be carried out during the board meetings.