AGENDA
Board of Directors Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
February 11, 2016 - 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 January 14, 2016 Regular Meeting
    B. Approval of Financial Statements & District Budget for Period Ending January 2016
    C. Review of TACF Financials for Period Ending January 2016
    D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
    E. Approval of District Employee Timesheet & Leave Records for the Month of January 2016
    F. Acceptance of NRCS Farm Bill performance worksheets

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

6. Discussion and/or Possible Action on the Following District Operation Items:
    A. Crow Creek Update with Jean Lemmon
    B. Discussion and Acceptance of District Conservationist Agency Report
    C. Employee Evaluation Form for Next Month
    D. TACF Joint Meeting
    E. Home & Garden Show and Volunteer Update
    F. Possible Purchase of TCCD Logo Bags for Outreach Events
    G. Possible Purchase of an Enviroscape & Logo Bags
    H. Creek Clean-up Update
    I. RMC Discussion

7. Public Comments:
8. Adjourn:

Next regularly scheduled meeting is March 9, 2016 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 **Special Meeting** of the Tulsa County Conservation District Board of Directors held on **February 11, 2016** were approved as written by a vote in the **Special Meeting** of the Board of Directors held on **March 9, 2016**

Chair, Board of Directors

3/9/16
Date

Attest:

Minutes
Tulsa County Conservation District
Special Board Meeting

Date:	February 11, 2016
Time:	4:00 PM
Members Present:	Zach Kilburn, Chairman Roy Foster, Treasurer Jana Black, Member
Members Absent:	Craig Thurmond, Vice Chairman Melissa Gray, Member
Others Present:	Gabriael Parker, District Secretary Cleaon Bradford, Acting District Conservationist Jean Lemmon, Oklahoma Conservation Commission Dana Hamersley, TACF Board Chairman Vernon Seaman, TACF Board Member John Beasley, TACF Board Secretary Ray West, TACF Board Treasure Kevin Gustavson, TACF Board Vice-Chairman

1. **Meeting Called to Order:**

Member, Zach Kilburn called the meeting to order at 4:06 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 February 9, 2016 in the front window at 6660 S. Sheridan Rd. Suite 120, Tulsa, Oklahoma 74133.

2. **Roll Call**
3. **Consider, Discuss, and Take possible action on the following agenda items:**
4. **Consideration of Consent Agenda:**
   - **A. Approval of Minutes from the January 14, 2016 Regular Meeting**
   - **B. Approval of Financial Statements & District Budget for Period Ending January 2016**
   - **C. Review of TACF Financials for Period Ending January 2016**
   - **D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
   - **E. Approval of District Employee Timesheet & Leave Records for the Month of January 2016**
   - **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, Roy Foster made a motion to accept the consent agenda as presented. Jana Black 2nd the motion. Nays: None. The motion carries.

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

A. Crow Creek Update with Jean Lemmon
Jean Lemmon said that the Crow Creek sign is supposed to go up sometime this week, but she said she is having trouble finding time to meet with Larry Coppock, and Cleaon Bradford to go over placing details. Zach Kilburn asked if she had talked to the property owners about doing a land easement to get access to other parts of creek. Jean said that she had not talked to the property owners yet because she was thinking about the approach. She said that she would keep them informed on the easement.

B. Discussion and Acceptance of District Conservationist Agency Report
Cleaon Bradford said that the restructuring plan has been finalized and will begin in May and should be finished by June. He did not anticipate any real changes in Tulsa, just because the Tulsa Field Office has already been operating similarly to the way the restructuring will work. So he did not foresee any disruption to function. Cleaon said that his position would change from District Conservationist to Resource Conservationist for FY 2017. Cleaon said that we have 22 EQIP applications but some of those applicants are applying for 1 or more practices. In reality, we have about 20. The deadline for ranking applications is March 11, 2016. Cleaon said that letters went out to current EQIP and CSP Applicants, letting them know that that have 30 days to submit paperwork to NRCS. If they do not have the required documents within that 30 days, they will be marked ineligible in the system. After the brief discussion, Jana Black made a motion to accept the District Conservationist's Agency Report. Roy Foster 2nd the motion. Nays: None. The motion carries.

C. Employee Evaluation Form for Next Month
Gabriael said that she was providing this as a reminder. The evaluation will be on the agenda next month. She said that it would make discussion move faster if the board members could fill the evaluation out before the meeting.

D. TACF Joint Meeting

1. Meeting call to order
Dana Hamersley called the meeting to order at 4:20 PM

2. Roll call
Dana Hamersley, TACF Board Chairman
Kevin Gustavson, TACF Board Vice-Chairman
Vernon Seaman, TACF Board Member
Ray West, TACF Board Treasure
John Beasley, TACF Board Secretary

Zach Kilburn, TCCD Board
Roy Foster, TCCD Board
Jana Black, TCCD Board
Gabriael Parker, TCCD
Cleaon Bradford, NRCS
Jean Lemmon, OCC

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

a) Approval of Minutes from the April 29, 2015 TACF Board meeting

After a brief discussion Dana Hamersley made a motion to approve the minutes from the April 29th Special Board Meeting. Vernon Seaman 2nd the motion. Nays: None. The motion carries.

b) Acceptance of Treasurer's Report through January 2016

After a brief discussion, Vernon Seamon made a motion to approve the Treasure's Report from April 2015 through January 2016. John Beasley 2nd the motion. Nays: None. The motion carries.

c) Discuss status of new memberships for TACF Board

After a brief discussion, the TCCD board said that at the board meeting in January, Zach Kilburn had been nominated to the TACF board, per TACF By-Laws. The By-Laws state that the TACF Board can consist of no more than two TCCD Board Members at any given time. Since John Beasley and Scott VanLoo were no longer on the TCCD board, but remain on the TACF board, the TACF Board only had room for one of the TCCD members. No further action needed to be taken at this time.

d) Discussion of what to do with Southwest Airlines Ticket Donation

Gabriael said that the SWA tickets that were donated by SWA for the 2015 creek cleanup are set to expire on August 1, 2016. Gabriael said that she can contact SWA see if the tickets can be reissued. Some of the board members from both TACF and TCCD suggested we might be able to give them away at the Creek Cleanup in May, as well as an RMC if we can partner with the HBA. The board suggested we find out if the tickets could be reissued first. No further action needed to be taken at this time.

Kevin Gustavson entered the meeting at 4:52 PM

e) Set 2016 TACF meeting schedule

Gabriael Parker said that the TACF board should set up new meeting dates and times for 2016. It would get the Foundation back to having regularly scheduled meetings as well as making sure business is taken care of in a timely manner. After a brief discussion, TACF decided to continue regular meetings at 5PM on the 2nd Wednesday in May, August, and November. The next meeting will be held on May 11, 2016 at 5PM.

f) TCCD Joint Meeting

g) Home & Garden Show and Volunteer Update

Gabriael said that she has been working with the City of Tulsa, and Blue Thumb to staff the TCCD booth at the H&G Show. She said that there will be a training on February 23, 2016 for volunteers who would like to help out. She will have a signup sheet at the training. Also the theme of the TCCD booth will be of Crow Creek. She would inform the board if she needs any help with set up. Jana said that she would be available to help if need be, but to let her know. No further action needed to be taken at this time.

h) Possible Purchase of TCCD Logo Bags for Outreach Events

Gabriael said that she had been looking into the cost of getting plastic bags with our information on them to hand out when we participate in big events, like the H&G show, RMC's and Creek Cleanup. She said that she found a website called 4imprints that seemed to be the cheapest. We could get 250 bags for $100.00 plus the setup fee. The setup fee was a onetime fee to get the logo on the bags. If we decided to order more we would not have to pay that. Vernon made the point that he did not think 250 would be enough. Gabraiel said she would look at how much it would cost to get more bags. The TCCD board said that they would not be opposed to purchasing the bags if the Foundation would reimburse the district. She said that she would email the TACF the amount since they can vote via email and TCCD cannot. No further action needed to be taken at this time.

i) Possible Purchase of an Enviroscape & Logo Bags

Please see discussion of logo bags in item F. Roy Foster asked Gabriael if she does enough outreach to justify the purchase of the Enviroscape. She said that she has to borrow one from either the City or Blue Thumb, but even then, sometimes the Enviroscape is being used by other groups and unavailable. Jean Lemmon said that Blue Thumb has like 3 and the City has one, and if we needed to barrow one, they would be available with advanced notice. The TCCD and TACF Board said at this time they could not vote to allow the purchase of the Enviroscape.

j) Creek Clean-up Update

Gabriael said the date for the cleanup is May 21st at the Philbrook Museum. Rib Crib will be providing lunch for the event, like last year. TCCD will help with registration. The event is being advertised with Cox, TYPRO's as well as Sustainable Tulsa. We are expecting about 100-150 people. No further action needed at this time.

k) RMC Discussion

Vernon Seaman he had spoken with the HBA of Greater Tulsa about possibly partnering with them on a stormwater compliance conference in May. He said that he has a meeting planned with the HBA next week and will keep us updated. When he initially spoke to the HBA, it sounded like they did not have a problem with partnering with TCCD and TACF. That would take care of the venue and food minus breaks. No further action needed to be taken at this time.

6. **Public Comments:**
7. **Adjourn:**

Meeting adjourned at 5:30 PM

Next regularly scheduled meeting is March 9, 2016 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

Tulsa County Conservastion District
Profit & Loss
January 2016

	Jan 16
Income	
Administrative Income	10.19
OCC Reimbursements	742.03
Total Income	752.22
Expense	
Director Fees	60.00
Employee Benefits	302.56
Office Supplies	16.15
Payroll	849.26
Payroll Tax	746.69
Postage	49.00
Telephone and Internet	122.68
Travel	296.01
Total Expense	2,442.35
Net Income	**-1,690.13**

Tulsa County Conservastion District
Profit & Loss Detail
January 2016

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	1/11/2016		TCCD			Arvest Special...	10.00	10.00
Deposit	1/29/2016		Arvest	Interest Pay...		Arvest Checki...	0.12	10.12
Deposit	1/29/2016		Arvest			Arvest Special...	0.07	10.19
Total Administrative Income							10.19	10.19
OCC Reimbursements								
Deposit	1/29/2016		OCC			Arvest Checki...	742.03	742.03
Total OCC Reimbursements							742.03	742.03
Total Income							752.22	752.22
Expense								
Director Fees								
Check	1/15/2016	8442	Melissa Gray	2nd Quarter ...		Arvest Checki...	60.00	60.00
Total Director Fees							60.00	60.00
Employee Benefits								
Check	1/27/2016	8448	OCC	January 2016...		Arvest Checki...	151.28	151.28
Check	1/28/2016	8451	OCC	February 201...		Arvest Checki...	151.28	302.56
Total Employee Benefits							302.56	302.56
Office Supplies								
Check	1/14/2016		Wal-Mart	December B...		Arvest Checki...	16.15	16.15
Total Office Supplies							16.15	16.15
Payroll								
Check	1/15/2016	8449	Gabriael S Parker	January 1-15...		Arvest Checki...	849.26	849.26
Total Payroll							849.26	849.26
Payroll Tax								
Check	1/8/2016		IRS	941 Tax Pay...		Arvest Checki...	661.59	661.59
Check	1/15/2016		Oklahoma Tax Com...	December 20...		Arvest Checki...	85.00	746.59
Check	1/25/2016		Oklahoma Tax Com...	Interest Pay...		Arvest Checki...	0.10	746.69
Total Payroll Tax							746.69	746.69
Postage								
Check	1/21/2016		USPS	Roll of Stamp...		Arvest Checki...	49.00	49.00
Total Postage							49.00	49.00
Telephone and Internet								
Check	1/29/2016		COX Communicatio...			Arvest Checki...	122.68	122.68
Total Telephone and Internet							122.68	122.68

Tulsa County Conservastion District
Profit & Loss Detail
January 2016

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel								
Check	1/15/2016	8450	Gabriael S Parker	December 20...		Arvest Checki...	28.81	28.81
Check	1/15/2016	8440	Gabriael S Parker	November 20...		Arvest Checki...	44.56	73.37
Check	1/15/2016	8439	Gabriael S Parker	October 2015...		Arvest Checki...	222.64	296.01
Total Travel							296.01	296.01
Total Expense							2,442.35	2,442.35
Net Income							**-1,690.13**	**-1,690.13**

ARVEST

P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 01/31/2016

TULSA COUNTY CONSERVATION **Page 1 of 4**

Customer Number:

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING	XXXXXXXX[redacted]	$2,330.31
Total Current Value		**$2,330.31**

If you've got a smartphone or tablet, you've got banking! With Arvest Mobile Banking, you can check balances, transfer money, pay bills and much more, anytime you want 24/7. Start banking right from your smartphone or tablet today. **Download our free Mobile Banking App today and enjoy a whole new world of banking convenience.**

[redacted]

NON-PROFIT INTEREST CHECKING - XXXXXXXX[redacted]

Account Summary

Date	Description	Amount
01/01/2016	**Beginning Balance**	**$4,030.51**
	2 Credit(s) This Period	$742.15
	13 Debit(s) This Period	$2,442.35
01/31/2016	**Ending Balance**	**$2,330.31**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$0.12
Interest Paid Year-to-Date	$0.12
Interest Withheld Year-to-Date	$0.00

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

Electronic Credits

Date	Description	Amount
01/29/2016	VENDOR PAYMENTS MISC REIMB *TULSA COUNTY CONSERVAT*	$742.03

Other Credits

Date	Description	Amount
01/31/2016	INTEREST PMT	$0.12

Electronic Debits

Date	Description	Amount
01/08/2016	IRS USATAXPYMT *TULSA COUNTY CONSERVAT*	-$661.59
01/14/2016	508699 POS PIN PUR FROM CHK	-$16.15

NON-PROFIT INTEREST CHECKING - (continued)

Electronic Debits (continued)

Date	Description	Amount
	WM SUPERCENTER #	
	TULSA, OK 5411	
01/15/2016	TAX PAYMENTS OK TAX PMT [redacted]	-$85.00
01/21/2016	808041 POS PIN PUR FROM CHK	-$49.00
	USPS 3983450035/6110 E	
	TULSA, OK 9402	
01/25/2016	TAX PAYMENTS OK TAX PMT [redacted]	-$0.10
01/29/2016	COX COMM TUL BANK DRAFT	-$122.68
	Tulsa County Conservat	

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8439	01/15/2016	$222.64	8448*	01/27/2016	$151.28	8451	01/28/2016	$151.28
8440	01/15/2016	$44.56	8449	01/15/2016	$849.26			
8442*	01/15/2016	$60.00	8450	01/15/2016	$28.81			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/31/2015	$4,030.51	01/15/2016	$2,062.50	01/27/2016	$1,862.12
01/08/2016	$3,368.92	01/21/2016	$2,013.50	01/28/2016	$1,710.84
01/14/2016	$3,352.77	01/25/2016	$2,013.40	01/29/2016	$2,330.31

ARVEST

P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 01/31/2016

TULSA COUNTY CONSERVATION

Customer Number:

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING	[redacted]	$1,600.21
Total Current Value		**$1,600.21**

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NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
01/01/2016	**Beginning Balance**	**$1,590.14**
	2 Credit(s) This Period	$10.07
	0 Debit(s) This Period	$0.00
01/31/2016	**Ending Balance**	**$1,600.21**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$0.07
Interest Paid Year-to-Date	$0.07
Interest Withheld Year-to-Date	$0.00

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

Deposits

Date	Description	Amount
01/11/2016	DDA DEPOSIT	$10.00

Other Credits

Date	Description	Amount
01/31/2016	INTEREST PMT	$0.07

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/31/2015	$1,590.14	01/11/2016	$1,600.14	01/29/2016	$1,600.21

ARVEST

P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 01/31/2016

TULSA AREA CONSERVATION

Customer Number:

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		$15,558.93
Total Current Value		**$15,558.93**

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BUSINESS MONEY MARKET -

Account Summary

Date	Description	Amount
01/01/2016	**Beginning Balance**	**$15,557.61**
	1 Credit(s) This Period	$1.32
	0 Debit(s) This Period	$0.00
01/31/2016	**Ending Balance**	**$15,558.93**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$1.32
Interest Paid Year-to-Date	$1.32
Interest Withheld Year-to-Date	$0.00

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

Other Credits

Date	Description	Amount
01/31/2016	INTEREST PMT	$1.32

Daily Balances

Date	Amount	Date	Amount
12/31/2015	$15,557.61	01/29/2016	$15,558.93

ARVEST

P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 01/31/2016

TULSA AREA CONSERVATION

Customer Number:

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		$6,139.96
Total Current Value		**$6,139.96**

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NON-PROFIT INTEREST CHECKING -

Account Summary

Date	Description	Amount
01/01/2016	**Beginning Balance**	**$6,139.70**
	1 Credit(s) This Period	$0.26
	0 Debit(s) This Period	$0.00
01/31/2016	**Ending Balance**	**$6,139.96**

Interest Summary

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

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

Other Credits

Date	Description	Amount
01/31/2016	INTEREST PMT	$0.26

Daily Balances

Date	Amount	Date	Amount
12/31/2015	$6,139.70	01/29/2016	$6,139.96

Performance Worksheet/Operational Tasks

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

Tulsa County
Conservation District:

February-16
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
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			X		X				X			X							X						X			
Outreach for Farm Bill Programs																													
News Article Development																													
Outreach Activities																													
Assist with monthly outreach report																													
Public presentations																													
Success stories																							X						
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	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	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
Record of meeting minutes											X																		
Maintain office schedules											X																		
Maintain ledgers	X	X	X	X	X			X	X	X	X	X				X	X		X			X	X	X	X	X			X
Other											X																		
Farm Bill Contracting																													
Explain and promote farm bill programs								X																					
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)																													

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **40 hours**

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

3/9/16
Conservation District Board Representative (*Signature & Date*)

3/9/16
NRCS District Conservationist (*Signature & Date*)

Conservation District Employee Evaluation of: _____

Scale: 5 (outstanding – consistently exceeds expectations)
4 (very good – sometimes exceeds expectations)
3 (satisfactory – meets expectations)
2 (needs improvement)
1 (fails to meet expectations)

A. Work Habits/ Attitudes

_____ 1 Exhibits common sense, maturity, and good judgment
_____ 2 Takes pride in work, has interest in office
_____ 3 Applies enthusiasm and interest to the job
_____ 4 Works well under stressful conditions meets deadlines, deals with time constraints
_____ 5 Independent – requires minimal supervision on many tasks, gets job done
_____ 6 Dependable – on time for work, uses leave consistent with office policies
_____ 7 Professional personal appearance
_____ 8 Time effectiveness – uses time wisely to accomplish work
_____ 9 Acceptance of directions and criticism
_____ 10 Flexibility – willingness to accept new assignments, good attitude toward change, new duties and methods

B. Technical Skills

_____ 11 Work is technically accurate and free from errors
_____ 12 Follows established policies and procedures
_____ 13 Problem solving, creativity, resourcefulness
_____ 14 Initiative – self-starter, voices ideas

C. Communication Skills

_____ 15 Oral communication
_____ 16 Written communication
_____ 17 Communication and interaction with coworkers

D. Dealing with co-workers, customers, and other agencies

_____ 18 Tact and diplomacy
_____ 19 Skill in getting along with coworkers
_____ 20 Willingness to assist in support activities
_____ 21 Interpersonal skills – listens and communicates effectively
_____ 22 Cooperation with NRCS – does a good working relationship exist?
_____ 23 Cooperation with other agencies
_____ 24 Cooperation with board of directors and other district employees
_____ 25 Confidentiality

1. What are this person's strengths?

2. What improvements needed?

The following questions are optional and should be asked at TCCD's discretion.

3. Does this person supervise effectively?

4. Does this person demonstrate leadership skills and motivate co-workers?

5. Does this person handle additional responsibilities well?

6. Does this person delegate tasks to others?

Employee's Comments:

Date of TCCD board meeting at which review was completed: _____

Chairman's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

TULSA AREA CONSERVATION FOUNDATION

AGENDA
Special Board Meeting
Tulsa Area Conservation Foundation
6660 S. Sheridan Rd., Suite 120, Tulsa, OK
Thursday February 11, 2016 – 5:00 pm

TULSA AREA CONSERVATION FOUNDATION

1. Meeting call to order. VS, JH, JR, JB, CH, GP, RW, ZK, RF, DH
2. Roll call. 420
3. Consider, Discuss and Take Appropriate Action on the Following Items:
   a) Approval of Minutes from the April 29, 2015 TACF Board meeting DH / VS
   b) Acceptance of Treasurer's Report through January 2016 VS / JB
   c) Discuss status of new memberships for TACF Board
   d) Discussion of what to do with Southwest Airlines Ticket Donation
   e) Set 2016 TACF meeting schedule — 2nd Wed - 5/11, 8/10, 11/9 @5
   f) TCCD Joint Meeting
   g) Home & Garden Show and Volunteer Update
   h) Possible Purchase of TCCD Logo Bags for Outreach Events
   i) Possible Purchase of an Enviroscape & Logo Bags
   j) Creek Clean-up Update
   k) RMC Discussion
4. Public Comment
5. Adjournment.

Contact to see about pushing date on tickets

The next regular quarterly TACF Board TBA at the TCCD offices

TULSA AREA CONSERVATION FOUNDATION

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

Date:	April, 29 2015
Time:	5:00 PM
Members Present:	Dana Hamersley, Chair Kevin Gustavson, Vice-Chair Ray West, Treasurer Vernon Seaman, Member Scott VanLoo, Member John Beasley, Member
Members Absent:	None
Others Present:	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 5:20 PM.

2. Roll call.

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

a) Approval of Minutes from the January 7, 2015 TACF Board meeting.
Gabriael Parker and John Beasley had prepared the minutes for the January 7, 2015 meeting. There seemed to be no questions or comments on the minutes. Scott VanLoo made a motion to approve the January 7, 2015 meeting minutes. Ray West 2nd the motion. Ayes: all, Nays: none. The motion carries.

b) Acceptance of Treasurer's Report through March 2015.
After a brief discussion, Ray said that the RMC brought in about $8,000 give or take, and besides that, not a lot of change in the interest collected. One thing to note was that some of the deposits from Event Brite went into the wrong account so he had to manually move them into the checking. Ray said that he had mentioned it to Gabriael, and that she would correct the deposit accounts on Event Brite's website. Scott VanLoo made a motion to accept the Treasurer's Report through March 2015. Dana Hamersley 2nd the motion. Ayes: all, Nays: none. The motion carries.

c) Discuss status of new memberships for TACF Board.

With John Beasley and Scott VanLoo being newly elected to the board, it had been noted that there is still one vacant position on the board. The current board members have not been able to find someone to fill the vacant position as of yet. The board decided to continue their recruiting efforts and discuss those suggested candidates at the next meeting. No further action needed to be taken at this time.

d) Discuss status of TACF social media efforts.

Gabriael Parker said that she still could not find the Facebook page. Kevin then said that he has the page and that he could make Gabriael an administrator so she could find it. Gabriael said that she will get with Kevin to get that done.

Gabriael said that she had officially set up the TACF website through GoDaddy. She said there is a link for the TACF site on the TCCD page and vice versa. She said that she added a donate button that links to the Foundations PayPal account. So when we get more exposure people can donate if they choose to do so. She also noted the new website was Tulsaacf918.org.

e) Discuss the March 26, 2015 Resource Management Conference

Scott VanLoo said that the RMC went off with very few problems. Despite the Sand Springs Tornado the night before, we had just over 110 people attend and that the Tulsa Garden Center was a fantastic venue. Many people loved the food provided by Elote Café. Overall it was a successful conference. The planning committee is planning on a meeting in October to discuss the possibility of holding another RMC next spring. Scott also purposed that we send the Tulsa Garden Center a donation of $500.00 for allowing us to have the conference there and how helpful the staff were during the event. The board agreed. Ray West made a motion to donate $500.00 to the Tulsa Garden Center. Vernon Seaman 2nd the motion. Ayes: all, Nays: none. The motion carries. Gabriael said the she would prepare the check and mail it next week.

f) Discus changes to Arvest Bank signatory form on TACF checking and savings bank accounts.

Gabriael said that she does have the new signatory cards and they can either sign them now or wait until the conclusion of the meeting. The bank removed Richard Smith as the only signatory, and added Dana Hamersley, Ray West, and John Beasley as signatories. No further action needed to be taken at this time.

g) Discuss and possible approval of TCCD reimbursement of Table, Chairs, and Projector purchases.

TCCD had purchased two event tables, four plastic chairs as well as projector for Cyndie's outreach presentations. The items purchased totaled $430.00. After a brief discussion, Ray West made a motion to reimburse TCCD for the purchase of two plastic tables, four plastic chairs, and one projector. Scott

VanLoo 2nd the motion. Ayes: all, Nays: none. The motion carries. Gabriael said the she would prepare that check as well.

h) Discuss and possible approval of $5190.00 TCCD Financial Request.

After a brief discussion, John Beasley said that with the success of the RMC, the TCCD board gave Gabriael Parker a raise due to excellence in job duties. They had provided a $1.00 per hour raise because of her work in the RMC planning and implementation process. Supplemental income from local funds now stands at $2.50 per hour. On average the district employees work 2076 hours per year, so that is where we got the $5190.00 amount. So the TCCD board is requesting funds for the FY 2015 to help supplement employee salary. Scott VanLoo made a motion to approve Tulsa County Conservation District's financial requests in the amount of $5190.00. Vernon Seaman 2nd the motion. John Beasley abstained from voting. Ayes: all, Nays: none. The motion carries.

4. New Business:

Scott VanLoo said that his term will expire on the TCCD board on June 30, 2015, and that he will not be seeking another term. He said that he is getting close to retirement with the city, and would like reduce some of his work load. He said that he will remain a board member on the TACF board.

John Beasley said his term will also be expiring on June 30, 2015 and will not be seeking another term as well. Just like Scott VanLoo he too will remain on the TACF board. John said the he would like to remain on the board because he thinks that between TCCD and TACF, they can do a lot of good in Tulsa.

No further action needed to be taken as this time.

5. Adjourn:

Dana adjourned the meeting at 6:06 PM

The next regular quarterly TACF Board TBA at the TCCD offices

ARVEST®

P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 01/31/2016

TULSA AREA CONSERVATION

Customer Number:

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		$6,139.96
Total Current Value		**$6,139.96**

If you've got a smartphone or tablet, you've got banking! With Arvest Mobile Banking, you can check balances, transfer money, pay bills and much more, anytime you want 24/7. Start banking right from your smartphone or tablet today. **Download our free Mobile Banking App today and enjoy a whole new world of banking convenience.**

NON-PROFIT INTEREST CHECKING -

Account Summary

Date	Description	Amount
01/01/2016	**Beginning Balance**	**$6,139.70**
	1 Credit(s) This Period	$0.26
	0 Debit(s) This Period	$0.00
01/31/2016	**Ending Balance**	**$6,139.96**

Interest Summary

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

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

Other Credits

Date	Description	Amount
01/31/2016	INTEREST PMT	$0.26

Daily Balances

Date	Amount	Date	Amount
12/31/2015	$6,139.70	01/29/2016	$6,139.96

ARVEST

P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 01/31/2016

TULSA AREA CONSERVATION

Customer Number:

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CUSTOMER SERVICE	(866) 952-9523
MAILING ADDRESS	PO BOX 799 LOWELL AR 72745
WEBSITE	www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		$15,558.93
Total Current Value		**$15,558.93**

If you've got a smartphone or tablet, you've got banking! With Arvest Mobile Banking, you can check balances, transfer money, pay bills and much more, anytime you want 24/7. Start banking right from your smartphone or tablet today. **Download our free Mobile Banking App today and enjoy a whole new world of banking convenience.**

BUSINESS MONEY MARKET -

Account Summary

Date	Description	Amount
01/01/2016	**Beginning Balance**	**$15,557.61**
	1 Credit(s) This Period	$1.32
	0 Debit(s) This Period	$0.00
01/31/2016	**Ending Balance**	**$15,558.93**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$1.32
Interest Paid Year-to-Date	$1.32
Interest Withheld Year-to-Date	$0.00

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

Other Credits

Date	Description	Amount
01/31/2016	INTEREST PMT	$1.32

Daily Balances

Date	Amount	Date	Amount
12/31/2015	$15,557.61	01/29/2016	$15,558.93

TREASURER'S REPORT FOR TULSA AREA CONSERVATION FOUNDATION

Prepared by Ray West, TACF Board Treasurer

TACF Treasurer's Spreadsheet - based upon bank statements

Reconciled through: January 31, 2016

TACF CHECKING ACCOUNT: 37907192

DATE	NUMBER	NAME / PURPOSE	DEPOSIT	W/DRAWAL	BALANCE
1/7/15		EVENTBRITE, INC (RMC registration)	170.36		5,969.21
1/21/15		EVENTBRITE, INC (RMC registration)	142.04		6,111.25
1/28/15		PAYPAL	0.05		6,111.30
1/28/15		PAYPAL	0.15		6,111.45
1/28/15		PAYPAL		0.20	6,111.25
1/30/15		Interest	0.25		6,111.50
2/7/15		EVENTBRITE, INC (RMC registration)	823.46		6,934.96
2/13/15		DDA Deposit - RMC	120.00		7,054.96
2/19/15		EVENTBRITE, INC (RMC registration)	1,402.89		8,457.85
2/25/15		GO DADDY (WEB ORDER)		144.12	8,313.73
2/27/15		DDA Deposit (RMC registration)	300		8,613.73
2/27/15		GO DADDY (WEB ORDER)		6.92	8,606.81
2/27/15		Interest	0.28		8,607.09
3/4/15		EVENTBRITE, INC (RMC registration)	454.29		9,061.38
3/5/15		DDA Deposit (RMC registration)	120.00		9,181.38
3/17/15		DDA Deposit (RMC registration)	150.00		9,331.38
3/18/15		EVENTBRITE, INC (RMC registration)	752.57		10,083.95
3/24/15		DDA Deposit (RMC registration)	240.00		10,323.95
3/30/15	6082	Elote Café and catering		1,375.11	8,948.84
3/31/15		Interest	0.40		8,949.24
4/2/15		EVENTBRITE, INC (RMC registration)	1720.23		10,669.47
4/3/15		DDA Deposit (RMC registration)	150.00		10,819.47
4/17/15		DDA Deposit (RMC registration)	420.00		11,239.47
4/30/15		Interest	0.45		11,239.92
5/1/15	6084	TCCD (reimbursement for tables, chairs, and projector)		428.95	10,810.97
5/26/15	6086	Approved TCCD support		5,190.00	5,620.97
5/29/15		Interest	0.42		5,621.39
6/2/15	6085	Tulsa Garden Center (for RMC venue)		500.00	5,121.39
6/30/15		Interest	0.21		5,121.60
7/31/15	6080	Interest / Rib Crib	0.22	100.00	5,021.82
8/31/15		Interest	0.21		5,022.03
9/30/15		Interest	0.21		5,022.24
10/30/15		Interest	0.21		5,022.45
11/30/15		Interest	0.21		5,022.66
12/2/15		Tranfer fr Saving Acct (RMC deposits)	1,116.78		6,139.44
12/31/15		Interest	0.26		6,139.70
1/29/16		Interest	0.26		6,139.96

TACF SAVINGS ACCOUNT: 37907202

DATE	NUMBER	NAME / PURPOSE	DEPOSIT	W/DRAWAL	BALANCE
1/20/15		Deposit	500.00		16,095.69
1/26/15		Deposit	560.00		16,655.69
1/31/15		Interest	2.02		16,657.71
2/28/15		Interest	1.92		16,659.63
3/31/15		Interest	2.12		16,661.75
4/30/15		Interest	1.53		16,663.28
5/31/15		Interest	1.42		16,664.70
6/30/15		Interest	1.37		16,666.07
7/31/15		Interest	1.42		16,667.49
8/31/15		Interest	1.42		16,668.91
9/30/15		Interest	1.37		16,670.28
10/31/15		Interest	1.42		16,671.70
11/30/15		Interest	1.37		16,673.07
12/2/15		Transfer fr Savings into Checking		1,116.78	15,556.29
12/31/15		Interest	1.32		16,673.07
11/30/15		Interest	1.32		16,673.07

SUMMATION:

			TOTAL to Date	At 1-1-09 start	Net Difference
Years since budget start date:		CHECKING ACCOUNT:	6,139.96	14,294.45	-8,673.06
(since 1/1/09)	7.1	SAVINGS ACCOUNT:	15,558.93	14,251.48	2,413.22
AS OF:	1/31/16	TOTAL SAVINGS + CHECKING:	21,698.89	28,545.93	-6,847.04

NOTES:

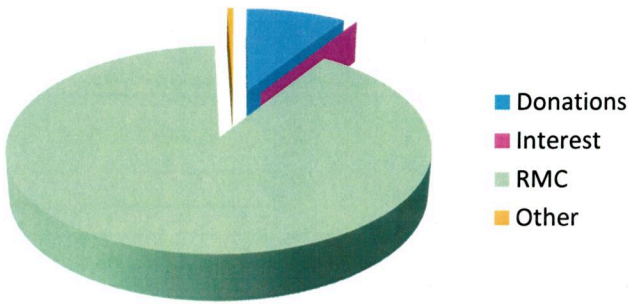
This February, 2016 report shows reconciliation with bank statements through 1/31/16. This cover page shows transactions through 1/31/16 for Checking and Savings. Grey blocks = EOM reconciled statement values.

GRAPHS OF TACF INCOME AND EXPENDITURES FROM JANUARY 2009 THRU: January 31, 2016
(does not include TACF Savings Account transactions)

INCOME CATEGORIES

Donations (non-RMC from agencies and private sector)
Interest (checking account only)
RMC Income (total of 2009, 2010, 2012, and 2015 events
Other Income (misc. admin and unknown)

	Amount ($)	Percent
Donations	3,642.10	8.9
Interest	37.40	0.1
RMC	36,795.06	90.4
Other	223.92	0.6
TOTAL	40,697.96	

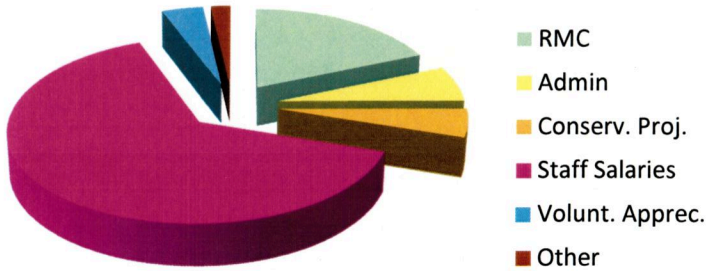


NET INCOME OVER EXPENSES **-8,172.49** (Checking Account only)
-6,847.04 (Check & savings combined)

EXPENSE CATEGORIES

RMC Expenses (total of 2009, 2010, 2012, and 2015 events)
Admin (computer, office supplies, petty cash, etc.)
Conservation Projects (supplies, meeting supplies, etc.)
Staff Salaries (TCCD Board requests)
Volunteer Apprec. (Xmas parties, misc. costs)
Unknown (unspecified expenditures)

	Amount ($)	Percent
RMC	9,082.48	18.6
Admin	3,077.93	6.3
Consrv.Proj.	2,487.43	5.1
Staff Salaries	31,362.84	64.2
Volunt. Apprec.	1,963.27	4.0
Other	897.02	1.8
TOTAL	**48,870.97**	



TACF Checking Account Transactions starting January 1, 2009

FINANCIAL STATEMENT FOR 2015 RESOURCE MANAGEMENT CONFERENCE

DATE	CHECK	TRANSACTION DESCRIPTION	DEPOSIT	PAYMENT
11/5/14		EVENTBRITE, INC	142.04	
12/3/14		EVENTBRITE, INC	56.78	
1/7/15		EVENTBRITE, INC	170.36	
1/20/15		Deposit	500.00	
1/21/15		EVENTBRITE, INC	142.04	
1/26/15		Deposit	560.00	
2/7/15		EVENTBRITE, INC	823.46	
2/13/15		DDA Deposit	120.00	
2/19/15		EVENTBRITE, INC	1,402.89	
2/27/15		DDA Deposit	300	
3/4/15		EVENTBRITE, INC	454.29	
3/5/15		DDA Deposit	120.00	
3/17/15		DDA Deposit	150.00	
3/18/15		EVENTBRITE, INC	752.57	
3/24/15		DDA Deposit	240.00	
3/30/15	6082	RMC - Elote Café & Catering		1,375.11
4/2/15		EVENTBRITE, INC	1,720.23	
4/3/15		DDA Deposit	150.00	
4/17/15		DDA Deposit	420.00	
6/2/15	6085	TULSA GARDEN CENTER		500.00
7/31/15	6080	RIB CRIB		100.00
12/2/15		Transfer fr Savings to Checking	1,116.78	
		TOTALS	9,341.44	1,975.11
		NET INCOME FROM 2015 RMC:	**7,366.33**	

Yellow highlighted = savings account transactions.

Reflects Nov. 2014 period through 1/31/16; additional transactions may have occurred after this date.

FW: Spring-ward March! A Mini-education event for Crow Creek Volunteers!

Cheryl Cheadle

Sent: Tuesday, February 09, 2016 8:59 AM
To: Tulsa County CD

Gabriael – Will you please send this on to your board members, with a note from you that it would be awesome if they would work a shift at the Home and Garden Show? I like the idea of your board being on board (Cheadle humor). Thank you, CHERYL

Spring-ward March!

Mini-Education Event for Crow Creek Community Volunteers!

Tuesday, 2/23/16, All Souls Unitarian Church, 2952 South Peoria, Room 120

Attend at 3:30 or 5:00 or 6:30 and prepare to do education work for the good of Crow Creek this spring!

Special one-hour "mini-blasts" of information for your convenience!

Free, but please register @ cheryl.cheadle@conservation.ok.gov

This event will prepare volunteers to work shifts at the upcoming **Greater Tulsa Home and Garden Show** (March 10—13) and an array of other events that will be posted in the near future. Those attending who will also work a shift at the Home and Garden Show will receive a Crow Creek Community t-shirt (wear this during your shift) and two tickets for the Home and Garden Show. You can sign up for your H & G shift at this event.

Activities: ▼ Learn to demonstrate the exciting tabletop rainfall simulator ▼ Get pointers on addressing the public ▼ See what information is available for folks to pick up ▼ Hear the answers to questions you don't even realize people will ask!

Special Guest: Greg Scott, Oklahoma Conservation Commission Soil Scientist will teach about using a fun and educational tool, the tabletop rainfall simulator. Greg is known throughout the SW for his fun, comfortable, and smart way he teaches about conservation.

Free, but please register @ cheryl.cheadle@conservation.ok.gov